DELTA STATE UNIVERSITY: ANNUAL REPORT
for the Calendar Year 2000

I. UNIT TITLE: Archives and Museum

UNIT ADMINISTRATOR: Tara Zachary/Meredith Johnston

II. Data and information for department

A. Statistical Overview:

Total Number of Manuscript Collections: 133
Linear Feet of Manuscript Collections: 617
Total Number of Manuscript Collections added in 2000: 9

Total Number of University Archives Record Groups: 46
Linear Feet of University Archives: 337
Linear Feet of University Records added in 2000: 38

Total Number of Oral History Interviews: 378

Total Number of Maps: 21

Total Number of Volumes: 259

Visitors to reading room: 312
(Includes class visits)

Visitors to exhibits: 750
(Includes class visits)

Number given tours of building and/or orientation to collections: 247
Number of patrons given reference service, via e-mail, telephone, or in person: 64

B. Noteworthy Activities and Accomplishments

- Researched, curated, wrote, mounted, and/or coordinated six displays or exhibits (See Appendix A for list).

- The Mississippi Humanities Council's Mississippi Oral History Project at DSU was completed. Through that grant, the Archives conducted an oral history project to record university history, involving community, faculty, staff, and students as interviewers and interviewees.

- Completed entering card catalog information for access to the Walter Sillers, Jr. Papers.
procurement of a new online catalog, a template developed and cataloging begun for including manuscript collections in the catalog.
III. Personnel:

A. Noteworthy Activities and Accomplishments

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 resigned in April.

Anna Long resigned in November.

Meredith Johnston accepted position as archivist in June.

Meredith completed her MA degree in December.

B. New Positions Requested, with Justifications

Not applicable

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

Not applicable
• Tara Zachary spoke to five university classes about the archives, its mission, and its programs. Also spoke to five public and private school classes from the Delta area.
• Provided a high level of service to visiting researchers and patrons via telephone, correspondence, and e-mail.
• Accessioned nine new manuscript collections and established contacts and relationships in the community for potential collection donations (See Appendix B for a list of new accessions).
• Formed relationship with Delta 5 Cluster.
• The Lucy Somerville Howorth Seminar Room was dedicated.
• Hosted five brown bag lunches.
• Hosted five exhibit openings
• Completed Chinese oral history project.
• Began MHC funded Italian and Civil Rights oral history projects.
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 undescibed collections are produced.

Actual Results:
- 64 patrons received reference assistance via e-mail, telephone, correspondence, or in person. This number is down from last year. This is most likely due to the staff turnover and the failure to keep statistics at times.
- Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings.
- Patrons requested photocopies of materials.
- Fifteen reader registration forms were completed in 2000.
- Inputted card file information on Walter Sillers, Jr. Papers into database, facilitating subject access to the collection.

Use of Results:
- 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
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 nine manuscript collections during the 2000 calendar year. This number is down due to staff turnover which resulted in a lull in contacting potential donors.
- Established contacts and relationships in the community for potential collection donations.
- Tara Zachary wrote articles about the archives for the Primary Source
- Curated, researched, wrote, and mounted exhibits incorporating the holdings of the archives, thereby illustrating the kinds of items we are seeking and how they can be used.
- Received Grants from the Mississippi Humanities Council for The Chinese in the Mississippi Delta, Italians in the Mississippi Delta, and Civil Rights in the Mississippi Delta oral history projects.

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 donors 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 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.

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, Tara Zachary spoke to eight classes about the archives, its mission and programs, and the nature of primary sources.
- Fifteen new reader registration forms were completed and sixty-four individuals received reference assistance.
- Tara Zachary wrote articles about the archives for the *Primary Source*.
- Tara Zachary 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.
- Hosted five campus classes and five high school classes to view exhibits.
- Approximately 750 people attended exhibits, including members of the community, the Delta State faculty and staff, the student body, and alumni, and out of town visitors. This number is down most likely due to a decrease in the number of exhibits from last year and failure to record all 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.
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.
APPENDIX A

EXHIBTIONS, 2000

“If it Ain’t Seasoned, it Ain’t much of Anything”, March 10 – May 31.

“Dear Miss Virginia…”, February 1 - October 27.

“Chinese in the Mississippi Delta: An exhibit of Huang Fu’s Photographs”, June 7 – August 7


Appendix B:

New Accessions

Ann Bishop Ruscoe Collection
Terrell Patterson Memoirs
Milburn Crowe Collection
Frank Watkins Bishop Sr. Collection
Rocconi Diary
Gibert-Knowlton-Lytle Papers- Accretion
Walters-Bobo Papers- Accretion
Records of the Bolivar Co. Historical Society
Kimbrall Family Papers
University Records from Kethley attic