

University Archives

Annual Report

2008-2009

The Oakland University Archives (“Archives”) collects and maintains significant records that chronicle the history of the University.

The Archives had a busy and productive year. After a 6 month hiatus from Jan.-July 2008 with no clerical support and no staff presence, Shirley Paquette was reassigned from her position in Technical Service to Archives Assistant, replacing Barb Somerville who retired in Dec. 2007. The job description for the Assistant was rewritten by the Library Administration which also downgraded the position from an 8 to a 7.

Having Shirley on board was a wonderful boon to the unit and she quickly showed her expertise and competence in handling the collections and responding to the research and reference queries that arose. She quickly learned new skills (scanning, Dreamweaver, Access) and quietly and competently took over the basic running of the unit. She also trained and supervised the work of the interns.

We were very fortunate this year that, in addition to the full time Archives Assistant, who kept things organized, we had two excellent and accomplished English Department interns working during the fall term, Audrey Burke and Elizabeth Raczkowski. The interns accomplished a variety of tasks, sorting, research, scanning, organizing MBT files, and most notably, updating the building history file. Also Elizabeth, who would enroll in Library School after her graduation, researched and wrote an essay on the first 10 years of Kresge Library.

Accomplishments

The [OU Building History](#) online resource was updated and expanded (Audrey Burck and Elizabeth Raczkowski)

[Kresge Library history](#), 1960-1969, research and essay, by Elizabeth Raczkowski

Finding aid created for [Subject vertical files](#)

Creation of an inventory of Annual Reports using Access

OU History file created on Word document

Completed the inventory and web page for the [Obear papers](#).

Saving / archiving the University Senate Minutes on DSPACE

Continuing progress on scanning and posting of [OU Staff Newsletters](#)

With interns assistance caught up on News clippings to be photo-copied and filed.

Compiled [Student Congress Presidential election information](#) (Burck & Raczkowski)

Created a finding aid and web page for [Newsletter collection](#).

Library Committees vertical file drawer sorted and organized.

Sorting and organizing photographs/ ongoing project. Student assistants helped with this.

Faculty photos sorted by department and inventory created.

ITC (Instructional Technology Center, aka Audio Visual Services) box sorted and repackaged.

[Inventory of audio and video tapes](#) (Audrey Burke)

Processed a large shipment received from Communications & Marketing. Included numerous binders of photo-copied news clippings from mid-1980's to 2008. These were sorted and boxed with like years and allowed us to fill in gaps for years we had no or sparse holdings for.

Received a large shipment received of Meadow Brook Music Festival materials. Some of received items have been re-boxed in Archive boxes others are in original boxes. All are awaiting review.

Attempted to update the Art@Kresge Library website; however, due to changes in the library, this project was unsuccessful. Given the difficulties, the website will probably need to be retired.

Finding aids for Meadow Brook Theatre and Academy of Dramatic Art (Audrey Burck)

Regular Updates : This involves keeping up with adding publications, print and electronic, to the Archives files. Current items being updated regularly and filed include the student newspaper, the brochure and flier file, emails from the Administration (President, Provost, other), the E-news @ OU, Friday announcements, news items from the OU web site and from local newspapers.

Facilities

Once again water encroached on the Archives workroom, this time from the northwest corner, directly under the entry. On a very messy snowy winter day in January, water and slush collected on the floor in the library entry to such a great extent that it went under the wall and down into the corner of the Archives workroom. The salty concoction landed on the tables, the computer and printer and on various documents that were sitting there.

Photos documenting the problem and damage:





Fortunately there was no permanent damage-- the equipment was cleaned up and sanitized and moved farther away from the corner in an attempt to forestall any further damage.

Conclusion:

All in all a productive year with wonderful individuals working together to preserve and make available the historic documents in the Oakland University Archives.

Submitted by Linda Hildebrand with the invaluable assistance and input from Shirley Paquette.