I. **Unit Title:** Archives and Museum  
**Unit Administrator:** Emily Erwin Weaver

II. **Data and Information for Department**  
**A. Statistical Overview:**

- Total Number of Manuscript Collections: 184
- Cubic Feet of Manuscript Collections: 497
- Total Number of Manuscript Collections added in 2004: 18

- Total Number of University Archives Record Groups: 93
- Cubic Feet of University Archives: 510
- Cubic Feet of University records added in 2004: 12

- Total Number of Oral History Interviews: 694

- Total Number of Maps: 21

- Total Number of Volumes: 400+

Visitors to Reading Room: 470  
Visitors to Exhibits Total:  
- Lunch and Learn: 86
- School group children: 298
- Lectures: 112
- Movie Nights: 55
- Dinner Bus Tours: 128
- Openings: 165

Number of patrons given reference service via e-mail, Telephone, or in person: 62

**B. Noteworthy Activities and Accomplishments**

- Researched, curated, wrote, mounted and/or hosted two exhibits in 2004 as well as hosting the nationally traveling Smithsonian exhibition, Key Ingredients: America by Food.  Researched, curated, wrote, mounted and/or hosted four exhibitions in 2005. (See Appendix A for list)
- Talked with four University classes on how to build, use and promote an Archives.
• Talked with six high school classes, touring back into the stacks areas of the Archives holdings.
• Received nine new donations of manuscript and visual art materials in 2005. (See Appendix B)
• Processed three accretions: Gibert-Knowlton-Lytle, Julia Gibert Moore & Charles W. Capps, Jr. The Moore and Capps accretions were added to already existing collections even though deeds of gift had not been signed for the accretions based on the history of the donors and the existence of permanent collections already held at the Archives. We are expecting these signed deeds to return shortly. However, there is a plan in place to address the issue of donors not returning signed deeds in a timely manner.
• Processed eight manuscript, visual arts and oral history collections. (See Appendix B for details)
• Student workers have been transcribing DSU oral history collections as well as updating our oral history finding aids.
• Received and completed a mini-grant from the Mississippi Humanities Council in support of our fall 2004 programs, Delta Food Traditions and Key Ingredients: America by Food.
• The Archivist and Archives Assistant have been working on a collection inventory and have created an Access Database to hold all collection information. This database differs from the older version of the Access in that the Archivist or Archives Assistant has updated relevant information, added a few fields of information and now has the ability to create reports much easier on collection information.
• The Archivist worked with members of the Delta Center for Culture and Learning to receive a grant from The History Channel. This grant allowed us to host a “Historic Photo Roadshow” day where members of the community could bring photographs never seen before by the public. An exhibition followed as well as a small publication of images gathered during the “Historic Photo Roadshow” day.
• The Archives participated in National Archaeology Week 2004 by hosting Jessica Crawford, Delta Field Representative of the Archaeological Conservancy, at a Lunch and Learn.
• The Archives hosted a fall 2004 meeting of the local DAR group, where the Archivist presented a lecture and hosted a tour of the gallery.

III. Personnel:
A. Noteworthy Activities and Accomplishments:
• The Archivist hosted a meeting of the Society of Mississippi Archivists Board in 2004.
• The Archivist was nominated to serve as Vice-President of the Mississippi Society of Archivists, 2005-2006, to be followed with a year's appointment as President of the Society, 2006-2007.
• The Archivist accompanied a guest lecturer, Professor Jerry Ward, to Greenville to appear on WXVT’s early morning Delta Daybreak program. Professor Ward was visiting Delta State to present a Lunch and Learn lecture in association with the Tracy Sugarman exhibition.

• The Archivist assisted in the Cypress Parks Elementary School Reading Fair.

• The Archivist served as chairman of the Projects Committee for Staff Council, promoting COMMUNICATION. The Projects Committee has collected several items to send over to Soldiers in Iraq and Afghanistan; collected food items to make Thanksgiving Day baskets for the needy; planned the picnic portion of Staff Council’s Picnic Day 2005; spear-headed a fund-raising campaign by selling Staff Council fleece jackets.

• The Archivist worked with the Greenville Higher Education Center in order to receive the next nationally traveling Smithsonian exhibition, Between Fences, as well as write and receive a migrant from the Mississippi Humanities Council to support programming for this exhibition.

• The Archivist attended the Between Fences Local Coordinators meeting in Jackson to prepare for the touring exhibition.

• The Archivist has collaborated with members of the Dancing Rabbit group, working on the historic photograph project. The Archivist accompanied the project specialist several times to public libraries to scan images and help create a database of information as well as creating all the forms, policies and procedures to follow when collecting information.

• The Archivist worked with the Scholarship Planning Committee, providing needed supplies and ensuring that the information would be placed on file in the Archives.

• The Archives participated in Staff Council’s Open House program in 2005.

• The Archives participated in Homecoming events by hosting an Open House the day of the game.

• The Archives participated in the Women’s Leadership Conference, providing meeting space and hosting an evening reception.

B. New Positions Requested, with Justifications:
   Not applicable

C. Recommended Change of Status (such as promotion, tenure, change in responsibilities)
   Not applicable.

IV. Department Goals/Outcomes Assessments:

Unit Goal 1:
To provide services, staff, and tools needed to access resources available in the Archives to University and community patrons.

**Institutional Goal:**
To enhance educational experiences at all levels by encouraging student and faculty research and other creative work.

**Expected Results:**
Users are able to identify and use materials relevant to their research interests.

**Assessment Procedures:**
- Provide photocopy/duplication and reprographic services for requested materials.
- Reader Registration forms are completed fully.
- Weekly statistics kept on Reading Room visitors, reference transactions via telephone, e-mail and US Mail correspondence, general information inquiries, and reference books consulted.
- Feedback from researchers during the reference assistance process is logged.
- Finding aids for undescribed collections are produced as well as MARC catalogue records.
- Continued work on presenting information through our web services.
- Incorporate a counter system on the Archive’s web page at the “Guides to the Collection” level.
- Weekly reports completed by Archivist and Archives Assistant reflect numbers of patrons and time involved to satisfy research requests.
- Archivist and Archives Assistant will update the resource sheet indicating the most often requested types of materials and collections most often used from the permanent collections.

**Actual Results:**
- Sixty-two patrons received reference assistance via e-mail, telephone, correspondence, or in person in 2004-2005.
- Five oral history interviews were transcribed specifically for researching patrons and the patrons requested copies of the audio tapes.
- Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings with their comments made during their visit to the Archives. Some patrons responded via e-mail with positive feedback on our ability to respond to their requests. A few patrons have mentioned other sources of materials they know of that private individuals hold that we should pursue for the Archives.
- Patrons requested photocopies of materials and received them in less than the two-week research time allowed.
- Worked on and completed two finding aids in 2004-05.
• Continued to make finding aids more accessible to researchers by placing them in binders and folders in Reading Room and updating the materials to the web page.
• Continued typing up box inventories on Old DSU collections.
• Continued transcribing older DSU oral histories.
• Have built a relationship with Dr. Hooks and the Hooks Institute for Social Change at University of Memphis in order to process and make more accessible the Hooks Brothers collection. We have scanned more than 1,000 images to CD, created a database and have submitted those images on CD to Dr. Hooks for identification. He looks at the images on the computer screen and enters information into a paper log provided by DSU Archives. Once he has completed one CD of images, he returns the log in the mail and we enter that corresponding information into our database of images, thus creating a finding aid.
• The addition of “See Also,” a new element added to the finding aids, will assist patrons looking for related materials and encourage critical thinking.

Use of 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 include the “See Also” portion to the finding aids.
• Other patrons visit the Archives or make e-mail research requests because they think the Capps Archives and Museum is a logical repository for the materials they need. Based on the staff’s knowledge of the collection, we are able to assist many of these researchers with their requests. If we do not have the specific information they seek, we make good efforts (such as contacting MDAH or other local historical societies) to find the information.
• The importance of collaborative work such as that done with the Commercial Appeal and The Hooks Institute for Social Change at the University of Memphis demonstrates the need for continued work on processing the Hooks Brothers collection and developing strong relationships with the Hooks family.
• The information shared from visiting patrons about other sources of primary materials that should be located in the Archives has prompted the Archivist and Archives Assistant to develop an active collecting policy and procedure. A “Local History Awareness” program is being developed.

Unit 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.
Institutional Goal:
To enhance educational experiences at all levels by encouraging student and faculty research and other creative work.

Expected Results:
- Increased awareness of our archives as an appropriate repository for the papers of Delta families, individuals, organizations and businesses.
- Increase the number of manuscript/visual art/three-dimensional collections.
- Assemble a body of literature (primary and secondary materials) for the study of the history of Delta State University, the Delta region, and Mississippi.

Assessment Procedures:
- An accession log and database which records additions and locations of new manuscript collections will be maintained.
- Policies and Procedures manual has been developed 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 collection. This manual describes specific steps on how to proceed through the process.
- Form letters for donors have been created for each step of the acquisitions process. More complete donor records will indicate that donors are aware of the importance of depositing their records with the institution and offer Archives staff background information on all portions of the collections (accretions especially).
- 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.
- The fall newsletter will thank those donors who have made contributions to the Archives over the past calendar year.

Actual Results:
- 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 on the importance of preserving their family and local histories then highlighted the benefits of depositing those materials with a professional Archive.
- 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 a 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.

**Use of 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 plan to develop a brochure on the importance of preservation and how to use primary source materials in research.

**Unit Goal 3:**
To enhance educational and cultural experiences by promoting the use of the archives’ holdings by faculty, students, the community, and outside researchers, and to increase awareness of the holdings at Delta State.

**Institutional Goal:**
• Enhance educational experiences at all levels by encouraging student and faculty research and other creative work.
• Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions.

**Expected Results:**
• Integrate the use of primary source documents into classroom instruction.
• Increase usage of resources by all constituencies.
• Increase awareness of our archives as an appropriate repository for the papers of Delta families, individuals, organizations and businesses.
• A base of volunteers to work with various aspects of the Archives and Museum.

**Assessment Procedures:**
• 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 at Delta State can offer.
• Weekly statistics will show collections that are most requested. That will encourage more Active Collecting.
• “Presence of the Past,” a small article written for each Alumni Magazine issue, will highlight a historic place, event or person associated with Delta State University while reminding Alumni of the presence of the Archives and the importance of preserving their unified history with the University, Cleveland and the Delta.
• Actively work to develop the volunteer portion of the mission.

**Actual Results:**

• Three master’s level visiting students have used several of our collections extensively to write their theses. Each student has made at least one visit to the Archives. The Archivist and Archives Assistant have also done a great deal of the leg work research for them, forwarding it on through e-mail or US Postal mail.
• More than 92 individuals received satisfactory reference assistance.
• Emily Erwin Weaver wrote articles about the Archives and associated activities for area newspapers.
• Two volunteers have applied to assist in general archiving duties.

**Use of 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 aids on the department’s web site as they become available.
• Will continue to contribute news of our collections, such as new accessions, to archival and historical publications.
• Volunteer base will continue to grow and that action will spread word of the Archives and build vested interest in the success of programs and research possibilities offered by the Archives and Museum.

**Unit 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.

**Institutional Goal:**

• Enhance educational experiences at all levels by encouraging student and faculty research and other creative work.
• Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions.
• Provide the 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.
**Expected Results:**

- Faculty, both of Delta State and other educational institutions, will integrate visits/programs into classroom activities.
- Collaborate with campus departments and community groups to sponsor and/or mount exhibitions.
- Increase in number of exhibit-goers.
- More smaller exhibits featuring local topics or local people.
- More public and private school groups will request gallery and archival holdings tours.
- Teachers will be able to augment their curriculum with the exhibits hosted which will enhance learning.
- Including a committee of sorts to assist the Archivist and Archives Assistant in planning and implementing exhibits will help make sure we are reaching the broadest audience with topics that are interesting and educational.

**Assessment Procedures:**

- Exhibitions are produced and available for viewing.
- Faculty, both Delta State and other educational institutions, make arrangements for their classes to view exhibits and participate in programs.
- Number of exhibit-goers as recorded in the exhibit guest book and on statistics form in Reading Room will demonstrate attendance.
- Announcements and articles about exhibits appear in print and broadcasting media.
- 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.

**Actual Results:**

- Researched, curated, wrote, mounted, and/or coordinated 9 displays or exhibits; four of these developed from the Archives collections.
- 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.
- More than 1650 visitors have viewed exhibits over 2004-2005 year.
- Three newsletters have been mailed out to our patrons (480 listings) 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 and Museum which will (hopefully) in turn encourage more participation in exhibit attendance and volunteering opportunities.

Use of Results:
• Will continue to produce exhibits from our own collections and host traveling exhibitions (providing a local element whenever possible).
• Will continue to produce exhibit mail-outs and update exhibit calendar on the department’s web site, incorporating scanned images from exhibit items.
• 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.

V. Learning Outcome Assessment Plan:

A. Learning Outcome #1:
Assess patron’s ability to use primary source materials in their research or class projects.

B. Assessment Tools and Methods

Measure One: Researcher Registration Form

Measure Two: Primary Source Survey

C. Data Collection and Analysis

Data Collection Procedure: Researcher Registration Forms must be completed by each researcher in the Archives before collections will be brought out from the stacks area. Primary Source Surveys are completed at the end of each researcher’s visit.

Analysis Procedure: The Researcher Registration Form asks questions to assist the patron and the archivist in initiating the research process. These questions also inform the archivist as to the researcher’s experience in an archive and can determine appropriate levels of assistance. The Primary Source Survey determines if researchers found the information they were seeking, need follow-up information, or did not find resources helpful to them. The Primary Source Survey also lets the archivist know if there are other possible collections in the public domain that could be collected on the subject and what steps could be taken to improve the archives experience.
D. Results of Evaluation

**Findings:** The majority of all patrons of the Capps Archives and Museum are first-time researchers and require a higher level of assistance and direction. This level of researcher revealed that they are satisfied with the assistance provided and the information they received. Seasoned researchers noted that they typically find more information than they expected and appreciate the attention given to them by the staff.

**Recommendation 1:** Archives staff will continue to provide the highest level of assistance possible.

**Recommendation 2:** Archives staff will continue to educate itself on the history of the permanent collections.

E. Use of Evaluation Results

**Response:** Archives staff regularly review permanent collection holdings and continually update and supplement relevant finding aids.

F. Assessment Team Members

**Members:** Emily Weaver, James Richardson

A. Learning Outcome #2:

Demonstrate an increased awareness and willingness of Delta citizens to donate family memorabilia to the Capps Archives and Museum.

B. Assessment Tools and Methods

**Measure One:** Donor Logs

**Measure Two:** Accession Files

**Measure Three:** Manuscript holdings and linear feet

C. Data Collection and Analysis

**Data Collection Procedure:** Possible donors are contacted by Archives staff and their names are added to donor logs.

**Analysis Procedure:** Donor logs reveal who in the community own collections while accession files confirm that donations have been made. As the collections grow, manuscript numbers increase as well as linear feet and available finding aids.
D. Results of Evaluation

Findings: A recent increase in donations (2004-05) shows that more people in the Cleveland area are considering the Archives for the permanent care of their family memorabilia.

Recommendation 1: “How to Donate My Family’s Memorabilia” pamphlets should be created and circulated.

Recommendation 2: Continue to make contacts within the local community to solicit additional memorabilia.

E. Use of Evaluation Results

Response: Archives staff have drafted donor pamphlets and procedure manuals for making donations.

F. Assessment Team Members

Members: Emily Weaver, James Richardson
Appendix A

Exhibitions

**2004**

- *A Cabinet of Curiosities*, 8 July – 30 August 2004
- *Delta Food Traditions*, 23 September 2004 – 9 January 2005
- *Key Ingredients: America by Food*, 20 November 2004 – 9 January 2005

**2005**

- *When They Were Strangers At Our Gates: Photographs and Illustrations of Tracy Sugarman during the Summer of 1964*, 20 January – 18 March
- *A River Unleashed: The 1927 Flood*, 24 March – 6 May
- *Fifty-five Years of Social Work History at Delta State*, 11 March – 13 May
- *Even If It’s Tough: In Honor of Mrs. Mae Bertha Carter*, 24 April – 22 July
Appendix B

New Acquisitions
2004-2005

2005.1 “The History of Doe’s Eat Place” information and a Doe’s Eat Place T-shirt; Mr. Doe Signa

2005.2 DSU Memorabilia (artifacts); Dr. Terry Latour
2005.3 “Miss Delta” newspaper, 8 May 1959; Willard & Penny Samuels
2005.4 Ledgers (Issaquena County), song & cookbooks, magazines & news clippings; Mrs. John Pearson
2005.5 “Land is Foundation for Dignity in the Delta” newspaper article, Clarion Ledger, 13 January 1980; Hugh Ellis Walker
2005.6 Oral History, Melissa Hutcheson and Eileen Hazel; Mr. Trent Hutcheson
2005.7 Dr. Richard A. Bolling manuscripts; Mr. Robert M. Winter
2005.8 Mound Bayou: A Study in Social Development; Mrs. Charlene Wolfe
2005.9 Lower MS Delta Development Papers; Ms. Pamela D. Moore