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Archives Annual Report, 2015-2016

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Tate Archives & Special Collections Report for academic year 2015-2016

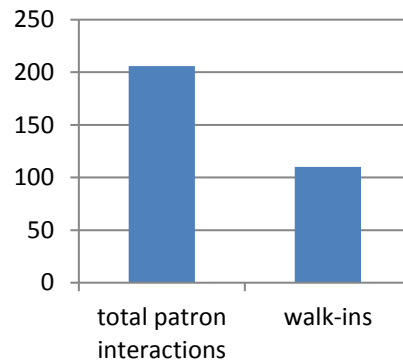
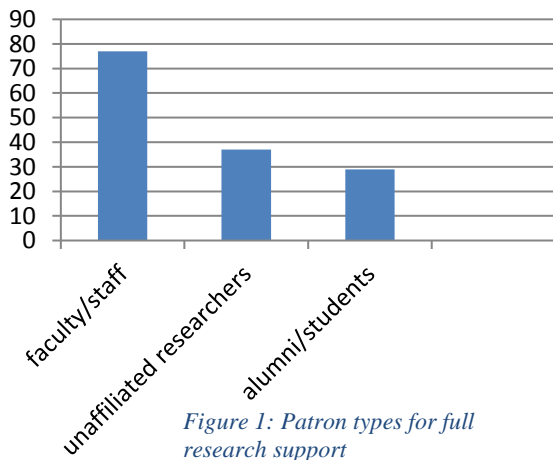
Meg Miner, University Archivist & Special Collections Librarian
December 5, 2016

Service and Accessions Summary

One student assistant helped me provide access to Tate Archives & Special Collections material during fall 2015. That student also provided access to the archives in the spring under the direction of Information Literacy Librarian Chris Sweet who managed the archives during my sabbatical.

Our holdings grew by 25 linear feet and so our collections now stand at 1,405 linear feet. We fulfilled 143 requests for research support with over half (77) of them coming from faculty, staff or administrators (Figure 1). E-mail was the most frequent method used for submitting these requests; however, from a library service point perspective I feel it is more important to highlight the number of in-person interactions which represent 53% of our total patron encounters (47 patrons who needed full research assistance and 63 who needed assistance of a less time-intensive nature. Figure 2).

I accommodated three requests for presentations on-campus and one for off-campus in the fall; these related to researching university history and/or methodologies used in archival practices. Chris Sweet facilitated access to a specific collection on-site in the spring for a faculty member and her students.



Archives Accessions and Activities

The most unusual accession the archives received this year was the complete IWU mascot costume that was worn from 1980-2000, the period before Tommy Titan became a caricature. The alumnus who alerted me to the availability of this costume is Dave Moravec, Class of 1984, who also [contributed an oral history](#) that describes its origin and the development of the mascot's role at athletic events. We also received a bulk transfer of materials from the estate of Chaplain William White that contains Chapel Committee files (a series not previously held), event programs, and reports. Further appraisal on other materials is pending before they are accessioned.

Chris Sweet completed a substantive research request on behalf of University Communications. He provided original research and high resolution scans for a local history book that includes photographs from area repositories. This is the second request we've received for this kind of support in the last two years. The publisher sends complementary copies of these books when completed.

Retired Athletic Director Dennie Bridges completed a year-long project on behalf of the archives: he thoroughly reviewed all the printed photographs held in the archives' athletics files and arranged them by decades and year. Furthermore, he provided names of players that he recognized and researched ones that he did not. He also donated photographs from his personal collection. This a significant contribution to IWU's historical record that already yielded benefits for a research request and our Homecoming Mini Museum display. Prior to Bridges' effort, our ability to identify athletes relied on comparisons with yearbook photos or team rosters.

Finally, I assisted with 29% (14 of 48) of the requests the archives received while I was on sabbatical, and I attended two days of activities for President Jensen's Inauguration. I appraised these activities as they took place and communicated with individuals and offices about acquiring permanent records created as applicable.

Special Collections Accessions and Activities

The largest collection acquired this year came from the Pratt Family and adds significantly to our holdings on Theodore Pratt. I also worked extensively with the Theta Pi Chapter of Sigma Theta Tau International on a records management plan and accepted a bulk transfer of files held by individual members.

I undertook a significant acquisition (estimated at 80 linear feet) from alumnus Dave Kindred, Class of 1963, in the month prior to my sabbatical. Mr. Kindred's donation included funding that enabled me to hire a project archivist who started processing the collection immediately. This material will not be formally accessioned until processing and descriptive work is completed and so is not included in our holdings total for this year, but the preliminary work needed to complete this transfer was substantial.

Update on items reported last year

As noted last year, I established a workflow for processing born-digital records that [was also published](#) in the Society of American Archivists' Campus Case Studies series. At the request of faculty and staff who were preparing to cover my duties in the spring, I expanded the exercise [to encompass both analog and digital materials' workflows](#) but I neglected to include that detail in last year's report. I further refined these processes in the fall of 2015 as I moved 75 GB of accessions from media (*e.g.*, disks and drives) to the library's 3-disk RAID (redundant array of independent disks) drive.

Goals for 2016-2017

I will test my workflows further with an emphasis this year on digital file storage decisions. This plan is in response to a request from Library Technology & Resources Director Suzanne Wilson who manages the RAID and has raised concerns about the limited space available on it.

Due to the anticipated uses for types of materials represented in the Kindred Collection and in existing holdings, I also will work on policies and processes to accommodate patrons requesting access to audiovisual and manuscript materials from off campus.