

Oakland University Archives

Annual Report 2006-2007

Highlights:

- **Oakland University Archives moves to new home in KL 129. Conversion of KL 129, the former computer labs, into a storage facility and work area with new furniture and shelving for the University Archives is completed.**
- **News Collections (newspapers and press releases) processed and organized for use (200 boxes)**
- **Photograph Collections processed and organized for use (90 boxes)**
- **Presidents' Papers (Varner, O'Dowd, Champagne) processed and organized for use.**
- ***OU Magazine* Annotated Table of Contents (to date) and digitized content for 1982-1998 completed.**
- **Outreach/Resource—Worked with Communications and Marketing and G. Preisinger on 50th Anniversary Celebration; Hosted AN 385 (Historical Archaeology) class; Worked with Prof. Connellan's students researching OU history; Archives was featured in *Detroit Free Press* coverage of OU Earth Day Celebration;**

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 and has implemented a number of preservation techniques and protocols.

One major accomplishment this year was her organization of the new archives space in KL 129 (shelving placement, work area arrangement, etc.) and supervision of the move of the many boxes and files that have been transferred.

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. Examples of users needing assistance include the Meadow Brook Theatre Ladies Guild, Communications and Marketing (for the 50th Anniversary celebrations), G. Preisinger (scanning hundreds of photos for a video), the School of Health Science (needing background information on Dr. Pak), a group of anthropology students, Upland Hills Wellness Center (for the exhibit on OU's 1st Earth Day).

During the year she was able to finish organizing the Photograph Collection (although, as with all collections, there will no doubt be additions to the collection.) Additional boxes from Meadow Brook Theatre were sent over and await processing. Also completed this year were the papers from Donald O'Dowd's tenure as Provost.

Current projects include organizing Provost Frederick Obear's papers, working on the OU history collection, and sorting through materials in the old document cases where we frequently find that the label on the outside doesn't match what is inside.

She also supervised our student assistant, Lori Riggs. Lori, who is interested in a professional career in archives, completed the work on the news collections and then worked on presidents papers. Lori is one of those rare and unique student assistants with special gifts and her hard work and initiative and good sense were a wonderful asset as we made progress this year on getting things organized.

Facilities

During the year the conversion of the former computer labs in KL 129 to an archives stack area and workroom was finally completed. It was been a slow process but eventually the floors were repaired, new carpeting was installed, the walls were painted, and the cables/electrical work was completed. We acquired new archival shelving (wonderful space-efficient storage for standard archival boxes) along with standard shelving units and a map/poster storage cabinet. A spacious work area was created with adequate room to spread out and organize collections, we acquired (finally) a fast and functional computer for archives use along with a photocopier, a scanner and a decent printer. And finally we now have handsome new tables and chairs in the public viewing area.

One major concern that has arisen in this new space is the lack of humidity control for the fragile papers and even worse, the fact that we have had two (!) water intrusions that resulted from leaks elsewhere in the building (and that have not been fixed as far as we know). We are also concerned about the dangers from the sprinkler system and the water pipes through the ceiling and above the boxes. Also water leaking from the ceiling in the librarian's office in KL 100 damaged a number of boxes of newspapers, photographs and slides that were being stored there temporarily.

Existing collections in the original archives room were re-packed into standard archival boxes from their original banker's boxes and moved during the winter and spring terms. Students from technical services and the computer labs were loaned to us for the reboxing project and the actual moving of the boxes, so sincere and heartfelt thanks are due to those units (thank you Ann, Shirley and Eric) for helping in this endeavor. The process is not yet complete and continues as time is available.

The book collections were split. The Archives/OU-history collection of books was moved to KL 129. The Faculty Collection books and dissertations remain in KL 100 for now.

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 Picnic and Friends of the Library files.

Digitization projects.

OU Magazine: The *OU Magazine* project of creating an annotated and searchable table of contents and digitizing the magazines from 1982-1998 was completed. The alumni magazine is available online via the Alumni website from winter 1998 to date and so the archives project focused 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.

<http://library.oakland.edu/information/departments/archives/OUMagazine/tocoumag.htm>

President's Papers: Web sites were developed for the Presidents' Papers collections. These pages provide topical access to the folders in the newly organized collections, however the contents of the folders have not yet been scanned. The Varner and Champagne files and web sites have been completed; the O'Dowd files have been completed and a comparable finding page is in process.

Varner: <http://library.oakland.edu/information/departments/archives/OUPresidents/Varner.htm>

Champagne:

<http://library.oakland.edu/information/departments/archives/OUPresidents/champagne.htm>

OU Newsletters: An inventory of the newspapers and newsletters in archives was completed and a web site listing our holdings was created:

<http://library.oakland.edu/information/departments/archives/Newsletters/Newsletters.htm>

What is clear from this compilation is that we are missing many issues of these publications.

OU Buildings (in process) Trista Reno, another intern, worked on a web page providing a photographic chronology of all the buildings on the Oakland University campus. She was able to complete the project up to the mid 90's. Once we get photographs of the more recent buildings on campus, the page will be updated and posted to the Archives web site and linked with the existing Building History site.

Updates: In addition to these new sites, existing sites such as the Minutes of Board of Trustees and University Senate were updated as needed.

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.

Statistics

Total Patrons: 51

Hours spent with patrons: approximately 75.

Submitted by

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with the invaluable assistance and input of Barbara Somerville

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