College Archives & Special Collections
Annual Report

September 1, 2015 to August 31, 2016
Summary

This year was one of adapting, focusing, shifting, and evolving for College Archives & Special Collections (CASPC).

Overall, the academic year saw an increased focus on teaching and instruction as well as group, campus, conference, and organization presentations. A CASPC staff member served on the Columbia College Chicago Universal Learning Outcomes Committee, charged with implementing aspects of the new College strategic plan. As a unit, CASPC worked to carry out the College’s strategic plan where applicable, improved archives space for better researcher access, and ensured a secure environment for archival collections.

Construction debris caused damage to the 619 S. Wabash roof in January 2016 and the resulting leak damaged to the floor in the 619 S. Wabash main reading room and in two rooms that store book scanning equipment and cameras. March and April was spent shifting and moving office furniture and collection material to accommodate work on a new floor covering and carpeting throughout the main reading room and office spaces and the equipment was disassembled in the scanning room to allow room for repair work on the ceiling.

In May, we had staff reductions of two employees (the Archives Processing Assistant and the Preservation & Exhibits Librarian) which required realigning and re-evaluating remaining staff responsibilities. One main result of the staff changes is that CASPC will cease curating physical exhibits on the five floors of the Library.

We spent the summer inventorying our physical collection and updating workflows to streamline our functions. Work continues in the 624 S. Michigan Special Collections Book Room as the process of transferring materials from this room to the Library main stacks is ongoing as the focus of the collections are refined. In 619 S. Wabash, we now have space to showcase our collections, to host classes and individual researchers, and to offer our services in a place that is functional and roomy and ensures that all researchers have a seamless experience using the collection material.
Education & Instruction

College Archives & Special Collections staff have engaged in several educational, instructional, and community engagement initiatives this past year including: teaching an undergraduate course; lecturing to groups and classes; educating about the common threads from Columbia College Chicago history; serving on the Columbia College Chicago Universal Learning Outcomes Committee and the ULO Assessment subcommittee; and

Presentations include:
Chicago Area Religious Archivists (CARA): Using ArchivesSpace
CARLI: The Asana Project Management Tool
Chicago Area Archivists: An Inside Look at the Archives Hiring Process
Midwest Archives Conference, Milwaukee WI: From the Ground Up: Establishing an Archive
Oral History Association, Tampa, FL: Chicago ‘68: Strengthening the Undergrad Experience Through Stakeholders’ Collaboration

Staff continue to present the history of Columbia College Chicago through its common threads to new trustees and, new this year, to new faculty and also presented a longer version for parents, alumni, and students at Columbia Weekend.

During the spring semester, staff developed and taught the undergraduate honors course, Topics in History: Beyond Wikipedia: Primary Materials & Archival Research, focusing on primary research and the development of strategies to discover and work with historical materials, culminating in a research project and creative presentation.

“This class is very challenging and Heidi, Kelsey, and Dominic are not shy about the feedback. It was harsher than I was used to, but it was very important and helpful once I got over my feelings.

I would definitely recommend this course to anyone looking to further their research skills and learn about a new way to write. It has made me a stronger writer and arguably helped me to write more than the research class I am taking for my major.”

-Student from Topics in History: Beyond Wikipedia: Primary Materials & Archival Research

Staff also developed an archival internship designed for Columbia students, offered through the Columbia College Chicago Career Center. The internship follows best practices and is based on two professional standards (Society of American Archivists and the National Council on Public History) as well as the U.S. Department of Labor in regards to internship best practices and laws.

Staff continued to host classes in the updated CASPC space and lecture to classes on collection holdings and primary material handling and use.

CASPC public digital holdings, Digital Commons @ Columbia College Chicago, saw a rise in full text downloads and readership: nearly 3,400 institutions located in 172 countries used materials from the site.

The Special Collections Book Room engagement and research ranged from classes, in-classroom use, library event presentations, and individual requests related to projects and thesis research. Researchers include
Columbia College Chicago alumni, Illinois Institute of Technology, Northern Illinois University, School of the Art Institute of Chicago, students, and Columbia College Chicago faculty.

Columbia College Chicago classes using materials from the Special Collections Book Room include:
Experimental Typography; Branding Identity; Foundations of Photography II; Graphic Design I; Survey of Typography; Introduction to Latin American Studies; Photographic History, Theory, and Criticism: 1900-1989; History of Photography II; Young Children’s Literature: Enculturation through Words and Images; and The Documentary Book

Special Collections Book Room materials were featured in the following Library displays:

- Friends of the Library Signature Showcase Book Signing
- Welcome Week Event: Lights, Camera, LIBRARY
- DIY Workshop in the Library - Love Potions: “From Special Collections with Love”
- Art in the Library: Columbia College Chicago Recently Received Faculty Publications
- Big Read Grant: Maltese Falcon Display
- Columbia College Chicago’s Columbia Weekend and Halloween Gathering
Advocacy & Outreach

Exhibits:

*Art in the Library*, exhibits and receptions: showcases the creativity of student, faculty, staff and alumni artists. Exhibits include all forms of visual arts: sculpture, painting, drawings, paper and book arts four times each academic year.

*Alumni on 5*: October 2015: exhibit and reception: The theme “Nowhere But Here” will be shown in paintings, drawings, sculptures, photographs, designs, installations, and more.

*Mary Blinn: A Retrospective* November 2015 exhibit and reception: a celebration of Chicago artist and longtime member of the Columbia community, Mary Blinn, whose body of work includes paintings, drawings, film, poetry and imagination. Curated by her husband, Bob Blinn.

*African Legacy in the Americas*, May 2016 exhibit and reception: examines the social status and legal rights of people of African descent in Latin America and the USA, with special focus on the nineteenth century. Curated by Dr. Ana Vicky Castillo, Afro-Colombian founder and CEO of Afro-Latinos Historical Society, this exhibit is co-sponsored by the Office of International Students Affairs, Columbia College Chicago.

*Road to Insights*, May 2016: exhibit of student artwork for Manifest, the yearly celebration of graduating student work.

Additionally, CASPC added original content for display in the Chicago Collections Consortium exhibit *Raw Material: Uncovering Chicago’s Historical Collections*, held at the Harold Washington/Chicago Public Library August through September 2015.

During the summer, the graduate intern helped CASPC staff implement the Omeka exhibit software. As a dual-degree candidate for Public History and Library Science, this project was meant to help the intern apply and practice her public history skills in outreach. Additionally, it served the department to have a digital platform for curating exhibits.

As part of this project, the intern created an Omeka user guide to aid staff and students in creating and managing content in the system. Additionally, she generated two digital exhibits based on material, one from the Sherwood Music School Collection and the other from the Chicago Anti-Apartheid Movement Collection, to feature and explain history topics related to these collections.
Social Media:

CASPC continued its implementation of a social media plan outlined during the last report from 2014/2015. At the end of the academic year, CAPSC analyzed the efforts of our social media campaign and identified several inconsistencies amongst post frequencies and departmental voice. Since it is a CASPC goal to use social media platforms for advocacy and engagement, the department’s summer graduate intern generated a new and more comprehensive implementation strategy for 2016-2017. This project included:

- Summaries of each social media platform
- A study of CASPC historic use of social media platforms
- A plan proposal
- A summary of the intended impact of the proposed plan
- Details about the project plan and an associated timeline
- Goals and benchmarking
- Evaluation methods and schedules

After evaluating the intern’s proposal and measuring it against staff duties and time, CASPC amended the proposal slightly. Management of each social media platform will continue to be distributed amongst several staff members. However, one staff member will generate the content for all platforms on a weekly, rotating basis.

Additionally, the goals identified in the new implementation strategy helped CASPC structure comprehensive policies for posting on each account, use of the platforms overall, and defining measurable goals.

DEMO Magazine

At the end of the fall 2015 semester, a team from the DEMO, the alumni magazine approached CASPC for assistance with their upcoming summer issue, which was to feature College history in celebration of the institution’s 125th anniversary. CASPC staff spent time throughout the semester helping their research efforts and providing historic images for the issue. Additionally, staff helped with final fact checking of information in the publication.
Acquisitions, Processing & Cataloging

Acquisitions:

Material was taken in and the new accession record system was implemented, to start in earnest the next fiscal year along with the associated workflows for the process.

CASPC created another collection status, Curated Collections, for those collections with material gathered by people, primarily for use in the classroom, by not created by the donors.

Notable acquisitions include a Harry Bouras original art piece and the 1973 Project 3, a limited-edition collection of Columbia faculty, staff, and student art and photography work. Both these pieces were donated by an alumnae of the College.

Digital intake focused on the transfer of materials not yet processed including the Story Week archive and on ingesting outdated media formats into CASPC systems for preservation.

Processing:

Most physical processing activities were done this year by CASPC student archives assistants or graduate interns, as CASPC has a mission to teach students these skills.

Collections processed:

- The Cheryl Johnson-Odim Collection
- The WIND and WBBM 1940s Radio Scripts
- The Center for Book, Paper, and Print Artists’ Books

Ongoing processing:

- The Prexy Nesbitt Collection
- The George & Rozell Nesbitt Special Collections
- The Orlando Redekopp Collection
- The Board of Trustee Minutes

Digitization processing continues on the materials housed in the College Publications record group.

CASPC worked with two campus offices to deaccession some of these units materials held in the archives, which resulted in a reduction of CASPC physical collection material. CASPC also removed duplicative files from its digital holdings.
Cataloging:

The backlog of graduate student theses decreased by 4.3% as some materials were cataloged while CASPC concurrently acquired more theses. The collection is now 65.8% cataloged.

Descriptive cataloging of digital objects from our collections continued, though at a slower rate. Instead, CASPC staff recognized the inconsistencies amongst metadata practices for our digital objects. As a result, work was started to set departmental standards for administrative, technical, and descriptive metadata for all digital objects.

In addition to working on standards for individual digital objects, CASPC staff worked to standardize descriptive practices for collection-level records. Work was accomplished identifying which fields and to what extent ArchivesSpace would be used to capture information about CAPSC collections. Additionally, procedures and workflows were created for adding consistent descriptive information about new accessions to improve findability and aid in the organization of the department’s processing schedule.
Archival Systems

ArchivesSpace

ArchivesSpace continued to serve as a platform for tracking accessions, processed collections and deaccessioning practices. However, CASPC staff recognized the system’s untapped potential to assist with the management and control of additional departmental administration. As a result, a comprehensive study, testing, and analysis was conducted to determine how best to build the database in order to fit CASPC needs. In June, a full implementation strategy of the system was presented to the department. Upon review and revision, CASPC will begin the first phase of this implementation strategy during the next fiscal year.

Archive-It

Since first joining Archive-It in 2010, the department has collected over 17 million web pages and other documents through the service. Adding additional seed sites resulted in a large increase in pages captured in 2015-2016 and the creation of a web form for members of the Columbia community to suggest sites to capture will likely mean additional growth in the coming year.

Digital Commons

The department’s Digital Commons site generated 51,088 full text downloads with a readership distribution ranging across 172 countries and 3,393 institutions. New material added to the system included additions to the Columbia Chronicle Collection, the WIND and WBBM Radio Scripts, and the Cheryl Johnson-Odim Collection.

Selected Works

CASPC terminated the Selected Works module of Digital Commons upon the 2016 renewal of the service. Selected Works was originally intended to act as a publishing platform for faculty. The College has, however, committed to alternative systems to showcase faculty works.

Omeka

Omeka is an open source content management system for online digital collections. As a web application, it allows users to publish and exhibit cultural heritage objects, and extend its functionality with themes and plugins. In 2016, CASPC used Omeka to develop two digital exhibits based on the Sherwood Community Music School collection and Chicago Anti-Apartheid Movement collection.
Goals

The goals set out in the 2015/2016 annual report were largely task-driven and many of them were completed over the course of the year. Given the new strategic plan created by Columbia College Chicago, our 2016/2017 unit goals relate directly to the College strategic plan and are fashioned around several of the six goals set by the College.

College Archives & Special Collections Goals
Affirming our professional mission that all libraries and archives are forums for information and ideas, we continue to build our resources to reflect the myriad of world perspectives and support intellectual freedom by providing free access to all expressions of ideas through which all sides of a question, cause, or movement may be explored.

Commitment to Student Success:
Support student studies and encourage research through the collective knowledge and trained staff who guide students to a rich array of resources held institutionally, locally, and internationally. A robust internship program offers students practical application of classroom theory and builds student portfolios with deliverable projects.

A. Create a CASPC student intern program for Columbia undergraduate students
B. Create subject-based faculty guides for collection material for the CASPC website

Twenty-first Century Curriculum:
Nurture and encourage student exploration and education in support of the college mission to engage students with the city of Chicago as a visual, architectural, physical, historical, cultural, environmental, sociological, and professional landscape. Collections and resources held institutionally, locally, and nationally speak to this goal and services offered assist in the student development of informed creative practice.

A. Improve workflows and policies to facilitate faculty bringing classes into CASPC to interact with collection materials and learn archival competencies
B. Work with College Archives Advisory Group to identify new special collections acquisitions based on curriculum
C. Curate digital exhibits, designed by CASPC staff, students, and/or interns online using Omeka
D. Continue processing collection material to make resources available to researchers
Community Engagement:
The college works to integrate student-centered and faculty-driven community engagement initiatives into its core teaching and learning activities and, through collaboration; we will direct and support the campus community to accurate information and institutional and local resources. Further, we design and offer rich cultural and community programs designed to enhance education and allows for participant interaction.

A. Complete the steps outlined in the report “Social Media Strategies” authored by intern Maddie McDermott during the summer, 2016

B. Continue work with Chicago Collections Consortium on a planned city-wide exhibit planned for 2018

C. Design interactive events/workshops to promote archival literacy and collection use

Aligning Resources with Goals:
The college is committed to exercise responsible stewardship of its resource base that is well run and well managed and generates sustainable revenue streams and exercising close control over its costs. Centralize and secure ownership of College records and special collections assets

A. Save campus space by reducing the volume of duplicitous material and by keeping what is essential

B. Facilitate effective and efficient retrieval of information about the institution and its history

C. Provide professional instruction to researchers using material in centralized spaces, which are designed for research and classroom use

D. Digitize and make available commonly used College resources and student work, allowing for improved access for all faculty and staff and which, subsequently, builds the reputation of the College by featuring digital content in a research platform used worldwide
## Statistics

### Material Intake and Research Statistics  
**FY 2015-2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research questions answered</td>
<td>3,601</td>
</tr>
<tr>
<td>Researcher visits to the archives</td>
<td>246</td>
</tr>
<tr>
<td>Accessions</td>
<td>355</td>
</tr>
<tr>
<td>Theses viewed by researchers (in-person)</td>
<td>143</td>
</tr>
<tr>
<td>Theses viewed by researchers (online)</td>
<td>14,270</td>
</tr>
<tr>
<td>Groups or classes addressed</td>
<td>81</td>
</tr>
<tr>
<td>Individuals in groups or classes addressed</td>
<td>2,122</td>
</tr>
</tbody>
</table>

### Digital Commons Usage  
**FY 2015-2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
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<tbody>
<tr>
<td>Full Text Downloads</td>
<td>51,088</td>
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### College Archives Systems  

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<tr>
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<tbody>
<tr>
<td>Digitized collection size (in GB)</td>
<td>18,568</td>
<td>14,667</td>
<td>27,056</td>
</tr>
<tr>
<td>New digitized items added (in GB)</td>
<td>3,154</td>
<td>2,679</td>
<td>7,924</td>
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<tr>
<td>Number of new digital files added</td>
<td>126,987</td>
<td>111,658</td>
<td>125,639</td>
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<tr>
<td>Website visits</td>
<td>107,378</td>
<td>100,229</td>
<td>102,347</td>
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### Archive-It Statistics  
**FY 2015-2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Documents Archived</td>
<td>5,343,171</td>
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<tr>
<td>Data Archived (in GB)</td>
<td>250</td>
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<tr>
<td>Videos Archived</td>
<td>1,544</td>
</tr>
<tr>
<td>PDF Documents Archived</td>
<td>10,809</td>
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</tbody>
</table>
Advisory Board & Student Archives Assistants

College Archives Advisory Group

The mission of the College Archives Advisory Group (CAAG) is to consult with and assist College Archives & Special Collections in its pursuit of collecting, preserving, publicizing, and making accessible its collections of rare publications, manuscripts and institutional history materials.

2015/2016 Members:

Erin McCarthy
Acting Chair, Humanities, History, and Social Sciences and CAAG Chair

Larry Minsky
Associate Professor, Advertising + Public Relations

Peter Fitzpatrick
Chair, Photography

Charles Castle
Assistant Dean, School of Media Arts

Kari Sommers
Assistant Dean of Student Life

Dominic Pacyga
Professor, Humanities, History, and Social Sciences

Chris Richert
General Manager/Business Operations Manager, Columbia Chronicle, PT faculty, Advertising + Public Relations

Don Smith
Associate Chair, Cinema Art + Science

Alton Miller
Associate Professor, Advertising + Public Relations

Kyle Henke
Digital Archivist, DePaul University(outside representative)

Heidi Marshall
Head of College Archives & Special Collections

Dominic Rossetti
Digital Collections Specialist, College Archives & Special Collections

One meeting was held last academic year and discussion centered around a potential personal papers collection that was presented to CASPC for possible inclusion. The discussion was tabled until the fall 2016 semester. Also, three CAAG members participated in a panel discussion in January 2016 for the Topics in History: Beyond Wikipedia: Archival Research & Primary Sources class on their experience using archival collections for their own research. Two members of CAAG participated in a panel at the Oral History Association in Tampa, Florida in October 2015.
Student Archives Assistants

A substantial amount of the work in CASPC is ably performed by our student assistants and without them, much would be left undone. They are spectacular; many thanks to them for such wonderful and professional work:

Corey Cole, Music Business Management, graduated December 2015
Amara Andrew, Art History, graduated May 2016
Kristen Walters, Advertising Art Direction, graduated May 2016
Nicole Neale, Art History, expected graduation May 2019
Evageline Pina, Game Programming, expected graduation May 2019

Interns

CASPC had two interns working with us this past year:

Maddie McDermott, dual degree program, Library & Information Science and Public History programs, Dominican University & Loyola University Chicago:

- processed the WIND and WBBM Radio Scripts collection
- wrote user guides for the Omeka exhibit software system
- created Omeka exhibits about printing block stamps from the Sherwood Community Music School collection and Chicago Anti-Apartheid Movement collection
- researched, wrote and designed a social media strategy for CASPC
- processed the Cheryl Johnson-Odim collection
- contributed to the departmental blog

Emily Bereiter, College of DuPage, Library Technology Program, worked on Library physical displays and bibliographies, the Library Pinterest web scroll about new books, movies, and music, and the Library reference desk chat session