

Oakland University Archives

Annual Report 2003-2004

Staffing:

The major highlight of the year was the fact that, for the first time ever, the Archives unit had full time staffing. Barb Somerville began in September 2003 as the archives assistant, and immediately began the task of sorting and organizing various parts of the collection. Her presence also meant that individuals needing materials generally did not have to wait for appointments but could be handled at the point of need. A list of her accomplishments is appendix A of this report. Her work with the Continuing Education files and the extensive Meadowbrook Theater files represent the two major collections organized for use during this past year. Janice Tigar-Kramer also assisted with various projects.

Other accomplishments include:

Charter Class Open House:

Oakland University Charter Class reviewed memorabilia in a special Archives open house during their reunion weekend and also established an endowment for the preservation of OU archival materials. Approximately 50 alumnae attended the open house and were able to view old photos, yearbooks, catalogs, and student newspapers. Some of them were able to provide names for individuals in the photos and several brought along memorabilia to add to the archives collections. We now have an original OU freshman beanie!

Archives policy revised and re revised.

The Archives policy was revised and taken to the Administrative Council in December, 2004. Suggestions and changes were made and were incorporated into the document. A revised revision was sent to the legal office for their approval; however, a change in staff caused a delay in their review. The revised policy is now scheduled for administrative review in October, 2004.

Digitization projects.

The digitization, editing, formatting and posting of Senate minutes from the beginning in 1960 to the present was completed during the year. Also L. Hildebrand compiled and posted to the Senate web site a chronology and subject index to Senate actions. (<http://www.oakland.edu/senate/archive>)

The Board of Trustees minutes for MSU-Oakland for 1957-1970 were scanned by Kristal during the summer of 2003 using the new high tech scanner in Interlibrary Loan. Thanks are due to Pat Clark for letting us use the ILL equipment which is fast and relatively accurate. Editing the scans and preparing them for posting on the web is currently underway.

New bookcases.

New wooden bookcases with locking glass doors were ordered for the Archives meeting room to provide additional shelving and thus free up space in the Archives Room. The bookcases, now housing the Faculty Collection and the Thesis Collection, provide a handsome venue that highlights the research endeavors of the university faculty and students.

Underground Newspaper Collection finds new home

The underground newspapers found a willing taker at the Wisconsin Historical Society. Barb ordered the boxes, created an inventory, coordinated their withdrawal from Voyager/OCLC and boxed them and prepared them to be shipped to their new home.

Projects in addition to the ones in Appendix A and above that were completed this year.

1. Jan sorted and organized the many fliers and advertisements into chronological order.
2. Jan created a database of performing arts programs (music, theatre, etc) - name of program, date, performers.
3. Linda created a database of memos from the Office of Institutional Research. (date and topic)

Space concerns

The addition of the Meadow Brook Theater materials and the arrival of 36 boxes of photographs from publications have caused the lack of space problem in the Archives room to become worse. Additional storage is needed.

Puzzlers:

What to do with non-OU materials in Archives room. These are more special collections than OU Archives *per se*:

Oakland County historical materials

Billy Farum materials (a one-time state rep. from Pontiac area)

Oakland County art in public places (created by OU art history students)

Eugene Mack materials

Charles Ferry materials (local Rochester author)

Howard Shelley motion pictures (16mm reels)

8 track tapes and other out-dated media, e.g. 5" floppy disks, LP=s.

Springer stuff
Lincolonia B have file cabinet plus various artifacts in Archives room.

Facilities and equipment

The humidity in Archives, as in Special Collections, is high and this is inadvisable for Archival materials, particularly the old newspapers and photographs.

A computer, scanner and printer were finally installed in the summer of 2003. Because of the age and slowness of this equipment, I have requested a new computer for this area

along with Adobe AcrobatBideally we will be scanning and saving documents as pdf files rather than html. as we identify items for digitization.

Statistics

Faculty	5
Students	14
Guests	3

Conclusion and future plans:

Much remains to be done and so future plans are basically, more of the same. More sorting, more organizing, more discarding of duplicates, more lists of what is available, more scanning of materials for preservation and to make them more readily available to the user.

A tip of the hat and special thanks to Ann Pogany and her staff for cataloging of a number of items. There will be more to come since having major items listed in the online catalog is the best access point from a user=s point of view.

Once a new Archives policy is approved, active solicitation of materials for archives will need to be done on a regular basis, along with guidelines for submission protocols. We will need to develop a records retention and disposition schedule and find the room to house the materials when they arrive.

Submitted by
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