



Columbia
COLLEGE CHICAGO

College Archives &
Special Collections
Annual Report

September 1, 2014 to August 31, 2015

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*Cover Image: Detail of the Ludington Building, 1104 S. Wabash Avenue
Photograph by Jess Smith*

SUMMARY:

Truly a year of change! New name. New mission. New space. New advisory group. New activities and responsibilities.

NEW NAME: Meet the newly coined unit: College Archives & Special Collections (CASPC) at Columbia College Chicago. Last fall, College Archives merged with the Library Special Collections to form the new unit, with the Special Collections Librarian joining the staff, bringing the total number of archival staff members to seven.

NEW MISSION: When two units merge into one, the mission changes so be sure to check out the College Archives & Special Collection new mission statement and philosophy.

NEW SPACE: A decade after the founding of the archives, the unit moved into new contiguous space that better suits its mission. Over the summer, staff moved collections, equipment, and furniture out of the previous storage and function areas in four buildings and nine locations and into the second floor of the 619 S. Wabash building. With this move, the unit can not only better house collections, but it can also host classes, teach students, and guide interns in enough space for all to inhabit and work.

NEW ADVISORY GROUP: The College Archives Advisory Group (CAAG) held inaugural meetings last year to discuss policies, activities, and collections. Two members retired and the positions replaced to bring the group to its full membership level of 13 member representing many functions and departments on campus.

NEW ACTIVITIES & RESPONSIBILITIES: With new functional space comes additional responsibilities. The unit has become more involved in education, instruction, and community engagement. As example, in June, we co-taught the Public History course with Dr. Erin McCarthy, Acting Chair of the Humanities, History, and Social Sciences (HHSS) department.



Room to Work: Images from the new College Archives & Special Collections space on the second floor of the 619 S. Wabash building.

Photographs by Emily Sperl

MISSION:

College Archives & Special Collections (CASPC) serves as the designated repository for records of Columbia College Chicago and collections of select rare books, publications, and manuscripts which:

- support College curricula in a student-centered environment
- document and disseminate the narrative legacy of the College
- weave Columbia College Chicago into the culture of the city and the world

CASPC provides a welcoming interactive environment to discover, evaluate, and integrate primary and secondary resources of enduring value to a diverse community.

PHILOSOPHY:

- Creating innovative and open pathways to resources
- Providing educational opportunities to stimulate research and creativity
- Inspiring collaboration on a global scale
- Encouraging freedom of inquiry while honoring creators' rights
- Complying with professional best practices and technical standards
- Preserving collection holdings in stable formats for future generations

RESPONSIBILITIES:

Archives and Special Collections:

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

Digital Collections:

The College Archives & Special Collections disseminates digitized and born-digital materials from the department through its Digital Commons repository. Containing a sampling of collection material and student work, this digital library allows users to interact with primary research materials and unpublished student work online.

Cataloging and Metadata:

The College Archives & Special Collections describes and encodes materials following best practices and adheres to national and local content and authority standards in order to facilitate access to information at the item level. Materials include student theses and capstone papers, items from collections, books, and digital objects. Descriptive, technical, and administrative metadata is managed and maintained to ensure adequate resource discovery and aid in the organization, identification and longevity of items.

Digital Preservation:

In conjunction with the preservation of physical materials, the College Archives & Special Collections takes measures to ensure the accessibility and usability of digital materials indefinitely by planning, allocating, and applying resources and preservation methods to its digital holdings.

Education and Archival Literacy:

The College Archives & Special Collections seeks to enhance use and research value of its collections both in person and online through instruction and education for classes, individual researchers, and groups. Primary topics include archival literacy, document analysis, research skills, handling and care, and citations.

Community Engagement:

The College Archives & Special Collections advocates for the use and understanding of the historical record by engaging its community with archival holdings. In order to stimulate creativity and fuel research, the department is dedicated to promoting its services and collections in person, online, and through social media and exhibits.

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 & Special Collections staff.

Teaching Image Collection:

Faculty-driven and based on curricular needs, this password-protected database is designed to support classroom instruction at Columbia College Chicago. Its users are faculty and their current students.

EDUCATION & INSTRUCTION:

The College Archives & Special Collections staff have engaged in several educational, instructional, and community engagement initiatives this past year including: co-teaching a class; lecturing and serving as client for the oral history course; lecturing about the common threads from Columbia College Chicago history; presenting at the All College Faculty Forum; establishing archival competencies for students; developing a course in archival research at the behest of the departmental chair; and designing an internship program for undergraduate students in Cultural Studies.

Oral History: The Art of the Interview:

During the spring semester, staff lectured in the Oral History: The Art of the Interview class and served as its client for a project entitled *Chicago '68*, Columbia College Chicago Archives and the Council of Religious Leaders of Metropolitan Chicago began the start of a multi-year oral history project to record and preserve the eyewitness histories of individuals who participated in the historic events of the year 1968 in Chicago. The interviews will be completed by the Columbia College Chicago honors students enrolled in Oral History: the Art of the Interview, taught by associate professor and oral historian, Dr. Erin McCarthy. The work carried out in this class was also presented at a session at the All College Faculty Forum this past summer.

Public History:

Staff co-taught a summer class in Public History with Dr. McCarthy where students learned to research building histories and work collaboratively to create a physical exhibit in a working library. The course focused on the buildings the College occupied before settling in the South Loop.

Columbia's Common Threads:

Staff also developed a presentation for the Board of Trustees for both the new trustees and the full board on the common threads that run throughout Columbia College Chicago history: Stayed true to our oratory origins (public speaking & communication are infused into everything taught today); Adapted and changed curricula (to meet the changing technologies and student expectations or societal demands); Remained deeply connected to the community (actively engaged in local and international realms); Always joined theory and practice, for both our students and faculty to engage. This presentation was also given at the All College Faculty Forum.

Archival Competencies:

Staff had adapted archival competencies (below) to suit Columbia College Chicago undergraduate students based on the list developed recently in professional literature*:

Archival Literacy: General Skill Competencies for Undergraduate Students:

1. Accurately conceive of primary and secondary sources and distinguish types of repositories
2. Formulate a research query, accumulate multiple sources, identify and search databases for quality primary and secondary sources, and evaluate and synthesize information
3. Interpret a variety of primary sources. Critically analyze and write in an informed way about the types of materials used in historical research, such as institutional records, rare books, photographs, charts and maps, manuscripts and personal papers, ephemera, born-digital materials, 3-dimensional artifacts, AV materials, handwritten documents, and oral history interviews
4. Articulate common biases in primary and secondary sources to assess their trustworthiness and describe ways to gain access to multiple perspectives and narratives.
5. Articulate the ways in which using and handling original primary sources differ from digital primary sources or other types of facsimiles (microfilm, microfiche, etc.)

6. Describe security and preservation measures in archival repositories and recognize preservation, organization, and processing techniques used on collection materials.
7. Explain ways in which archival collections grow over time, how materials not available during an initial visit may be made available in the future.
8. Explain the lack of online access to many archival materials
9. Describe how to legally and ethically incorporate unpublished sources into one's work and explain the differences in copyright for published and unpublished sources.
10. Communicate effectively about one's research experience orally, visually, and in writing and produce a work incorporating primary and secondary sources.

These competencies are designed for use by faculty when planning syllabi and for lessons involving classes visiting the College Archives & Special Collections unit.

Course Development:

Staff was requested by the Acting Chair of the HHSS Department to construct a course to be taught by CASPC staff on archival research in support of curriculum. This proposed course, *Beyond Wikipedia: Archival Research & Primary Materials* has been submitted and goes in front of the curriculum committee in October 2015.

Internships:

Staff was also asked to develop an internship program for undergraduate students in Cultural Studies using the archival material. The proposal also went in during the fall 2015 semester for consideration 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. The proposal suggests three different areas for interns to work in the CASPC collections: 1. Organize /process collection material; 2. Assist in build social media skills for a non-profit organization; 3. Curate exhibits and present in varied formats.

Further Collection Material Use:

The Special Collections Book materials have been consulted by Columbia College Chicago students, faculty, staff, and alumni and DePaul students, and by College units: the Columbia College Chicago Fashion Study Collection to do research for a presentation at the Chicago Design Museum and the Museum of Contemporary Photography for exhibit/publication research.

Classes using the Special Collections materials include: Beginning Typography; Intermediate Typography; Advanced Typography; Foundations of Photography II; Introduction to Visual Culture; History of the Photo Seminar: The City; Thinking Through Making: Paper, Print, Book, Introduction to Graphic Design; Contemporary Issues in Painting; Color Photography; Photo Seminar; Cultural Theories; The Documentary Book.

There were 17,671 viewings of collection material this past year, with higher statistics from last year due, in part, to transferring requested core curriculum photography titles for the Foundations of Photography II classes to the Special Collections book room for retention.

* "Archival Literacy Competencies for Undergraduate History Majors"/ Sharon A. Weiner, Sammie Morris, and Lawrence J. Mykytiuk: 78 Spring/Summer 2015: American Archivist.

SOCIAL MEDIA:

In summer 2015 the College Archives and Special Collections began implementation of a new social media strategic plan. Maintaining social media accounts have been distributed between several staff members and baseline levels of output have been set for each network.

Recent data published data on the college's website indicates that students preferred social media apps are Instagram and Tumblr. As a result, the

The goals of the social media plan are as follows:

- Raise awareness of the College Archives and Special Collections among current students and faculty
- Gather data by conducting surveys at the end of every class and workshop on audience social media usage and experience with the department
- Increase followers/likes by 50% across all systems by Summer 2016

The College Archive & Special Collections social media accounts include:

Creating Access Blog: Our blog is home to original articles and long-format pieces by College Archives and Special Collections staff and students. The "Student Perspectives" series of articles by student staff members continues to highlight departmental and campus activities from students' unique and valuable viewpoints.

Facebook: The department plans to use Facebook to tie all the social media accounts together. Through reposting and sharing the highlights from all accounts Facebook will be the first stop for those that are new to the activities of the department.

"Have you ever caught yourself listening in on a stranger's conversation? If we are being honest, the answer is yes. We occasionally find ourselves pretending to toil on our phones while the guy across the coffee shop implores his friend to sit through just one more story about his obnoxious roommate. The point is that eavesdropping is a habitual practice fused with our human need to feel empathy. When you are hearing about the coffee shop guy's horrible roommate trouble, you are gaining a little insight into his world, however minute that insight may be."

-CASPC Student Assistant Corey Cole, after processing the digitized audio tapes of a 1950s radio personality Clyde Caswell.

(<https://columbiacollegearchives.wordpress.com/2015/03/13/student-perspective-on-being-a-professional-eavesdropper/>)



Twitter: With a mix of our own content, sharing posts from other organizations, and direct communication with researchers, the College Archives & Special Collections twitter account is a fun and lively way to for the public to interact with the department and learn about the archival profession.

Instagram: Events, classes, and highlights from the collection will be the new focus of the department's Instagram feed. With a new work space to show off, and with new initiatives to tie the department to the curriculum, the Instagram feed will be exciting to watch.

Tumblr: The newest account for the College Archives & Special Collections offers an opportunity to reach a new audience and showcase visually interesting collection material as well as sharing posts from other institutions and organizations that will inspire students to dig deeper into history.

COLLABORATIONS:

The College Archives & Special Collections enjoys beneficial collaborations with campus and regional units. Staff 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 exhibit space.

The Art of Oral History class has CASPC staff serve as guest lecturer each semester as we have done for more than four years. New responsibilities in co-teaching the Public History course this summer were also added. 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.

Beginning in Spring 2015, staff members of the College Archives and Special Collections began attending the regular meetings of the college's Graduate Policy Council with the goal of making more graduate programs aware of and utilize the Digital Commons system to manage and electronically publish thesis projects. Many discussions involved the use of third-party copyrighted material in thesis projects and the concerns about publishing such material on the internet. After several consultations with the individual Graduate departments and the General Counsel's office, it was determined that the best solution is to give students several options based on the content of their thesis projects at the point when the thesis is submitted to the system. These options include publishing the full thesis if the student is able to get permission from third-party copyright holders, publishing an edited version of the thesis without the third-party content, or publishing an abstract only. Publishing the abstract by itself is the least preferable option, but it would at least allow researchers to get some information about the project.

Other collaborations include:

- President's Office & Board of Trustees
- Office of the Provost /Academic Affairs
- Alumni Relations Office
- Chicago Collections Consortium
- Chicago Area Archivists
- Photography Department
- Art & Design Department
- Center for Book & Paper Arts
- Humanities, History, and Social Sciences Department (HHSS)
- Graduate Policy Council
- All College Faculty Forum
- Campus IT Department

The unit consulted with Chicago area institutions about digital systems, choices, and workflows, as well as spoke to students, faculty, and outside group members about College Archives & Special Collections holdings.

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.

The role of the CAAG is:

- To advise: The group assesses policies, services, and collection acquisitions for College Archives & Special Collections and makes suggestions and recommendations
- To assist: The group supports all College Archives & Special Collections activities and functions
- To support and advocate: The group promotes the archival program throughout the community.

2014/2015 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

Cyn Vargas, Associate Director, Office of Alumni Relations

Dominic Pacyga, Professor, Humanities, History, and Social Sciences

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

Hope Daniels, Associate Professor/Teaching Fellow, Radio Department

Mary Forde, Assistant Vice President, Creative Services

Kyle Henke (*outside representative*), Digital Archivist, DePaul University

Heidi Marshall, Head of College Archives & Special Collections

Dominic Rossetti, Digital Collections Specialist, College Archives & Special Collections

ACQUISITIONS, PROCESSING & CATALOGING:

Acquisitions:

By implementing ArchivesSpace, the College Archives & Special Collections is able to formalize its documentation process for accession records. This process began in late Spring 2015 and connects accessions to other records and collections in the system. Additionally, it creates another access point to custodial information about collection materials and aids in streamlining the workflow for accessioning and re-housing.

Acquisition of special collections remained stagnant this year while waiting for permanent physical space to house the College Archives & Special Collections. The Archives Advisory Group will be consulted on future special and manuscript collections acquisitions.

Transferal of institutional records to the College Archives continued, including:

- Campus unit materials from various offices
- Student graduate theses and undergraduate capstone papers
- Harrington College of Design special collections books and students' graduate theses

Processing:

The implementation of ArchivesSpace also allowed the College Archives & Special Collections to begin re-creating finding aids as the data had been lost during an update with Archon. This task became a priority in order to maintain intellectual control of the collections and processing projects were put on hold to accommodate time for finding aid recreation. To date, fifteen finding aids have been entered into the new system.

Below is a list of processing accomplishments and associated digitization:

Completed

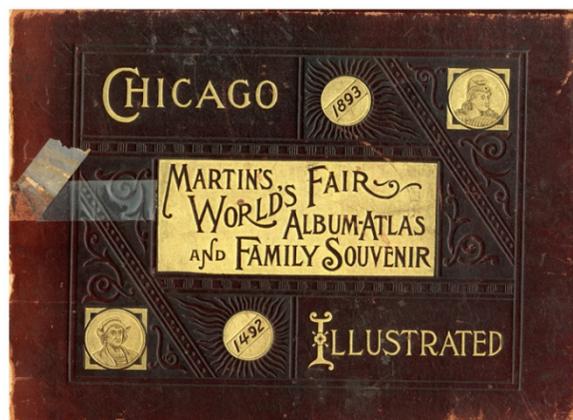
- Sherwood Community Music School collection
- Clyde Caswell collection
- Provost's Office records
- Research, Evaluation & Planning Office records

On-Going

- Board of Trustees
- Campus Publications - Court Green
- Chicago Anti-Apartheid Movement collection /The George & Rozell Nesbitt Special Collection

Digitized:

- Sherwood Music School catalogs
- Sherwood Music School piano and violin lesson books (on-going)
- Siegel-Myers Correspondence School of Music materials



Chicago Illustrated: Martin's World's Fair Album-Atlas and Family Souvenir features artistic half-tone illustrations of the buildings and grounds from the 1893 World's Columbian Exposition in Chicago. The complete book is available on Digital Commons.

- Clyde Caswell photographs and recordings
- Phi Sigma Camping Club, Selected Letters, and Annual Programs
- World's Columbian Exposition (rare book)

Cataloging:

ArchivesSpace allows for both local and authority controlled vocabularies in its system and time was spent inputting subjects and agents. Having a majority of terms in the system allows for efficient data entry when creating records in the system as terms will auto populate in the subject and agent fields. Local agents, such as corporate names for College offices and departments, were entered into the system according to RDA descriptive standards.

Work was accomplished to standardize the descriptive metadata for the digital objects already entered into Digital Commons. Batch revisions were made to existing metadata to fields containing information on citation, abstract, notes, and licensing and reproduction terms.

The backlog for the graduate student thesis collection continued to decrease as more cataloging of physical and digital theses was accomplished; the collection is now 61.5% cataloged.

- 256 theses and capstone papers cataloged
- 133 cataloged theses from the Harrington College of Design were added to the collection

Descriptive metadata was created for the following collections and items in Digital Commons:

- College Archives & Special Collections Finding Aids
- Columbia Chronicle, 2014-2015
- Chicago 1968 oral histories
- Archie Lieberman Job Book
- Phi Sigma collection: Camping Club documents and images, Selected Letters, and Annual Programs
- Rare Books
- Sherwood Community Music School collection: Catalogs, Commencement Programs, Siegel-Myers Correspondence School of Music materials
- Capstone papers



International Reach: This map depicts locations of users around the world that have downloaded College Archives & Special Collections content from Digital Commons in a single 24 hour period.

ARCHIVAL SYSTEMS:

Digital Commons:

In the past year we have worked to streamline collection arrangement in Digital Commons to more accurately reflect the department's record group structure and the merger with Special Collections.

New collections include: Sherwood Community Music School, Clyde Caswell Collection, Rare Books, Chicago 1968 Oral Histories, Archie Lieberman's Job Book, and Finding Aids for the College Archives & Special Collections.

As a result of our discussions with the Graduate Policy Council we will be adding more graduate programs to our electronic thesis collection in 2015-2016.

Selected Works:

An add-on module to Digital Commons, 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.

Archive-It:

Since first joining Archive-It in 2010, the department has collected over twelve million web pages and other documents through the service. Our membership with Archive-It has never been promoted to our users, however with several years of data harvested, we plan to market the system as a useful resource for staff and students.

DuraCloud:

Since its founding, the College Archives & Special Collections has been working toward a proper backup solution that would satisfy the needs of the department and give donors the peace of mind knowing their material is safe and secure.

The DuraCloud system provides for five redundant copies of data, stored in the Amazon Cloud network and the San Diego Supercomputer Center. These redundant copies undergo a "health check" several times a year to ensure no data loss, with any discrepancies resolved using the other healthy copies as a source. The department shares 30TB of space in DuraCloud with the Center for Black Music Research, who have similar backup and storage needs.

ArchivesSpace:

In late 2014, the Library server that hosted the department's archival information system (ARCHON) crashed and resulted in total data loss. In 2015, the department began using ArchivesSpace to create and publish archival finding aids and accession records. Once the instance of ArchivesSpace was installed on a server managed internally by the department, the missing finding aids were painstakingly recreated. The system is on a regular backup schedule, with redundant copies stored in several locations, including DuraCloud.

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 ensure 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.

One goal this past year was to build the preservation accounts and develop long-term projects for which these monies can be used. As the College Archives Advisory Group enters its second year of service, it will help CASPC staff address these goals over the next year. Further, there had been access issues on the CASPC giving page on the Columbia College Chicago website which have been corrected and the page has been reworked and made accessible as of fall 2015.

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 changed once per semester.

- Michael L. Abramson: Pulse of the Night (curated by the Museum of Contemporary Photography)
- From Adams to the South Loop: 1890 to 1975 (curated by students in the HHSS Public History class)
- Photography Light Studio Students (created by 1st and 2nd year students; curated by MoCP students)
- Archie Lieberman: Black Star photographs (CASPC collection exhibit)
- Legible / Illegible (CASPC collection exhibit)
- Backstory: DEMO magazine (CASPC feature)
- Aesthetics of Research (curated by Library Access Services)
- Alumni on 5 (curated by alumni, in collaboration with Office of Alumni Relations)
- Sherwood Community Music School (CASPC collection exhibit)
- Mental Notes: Works by Peter Fitzpatrick (curated by Academic Initiatives)

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 2014	138 attended	14 artists	71 pieces
November 2014	44 attended	8 artists	38 pieces
February 2015	32 attended	8 artists	27 pieces
April 2015	42 attended	10 artists	53 pieces
Total:	256 attended	40 artists	189 pieces

Display Case Exhibits:

- Banned Books: focus on graphic novels
- Ongoing display: Columbia College Chicago recent faculty and/or staff publications
- Ongoing display: New books

LAST YEAR'S 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.

The contract with DuraCloud was signed and digital material added to it over this last year with the assistance and support from the campus IT department staff.

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

Met twice last year and began work on tackling issues related the CASPC

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

Work almost completed 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.

CASPC moved this summer into new, contiguous space with room for staff, collections, and functions 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.

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 has been 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

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

Work with the Graduate Policy Council and with individual faculty has taken place this last year to ensure the submission of theses and capstone projects into this system.

SUMMARY:

Most of these goals were met; however, goal 5 relating to building the preservation funds and goals 6 and 7 relating to creating tools and guides to archival collections have been moved to this next year.

FUTURE GOALS:

College Archives composed key points to direct its work over the next fiscal year and streamlined these into broad categories with a focus in four areas:

Goal 1: Promote and Educate about Archival Literacy and Primary Materials Use

- Develop internship program
- Assist in syllabi creation to incorporate archival competencies
- Develop faculty tools for using collections

Goal 2: Work with the College Archives Advisory Board (CAAG) to enhance departmental mission and goals

- Task CAAG to develop ideas for building the preservation accounts and long term project goals
- Consult CAAG to gain insights about collection development in support of college curriculum
- Charge CAAG to become advocates for the department throughout campus

Goal 3: Strongly engage with our Communities to facilitate access to collections and services

- Enhance the online visitor experience by streamlining the College Archives website and its connection to Digital Commons.
- Develop archives-related workshops
- Appeal to various student, college and archival communities online through social media
- Provide a safe and useful space for researching collections in person
- Work with the Graduate Policy Council to streamline a workflow for receiving capstone projects/theses into Digital Commons

Goal 4: Reduce the backlog of unprocessed collections and items

- Create a plan for facilitating access to the Image Collection
- Tie digital objects to the collections' finding aids for optimal resource discovery
- Continue processing archives, special collections and books

STATISTICS:

Material Intake and Research Statistics	FY 2014-2015		
Research questions answered	3,558		
Researcher visits to the archives	213		
Accessions	352		
Theses viewed by researchers (in-person)	182		
Theses viewed by researchers (online)	11,762		
Groups or classes addressed	46		
Individuals in groups or classes addressed	1,908		
Digital Commons Usage	FY 2014-2015		
Full Text Downloads	47,411		
College Archives Systems	FY 2012-2013	FY 2013-2014	FY 2014-2015
Digitized collection size (in GB)	17,592	18,568	14,667
New digitized items added (in GB)	4,466	3,154	2,679
Number of new digital files added	173,658	126,987	111,658
Website visits	75,652	107,378	100,229
Archive-It Statistics	FY 2014-2015		
Documents Archived	910,698		
Data Archived (in GB)	132		
Videos Archived	5,828		
PDF Documents Archived	4,991		