

UNIVERSITY OF ILLINOIS ARCHIVES
ANNUAL REPORT
July 1, 2017-June 30, 2018

The report below, with its plethora of statistics and lists of names and activities, may try the patience of many readers, but how else to explain the breadth of the University of Illinois Archives' diverse programs from July 2017 to June 2018? How else to describe the challenges in preserving and making available millions of pages and thousands of gigabytes of data? Yet, even that does not answer the key question: Why do we bother?

Simply put, archives change lives by providing connections to one's heritage, to one's present life. We see this happen every time a collection, a box, or a digital file contains a record that brings history alive for a user who never expected to make a discovery or find a problem-solving record. We see it when an undergraduate visits the archives and finds something so exciting that



Archives' documents provide the catalyst for Dana Rabin and Ashley Taliferro (Junior, Psychology) to discuss political change on campus.

it animates them not only to complete their assignment, but also to follow new paths all because the archives provided a behind-the-scenes look at something they thought they already knew. We see it when the connections found in archives' correspondence lead a scholar to change their research agenda. And we see it when people discover that someone who previously was just a name on their family tree had changed society in a prior era. Witnessing moments when the magic of documents connects with users is the archivist's greatest reward.

1.0 MAJOR ACTIVITIES AND ACCOMPLISHMENTS

1.1 Use. During the past year, the beneficiaries of the University Archives were 3,471 research and reference users whose projects entailed the use of 10,957 record series. These amounts represented an increase of 12.5 percent in the number of users and an increase of 9.5 percent in the number of record series (collections) used. Thus, the overall volume of use of the University Archives via e-mail, correspondence, telephone, and in-person visits remains at high levels. Indeed, over the past 10 years (2007/08 vs. 2017/18), overall use of the collections has grown 36.6 percent, and the number of users served has grown by 51 percent. Data in Table 1 (See Appendix) illustrate the breadth of uses by category of user and purpose of use. Table 2 provides detail on the number and type of records used according to record group (office of origin).

Through 267 public tours, talks, and class presentations this year, the Archives reached nearly 4,198 persons, to whom we presented archival materials or offered interpretations of the histories contained in our holdings. Such in-person and on-site use remains an important part of the University Archives mission and reflects the importance of our role in holding material that is unique in the world. This is the reason for the continued, strong use of the University Archives by individuals not affiliated with the University of Illinois.

In fact, this past year, 62.6 percent of requests for materials (6,857 uses) were from students and faculty of other universities or members of the general public. The scholarly importance of the University Archives holdings is further reflected in the fact that 245 separate universities or

research institutions from 42 separate states and 20 foreign countries and are represented in the use statistics from non-UIUC academic institutions.

Unfortunately, the Library's technology infrastructure for tracking website usage has remained problematic, resulting in structural anomalies that preclude reliable year-to-year comparisons or confidence in the completeness of website-use data. With this caveat, we can say we reached 133,811 persons, with 668,167 page views.

1.2 Collections and Holdings. A combination of faculty, academic professional, civil service, academic hourly, and graduate and undergraduate student staff worked as a team to complete the accessioning or acquisition and processing (arrangement and description) of 898.5 cubic feet of records, personal papers, publications, and association archives, raising the total volume of our processed holdings to 33,556.9 cubic feet (University and ALA Archives combined see Table 4.) For the University Archives, this is the equivalent of 13,325 file drawers, 27.2 million manuscripts, and 21,244 volumes. University Archives holdings include information in all formats: correspondence, reports, publications, photographic prints, negatives and slides, videotapes, motion picture films, audio tapes and disks, and electronic files, whether stored on diskettes or shared file servers. Holdings by type of record and Record Group (office of origin) are listed in Table 5. In addition to these materials in analog format, the University Archives and ALA Archives combined include 16,046 gigabytes of electronic files in the Library's digital repository.

Among the accessions processed this year, the most notable include Intercollegiate Athletics Subject File, Alexander Kutin Balalaika Symphonic Orchestra Music, Survey Research Laboratory Project Files, and LAS Student Academic Affairs Subject File. Series with significant additions included Agronomy Departmental Subject File, Chancellors Budget File, and the International Registry of Reproductive Pathology Research File (Veterinary Medicine). Notable American Library Association processing included *Choice* Retired Reviewer Vitae Files, the Keith Michael Fiels Papers, and the Francis J. Buckley, Jr. Papers.

1.3 External Collaborations. The University Archives continued its four-decade-long practice of holding contracts with external organizations to accession, preserve, and make accessible the records of educational and professional associations for us as academic resources. Our contract partners are: Advertising Council, Alpha Tau Omega Fraternity, American Association of Law Libraries, American Library Association, Art Libraries Society of North America, Association of American Law Schools, and National Council of Teachers of English. These agreements provide continued support for Illinois's ongoing diversification of its research resources for faculty, students, and visiting scholars. In addition, we continue to hold the archives of a number of external organizations based one-time donations to cover initial acquisitions, arrangement, description, and preservation. These include the Alpha Lambda Delta fraternity, American Agricultural Editors Association, Farm Foundation, National Association of Farm Broadcasters, National Panhellenic Conference, Paleontological Society, and Third Armored Division Association.

2.0 PROGRAM ACTIVITIES

2.1 University Archives Reference Services

The University Archives Reference Team of Cara Bertram, Jameatris Rimkus, and Linda Stahnke Stepp handled a high volume of research topics related to the University of Illinois' 150th anniversary for projects from Public Affairs and several specific colleges and departments. With many of these requests coming via email and phone, it highlighted the fact that remote use of archives sources has become higher than on-site research visits. The Reference Team also assisted a class in processing and research on the Roger Ebert Papers and prepared exhibits on both the United Steelworkers Association and Albert Lee.

In addition to seeking answers to historical questions, the Reference Team must routinely conduct time-consuming work of copyright research for image permissions for commercial and non-profit publishers. These requests often require between 6-8 hours of work. This year was particularly demanding because of the many books published for the University's sesquicentennial by the University of Illinois Press and the Alumni Association. The Team also evaluated the usefulness of ArchivesSpace and the new Digital Library as a reference tool from the perspective of both the researcher and the staff.

The Reference Team also faced the challenge of creating new scanning policies for online and newly scanned image requests, and new policies for large or custom PDF orders. This was due to recent library-wide scanning policy changes that resulted in lost revenue to the Archives from scanning.

In addition to other duties, Reading Room staff saw a higher use of Archives space by users looking for public printing and a quiet place to study. Unfortunately, this has made answering email reference questions more challenging because the number of staff available to cover the Reading Room has decreased following an approximate 50 percent reduction in the number of graduate assistants and undergraduate hourly workers.

2.2 Records and Information Management Services, (RIMS)

Led by the Archivist for Electronic Records and Records Management, Joanne Kaczmarek, RIMS is a University System-level unit charged with providing a cohesive approach and support for the effective management of digital records and information resources. It works primarily with information security and data management personnel and collaborates with IT operations at all levels to help clarify requirements for managing administrative digital content. Specifically, RIMS supports department-level records inventories, preparation of records retention/disposal schedules, transfer of records to secure storage for both archival and non-archival materials, oversees all disposal requests for records with the State Records Commission, and develops general records retention schedules in tandem with the University Archivists.

During FY18, RIMS responded to requests for support from over 100 distinct departments at the University of Illinois at Urbana-Champaign and from system-level offices on the Urbana campus. In Urbana, RIMS is currently storing over 2,000 cubic feet of records that are inactive but have not yet met their disposal or transfer requirements. RIMS was also instrumental in securing a contracted vendor agreement with Shred-it® so that all departments and units can purchase secure disposal services through iBuy at a competitive price. RIMS routinely provides presentations at the Urbana IT Pro Forum and also provides presentations to the OBFS Business

Managers meetings and other groups as requested. RIMS also partnered with the Illinois State Archives to explore the use of supervised learning tools for appraising large sets of archival e-records. The final outcome of this project intends to make email messages for the governor's office publicly available in the State Archives and to provide a potentially viable work flow for the University

2.3 Student Life and Culture Archives (SLCA)

Under the direction of Ellen Swain, SLCA undertook a major program initiative to create the Mapping History at the University of Illinois (<https://www.library.illinois.edu/mappinghistory/>), a digital humanities project that takes a multi-layered approach to telling the history of the University through maps, 3D imagery, and archival content. As a collaboration of the SLC Archivist, an architecture professor, and a geographic information specialist (GIS), it presents an interactive narrative of campus history linked to GIS content that includes a digital collection of over 500 maps, blueprints, and drawings of campus, the local community, and Champaign County.

The University's sesquicentennial celebrations coincided with much of FY2018, leading SLCA to hold 40 instruction sessions, including basic overview and introduction to using primary sources, and navigating the archives' database. Presentations on student activism at the University of Illinois were particularly popular and requested by instructors in the English, History, and Urban Planning departments. Other departments served included Applied Health Sciences and Media/Cinema Studies. Also during the sesquicentennial, SLCA created table-top exhibit cases to take collections out of the Archives and into the campus community for 14 events.

Especially important was a March 2017 through October 2018 program of public lectures given by scholars who had published books or academic journal articles on University history. These presentations, held either in the University Archives main Library location or elsewhere on campus and in the community, covered topics including the nature of the students in the University's first 25 years, challenges faced by African-American students in the pre-civil rights and the black power eras, gay and lesbian student activism, administration of student affairs, campus architecture and built environment planning, the first 100 years of the University Press, intercollegiate athletics and the creation of the Big Ten, and Robert and John Gregg Allerton. Numerous tour groups also visited the SLC Archives, including student organizations, alumni groups, high school students, and OLLI (Osher Lifelong Learning Institute) classes. SLC also participated in Quad Day, the Spring RSO Information Fair, and the IPRH.

Important acquisitions included records and external collections from the Bruce Nesbitt African-American Cultural Center. These were processed with gift monies from student administrators from the 1970s. Other notable acquisitions include Muslim Student Association, Black Students for Revolution, and Pandora's Rag Records.

SLCA's ongoing commitment to increase holdings from marginalized communities has met with recent successes by building relationships with a number of organizations, resulting in records from Alpha Epsilon Phi (Jewish sorority), Alpha Kappa Delta Phi (Asian interest sorority), Alpha Phi Alpha (African American fraternity), D'Varim (Jewish student publication), Japanese Student Bulletin, People Like Us and Outpostings (LGBT student publications), and six others.

Also resulting from its concentrated outreach effort were acquisitions from organizations ranging from Support Salaita to the Concrete Canoe Club. SLCA has also instituted procedures for students and alumni to easily donate born-digital content including photographs, videos, digital publications, and social media records.

Consistent with the interests of Stewart S. Howe, whose collection and endowment created the Student Life and Culture Archives, the program continues with its national leadership activities. In 2018 SLCA sponsored and organized the two-day National Archives Conference for Fraternities and Sororities in Indianapolis. It has been a leader in the national Project STAND (Student Activism Now Documented) initiative, an online clearinghouse where academic institutions can provide researchers a centralized access point to find historical and archival documentation on the development and on-going occurrences of student dissent. SLCA serves on its Advisory Board, and its Ethics and Student Outreach committees.

2.4 Sousa Archives and Center for American Music (SACAM)

Despite minimal support staffing, archivist Scott Schwartz's dedicated leadership enabled SACAM to acquire 75.3 cubic feet of new collections and additions to its existing collections as well as 2,230 megabytes of electronic files. The Center also completed the arrangement and description of 97.7 cubic feet of archival and museum collections. It also worked collaboratively with MPAL to manage and process additions to several of their collections. Working collaboratively with Library Digital Preservation staff, SACAM developed a preservation and access strategy for the management of the Scott Wyatt born-digital composition and audio files from the School of Music's Electronic Music Studio.

SACAM answered 695 off- and on-site reference inquiries and 149 duplication requests from 24 states and nine countries, which involved 4,023 record series. It also provided 186 instructional sessions and guided tours of its collections to 2,085 individuals, for a total of 231 hours of instruction. Special instruction was also provided to the Illinois Summer Youth Music Camp and public school students from seven elementary schools from both the local area and as far away as Williamsville, NY.

The Center's extensive public engagement work also included the 2017 Urbana Sweet Corn Festival's One Community Together stage (direct contact with 2,569 individuals over 6.5 hours on August 26, 2017); the fifth annual UNESCO International Jazz Film Festival; the production of four new museum exhibits, one performance lecture, two different concert programs, and the children's programming for the Folk and Roots Festival; the production of monthly radio podcasts for the University Bands on 12 different themes related to John Philip Sousa and his band. With only one full-time professional staff member and two quarter-time GAs, the severely understaffed Sousa Archives continues to surpass the Library and many other campus units in its impact on the citizens of Illinois and the world.

2.5 Faculty Papers/Personal Archives

Since the establishment of the University Archives over 50 years ago, the selection, preservation, and accessibility of the personal/professional archives of faculty members has been fundamental to our mission of documenting the history of the University and our stewardship of research resources of international importance. Thanks to a 1970 action by the Board of Trustees, the collection of faculty papers has been incorporated into our legal mandate. These archives

constitute much of the material that is the major draw for international research inquiries and visiting scholars. Although excellent work on faculty papers was accomplished by the existing archives staff over its first five decades, it was not until 2014 that we were able to make a case that documenting the excellence of University of Illinois faculty scholars required a full-time faculty archivist. Since then, Archivist for Faculty Papers Susanne Belovari has worked strategically to identify key faculty members whose research and university careers require proactive and individualized attention so their records can be appraised, acquired with a Deed of Gift, and then arranged and described to make them accessible. She also has been able to move quickly in those cases where a sudden death or retirement requires quick action before material is discarded or dispersed. As a result, faculty contributions to the university and the world of learning from a broad range of disciplines, from agronomy and architecture to urban planning and women's studies, have been preserved and made accessible through the University Archives.

During 2017-18, the Faculty Papers Archivist continued work with over 60 donors and/or their families from more than 40 departments and three major academic units ranging from the arts, social sciences, and humanities to fields of bioscience as well as a few potential external donors. Two projects were particularly difficult. The appraisal and selection of material of Political Science Professor and Women's Studies pioneer Professor Bernice Carroll was hampered by a lack of a coherent order and poor physical condition, meant the materials had to be reviewed at her second home in Indiana. Equally difficult were the papers of Classics Professor Revilo P. Oliver, who earned as much recognition for his scholarship as for his being a leading organizer, speaker, and author for radical right, white nationalist, and anti-Semitic activities. Beyond the controversial content of his papers, the initial appraisal and accessioning of Oliver's collection were particularly challenging because of their moldy, wet, and dirty condition from having been left in a virtually abandoned house for over 20 years. Nevertheless, once arranged and described, this collection will be valuable for research in his correspondence with like-minded leaders of those movements across the nation and with the general public as well as for the "grey literature" and publications Oliver had collected from across the globe.

Critical to the success of the Faculty Papers Program is the time the archivist dedicates to teaching grad students how to arrange and describe these complex archives, which sometimes arrive in disarray and may contain material in foreign languages. To ensure they are processed professionally and efficiently, the archivist has prepared an extensive teaching and procedural manual.

2.6 American Library Association Archives

Under the direction of Cara Bertram, the American Library Association Archives now total 3,936 cubic feet in 1,619 record series plus 691.3 GB of digital files. She and her team of graduate students continue to work on both physical and digital items from ALA offices and members. Notable acquisitions include photographs and materials from the National Library Legislation Day programming, the Keith Michael Fiels Papers, the Special Libraries Association Science and Technology Section Archives, and the Arthur Plotnik Photographs. Work with ALSC, the Governance Office, and the Washington Office has helped to increase the ALA Institutional Repository (ALAIR) holdings to over 8,000 items in 2018, compared to 1,300 in 2016. The ALA Archives has also worked with the National Joint Conference of Librarians of Color to house their 2018 conference proceedings in ALAIR.

Significant reference work was done for ALA Graphics and ALA Membership Development for the 60th anniversary of National Library Week. The archives continues to work the GLBT Round Table in digitizing their archives and advising them on workflows for acquiring papers in anticipation for their 50th anniversary. Researchers from outside ALA are composed of mostly professors, students, and librarians from all over the United States, and international researchers from Canada, Italy, China, Mexico, Australia, and Japan, some of whom have visited on-site.

2.7 Archives Faculty Resident for Under-represented Collections and Users

As a three-year Archives Faculty Resident, Jessica Ballard arrived in August of 2017, in the midst of projects related to the University's 150th anniversary. Working first with the Student Life and Culture Archives, she engaged with several departments, including Scholarly Commons, the History Department, and the School of Architecture and Design to construct digital story maps for the *Mapping History at Illinois* site. Especially important has been creation of content for the *African American Student Housing Map*, which outlined where black students lived during the segregated times between the 1920s-1950s, as well as black Greek organization, which also housed non-Greek students. She has also created several exhibits for student, staff, and alumni organizations, leading collaboration with the Chancellor's Office for Student Affairs and Office for Diversity Equity and Inclusion. She adds valuable perspectives especially to our community engagement at the same time as she contributed multiple public engagement activities and work in web harvesting, born-digital processing, and oral history.

2.8 Illinois Distributed Museum Project

Since she began work in November 2017, Visiting Illinois Distributed Museum Coordinator Kristen Allen has formed an advisory board, written a mission statement, and created documents outlining scope and format for the pages in this virtual museum. To solicit ideas for and text of content, she has also met with communication officers from the colleges and schools of Liberal Arts and Science, Labor and Employment Relations, Business, Veterinary Medicine, Fine and Applied Arts, Engineering, Law, Applied Health Sciences, and Media. In addition, she has met with nine department heads and others, who have suggested innovations to incorporate into the site. Together with her own research, over 200 exhibit content pages have been identified for inclusion in the virtual museum.

This is an ambitious project, with work proceeding on "exhibits" related to innovations and innovators. These were written by four faculty and staff members, and 10 volunteer student authors. Topics include astronomy, engineering, communications, chemistry, health education, music, and agricultural and consumer economics. All of the existing 52 exhibits have been edited, mostly to add information to meet the new guidelines. There was also work with Library IT to migrate content to a WordPress platform.

3. MAJOR CHALLENGES

3.1 Personnel The most important resource needed for the University Archives to succeed is clearly its dedicated tireless, and creative staff. For 2017-18, our staffing resources were reduced because of an over 60 percent reduction in the requested level of student staff. This compounded the problems of backlogs in analog and digital processing. Although there was stability in the all-important professional and faculty staffing for most of the year, the undercurrent of opposition to the Academic Professional category of employment resulting from initiatives of the State Universities Civil Service System (SUCSS) has created insecurity. We

thus remain concerned about whether we can sustain the momentum created by the five Academic Professionals (AP) whose work and initiatives have been essential to our service, collections, and digital projects. To anticipate the position audits that are likely to come in 2019-20, which could lead to a downgrading of the positions, and to respond to an existing concern about the inappropriateness of the titles held by the existing APs, we began work on new position descriptions and titles for these positions. Meanwhile, by Summer 2018, two of the APs sought and found positions elsewhere.

These staffing challenges are compounded by an overall lack of professional staffing for core program areas. Especially important is the need for an additional 1.0 FTE professional to support user services and the extensive public engagement activities of the Sousa Archives and Center for American Music. Further, the success of the Faculty Papers program requires at least a 1.0 FTE graduate assistant or graduate hourly staff, a need that has been met only partially by reassigning student staff who are needed for official records processing, general reference, and user services. As a result, records processing backlogs are growing, campus offices have to defer transfer of records, and we lack the personnel to staff service points and provide security oversight of our holdings.

3.2 Assistant University Archivist As the FY 2019 year began, it became apparent that Assistant University Archivist Christopher Prom may depart for a four-year term as Associate University Librarian. Although some may wonder why one would leave the glories of archives for the unglamorous work of library administration, the loss will be greater than just the loss of one full-time person for work with users and donors. For more than a decade, this “assistant” position has effectively functioned as an “Associate Director” as well as carrying significant responsibility for the tools that constitute the Archives’ descriptive system, our digital programs, including so-called “Digital Library” contributions, campus e-mail capture and preservation, analog processing backlog reduction, collaboration with other Archives faculty and AP digital projects, and the ALA Archives. “Backfill” relief has been promised by Library administration, but since it will only be at the AP level following the several months necessary to complete a successful search, this “backfill” will be inadequate to make up for the loss.

3.3 Space and Facilities

Captain Kirk’s view of “space, the final frontier” suggests a going-beyond the present to some brave new future. Instead, for the University Archives, the physical limits of our space represents a major obstruction or barrier to our being able to acquire the records of today for the users of tomorrow. For more than a decade, the Library’s Oak Street High-Density Storage Facility has provided significant space to handle the bulkier accessions. This has enabled us to respond to University offices needing to clear out records of enduring value and to ensure that important personal archives of faculty and alumni can be preserved for our ever-growing user community. Unfortunately, the Library’s own needs for space to handle its growing collection and commitments as part of multi-university consortia mean that Oak Street will not be able to handle the volume of material that the Archives needs to add for us to continue to be a viable program. Given that our Archives Research Center (ARC) in the Horticulture Field Lab building, which has been our principle expansion area since the mid-1990s, is also reaching capacity, we hope that an administrative solution can be found before we have to reinstitute the moratorium on University records transfers and personal papers collections that happened in the late 1980s and early 1990s. Meanwhile, only two years after its completion, the new

environmental system at our ARC has yet to prove it can achieve preservation quality temperature and humidity conditions. At the same time, the environment in our Main Library basement location (Room 19-21) remains essentially uncontrolled except for some industrial-sized dehumidifiers to preclude the worst of damage from excess moisture.

3.4 Ongoing Challenges. Looking ahead, the University Archives faces three overall challenges: 1) the continuing trend of campus records creators acting as their own records clerks, resulting in a scattering of electronic records “caches” with little structure and virtually no accessibility; 2) concerns and resistance to archival approaches in the digital environment as faculty and some administrators fear that their digital space is being violated by the need for standardization in support of eventual archival capture of what they deem to be their private works; 3) balancing the differences among the programs, priorities, and resource needs of the Archives’ constituent projects (outstanding user services, faculty papers, RIMS, SLCA, and SACAM) amidst the constraints of the physical separation of these sub-units in three buildings and of their sometimes competing needs.

4. PROGRESS MADE ON UNIT ANNUAL GOALS FOR FY18

See Sections 1-2 above.

5. UNIVERSITY ARCHIVES ANNUAL GOALS FOR FY2019

5.1 Ensure that the University Archives’ complex space, environmental, growth, identities, and multiple program areas and constituencies are properly addressed in the current planning for the “Main and Undergraduate Library Building.” Find a way to remedy the serious inadequacies of the current proposal, particularly related to sufficiency and adjacency of space and environmental requirements.

5.2 Ensure that University responses to SUCSS concern about academic professional positions does hinder effectiveness of our operations, which depend on the current, very talented pool of APs.

5.3 Secure approval for searches and recruit a strong pool of faculty and academic professional staff to fill the multiple vacancies we have experienced in 2018.

5.4 Continue to provide a high level of reference and research service while maintaining or reducing size of processing backlog.

5.5 Continue collaboration with the RIMS to ensure that the emails of senior administrators are copied to a secure server, and begin assessing tools for examination of those emails during an embargo period so that we will be equipped to segregate items needing restriction as well as those routine items not meriting archival retention.

5.6 Work with Library Facilities to fulfill a four-year old plan to install security cameras and an alarm system at Horticulture Field Lab.

6. ROSTER OF PERSONNEL

Faculty and Academic Professional:

Director and University Archivist: William J. Maher, December, 1977 –
 Assistant University Archivist: Christopher Prom, January, 1999 –
 Archivist for Student Life and Culture: Ellen Swain, September, 1999 –
 Archivist for Electronic Records: Joanne Kaczmarek, September, 2002 –
 Archivist for Music and Fine Arts: Scott Schwartz, September, 2003 –
 Archival Operations and Reference Specialist (.50): Linda Stahnke Stepp, March, 2006 –
 Archival Reference and Accessioning Specialist: Jameatris Rimkus, June, 2012 –
 Archivist for Faculty Papers: Susanne Belovari, November, 2014–
 Science and Technology and Digital Archives Specialist: Bethany G. Anderson,
 December, 2012–September 2018
 Archival Operations Specialist (.50) and ALA Archives Specialist (.50): Cara Setsu
 Bertram, January, 2013 –
 Archival Operations and Reference Specialist–Archives Research Center: Anna
 Trammell, August 2015-July 2018
 Academic Resident: Jessica Ballard, August 2017-August 2020
 Illinois Distributed Museum Coordinator (visiting): Kristen Allen, November 2017-

GRADUATE ASSISTANTS/SUMMER GRADUATE HOURLY			
Name	FTE	Source of Funds	Assignment
Sarah Brewer	.50	American Library Association	Arrangement and description; onsite and remote reference; digitization; outreach projects (blog posts, social media, exhibits)
Heidi Charles	.25	Alpha Tau Omega Fraternity (national)	Arrangement and description; onsite and remote reference; digitization and outreach projects
Cory Davis	.25	University Library	SACAM: reference, arrangement and description, digitization, tours SACAM Collections and related public engagement activities
Salvatore De Sando	.50	American Library Association	Arrangement and description; onsite and remote reference; digitization; outreach projects (blog posts, social media, exhibits)
Brinna Michael	.25	University Library	Analog records processing and digital records ingest, reference
Maia Perez	.25	University Library	SACAM: reference, arrangement and description, digitization, tours SACAM Collections and related public engagement
Holly Pletka	.25	University Library	Reference, analog records arrangement and description

GRADUATE HOURLY			
Olivia Hagedorn	.4	University Library	Faculty Papers arrangement and description
Alicia Hopkins	.25	Howe Endowment (SLCA), and private donor	SLCA arrangement and description, reference, oral history processing
Carolina Ortega	.3 (2.5 months)	Collection donor	Arrangement and description of external collection acquired via Faculty Papers
ACADEMIC HOURLY			
Sarah Harris	~.25 (4 months)	University Library and Turyn Professorship, Werner Gren Grant.	Digital processing; faculty papers processing
Sarah Harris	.42 (5 months)	University Library-NEH Challenge Grant	Arrangement and description of analog records
John Milano	.47 (5 months)	University Library-NEH Challenge Grant	Arrangement and description of analog records
Joyce Meyer	~.2	American Association of Law Libraries	Arrangement and description, web harvesting, research and reference, and user support
Joyce Meyer	~.2	Art Libraries Society of North America	Arrangement and description, research and reference, and member support
Joyce Meyer	~.2	Association of American Law Schools	Arrangement and description, web harvesting, research and reference, and headquarters support
Katie Nichols	.28	Advertising Council	Arrangement and description, web harvesting, research and reference, and user support
Katie Nichols	.17	Archives Service Orders	Scanning and metadata creation for user orders of copies of materials from the University Archives' holdings
Katie Nichols	.25	ISchool payment for Archivist's teaching, gift funds	SACAM: reference, arrangement and description, digitization, tours SACAM Collections and related public engagement activities

APPENDIX: Statistical Tables on Use and Holdings of the University Archives

Table 1: Trends in Type of User and Purpose of Use: (FY18 vs.17vs 2007/08)

	2017/18	2016/17	Gain/ Loss (-)	Percent Change	2007/08	Gain/ Loss (-)	Percent Change
DATA ON NUMBER OF SERIES USED							
User Type							
Illinois Faculty	672	546	126	23.1%	836	-164	-19.6%
Staff	1305	993	312	31.4%	874	431	49.3%
Grad. Students	711	930	-219	-23.5%	1011	-300	-29.7%
Undergrads	1412	742	670	90.3%	1174	238	20.3%
Public	5469	5302	167	3.2%	2922	2547	87.2%
Non-Illinois Faculty	955	890	65	7.3%	747	208	27.8%
Non-Illinois Students	433	601	-168	-28.0%	460	-27	-5.9%
Total by Type	10957	10004	953	9.5%	8024	2933	36.6%
PURPOSE OF USE							
Purpose of Use	2017/18	2016/17	1 Year Gain/ Loss	1 Year Percent change	2007/08	10 year Gain/ Loss	10 year Percent change
Dissert/Thesis	237	365	-128	-35.1%	439	-202	-46.0%
Hist Research	4049	3830	219	5.7%	3680	369	10.0%
Course Paper	843	473	370	78.2%	663	180	27.1%
Classroom	1532	1187	345	29.1%	1040	492	47.3%
Administrative	1891	1438	453	31.5%	1337	554	41.4%
Personal/ Public Engagement	2405	2711	-306	-11.3%	865	1540	178.0%
Total Purpose	10957	10004	953	9.5%	8024	2933	36.6%
USER DAYS:							
Rm 19 Library	1545	1349	196	14.5%	1206	339	28.1%
Sousa	884	864	20	2.3%	452	432	95.6%
HFL/ARC	1042	876	166	19.0%	641	401	62.6%
Total Users	3471	3089	382	12.4%	2299	1172	51.0%

Table 2: Use by Type and Provenance of Records

Record Group	Administrative Unit	Office Records	Personal Papers	Publications	Electronic Resources	Record Group Tot.
0	General/About Univ	0	0	7	6	13
1	Board of Trustees	31	11	80	48	170
2	President's Office	159	29	42	12	242
3	Council of Admin.	1	0	0	0	1
4	Senate	18	0	19	2	39
5	V-P Academic Affairs	5	1	1	3	10
6	V-P Financial Affairs	8	0	0	0	8
7	Graduate College	10	2	7	1	20
8	College of ACES	51	73	32	10	166
9	College of Business	2	12	1	1	16
10	College of Education	3	9	3	0	15
11	College of Engineering	21	60	16	35	132
12	College of Fine and Applied Arts	47	3095	32	16	3190
13	College of Media	87	7	1	6	101
14	College of Law	2	22	2	4	30
15	College of Liberal Arts and Sciences	42	190	13	25	270
16	College of Applied Health Sciences	47	25	1	18	91
17	Veterinary Medicine	0	3	1	2	6
18	Library & Information Science	9	0	0	3	12
19	Social Work	0	0	0	0	0
20	Aviation	0	2	1	0	3
21	Government & Public Affairs	0	0	0	0	0
22	Labor and Employment Relations	0	5	6	0	11
23	Environmental Studies	1	0	0	0	1
24	Chancellor's Office	21	0	2	10	33
25	Admission and Records	54	10	68	21	153
26	Alumni Association	215	347	57	72	691
27	Armed Forces	0	1	3	1	5
28	Intercollegiate Athletics	15	12	21	8	56
29	Civil Service System	0	0	0	0	0
30	Mothers and Dads Associations	0	0	1	1	2
31	Continuing Educ. & Public Service	6	0	1	0	7
32	UI Foundation	2	0	0	0	2
33	Health Service	0	0	0	0	0
34	Legal Counsel	2	0	0	0	2
35	University Library	45	44	3	6	98
36	Personnel Services	1	0	0	0	1
37	Facilities & Services	95	1	10	5	111
38	University Press	7	6	47	2	62
39	Public Affairs	252	3	14	310	579
40	Retirement System	0	0	0	0	0
41	Student Affairs	311	401	390	162	1264
43	Natural History Survey	1	3	0	0	4
44	Geology Survey	1	3	0	0	4
45	Water Survey	0	5	0	0	5
48	Faculty Organizations	43	40	1	0	84
49	Galesburg Campus	0	0	2	2	4
50-59	Medical Center	0	0	0	3	3
60-69	University of Illinois at Chicago	0	0	0	0	0
	Column Total	1603	4422	885	795	7717
				Amer. Library Assoc Archives		490
				Reference File		837
				Reference Book		271
				General Inquiry		1642
				Total Use		10,957

Table 3 Summary of Holdings by Type of Record

	2016-2017		2017-2018		
Material Type	# of Series/ Collections	Volume (cu. ft.)	Volume (cu. ft.)	# of Series/ Collections	GAIN/LOSS
UNIVERSITY ARCHIVES					
Official Records	1,915	14,956	15,330	1,964	373.6
Personal Papers	1,545	9,268	9,640	1,578	371.9
Publications	2,539	2,469	2,484	2,553	14.7
Official Records: Non- University	457	2,146	2,182	464	36
UA Subtotal	6,456	28,839	29,635	6,559	796
ALA ARCHIVES					
Material Type	Count	Volume (cu. ft.)	Volume (cu. ft.)	Count	
Official Records	935	2,885.3	2953.1	944	67.8
Personal Papers	230	435.2	456.8	230	21.6
Publications	436	498.9	525.7	445	26.8
ALA Subtotal	1,593	3819.4	3935.6	1619	116.2
Total UA & ALA Official Records					
	3,307	19,987.1	20,464.5	2,363	477.4
Total UA & ALA Personal Papers					
	1,767	9,703.0	10,092.6	1,796	389.6
Total UA & ALA Publications					
	2,975	2,968.2	3,009.7	2,998	41.5
	8,049	32,658.4	33,556.9	8,174	898.5

RG No.	RECORD GROUP	OFFICIAL RECORDS		PERSONAL PAPERS		PUBLICATIONS		TOTALS	
		SERIES	VOLUME	SERIES	VOLUME	SERIES	VOLUME	SERIES	VOLUME
0	Information about University by Non-University Sources	2	2.6	1	0.2	17	22.8	20	25.6
1	Trustees	30	255	19	30.1	8	38.2	57	323.3
2	President	131	1925.4	28	146.5	47	21.9	206	2093.8
3	University Council	3	19	0	0	0	0	3	19
4	Faculty and Student Senate	45	165.1	0	0	47	13.2	92	178.3
5	Academic Development	28	336	5	21.2	18	12.6	51	369.8
6	Business & Financial Affairs	41	496.9	4	4.1	28	26.5	73	527.5
7	Graduate College	61	511.1	8	23.3	65	68.57	134	602.97
8	Agricultural, Consumer & Environmental Sciences	174	1397.6	157	413.75	375	249.4	706	2060.75
9	Business	49	225	53	236.5	99	47.9	201	509.4
10	Education	59	385.9	38	141.8	108	46.5	205	574.2
11	Engineering	112	539.23	112	568.31	203	166.13	427	1273.67
12	Fine Arts and Applied Arts	116	1167.95	176	2126.9	115	182.5	407	3477.35
13	College of Media	78	504.6	20	156.4	37	13.5	135	674.5
14	College of Law	142	379.8	15	58.2	23	14.5	180	452.5
15	Liberal Arts and Sciences	235	1023.4	298	2552.43	308	162.4	841	3738.23
16	Applied Health Sciences	31	188.7	17	83.4	50	16.4	98	288.5
17	Veterinary Medicine	9	86.8	3	94.5	27	11.8	39	193.1
18	School of Information Science	46	416.4	16	96.4	43	21.3	105	534.1
19	School of Social Work	3	9.5	2	42.3	5	0.7	10	52.5
20	Institute of Aviation	11	37.3	2	2.1	15	2.7	28	42.1
21	Institute of Government & Public Affairs	3	21.6	1	51	16	4.1	20	76.7
22	Labor & Industrial Relations	7	64.5	10	34.7	21	10.3	38	109.5
23	Environmental Studies	1	7	0	0	12	5.4	13	12.4
24	Chancellor's Office	63	819.82	4	22.3	51	33.1	118	875.22
25	Admissions & Records	49	836.7	3	3.2	51	47.6	103	887.5
26	Alumni Association	63	525.9	203	1066.3	34	263.85	300	1856.05
27	Armed Forces (ROTC)	11	6.5	3	1.3	13	2.2	27	10
28	Div. Intercollegiate Athletics	23	224.7	11	24.2	44	51.4	78	300.3
29	University Civil Service	0	0	0	0	6	1.3	6	1.3
30	Dads & Mothers Association	5	30.8	0	0	8	2.5	13	33.3
31	Continuing Education & Public Service	12	14.4	7	13.2	73	20.8	92	48.4
32	University Foundation	12	41.6	0	0	15	5	27	46.6
33	Campus Health Service	3	2.4	1	0.4	10	3.1	14	5.9
34	Legal Counsel	4	103	0	0	0	0	4	103
35	University Library	141	680.15	61	299.5	53	328.8	255	1308.45
36	Personnel Services	2	10	0	0	20	3.4	22	13.4
37	Facilities and Services	39	713	6	1006.7	47	19.72	92	1739.42
38	University Press	3	4.1	2	12.9	13	223	18	240

Table 4: Holdings by Record Group (office of origin) and by Type of Record									
RG No.	RECORD GROUP	OFFICIAL RECORDS		PERSONAL PAPERS		PUBLICATIONS		TOTALS	
		SERIES	VOLUME	SERIES	VOLUME	SERIES	VOLUME	SERIES	VOLUME
39	Public Information	32	409.2	5	5.3	16	12.8	53	427.3
40	Retirement System (SURS)	0	0	0	0	12	1.8	12	1.8
41	Student Affairs	469	2686.35	271	240.4	177	185.05	917	3111.8
43	Natural History Survey	22	69.4	6	30.4	18	7.7	46	107.5
44	Illinois State Geological Survey	1	3.6	4	15.4	22	15	27	34
45	Illinois State Water Survey	3	36.1	0	0	11	7	14	43.1
46	Illinois Sustainable Technology Center	3	2.1	0	0	0	0	3	2.1
48	Faculty Organizations	37	105	1	0.6	6	57.4	44	163
49	Galesburg Campus	2	7	0	0	12	1.6	14	8.6
50	Med. Center-Administration	5	0.9	0	0	40	6.2	45	7.1
51	Medical Center-Dentistry	0	0	0	0	7	1.4	7	1.4
52	Medical Center-Medicine	5	11.9	5	13.5	30	7.5	40	32.9
53	Medical Center-Nursing	0	0	0	0	4	0.4	4	0.4
54	Medical Center-Pharmacy	0	0	0	0	12	1.6	12	1.6
55	Medical Center-Aeromedical Laboratory	0	0	0	0	0	0	0	0
56	Med. Ctr.-Disabled Children	0	0	0	0	2	0.2	2	0.2
57	Medical Center-Research and Educational Hospitals	0	0	0	0	5	0.5	5	0.5
58	Medical Center-Institute for Tuberculosis Research	0	0	0	0	1	0.1	1	0.1
59	Med.Center-Graduate College	0	0	0	0	2	0.9	2	0.9
60	Univ. of Illinois at Chicago	2	0.4	0	0	36	10.3	38	10.7
61	Chicago-Architecture and Art	0	0	0	0	0	0	0	0
62	Chicago-Business Administration	0	0	0	0	1	0.1	1	0.1
63	Chicago-Education	0	0	0	0	1	0.1	1	0.1
64	Chicago-Engineering	0	0	0	0	1	0.1	1	0.1
65	Chicago-Lib Arts & Sciences	0	0	0	0	4	0.4	4	0.4
66	Chicago-Health, Physical Education & Recreation	0	0	0	0	2	0.2	2	0.2
67	Chicago-Graduate College	0	0	0	0	6	0.6	6	0.6
	Totals	2,428	17,511.4	1,578	9,639.69	2,553	2,484.02	6,559	29,635.11

TABLE 5: Facilities, Locations, and Holdings †				
Location	Square feet	Capacity cu. ft.	Processed cu. ft.	Percent Occupied
Room 146, Staff & public space	3044.9	N/A	N/A	N/A
Room 146 Library, Collection Storage Space	2570.2	1,722.5	1,067.4	62%
Room 19-21 and former Search room	6772.0	6,229.0	5,201.5	84%
Library Bookstacks Basement	360.0	360.0	285.6	79%
Child Development	2048.0	4,026.0	1,121.0	28%
Research Center (HFL)				
Stacks†	11314.0	21,167.9	17,499.1	83%
Office & Reference	2500.0	671.0	570.7	85%
Space Assigned to Others:				
Band Building	103.0	103.0	446.8	434%
Law Library	161.0	161.0	332.0	206%
Oak Street	n/a	n/a	6,653.0	
TOTALS:	28,873.1	34,440.4	33,177.1	77%

*Note: Total volume in Table 7 does not match the total of processed archives listed in Table 4 above because of discrepancies in what is recorded in the Collection management database versus volume recorded in the Location database. Reconciliation is pending the writing and execution of a query to audit the databases.