Summary: Lean Times & Library Reorganization

The 2017/2018-year was one of great change. College Archives & Special Collections (CASPC) had one staff member leave in November 2017 and another in January 2018, leaving three full-time staff in the unit: 2 in the 619 S. Wabash Avenue building and 1 in the Library, 624 S. Michigan Avenue building.

CASPC services have been adversely impacted:

1. Open research hours reduced 50%
2. Undergraduate internship program suspended.
3. Marketing to faculty to incorporate primary materials use into the classroom experience suspended
4. Fewer classes instructed and hosted in CASPC space; down nearly 80% due to insufficient staff
5. Inability to fully carry out the 2010 mandate from the Board of Trustees to collect, preserve, and disseminate College materials and acquire special collections materials to support curriculum.
6. Social media posts and engagement greatly reduced and/or stopped on all four platforms by May 2018

Since its establishment a dozen years ago, CASPC has grown from campus patrons who found the unit by happenstance in the Library to sustained and dedicated worldwide researchers from 196 countries on 6 continents representing more than 7,700 institutions using its online collection materials during the last five years. In-person researchers visited CASPC this past year from Europe, Spain, and across the United States.

CASPC has answered thousands of on-campus queries from undergraduate students to the Office of the President, created a promotional base of worldwide, regional, local, and city-wide constituents, and educated researchers on-campus and from around the globe about Columbia College Chicago, its history, its research, and its collections.

The future direction and future goals of CASPC resides in the perceived value of the unit to Columbia College Chicago, told best through the College’s commitment to dedicate enough staff to the functions and responsibilities for this unit to carry out its work.

Toward this end, after the retirement of the Library Dean in June 2018, the College hired a consultant in July 2018 to observe and suggest a new Library structure. Work on this restructuring is taking place during fall 2018. The CASPC, as part of the Library, is engaged in this decision-making restructuring process.
Education & Instruction

College Archives & Special Collections staff engaged in several educational, instructional, and community initiatives this past year: lecturing to groups and classes; educating about the common threads from Columbia College Chicago history; and presenting at the Midwest Archives Conference, the professional regional archives organization.

Staff continued to host classes in archival spaces and lecture on collection holdings, primary material handling, use, visual literacy, and preservation. CASPC worked with Art and Art History classes, Humanities, History and Social Sciences classes; 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 featured its Faculty Resource guides, designed so that faculty at Columbia College Chicago can engage their students with collection material more fully (http://bit.ly/2hbRYUK).

CASPC public digital primary materials holdings, Digital Commons @ Columbia College Chicago, had a readership from more than 2,500 institutions located in 169 countries who accessed full text 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; Photographic History, Theory, and Criticism 1900-1989; Foundations of Photography II; The Documentary Book; History of Photography II; and Senior Seminar in Art History. Also, Gallery 37, an advanced arts program for high school Chicago public school students, researched photography materials. Focused Collections supported Library programs for: How-To Tuesday, Black Light Paintings; Tattoo: Ink, Art, and Object panel; and the Sam Weller Signature Showcase. Campus programming for which Focused Collections material was used includes the Faculty Publications Celebration.

CASPC held instruction sessions for: 65 classes; 26 non-class groups; and to several groups outside the College.

CASPC also loaned collection material to the Richard Nixon Presidential Library in Yorba Linda, CA for an exhibit called “Vote Like Your Whole World Depended on It: The Story of the 1968 Election”. The exhibit features material from CASPC’s original John R. Fischetti sketchbook from 1968, the year for which Fischetti won a Pulitzer Prize for his editorial cartoons. The material was loaned from August 2018 through November 2018.

CASPC had collection material featured in the Chicago Collections Consortium digital exhibit: Place Of Protest: Chicago's Legacy Of Dissent, Declaration, And Disruption with material from the Chicago Anti-Apartheid Movement Collection relating to the 1989 Bronzeville Soweto Day Walkathon.
Collection Management

Acquisitions:

During this fiscal year, 227.91 cubic feet of physical collection material and 94.88 GB of born-digital material were transferred to the CASPC from donors and College units.

These acquisitions represent additions to 33 collections (27 institutional records, 5 special collections, 1 curated collections) through 59 separate accessions.

The Focused Collections Book Room acquired 17 volumes for the main collection and 41 volumes of Faculty/Staff works.

Processing:

A total of 72.16 cubic feet of material was processed this year:

Collections processed: (72.16 cubic feet)

- 02.01 Board of Trustees Minutes
- 02.02 Board of Trustees Member files
- 08.01.07 Theatre Records
- 11.00 College Publications (12 titles processed, digitized, and uploaded)
  - Columbia Poetry Review
  - Court Green
  - Dialogues
  - Echo
  - Hair Trigger
  - Inside Journalism
  - M.A. Jour
  - Plotlines
  - Profile
  - Season Ticket
  - Wanderer
  - WARP ten
- 1000.21 Jeff Ginsberg Theatre Collection
- 2000.01 Early Photography Collection
Cataloging:

Descriptive cataloging focused primarily on digitized collection materials added to the repository:

New Digital Objects:
- Publications (12 titles) (https://digitalcommons.colum.edu/cadc_archives/)
- Theatre Records posters (https://digitalcommons.colum.edu/theatre/)
- Jeff Ginsberg Theatre Collection posters (https://digitalcommons.colum.edu/ginsberg/)

Updated Digital Objects:
- Columbia Chronicle (http://digitalcommons.colum.edu/cadc_chronicle/)
- Manifest programs (http://digitalcommons.colum.edu/manifest/)
- Commencement programs (http://digitalcommons.colum.edu/commencement/)
- Creative Arts Therapies Theses (https://digitalcommons.colum.edu/theses_dmt/)
- Cultural Studies Capstone Projects (https://digitalcommons.colum.edu/cultural_studies/)

Digitization and Media Reformatting

New digitization occurred at a quicker pace this year as CASPC focused on fulfilling requests made by campus offices and in support of upcoming fall 2018 reunions:

- 02.01 Board of Trustees Minutes (https://digitalcommons.colum.edu/theatre/)
- 08.01.07 Theatre Records Posters (https://digitalcommons.colum.edu/theatre/)
- 11.00 College Publications
  - Columbia Poetry Review (https://digitalcommons.colum.edu/cpr/)
  - Court Green (https://digitalcommons.colum.edu/courtgreen/)
  - Dialogue (https://digitalcommons.colum.edu/dialogue/)
  - Echo (https://digitalcommons.colum.edu/echo/)
  - Hair Trigger (https://digitalcommons.colum.edu/hairtrigger/)
  - Inside Journalism (https://digitalcommons.colum.edu/inside_journalism/)
  - M.A. Jour (https://digitalcommons.colum.edu/majour/)
  - Plotlines (https://digitalcommons.colum.edu/plotlines/)
  - Profile (https://digitalcommons.colum.edu/profile/)
  - Season Ticket (https://digitalcommons.colum.edu/seasonticket/)
  - Wanderer (https://digitalcommons.colum.edu/wanderer/)
  - WARP ten (https://digitalcommons.colum.edu/warpten/)
- 1000.21 Jeff Ginsberg Theater Collection (https://digitalcommons.colum.edu/ginsberg/)

CASPC added updated digital content in

- Columbia Chronicle (http://digitalcommons.colum.edu/cadc_chronicle/)
- Manifest programs (http://digitalcommons.colum.edu/manifest/)
- Commencement programs (http://digitalcommons.colum.edu/commencement/)
- Creative Arts Therapies Theses (https://digitalcommons.colum.edu/theses_dmt/)
- Cultural Studies Capstone Projects (https://digitalcommons.colum.edu/cultural_studies/)

Additionally, digitization and digital post-processing tasks continued for researchers’ requests on demand: Dance Department, Theater Department, Weisman Award, Journalism, Student Organizations, Chicago Anti-Apartheid Movement, Publications, graduate and undergraduate theses and capstone papers; and other researcher requested materials.
## Statistics

### User Demographics

<table>
<thead>
<tr>
<th>Internal Individual Researchers (by population):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>396</td>
</tr>
<tr>
<td>Faculty</td>
<td>173</td>
</tr>
<tr>
<td>Alumni</td>
<td>52</td>
</tr>
<tr>
<td>Student</td>
<td>96</td>
</tr>
<tr>
<td>Internal users</td>
<td>717</td>
</tr>
<tr>
<td>External users</td>
<td>938</td>
</tr>
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</table>

### Reference Transactions

<table>
<thead>
<tr>
<th>Number of reference questions</th>
<th>1,957</th>
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<tr>
<td>Initial question method:</td>
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<tr>
<td>E-mail</td>
<td>1,161</td>
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<tr>
<td>Phone</td>
<td>282</td>
</tr>
<tr>
<td>In Person</td>
<td>212</td>
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</table>

### Collection Use

<table>
<thead>
<tr>
<th>Number of times collections accessed</th>
<th>2,627</th>
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</thead>
<tbody>
<tr>
<td>Reading room collections paged</td>
<td>196</td>
</tr>
<tr>
<td>Physical theses paged</td>
<td>31</td>
</tr>
<tr>
<td>Focused Collections items paged</td>
<td>165</td>
</tr>
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</table>

### Instruction

<table>
<thead>
<tr>
<th>Number of instruction sessions</th>
<th>65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students in instruction sessions</td>
<td>876</td>
</tr>
<tr>
<td>Number of non-class instruction groups</td>
<td>26</td>
</tr>
<tr>
<td>Number of Columbia individuals in non-class groups</td>
<td>146</td>
</tr>
<tr>
<td>Number of outside individuals instructed</td>
<td>273</td>
</tr>
</tbody>
</table>

### Online Interactions

<table>
<thead>
<tr>
<th>Website/Online Repository Page Use</th>
<th>101,820</th>
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<tbody>
<tr>
<td>Digital Commons Repository: # of full-text downloads</td>
<td>43,073</td>
</tr>
<tr>
<td>Digital Commons: # of countries researching</td>
<td>169</td>
</tr>
<tr>
<td>Digital Commons: # of worldwide institutions</td>
<td>2,533</td>
</tr>
<tr>
<td>Accession information</td>
<td>59 new accessions</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Digital content</td>
<td>94.88 GB</td>
</tr>
<tr>
<td>Physical content</td>
<td>227.91 cf</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Information</td>
<td></td>
</tr>
<tr>
<td>Collections processed</td>
<td>17</td>
</tr>
<tr>
<td>Cubic feet processed</td>
<td>72.16</td>
</tr>
<tr>
<td>Digital items added to institutional repository</td>
<td>668</td>
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<tr>
<td></td>
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<tr>
<td>Archive-It Statistics</td>
<td></td>
</tr>
<tr>
<td>Documents Archived</td>
<td>5,989,916</td>
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<tr>
<td>Data Archived (in GB)</td>
<td>411</td>
</tr>
<tr>
<td>Videos Archived</td>
<td>4,526</td>
</tr>
<tr>
<td>PDF Documents Archived</td>
<td>16,538</td>
</tr>
<tr>
<td>Cumulative Documents Archived (2010-2018)</td>
<td>33,625,374</td>
</tr>
</tbody>
</table>
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.

2017/2018 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
Heidi Marshall, Head of College Archives & Special Collections
Alton Miller, Associate Professor, Journalism
Larry Minsky, Associate Professor, Journalism
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
Kari Sommers, Associate Dean of Student Life

One meeting was held during the spring semester 2018 with five members in attendance. Discussion centered around College Archives & Special Collections staffing situation, whether CASPC can carry out the Board of Trustees mandate to collection material, and Library reorganization.

CAAG members, Chris Richert left Columbia in summer 2018; Charles Castle passed away in spring 2018.
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

Intern

CASPC hosted an intern during the fall 2018 semester: Matthew Carlson, an undergraduate Cultural Studies major at Columbia College Chicago who researched and began processing on the 1000.05 Doug Lofstrom Music Composition Collection.