

# Mudd Manuscript Library Annual Report, FY2011

## Summary

The staff at Mudd Library had a very successful year in 2011 with notable highlights that include:

- Hired one project archivist for the University Archives project and another for the Public Policy Papers
- University Records Manager hired in January and among many things, with other staff, began planning for an electronic records management program
- Hired an SCAV for public services to replace the departing SCAV
- ACLU project commences and addresses more than 1,100 linear feet of records as part of NHPRC-funded processing project
- Fundraising for *The Daily Princetonian* digitization completed and the project winds down with 18 of 19 batches scanned and almost all years from 1876-2002 now online
- University Archives audiovisual materials made available via the web on a new blog, *The Reel Mudd*
- More than 1,000 linear feet processed and described with online records and finding aids
- A record 202 accessions of over 400 linear feet received, including the long awaited Margaret Tutwiler journals
- Continued high level of use of collections, both in-house and remote, with great degree of patron satisfaction, with PDF requests surpassing paper copies.

## Major Activities

### Public Services

In the past year, the staff of the Mudd Manuscript Library served 1,934 patrons, 212 of whom had visited Mudd prior to FY11 and 777 who were new researchers. We circulated 9,586 items (3,141 University Archives boxes/items, 6,350 Public Policy Papers boxes/items, 93 Gest rare books and 2 other items). For more on particular collections used, see Appendix B: Most used Archives and Policy collections in FY2011. Staff also filled 398 photocopy orders totaling 45,253 pages, of which 232 orders were delivered as PDF files totaling 28,128 pages and 166 orders were fulfilled on paper, totaling 17,125 pages. This was our first full year offering PDFs in lieu of paper and it is not surprising that it is the preferred method for the majority of our users. Scanning continues to be the default method by which we provide images for patrons and last year we filled 105 orders for 383 scans.

We responded to over 1,795 pieces of correspondence (including 1,214 pertaining to the University Archives and 550 to the Public Policy Papers; 28 requests for permission to quote) which arrived as follows: 1,452 e-mail; 298 telephone; 37 surface mail; 4 via fax, and 4 oral inquiries.

Individual correspondence totals: Maureen Callahan, 14; John DeLooper, 124; Kate Dundon, 5; Lynn Durgin, 106; Adriane Hanson, 119; Amanda Hawk, 35; Regine Heberlein, 17; Dan Linke, 302;

Christie Lutz, 219; Nicole Milano, 4; Christie Peterson, 86; Anne Marie Phillips 4, Amanda Pike, 508; Dan Santamaria, 90; Kristen Turner, 47; Helene van Rossum, 18; Rosalba Recchia, 97.

The staff also responded to more than 640 brief telephone calls.

Collectively, the staff worked with 14 different classes relating to junior papers and other research/writing projects with a total of 198 attendees.

In addition, quite a number of visitors took advantage of Mudd's digital camera program as 262 patrons photographed 5,582 items from our collections, totaling approximately 117,800 images.

It should be noted that while these numbers are on par with other years, the public services operation underwent significant stresses during the year. Amanda Hawk, who, like her last name implies, was fast and keen-eyed in dealing with her reference duties, left us in August to attend graduate school, just before Christie Lutz took an unplanned medical leave. Fortunately, Hawk's replacement, Amanda Pike, started at just about that time. We were happy with both Pike's timing as well as the fact that she brought her own thorough and professional nature to the position. Until Christie's return in January, Amanda ably oversaw the Mudd email account, a sizable task for anyone, but especially for someone new to Mudd's operations. Throughout the year, we received accolades from patrons for the quality of the reference services we provided.

## Technical Services

Fiscal Year 2010 was a transitional year in Mudd Library Technical Services, with Christie Peterson and Maureen Callahan hired in September and February respectively to fill open positions and with Lynn Durgin taking and returning from family leave. April marked the first time that all Mudd Library Technical Services positions were filled with full-time staff members since 2008. A search for an SCAII to assist with the ACLU processing project also began in late spring 2011. Despite staffing issues, well over 1,000 linear feet was processed and described with online records and finding aids in FY2011, with another 1,123 linear feet addressed by the ACLU processing project that will be available by the end of FY2012.

### *Processing: Public Policy Papers*

The main focus of Public Policy Papers processing in FY2011 was the NHPRC-funded ACLU grant project, led by Adriane Hanson, which is on schedule for completion by the end of June 2012. The entire group of records, more than 2,400 linear feet has been surveyed, and described at the box level. The first round of inventories for the project (Series 2, 3, 5 and 6; a total of 1,123 linear feet) is complete. Inventories are a mix of box and folder level description. Since the project was substantially ahead of schedule, we then analyzed the inventories and identified 100 linear feet that had been inventoried at the box level but have better subject access if inventoried at the folder level. The students have created folder lists for half of these boxes, and the work will be finished in August 2011.

Other Policy processing projects include the Harold Medina papers, which were recalled from ReCAP with a plan for processing developed by Maureen Callahan; processing is scheduled for

completion in fall 2011. The Harold Hoskins and Leo Crespi papers will also be finalized by Dulles Fellow Kate Dundin by the end of summer 2011.

*Processing: University Archives*

University Archives processing had a strong year due to the hiring of Christie Peterson as University Archives Project Archivist. Since her start in mid-September 2010 Peterson has surveyed all University Archives collections, and formulated a processing plan to ensure that all finding aids for University Archives collections larger than 2 linear feet will include inventories by the end of 2012. Major collections and groups of collections addressed in 2010 include additions to the theater collections, eating club records, and oversize material. A total of 69 collections and 811 linear feet were addressed in some form in FY2011.

*Accessioning: Public Policy*

The Public Policy Papers processed 40 accessions (227 linear feet) in FY11. Highlights include:

- American Civil Liberties Union Accruals
- James A. Baker Papers Accrual
- Council on Foreign Relations Accrual
- Project on Ethnic Relations Records (including over 8 GB of electronic records)
- Norman Ryder Papers
- Kristen Timothy Papers
- Margaret Tutwiler Journals
- Elmer Werner Papers

Our revised accessioning procedures, begun in 2008, continue to be employed. This requires a baseline level of processing for everything received at the library and continues to require a substantial amount of work on accessioning new material. As such, we continue to count the linear footage total above as processed material.

*Accessioning: University Archives*

In FY11, the University Archives accessioned 162 collections or items, a total 185.11 linear feet of records. Highlights include:

- A 1765 document signed by Richard Stockton when he served as a trustee of the college
- A wide range of reunion material from alumni
- Audio recordings of WPRB's broadcast of the Vietnam War teach-in
- Auxiliary to the Isabella McCosh Infirmary Records
- Log of Princeton Scientific Expedition of 1866 by Walter Lowrie Hervey '1886
- Office of Government Affairs Records, Princeton Plasma Physics Lab Files
- Photographs of dance at Princeton collected by Professor Ze'ev Cohen
- Princeton in Africa Records

- The Dr. and Mrs. Arnold S. Breitbart Collection on Moe Berg

All accessions received in FY2011 have been formally accessioned, but description of University Archives accessions fell several months behind in 2011 due to staffing levels. We have developed a plan that will allow for the description of all 2011 University Archives accessions by fall 2011.

Lynn Durgin also created a greatly expanded section on the Mudd website regarding transfers and donations to the University Archives including new inventory templates.

#### *Other*

We accepted 354 dissertations and over 1,185 senior theses in FY11 under the supervision of Lynn Durgin. Durgin has also invested significant time preparing for the shift to electronic submission of dissertations beginning in Fall 2011.

Adriane Hanson managed the *Daily Princetonian* Digitization Project which was nearly complete by the end of the year. Maureen Callahan developed an initial plan for digitization of the *Princeton Weekly Bulletin*; the project is scheduled to begin in fall 2011.

Dan Santamaria and Maureen Callahan continued to provide support to other departments in the Library who are now creating EAD finding aids, such as the Engineering Library and the Latin American Ephemera projects.

RBSC's Best Practices for EAD guidelines were revised and Callahan converted the document to wiki format which allows for easier maintenance and revision. As part of the RBSC EAD Working Group, Callahan and Santamaria also made contributions to the development of a framework for delivering EAD data via Primo and also authored a proposal for a redesign of the EAD website in FY2012.

Staff, particularly Hanson and Peterson, tested and evaluated Archivematica for possible implementation as an electronic records and digital preservation tool.

### **Digital Projects, Content, and Delivery**

Mudd staff continued work to increase our digital content in FY11. We continued a pilot project to digitize collections using our photocopier's capacity to scan directly into PDF files.

Utilizing OIT's Webspace we accessioned over 8 GB of electronic records from the Project on Ethnic Relations Records and made them available via the online finding aid for the collection.

Maureen Callahan investigated the Zeutschel imaging station acquired last year and developed image specifications and workflow. We hope to implement these recommendations in the fall.

Christie Peterson oversaw the creation of structural metadata for volumes 3-8 of the Trustees Minutes Digitization Project. Related to this, working with the University Secretary's office and OIT, we began scanning 20<sup>th</sup> century Board of Trustees minutes for ingest into OnBase, which will OCR them. Linke also worked with the Secretary and President's office to reduce the restriction on the Trustees minutes from 50 to 40 years.

The Digital Library studio completed the imaging of the Historical Photograph Collection: Grounds and Buildings series (erroneously reported last year), volumes three to eight of the Trustees Minutes, and Mudd's Political Cartoon Collections, though these images are not yet available online due to the redesign of the Princeton University Digital Library, and, in some cases, the inability to of the PUDL to utilize EAD as a descriptive metadata format.

## Records Management

In January 2011, we hired Anne Marie Phillips as the first University Records Manager, kicking off the development of a formalized records management program for the university. Anne Marie spent the first three months meeting with administrative and academic department staff to determine what were the most urgent records needs and to provide preliminary instruction to those who wanted to move ahead and implement recommended filing system and records retention practices. These interviews and instructional sessions led Anne Marie to identify financial records as the first group of records to address at a university-wide level, as every departmental manager has financial accounting and reporting responsibilities and the attendant records issues. To make progress in this area, Anne Marie, Dan Linke, and Dan Santamaria met with the Vice President for Finance and Treasurer, Carolyn Ainslie, and her direct reports to discuss the project, and the result has been that Anne Marie has been working closely with finance and treasury staff to clarify central and departmental needs for financial records and creating retention and disposition policies for these records.

Anne Marie has continued to work with departmental staff across the university addressing the management of both financial and non-financial records, conducting individual and group training in the areas of file system development and the application of retention and disposition schedules. She has also begun creating infrastructure for the records management program including creating records schedules, establishing methods of communicating records management information, and building partnerships with university staff with value to add to the records management program development process.

During the first six months of the records management program, Anne Marie:

- Met with thirty academic and administrative departments to gather information and provide advice and training;
- Worked with Finance and Treasury and Audit and Compliance to identify and address the highest priority financial records of the university;
- Created a records management blog, [Just for the Records](#), to disseminate records management information to the Princeton community;
- Delivered a specialized records management presentation to the staff of the Teacher Preparation Program;
- Represented the records management program at a sustainability open house for the residents of 701 Carnegie, discussing the positive environmental effects of good records management;
- Developed a relationship with the PU Storage Facility staff and identified how the records management program will mesh with the records center function of the PUSF;

- Worked with Facilities staff to address records issues raised in the process of a major reorganization in their workflow; and
- In conjunction with the Linke and Santamaria, began planning for an electronic records management program.

## Collection and Financial Development

See the sections on accessioning within the Technical Services portion of this report for collections of note acquired in this fiscal year. In addition, during the past year gift agreements were signed with Edward Djerejian (who served as Ambassador to both Syria and Israel) and James Hoge (the outgoing editor of *Foreign Affairs*), though no documents were delivered during the fiscal year.

Linke finished raising money for the digitization of the *Daily Princetonian*, with over a quarter of a million dollars accrued for this project.

The James Baker Oral History Project completed seven additional interviews with Susan Baker, Edward Djerejian, Francoise Djerjian, Marlin Fitzwater, John Major, John Sununu, and Robert Zoellick.

## Exhibitions, Public Relations, and Outreach

The John F. Kennedy exhibition assembled by Nicole Milano in August 2010 was very well-received, so much that we extended its run through the end of August 2011. In addition, in March Mudd co-hosted a panel with the Woodrow Wilson School entitled “JFK and Civil Rights: 50 Years After” that filled Dodds auditorium. John Doar ’44 and Nicolas Katzenbach ’45 were the highlights of the panel that reminisced about their service in US Justice Department in the first half of the 1960s. A dinner in the Garden Room at Prospect followed where over 50 people dined with the speakers, including President Shirley Tilghman.

Mudd hosted an Open House on Saturday, October 23, featuring the exhibit and stacks tours that attracted 17 people.

The Mudd blog continues to be a source of information on new collections, interesting reference inquiries, digital collections, staff, accessions and finding aids, and other library news. We created 25 new entries last year. Mudd continued to expand its embrace of social media this year by adding a new blog, *The Reel Mudd*, devoted to providing access to our audiovisual media, with 58 entries featuring over 85 films. We also launched Facebook and Twitter sites: <http://www.facebook.com/muddlibrary> and <http://twitter.com/muddlibrary>. At the conclusion of the fiscal year, our Facebook page had over 200 monthly active users and we had more than 200 wall posts, a significant number of those originating from our Twitter account where we deliver the “This Day in Princeton History” facts.

In conjunction with Alumni Day, Mudd Library assisted Theatre Intime’s 90<sup>th</sup> anniversary dinner in February. Student members assembled an exhibition in the Harlan Room that was viewed prior to the dinner which was served in the reading room.

Dan Linke continues to serve on the Princetoniana Committee and assists the group with its Oral History project.

### **Building Issues**

The glass pane above the vestibule's front doors cracked due to a shifting door frame, and there was a series of plumbing leaks in the restrooms, but generally speaking, there were no significant building issues this year. All the lighting throughout the building was replaced with more efficient fixtures, and there are plans to add motion sensor switches in the stacks in FY12. In addition, some preliminary survey work has been done to replace the halon system with another gaseous fire suppression system within the next two years.

### **Professional Development**

Maureen Callahan is on the planning committee for THATCamp (The Humanities and Technology Camp) Philadelphia, and chair of the program committee for BootCamp Workshops at THATCamp Philadelphia.

Adriane Hanson served on the Finding Aids Awards Committee for MARAC and was chair for a MARAC session "Wanting Different Things (in Archives and Manuscripts)" for the Spring conference in Alexandria, VA.

Dan Linke was re-elected to another two-year term as a Member-at-Large to MARAC's Steering Committee, where he continues to serve as parliamentarian and was also just named liaison to the finance committee. At the Harrisburg, PA MARAC meeting, he participated on a panel on Archives and Politics delivering a talk entitled "Redstate, SecState, Congressional Grandstanding? Oh great!"

Christie Lutz served as Chair of the SAA Oliver Wendell Holmes Award Subcommittee and continues to serve on CAPES Advisory Board.

Christie Peterson served on the Program Committee for the Society of American Archivists' 2011 annual meeting in Chicago. At the August 2010 meeting in Washington, D.C., she was responsible for speaking at assigned section and roundtable meetings to encourage session proposals. She reviewed and ranked all proposals that were received, then attended a multi-day meeting at SAA headquarters in Chicago in November where the program was determined. Since then, she has been the point-of-contact and coordinator for six assigned sessions, and will continue to serve in that role during the meeting in August.

Dan Santamaria earned continuing appointment this year. He continued to teach SAA's "Implementing More Product, Less Process" workshop (taught once in FY2011, though additional instructors were recruited to teach on the West Coast and Midwest), and spoke on descriptive standards at the Spring 2011 MARAC. He also continued to serve as Co-Chair of SAA's Working Group for Data-Driven Decisions in Processing & Public Services.

Goals for FY2012

- Complete NHPRC-funded ACLU processing grant
- Collection development: continue to build the Policy collections through donations and efforts such as the Baker Oral History Project
- Implement Aeon for registration and other public service functions
- Continue high level of public services
- Begin work on redesign of EAD website
- Continue to exploit our blog, Facebook, and other social media as part of outreach efforts.
- Complete *Daily Princetonian* digitization project
- Build a records management program
- Successfully host IMLS intern
- Continue University Archives processing and description
- Complete description of additions to audiovisual and memorabilia collections; finish P-collection survey; begin HPC description and cleanup work
- Provide access to all newly created data either through revamped databases and Primo, or conversion to EAD
- Continue work on processing and description documentation enhancement and consolidation
- Formalize plans for start of electronic records management program
- Shift to electronic submission of doctoral dissertations beginning in Fall 2011



### List of Mudd Manuscript Library Staff

Maureen Callahan, Public Policy Papers Project Archivist (hired February 2011)

John DeLooper, Special Collections Assistant IV, Public Services (reclassified from Special Collections Assistant II in March 2011)

Kate Dundon, Summer 2011 John Foster and Janet Avery Dulles Archival Fellow

Lynn Durgin, Special Collections Assistant V, Technical Services

Adriane Hanson, ACLU Project Archivist

Amanda Hawk, Special Collections Assistant V, Public Services (left to pursue a MLS/MA at the University of Maryland, August 2010)

Regine Heberlein, Public Policy Papers Project Archivist, George McGovern Project (transferred to Manuscripts Division, Firestone Library in September, 2010)

Dan Linke, University Archivist and Curator of Public Policy Papers

Christie Lutz, Assistant University Archivist for Public Services

Nicole Milano, Summer 2010 John Foster and Janet Avery Dulles Archival Fellow (in August 2010 began full time position at the American Field Service Archives)

Christie Peterson, University Archives Project Archivist (hired September 2010)

Anne Marie Phillips, University Records Manager (hired January 2011)

Amanda Pike, Special Collections Assistant V, Public Services (Hired August 2010)

Gene Pope (67% FTE), Special Collections Assistant I, Public Services

Dan Santamaria, Assistant University Archivist for Technical Services

Don Thornbury, Head, Technical Services for Rare Books and Special Collections

Kristen Turner, Special Projects Archivist (30% FTE)

Helene Van Rossum, Special Collections Assistant IV, Technical Services (30% FTE)

Rosalba Varallo Recchia, Special Collections Assistant IV, University Archives Project/Public Services (50% FTE)

**Appendix B: Most used Archives and Policy collections in FY2011**

<u>Boxes pulled</u>	<u>Collection Name</u>
795	American Civil Liberties Union
552	George Kennan
461	Council on Foreign Relations
339	David Lilienthal
334	John Foster Dulles
178	Allen Dulles
176	Development and Resources
170	George Ball
154	Hamilton Fish Armstrong
145	H. Alexander Smith Papers

<u>Boxes/items pulled</u>	<u>Collection Name</u>
1006	Senior Thesis
104	Princetoniana "P" Collection
98	Office of Communications
88	Historical Subject Files
88	Undergraduate Alumni Files (pre-1920)
81	Historical Photograph Collection: Campus Life Series
74	Theatre Intime
72	Office of Physical Planning
59	Department of Grounds and Buildings Subject Files
58	Historical Photograph Collection: Grounds and Buildings