

University Archives & Special Collections Annual Report 2018-2019

Genna Duplisea, University Archivist and Special Collections Librarian

This year, the Archives focused on three things: students, service, and storage. The department employed more students than ever before, creating new opportunities for undergraduates to gain experience working with archival materials. We engaged in more outreach and community engagement and service work than in previous years. In an effort to use the climate-controlled space in room 023 more efficiently and store collections more safely, the Archives also pursued the purchase of additional shelving and other storage media, a project which has required extensive documentation and reorganization.

Collections Management and Core Operations

New accessions: 25 archives accessions and 7 Special Collections accessions, spanning around 10 linear feet, up through April when ArchivesSpace stopped working. This is roughly on par with accessions from last year, but there are additional materials from this fiscal year which have yet to be accessioned. The department set a processing goal of 35 linear feet, the same as last year, and almost completed it; we processed 33 linear feet, or 94.3% of that goal.

We sought to improve discoverability and reference services by providing additional guides to archival collections and digitized collections.

Volunteer Michaela Sheerar, who also digitized and described hundreds of photographs, processed papers and created finding aids for past academic deans:

- Papers of the Academic Dean, Sister Mary Rosalia Flaherty:
<https://www.riamco.org/render?eadid=US-RNSRU-RG6.1.4>
- Papers of the Academic Dean, Sister Mary James O'Hare:
<https://www.riamco.org/render?eadid=US-RNSRU-RG6.1.1>
- Papers of the Academic Dean, Sister Mary Alban Kerwick:
<https://www.riamco.org/render?eadid=US-RNSRU-RG6.1.5>

UASC continued expanding digital collections this year:

- Published **2437** images in Salve Regina University Archives Photos (3691 total)
- Published **285** images in Salve Regina University Property and Architecture Images (3269 total)

During the fall semester, we began work on the Documenting Slavery grant awarded by the Rhode Island Foundation's Joseph O'Neill Ott Fund. Sophomore Sarah Christiana '21 described documents from the first three decades of the eighteenth century. Though we completed the grant funding in December, there was (and is) still more work to do, so we hired Sarah again in the spring. So far we have published 111 documents in South Kingstown Colonial Records collection in Artstor: <https://library.artstor.org/#/collection/87732644>. Additionally, Genna wrote several related blog posts related to the project (<https://library.salvereginablogs.com/library-receives-grant-to-digitize-18th-century-slavery-documents/>, <https://library.salvereginablogs.com/documenting-slavery-grant-project->

[completion/](#)) and published an announcement in the New England Archivists newsletter. The *summer Report from Newport* also covered the project (https://salve.edu/sites/default/files/filesfield/documents/report_from_newport_summer.pdf, p. 7).

Amy Veron '21 described and rehoused botanical samples from a campus tree survey completed in 1985. The samples are now much more stable, and the metadata will support future initiatives related to the campus arboretum.

The database used for managing archives metadata, ArchivesSpace, stopped re-indexing in April, which prevented new materials from being accessioned. Genna researched possibilities for hosted solutions and obtained quotes. UASC will likely migrate to a subscription service for maintaining ArchivesSpace in the new fiscal year.

When Hilary Gunnels began work in the Archives in May, she came with excellent experience identifying and inventorying various forms of analog audio-visual material. She has been working on an inventory of the Archives' AV for several weeks. UASC submitted a grant application to the North Family Trust for funding to digitize video and audio reels.

Genna worked with the history department's McGinty Fellows, Isabelle Gillibrand '20 and Katie Christ '20, posting 21 oral histories from 2018-2019 to the Salve Regina Memory collection: <https://digitalcommons.salve.edu/memories/>. This work will continue in the new academic year. The new McGinty Fellows, Danielle Cabral '19 and Anna Paradis '20, will also be creating oral histories this summer while also working one day per week in the Archives. They have begun transcribing the handwritten record books, called the Annals or Chronicles, which various Sisters of Mercy kept at Salve Regina until the 1970s; these materials are already online in Digital Commons.

Rhode Island Archives and Manuscript Collections Online (RIAMCO) has a new website, still at <http://riamco.org>, with improved search functionality and an updated design. This change developed after over a year of research and input from RIAMCO members.

Summer work-study Delaney Daly '20 is digitizing and describing press releases dating back to the 1960s. These press releases detail the day-to-day occurrences that Salve Regina wanted to share with the public. This collection will be available in Digital Commons.

Gretchen was an engine pushing department projects to completion this year. She created a LibGuide on the families who once occupied the mansions now part of the Salve Regina campus. She also inventoried and processed records, papers, and photographs; described digital images; wrote biographical notes in ArchivesSpace; performed research and reference; and assisted with moving supplies and collections.

Over the past year, UASC has made extensive progress on the Johannes von Gumpenberg collection, visiting the von Gumpenbergs at their home in Jamestown and welcoming them to campus. The process for digitally depositing the von Gumpenberg digital collection is clearer, and we published eight of his books in Digital Commons: <https://digitalcommons.salve.edu/jvg->

[books](#). Additionally, we have been collaborating with Janet von Gumpenberg on developing metadata for individual images, which will be published in the Artstor Library. We also scanned several calligraphy scrolls and large-scale drawings which the von Gumpenbergs had been unable to accurately digitize. This work coincided with the art department's mounting of several of Johannes's paintings in the mezzanine between the second and third floors of the library.

Academics

Genna Duplisea served as liaison to the department of cultural and historic preservation, performing collection development duties. She also taught or assisted in teaching 6 instruction sessions.

Genna trained Nicole in the process for Ph. D dissertation submission, and transferred these responsibilities to Digital Scholarship.

Over 30 students applied for the UASC's one work-study position in the fall. The Archives hired Amy Veron '21, and we saw there is clearly a demand for student jobs in archives. Working with the Development Office, the Archives transformed an endowed fund for Special Collections acquisitions created by Sister Eugena Poulin into a fund for student positions. In the spring we hired two Poulin Archives Fellows: Kylee Babcock '20 to process and digitize department of athletics photographs and Sarah Christiana '21 to continue her work on the Documenting Slavery Grant.

The art and art history department has established a Nature Cabinet that it wishes to catalog and present digitally. Genna collaborated with Nicole Marino and two students in the art department to develop a metadata standard for the cataloging of materials in JStor Forum.

Outreach & Community Engagement

- "Every Free Human Work produces Beauty" – Ade Bethune display:
<https://library.salvereginablogs.com/library-display-any-free-human-work-produces-beauty-a-celebration-of-ade-bethune/>
- Provided photograph and biographical information on Noreen Stonor Drexel for Women of the East Bay traveling exhibit and website

A group of students in the spring Public History class worked with the Martin Luther King, Jr. Community Center on a community engagement project to begin creating an archives for the center's centennial. These students came to an archives orientation session in the UASC and received a crash course in the basics of original order, processing, and description. Genna has continued advising on the project with the center's summer student.

In addition to maintaining relationships with Newport archivists, Genna has begun to build relationships with archivists at other Rhode Island institutions. In 2019 she was also appointed to the Rhode Island Historical Records and Advisory Board (RIHRAB) and joined the board of the IYRS Maritime Library.

Facilities & Technology

The archives “vault” in room 023 has been a little cramped, but also had an area of empty space left over from when the room needed a desk. Seeing a need for storage of oversize materials, the Archives purchased large stacking trays to keep these materials from bending or warping. The Archives also consulted with Donnegan, a vendor for SpaceSaver, and will be purchasing additional shelving to add another 200 linear feet of storage space. This will allow for safer, more stable storage for archival materials and some room for the collection to grow.

Genna continued serving as an additional contact person for Conferences and Events for booking the Special Collections Room (109).

The routine replacement of the computer connected to digitization equipment in M-023 led to some equipment not working. User Support Services and Media Services reviewed the equipment with the Archives, resulting in the purchase of a new license for the large-format scanner and the LP and cassette equipment in the stereo rack outputting to the computer for digitization.

Professional Development

- Digital Public Library of America kickoff meeting, Providence, RI, July 11, 2018
- Society of American Archivists Annual meeting, Washington, DC, August 14-18, 2018
- OLIS Special Collections Roundtable meeting, RIHS, September 25, 2018 (briefly presented on experience attending SAA this summer)
- OLIS Special Collections Roundtable meeting, Newport, RI, October 18, 2018
- New England Archivists fall meeting, Boston, MA, October 26, 2018
- SAA online class on Describing Archives: A Content Standard (DACS) November 15, 2018
- OLIS Special Collections Roundtable meeting presentation on digitization, Warwick, RI, December 13, 2018
- HELIN Digital Collections Affinity Group meeting, Providence, RI, January 11, 2019
- RIHRAB meetings, Providence, RI, February 6 and March 6, 2019
- New England Archivists spring meeting, Burlington, VT, April 5-6, 2019
- RIHRAB strategic planning retreat, April 16, 2019
- Project STAND (Student Activism Now Documented) Symposium, Kingston, RI, June 3, 2019
- Northeast Institutional Repository Day, Boston, MA, June 18, 2019
- RIAMCO meeting, Kingston, RI, June 27, 2019

Reference & Usage Statistics

Use of the Archives’ materials and services has decreased in comparison to last year. The decrease in student usage is partially attributable to a smaller Historian’s Craft class in fall 2017.

Digital Commons – Archives materials only

Usage of Digital Commons materials has been consistent with last year’s numbers.

- Downloads July 1, 2018 to June 30, 2019: 7,427
- Metadata page hits: 5,162
- Works posted: 33

- Total works: 3,885

JStor Forum/Artstor Library (formerly Shared Shelf)

Our digital collections in the Artstor Library, supported by the JStor Forum backend product, have experienced a large increase in views. As of this year materials are now mainstreamed into the Artstor Library rather than being siloed in Shared Shelf Commons, a development which probably has contributed to this increase.

- Salve Regina University Archives Photographs: 4,154 views
- Salve Regina University Property and Architecture Images: 1,384 views

Research Services

- 76 total reference requests or questions regarding University Archives and Special Collections materials – 7 faculty, 35 staff, 7 student, 8 alumni, 19 public

Personnel

- Genna worked with 1 volunteer, 4 McGinty Fellows, 2 Poulin Archives fellows, and 2 work-studies; currently planning new internship and volunteer opportunities with interested individuals
- As aforementioned, Hilary Gunnels began working in the Archives in May 2019