

**Canisius College Archives
Annual Report
June 1, 2007 – May 31, 2008
Prepared by Kathleen M. DeLaney, Archives Coordinator**

Overview

The Canisius College Archives proves everyday that it is the institutional memory of *alma mater*. We are the stewards of tangible evidence that to be a Canisian is to have a “Legacy of Leadership”.

Fiscal year 2007-2008 served as the watershed to move the College Archives and Special Collections into the 21st Century. While honoring our paper tradition, and continuing to preserve it, we are exploring emerging archival technologies as well as preserving and making more resources accessible digitally. We received grant funding to digitize two important collections. These will serve as pilot projects for future work. Through concerted outreach, we have begun to identify need throughout the College to strengthen Archives involvement in records retention to ensure the preservation of the College’s historic documents; provide instruction, especially as the new Core Curriculum comes into place, and establish Canisius archival presence in the local, regional, state, and even national communities.

Our goals for this past year were to:

- digitize more of the photo collection,
- begin standard archival indexing methodologies for accessibility,
- promote the collection as a teaching tool, and
- promote the department through outreach services.

The Archives has accomplished all of these and is positioned to continue as an important resource center internally and externally.

Staffing

Archives and Special Collections began to function as a solid, cohesive department after the previous year’s staffing changes. Permanent staff includes:

Kathleen DeLaney – Archives Coordinator (Archivist) (18.7 fte); Reference & Instruction Librarian (18.7fte)

Nancy Noel – Archives Assistant (.52 fte)

Student Assistants

- Summer 2007: Allison Morgan, (CEEP) student “on-loan” from Fine Arts; Alicia Ptrazek (Griffin student).

- Fall 2007: Cameron Powell (CEEP @ 12hrs/wk); Adrienne Bermingham & Holly Walker. All three are freshmen members of the Class of 2011. the average worked by each student was 6-8 hours.
- Spring 2008: Cameron Powell (CEEP @ 6 hrs./wk); Adrienne Bermingham, 20 hrs. wk.

We identified the need to engage mature students for archival work. Students need to think contextually, work to specific instructions, and be sensitive to the fragility of materials with which they work; and recognize need for confidentiality. Considerable advancement in backlogged projects was accomplished; however, student reliability does impact accuracy. We also experienced lack of student commitment to working hours. Because projects can be on-going, it is best to have one student work on one project from conception through completion. This year, continuity suffered due to students academic and personal schedules. We are working with the Financial Aid Office and Academic Affairs to identify qualified students for our specific needs; and, we are working with archival colleagues to implement a training program specifically for archival student workers.

Security

The Special Collections Room alarm system was reconfigured to ensure entry only by authorized employees. The collection was seriously compromised with the release of the system password code to the general library staff. Now, a policy is in place permitting only the archivist, archives assistant, library director and campus safety access to the code. Library staff are to forward requests for appointments to the Archivist via phone or e-mail.

Summer 2007 inventory of Special Collections resulted in the discovery that many books from the Collection had previously been removed and placed in the library book shelves. Those have since been identified and returned to proper housing. The inventory also uncovered heavy deterioration in many rare books due to improper storage, handling, misshelving and poor shelving. Ongoing conservation is being addressed for these items.

Panic buttons were installed in the Archives Work/Reading Room and office areas to further ensure safety. The rash of campus shootings during the past academic year on other campuses forced discussion with our student workers who expressed concern for their workplace safety. Our remote location from other library activity made installation of panic buttons a wise move. We developed an "escape plan" in case of emergency, took the Campus Safety RAIN Workshop, and provide our student workers safety and security instruction/reminders for Archives on a regular basis.

Major Events

New York Archives Conference

Hosted by Canisius College Archives, June 12-15, 2007

<http://www.nyarchivists.org/>

This annual conference is attended by archivists, museum curators, students and volunteers in the profession, primarily from New York State. It includes three days of workshops, papers, presentations and tours of archives in the conference area. More than 95 registered archivists and museum curators attended the conference at Canisius. Twenty-two people stayed in Eastwood (now Dugan) Hall. Approximately 40 people attended a reception at the Albright-Knox Art Gallery, through the generosity of a benefactor, including a private tour of the Francis Bacon Installation and Exhibit; registered conferees were given guided tours of Forest Lawn Cemetery (compliments of our neighbors across the street) and the Frank Lloyd Wright Darwin D. Martin House on Jewett Parkway.

Kathleen Roe, Director of Archives and Records Management Operations, NYS Archives, and Robert Bullock, President, NYS Archives Partnership Trust as well as other state representatives attended and presented papers. Plenary Address was given by Jeffrey W. Cannell, Deputy Commissioner for Cultural Education, New York State. Luncheon speaker, archivist, Jon Schmitz, Chautauqua Institution, spoke on "Chautauqua's Unique Role in American Intellectual History." Joel Cohen, Assoc. VP/Library & Information Services welcomed the conference prior to the business meeting. Canisius Archivist, Kathleen DeLaney, a NYAC Board member, chaired Local Arrangements and served on the Scholarship Committee. Nancy Noel and archives student Alicia Pietrzak volunteered at the registration desk.

Archives Speaker Series

This event was conceived and designed in Fall 2007 to showcase scholars, preferably Canisius professors, with a special understanding of archival research, based on their own experiences. It is preferred that the person presenting has conducted research at the Canisius College Archives, or has been directed by assistance from the Archives in the successful completion of a book, or other expression of scholarship. The event is comprised of a talk (formal or informal) and an accompanying exhibit curated by a student assistant from the Archives, and a coffee/tea reception. The goal is to have a speaker once each semester.

The series inaugural speakers included:

I. Joan Lorch, Ph. D, Professor Emerita, Biology

Chance and Choice, My first Thirty Years

Friday, October 5, 2007, 3-5 p.m.(31 guests)

Joseph Bieron, Ph. D. , Professor Emeritus, Chemistry

Postcard Views : A Walk Down Main Street, Buffalo, New York, circa 1910

Friday, January 25, 2008 (32 guests)

The Greatest Generation Monument

Archives provided all historic data to an alumni monument committee, including graphic images, for construction of this memorial to Canisius College WWII veterans and "citizen warriors." We toured the stone yard as the monument was constructed to

document the design history, shipment to Canisius, monument installation near Bagen Hall, and attended the dedication ceremony on November 11, 2008. Archives created a web slide show of the monument and events for our WWII Digital Collection. <http://www.canisius.edu/archives/ggm.asp>

New York State Veterans Oral History Project- May6-8, 2008

With assistance of Michael Russert , New York State Military Museum, Saratoga Springs, we conducted 15 oral history interviews with Canisius graduates related to their military service. This program authorized by the New York State Archives and New York State Department of Military and Naval Affairs is part of a nationwide initiative to capture the memories of veterans and/or civilians involved in US wars, conflicts or defense-related industries. Interviews will be cataloged at the Museum, State Archives, and Canisius. Participants receive copies of their interviews at no cost.

This is an on-going project of Archives with intent to include the audio interviews and transcripts on our website. All participants have signed agreements to this endeavor. A service learning component, and special oral history interview classes are being proposed to professors in History, Media Arts and Communication Studies for 2008. A generous donation of studio time for the project was made through arrangements with Dan Drew in the Media Center.

American Jesuit Colleges and Universities (AJCU) Digital Consortium

An initiative begun 3 years ago came to a conclusion this Spring with the launch of the AJCU Digital Collection website. The purpose of this project was to produce a universally accessible website to illustrate both the scholarly heritage of Jesuit academic institutions and service historically provided by each college and university to their communities. The project provided another opportunity for collaboration among ACJU libraries, this time with the archivists, and helped to model digital collection sharing on a larger scale to specifically enable the sharing of existing and evolving best practices with the digitization of photographs. Each participating archives supplied approximately 45 digitized photographs to unique specifications for web access, along with descriptive metadata that conformed to the metadata framework established by project members for use with CONTENTdm software.

Canisius contributed 58 photographs, including those illustrating Canisius College undergraduate participation in the March 1965 Civil Rights March on Selma, Alabama. Contributions of photographs to the site is on-going.

<http://ajcudigital.org/ajcuphotos.htm>

AJCU archivists met in roundtable discussion in August 2007 at the Society of American Archivists conference in Chicago. Plans were discussed to collaborate further, and to meet as a part of a future AJCU Library Deans conference in Chicago or Boston.

Ignatian Scholarship Day -Wednesday, April 16, 2008

This first celebration of Canisius graduate and undergraduate students' research, creativity and performances is destined to become an annual event. The Archives received a request to properly document it, and Kathleen DeLaney was invited to participate as program committee member by the Office of Academic Affairs. Her responsibility extended to recruiting faculty and staff moderators for the poster sessions, paper presentations, and performances. Nancy Noel assisted at the registration desk, and circulated the event speaking to students and faculty to ensure we would receive copies of presentations. The Archives subsequently mounted exhibits commemorating Ignatian Scholarship Day in the upstairs hallway to attract alums and orientation students/parents throughout the summer. This will be an annual exhibit near the Archives, and on the web.

Alumni

Archives outreach extended to alumni in several ways this year. Beyond the Greatest Generation Monument, most impactful were incentives that created a collegial opportunity for archives with alumni, college and public relations personnel.

The Library's need to free-up additional storage for journals and periodicals forced a clean-sweep of a large basement area. For many years, this had been "site of no escape" for overstock yearbooks, file cabinets and administrative records from such varied departments as financial aid, academic affairs, career counseling and alumni. Identified department personnel were contacted working with Barbara Boehnke, Acquisitions, and Kathleen DeLaney, Archives, to determine what materials were to be retained, returned or shredded for proper disposition.

As a result, Archives identified numerous records and photographs for eventual accession to its collection, including college relations files.

- More than 300 linear feet of overstock yearbooks "lived" in this storage area. We developed a plan to offer Canisius alumni and friends copies of these through an announcements in the *Canisius Alumni Magazine*, and alumni e-mail. The Mail Room determined an average postal shipping and handling fee of \$4.00 per yearbook which we asked by pre-paid by check. On-site pick-up also was made available. After the initial offering, 63 boxes of yearbooks remained.
- An e-mail was sent to faculty and staff announcing availability of the overstock. Carts were placed outside of the library's main entrance, and "free yearbooks" were offered. As alumni weekend approached, yearbooks from reunion classes were featured.
- Yearbooks claimed through the alumni announcement = 132
- Shipping and Handling cost recovered = \$215.52
- Yearbooks disposed through recycling =25 boxes (assorted years) approximately 12-15 per box.

Sixteen boxes of **The first hundred years : Canisius College 1870-1970 / by Charles A. Brady** were discovered in the storage area. These were transferred to the Office of Alumni Relations for use as “gifts” to Class of '48 and Class of '58. Library and archival copies of the book have been retained.

Video Productions

The archives met with Alumni Relations to prepare a video presentation for the 2008 Alumni Reunion Weekend. As a result, Nancy Noel worked directly with a Ashley Smigelski ,a graduate student, over a four-week period to produce a 20 minute video reflecting experiences of the Class of 1958. It was shown at their Reunion Dinner. Nancy also prepared an Exhibit Panel for display at the Class of 1948 Alumni Reunion Dinner.

Contacts from these classes resulted in direct collection gifts to Archives, as well as participation in the NYS Veterans Oral History Project.

Theses- 2007-08 All-College Honors Program

Approximately 90 documents were converted to PDF to be uploaded archives website. Author permissions for scholarly use was granted and is retained in archives administration files.

Committees (External- Academic)

The following are professional local, regional and state committees on which Kathleen DeLaney, as archivist, serves.

- Trocaire College, Rachel R. Savorino Library Advisory Board
- Western New York Library Resource Council, Preservation Committee
- Western New York Archivists
- New York Archives Conference (NYAC), Board Member; Scholarship Committee; elected co-chair at at SUNY Potsdam (May 29, 2007)

2. Major Project Work

Grants

Canisius College Archives applied for and received two competitive grants during the fiscal year 2007-2008. K. DeLaney also applied for and received Professional Development Grant Funding to attend the Society of American Archivists Annual Conference in Chicago from Western New York Library Resource Council. Her report was printed in the Council's newsletter.

American Institute of Physics Archives Collection Grant

This competitive grant of \$5900 was awarded to the Archives to fully inventory, appraise, arrange, describe and preserve historic records of the Canisius College Braun Seismographic Station; historic records of the Jesuit Seismological Association, the primary reporting group in the US for worldwide earthquakes in the 1930s, 40s and early 50s; and the papers of the later Rev. James J. Ruddick,

longtime director of the seismograph station. Anticipated completion of the project is late Fall 2008.

Western New York Library Resource Council Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program

This competitive grant of \$4346 will allow Archives to digitize and make electronically accessible Canisius College student newspapers, *The Griffin* from the 10 year period of 1933-1943 reporting regional, as well as collegial news in the World War II era. It will supplement “WWII and Canisius,” an internet accessible digital memory project that focuses on war on the home front, specifically college campuses, and includes reminiscences of alumni who are part of “The Greatest Generation.”

<http://www.canisius.edu/aarchives/wwii.asp> The project is meant to complement the intent of WNYLRC to create a regional digital heritage program, WNY Legacy.org

Anticipated completion of the project is Winter 2008-09.

Record Groups

A major, on-going initiative to retire out-of-date and unusable record groups. Progress is slow, but working well. This must be done to initiate a project for the upcoming academic year...entering into the Library Catalog archival records.

3. Promotion of the Collection as a Teaching Resource/and

4. Outreach Services

Archives Exhibits

- AZUWUR: Yearbooks through the 20th Century-Summer 2007
- Canisius College Club Football – Fall 2007 - Winter
- Christmas at Canisius College – Winter 2007-08
- Ignatian Scholarship Day – May-September 2008
- Chance and Choice: The Career of Dr. I. Joan Lorch, Fall 2007
- Postcard Views : A Walk Down Main Street, Buffalo, New York, circa 1910, Spring 2008
- Faculty Publications (rotating 1st Flr. corridor outside library)
- Student Publications (rotating 2nd Flr. outside archives)

Library Open House – Friday September 21, 2007

- Archives Tours (4)
- Mounted special exhibits featuring “Favorite Reads of Library Staff” and created a blog with excerpts from the selections

Archives Presentations

- Freshmen Orientation – July 6, 2007
- retention of College Relations Records –July 17, 2007
- location and disposition of Art works in Archives— July 27, 2007
- Office of College Relations –September 13, 2007

- WNY Library Assistants –May 15, 2007
- Introduction to Archives Classes – 4- Martha Dunkleman, Art History

Policies and Procedures

- Rewrote all Archives policies and procedures. Copies are available on the Archives I Drive.
- All policies and procedures were given an index number for easy recognition of creation date, and to facilitate updating.

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- We provided research material for an independent film, tentatively titled “Buffalonians.” The producer’s story-line is developed with the lead character as a Canisius football great.

5. Professional Development

Conferences

K. DeLaney attended and/or participated:

- New York Archives Conference (NYAC)
SUNY Potsdam, May 28-30, 2008
 - Board Member – 2004-08
 - Scholarship Committee – 2007-2008
 - Session Chair-2007-08
 - Elected Co-Chair (Vice President) for 2008-09
- Mid-Atlantic Archives Conference (MARAC)
Chautauqua Institution, Chautauqua, NY, May 1-2, 2008
- Society of American Archivists (SAA)
Fairmont Hotel, Chicago, IL, August 29-Sept.1, 2007
Received Professional Development Grant from WNYLRC to attend
 - o continues membership in Society of American Archivists, New York Archives Conference, Mid-Atlantic Archives Conference, and Western New York Archivists.

Presented at:

- New York State Council for Social Studies Annual Convention, Buffalo, NY, April 3, 2008 --Invited Presenter, “Bridging the Gap: Introducing Students and Teacher to the use of Archival Materials”

N. Noel attended:

- New York Library Association (NYLA)
- Hyatt Regency, Buffalo, New York

Workshops

K. DeLaney attended : Western New York Reference Forum at Medaille College, Thursday, November 29, 2007

K. De Laney and N. Noel attended: “How to Create Digital Collections Using CONTENTdm” presented by Joyce Rambo, NYLINK, March 26, 2008, at Rochester Regional Library Council.

Physical Layout

Began to develop plan to make better use of space in Special Collections stacks, and to address non-secure atmosphere of the Archives storage room in the Library lower level. We are participating in a Preservation Environmental Monitoring program (PEM) through WNYLRC with the placement of air monitor in this area. A thorough report will be available based on a 12-month cycle by Winter 2008. It is anticipated that these data will provide quantitative evidence of need for relocating some of the collection.

Use of Collection (from June 1, 2007- May 31, 2008)

Annual total of e-mails, telephone, USPS mail, and visitors totals = 1184
See Appendix I for monthly breakdown

Annual total for the same period January 2007- May 2008* = 430

* change of personnel during this time; previous figures unavailable.

Plans for next year

We will continue to evaluate the Collection, and

- CONTENTdm will continue to play a big part in our work day with the digitization of The Griffin.
- Continue to migrate pilot project archival records into the library catalog for access purposes using ARCHON an open-source software widely used by academic archivists
- Implement student training program, possibly offering practicum
- Explore user-friendly web page with links from Main Page
- Continue outreach/teaching programs based on the new Core Curriculum and Information Literacy
- Seek grant opportunities for publications resource sharing via web.
- Publicize archives in Canisius Magazine

Kathleen M. DeLaney
Archivist
Canisius College
June 24, 2008