Unit Missions

🏅 UA Mission Statement Mission statement

The University Archives & Museum, serving as a unit of Library Services, collects, preserves and provides access to materials relating to the history and heritage of the Mississippi Delta and the institutional records of Delta State University.

Related Items
There are no related items.

UA 2013_01: Identification, selection, acquisition, and preservation of materials.

Start: 7/1/2012
End: 6/30/2013

Unit Goal
To identify, select, acquire, and preserve information resources that relate to the history of Delta State University and the Mississippi Delta region.

Evaluation Procedures
An accession log and database which records additions and location of new manuscript collections is maintained.

Policies and Procedures manual is maintained and updated. The manual demonstrates how collections should be addressed from delivery, drop-off or pick-up until they become a permanent part of the collections. It also describes specific steps on how to proceed through the process as well as addressing the issues of 'weeding', 'culling', and deaccessioning.

Form letters for donors have been created and donor files are more complete. These files offer more background information for future use and are helpful in developing the biographical sketch section of the finding aid.

Information is being shared through the campus community on how and what to preserve from their offices/departments that then should be sent over to the Archives.

News releases are sent to local newspapers when significant collections are donated to the Archives, therefore drawing more attention to the activity and importance of preservation.

The Archives is actively involved in a grant which will result in a more comprehensive plan for disaster preparedness.

Actual Results of Evaluation
Established contacts and relationships in the community for potential collection donations.

Provided one-on-one instruction to patrons on how to properly care for their family papers and photographs while they are still in the possession of the family members.

Spoke to several civic groups and school groups on the importance of preserving their family, business and local histories; then highlighted the benefits of depositing those materials with the Archives.

Consulted with a community on the importance of establishing positive storage standards for their materials.

Donor information files are more complete with copies of donor agreement and thank you letters included. These keep track of the correspondences that pass between donor and the Archives.

Use of Evaluation Results
More members of the community are calling or stopping by to find out more on how to donate and what to donate to the Archives.

The Archives continues to seek out grant monies to support projects.

Related Items
SP1.Ind07: Resources: access to appropriate library and learning resources
SP5.Ind04: Cultural offerings

> **SP5: Improve the quality of life for all constituents**

SP5.Ind06: Community Outreach

> **SP5: Improve the quality of life for all constituents**

UA 2013_02: Access to resources
Start: 7/1/2012
End: 6/30/2013

Unit Goal
To provide services, staff, and tools needed to access resources available in the Archives to University and community patrons.

Evaluation Procedures
Provide photocopy/duplication and reprographic services for requested materials. Researcher registration forms are completed fully.
Program evaluation forms provided for the variety of special events and programs hosted through the Archives & Museum. Feedback from researchers during the reference assistance process logged. Finding Aids for un-described collections are produced.

Continued work on presenting information through our web services.

Archivist updates the resources sheet indicating the most often requested types of materials and collections most often used from the permanent collections.

Actual Results of Evaluation
74 patrons received reference assistance via e-mail, telephone, correspondence, or in person.

8 new oral histories were collected and catalogued.

22 oral histories related to the MS Delta Chinese oral history project begun in 1999 have been transcribed and approved by interviewees.

2 University Record Groups were processed and finding aids were created down to the box and folder level.

6 separate collections have been processed to the box level without folder or item level descriptions. Each finding aid has been printed and added to the finding aid binders available in the reading room for research access.

The Paxton Papers have been added to the Mississippi Digital Library online resource. More collections have been targeted to be added to this resource, specifically the MS Delta Chinese heritage collections.

Patrons requested photocopies of materials and received them in less than the two-week research time allowed.

Many of our patrons are drawn into the Archives through our website. The patron research request information reveals that 46% of our patrons are attracted to collections through the web. As a result, many have visited the Archives in pursuit of specific materials.

Use of Evaluation Results
Increased web access and requests prompteded staff to continue to enhance online resources.

Developing finding aids on accessed collections has offered the Archives the opportunity to develop and strengthen relationships with other institutions across the state.

Posting pictures of recent donations to the Archives Facebook page has resulted in one business' donation and several other discussions of local personal collections to be donated at some point to the Archives.

The information shared from visiting patrons about other sources of primary materials that should be located in the Archives has prompted the Archivist to develop an active collection policy and procedure. Keeping in mind 'local history awareness' the Archivist is constantly on the look-out for possible donations and encourage people they meet daily to consider making a donation to the Archives.

Related Items
- SP1.Ind07: Resources: access to appropriate library and learning resources
- SP5.Ind06: Community Outreach
  - SP5: Improve the quality of life for all constituents

UA 2013_03: Policies and procedures for researchers

Start: 7/1/2012
End: 6/30/2013

Unit Goal
Develop policies and procedures for researchers to handle/gain access to collections.

Evaluation Procedures
Quick Reference sheets to assist patrons in gaining access to collections will be available.

Office support staff (student employees and graduate assistants) will be better prepared to assist patrons in accessing collections.

Manuscript research request and visual arts research request forms will be available.
Each request form will clearly describe information needed to complete a research request. These policies, procedures and forms will be available online.

Actual Results of Evaluation
Researchers gained access to collections in a timely manner.

A clearer request form allowed the Archivist to be more efficiently in fulfilling requests.

There is a record of how a research request was submitted, who answered it and which collections were accessed to provide those answers.

Archives staff (student workers and graduate assistants) are better prepared to assist researchers.

Use of Evaluation Results
The Archives will develop a pool of common research request answers which may prove beneficial in future research requests. Continued emphasis on customer service and user satisfaction.
Better monitoring of those publications in which researchers say they will be publishing and citing the Archives collections.
Related Items
- SP1.Ind07: Resources: access to appropriate library and learning resources
- SP4.Ind11: Process manual

Section IV.a Brief Description
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.b Comparative data
Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.c Diversity Compliance Initiatives and Progress
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.d Economic Development Initiatives and Progress
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.e Grants, Contracts, Partnerships, Other Accomplishments
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.f Service Learning Data
List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.g Strategic Plan Data
Only use this section if you have strategic plan info to report that is not covered in other areas of your report
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section IV.h Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section V.a Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgement

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section V.b Staff (Accomplishments)

Judgment

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section V.c
Administrators (accomplishments)

Judgment

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section V.d Position(s) requested/replaced with justification

Judgment

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section V.e Recommended Change(s) of Status

Judgment

☐ Meets Standards ☐Does Not Meet Standards ☐Not Applicable

Narrative

Section VI.a Changes Made in the Past Year
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative

Section VI.b Recommended Changes for the Coming Year
Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable
Narrative