

Indiana State University

2004 - 2005 Administrative Annual Report

University Archives

Year in Review

Achievements

As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)

RECORDS The organization of institution records is in progress. Transferring and rearranging records and collections for better storage space for new records and collections and expansion of current holdings. Disposition of old records that are no longer useful. **DATABASES** A continuous works in progress on several collections includes scanning and identifying the records from each collection for much easier access to the information that is needed. -Martin Collection: Historical photograph/negative collection from a local photographer that donated over 30k images of ISU events, organizations, athletics, departments, administration, staff, and students from the 1920's -1975. The negatives are being scanned, identified, labeled, sorted, and boxed by type and size. (In Progress) -Athletic Archives Collection: Database listing athletes from any of the athletic programs. Records of individuals will include their sport information and photographs or as much information as can be found and identified on a particular athlete. (In Progress) -Faculty Collection: Beginning with emeriti faculty and then listing any or all faculty this collection will include individual information and photographs as the information is located. (In Progress) -Normal Advance Collection: The first yearbooks of ISU dating from 1875-1929 are the Normal Advances. Due to major preservation issues these are being scanned and identified. These will be put on a disc for viewing and an the database will make it much easier to find information. (In Progress)

COLLECTIONS Several collections have been donated to the Archives this past year from faculty, student organizations and alumni. Currently these are waiting to be processed. Each collection adds value to the ISU information available for researchers or interested patrons **PRESENTATIONS** Presentations allow the history of the university to reach many different people. Staff orientation and University 101 students learn about the history through a power point presentation and handouts of historical facts. Displays usually focus on one person or subject matter allow little known historical facts and information to be presented in a visual setting for people to view. Some of the displays presented were: Dr. Landini's memorial Music Departments Anniversary V-5/V-12 Program from WWII Athletic Sports Reunions Class Reunions Greek Organizations History of TH High Schools **RESEARCH/RECOVER** The Archives helps numerous patrons throughout the year. Emails, phone calls, letters, and walk-ins all require help in locating the information that they desire. Institutional records are also recovered for various departments during the year.

Action Steps

In light of the new [strategic direction](#) of the University can you modify your action steps or develop new action steps that will aid in the implementation of the University's Strategic Indicators?

The University Archives is a department that can enhance the quality of education that a student receives at ISU. Making available research materials that allow for engaged papers, discussions, and presentations in topics of interest found in the archives that can further the students understanding of

that topic, generally relating to ISU. The Archives actions to develop those research materials is vital to the University and the Archive patrons. It will continue to process collections, develop easy accessibility to the information, and broaden the scope of the Archives as it creates new areas of interest for patron research.

Assessment

**What are two ways in which you evaluated the quality or effectiveness in your area last year?
What changes did you make based on those assessments?**

Quality and effectiveness are evaluated by the number patrons that use the Archives for research and the ability to locate the information that is needed. Databases are key to the continuing effort to bring information to patrons and provide finding aids that are vital to locating that information. Patron support (customer service) is a high priority in our efforts to achieve a relationship with a patron and provide them with as much information as can be found.

Future Goals

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Please describe the progress you have made on these action steps.

Future actions should focus on preservation and collection accessibility. A number of collections are in need of preservation assessment and steps need to be taken to find the best way to preserve them for future use. New collections must be obtained and current collections processed and made available. The use and preservation of collections is vital to the history of ISU. It is the major and continuous effort of the Archives to provide for the current and future use of the Archives collections as they truly hold the history of ISU.