

Oakland University Archives

Annual Report 2004-2005

Staffing:

Barb Somerville continued as the full time archives assistant. She is responsible for the day to day handling of materials, acquisition, processing, shelving and filing. She has been quietly and efficiently transferring materials to appropriate archival storage containers. She has also been busy organizing two major collections; she finished the Meadowbrook Theater files and is currently working on the photographic collection.

She has also created files and boxes for various units, the College and Schools, the Honors College, Continuing Education and so forth. The great advantage of this is that when we run across something in another file or acquire an item, there is actually a place to put it!

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 some of her major accomplishments is appendix A of this report.

Archives policy approved.

The Archives policy, after much consultation and revision, was finally approved in December, 2004, as Policy 480.

Digitization projects.

The Board of Trustees Minutes for MSU-Oakland for 1957-1970 had been scanned during the summer of 2003 using the new high tech scanner in Interlibrary Loan. Editing the scans and posting them on the web was completed in April 2005 by L. Hildebrand. This makes available those Minutes which heretofore were only accessible via a single print copy kept in the Trustees Office.
http://www.kl.oakland.edu/library_information/departments/archives/trustees/index.htm

Newspapers

All the Oakland University student newspapers (many of which are fragile and yellowed) were transferred from hanging files to acid free waterproof boxes where they could be stored flat. This project also had the benefit of providing data and photocopies of stories for other ongoing files, e.g. the new building history file.

Space concerns

Additional storage is needed and it appears this will be addressed in the coming year with the move of Archives to the former computer laboratories.

Library Historical Files

Archives has accumulated over the years an inordinate number of boxes containing library files. L. Hildebrand has been working on reviewing, sorting and weeding the materials in these boxes. Library files now organized for use include Library Annual Reports, Faculty Assembly Minutes, Executive Committee Minutes, Ad-Group Minutes, Reference services minutes. Files that have been sorted but not yet organized for use include Library Instruction, Collection Development, Automation, Building and Space, Instructional Technology, Library Council, LCAP.

Statistics

Faculty
Students
Guests

Conclusion and future plans:

Much remains to be done and so future plans are basically, more of the same. With the impending move to a larger facility, immediate needs are to plan for that move, e.g. shelving, floor plan, work areas-- all need to be considered. Before we move or as we move I'd like to check the Archives cataloged collection against the shelf list to make sure we have what we should. And once we have some room, development of an Archives Transfer Procedure and then active solicitation of historical materials from various areas of the University. Then, more sorting, more organizing, more discarding of duplicates, more lists of what is available, more scanning of materials for preservation and so forth.

Submitted by
Linda L. Hildebrand
August 12, 2005

Non-OU materials in Archives:

Updates on last year's puzzlers, e.g. the non-OU materials in Archives room.

Oakland County -Avon Twp. historical materials & Eugene Mack materials(Robert Gaylor took these to the Van Housen Museum in Rochester)

The rest remains:

Springer stuff--Lincolania -- have file cabinet plus various artifacts in Archives room.
Billy Farum materials (a one-time state rep. from Pontiac area)
Oakland County art in public places (created by OU art history students)
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.

Appendix A: ARCHIVES PROJECTS 2004-05 (B. Somerville)

-Finished Meadow Brook Theater project mid October. (boxes organized for use)

-Set up boxes, with inventory sheets for assorted Memorabilia

-PHOTOGRAPH COLLECTIONS:

Moved 40 boxes (Communications and Marketing Dept Photo Collection) out of storage and into the Archives meeting room.

- looked over boxes in prep. for identifying and organization

- sorted out all negatives (loose and in nonarchival storage containers. Not in final state as of this writing)

- sorted out all contact proofs

- put proofs in 3-ring binders

- sorted out all slides. Not in final state as of this writing.

- sorted out all photographs

- put in file folders and labeled according to subject matter. Not in final state as of this writing.

- original Photo collection already in Archives consisted of 34 boxes. Created photo collections of Meadow Brook Theater, Meadow Brook Music Festival and Faculty/Staff Pictures, OU Presidents from this original set.

- expanded Charter Class photo collection

- created campus building files, merging photos from the existing boxed collection with photos from Comm. & Mktg. Ongoing....

- BUILDING HISTORY FILES:

- Augmented existing files, using the Student Newspaper Collection (1959-2005) and other sources as located.

- Created new files where necessary

- Merged two major alpha filing systems, consisting of two (four drawer) filing cabinets.
(LH)

- Archives Patrons:

- Orientation Group Leaders

- Met with teams to aid in their research of campus building history assignments.

- General public, students, staff.

- OU STUDENT NEWSPAPER PROJECT

- All newspapers previously stored in hanging folders were transferred to acid-free
waterproof

boxes.

- Papers were refolded and rearranged as necessary.

- Total: 23 boxes

- All other files updated as needed

- Shifted Faculty Collection(two bookcases) in preparation of shifting the Dissertation
Collection.

Updated 6/30/05