

COLLEGE ARCHIVES & SPECIAL COLLECTIONS ANNUAL REPORT

September 1, 2016 to August 31, 2017

Columbia
COLLEGE CHICAGO

ARCHIVES
& Special Collections

Summary: Creating Access

The 2016/2017 saw streamlining access to College Archives & Special Collections (CASPC) materials. After completing the physical collection inventory last reporting year, CASPC staff worked to design processes for handling accessions and processed a greater number of collections, as student archives assistants learned to research and organize collections, thus creating greater use of collections by researchers. Additionally CASPC developed new workflows and guidelines for tracking digitization, media reformatting, and quality control of digital objects which monitor more accurate information and thus provides increased access to digital holdings.

CASPC staff focused and refined the collecting policy for the department, creating a new class of collections: Curated Collections, defined as those collections that contain physical objects intentionally gathered to form a collection focused on a specific topic and selected by Columbia College Chicago faculty or staff members in support of curricular, informative, or educational purposes.

Curated Collections fall into three categories:

1. Topical Collections
2. Columbia College Chicago Faculty and Staff Work
3. Focused Collections Book Room

This newly named Focused Collections Book Room (previously been known as the Special Collections Book Room), was reorganized this past summer with a narrowed and more specific collecting scope:

Typography

- Typographers: individuals' work on typefaces and fonts
- ABC/123: interpretations of alphabet letters and numbers

Photography:

- Limited edition* publications
- Photography artists' books* publications

Design: examples of innovative ways to create visual identity focusing on:

- Promotional design: to create public awareness of services or products
- Book as art: works of art in book form

Overall, the academic year also saw an increased focus on teaching and instruction and CASPC taught the HHSS class Beyond Wikipedia: Archival Research and Primary Materials during the spring semester. Borne of class, which CASPC staff developed and taught for two years, was the creation of the Faculty Resources (<http://bit.ly/2hbRYUk>) page, which went online this summer. Teaching modules were created, designed for easy adaptation to syllabi and tied to the College universal learning outcomes, along with a discipline guide for identifying subjects held within archival collections for ease in locating collections to introduce primary materials into classwork, and illustrative examples as springboard for possible class assignments.

Education & Instruction

College Archives & Special Collections staff engaged in several educational, instructional, and community initiatives this past year including: teaching an undergraduate course; lecturing to groups and classes; and educating about the common threads from Columbia College Chicago history.

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

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

Staff continued to host classes in archival spaces and lecture on collection holdings, primary material handling, use, visual literacy, and preservation. CASPC worked with: the *Art As Practice* class, taught by Melissa Potter in Art & Art History, to develop an online exhibit using materials from the Center for Book and Paper Arts collection and hosted on CASPC exhibit software entitled Shapono Circle of Stories: The Work of Sheroanawë Hakihiwë (<http://shero.omeka.net/>); the Atlantic Studies and Africa Since 1880 courses, taught by Robert Hanserd in Humanities, History, and Social Sciences (HHSS); and others.

CASPC presented as part of the Columbia College Chicago Faculty Development Conference and at New Faculty Orientation to educate faculty about utilize collection material and integrate it into the classroom. CASPC developed Faculty Resource guides this past summer so that faculty at Columbia College Chicago can engage their students with collection material more fully (<http://bit.ly/2hbRYUk>). CASPC also presented at the New Faculty Orientation.

CASPC public digital primary materials holdings, Digital Commons @ Columbia College Chicago, saw a rise in full text downloads and readership: more than 3,400 institutions located in 182 countries accessed College materials from the site.

The Focused Collections Book Room research ranged from classes, in-classroom use, library event presentations, and individual requests related to projects and thesis research. Columbia College Chicago classes using materials from the Focused Collections Book Room include: Experimental Typography; Typography for Graphic Design; Photographic History, Theory, and Criticism 1900-1989; Foundations of Photography II; Introduction to Latin American Studies; The Documentary Book; and Special Topics in Fashion: Costuming in Context: Fashion in Film.. Outside researchers include: Elmhurst College Library, J-Term Staff Development and Lillstreet Art Center, Advanced Digital Photography class.

Social Media:

The Social Media plan that was proposed during FY 2015/2016 was implemented beginning September 2016 with policies, workflows, and guidelines finalized as a result. CASPC prepped social media postings a week in advance and divided duties among staff and student workers to post content on individual platforms (Facebook, Twitter, Instagram, Tumblr). As a result, all platforms promoted the same content weekly and the voice of each was catered to its audience. All platforms saw an increase in followers and user interactions throughout the year. The blog continued to be written primarily by student workers who discussed their perspectives discovering and working with collection material.

Collection Management

Acquisitions:

At the end of last fiscal year, a new accessioning system was created. During the entire year, 344.16 cubic feet of physical collection material and approximately 1.2TB of digital material were added to the collections. Additionally, CASPC formalized transferring items into the record groups with a new accessioning system. For instance, flyers, posters, or other ephemeral items were strategically transferred into record groups and recorded. As a result of this new workflow, CASPC also acquired approximately 15.48 cubic feet of physical collection material, bringing the total of all physical acquisitions to 359.64 cubic feet for 2016-2017. These acquisitions represent additions to 52 collections (41 institutional records, 6 special collections, 5 curated collections) through 81 separate accessions.

A notable acquisition includes records transferred from the Center for Book and Paper Arts. Over the 2016-2017 year, this office transferred six separate accessions totaling 138.16 cubic feet and approximately 1TB.

New acquisitions include

- Hal Brun's Personal Papers, Special Collection
- Annual Reports, Curated Collection
- Club Culture Postcards, Curated Collection
- Journal of Ordinary Thought, Curated Collection
- Photography Posters, Curated Collection

The Focused Collections Book Room acquired 35 volumes for the main collection and 11 volumes of Faculty/Staff works.

Processing:

In accordance with CASPC mission to teach students the skills in research and archival organization, some physical processing activities were completed this year by CASPC student archives assistants and a graduate intern. A total of 136.73 cubic feet of material was processed or updated this past year.

Collections processed: (72.88 cubic feet)

- Latino Cultural Affairs (http://digitalcommons.colum.edu/casc_fa/22/)
- Orlando Redekopp Collection (http://digitalcommons.colum.edu/casc_fa/23/)
- Rozell (Prexy) Nesbitt Collection (http://digitalcommons.colum.edu/casc_fa/26/)
- Commencement records (http://digitalcommons.colum.edu/casc_fa/24/)
- Manifest records (http://digitalcommons.colum.edu/casc_fa/25/)
- Marlene Lipinski Curated Collection (http://digitalcommons.colum.edu/casc_fa/19/)
- Harrington College of Design Special Collections (http://digitalcommons.colum.edu/casc_fa/20/)
- Visiting Artists series, Center for Book and Paper Arts Collection (http://digitalcommons.colum.edu/casc_fa/21/)
- Paula Pfeffer and Cheryl Johnson-Odim Political Cartoon Contest

Processed collections updated: (63.85 cubic feet)

- Columbia Chronicle (http://digitalcommons.colum.edu/casc_fa/2/)
- Psychological Development of Expression books (http://digitalcommons.colum.edu/casc_fa/18/)
- Effective Public Speaking courses
- Course Catalogs
- John Fischetti (http://digitalcommons.colum.edu/casc_fa/5/)

- Chicago Anti-Apartheid Movement(http://digitalcommons.colum.edu/casc_fa/6/)
- Gallery 312 (http://digitalcommons.colum.edu/casc_fa/13/)

Cataloging:

Descriptive cataloging focused primarily on digitized collection materials added to DigitalCommons.

New Digital Objects:

- Commencement programs (<http://digitalcommons.colum.edu/commencement/>)
- Manifest programs (<http://digitalcommons.colum.edu/manifest/>)
- John Fischetti Editorial Cartoons(<http://digitalcommons.colum.edu/cartoons/>)

Updated Digital Objects:

- Columbia Chronicle (http://digitalcommons.colum.edu/cadc_chronicle/)
- Alumni newsletters (http://digitalcommons.colum.edu/alumnae_news)

Digitization and Media Reformatting

New digitization occurred at a slower pace this year as CASPC focused on modifying workflows to ensure that collections were processed prior to digitization and quality control checks could be implemented consistently post-digitization. New digitization included:

- Commencement programs (<http://digitalcommons.colum.edu/commencement/>)
- Manifest programs (<http://digitalcommons.colum.edu/manifest/>)

Additionally, digitization and digital post-processing tasks continued for researchers' requests on demand such as, image requests from the Nena Ivon collection and copies of graduate theses and undergraduate capstone papers.

For both digitization and media reformatting, Media Digitization Logs (MDL) were created and implemented to track descriptive and administrative metadata about digitized and reformatted objects providing better intellectual and physical control over materials. Information captured includes:

- Materials' physical locations, allowing CASPC to track shelving locations without misplacing materials
- Data capturing the persons responsible for scanning, post-processing, and checking the quality of the imaging
- Descriptive information about each object being digitized/reformatted, such as title, date(s), transcriptions, record groups, series, etc.
- Automatically generated, unique serial numbers for each digitized or reformatted item
- Vendors' information and pricing for media that is sent out to third parties for reformatting

Media reformatting workflows were extensively updated in order to capture accurate descriptive and administrative metadata in MDLs and designate physical space for media reformatting. Because media items are pulled from various collections in the stacks, CASPC developed a new tracking system to store materials temporarily in CASPC main office space and identify each physical media item. The MDLs capture intellectual control over all media reformatting, and the new space allowed CAPSC to maintain physical control of the collection as well. Media reformatting came from several different record groups this year including:

- RG 03.07 Mike (Mirron) Alexandroff
- RG 03.09 Warrick Carter
- RG 06.09.05 Latino Cultural Affairs

- RG 06.15 Center for Community Arts Partnership
- RG 06.16 Center for Innovation in Teaching Excellence
- RG 06.20 Library
- RG 07 Campus Life
- RG 08.01.09 Fashion Studies
- RG 08.02.04 Humanities, History and Social Sciences
- RG 08.03.05.01 Fischetti Awards
- RG 08.03.08 Television
- RG 09.07 Sherwood Community Music School
- RG 12.03 Commencement
- RG 1000.03 Chicago Anti-Apartheid Movement Collection
- RG 1000.08 William Russo
- RG 1000.11 Phi Sigma
- RG 1000.15 Gallery 312

New quality control procedures were implemented to help check for human error in scanning and media reformatting, such as missing pages, flipped pages, cut-off material, etc. Additionally, these Quality Control Logs (QCL) help document that each item matches the CASPC Digital Preservation Policy and Standards.

Archival Systems

ArchivesSpace

- Tracks accessions, processed collections, and deaccessioning activities
- Housed on campus until August 2017 then moved to an online host service, Libraryhost.com

Archive-It

- Joined in 2010 and, to date, collected more than 17 million web pages and other records
- Reached the CASPC data limit this year and have increased our data limit for the next fiscal year

Digital Commons

- Houses open source digital materials generated by CASPC
- Increased full text downloads this year and readership; more than 3,400 institutions in 182 countries accessed College materials

Omeka

- An open source content management system for online digital collections
- Added a new exhibit, Shapono Circle of Stories: The Work of Sheroanawë Hakihiwë (<http://shero.omeka.net/>) created by students in the *Art As Practice* graduate course

Statistics

Material Intake and Research Statistics	FY 2016-2017		
Research questions answered	3,591		
Researcher visits to CASPC	465		
Accessions	359.64 cubic feet, 1.2 TB digital material		
Items Accessed from CASPC (books and theses)	1,585		
Number of Times Individual Collections Accessed from CASPC	1,365		
Thesis Accessed Electronically	13,718		
Groups or classes addressed	68		
Individuals in groups or classes addressed*	2,223		
Digital Commons Usage	FY 2016-2017		
Full Text Downloads	57,765		
College Archives Systems	FY 2014-2015	FY 2015-2016	FY 2016-2017
Digitized collection size (in GB)	14,667	27,056	32,923
New digitized items added (in GB)	2,679	7,924	5,867
Number of new digital files added	111,658	125,639	1,658,851
Website visits	100,229	102,347	100,353
Archive-It Statistics	FY 2016-2017		
Documents Archived	8,747,116		
Data Archived (in GB)	453		
Videos Archived	3,157		
PDF Documents Archived	13,398		

* No professional conferences addressed this fiscal year; two staff attended ALA-Chicago and one attended Code4Lib held in Chicago.

Advisory Board & Student Archives Assistants

College Archives Advisory Group (CAAG)

The mission of the College Archives Advisory Group (<http://bit.ly/2iEIRPh>) 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.

2016/2017 Members:

Erin McCarthy, Acting Chair, Humanities, History, and Social Sciences and CAAG Chair
Charles Castle, Assistant Dean, School of Media Arts
Peter Fitzpatrick, Chair, Photography
Ames Hawkins, Associate Chair, English
Kyle Henke (outside representative), Digital Archivist, DePaul University
Heidi Marshall, Head of College Archives & Special Collections
Alton Miller, Associate Professor, Journalism
Larry Minsky, Associate Professor, Journalism
Dominic Pacyga, Professor, Humanities, History, and Social Sciences
Melissa Potter, Associate Professor, Art and Art History
Chris Richert, General Manager/Business Operations Manager, Columbia Chronicle, PT faculty, Journalism
Dominic Rossetti, Digital Collections Specialist, College Archives & Special Collections
Don Smith, Associate Professor, Cinema Art + Science
Kari Sommers, Associate Dean of Student Life

One meeting was held during the fall semester 2016 with eight members in attendance. Discussion centered around College Archives & Special Collections policies and CAAG approval. CASPC staff took the suggestions by the Group and readied them for the next meeting for final approval. Per the suggestion of the Group, CASPC staff created a Faculty Resource page summer 2017 to better serve faculty at Columbia College Chicago to engage their students with collection material more fully.

Two CAAG members, Don Smith and Dominic Pacyga, retired in May 2016.

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 create and add content to the CASPC social media sites; process collections and create inventory guides; and digitize collection material to preservation standards. They are spectacular; many thanks to them for such wonderful and professional work:

Nicole Neale, Art History major, minors in Visual Arts Management and Photography, expected graduation May 2019

Evangeline Pina, Game Programming major, expected graduation May 2019

Kira Lovell, Journalism major, minor in Cultural Studies, expected graduation May 2019

Intern

CASPC hosted an intern during the spring 2017 semester: Ashley Clark, Library & Information Science program, Simmons College, Boston, MA, who researched and processed the Latino Cultural Affairs (http://digitalcommons.colum.edu/casc_fa/22/) collection.