

DELTA STATE UNIVERSITY: ACADEMIC ANNUAL REPORT
Academic Year 2006-2007

I. Unit Title: University Archives & Museum

School or College: Library Services

Unit Administrator: Emily Weaver

II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation.

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
N/A	N/A	N/A	N/A

III. Division/Department Goals for the Current Year

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a development campaign in conjunction with the DSU Foundation to raise monies for faculty research and travel.

A. Goal # 1

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

1. Institutional Goal which was supported by this goal:

Enhanced academic programs will ensure that graduates are well prepared for successful careers and ready to contribute to civic life of their communities. (Strategic Goal #1)

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward system. (Strategic Goal #3)

2. Evaluation Procedure(s):

- Statistics from photocopy/duplication and reprographic services for requested materials.
- Documentation from researcher registration forms
- Weekly statistics kept on Reading Room visitors, reference transactions via telephone, e-mail and USPS, general information inquiries and reference books consulted
- Feedback from researchers during the reference assistance process logged
- Usage of finding aids for undescribed collections
- Usage of information from web services
- Archives and Archives Assistant will update the resources sheet indicating the most often requested types of materials and collections most often used from the permanent collections.

3. Actual Results of Evaluation:

- 74 patrons received reference assistance via e-mail, telephone, correspondence, or in person in 2006-2007.
- 171 oral history transcripts were donated and transcribed in 2006-2007. Two oral history interviews were transcribed specifically for researching patrons and the patrons requested copies of some of the audio tapes.
- Two collections which had been processed to the box/item level was thoroughly processed to the folder/item level per separate research requests.

- Patrons informally expressed satisfaction with reference services and commented on the usefulness of holdings with their verbal and written comments made during their visit to the Archives.
- Patrons requested photocopies of materials and received them in less than the two-week research time allowed.
- Worked on and completed 92 finding aids 2006-2007 (does not include donations and transcriptions of oral history interviews).
- Continued to make finding aids more accessible to researchers by placing them in binders and folders in the Reading Room and updating the materials to the web page.
- Continued developing “See Also” element of finding aids so that if a patron reviews one collection of information and does not find what they are looking for, the “See Also” section may encourage them to look for similar information in other collections.

4. Use of Evaluation Results:

- Many of our patrons are drawn into the Archives through our web pages. They have searched for a topic or a specific source and found that we have it. As a result, they have visited the Archives in pursuit of specific materials. While visiting in person or through a later e-mail, they have asked for other materials that might support their searches. This has prompted the staff to continue developing “See Also” portion of the finding aids.
- Developing finding aids on accessioned collections has offered the Archives & Museum the opportunity to develop and strengthen relationships with other institutions across the state.
- The information shared from visiting patrons about other sources of primary materials that should be located in the Archives has prompted the Archivist & Archives Assistant to develop an active collecting policy and procedure. Keeping in mind ‘local history awareness’ the Archivist and Archives Assistant are constantly on the look-out for possible donations and encourage people they meet daily to consider making a donation to the Archives.

B. Goal # 2

To actively identify, select, acquire, and preserve information resources that relate to the history of Delta State University, the Delta region, and Mississippi while educating patrons on the importance of preservation issues.

1. Institutional Goal which was supported by this goal:

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal #5)

2. Evaluation Procedure(s):

- An accession log and database which records additions and locations of new manuscript collections is maintained
- Policies and Procedures manual is maintained and constantly updated and added to in order to keep a record of how collections should be processed from delivery or drop-off until they become a permanent part of the collections. This manual 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 to the Archivist and Archives Assistant in the future when they might have to revisit a donation. This information is also very useful 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. A more developed retention schedule will be developed and maintained.
- News releases will be sent to local newspapers when significant collections are donated to the Archives, therefore drawing more attention to the activity and importance of preservation.
- Because of Katrina’s effect on the cultural institutions along the cost and southern region of Mississippi, the entire state has begun a disaster preparedness initiative. The Archives is actively involved in this process by hosting a local preservation seminar, reaching out to DSU Alumni in the devastated areas to collect their stories of the devastation and also providing what historic photographs and information that might be useful to those who have lost all of their family possessions.
- The fall newsletter will recognize those donors who have made contributions to the Archives over the past calendar year.
- *The Journal of Mississippi History* also publishes those acquisitions received over the previous year.

3. 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 local church 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.
- Researching the possibility to work collaboratively on a grant with a local high school history class to research and acquire Delta focused collections.

4. 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 Archivist and Archives Assistant are developing a brochure on the importance of preservation and how to use primary source materials in research.

C. Goal # 3

To enhance educational and cultural experiences by promoting the use of the archives' holdings to faculty, students, the community and outside researchers, and to increase the awareness of the holdings at Delta State.

1. Institutional Goal which was supported by this goal:

Delta State University will enhance student engagement through increased student-student interaction and faculty-student interaction. (QEP Goal #1)

Enhanced academic programs will ensure that graduates are well prepared for successful careers and ready to contribute to civic life of their communities. (Strategic Goal #1)

2. Evaluation Procedure(s):

- Faculty members will make appointments to visit the Archives with their classes, in turn developing assignments for the students which require the use of the Archives' holdings.
- Faculty members will make use of primary sources in the classroom for illustration and instruction.

- The Active Collecting procedure will be to contact area businesses advising them on the importance of preserving their records and offering a list of the types of preservation options the Archives can offer. Also contact city and county governments to assist them in preserving those records.
- Weekly statistics will show collections that are most requested which will in turn encourage the Archives to “actively collect” more information in that area of study.
- Continue to seek volunteer support in processing collections.

3. Actual Results of Evaluation:

- Three master’s level students have used several of our collections to form their theses. Each student has made at least one visit to the Archives and one student has offered to return through the summer/early fall to make a contribution to the Archives by conducting oral history interviews.
- More than 142 individuals received more than satisfactory reference assistance based on user feedback forms.
- Two volunteers have applied to assist in general archiving duties through the summer months.
- Two other volunteers have offered their assistance in establishing a genealogy work group at the Archives.
- Seven classes have used the Archives for either research for their classes or their own interests.
- One faculty member worked directly with the archives and resources to develop a teacher’s aid which corresponds with the first traveling exhibition developed through the archives.

4. Use of Evaluation Results:

- Will continue to encourage faculty to incorporate use of primary sources into their classes.
- Will update subject guide as new collections come in and send copies of the subject guide to faculty whose classes cover topics contained in the department’s holdings.
- Will produce a bibliography of works which have cited Delta State University collections.
- Will mount finding aides on the department’s web site as they become available.
- Will continue to contribute news of our collections to archival and historical publications.
- Volunteer base will continue to grow and that action will spread word of the Archives, thus building vested interest in the success of programs and research possibilities offered by the Archives.

D. Goal # 4

To enhance educational and cultural experiences by providing exhibitions that will support and enhance instruction at the University and/or be of intellectual and cultural interest to the larger community of Cleveland and the Delta; and to promote

awareness of those exhibits and their ability to enhance educational experiences for University, secondary, and elementary students when appropriate.

1. Institutional Goal which was supported by this goal:

Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution. (Strategic Goal #4)

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal #5)

2. Evaluation Procedure(s):

- Faculty, both Delta State and other educational institutions, will integrate visits/programs into classroom activities.
- Collaborative activities with campus departments and community groups will sponsor or create exhibitions.
- More smaller exhibits featuring local topics or local people will generate a greater interest in the activities going on at the Archives & Museum.
- Teachers will use the exhibits and primary source materials available at the Archives & Museum to reinforce classroom activities or to encourage dialogue between their classes.
- More tours will be scheduled through the main galleries and the stacks holding areas and other campus attractions.
- Community interest groups will visit the Archives such as the Mississippi State Tourism Commission and the local Heritage Commission.
- Information on tour groups will be recorded in the Archivist's monthly notes, a procedures section of the manual will be created and each visitor will sign the guest registration book at the front of the gallery.
- Developing a list of ideas of exhibits and following a plan of execution on how to create each exhibit, listing community members who are willing to assist in the process.

3. Actual Results of Evaluation:

- Researched, curated, wrote, mounted and/or coordinated 7 displays or exhibits; two of these developed solely from Archives collection holdings and one entirely new museum built for the Ferriss memorabilia.
- Informal feedback from exhibit-goers indicates their interest, support, and appreciation of exhibitions as well as comments logged in the comments/suggestions boxes located in the galleries.

- Identified courses in which exhibits might be topically relevant and contacted the instructors of the courses, offering to schedule a time for classes to see exhibits and/or encouraging them to announce the exhibits to their students.
- Two newsletters have been mailed out to our patrons as well as faculty/staff and student announcements circulated.
- Visitors made more positive comments and were drawn to exhibits which featured locally known people and events than the statewide or nationally focused exhibits.
- Including community members in the formation and creation of exhibits has given them a sense of ownership to the exhibits and loyalty to the Archives & Museum which has in turn encouraged more participation in exhibit attendance and volunteering opportunities.

4. Use of Evaluation Results:

- Will continue to produce exhibits from our own collections and host traveling exhibitions.
- Will continue to produce exhibition mail-outs and update exhibit calendar on the department's web site, incorporating scanned images from exhibits.
- Will continue to produce press releases and work with the Office of Public Relations.
- Investigate the possibility of obtaining a grant-funded position to coordinate education and outreach activities with local schools.
- Will develop a volunteer group to focus on exhibition development.
- Will continue to offer guided tours of the exhibits in the Archives main gallery and the Ferriss Museum, as well as coordinating with other departments on campus in order to host large numbers of students.

IV. Data and information for department:

Collection Information:

Total Number of Manuscript Collections:	260
Total Number of University Archives Record Groups:	95
Total Number of Oral History Interviews:	369
Total Number of Maps:	21
Total Number of Volumes:	400+

Patron Information

Reading Room:

Visitors to Reading Room:	170
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Visitors to Exhibits Total (includes Ferriss Museum):	1278
DSU Class/students Visits Total (Capps only):	7/96
K-12 Class/students Visits Total (Capps only):	5/682
General Research Visits Total:	72

Museum / Exhibits / Programs

Capps General Museum Attendance:

a. DSU Class Visits	9
b. K-12 Class Visits	5

Inning by Inning: A Life in Baseball Attendance:

a. Preview & Public Opening	320
b. General	380

Programs:

Dinner Tours

a. The Purple Parrot	28
b. Doe's Eat Place	36
c. How Joy	25

Lunch and Learn

Delta Black Farmer	12
Historic Preservation	24

White Glove Tea	48
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- V. Personnel:** Emily Weaver, University Archivist
Wanda Ray, Archives Assistant

Noteworthy activities and accomplishments:

Archivist's Activities:

- Assisted patrons in the Reading Room with research requests.
- Answered research requests received via e-mail, USPS and by phone.

- Facilitated image scan requests from faculty and the public which resulted in information & images cited in articles and books associated with the following businesses: Delta Magazine, *The Delta Statement*, *The Campus Connection*, Proud to be a Mississippian, *Journal of Mississippi History*, and several regional newspapers (*Bolivar Commercial*, *Cleveland Newsleader*, *Delta Democrat Times*, *Clarion Ledger*, *Commercial Appeal*).
- Consulted with two donors on the conservation/preservation needs of their personal collections. Helped them find the conservator to best care for their items.
- Provided gallery and archival storage tours to 16 K-12 school groups, 7 DSU classes, 9 community groups.
- Conducted 5 oral history interviews.
- Updated University Record Group order and descriptions, adding collection materials to specific Record Group inventories and boxes.
- Drafted and implemented an RSE/Federal Work Study student orientation information guide for the Archives & Museum.
- Updated Donor files.
- Provided supervised access to the Hooks Brothers unprocessed photograph collection. This resulted in a very popular exhibition on display at The Stax Museum in Memphis which is scheduled to travel to various other cultural institutions and has encouraged another pair of professors from Rhodes College to explore some publishing opportunities.
- Edited 24 finding aids.
- Maintained and updated the web page.
- Published two editions of the Archives & Museum's newsletter.
- Served as Chair of Administrative Staff Council.
- Served as President of the Society of Mississippi Archivists, supervising the development of the annual meeting in April 2007.
- Named as one of the Mississippi Humanities Council's Educator of the Year, 2006-2007.
- Honored as one of Delta State University Foundation's Faculty Excellence in Service winners, 2007.
- Having developed a solid system for requesting and obtaining the Archives' first traveling exhibit, Emmett Till, the Archivist has delivered the exhibit to three public libraries and assisted in one grand opening & reception of the exhibit at the first location to host the exhibit.
- Have received a \$36,000.00 grant from the Institute of Museum and Library Services to conduct six Delta Photo Road Show days across the Mississippi Delta, gathering photographs and oral histories in order to produce one large exhibition as well as a major publication. We have successfully completed two of these Photo Road Show days as of May 2007.

Museum Activities:

- Researched, curated, wrote, mounted and/or hosted six exhibits.

- Inducted Mrs. Franke Keating as the 2007 Lucy Somerville Howorth Award winner, which involved developing a small exhibition on the accomplishments of Franke’s life, arranging for a portrait of Franke to hang in the Howorth Seminar Room and hosting a lecture and reception in Franke’s honor.
- Researched, curated, collaborated and opened a brand new exhibition, “Inning by Inning: A Life in Baseball, The Dave “Boo” Ferriss Museum.
 - Developed a small ‘teaser’ exhibit for the announcement of the Ferriss Trophy Award to be held in Cleveland
 - Assisted in developing a virtual walking tour of the exhibit for Mississippi Public Broadcasting.
 - Appeared on the Cellular South Ferriss Trophy Awards Show, answering questions about object selection and in-house development of the museum.
 - Several loans and object donations have resulted from this museum.
 - Hosted a preview event and a public opening of the new museum, which has seen nearly 600 visitors since its opening in late March 2007.
- Created and hosted two Delta Dinner Bus Tour series (one in the fall 2005 and a second in the spring 2006), one Lunch & Learn series, Archives Spring Tea event.
- Hosted opening receptions for each exhibition.

New position(s) requested, with justification:

Recommended change of status

(such as promotion/tenure/change in responsibilities):

VI. Degree Program Addition/Deletions and/or Major Curriculum Changes:

Changes made in the past year

Recommended changes for the coming year(s)

VII. Division/Department Goals for Coming Year

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

A. Goal # 1

To actively identify, select, acquire, and preserve information resources that relate to the history of the Delta region and Mississippi while educating patrons on the importance of preservation issues

1. Institutional Goal(s) supported by this goal:

Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution. (Strategic Goal #4)

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal #5)

2. Expected Results:

- Cleveland City and Bolivar County records, as well as many civic/religious organizations in the Delta, will be assessed and a preservation plan implemented in order to control the existing degradation of the manuscripts as well as provide proper storage solutions (whether that be on site at the Archives or at another location).
- City and county records will be more easily accessible and local history will be preserved
- The more processed and organized information will allow for someone to write an addition to the existing *Reflections of Bolivar County* and/or *The History of Bolivar County* as well as provide information for those seeking history of local religious groups or civic organizations.
- Genealogical research will increase and flourish, thus possibly positively affecting tourism, local economy and giving Delta State University another avenue for publicity and recognition.
- A cooperative activity with the Mississippi Department of Archives & History, Mississippi Library Commission and the Mississippi Humanities Council will develop.

3. Evaluation Procedure(s):

- City and county records will be placed in a more stable climate controlled environment.
- Governmental funds will be allocated to address the needs of these special collections in the city and county governments.
- Researcher requests will be filled regarding genealogy searches, land tax searches, etc.

- Some work will have begun documenting the years where *History of Bolivar County* coverage ends and this information will be shared either through printed publication or the web.
- A Preservation Assistance grant will be initiated.
- A cooperative relationship with the MDAH, MLC and MHC will continue.
- Exhibits will be developed using these materials.
- Preservation workshops will be offered.

4. Use of Evaluation Results:

- Researchers traveling to the Delta or contacting the Archives through the web or USPS will find the genealogical information they seek or will know that that information could exist somewhere other than in the Delta, Cleveland, Bolivar county area.
- City and County records will be preserved.
- Possible publication activities will result.
- A model for other city/county governments to work with their local archival repositories to preserve their local governmental documents may be produced.
- Those in the community will learn how best to preserve/conservate their own histories (manuscripts, visual arts, etc.) and may consider the Archives & Museum as the appropriate place to donate those materials.
- A positive working relationship with the MDAH, MLC and MHC will exist and will thrive.

B. Goal # 2

To enhance educational and cultural experiences by providing exhibitions that will support and enhance instruction at the University and/or be of intellectual and cultural interest to the larger community of Cleveland and the Delta; and to promote awareness of those exhibits and their ability to enhance educational experiences for University, secondary, and elementary students when appropriate.

1. Institutional Goal(s) supported by this goal:

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal #5)

Delta State University will enhance student engagement through increased student-student interaction and

faculty-student interaction. (QEP Goal #1)

2. Expected Results:

- Traveling exhibition will be available for cultural institutions, secondary and elementary schools to borrow.
- Traveling exhibition will be incorporated into established curriculum activities, reinforcing the academic element in the classroom.
- Provide a forum for discussion between students and educators on the topics addressed in the exhibit.
- Students and educators may gain a better understanding of an event and thus have the ability to more objectively appreciate and observe their current environment.
- Students and educators may be encouraged to develop their own 'mini exhibits' on specific topics in order to provide a more entertaining educational understanding of the assigned topics.

3. Evaluation Procedure(s):

- Request forms for traveling exhibits to visit particular institutions will be logged.
- Evaluation forms from those institutions where the exhibit has visited will be submitted.
- A final evaluation of the entire exhibition period will be submitted.

4. Use of Evaluation Results:

- Only one traveling exhibit will be designed and available to begin with; however, if it is successful, then other exhibits could be transitioned into traveling exhibits.
- Primary source research information is displayed through each exhibit therefore encouraging students, educators and the community at large to consider using their local special collections or archival repositories when conducting research rather than simply relying on secondary source materials.
- Each institution/individual is required to complete an evaluation form/packet which also includes a space for suggesting further exhibition ideas. The Archives staff will use this information to develop future traveling exhibits.
- To develop future traveling exhibits, the Archives staff will apply for grants to support the activity and possibly a second part-time or full-time position on the staff.