Archives End-of-Year Report

Academic Year, 2016-2017

Submitted by Jessica Whitmore, Archives Manager

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Administrative Accomplishments

-- **Reorganized all 24 record groups and their subsequent record titles.** This task was part of the archives strategic plan and will make our records more accessible.

-- **Began to accept and transition the archives of St. Joseph’s College to the Mount Archives.** This transition will continue as the SJC alumni office continues to merge with the Mount alumni office.

-- **Wrote a digitization guide and updated our digital archives website.** This guide dictates policy and procedures regarding digitization of archival and library materials. Additionally, our new responsive website includes improvements to graphics and navigation. It is also completely mobile-friendly.

-- **Conducted an inventory of fine arts held in the Mount Archives.**

-- **Acquired ArchivesSpace.** This cloud-based data management system will support core archival functions such as description and arrangement of processed materials, as well as collection management records.

-- **Created a permanent exhibit in the Archives Study Room.** This exhibit chronicles the history of the Mount with artifacts spanning the 209 years of school history.

-- **Conducted a Cemetery Survey and Assessment Report of the Elder Family Cemetery.** The report was written by Robert Mosko of Mokso Cemetery Monument Services and outlines the current state of the cemetery and recommendations for preservation measures.

-- **Improved marketing.** This was accomplished by the founding of the bi-monthly archives newsletter, *Out of the Shelves* and increased social media through Facebook. The number of people who “like” the archives Facebook page increased by 130% with one post being viewed by 70,000 people.
Grants & Awards

-- The Archives Manager was awarded the Marsha Trimble Award to attend the Mid-Atlantic Regional Archives Conference in November 2016

-- The Archives Manager was awarded a Creative Challenge Grant by the Provost’s Office for “Faculty Professional Development for Digital Curriculum and Digital Humanities.” Co-awardees were TJ Rainsford, Gregory Murry, Sean Lewis, Sarah Scott, and Michelle Patterson.

-- Applied, with the assistance of Grants Manager Angela Boseman, for the National Endowment of the Humanities Preservation Assistance Grant for Smaller Institutions. If awarded the grant would fund having a preservation assessment plan completed of the library, particularly the spaces that house our special collections and archives. It would also allow us to purchase a datalogger that will track the temperature and humidity of our archives space. Awards will be announced in December 2017.
## Archives in the Classroom

During the 2016-2017 academic year the following courses integrated archival materials into their curriculum:

<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>Spring 2017</td>
<td>COMM 213 A: Mass Communication History</td>
<td>Mary Catherine Kennedy</td>
<td>Students examined historic books, manuscripts, and newspapers, as they relate to the history of mass communication</td>
<td>18</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>HIST 496 A: The Public Sphere in Early Modern England</td>
<td>Jamie Gianoutsos</td>
<td>Students examined early books and manuscripts, as they may relate to life in Early Modern England</td>
<td>10</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>HIST 350 A: Historical Methods</td>
<td>Greg Murry</td>
<td>Students spent three days in the archives learning how historians use the archives, completing research projects, and presenting their findings.</td>
<td>57</td>
</tr>
</tbody>
</table>

**Total Hours of Course related student research:** 85

Additionally, student research included:

~ Mount Athletics internship – 1.25 hour

~ Residence Life – 1.25 hours

~ Grotto internship – 1.75 hours
## Archives Researchers

<table>
<thead>
<tr>
<th>Researcher</th>
<th>Number of Researchers</th>
<th>Research Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSM Students</td>
<td>50</td>
<td>91.25</td>
</tr>
<tr>
<td>MSM Faculty</td>
<td>3</td>
<td>3.75</td>
</tr>
<tr>
<td>Non-MSM</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57</strong></td>
<td><strong>119</strong></td>
</tr>
</tbody>
</table>

### Research Hours

- **MSM Students**: 76%
- **MSM Faculty**: 3%
- **Non-MSM**: 21%

![Pie Chart showing research hours distribution](chart.png)
## Information Requests

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number of Requests</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>15</td>
<td>6.75</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>19</td>
<td>13.25</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>42</td>
<td>26</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>76</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

### Information Requests

- **Scholarly**: 40%
- **Personal**: 11%
- **Genealogy**: 18%
- **Business**: 32%
Change in Archival Use Over Time

<table>
<thead>
<tr>
<th>Year</th>
<th>Information Requests</th>
<th>Researchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY 14-15</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>AY 15-16</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>AY 16-17</td>
<td>70</td>
<td>50</td>
</tr>
</tbody>
</table>
Events & Exhibits

Library Tailgate, Sept. 12
During this innovative library orientation, students rotated through five exhibits where they were able to meet library staff and learn about library services. At the Archives station, students learned about research and internship opportunities, while enjoying an exhibit of Mount Athletics memorabilia.

Founding Father’s Exhibit, Sept. 16
In celebration of Constitution Day, we held a Founding Fathers Exhibit in Patriot Hall. The exhibit including letters between John Dubois and Mount Vernon, as well as ship commissioning papers signed by Thomas Jefferson and James Madison.

Mother Teresa Exhibit, Sept.—Nov. 2016
This exhibit was created in honor of the canonization of Mother Teresa and included original letters and photographs from her visits to the Mount. This exhibit also included a corresponding research guide, which can be found at this link.
Men’s Basketball Exhibit, Mar.—July 2017

In celebration of the success of the men’s basketball team, this exhibit featured items such as a photograph of the Mount’s first basketball team, scorebook from 1921, and a poster from the 1995 NCAA tournament.

Mount Scavenger Hunt, Oct. 2

The archives kicked off American Archives Month with the Mount Scavenger Hunt. Working in teams, students learned the history of the Mount while exploring campus in a fun and engaging scavenger hunt.

Veterans’ Day Exhibit, Nov. 11

The exhibit featured the sword of William Whelan, C’1826, who went on to become Surgeon General of the US Navy during the Civil War. Additional items included World War I photographs of soldiers on campus, rosaries carried by Mount alumni during World War II, and a photo of the Trainor family.

Mount Spirit Day, Jan 27

In conjunction with Dr. Trainor’s Mount Spirit Day, the archives had an online exhibit featuring textiles from our collection that relate to Mount Spirit. Items ranged from a banner from 1927 to a t-shirt from the Final Four championship in 1985. The exhibit can be viewed here.
Conservation

This manuscript was sketched by Fr. Simon Brute on July 1, 1822, and it consists of a campus map and a corresponding legend. This drawing is the oldest image in existence of the Mount campus and is shown at right pre-conservation.

The manuscript has suffered much wear over the years. Perhaps most damaging was the cellulose acetate lamination that was placed on the document in the 1960s, which many erroneously believed would protect the drawing from further damage. Unfortunately, the acids in the lamination have been deteriorating the drawing ever since. Other current preservation concerns include discoloration, tearing, and the sulfuric acid produced by the iron gall ink. Finally, the drawing had been previously framed, and in the process, was ironed onto a highly-acidic backing paper.

Conservation work to restore the manuscript was completed by Ray-Rachel Cleveland of Cleveland Conservation of Art on Paper, Inc. Ms. Cleveland’s work included:

- Removing the cellulose acetate lamination
- Separating the drawing from the existing acidic backing papers
- Reducing the acids and discoloration currently in the drawing
- Mending tears and reinforcing weak areas of the paper
- Applying a new back liner that is of an archival and conservational grade

While the original drawing will continue to be fragile and will require proper archival housing, a facsimile of the drawing has been made that can be permanently displayed.
Internships

Kayla Morrow

Major: English and Philosophy
Semesters: Fall 2016 and Spring 2017
Total Hours: 80 hours, 2 credits earned

Work:
- Conducted archival research and wrote a history of the Mount’s core curriculum
- Processed the papers of the National Shrine Grotto of Our Lady of Lourdes
- Assisted in answering information requests
- Assisted in archival events and exhibits

Next Steps: Awarded the Buddy Holly Library Fellowship at Gettysburg College

Anne O’Neill

Major: French, History, and Theology
Semesters: Fall 2016 and Spring 2017
Total Hours: 160 hours, 4 credits earned

Work:
- Translating and transcribing the papers of Fr. John DuBois
- Assisted in archival events and exhibits

Next Steps: Pursuing her MA/MEd in History and Theology at Creighton University
Samantha Solis

Major: English and Spanish
Semester: Fall 2016
Total Hours: 40 hours, 1 credits earned

Work:
- Translated and transcribed 19th century Latin American texts
- Assisted in archival events and exhibits

Next Steps: Finalist for the Fulbright Scholarship to Argentina and accepted into UCLA PhD program in English.

Amelia Smith

Major: History
Semesters: Fall 2016
Total Hours: 80 hours, 2 credits earned

Work:
- Assisted in archival events and exhibits including writing the questions and answers for the archival scavenger hunt
- Processed the Fr. Stanley Rother collection

Next Steps: Pursuing her MA in History