I. **UNIT TITLE:** Archives and Museum

**UNIT ADMINISTRATOR:** Meredith Johnston

II. **Data and information for department**

A. **Statistical Overview:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Manuscript Collections</td>
<td>150</td>
</tr>
<tr>
<td>Cubic Feet of Manuscript Collections</td>
<td>472.40</td>
</tr>
<tr>
<td>Total Number of Manuscript Collections added in 2002</td>
<td>15</td>
</tr>
<tr>
<td>Total Number of University Archives Record Groups</td>
<td>46</td>
</tr>
<tr>
<td>Cubic Feet of University Archives</td>
<td>412.45</td>
</tr>
<tr>
<td>Cubic feet of University Records added in 2002</td>
<td>9.45</td>
</tr>
<tr>
<td>Total Number of Oral History Interviews</td>
<td>691</td>
</tr>
<tr>
<td>Total Number of Maps</td>
<td>21</td>
</tr>
<tr>
<td>Total Number of Volumes</td>
<td>400+</td>
</tr>
<tr>
<td>Visitors to reading room (Includes Class Visits)</td>
<td>181</td>
</tr>
<tr>
<td>Visitors to exhibits (Includes Class Visits)</td>
<td>991</td>
</tr>
<tr>
<td>Number given tours of building and/or orientation to collections</td>
<td>330</td>
</tr>
<tr>
<td>Number of patrons given reference service, via e-mail, telephone, or in person</td>
<td>101</td>
</tr>
</tbody>
</table>

B. **Noteworthy Activities and Accomplishments**

- Researched, curated, wrote, mounted, and/or coordinated 3 displays or exhibits (See Appendix A for list).
- Completed MHC funded Oral History projects, German POWs in the Mississippi Delta
- Talked with 5 university classes about the archives and museum, its mission, and its programs. Three of these were primary source and/or oral history instruction sessions.
- Talked with 13 local public and private school classes, giving them a tour of the museum and one class from Vanderbilt University about the archives and museum.
• Hosted 5 Brown Bag Lunches, 2 exhibit opening receptions and 5 movie nights.
• Accessioned 15 new manuscript collections and 2 oral history collections.
• Produced in-house two issues of Inside the Archives, with students writing most of the articles.
• Continued creating box inventories for the WSJ collection and adding more info to existing database, and inventorying those boxes without cards.
• Completed finding aid for the Lucy Somerville Howorth Collection, the Lower Mississippi Delta Development Commission Papers, The Florence Sillers Ogden Papers, the Doro Plantation Materials, DSTC National Youth Administration Records, The Consumer’s World Collection, The Cleveland Chamber of Commerce Records, a guide to the records of the V.P. of Academic Affairs and a inventory of the AV Dept. visual materials.
• We also continued transcribing the Beito oral histories and our older oral histories.
• We continued organizing and creating a finding aid for the older DSU records.
• We began updating our web site by adding more finding aids and oral history transcripts.
• We assisted 101 researchers via telephone, correspondence, email and in person.
III. Personnel:

A. Noteworthy Activities and Accomplishments

Meredith attended SAA meeting in Birmingham.

contributed an article to the *Primary Source*.

spoke to the Cleveland Exchange Club in March.

attended a digitization workshop at USM.

toured several different archives in Mississippi and in TN. and NC.

was elected as VP/President elect of SMA.

became SAA’s key contact person for MS.

began work toward a Ph.D. in History, by attending a class at Ole Miss.

was appointed by the Governor to serve on the State Historical Records Advisory Board.

Lacy Latham was hired as AA in March.

Lacy began work toward her MBA by attending a class at DSU.

Lacy compiled a manual on scanning.

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:
- 101 patrons received reference assistance via e-mail, telephone, correspondence, or in person.
- Patrons informally expressed satisfaction with reference services and commented on usefulness of holdings.
- Patrons requested photocopies of materials.
- 22 reader registration forms completed.
- Worked on and completed nine finding aids.
- Made finding aids more accessible to researchers by placing them in binders and folders in Reading Room.
- Continued typing up box inventories to WSJ Collection.
- Continued transcribing older oral histories.
- Continued transcribing Beito oral histories.

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. Although we have produced several more finding aids over the past year, there are still many more collections to be completely processed. More attention should be given to processing and cataloging of our manuscript collections.
More emphasis should be placed on mounting more finding aids on our website. Most of our reference requests come from email and most make reference to our webpage.
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 and locations of new manuscript collections will be kept.

Actual Results:
- Added twelve manuscript collections during the 2002 calendar year.
- Completed Rehousing older University Records.
- Continued to Rehouse the Hooks Bros. Collection.
- Completed German POW oral history project
- Established contacts and relationships in the community for potential collection donations.
- Made contact with the Hooks Institute in Memphis about possible collaboration
- Spoke to two community organizations (Cleveland Woman’s Club and Exchange Club) about the archives, its mission, and its programs.
- Updated the Archives’ web page and began posting finding aides 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.

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 thirteen public and private school classes about the archives, its mission and programs, and the nature of primary sources.
- 101 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 three displays or exhibits, all of which incorporated items from our collections.
- 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 five campus classes and 13 public/private school classes to view exhibits.
- Approximately 991 people attended exhibits
- Stories from press releases written about the exhibits by the Archivist appeared in local area newspapers and the Society of Mississippi Archivists Newsletter
- Lacy produced exhibit calendar and Newsletter which were mailed out to those on our mailing list and faculty and staff. Posted flyers on campus bulletin boards.

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, 2002

September 9, 2001 – March 15, 2002


April 5th - May 18th, 2002

“Produce For Victory: Posters on the American Home Front, 1941 – 1945”
This exhibit, which includes 26 reproductions of World War II posters, examines how posters circulated by government and private organizations were key to mobilizing and maintaining stateside support for the war effort.

Opening Reception, Featuring: Live Big Band Music at 6:30pm- Friday, April 5th

Brown Bag: Hollywood Goes to War - Monday, April 8th
Dr. Brian O’Neil, film historian at the University of Southern Mississippi, will lecture on Hollywood’s role in the War effort

WWII Film Series:

Tuesday, April 9th
Sergeant York, 1941. Starring Gary Cooper.

Tuesday, April 16th
African American Heroes of WWII: Tuskegee Fighter Pilots and Black Wartime Radio. (Documentary)

Tuesday, April 23rd
Casablanca, 1942. Starring Humphrey Bogart and Ingrid Bergman

Tuesday, April 30th

Tuesday, May 7th
D-Day to Berlin. (Documentary)

Brown Bag: German POWs in the Mississippi Delta - Tuesday, May 7th:
Participants in the Archives’ recent oral history project concerning the POW camps here in the Delta during WWII will speak about the camps.
September 15 - December 13, 2002

"The Hooks Brothers Collection: A Portrait of 20th Century African-American Life in Memphis, Tennessee"

Brown Bag: Ed Frank, from the University of Memphis- Thursday, October 3
Speaking on the City of Memphis in the 20th Century

Brown Bag: Peter Palmer, from the University of Mississippi- Thursday, October 10,
Speaking on The Memphis Fire and Police Strike of 1978

Brown Bag: Dr. David Beito, from the University of Alabama- Thursday, November 7
Speaking on the Taborian Hospital in Mound Bayou.
Dr. Beito will also be available to sign copies of his book From Mutual Aid to the Welfare State: Fraternal Societies and Social Services, 1890 - 1967.
APPENDIX B

ACCESSIONS, 2002

Non-University

Camp Merigold and McCain POW Camp Records
Yates Family Papers
Gunn Family Papers
Marshall Ramsey Political Cartoons Collection
Merigold High School Photo Albums
Cleveland Woman’s Club Records
Beulah Republican Newspapers - 38 from 1869
The Weekly Yazoo Banner - 1873
German POW Oral Histories
Misc. DSU Clippings Collection
Local Newspaper Clippings and Magazines concerning Various Events
Dr. Wear’s Class Jewish Oral History Project
Calvin R. Simmons Collection

University

75th Anniversary Files
Old Yearbooks and Bulletins from V.P. of Academic Affairs Office
IHII Reports - President’s Office
Archives’ Dept. Records