



Columbia
COLLEGE CHICAGO

College Archives Annual Report

September 1, 2012 to August 31, 2013

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SUMMARY:

College Archives spent this past year focused on collaborative partnerships, new website design and implementation, digital navigation, and fine-tuning the researcher experience.

Some highlights include:

College Archives staff spent more than two months working on a project for College Administration this past year with more than half its staff engaged with this project, thereby limiting all departmental activities.

Concentrated focus on building a new website where navigation is essential to ensure all the rich digital content is available for research use and site user surveys were carried out to ensure good navigation

Staff streamlined College Archives digital vendor partners to enhance the user experience. By ending our partnership with Issuu.com, we've eliminated the redundancy that resulted when material was posted to both Issuu and Digital Commons.

Researchers can now go directly to the information they need in a more functional and systematic way, as illustrated with the Digital Commons numbers. The web views and the full-text downloads are almost a one-to-one ratio, meaning that researchers find exactly what they need in this system.

The six-year total of individuals in groups or classes that College Archives staff has addressed numbers 10,964. This year's total was more than 1,900.

Processing of the largest set of administrative records, the Dean of the College/Provost records, is nearly complete after a year of organizing and cataloging the material. The collection was reduced from the overall size of 150 linear feet to 70 linear feet after processing

MISSION:

The Columbia College Chicago Archives serves as the designated repository for records of the College and select professional work of its faculty and collections that support its curricula.

The College Archives provides access to these materials in both physical and digital formats, and collaborates with College faculty to create digital teaching resources in support of Columbia College Chicago curricula.

Critical to our mission is compliance with best practices and technical standards to ensure ongoing preservation of the collections.

RESPONSIBILITIES:

Physical Archives and Manuscript Collections:

The College Archives collects the official and non-official records produced by its community once the materials are no longer in active use and is responsible for the organization, storage, retrieval, and preservation of material that documents the activities and history of the College in whatever format the materials were created. The College Archives also obtains and houses rare books, records, and other whose work or purpose reflect the history of the College, or whose material falls within its collecting policy.

Digital Collections:

Columbia College Chicago's specialized digital library with unique content developed for the specific needs of the College community. The system currently holds digitized and born-digital material from the College Archives. This public access system will be replaced next FY with Digital Commons, a third-party hosted site.

Dark Archives:

Consists of physical, digitized, and born-digital material whose research use is restricted to a select set of individuals until such time that the sensitive material is determined to be available for research use. Access to these materials is controlled by access policies created in tandem with the College unit who authored the records and College Archives staff.

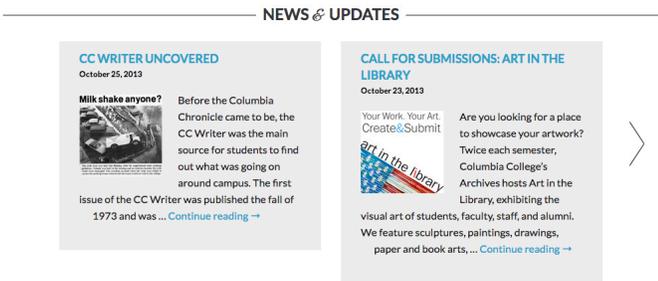
MDID (Teaching Image Collection):

A password-protected database designed to support classroom instruction at Columbia College Chicago. Its users are faculty and their current students. Its content is faculty-driven and its comprehensive collection management is determined by Library Digital Collection staff. Item description (metadata) complies with library best practices and standards and metadata creation is an important function of the department.

Exhibits and Preservation:

Involves the planning, organizing, and liaison duties for Library and campus individual or group exhibits held within the Library. Also assumes primary responsibility for preventive preservation functions for physical objects held within the College Archives and other college units needing such assistance.

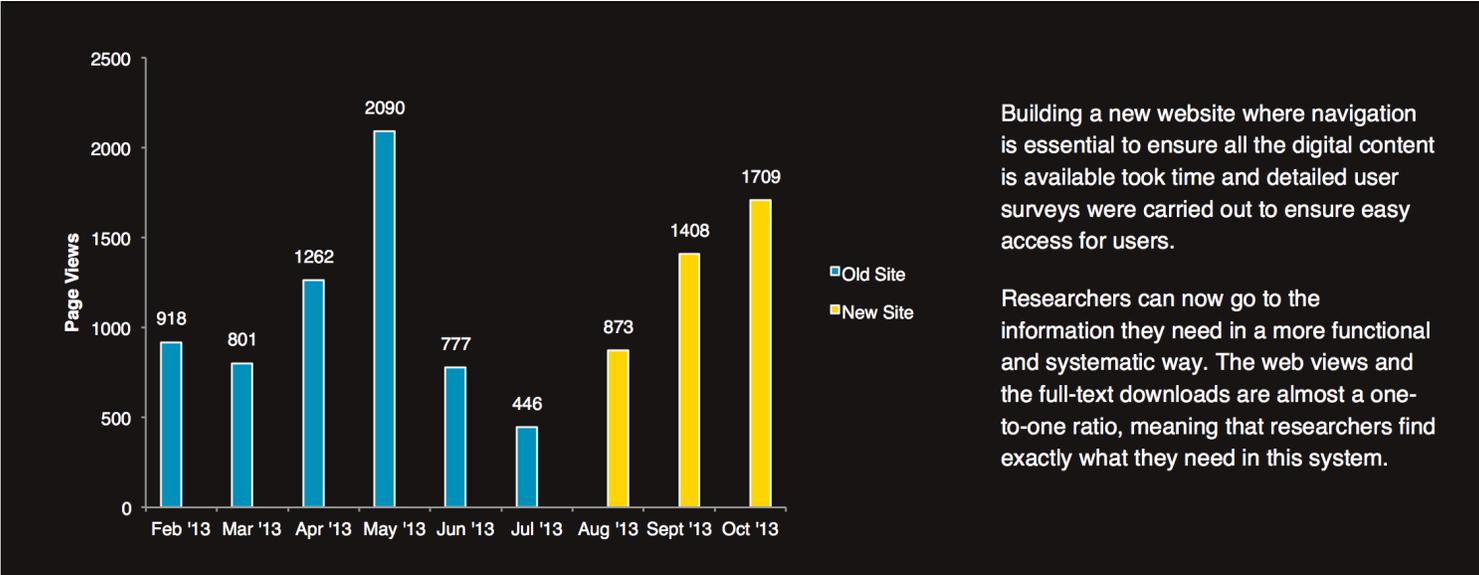
REDESIGNED WEBSITE:



The redesigned College Archives website, launched during the last month of this reporting period, makes it easier to navigate the multitude of resources and content available to students and researchers. If early numbers are any indication, digital interaction with the College Archives will increase over the next year.

The new website was a collaborative effort with the Creative Services and Web Services departments on campus. The project was outlined and initiated in mid-July of 2012 with the vast majority of the work being completed from May-July of 2013 with the site launching in mid-July.

The new website allows for the College Archives to prominently display and promote its roles here at the College as well as to establish a unique identity. The services the College Archives offers and the material it holds are now able to be accessed in a clear and open format including the integration of our digital content in other systems and the ability to create digital exhibits more robustly.



Building a new website where navigation is essential to ensure all the digital content is available took time and detailed user surveys were carried out to ensure easy access for users.

Researchers can now go to the information they need in a more functional and systematic way. The web views and the full-text downloads are almost a one-to-one ratio, meaning that researchers find exactly what they need in this system.

SOCIAL MEDIA/COMMUNITY ENGAGEMENT:

“CREATING ACCESS” BLOG:

While being established in the 2012-2013 calendar year, the College Archives blog “Creating Access” will be taking on an expanded role in the upcoming year. The blog will continue to show the working processes of the College Archives along with interesting collection material and material related to events going on around campus.

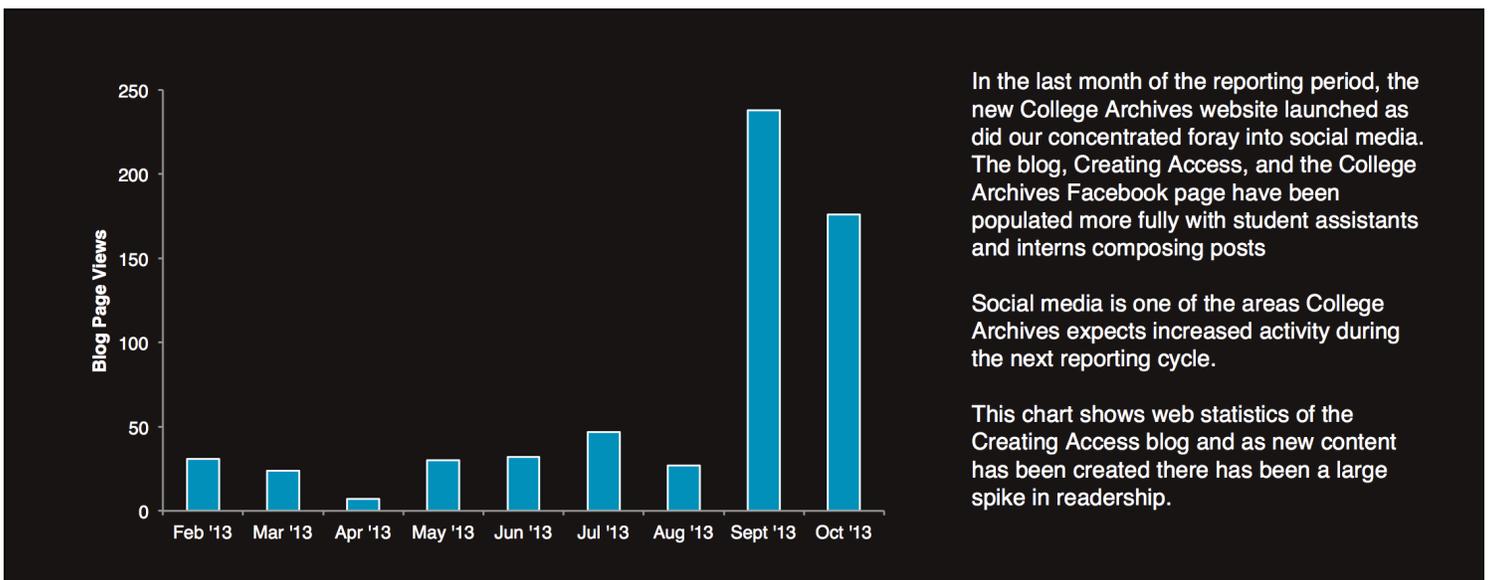
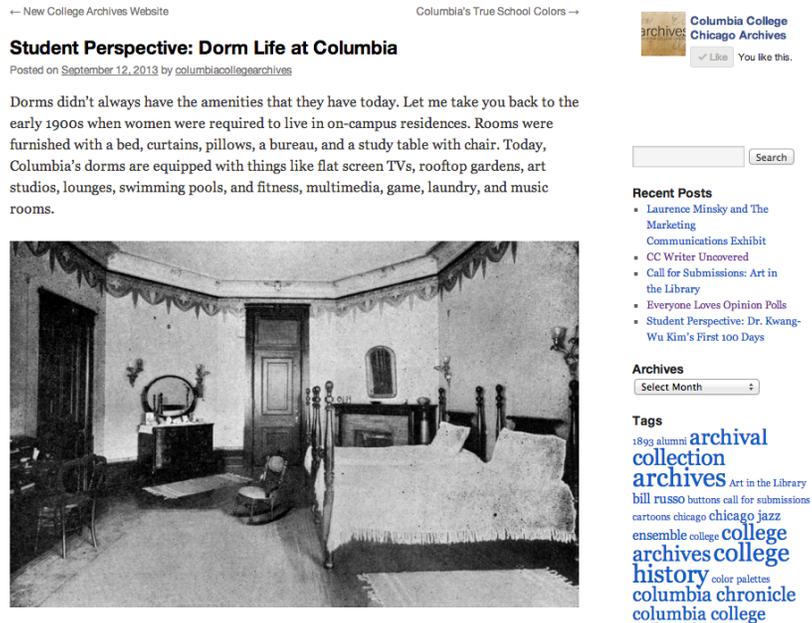


FACEBOOK:

Facebook will continue to integrate with the College Archives blog, but will also engage more fully in the College campus. This will be done by communicating with other College-related Facebook and social media sites and connecting College Archive material to their departments and goals.

OTHER TOOLS:

There is and will continue to be on-going discussions regarding other means of promoting and communicating about College Archives within and outside of campus. Numerous marketing plans are being discussed involving different tools such as social media, but also including other methods outside of the typical realms.



In the last month of the reporting period, the new College Archives website launched as did our concentrated foray into social media. The blog, Creating Access, and the College Archives Facebook page have been populated more fully with student assistants and interns composing posts

Social media is one of the areas College Archives expects increased activity during the next reporting cycle.

This chart shows web statistics of the Creating Access blog and as new content has been created there has been a large spike in readership.

DIGITAL COMMONS:

Digital Commons at Columbia College Chicago is a digital repository featuring material that showcases college history, manuscript collections, graduate theses, and faculty scholarship.

Content Added:

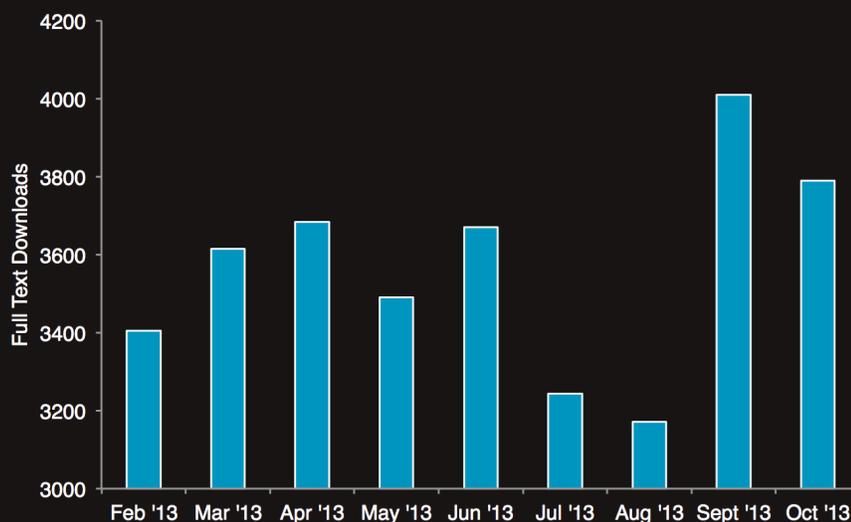
- Center for Arts Policy's "Democratic Vistas" profiles
- College founders Mary Ann Blood and Ida Moore Riley's "Psychological Development of Expression" books
- Dance/Movement Therapy & Counseling Graduate Theses from 2012 and 2013 submissions
- Art in the Library student artwork from Fall 2012 and Spring 2013 exhibitions
- Alumni Newsletters dating from 1954-1985
- Sherwood Commencement programs dating from 1925-1974
- 8 SelectedWorks faculty profiles pages were created to showcase the capabilities of the system

Content Coming Soon:

- Cultural Studies – In partnership with the Cultural Studies department, going forward Capstone Projects will be added to Digital Commons in order to make them readily accessible for students and researchers. There are plans to make digitally available past Capstone Projects once rights are acquired.
- Youth Communications Chicago (YCC) – Over 200 issues of the YCC newspaper "New Expressions"
- Columbia Chronicle – A donation of 13 early issues of the CC Writer and Columbia Chronicle dated 1974-1983
- Alumni Newsletters – Over 30 newsletters dating from 1985-2000
- Phi Sigma – More than 175 Issues of the "Phi Sigma Voice", dating from 1877 to 1955
- Chicago Press Veterans – Editorial cartoons
- Sherwood Community Music School – Complete correspondence course in piano

Notable Statistics

- Hits to Digital Commons @ Columbia College Chicago digital material was 48,205 with 46,969 full-text downloads of material taking place, inferring that nearly every visitor downloaded a full-text document
- The Dance Movement Therapy graduate theses digital downloads of the 37 thesis collection was 8,377.
- The Columbia College Chicago Chronicle digital collection has had more than 30,000 full-text downloads this past year.



The redesign of the College Archives website has allowed Digital Commons to become integrated into the College Archives web presence allowing for greater accessibility for students, faculty, staff, alumni and researchers.

Early indications show an increased usage of Digital Commons material since the launch of the new College Archives website, including September and October 2013 as being the most accessed months in Digital Commons history.

COLLABORATIONS:

The College Archives enjoys beneficial collaborations with campus and regional units. College Archives has worked with various campus offices, providing units with digitized collection material, research, projects ideation and creation, College history facts, and also worked with campus units utilizing Library exhibit space.

The Art of Oral History class has College Archives staff serve as guest lecturer each semester as we have done for more than three years. Other classroom presentations include students in HHSS, Art and Design, English, and Film.

Manuscript collection donors, individuals and organizations, have also met with College Archives staff this year. Presentations were given to Phi Sigma, Youth Communication Chicago, NCCJ, and Chicago Journalists Association.

College Archives also participates in regional collaborations in order to raise the historic profile of the College and to bring awareness of and research interest in the collections it holds.

Other collaborations include:

- Audio Arts & Acoustics (exhibit and event)
- Institutional Advancement (exhibits)
- Cultural Studies (Undergraduate Capstone projects)
- Campus Environment (Johnson Building Preservation Project)
- President's Office (reception for outgoing president, research, Board of Trustee minutes project)
- Creative Services (new College Archives website, various projects)
- Library (Lobby Television)
- Office of the Provost /Academic Affairs (Lya Rosenblum, Jane Alexandroff, Len Strazewski exhibits, FAAR System evaluation)
- Alumni Relations Office (twice yearly exhibit of alumni artwork)
- Dean of the School of Media Arts Office (hosting an Audio Arts & Acoustics faculty member)
- Theater and Music Departments (exhibit and event planning)
- Multi-Cultural Affairs – LGBTQ (exhibit and events)
- Center for Black Music Research (successful grant application and award)
- Chicago Collections Consortium
- Chicago Area Archivists
- South African Consulate (100th Anniversary of the African National Congress events and exhibits)

ACQUISITION & PROCESSING ACTIVITIES:

Physical and digital processing of manuscript and institutional records activities are below. Two collections have been completed with other collections that should be organized completely this next report cycle.

Acquisitions:

- Peter Thompson (Photography Department faculty)
- Columbia College Chicago Press (formerly Center for American Places press)
- Columbia College Chicago Critical Encounters archives
- Campus unit materials from various offices

Notable new acquisitions include one new manuscript collection and two institutional collections, one spans six years of the campus-wide event Critical Encounters, and the other chronicles the activities of the Columbia College Chicago Press. These collections will be added to the College Archives processing schedule and the approximately 200 linear feet of collection material will be reduced as processing commences.

Processing:

- Completed
 - Richard C. Heyser Collection
 - Gallery 312
- On-Going
 - Youth Communication Chicago (New Expression publication)
 - Phi Sigma (public speaking organization)
 - Clyde Caswell (former Radio Department chair)
 - Chicago Journalists Association
 - Dean of the College/Provost records

Digitization:

- Phi Sigma The Voice annual publications
- Youth Communication Chicago New Expression publication
- Columbia College Chicago Public Relations negatives
- Clyde Caswell (former Radio Dept. chair) audio reels
- Weisman Award luncheon audio reels

Three digitization projects were completed in order to add greater research access via the Digital Commons system and to complete the processing of the physical manuscript collections: The Voice publication, New Expression, and Clyde Caswell material. The other collections, Public Relations negatives and Weisman Award luncheon tapes were digitized for preservation and access to materials.

HOST ACTIVITIES:

College Archives hosted an intern from the online library and information science/archives concentration graduate program of Simmons College, Boston, MA.

Stephanie Coleman processed the Gallery 312 manuscript collection and created an online finding aid for the material during the fall semester 2012.

College Archives also hosted an intern from UIUC-GSLIS LEEP Program.

Angela Yon researched digital exhibit practices and systems to create the Audio Arts & Acoustics Department digital exhibit during the 2013 spring semester.

PRESERVATION ACCOUNTS:

The Archie Lieberman Preservation Fund and The College Archives Preservation Fund are accounts established to assist with preservation of manuscript collections and institutional records held in the Archives.

Gifts to the College Archives Preservation Fund ensures that the College Archives can continue to preserve the legacy of Columbia College Chicago through the collection, conservation, and presentation of historical documents, artifacts, and digital objects.

PHYSICAL EXHIBITS:

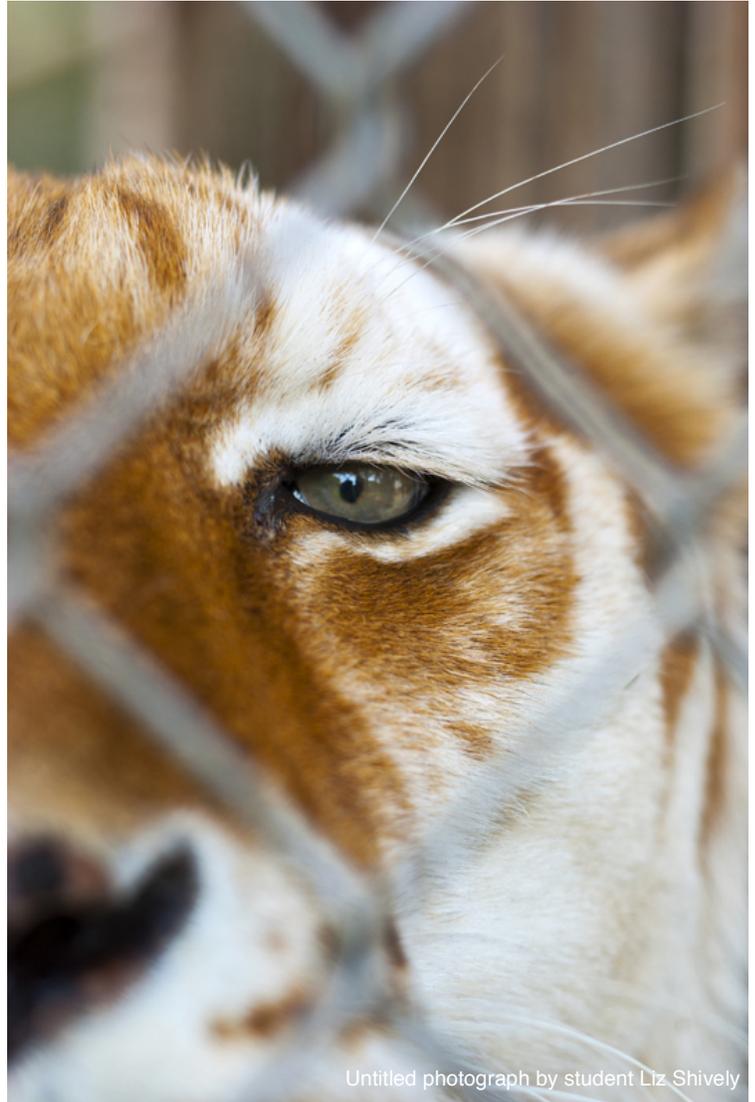
The physical exhibits highlight aspects of College history, manuscript collection holdings, or are collaborative endeavors working with the College community. College Archives coordinates or creates exhibits on all five floors of the Library that generally are changed once per semester.

- Bill Russo Concert Posters
- Celebrating Columbia's History: Jane Alexandroff
- Chicago: A Celebration
- Columbia College Project 1: 1971
- Columbia College Project 2: 1972
- Creating Access / Learn By Doing
- Legible / Illegible
- Music and Audio: Howard Sandroff and Audio Arts & Acoustics
- Sherwood School of Music: Printmaking Stamps

Art In The Library:

Art in the Library is the longest running and most recognized event hosted by the Library, offering students, faculty, staff and alumni the opportunity to share their creative work with the Columbia College Chicago community.

To keep this series fresh and vibrant after nearly ten years, the College Archives plans a more comprehensive marketing campaign for the Art in the Library shows to ensure new artists have the chance to display their work. The aim is to engage with the student population more fully and encourage submissions to the exhibits highlighting the work and creativity of the student body. Different models for receptions will also be explored this next year to enhance the Art in the Library experience and add interest for potential future exhibitors.



DIGITAL EXHIBITS:

Audio Arts & Acoustics Department History

The creation of an Audio Arts & Acoustics (AA&A) department history exhibit was based on the physical exhibit already produced. The AA&A digital exhibit was a project of intern and Library staff member Angela Yon who had gone through a few iterations over the year that included researching different tools and options that could be leveraged by College Archives for this and future exhibits. The AA&A digital exhibit was not finalized until the new website was in place that included tools for digital exhibit creation.

The AA&A digital exhibit was used as a test bed for College Archives to configure a way to make digital exhibits more robust, user-friendly, and have a simplified workflow. With the work of Creative Services we were able to implement a gallery-like system into the structure of the new College Archives website that will allow for numerous digital exhibits with less demand on staff time and resources.



Going Forward

Digital exhibit creation will (and has) become a focus of the department as they allow a wider audience to connect to the resources of College Archives. The plans for more digital exhibits as well as procedures for the future are being developed. Additional digital exhibits have already been created this fall. They include:

College Archives: Behind the Scenes – This digital exhibit shows some of the content held in the College Archives as well as some interesting facts and tidbits to give users a better understanding of our work and our collections.

Department Snapshot: Marketing Communication – This exhibit gives a history of Advertising curriculum at the College from its early days starting in 1945 to the present.

Chicago Anti-Apartheid Movement – This was a digital exhibit recreated on the new website that allowed the College Archives to capture all of the previous content but make it more presentable and accessible while allow connecting users to the resources held on Digital Commons.

FUTURE GOALS:

College Archives compiled several key points to direct our work over the next fiscal year, with a focus on marketing, teamwork, increased efficiencies, and advocating for preservation of digital and physical assets.

Goal 1: Implement a system for digital collection preservation, security, and backup based on professional standards and best practices.

Continue to educate and learn from each other (campus IT and CA) to ensure the best possible system is created with professional standards, for the best cost, and with long-term preservation of digital assets in mind.

Goal 2: Establish a College Archives Advisory Board.

Invite College community members to join this new venture that will include: faculty, staff, alumni, and perhaps current College Archives donors to assist in College Archives collection decisions and publicity efforts.

Goal 3: Implement group collection assessment of all collection material.

Schedule collection assessment meetings so that all College Archives staff can partake in a comprehensive collection review to fully assess it from all departmental function perspectives (i.e., processing workflows, preservation issues, physical or digital exhibit potential, material transfer needs, etc.). Student assistants will be trained to process physical and digital collection material using the processing guidelines manual and hands-on assistance, with at least one student assistant to assist with the intake of materials including identifying the proper record group and sorting materials into the proper archival catalog system.

Goal 4: Promote new College Archives website, faculty SelectedWorks, and Digital Commons sites.

Launched during the summer 2013, publicity for the new website began in fall 2013. Publicity will continue for website, faculty selected works, and digital commons through many channels including: College Archives Advisory Board members, Columbia College Chicago faculty, Chicago Area Archivists, Chicago Collections Consortium, and local history organizations.

Goal 5: Work with academic departments to feature the history of the unit each semester.

Continue to contact and involve academic departments to create physical and/or digital exhibits featuring each unit's history to educate the campus community. To date, Audio Arts & Acoustics and the Marketing Communication departments have been explored.

Goal 6: Create and streamline donor communication.

Create talking points for contacting donors when the College Archives uses donated material in exhibits, in lectures, or any other use for these materials.

Goal 7: Create processing schedule for current holdings.

College Archives has a backlog of unprocessed collections as this unit was established eight years ago and has collected quite a bit of institutional and manuscript collection materials. A master processing schedule for currently held materials will be created with additional donations or transferred materials added to this master list. Additionally, we plan to systematically work with each campus unit to ensure material related to the history and activities of each campus unit are collected and preserved in the College Archives.

FUTURE GOALS (Cont.):

Goal 8: Refine and promote Art in the Library.

Examine current practices in calling for submissions to this quarterly program and refine the process to ensure new faculty, staff, student, and alumni artists are featured.

Goal 9: Continue to work to advocate and locate space for College Archives.

Continue to work with the Dean of the Library, Campus Environment, and other campus partners to locate space to house College Archives collections in one location.

Goal 10: Build the College Archives Preservation Account.

Work with the College Archives Advisory Board and other campus partners to promote the College Archives Preservation account and encourage donations for continued funds for this important function.

STATISTICS:

Material Intake and Research Statistics	FY 2012-2013
Research questions answered	2738
Researcher visits to the archives	619
Accessions	154
Theses viewed by researchers (in-person & online)	8753
Groups or classes addressed	65
Individuals in groups or classes addressed	1901

Digital Commons Usage	FY 2012-2013
Page Views	48,205
Thesis Downloads	8,377
Sherwood Commencement Downloads	464
Alumni Newsletter Downloads	1,491
Center for Arts Policy: Democratic Vistas Downloads	451
Course Catalog Downloads	2,033
Columbia Chronicle Downloads	30,288
Chicago Anti-Apartheid Collection Downloads	2,191
John Fischetti Editorial Cartoon Notebook Downloads	1,477
Psychological Development of Expression Downloads	45
Art in the Library	152

College Archives Systems	FY 2010-2011	FY 2011-2012	FY 2012-2013
Digitized collection size (in GB)	8,670	13,126	17,592
New digitized items added (in GB)	4,644	4,456	4,466
Number of new digital files added	100,189	63,345	173,658
Website visits	74,919	91,789	75,652

Archive-It Statistics	FY 2012-2013
Documents Archived	1,045,871
Data Archived (in GB)	150
Videos Archived	11,926
PDF Documents Archived	6,470