DELTA STATE UNIVERSITY: ANNUAL REPORT
for the Calendar Year 2001

I. UNIT TITLE: Archives and Museum
UNIT ADMINISTRATOR: Meredith Johnston

II. Data and information for department

A. Statistical Overview:

Total Number of Manuscript Collections: 139
Cubic Feet of Manuscript Collections: 449
Total Number of Manuscript Collections added in 2001: 8

Total Number of University Archives Record Groups: 46
Cubic Feet of University Archives: 403
Cubic feet of University Records added in 2001: 29

Total Number of Oral History Interviews: 520

Total Number of Maps: 21

Total Number of Volumes: 259

Visitors to reading room: 195*
(Includes Class Visits)
Visitors to exhibits: 520*
(Includes Class Visits)
Number given tours of building and/or orientation to collections: 176*
Number of patrons given reference service, via e-mail, telephone, or in person: 46*

B. Noteworthy Activities and Accomplishments

- Researched, curated, wrote, mounted, and/or coordinated 4 displays or exhibits (See Appendix A for list).
- Completed MHC funded Oral History projects, Italians in the Mississippi Delta and Civil Rights in the Mississippi Delta
- Visited one university class and spoke about the archives, its mission, and its programs.

* Note: These numbers are almost entirely based on statistics kept from August 27th - December 14th, 2001. 144 visited reading room during this time. 344 visited the exhibits. 176 were given tours of the building. 33 were given reference assistance during these months, 20 of which were in person.
- Hosted 4 university classes and two elementary and two high school classes to view exhibits and tour archives.
- Provided a high level of service to visiting researchers and patrons via telephone, correspondence, and e-mail.
- Hosted 4 Brown Bag Lunches.
- Hosted 2 Exhibit Openings
- Co-sponsored with the DSU History department “Literarily Speaking” Clive Webb Lecture.
- Accessioned 8 new manuscript collections and 3 oral history collections.
- Began producing in-house the newsletter, *Inside the Archives*, with students writing most of the articles.
III. Personnel:

A. Noteworthy Activities and Accomplishments

Meredith attended SAA meeting in Washington D.C. in August.

Meredith contributed an article to the Primary Source.

Meredith spoke to the DAR in April.

Christy Westbrook was hired as AA in August and resigned in September.

Meredith continued to serve on the Board of the Society of Mississippi Archivists

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:
- 46 patrons received reference assistance via e-mail, telephone, correspondence, or in person. Statistics were not kept for Spring and Summer semesters. 33 patrons were served between August 27th and December 14th, 2001.
- Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings.
- Patrons requested photocopies of materials.
- 13 reader registration forms were completed in 2001.
- Worked on eight finding aides.
- Cataloged two collections.
- Rehoused and organized University slides and negatives.
- Completed inventory and listing of University negatives.
- Continued to Rehouse older University Records.
- Continued to Rehouse WSJ Collection.
- Began typing up box inventories to WSJ Collection.
- Began transcribing older oral histories.
- Began transcribing Beito oral histories.

Use of Results:
- The degree of satisfaction of patrons is anecdotal rather than 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 eight manuscript collections during the 2001 calendar year.
- Established contacts and relationships in the community for potential collection donations.
- Spoke to one community organization about the archives, its mission, and its programs.
- Updated the Archives’ web page and began posting finding aches to the site
- Wrote articles about the archives in the form of press releases for area newspapers. Sent the Journal of Mississippi History a list of our new accessions.
- 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.

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 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, spoke to five DSU classes and four public and private school classes about the archives, its mission and programs, and the nature of primary sources.
- Thirteen new reader registration forms were completed and forty-six individuals received reference assistance.
- Wrote articles about the archives for area newspapers and sent list of recent accessions to the *Journal of Mississippi History*.

**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 continue 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 and on statistics form in Reading Room.
- Announcements and articles about exhibits appear in print and broadcasting media.

Actual Results:
- Researched, curated, wrote, mounted, and/or coordinated four 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 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.
- Hosted four campus classes and four public/private school classes to view exhibits.
- Approximately 520 people attended exhibits. This number is not completely accurate. This is due to the failure of Archives Staff (Archivist) to keep statistics for the spring and summer semesters. The above number refers to the visitors from January – August who signed the visitors book, and from August
December visitors who signed the book and were observed on security cameras. This number also includes class visits for that time period. 344 of the 520 were recorded between August 27th and December 14th, 2001.

- Stories from press releases written about the exhibits by the director appeared in local area newspapers and the Society of Mississippi Archivists Newsletter
- Produced exhibit calendar and mailed out to those on mailing list and faculty and staff. Posted flyers on campus bulletin boards. Distributed newsletter on campus.

**Use of Results**

- Will continue to produce exhibits from our own collections and host traveling exhibitions
- 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 Marketing and Media Relations.
- Investigate possibility of obtaining a grant-funded position to coordinate education and outreach activities to local schools.
APPENDIX A

EXHIBITIONS AND PUBLIC PROGRAMMING, 2001

“A Portrait of Miss Emma” November 12, 2000 – March 30, 2001


At our April brown bag interviewees from our MHC funded oral history project Civil Rights in the Mississippi Delta spoke.

At our May brown bag at St. Francis of Assisi Catholic Church in Shaw several interviewees from our MHC funded Italian oral history project spoke.


At our October brown bag lunch Martha Swain spoke on “The New Deal and Mississippi Women.”

At our November brown bag lunch Dr. Bo Morgan spoke on New Deal Politics.
APPENDIX B

ACCESSIONS, 2001

Norton Miller Collection
Steve Lavere Collection - Accretion - LPs/Books/Sheet Music
Kline Bedwell Collection
Dr. David Beito Oral History Collection
Italians in the Mississippi Delta - Oral Histories
Civil Rights in the Mississippi Delta State - Oral Histories
Lower Mississippi River Conservation Commission Records
Mississippi Writers Project - The Mississippi Delta (MHC) - Photos and Bios
The Flood of 1927 (MS. River Flood Control Assoc. 1927) Book
University Records - A/V Department donated Reel to Reel/VHS/Slides/Photos
University Records - Materials pertaining to Potter inauguration