

# **Oakland University Archives**

## **Annual Report 2005-2006**

### **Highlights:**

**Photographic collection processed and organized for use.**

**Board of Trustees Minutes from 1957-2006 digitized and made searchable on the Archives home page.**

**Howard Shelley films found a good home.**

**Substantial progress was made on converting KL 129, the former computer labs, into a storage and work area for the University Archives.**

### **Staffing:**

Barb Somerville continued doing an excellent job as the full time archives assistant. As such, she has been responsible for the day to day handling of materials, acquisition, processing, shelving and filing. She has also familiarized herself with proper archival techniques and storage requirements.

She spent much of her time this past year organizing the photograph collection, some of which was already here in the library. However the bulk of the collection she worked on had been sent over by Publications and Marketing, jumbled in boxes with no discernable organization. She created a topical filing scheme, and then sorted and filed each photograph in its appropriate archival box, with acid free paper carefully inserted between each photograph. The photographic collection also includes slides and proof sheets which remain to be processed. Identification of the photos is also a future project since the vast majority of them have no information given, no dates, no names, no events, no clues.

She has been available to assist individuals needing materials both in Archives and in Special Collections, a boon for users since generally now, there is no need to wait for an appointment.

She also trained and supervised two interns, both from the English Department. Michael Shevsky worked Winter term and Laura Riggs worked Spring term.

### **The Interns.**

Both interns, Mike and Laura, were involved in organizing the news items, e.g. newspaper and news releases materials, that were in various locales and various states of organization (and disorganization) in the Archives room, e.g. boxes on the floor, binders on the shelf and in boxes, actual newsprint and photocopies of news print. These materials are now in appropriate archival boxes, lying flat and in chronological order. The project is still in process since we need to make photocopies of the actual newsprint articles before the newspaper itself yellows and deteriorates further. Just having the news items in correct storage containers and in chronological order is a great accomplishment; however, we also were able to identify major events such as new buildings, new university initiatives, new administrators, and photocopy the relevant items and thus augment the subject files.

Laura, who is interested in a professional career in archives, accepted a student assistant position in Archives for the summer and will be continuing to work on the newspaper archive.

### **Digitization projects.**

This year saw the completion of the digitization of the complete run of the Oakland University Board of Trustees Minutes. After finishing the initial run of the MSU-O 1957-1970 minutes last year, it seemed logical to complete the set. And so the minutes from 1957 to 2006 are now available on the library's Archives website and are searchable via a Google-powered search engine on the BOT archives index page. Access to the website is provided via the Archives home page and the Voyager catalog, thus making finding the minutes a bit easier than going through the Board of Trustees website where they are somewhat buried under the category "archived agendas".  
[http://www.kl.oakland.edu/library\\_information/departments/archives/trustees/index.htm](http://www.kl.oakland.edu/library_information/departments/archives/trustees/index.htm)

The next project will be digitizing and making searchable the *OU Magazine*. This alumni magazine is available online via the Alumni website from winter 1998 to date and so the archives project will focus on the filling in the gap between the first issue in 1982 and the 1998 online issues. Eventually all the alumni newsletters will be scanned and posted to the website.

A related project, the Varner Video Project, spearheaded by George Preisinger is also underway. The project focus is to do a Ken Burns style video (similar to the PBS Civil War series) that utilizes still images from the early years of Oakland over a voice narration. They will be using Woody Varner's 1992 speech at Meadow Brook Hall in which he described his Oakland University Story and photo images from the OU archives. These electronic images will then be available to KL Archives as well as to OU Communications & Marketing.

### **Library Historical Files**

Archives has accumulated over the years an inordinate number of boxes containing library files. L. Hildebrand has continued reviewing, sorting, filing and weeding the materials in these boxes.

### **Howard Shelley Films**

Howard Shelley's Michigan Out-of-Doors films, housed in a cabinet in Archives, found a new home with Michigan Out of Doors Television (Mr. Gabe VanWormer) in January, 2006. Thanks to the efforts of Ann Pogany, Jerri Swinehart and Julie Voelck, OU was able to donate these materials to an much more appropriate venue. Barb was responsible for boxing up the films canisters.

### **Facilities**

During the year progress was made on converting the former computer labs in KL 129 to an archives stack area and workroom. It has been a slow process –items that had been stored there needed to be picked up and moved or discarded, the built-in computer tables had to be dismantled, the wiring had to be reworked. Then the walls needed to be painted, carpet laid and the tile floor repaired. Barb was able to move into her new office in 129 at the end of the fall semester which helped with the scheduling of KL 100 (she had someplace she could be when private meetings were being held in 100), however having your office and workspace a distance from the collections was less than satisfactory. However we hope to have the facility ready for furniture and shelving in the fall. In expectation of the move, many of the collections in non-standard archival boxes have been transferred to appropriate boxes with the help of students (esp. Brandon Svenson) from Technical Services. L. Hildebrand worked on a possible floor plan for the stack areas, a plan utilizing archival as well as standard library shelving.

Not all the collections will be moved to the new facility. Currently the plans are to use the existing archives storage area for older collections that are not going to grow, namely the Meadow Brook Theatre Collection, the Academy of Dramatic Arts files, the OU student records, the Meadow Brook Summer Music Academy records, the Glyndebourne and Friends of the Library files.

### **Statistics**

Total Patrons: 46

Hours spent with patrons: 41.05

### **Conclusion and future plans:**

Much remains to be done and so future plans are basically, more of the same. We expect to move into the new facility in the next year and once we have accomplished that, will begin to solicit materials and work on putting together an official transfer schedule.

Submitted by

Linda L. Hildebrand

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