I. UNIT TITLE: Archives and Museum

UNIT ADMINISTRATOR: Tara Zachary

II. Data and information for department

A. Statistical Overview:

Total Number of Manuscript Collections: 116
Linear Feet of Manuscript Collections: 601
Total Number of Manuscript Collections added in 1999: 11

Total Number of University Archives Record Groups: 46
Linear Feet of University Archives: 299
Linear feet of University Records added in 1999: 19

Total Number of Oral History Interviews: 286

Total Number of Maps: 21

Total Number of Volumes: 259

Visitors to reading room: 109
Visitors to exhibits: 1397
Number given tours of building and/or orientation to collections: 207
Number of patrons given reference service, via e-mail, telephone, or in person: 101

B. Noteworthy Activities and Accomplishments

- Researched, curated, wrote, mounted, and/or coordinated seven displays or exhibits (See Appendix A for list).
- Chosen as a pilot project site for the Mississippi Humanities Council’s Mississippi Oral History Project. Through that grant, the Archives conducted an oral history project to record university history, involving community, faculty, staff, and students as interviewers and interviewees.
- Began database for access to the Walter Sillers, Jr. Papers.
- Through letter writing and personal contacts, the staff was successful in integrating use of manuscript sources and exhibitions into classroom assignments.
- Spoke to eight university classes about the archives, its mission, and its programs.
- Hosted nineteen campus classes and three junior high schools to view exhibits.
- Provided a high level of service to visiting researchers and patrons via telephone, correspondence, and e-mail.
- Curated eleven new manuscript collections and established contacts and relationships in the community for potential collection donations (See Appendix B for a list of new accessions).
- Carol West from the Mississippi Humanities Council Speakers Bureau presented a talk on women’s Civil War Diaries for women’s history month, March 1999.
III. Personnel:

A. Noteworthy Activities and Accomplishments

Tara Zachary was appointed to the Cleveland Heritage Commission.

Tara Zachary was elected Vice-President/President Elect of the Society of Mississippi Archivists and contributed articles to its publication The Primary Source.

Tara Zachary served on the planning committee of the Southern Archives Conference meeting, to be held April 2000.

Tara Zachary attended a preservation workshop at the Midwest Archivists Conference, October 1999.

Tara Zachary attended Dr. John Thornell’s class and trip to Shiloh and presented a primary-source activity as part of the class.

Lisa Alford resigned, effective December 1, 1999.

B. New Positions Requested, with Justifications

Not applicable

C. Recommended Change of Status (such as promotion, tenure, change in responsibilities)

Not applicable
IV. Goals/Outcomes Assessments:

Unit Goal 1:
To provide services, staff, and tools needed to locate and use resources available in the Archives.

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 interest.

Assessment Procedures:
• Requests for photocopies of resources show that patrons are able to find relevant information.
• Reader registration forms are completed.
• Weekly statistics will be kept on reading room visitors, reference transactions via telephone, e-mail, and correspondence, general information inquiries, and reference books consulted.
• Feedback from researchers during the reference assistance process.
• Finding aids for undescribed collections are produced.

Actual Results:
• One-hundred-one patrons received reference assistance via e-mail, telephone, correspondence, or in person (56 in person).
• Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings.
• Patrons requested photocopies of materials.
• Twenty-six reader registration forms were completed in 1999.
• Produced four finding aids.
• Inputted card file information on Walter Sillers, Jr. Papers into database, facilitating subject access to the collection.

Use of Results:
• The degree of satisfaction of patrons is anecdotal rather that empirical. Follow-up surveys should be developed and included in mailed photocopy orders, e-mailed to electronic users, and on-site users will be more actively encouraged to complete them.
• With the exception of the Sillers collections and a few collections for which we have produced finding aids, the majority of reference service is based on the staff's individual knowledge of the collections, rather than the ability of a researcher to independently locate relevant information by using informative finding aids. The patrons don't realize the problem because they are still getting what they need, but it would be preferable that the quality of service
not rely so heavily on staff familiarity but on the body of finding aids available. Attention should be re-focused to processing and with the procurement of a new online catalog, a template developed and cataloging begun for including manuscript collections in the catalog.
Unit Goal 2:
To identify, select, acquire, and preserve information resources that relate to the history of Delta State University, the Delta region, and Mississippi.

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

Expected Results:
• Increase awareness of our archives as an appropriate repository for the papers of Delta families, individuals, organizations, and businesses.
• Increase the number of manuscript collections.
• Assemble a body of literature for the study of the history of Delta State University, the Delta region, and Mississippi.

Assessment Procedures:
• An accession log which records additions of new manuscript collections will be kept.

Actual Results:
• Added eleven manuscript collections during the 1999 calendar year.
• Established contacts and relationships in the community for potential collection donations.
• Spoke to two community organizations about the archives, its mission, and its programs.
• Mounted exhibition “Everything Old is New Again” to showcase recent manuscript donors and donations.
• Wrote articles about the archives for the Primary Source and the Journal of Mississippi History.
• Curated, researched, wrote, and mounted exhibits incorporating the holdings of the archives, thereby illustrating the kinds of items we are seeking and what they can be used for.
• Chosen as a pilot project site for the Mississippi Humanities Council’s Mississippi Oral History Project. Through that grant, the Archives conducted over thirty oral history interviews about university history.

Use of Results:
• In the coming year, we will continue to give presentations to community organizations, to work with the alumni office, to pursue donor leads and contacts made already, to work with county libraries for potential donation referrals, and to publicize donations to encourage others to give their family or organization papers.
• Add information for donor’s who are interested or considering a donation of papers to the Archive’s web site.
Unit Goal 3:
To enhance educational and cultural experiences by promoting the 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.

Assessment Procedures:
• Faculty members make assignments requiring the use of the archives’ holdings.
• Faculty members make arrangements for tours and orientation to the collections.
• Faculty members make use of primary sources in the classroom for illustration and instruction.
• Reader registration forms are completed.
• Weekly statistics will be kept on reading room visitors, reference transactions via telephone, e-mail, and correspondence, general information inquiries, and reference books consulted.

Actual Results:
• At the invitation of the instructor, spoke to ten classes about the archives, its mission and programs, and the nature of primary sources.
• Twenty-six new reader registration forms were completed and one-hundred-one individuals received reference assistance.
• Wrote articles about the archives for the Primary Source and the Journal of Mississippi History.
• Archivists presented a primary-source activity to the Battle of Shiloh class.

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
• Will begin cataloging collections in MERLIN so researchers and patrons will know what resources are available.
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 to exhibits into classroom activities.
- Collaborate with campus departments and community groups to sponsor
  and/or mount exhibitions.
- Increase in number of exhibit-goers.

Assessment Procedures:
- Exhibitions are produced and available for viewing.
- Faculty, both of Delta State and other educational institutions make
  arrangements for their classes to view exhibits.
- Number of exhibit-goers as recorded in the exhibit guest book.
- Announcements and articles about exhibits appear in print and broadcasting
  media.

Actual Results:
- Researched, curated, wrote, mounted, and/or coordinated six displays or
  exhibits.
- Informal feedback from exhibit-goers indicates their interest, support, and
  appreciation of exhibitions.
- Identified courses in which exhibits might be topically relevant and wrote 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.
- Hosted nineteen campus classes and three junior high schools to view
  exhibits.
- Hosted evening events in connection with exhibits.
- Wrote area high schools and sent exhibit announcements, offering to schedule
  a viewing time.
• Approximately 1397 people attended exhibits, over 1100 more than last year, including members of the community, the Delta State faculty and staff, the student body, and alumni, and out of town visitors.
• Stories from press releases written about the exhibits by the director appeared in the Delta Statement, Life in the Delta, and the Bolivar Commercial, the Clarion Ledger, and other local papers.
• The director appeared on the WXVT noon news show to promote exhibits.
• Produced exhibit calendar and mailed out over 900 of them and distributed them on campus.

Use of Results

• Will continue to produce exhibits from our own collections, explore sources for traveling exhibits, and contract to host traveling exhibits.
• 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 Information to publicize exhibits.
• Investigate possibility of obtaining a grant-funded position to coordinate education and outreach activities to local schools.
APPENDIX A

EXHIBITIONS, 1999

“The Jazz Age in Paris, 1914-1940,” January 13th through March 5, 1999. (A traveling exhibition from the Smithsonian Institute’s Traveling Exhibition Service)


“Everything Old is New Again at the Archives,” an exhibit of recent manuscript donations, September 6, 1999, to January 11, 2000.

“Season’s Greetings,” an exhibit of Christmas cards, November to December, 1999
APPENDIX B

ACCESSIONS, 1999

Alexander (William B., Jr.) Papers
Bolivar County School Records
Boyd-Walters-Bobo Family Papers--accretion
Crosstie Arts Council Records
Jerry Dallas Delta Farm Cooperative Collection
Hill-Cassibry-Smith Family Papers--accretion
Holcomb (Maxine) Papers
Hooks Brothers Photographs
Kamien (Isadore A.) Papers--accretion
Kethley (William) Letter
Gibert-Knowlton Family Papers
Levingston (Alfred) Portfolio
Peavine Railroad Photograph
Sheiby (Rosa Belle) Riverside Map
Walt (Rebecca Dillman) Diary
Wiggins (Sylvia) Letters
### Delta State University

**Unit Budget Plan**

**FY 2001 Budget**

**AS OF 07-MAR-2000**

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Justification:

PROGRAM TOTAL:
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- Total Labor: 62,009.00 66,936.00 .00 .00
- Total Expense: 16,342.00 18,342.00 .00 .00
- Total Transfers: .00 .00 .00 .00
- Total Net: -78,351.00 -85,278.00 .00 .00

FUND TOTAL:
- Total Revenue: .00 .00 .00 .00
- Total Labor: 62,009.00 66,936.00 .00 .00
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** Delta State University **

Unit Budget Plan

FY 2001 Budget

AS OF 07-MAR-2000

** Organization: 30225 Archives and Museums **

** Fund: 10 Unrestricted General Fund **

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Archives - Justification for Reallocation of Funds

75210 Postage & Post Office Charges - +300
We found that past funds were not adequate to cover multiple mailings using our current mailing list.

75260 Transportation of Things - -1000
In evaluating last years budget we found that the transportation of things did not require the full amount allocated. We believe some of these funds would be better utilized in Professional Fees & Services.

75790 Other Professional Fees & Services - +1000
The amount needed for exhibit related expenses such as rental equipment and guest speaker requirements has increased.

75660 Maintenance Contracts- Equipment - -360
The amount needed for maintenance contracts on equipment has decreased.

75820 Dues - +60
The cost of maintaining membership in professional associations has increased.

78250 Data Processing Equipment - -800
The funds in Data Processing Equipment are no longer needed as the amount was for a one time expenditure. Those funds have been relocated back to Commodities.

7600 Commodities - +800
Since the funds in Data Processing Equipment are no longer needed the funds have been relocated back to Commodities.