Rhoads Memorial Archives

End-of-Year Report

2015-2016 Academic Year

Compiled by Jessica Whitmore, 05/02/2016
# Archives in the Classroom

During the 2015-2016 academic year the following courses integrated archival materials into their lessons:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Instructor</th>
<th>How Materials were Integrated</th>
<th>Student Research Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>COMM 313: Mass Communications History</td>
<td>Ralph Frasca</td>
<td>Students researched the Mount’s connections to Charles Constantine Pise and Babe Ruth by examining archival materials.</td>
<td>1.25</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>HIST 460: Catholic Maryland</td>
<td>Charles Strauss</td>
<td>Students researched the history of Mount St. Mary’s and the Grotto in preparation for writing a new grotto history book.</td>
<td>55.25</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>COWI 172: American Epistolary Tradition</td>
<td>Dana Sauers</td>
<td>Students analyzed letter writing structure and style by examining archival letters written from a variety of time periods.</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Hours of Course related student research:** 68.5

Additionally, student research included:

~ Campus Activities/AMP – 1 hour

~ Student Government Association – 0.5 hours

~ Non-course related student research – 3 hours
# Archives Research by the Numbers

<table>
<thead>
<tr>
<th>Researcher</th>
<th>Number of Researchers</th>
<th>Research Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSM Students</td>
<td>27</td>
<td>73</td>
</tr>
<tr>
<td>MSM Departments</td>
<td>2</td>
<td>1.5</td>
</tr>
<tr>
<td>Non-MSM</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
<td><strong>110.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSM Students 66%</td>
</tr>
<tr>
<td>MSM Departments 1%</td>
</tr>
<tr>
<td>Non-MSM 33%</td>
</tr>
</tbody>
</table>

Research by MSM departments included:

- President’s Office – 0.5 hours
- University Marketing – 1 hour

Research topics by Non-MSM researchers included:

- Msgr. Roelgten
- MSM in the Civil War
- MSM Centennial Coin
**Information Requests**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number of Requests</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2015</td>
<td>4</td>
<td>35.5</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>17</td>
<td>21.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td><strong>61.5</strong></td>
</tr>
</tbody>
</table>

**Information Requests**

- **Scholarly**: 52%
- **Personal**: 28%
- **Genealogy**: 20%

![Pie chart showing distribution of information requests](chart.png)
Student Interns

Jessica Whitmore

Major: History and German
Semester: Fall 2015-Spring 2016
Credits Earned: 5
Total Hours Worked: 215

Work Accomplished:

- Developed an internship program and supervised interns
- Wrote a new mission statement and five-year strategic plan for the archives
- Wrote a policy & procedure manual for the archives
- Developed a database for tracking accession and donor information
- Processed the Knipfing collection and wrote a corresponding finding aid
- Contributed to the development of the archives scanning and digitizing policy
- Created a system of documenting research and information requests
- Oversaw the accession of donations from both university department and alumni
- Envisioned and carried out an Archives Open House for over 110 visitors including constructing an exhibit, creating and sending out invitations and flyers, and hosting the event
- Coordinated with the Institute for Leadership to designate the Archives Open House as a Cultural Enrichment Event and the Athletic Dept. as a Mount Cup Event
- Responded to information request and assisted researchers
- Chaired an Archives Working Group composed of students, staff, faculty, and administrators.
- Assisted three faculty members in incorporating archival material into their curriculum
- Managed the archives’ social media pages
- Restructured, updated, and maintained the archives’ website
- Worked with university departments to have the archives featured in The Mountain Echo, the Athletic Dept. newsletter, and the university’s Facebook, Twitter, Instagram, and Snapchat
Tracy Howse

Major: History and Music
Semester: Spring 2016
Credits Earned: 2
Total Hours Worked: 80

Work Accomplished:

- Processed the Fr. Edward J. Flanagan Collection
- Wrote finding aid for Fr. Edward J. Flanagan Collection
- Contributed to the Archives Working Group meetings
- Learned process of scanning and standard archival guideline for digitizing photographs
- Scanned university photos for digital archives
- Logged photos in collaborative database
- Responded to Scanning Requests
- Ran the archives for Accepted Students Day

Hunter Old Elk

Major: History
Semester: Spring 2016
Credits Earned: 3
Total Hours Worked: 120

Work Accomplished:

- Processed 18th and 19th century archival correspondence, manuscripts, and photographs from the Father John DuBois collection
- Conducted primary and secondary research for permanent retention of purposes of processed materials
- Recorded digital logs of historical documents, manuscripts, and photographs, which included transcribing their page numbers and overall condition of fragile materials.
- Contributed to Archives Working Group meetings
Archival Events and Initiatives

On September 7, 2015, we launched the Rhoads Memorial Archives Facebook page. Through this social media site, we have been able to expand the community knowledge base about the archives, engage with other archival repositories, and spread Mount history and pride with the Mount community, including students, faculty, staff, administrators, and alumni. Our page currently is liked by 103 individuals.

On October 1, 2015, we kicked off American Archives Month by participating in #AskAnArchivist. This national initiative sponsored by the Society of American Archivists encouraged people to ask questions about archives, the archivist profession, or a specific repository.

We engaged with the community through the Rhoads Memorial Archives Facebook with Jessica Whitmore answering comments and questions.
On October 23, 2015, we held an **Archives Open House** for the greater Mount community. The archive was open from 9:00-3:00 and contained a diverse exhibit featuring documents and artifacts significant to the Mount history. The Open House was attended by over 110 people including students, seminarians, faculty, staff, administrators, alumni, and members of the local community.

The Open House was partnered with Mount Athletics’ Mount Cup Competition. A special area of the archives was set up with historic photographs of Mount sports teams. Student-athletes and coaches could earn points in the competition by attending the Open House and learning more about their team through the photographs.

The Open House was also designated by the Institute of Leadership as an official Cultural Enrichment Event.

Articles about the Open House appeared in *The Mountain Echo* and Mount Athletics monthly newsletter. Additionally, the Open House was featured in the university’s social media accounts including Facebook, Twitter, Instagram, and Snapchat.
On November 2, 2015, Phillips Library staff including Chuck Kuhn, Kathleen Sterner, Julie Shenk, and Jessica Whitmore visited the Daughters of Charity Provincial Archives in Emmitsburg. Denise Gallo, provincial archivist, provided a tour of the facilities. Further, the Provincial Archives generously donated approximately 500 archival boxes to Rhoads Memorial Archives.

During the week of November 11, 2015, a Veterans’ Day archival exhibit was featured in the Patriot Hall vestibule. The exhibit materials were on loan from C. Burr Artz Library in Frederick, Maryland.
On December 16, 2015, the archives welcomed Jennifer A. Younger, Director of Hesburgh Libraries Emerita, University of Notre Dame and Executive Director of the Catholic Research Resources Alliance. Unger met with staff and toured the library and archives.

On January 29, 2016, we participated in #ArchivesShelfie Day. This initiative sponsored by the National Archives encouraged individuals to post a “shelfie” with their favorite historic photographs or documents. The goal of the initiative was to create awareness about archives and their diversity. We participated in this event through our Facebook page and encouraged others to post their #ArchivesShelfie.