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2004-2005 Annual Report for University Archives

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2004/2005 Annual Report Template for Archives Unit

Submitted by Rosina Tammany, University Archivist

Core Responsibilities:

The major focus of the Archives is to:

- Collect, organize, describe, and preserve records of historical value to EMU;
- Aggressively pursue the transfer of administrative, departmental, faculty, and staff records to ensure that the history of the university is properly archived;
- Provide reference services to researchers that will stimulate and nourish growth;
- Encourage the use of the collection by members of the University and the community at large.

Staffing:

Librarians (Tenure-Track):	One FTE
Librarians (Lecturers):	0
Clerical Staff:	One FTE

Data:

Collection Holdings:	See page 6
Collection Usage:	See page 7
Service Transactions:	See page 7

List and describe progress on unit goals and objectives for the 2004/2005 academic year, referring to data/measures/assessment results as appropriate:

The unit goals remain the same, i.e.:

- Collect, organize, describe, and preserve records of historical value to EMU;
- Aggressively pursue the transfer of administrative, departmental, faculty, and staff records to ensure that the history of the university is properly archived;
- Provide reference services to researchers that will stimulate and nourish growth;
- Encourage the use of the collection by members of the University and the community at large.

During 2004/2005, The Archives received material and artifacts from offices, staff, faculty, students, and organizations, which include: art work (paintings, pottery pieces), photographs, music, videos, faculty publications, administrative and departmental papers.

The following collections were processed:

- Academic Affairs, Office of. Program Reviews, 5 document boxes
- Academic Human Resources, Office of. Inactive Faculty Files, 9 document boxes
- Education, College of. Scrapbooks, 10 notebooks
- Alpha Phi Omega. 3 notebooks
- Board of Regents. Meeting Packets, 3 document boxes
- Zeta Chi Sigma. 1 document box
- Robbins, Jerry. Retired Dean, College of Education, 11 document boxes
- Campus Life, Office of. 3 document boxes
- Records and Registration, Office of. 4 document boxes
- Records and Registration, Office of. Enrollment Reports, 2 document boxes
- Harris, Michael. Former Associate Vice-President of Academic Affairs, 14 document boxes
- Honors Theses. Prepared 2003/2004 and 2004/2005 theses for digital repository web site.

- Plus addition of dozens of miscellaneous realia—Aurora yearbooks, blankets, photographs, a MSNC Centennial stamp, Commencement programs, etc

Work is continuing on several collections, including the following:

- Eastern Echo negatives,
- Another 40 boxes of former Provost Ronald Collins papers, bringing the total to 234 boxes.

Summarize noteworthy accomplishments of the unit for the report year that are not already listed above:

I have scanned hundreds of photographs for researchers and departments:

- Historic Preservation Student Group, 41 photos
- Music Department/Kristi Meretta, 14 photos
- Rackham Hall, 20 photos
- President's Council/Pam Young, 10 photos to be hung in the Capitol in Lansing
- Golden Years Reunion, 10 photos
- CTA/Dennis Beagen, College president and vice-presidents in 1973, 5 photos
- Hutchinson, R. 17 photos of relatives who attended the university
- Cowe, Eric. from the U.K. 8 photos of women at the college who participated and broke records in track
- Carlson, E. 12 photos of parents who attended the college.
- Vineyard, JoEllen. Faculty member in History & Philosophy. 20 photos to be included in a new history of the University that she has written.

I continue to scan photos from our collection into a database. These will eventually be placed on the Archives web site

Also See Worksheets

Briefly describe any significant changes, opportunities or challenges (either internal or external) that your unit will need to address in the upcoming years:

- We are critically short of space and will need to designate more rooms in the library for Archives storage.
- Within two years, the clerical who has worked in the Archives for 20 years will retire. Because of her knowledge of the University and Ypsilanti, trying to find one person to do what she does will be very difficult.
- The Archivist may retire in 2007/2008.

Given the effectiveness of your unit and trends in the field, what are the goals and objectives of the unit for the 2005/2006 academic year.

Continue what we have been doing. Add more to the web site. Work on fund raising with the Friends of the EMU Library.

To the extent possible, please list the goals and objectives for your unit for the years beyond 2005/2006 and include any budget implications (increases, decreases, reallocations).

1. There will have to be plans for dealing with the lack of space for housing the collection.
2. Staffing should consist of one full-time (12 month) Archivist, one full-time PT, and one full-time clerical; plus sufficient student hours for three or more student assistants.
3. The Archives will have its own line-item budget beginning with the 2006-2007 fiscal year and will be responsible for managing it.

Collection Holdings Statistics

Linear Feet	Format	Area	Added (Gross)	Withdrawn/ Lost	Added (Net)	2003/2004 Total	2004/4005 Total
	Bookshelves						560 l. ft.
	Filing Cabinets						578 l. ft.
	Wall Shelving						480 l. ft.
	Cabinets						25 l. ft.
	Book Cases						29 l. ft.
	Credenza						12 l. ft.
	Boxes						258 l. ft.
	Flat Files						120 l. ft.

Slide Cabinet	24 l. ft
ARC Storage	<u>2124 l. ft.</u>
Total	4210 l. ft.

Collection Usage Statistics

Reporting Status	Type of Usage	Collection	Usage Count
	Research	Various	277

Service Transactions

Type of Question	Transaction Count	Transaction Hours
Directional / Procedural	271	11 hours
Research / Instructional	665	100 hours

