

**Canisius College Archives
Annual Report
June 1, 2008-May 31, 2009
Prepared by Kathleen M. DeLaney, Archivist**

Overview

The Canisius College Archives provides an integral role in keeping Canisius alive in the memories and hearts of students, alumni, parents, faculty and administrators.

Fiscal year 2008-2009 became Archives' year to engage in two major preservation projects : one using digitization, the second in total processing and access. Both were grant-funded. At the outset, we viewed these as pilot projects for future work. As we neared completion of these projects we reflected on work-flow, access issues, outsourcing potentials, collaborative projects, and steps to ensure longevity of these initiatives.

Our goals for the past year were to:

- digitize a ten-year run of The Griffin Student Newspaper.
- migrate pilot project archival records into the library catalog for access purposes
- implement student training program, possibly offering practica
- explore user-friendly web page with links from the library and archives 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 the Canisius Magazine

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

Staffing

Professional staff

- Kathleen DeLaney – Archives Coordinator (18.7fte); Reference/Instruction Librarian (18.7fte)
- Nancy E. Noel – Archives Assistant (.52 fte)

Effective July 1, 2009, Kathleen M. DeLaney will be promoted to Archivist/Reference Librarian III

Student Assistants

Summer '08: ▪Alicia Ptrazek (Griffin Student)—
on loan to grant-funded American Institute of Physics,
Ruddick project
▪Kathryn Liebner (Grad.Student)
funded through American Institute of Physics, Ruddick project

Fall '08: ▪Chelsey Lonberger - funded through American Institute
of Physics, Ruddick project
▪Daniel Kuether, Work Study (freshman)
▪Matthew Rath, CEEP (senior)

Spring'09 : ▪Daniel Kuether, Work Study (freshman)
▪Matthew Rath, CEEP (senior)
▪Janet Balicki, UB Library practicum student

A continuum in student assistance is extremely important in archival work. As a result, we are operating at a higher level of conscious archival practice to ensure training, and remind ourselves of the need for continual best practice. At the same time, we have exceeded the pre-existing archival standards of Canisius archives. We are well on our way to operating within Society of American Archives guidelines.

Security

Personnel

We continue to address security of collections, patrons and employees. We instruct students in the Campus Safety RAIN initiative; and have tightened our policies and procedures for use of materials and general access by requiring sign-in, emphasizing appointments, and providing more one-on-one reference with patrons.

Physical Layout

We began to make better use of the Special Collections stacks by shifting and moving unprocessed, duplicate or poorly catalogued materials into their proper Record Groups. This inventory is ongoing.

The non-secure atmosphere of the storage area in the basement continues. Facilities continue to use the area as a passage from the boiler room to Hughes parking lot.

There is a significant need for reconfiguration of both stack areas. This will be accomplished only with capital improvement, but in the meantime, we are taking steps to mitigate further deterioration by conducting a full inventory and changing the lock on the basement storage area starting in Summer 2009.

Preservation Environmental Monitor (PEM) – From October 2007 through October 2008, a PEM was installed in the basement stacks under the auspices of Western New York Library Resources Council loan program. The detailed, quantitative evidence provided in the year-long report indicate conclusively that the basement storage area is not ideal for paper or acetate collections. Of concern, mold growing on the south exterior facing wall. Items shelved in this area have been removed to other shelving; however, this will not

stem the long-term need to move materials. During the coming year, we plan to remove the shelving from the exterior wall, and begin a thorough inventory of the audio-visual materials stored on that shelving. We are exploring grants to digitize audio-visual recordings. A PEM is installed in the second floor stacks. A report will be given in Spring 2010.

Major Events

Archives Speaker Series

This series is in its second year, and, in fond remembrance of Joseph P. Lovering, Ph. D. Professor of English whose support reestablished the Archives as a place of scholarship.

The series showcases scholars with a special understanding of archival research based on their own experience. The event is comprised of a talk (formal or informal), an accompanying exhibit curated by archives student assistants, and light refreshments.

- Fall 2008
Robert J. Butler, Ph.D.
Professor of English and Co-Author
The Richard Wright Encyclopedia
Friday, September 12, 2008, 2:00-3:00 p.m.
- Spring 2009
Mark Castner
Director, Braun-Ruddick Seismograph Station
Earthquakes, Jesuits and Seismograph Stations : 100 Years of Shaking
Thursday, February 12, 2009, 1:00-2:30 p.m.

Centennial Celebration & Rededication of the Braun Seismograph Station *Wednesday, January 28, 2009 3:00p.m.*

The Archives received a generous grant from the American Institute of Physics to inventory, process and describe the Collection of Rev. James J. Ruddick, SJ, Director of the Braun Seismograph Station, 1970-2007. During the course of the project, it became apparent that there were two other distinct collections incorporated with the papers: the Jesuit Seismological Association Collection, and the Braun Seismograph Station Collection, including the papers of Dr. Austin McTigue, a former director. We also discovered that the seismograph had been in continuous operation, with the exception of a very brief period, at the College since 1909.

These events converged and were cause for a Centennial Celebration and Rededication of the Seismograph Station as the Braun-Ruddick Seismograph Station. The Archives, in support of the event sponsored by the Office of the Dean of the College of Arts and Sciences, Dr. Paula McNutt, provided historic reference, brochures, posters, invitations and exhibits curated by students Daniel Kuether and Matthew Rath. The event drew more than 50 people despite a horrific snowstorm, including the families of Joseph Braun, the station's benefactor and namesake, and Father Ruddick. Mark Castner, current director of the Station, conducted interviews with the media which aired on NCC affiliate Channel 2.

American Jesuit Colleges and Universities (AJCU) Archives Digital Consortium
March 30 – 31, 2009, Loyola University, Chicago, IL

The AJCU Library deans and directors met with their archivists to discuss and plan continuing the AJCU Digital Consortium. The initial product is a universally accessible website that illustrates the scholarly heritage of Jesuit academic institutions, and service historically provided by each institution to their communities.

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

The archivists were charged with establishing a steering committee to oversee standards and procedures for the “Collection of Collections”, and to examine existing best practices for digital and collaborative projects. The AJCU listserv was reactivated and a contact identified for each institution who will be responsible for enforcing standards, deadlines and facilitating communication. The steering committee will lead discussion on what platform should be used for the “collection of collections”, and will share links, to best practices; and initiate training/support/shared resources including webinars/small group meetings, and other small collaborative projects focused on shared experiences, resources and expertise. AJCU branding/linking back to the photo project is also of primary importance..

Canisius abstracts for “Collection of Collections” submitted on June 15, 2009 include::

The Griffin Student Newspaper Collection, 1933-1958

<http://canisiusarchives.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp124801coll0>

The Canisius College Lecturers & Guests

This collection holds photos of invited guests and speakers to Canisius College.

<http://canisiusarchives.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp4021coll25>

The Collection of Rev. James J. Ruddick and the Braun-Ruddick Seismograph Station

<http://www.canisius.edu/archives/ruddick.asp>

Archivists were directed to meet again in 2010.

Second Annual Ignatian Scholarship Day, April 17, 2009

The Archives continued its collaboration and support of this college-wide day of expression of scholarship. We aggressively pursued papers, presentations and posters from student presenters to archive. The Program Committee inserted a “donation of materials” check box on the student applications; and our library practicum student assisted with securing signed “deeds of gift” from students. Kathleen DeLaney coordinated the timekeepers for the presentations. Nancy Noel assisted with registration, and Daniel Kuether presented a poster session entitled, “How to Use Archives.”

Alumni Reunion

Video production: The Archives met with Alumni Relations to prepare a video presentation for the 2009 Alumni Weekend. After last year’s participation, Alumni and Archives developed a workflow to ensure timely delivery, and also to limit Archives time

spent scanning and rescanning. The system “should” work. This year, difficulty arose when the alums of the Class of 1959 realized that many classmates were misidentified in the yearbook, and the committee went back to the drawing table, and required approval for each step. Because of this, the project extended four months beyond what would have been the initial deadline. We are working with Alumni to ensure more control over exceptional requests, and to provide them with means to complete these projects.

Committees (External Academic)

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

- Trocaire College, Rachel R. Savorino Library Advisory Board, 2006-present
- University at Buffalo, Department of Library & Information Studies, Core Curriculum Syllabi Review Task Committee, 2008-present
- Western New York Library Resource Council, Preservation Committee
- Western New York Archivists, 1998-present
- New York Archives Conference (NYAC), Co-Chair, 2009
Board Member; Local Arrangements Chair -Annual Conference, LeMoyne College, Syracuse, June 3-5, 2009

Major Project Work

Grants

American Institute of Physics - \$5900. The Archives completed full inventory, arrangement and description of historic records of: the Canisius College Braun Seismograph Station; historic records of the Jesuit Seismological Association, and the papers of the late Rev. James J. Ruddick, S.J, longtime director of the seismograph station. The project was completed in December 2008.

As mentioned early in this report, this award brought to light the centenary of the seismograph station, and resulted in its rededication in honor of Father Ruddick; an address for the Archives Speaker Series by Mark Castner, current director of the station; and opportunity for students in the Study of Earthquakes class to use the collection. This project also brought the seismograph station to the attention of alumni, and a tour of the station was included in this year’s reunion schedule.

A finding aid for the Collection is located at:

The Collection of Rev. James J. Ruddick and the Braun-Ruddick Seismograph Station
<http://www.canisius.edu/archives/ruddick.asp>

Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program(RBDB) - \$4346.

This grant from New York State, and administered by the regional library councils provides approximately \$230,000/year to fund projects from a competitive grant program that will benefit the region's libraries. The Western New York Library Regional Council (WNYLRC) selected Canisius College Archives to digitize The Griffin Student Newspapers and make them accessible through a regional digital heritage program WNYLegacy.org

Initially, the grant was to cover digitization of the Griffin over the 10 year period of 1933-1943, reporting regional as well as collegial news in the World War II era, to complement “WWII and Canisius”—a digital memory project that focuses on was and the home front. From the time the grant was awarded to initiation of the project, we learned costs had decreased through the outsourcing vendor. As a result, we were able to get an extension on the grant, and subsequently digitize student newspapers through 1958.

A screen cast, developed by our practicum student, Janet Balicki will to assist patrons navigate ContentDM to access these documents. We are especially eager to provide College Relations and the Alumni office an in-service program to use this valuable tool.

It is our intent to apply for another RBDB grant to continue digitization of the Griffins through the 1980s.

Joseph P. Desmond Collection of Irish Literature, History & Culture

A major donor collection had slowly migrated out of its original shelving constraint. The Joseph P. Desmond Collection of Irish Literature, History & Culture, given in honor of a long-time Canisius librarian and alumnus, had been married into the library holdings without consideration of the Deed of Gifts. We believe this migration gradually occurred during the 1988 renovation of the library, and then again, with the renovation of the 2nd floor Archives and Special Collections between 2000-2003.

Through an intensive search and inventory, the bulk of the Collection has been returned to the Balling Special Collections Room. Celia White, part-time reference librarian, searched the original inventory and created an identifier in the MARC record for each book in the collection. Cataloging Librarian, Theresa Dombrowski adjusted the record to reflect the location of each recovered book as “Special Collections.”

Promotion of Collection as a Teaching Resource and Outreach Services

Archives regularly contributes items to *Under The Dome*, *NetGazette*, and *Canisius Magazine*. Photographs from Archives are regularly featured on the back cover of the Magazine.

Archives Exhibits

- Robert J. Butler, Ph. D. and Richard Wright : The Archival Research Process Toward Publication of an Encyclopedia, Fall, 2008
- 100 Years of Shaking : The Canisius College Seismograph Station. , Spring 2009
- The Collection of Joseph P. Desmond : Recovery of a Gift, Spring-Summer 2009
- Faculty Publications (rotating 1st Flr. Corridor outside library). Scholarship of Teaching and Learning (SoTL) publications added Spring, 2009

Digital Day 2009- sponsored by Academic Computing and Learner Services
Presented screen-cast demonstration, “*Griffin Gets Its Dig On*” to access the *Griffin* Digital Newspaper Collection

Library Open House – Archives Tours – September 12, 2009

Library Holiday Card – Created by archives student assistant, Matt Rath, depicted a wood-cut from Special Collections a rare 1483 Koburger Bible. Included suggested readings from library staff.

Archives Policies and Procedures – revised and posted on the Archives Webpage

Archives Collections—Nancy Noel, archives assistant, worked with Suzanne Crean to reconfigure access points to Archives Digital Collections. The result is a much more readable, and sensible arrangement, especially for digital collections.
<http://www.canisius.edu/archives/> On-going consideration of web access to collections, and migrating some records into Millennium.

Professional Development

K. DeLaney attended and/or participated:

- New York Archives Conference (NYAC)
LeMoyne College, June 3-5, 2009
- Co-Chair (Vice President) --2008-09
-Local Arrangements Chair –2008-09
(included all arrangements, and securing Plenary Speaker)
- Board Member – 2004-08; 2008-present
- Society of American Archivists (SAA)

St. Francis -Hilton Hotel, San Francisco, CA, August 25-August 31, 2008
-Included informal meeting with AJCU archivists

Continue membership in Society of American Archivists, New York Archives Conference, Mid-Atlantic Archives Conference, and Western New York Archivists.

Workshops

N. Noel and K. DeLaney participated in “Digital Boot Camp: Image Series Institute” sponsored by Western New York Library Resources Council. Included five, day-long sessions related to:

- Exploring Digital Preservation Policies and Best Practice, Tom Claeson, Palinet
- Grant Writing for Digitization and Preservation Projects, Tom Claeson, Palinet
- Copyright & Legal Issues in Digitization Programs, K. Matthew Dames, Esq., Syracuse University
- Using JPEG2000 for Digital Images, Jeremy Linden, SUNY Fredonia , Archives
- Using ContentDM software for Digital Projects, Pamela Jones, Medaille College

The institute included a capstone project through which participants shared digital images from their collections with WNYLegacy <http://www.wnylegacy.org> 3.3 C.E.U.s were awarded, each, awarded at completion of the institute.

K. DeLaney also participated activities related to information literacy and teaching reference, as part of her on-going professional development as a reference librarian.

- Western New York Reference Forum –Medaille College, Nov. 17,2008;
--Daemen College, May 22, 2009
- High School to College : a forum for WNY Reference Librarians focused on Information Literacy transition for incoming college students.

Guest Speaker:

- University at Buffalo, Reference in the Humanities,
Asst. Prof. Brenda Battleson, , Fall 2008
- University at Buffalo, Introduction to Librarianship : Archives
Valerie Nessel, Ph.D., Spring 2009
- Orientation – New Faculty and Student (3) sessions
- Bibliographic Instruction Classes – 19 (534 students) plus, two sessions of AP English Research Skills for Canisius High School seniors (11/13/08).

Use of Collection -- June 1, 2008 – May 31, 2009

On-going evaluation of unprocessed materials and collections

Like all Archives, we hold unprocessed materials that migrated here through donor or transfer error (i.e., academic departments sending items not retained by archives). When

these inappropriate items are discovered, we make every effort to return them to the office of origin, or deaccession them according to strict archival guidelines.

Materials unrelated to the mission and collection policies of the archives –to preserve the history of the College and support its mission--may be forwarded to a more appropriate institution.

Last year, we discovered a cache of local newspapers, magazines, and smalls that were without provenance, deed of gift or directive. These deaccessioned materials were noted, and through a reputable antique dealer, we realized \$770 which was deposited to the archives budget for purchase of archival boxes and folders. A portion of the fund supported the Archives Speaker Series.

Annual total of e-mail, telephone, and visitor reference

- Visitors -89
- e-mails – 294
- telephone-420

Physical numbers appear to have decreased compared to last year. Yet, increased web presence leads us to believe more visitors are contacting us virtually, and finding the answers to “historic” Canisius queries.

Plans for next year

We will continue to evaluate the Collection, and

- ContentDM will continue to play a big part of our workday with contribution to AJCU projects, and more collaborative digitization projects with WNYLegacy, and New York’s commitment to the Institute of Museum and Library Services “Connecting to Collections” initiative.
- Continue to coordinate with webmaster and cataloging to migrate archival records into the library catalog
- Provide practica for UB Library Studies students
- Continue outreach and teaching programs based on the new Core Curriculum and Information Literacy, and produce subject guides and wiki’s of relevance
- Continue Archives Speaker Series
- Explore feasibility and external funding of other digitization projects, particularly for at-risk Canisius Collections.

Kathleen M. DeLaney, Archivist
Canisius College
June 30, 2009