

Historical Sketch of Phi Sigma.

I wonder if any of you remember the Beard Brothers Book Store, at 453 West Madison St.! That was the birth place of the Phi Sigma class.

One night, about nine o'clock, after the front lights had been turned out, some boys gathered in the back part of the store. There, "on a bench, two chairs, a stool and a keg, (I think there was a keg - empty keg) the old Phi Sigma started!" That was early in April, 1878.

Henry Wilson called the meeting to order, and moved that Herbert Small be chosen chairman. Harrington Beard, Gerald Beard, John Mabbs, and Robert Jensen complete the list of the six charter members.

I received a letter from Henry Wilson,

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*Cover Image: Excerpt from "The Voice of the Phi Sigma -- 1921 --" (1921).
Phi Sigma Voice. Book 92.
http://digitalcommons.colum.edu/phisigma_voice/92*

SUMMARY:

STAFF: One new staff position was created through the transfer of an open position in the Library Technical Services department to the College Archives. The College Archives also had one staff member leave so there is a position currently in the interview process. The unit has operated without a full staff for six months.

SPACE: Since the unit was established in 2005 it has been planning for proper archives space. This goal had seemed attainable with the College's purchase in 2010 and subsequent architectural program planning in 2011 and 2012 for space in the newly acquired building, however, plans have been tabled to move. An alternative plan has been put forth for space for the College Archives and the unit awaits word about the proposal's status. Currently, this unit cannot host organized class visits and adequately accommodate researchers to view its rich collections until space for the unit has been identified.

STORAGE: Discussions continue about obtaining permanent, secure, and environmentally-sound storage conditions and workspace for College Archives. It is hoped that consolidated space for work functions, staff, researcher and classes, as well as material storage can be identified soon as this unit cannot continue to function without consolidating services in one space.

MANUSCRIPT COLLECTIONS: This year, the College Archives slowed the collection of manuscript materials until proper storage conditions and unified space for its collections is determined.

COLLEGE ARCHIVES ADVISORY GROUP: Decisions about future manuscript donations will now be discussed with the College Archives Advisory Group, the newly formed group made up of representatives from across campus. This group will assist in policy review and manuscript material collection.

SOCIAL MEDIA: It continued advances in this realm with the addition of Byte Size History videos, Twitter, and Instagram in addition to its Facebook and blog postings. All media content is generated by the College Archives student assistants.

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.

SOCIAL MEDIA:

“Creating Access” Blog:

The College Archives efforts towards community engagement continued in the past year in the realm of social media. The College Archive’s Blog, “Creating Access” is written by primarily by Archives student staff and offers their perspectives on collections and the activities of the department and the collections.

Other Tools:

This year the College Archives added to its social media profile with new Instagram and Twitter accounts. We've used these new accounts not just to post departmental news, but also to connect with the larger social network at Columbia and within the archival community.

The Archives Facebook page continues to generate interest in collections, allow interactions with Archives staff, and gives students an easy way to follow the activities of the department.

The Byte Size video series provides brief glimpses into Columbia's past. Videos range in topic from the life of Mary Blood, founder and president of the Columbia College of Expression, to the history of Manifest.



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 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 four years. Other class 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. 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:

- Institutional Advancement (exhibits)
- Marketing Communication Department (exhibit)
- Theater and Music Departments (exhibit and event planning)
- Student Affairs (Manifest exhibit)
- Cultural Studies (undergraduate capstone projects)
- President's Office (research, Board of Trustee minutes project, 125th Anniversary exhibit)
- Creative Services (various projects)
- Office of the Provost /Academic Affairs (exhibits and Columbia College Chicago Press records)
- Alumni Relations Office (twice yearly exhibit of alumni artwork)
- Dean of the School of Media Arts Office (hosting an Audio Arts & Acoustics faculty member)
- Multi-Cultural Affairs – LGBTQ (exhibit and events)
- International Programs and Study Abroad Office (exhibit)
- Chicago Collections Consortium
- Chicago Area Archivists

The unit consulted with Chicago area institutions about digital systems, choices, workflows, and several of its staff performed an archival consultation for an area repository, as well as spoke to students, faculty, and outside group members about College Archives holdings.

ACQUISITION & PROCESSING ACTIVITIES:

Physical and digital processing and cataloging 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.

As stated earlier, the acquisition of manuscript collections ceased this year until permanent space for College Archives is located on campus.

Acquisitions:

- Campus unit materials from various offices

Processing:

Completed

- Fred Fine Collection (established AEMM department)
- Youth Communication Chicago (New Expression publication)
- Phi Sigma (public speaking organization)
- Dean of the College/Provost records

On-Going

- Clyde Caswell (former Radio Department chair)
- Graduate School records
- Sherwood Music School records
- Chicago Journalists Association

Digitization:

- Theater Department materials
- Bill Russo materials
- Columbia College Chicago Public Relations negatives
- Office of the Provost audiocassettes
- Board of Trustee minutes

Cataloging:

With the addition of an Archives Research and Cataloging Assistant, the unit has made great strides in addressing the College Archives cataloging backlog. To date:

- One hundred eighty four theses or capstone projects cataloged
- Phi Sigma materials cataloged and uploaded
- Clyde Caswell materials cataloged
- Phi Sigma/ The Voice cataloged and uploaded
- Phi Sigma Camping Club records cataloged and uploaded
- Youth Communication Chicago/New Expression cataloged and uploaded
- Columbia College of Expression/Effective Public Speaking correspondence courses cataloged and uploaded
- Columbia Chronicle/early editions cataloged and uploaded
- Alumni newsletters, 1985 – present cataloged and uploaded
- Richard C. Heyser unpublished writings, cataloged and uploaded

DIGITAL COMMONS:

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

Content Added:

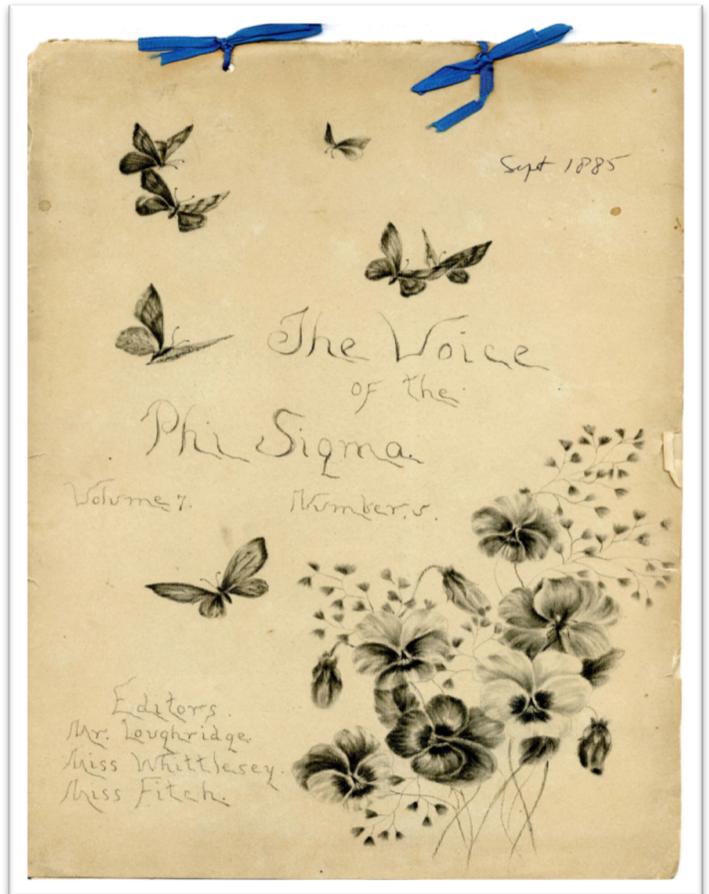
- Youth Communications Chicago (YCC) – Over 200 issues of the YCC newspaper “New Expressions”
- Columbia Chronicle – A donation of 13 early issues of the CC Writer and Columbia Chronicle dated 1974-1983
- Alumni Newsletters – Over 30 newsletters dating from 1985-2000
- Phi Sigma – More than 175 Issues of the “Phi Sigma Voice”, dating from 1877 to 1955
- Phi Sigma – Annual Programs, Camping Club documents, selected letters and photos
- Dance/Movement Therapy & Counseling Graduate Theses from 2013 and 2014 submissions
- ‘Effective Public Speaking’ correspondence courses – produced by Columbia College of Expression
- Richard C. Heyser – unpublished writings relating to audio and acoustics measurement research.

Content Coming Soon:

- Sherwood Community Music School – Complete correspondence course in piano and other notable content
- Clyde Caswell – audio files of 1940s radio shows.

Notable Statistics

- Digital Commons @ Columbia College Chicago reports that the college content was among the most popular institutions in the Arts and Humanities Commons.
- The Dance Movement Therapy graduate theses and the Cultural Studies capstone projects digital downloads of the 60-item collection was 10,024.
- The Columbia College Chicago Chronicle digital collection had more than 40,700 full-text downloads this past year.



HOST ACTIVITIES:

College Archives hosted a faculty member from the Audio Arts & Acoustics Department working on the Richard C. Heyser Collection.

Doug Jones identified unpublished materials from the collection to digitize and upload to Digital Commons @ Columbia College Chicago. He also created a SelectedWorks page to upload edited pieces of Richard C. Heyser material.

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.

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 five floors of the Library, generally are changed once per semester.

- Intergenerational Queer Dialog (curated by Multicultural Affairs – LGBTQ)
- College Archives/Behind the Scenes
- Manifest History (requested by Student Affairs)
- Legible / Illegible
- Department Snapshot: Marketing Communication
- Len Strazewski: Five Collaborations (curated by Office of Academic Affairs)
- Remembering and Celebrating William Russo
- Aesthetics of Research (curated by Library Access Services)
- Alumni on 5 (curated by alumni, collaboration, Office of Alumni Relations and Institutional Advancement Office)
- Study Abroad (curated by the Office of Academic Affairs and International Programs and Study Abroad Office)

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 in four yearly exhibitions.

September 2013:	11 artists featured, 52 pieces of art exhibited, 103 attended opening reception
November 2013:	10 artists featured, 45 pieces of art exhibited, 60 attended opening reception
February 2014:	13 artists featured, 66 pieces of art exhibited, 65 attended opening reception
April 2014:	12 artists featured, 52 pieces of art exhibited, 65 attended opening reception
Total:	46 artists featured, 215 pieces of art exhibited, 293 attended opening receptions

Digital exhibit creation has become a focus of the department as these allow a wider audience to connect to the resources of College Archives. Digital exhibits created this past year include:

Columbia College & The G.I. Bill – Overview of the history of the G.I. Bill at Columbia College and the Veterans Administration Guidance and Research Center that was located at the college.

Manifest History – history of the all-day urban arts festival held annually at the end of the school year.

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.

LAST YEAR'S GOALS:

College Archives compiled several key points to direct its work last fiscal year, with a focus on marketing, teamwork, increased efficiencies, and advocating for preservation of digital and physical assets. What follows is a summary of how these goals were met:

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

College Archives staff met with other College units to discuss backup of the digital archival material and a solution has been identified. The contract is being worked out and the system should be in place this next fiscal year.

Goal 2: Establish a College Archives Advisory Board.

The group was formed with the charge of consulting with and assisting the College Archives in its pursuit of collecting, preserving, publicizing, and making accessible its collections of manuscript and institutional history materials. The group was formed last fiscal year and held its first meeting in the new fiscal year.

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

This goal has been completed as group collection assessment of archival material was implemented and works quite well. The program will continue into the next fiscal year.

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

Publicity continued sites through several channels including: College Archives Advisory Group 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.

This goal will not be addressed next year. The College began strategic planning in the fall of 2014. College Archives will revisit this goal again at a future date.

LAST YEAR'S GOALS (Cont.):

Goal 6: Create and streamline donor communication.

This goal has been completed as talking points for contacting donors has been created.

Goal 7: Create processing schedule for current holdings.

This goal has been completed as a schedule was created to address the backlog of the unit's current holdings.

Goal 8: Refine and promote Art in the Library.

This goal will not be addressed next year. There are plans to incorporate more student artwork into the library over this next year so plans may be changed to accommodate new ideas.

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 will continue this next year on this goal.

FUTURE GOALS:

College Archives composed key points to direct its work over the next fiscal year, with a focus on marketing, organization, and advocating for space and preservation of its assets.

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

Continue to support the signing of the contract and design workflows to add materials to the backup system.

Goal 2: Continue work with the College Archives Advisory Board.

Regularly meet with this group and create long-term goals and objectives.

Goal 3: Reorganize the College Archives websites for improved discoverability.

Work to enhance the visitor experience by streamlining the College Archives website and its connection to Digital Commons.

Goal 4: Continue 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 5: Build the College Archives Preservation Account.

Work with the College Archives Advisory Group and other to continue building this account.

FUTURE GOALS (Cont.):

Goal 6: Create research videos and tools.

Continue to create Byte Size History videos and compose a presentation on how to conduct archival research.

Goal 7: Create faculty guides to archival collections.

Create faculty guides to manuscript and archival collections that tie to helpful resources and ideas.

Goal 8: Update the Archive-It website.

College Archives manages the harvesting of website for the Columbia College Chicago site. This site needs to be organized for better discoverability and use.

Goal 9: Implement and populate an instance of Archives Space to replace Archon.

Archon has been replaced with Archives Space and this tool is necessary to the work of College Archives.

Goal 10: Implement a workflow for receiving capstone projects/theses into Digital Commons @ Columbia College Chicago.

Work with faculty to ensure the submission of theses and capstone projects into this system.

STATISTICS:

Material Intake and Research Statistics	FY 2013-2014
Research questions answered	3,327
Researcher visits to the archives	201
Accessions	212
Theses viewed by researchers (in-person)	249
Theses viewed by researchers (online)	10,024
Groups or classes addressed	51
Individuals in groups or classes addressed	1,691

Digital Commons Usage	FY 2013-2014
Full Text Downloads	68,138

College Archives Systems	FY 2011-2012	FY 2012-2013	FY 2013-2014
Digitized collection size (in GB)	13,126	17,592	18,568
New digitized items added (in GB)	4,456	4,466	3,154
Number of new digital files added	63,345	173,658	126,987
Website visits	91,789	75,652	107,378

Archive-It Statistics	FY 2013-2014
Documents Archived	925,654
Data Archived (in GB)	129
Videos Archived	8,659
PDF Documents Archived	5,098