

DELTA STATE UNIVERSITY: ACADEMIC ANNUAL REPORT
Academic Year 2005-06

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:

To enhance educational experiences at all levels by encouraging student and faculty research and other creative work. (University Goal # 8)

2. Evaluation Procedure(s):

- Provide photocopy/duplication and reprographic services for requested materials.
- Researcher Registration forms are completed fully
- 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
- Finding Aids for undescribed collections are produced
- Continued work on presenting information through our web services
- Monthly reports completed by Archivist & Archives Assistant reflect numbers of patrons and time involved to satisfy research requests
- 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:

- 52 patrons received reference assistance via e-mail, telephone, correspondence, or in person in 2005 – 2006.
- Three oral history interviews were transcribed specifically for researching patrons and the patrons requested copies of the audio tapes.
- One collections of 1860's – 1880's personal letters were transcribed to complete a patrons research request.
- Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings with their 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 14 finding aids in 2005 – 2006.
- 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. For instance, Columbus-Lowndes Public Library has a program where local students research the people buried in a local cemetery. One person buried there also once lived in the Delta. The Archives holds several letters written by this person. Only in the recent months have we discovered this connection but now that we know it is there, we share the information freely with the Columbus library and its patrons. We are also looking for other ways to share our collections' information with other institutions like this.
- 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: To enhance educational experiences at all levels by encouraging student and faculty research and other creative work. (University Goal # 8)

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:

Enhance educational experiences at all levels by encouraging student and faculty research and other creative work. (University Goal # 8)

Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions. (University Goal # 7)

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. That will encourage the Archives to "actively collect" more information in that area of study.
- "Presence of the Past" an article idea, will be incorporated in the local newspaper, perhaps the Delta Statement and has already appeared in two issues of Campus Connection, although that title has not been associated with the photograph and short story associated.
- 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 108 individuals received more than satisfactory reference assistance.
- 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.
- Four classes have used the Archives for either research for their classes on their own interests.

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:

Enhance educational experiences at all levels by encouraging student and faculty research and other creative work. (University Goal # 8)

Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions. (University Goal # 7)

Provide the resources, facilities and the physical environment which contribute to the intellectual, cultural, moral, spiritual, physical, and social growth and development of the student and of the surrounding community. (University Goal # 11)

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
- Community interest groups will visit the Archives such as the Mississippi State Tourism 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 8 displays or exhibits; three of these developed solely from Archives collection holdings.

- 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 gallery.
- 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 will give them a sense of ownership to the exhibits and loyalty to the Archives & Museum which will in turn encourage 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.

IV. Data and information for department:

A. Statistical Overview:

Collection Information:

Total Number of Manuscript Collections:	206
Total Number of University Archives Record Groups:	95
Total Number of Oral History Interviews:	274
Total Number of Maps:	21
Total Number of Volumes:	400+

Patron Information Reading Room:

Visitors to Reading Room:	153
Visitors to Exhibits Total:	986
DSU Class Visits Total:	11
K-12 Class Visits Total:	238
General Research Visits Total:	153

Museum / Exhibits / Programs General Museum Attendance:

Delta State University Class Visits	9
K-12 Class Visits	17

Opening Events

Toys!	92
Cleveland Collects	92
Vanishing Delta	187
Boogoloo	26
From What We Can See	60* Total Estimate

Programs:

Dinner Tours	
Blue Levee Café	18
The Bourbon Mall	33
Shack Up Inn / Restaurant & Commissary	14
Lunch and Learn	51
Genealogy Workshop	23
White Glove Tea	40

V. Personnel:

Noteworthy activities and accomplishments:

Archival 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 Memphis Flier*, *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*, and *The Chicago Tribune*).
- Prepared a retention schedule for *The Delta Statement*.
- 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, 3 DSU classes, 5 community groups and one state-wide group.
- Conducted 4 oral history interviews.
- Processed and accessioned 109 oral history and manuscript collections (88 oral history/ 21 manuscript)
- 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 largest 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.
- Transcribed several Civil War letters from two manuscript collections.
- Edited six finding aids.
- Maintained and updated the web page.
- Published two editions of the Archives & Museum's newsletter.

Museum Activities:

- Researched, curated, wrote, mounted and/or hosted nine exhibits as well as serving as Program Director for the nationally traveling Smithsonian exhibit, *Between Fences*, which was exhibited at the Greenville Higher Education Center. I also developed and installed the local component of this exhibit and coordinated the supporting programming.
- 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, one Genealogy Workshop and one Archives White Glove 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:

Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions. (University Goal # 7)

Provide the resources, facilities and the physical environment which contribute to the intellectual, cultural, moral, spiritual, physical, and social growth and development of the student and of the surrounding community. (University Goal # 11)

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 exists
- 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 the 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:

Enhance educational experiences at all levels by encouraging student and faculty research and other creative work. (University Goal # 8)

Strengthen the cooperative relationships with business, industry, community groups, government and other educational institutions. (University Goal # 7)

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 grant to support the activity and possibly a second part-time or full-time position on the staff.