

Oberlin College Archives

Established in 1966



Matron M. Matheson (standing, right) oversees a 1946 training session for seventeen midwife trainees at The Bridgman Memorial Hospital, Johannesburg, South Africa.

Annual Report

2006–2007

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of the
Oberlin
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Archives
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2006–2007*

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Cover Illustration: Organized and led by Oberlin College missionaries, the effort to establish a memorial hospital was approved by the South African government. The hospital included a center for the training of midwives. Built in 1928, the complex was named in memory of Rev. Dr. Frederick Brainerd Bridgman (d. 1925), Oberlin Class of 1893. Spouse Clara Bridgman was responsible for raising the necessary funds in the United States to build the hospital. With the introduction of apartheid, political leaders disbanded the Bridgman Hospital from the white urban district in Johannesburg and relocated its operations to the McCord Hospital in the black section of the port city of Durban.

This b/w photograph is from the photographic series of the Bridgman Family Papers (RG 30/349) deposited in the Oberlin College Archives.

Annual Report of the Archivist

2006–2007

Table of Contents

Significant Developments at the College Archives	1
Introduction	1
Core Archival Activities	3
Acquisitions and Collection Management	4
Digital and Document Preservation Projects.....	5
Other Activity Topics.....	6
Arrangement and Description.....	6
Records Management	7
Frederick B. Artz Summer Scholars Program.....	8
Website Activity	8
Professional Activity and Development.....	8
Recognition to the Staff.....	9
Appendix I Major Additions Received	11
Appendix II Summary of Activities.....	13
Appendix III Growth in Archival Holdings	15
Appendix IV Growth in the Use of Archival Services	16
Appendix V, Part 1 Percentage of Use by Category	17
Appendix V, Part 2 Percentage of Use by Type.....	18

Significant Developments at the College Archives

Introduction

This is my twenty-first “Annual Report” as the director of the Oberlin College Archives. Shortly I will be working for my third president.

Even though each and every year requires one to struggle for several fresh opening paragraphs to set the tone or a theme for the report, I do appreciate this annual opportunity to elaborate on developments at the College Archives and to share news with senior administrators, faculty, friends of the program, including donors, and others. In the world of business, the tendency is to focus on short-term performance. In that setting, a corporate unit is only as good as its most recent accomplishments. On the other hand, an archival entity must not be tempted as corporations are to please those in senior administration by focusing more on short-term program gains than on the long-term responsibility of ensuring that the right records are preserved for future generations of users. The “**electronic revolution**”—embodied by the transforming effects of the Internet—has further altered record keeping for organizations in massive and minute ways. Lest one forget, managing archives is not an abstract process; instead, it is one of planning and taking concrete and specific steps to recognize record values and the importance of an historical perspective for the daily operations which cut across many functional responsibilities and involve many disciplines. Archives’ staff members see the larger role as one of being able to toss as well as to save. An archivist’s work combines theory and practice, and in these days of financial constraints, archival management is ever so much a balancing act as it is an art and science.

Over the years I have worked, if quietly, to show the college’s resource allocators how much the institution depends upon its archives and the information they contain. Each quarter of the year there are many real-life examples of the value of records, but these are not matters that one can boast or tell about. Such is the case because a good many of the inquiries that are handled in the short-term are of a confidential character. We know that our users value the enormously rich historical holdings of Oberlin.

* * * * *

Academic year 2006–07 was a busy one. I intend to highlight three aspects of activity. First, the growing commitment made by this unit to strengthen the academic or teaching role of the College Archives within the college by developing improved sessions for students on how to use primary sources and gain access to online finding guides. This curricular support for Oberlin faculty and students, which entails using archival collections in new and innovative ways, has followed the College’s introduction of the first-year and second-year undergraduate seminars. Over the last two semesters Archives’ staff serviced five academic courses with instruction, ten academic courses without instruction, three honors students, and three special readings students. Student

reference support represented nearly 40 percent of the unit's overall annual reference activity in FY 2006–07. Given the growing use of Internet sources by students and other users, this number is an impressive one.

Second, the increasing pressures placed on the unit to service, within any given hour, multiple functions—from patrons in the Archives' Reading Room to selecting, appraising, and accessioning a bulky, recently acquired manuscript collection—has made managing the archival program difficult at times. The recent approval by senior administration of a one-year temporary assistant archivist to arrange and describe the presidential records of Nancy S. Dye will help to reduce the pressures of keeping up with processing of collections. A digital agenda is before staff members every morning and afternoon as requests for scanned reproductions come in from a variety of audiences across the globe. The appointment of a quarter-time Digital Assets Coordinator, funded under the new **Hunt Endowed Fund for Preservation and Digital Access**, will help to sustain in-house digital-based projects, lead to improved oversight of projects sent to the OCLC Preservation Laboratory (Bethlehem, Pa.) or the InterMuseum Conservation Laboratory (Cleveland, Ohio), and result in additional document preservation activity in support of the unit's preservation plan.

Third, during year two of the endowment campaign, the pride and passion of Oberlin donors inspired me to work harder to raise funds for archival preservation and digital access. As of June 30, 2007, the Hunt Endowed Fund attracted 605 individual gifts, with a total value of \$512,053. This figure includes several dozen pledges still to be fulfilled and one bequest. A second gift from David Rockefeller, in memory of beloved high school teacher, Elmina Lucke, Oberlin Class of 1912, put the fund over the top.

Preserving the legacy of the individuals who contributed to Oberlin's rich past has resonated with many donors who believe in the case made in the fund-raising appeal. Our alumni hold a special appreciation for the history of this institution. They also are inclined to support programs that are doing well—and in claiming that the College Archives is a strong program begets supporters who want to make certain that it will continue to progress programmatically. What was especially satisfying for me was that those who cared about Oberlin's heritage were most grateful to have had the opportunity to exhibit a shared responsibility to protect our collections and historic resources. This is the sort of critical connection that every unit within the larger organization should want to make with its alumni, friends, and patrons. So far our fund-drive has proved that small donors really matter and can make a difference.

As one emeritus faculty donor stated, the establishment of “this fund will have an effect for decades to come.” In making use of the interest from the new endowed fund, I intend to be a responsible steward of this sizeable income for a small archival program. Further, I will operate on the premise that every expenditure from an endowed fund should follow administrative priorities (past and present) set by me, my staff, and the nine-member Archives Advisory Committee. In future annual reports, I plan to show the

impact that the new fund has had in preserving and making available Oberlin's history to older and newer audiences. Now that the Archives has broadened and secured its base with four endowed funds, these new revenue lines will contribute in a large way to supporting the general operations of the archival program well into the future.

Core Archival Activities

The core mission of the College Archives is to preserve, share, and expand access to the 8,162 linear feet (l.f.) of archival and manuscript holdings stored in its two fourth floor vaults in the Mudd Center. In FY 2006–07, following two modest years of accessions, program holdings grew by more than 4 percent. Two-thirds of the growth in the overall holdings was owing to the larger than normal size of four collections. Shipments of the institutional records of **President Nancy S. Dye** came to the Archives on a regular schedule between March and July 2007. The latter made up two-fifths of the volume accessioned during the past year. As for the non-institutional records, reference is made to the Papers of **Richard A.G. Dupuis** (collector of Charles G. Finney letters, etc.), received in November 2006; the Papers of the **Belden Family**, received in December 2006; and the records of **Project Excellence**, received in August 2006, to mention only a few. Of course, it is also fair to say that two of the above referenced collections were in the pipeline for a number of years, and that collection-management decisions are never made in a vacuum.

Given space constraints and limited human resource time to process the collections, large or small, I continue to carefully evaluate the acquisition of new manuscript groups or additions to old ones. Like last year, I had to turn down a number of family-based collections, largely due to the time and cost to process manuscript groups holding average to low research value. One such example was my careful evaluation of the Papers of George Boyer Vashon, Oberlin Class of 1844, which required me to travel to St. Louis, Missouri. Although Vashon was Oberlin's first African American male graduate, the six-figure purchase price was too steep for a collection that was eclectic and fragile. A moratorium of sorts is likely to take place in FY 2007–08 and beyond until the College Archives can negotiate additional space on campus.

Even so, mainstream archival functions (e.g., accessioning, cataloging, records processing, public service) went forward in usual fashion. In FY 2006–07, the College Archives accessioned 289.19 l.f. of historical material covering 86 individual accessions. To the credit of Archives' staff, interns, and volunteers, the unit processed nearly 104.0 l.f., involving 16 different record or manuscript groups. (For more details on arrangement and description, see a summary under "Other Activity Topics.") Finally, of some importance on the descriptive side, archival staff also reorganized and updated the four-page Information Leaflet #3, Oberlin Community, which contains 120 record entries.

Acquisitions and Collection Management

As noted above, the most significant new group added to the overall holdings is the presidential records of Nancy S. Dye, Oberlin's thirteenth president, 1994–2007. Over 13 years, Dye created/received over 180.0 l.f. of records. The volume received for FY 2006–07 alone stood at 114.45 l.f. Included are incoming and outgoing correspondence, records of the Strategic Planning Process, 2004–05, files relating to the late William R. Perlik '48, Trustee of Oberlin College, 1986–2006, as well as the typical files relating to the College's main divisions, academic and administrative departments, and programs. Dye's presidential record group is the largest ever received by the College Archives, and it is about twice as large as the records of S. Frederick Starr transferred to the Archives in July 1994. This explains why in Appendix III a spike mark appears in the total volume accessioned for FY 2006–07 (160.0 l.f. more than in 2005–06).

In addition to this large body of presidential records, the College Archives also received important records from the **Office of the Dean of Arts and Sciences**, 1984–2001 (14.95 l.f.). Included are divisional administrative files, College Faculty Council records, and inactive personnel files. The Archives accepted one installment of **alumni office records**, including files of graduates and former students (3.0 l.f.) and correspondence files relating to alumni (2.0 l.f.). This ever-growing record group consists of approximately 1720 Hollinger boxes (each five inches wide) and now constitutes about 9 percent of the total holdings of the College Archives. The retention of alumni records requires close scrutiny given storage space limitations and the human resource costs associated with maintaining this record of 46,000 files at the College Archives and another 40,000 files housed in Bosworth.

Apart from being the memory-keeper and supporter of the college's curricular or instructional mission, the College Archives acquires important non-institutional records. One new collection for the years 1877–1966 relates primarily to the career of Evelina Paulson (nee Belden) '09, a social worker for the settlement houses in Lorain, Cleveland, and Chicago and an agent for the American Red Cross in Poland. Consisting of correspondence (e.g., with Jane Addams and E. Adena Rich Miller '11, Oberlin Trustee, 1934–60), printed matter, reports, and so forth, the quantity stands at 18.6 l.f. A second collection is that of **Alford C. Carleton '24**, which consists of correspondence, reports, diaries, photographs, 1808(1853–1973)–1985 (10.8 l.f.). Carleton was president of Aleppo College in NW Syria, 1937–54, and executive vice-president of the American Board of Commissioners for Foreign Missions [ABCFM] (later the United Church of World Ministries), 1957–70. A third accession is that of collector and scholar Richard A.G. Dupuis relating to his research into the life and career of Charles G. Finney, faculty member (1835–75) and Oberlin College President (1851–65). It consists of correspondence and research files (i.e., copies of dissertations, newspapers). Finally, the Archives acquired the records of Project Excellence, 1988–2005 (32.0 l.f.), a privately-funded scholarship program founded in 1987 by Oberlin graduate Carl T. Rowan '47 to provide scholarships for African American high school graduates to attend

college, without a concern for equity. This important group, which largely documents minority education in the District of Columbia, consists of student files, files relating to scholarship award ceremonies (i.e., programs, financial records, guest lists), and correspondence with participating sponsor institutions.

Special comment about the Carleton Papers is in order. Over time this gift of manuscripts will constitute an important primary resource on this campus. The Carleton Family collection joins those bearing the names of Laurence and Frances MacDaniels, Class of 1912 (RG 30/276), Sydney N. Fisher, Class of 1928 (RG 30/187), Henry Churchill King, Class of 1879 and president, 1902–27 (RG 2/6), and several others which document **Oberlin's unique relationship to the Near East and Middle East**. The College Archives also holds valuable student files of countless Oberlin graduates who served as missionaries or aid personnel in the region. Strong undergraduate student interest in this region as an area of study led the Board of Trustees in May 2007 to endow a faculty position specializing in Middle Eastern and North African Studies, named in honor of President Nancy S. Dye.

Digital and Document Preservation Projects

During FY 2006–07 the Archives' program operated at two levels (external and internal) in its quest to promote and carry out document preservation. Staff efforts centered on countering or neutralizing the long-term effects of deterioration of paper, photographs, and objects brought on by the environment and long-term use by research patrons. Oberlin's historical collections are at risk unless staff members take steps to extinguish the "slow fires" existing in the stacks and advance digital access to more collections.

Now with the benefit of the Hunt Endowed Fund for Preservation and Digital Access, the College Archives is able to develop and plan a preservation program. Building on one cultural project sent to the **OCLC Preservation Service Center** in 2005, the Archives contracted this vendor to microfilm and scan three additional photograph albums from the **Bridgman Family Papers (c. 1870s–1930s)**. The deteriorating volumes contain important ethnographic and historical detail relating to the work of Oberlin missionaries to the Adams and Zulu mission stations at Natal, South Africa. In addition, from the **Dan Beach Bradley Papers** OCLC microfilmed and scanned an 1834–36 diary of Emilie Royce Bradley (still in private hands) and two reels of 35mm microfilm from our holdings that contained letters, 1800–73, an 1834 journal of Dan Beach Bradley, and an 1834 journal letter of Emilie Royce Bradley. These files document the missionary work of medical doctor Dan Beach Bradley and his wife Emilie in Siam (now Thailand), plus his commitment to the Lord's Service in translating the Bible into Siamese and for introducing to Southeast Asia western print culture and technology. These Bradley files are in great demand by scholars in Australia and the United Kingdom.

Copying documents to microfilm and then scanning from it are two of the more common preservation methods. Both are costly, but they can be crucial to preserving old and

brittle documents and to making them available on CDs and DVDs. Here is where the income from an endowed fund can and will make a difference in archival programming. In the future, more and more physical conservation to save institutional treasures from time and the elements will be completed by outside vendors.

In addition to the OCLC preservation project that resulted microfilm sets (archival master, print master, and service copies) and fifteen DVDs, staff of the Archives converted to CD-Rom format five audiocassette tapes and three LP albums.

Several other important in-house preservation projects (phase I or II) of a more traditional character went forward as usual. Volunteer Prue Richards continued to rehouse faculty, staff, and trustee photographs, a project begun in FY 2005–06. Richards reviewed and sleeved approximately 700 photographs, using more than 100 archival-safe polypropylene envelopes. Second, working with Archives' staff, Richards developed a preservation plan for the more than 200 volumes in the scrapbooks, diaries, and autograph books collection. Steps included disbinding scrapbooks, reboxing them in acid-free containers, handcrafting 23 shelf boxes (i.e., to give better support to scrapbooks, diaries), and removing rusty metals and acidic materials. Finally, Archives staff unframed 18 photographs, placing them in acid-free storage containers.

Under a special arrangement, Ryan Sartoski (employee of Mindfare, Oberlin, Ohio) scanned 41 prints and negatives of campers and scenes of Camp Pemigawasset, Inc., in New Hampshire. The images, burned to CD (tiff, 300 dpi), will be included in Robert L. Grabill's ('73) centennial history of the camp. Founded in 1908 by three Oberlin graduates (Edwin Fauver, A.B. 1899; Edgar Fauver, A.B. 1899; and Dudley B. Reed, A.B. 1903), Camp Pemi was also part owned by Dr. John Herbert Nichols, A.B. 1911, an Oberlin College physical education and athletic administrator. Over many decades hundreds of Oberlin students either attended or served as camp counselors.

Over the past two decades Archives' staff have addressed poor storage and curating by installing compact, mobile shelving at a total cost of \$200,000 and by using advanced preservation methods at an average annual cost of \$5,000. Staff members are likely to give this functional area in archival administration even more attention in the future.

Other Activity Topics

Arrangement and Description

The Archives' staff arranged and/or described about 16 records or manuscript groups (new collections or accretions to existing groups), totaling approximately 104.0 l.f. Personal papers collections processed during the year included the Carleton Family Papers (10.8 l.f.), Carl T. Rowan Papers—Project Excellence (inventory for 16.0 l.f., 1100 folders), the Nichols Family Papers (arranged c. 30.0 l.f.), an accretion to the Robert Weinstock Papers (7.0 l.f.), the Jessie Trefethen Papers (0.2 l.f.), and the Mariah

Crabb Papers (0.15 l.f.). Institutional collections included the Physical Education Department (2.6 l.f.), the Alumni Association (1.0 l.f.), and the Botany Department (0.2 l.f.). As in 2005–06, the Archives' staff again utilized "mainstream selection and appraisal methods" to process alumni records. Volunteers Sabra Henke and Thelma Morris followed this practice with new installments of alumni files and faculty and staff files (6.55 l.f.) and weeded existing voluminous files (i.e., duplicates), thus maintaining the same number of boxes in the collection as reported in last year's annual report.

Records Management

During the academic year the College Archives' staff provided records management consultations to five administrative offices or academic departments. Of significance are the meetings held between Archivist Baumann and President Dye regarding the transfer of the remainder of her presidential records to the College Archives. From 1994 to 2005, the President's Office had transferred approximately 63.0 l.f. of records to the Archives. During FY 2006–07, the Archives received an additional 114.45 l.f. of materials. The total volume of presidential records of Nancy Dye will exceed 180.0 l.f.

Associate Archivist Ken Grossi and I also made records inspections at the Construction Office (architectural drawings and blueprints), the Economics Department (materials of Ben W. Lewis), and the Physics Department (papers of Robert Weinstock).

A major development in records management activity during FY 2006–07 focused on the disposition of the office files of the **Danenberg-in-London Program**. Since 2003, I have worked closely with senior staff and members of the London Program Committee (Marc Blecher, Katherine Linehan, and Nicholas Jones), outgoing Administrative Director Gwyneth Love, and Administrative Assistant Karen Barnes to develop records retention guidelines for the London Program. As a result of these deliberations, the College Archives now holds the significant records, 1982–2007 (c. 12.0 l.f.), which document the history and administrative operations of this program.

In 2007, I made two critical on-site records inspections to review London Program records to identify any additional office files for inclusion to the main corpus already held by the College Archives. I met with Karen Barnes (King Building) to select files (i.e., student files, 2004–07, and model faculty proposals) for transfer to the College Archives. I then traveled to London (June 8–13) and met with Gwyneth Love to review the London Program records housed in three locations. Records administration issues were also discussed with current director Donna Vinter. I identified a large body of records for disposal. Archives expects to accept on transfer only a modest amount of historical materials (primarily chronological and faculty files) from London to the College Archives. For further details see my "Records Inspection Report of the London Program Files," dated June 19, 2007, sent to Provost Al MacKay.

On another collection management front, Ken Grossi traveled to Washington, D.C. (July 30–31, 2006) to pick up the scholarship program records of Project Excellence, 1987–2003. Earlier, in May 2006, I had met with the program administrator, Marian Lobred, to identify the record series sought by the College Archives.

Frederick B. Artz Summer Scholars Program

The College Archives postponed round 18 of the summer scholars program. As Archivist, I took this action due to the disruption of normal services in the College Library owing to the first floor Commons Project in the Mudd Center and because the College Archives itself had to close for eight days in June for the installation of carpeting and removal of tile through the office and vault spaces. A Ph.D. candidate in sociology from Indiana University is under consideration for a fall research visit.

Website Activity

During FY 2006–07 the Archives' staff focused on revising existing finding guides, both the in-house hard copy and on the website. Student assistants revised and updated the finding guides in MS Word, and student webmaster Emma Anderson '09 reformatted them to the current Dreamweaver templates. Standardized formatting provides uniform online display, as well as efficient and easier maintenance of the website by the webmaster and supervising staff member. As a result, 55 finding guides, totaling 919 pages, were revised and reformatted for online presentation. This year's production represented a noticeable improvement in productivity against more recent years.

Professional Activities and Development

Archivists work in many different ways to advance the strategic plan of Oberlin College. I professionally support Oberlin College's educational mission by sponsoring winter term projects, assisting National History Day students in the Archives' Reading Room, giving yearly presentations about archival administration to the College Library's Andrew Mellon Librarian Recruitment Program, and writing letters of reference for Oberlin students and graduates seeking admission to graduate school and scholarship awards.

Annual activity on the publications front by me took a back seat to directing daily operations and the Archives' endowment campaign. Nevertheless, I was able to find time for professional engagement, giving five external Oberlin-related history topics presentations (four local and one in Chicago): the 1940 Mock Convention, Oberlin's missionary relationship to South Africa, social integration at the college during the late 1930s, reflections on the career of Cook County, Illinois attorney Cornelius F. Stradford '12, and on Being the Archivist of Oberlin College. At a joint meeting of the Midwest Archives Conference and the Society of Ohio Archives, held in Columbus, Ohio, I served as the chair/commentator for a session focusing on privacy concerns in academic records.

As a member of the Board of Publications of the Society of American Archivists, I served as the evaluator of two manuscript submissions: *College and University Archives: Readings in Theory and Practice*, edited by Chris J. Prom and Ellen D. Swaim, and *Archival Internships: A Guide for Faculty, Supervisors, and Students*, edited by Jeannette A Bastian and Donna Weber.

On June 19, 2007, Ken Grossi and I participated in a continuing education session “Thinking Digital... A Practical Session to Help You Get Started.” Sponsored by the Society of American Archivists, this online workshop focused on the planning and creation of digital collections (i.e., scanning, metadata standards, and software management systems) and mounting them on online servers. The workshop confirmed the benefits associated with the creation of digital collections (i.e., access, preservation, image management), as well as the need to develop a digital image and management component of our Archives’ program to sustain digital projects and take full advantage of the available technology and resources. The commitments made by the College Archives to these endeavors are reported on pages 5 and 6.

Ken Grossi served on March 24, 2007 as a judge for one of the competitive levels of National History Day, with the theme “Triumph and Tragedy in History.” This was the fifth straight year that he has participated as a judge.

Recognition to the Staff

Continuity of service is of particular importance in the administration of the institutional memory of this College. In terms of relevant experience, our new president is fortunate that all three Archives’ staff members hold long tenures. Thus, 44 years of dedicated service stands behind the acquisition and caring of the accumulated records that have grown by nearly 350 percent over the last 20 years.

Of course, the archival program benefits from the leadership support and oversight provided by members of the **Archives Advisory Committee**, which met on October 30, 2006 and April 26, 2007.

A number of staff accomplishments and contributions merit further recognition. In August 2006 Ken Grossi, by examination, entered the **Academy of Certified Archivists (ACA)**. The Board of Examiners recertified me, a founding member of the Academy in 1988, for a fourth time in June 2007. The Council of the Society of American Archivists also reappointed Baumann to a second term on its Board of Publications.

In an atmosphere of having to do more with less, the College Archives could not conceivably administer its weekly functions without the additional time given by graduate interns, student assistants, and community volunteers. Talent is important in

creating a successful unit. As Oberlin's Archivist I must deploy talent within the administrative unit in a creative, decisive, and strategic way. Here I offer my thanks to Associate Archivist Ken Grossi and Administrative Secretary Tammy Martin for their support and devoted service to our many users. In terms of handling stewardship for the institution, the College Archives has created a model for others to follow. Over the last two years during the fund-raising effort, Ms. Martin was the primary record keeper of the gifts received by the Hunt Endowed Fund, while also maintaining and filing the correspondence related to it generated by me.

I also acknowledge the contributions of SLIS Kent State University graduate interns Cecilia Hartman and Erica Noble; current student assistants Emma Anderson '09, Benjamin A. Bor '08, Tyler Cassidy-Heacock '07, Diana Gurfein '08, Elizabeth Johnson '07, and Caitlin Stephens-North '08; and volunteers Sabra Henke, Thelma Morris, Prue Richards, and Robert Roth. David Clark, Ken and Gretchen Roose, Elizabeth Rumics, and Don Van Dyke also provided special assistance in 2006–07. The College Archives could not maintain its exceptional quality and high level of creativity without the utilization of students and volunteers. People are the key to success. This is particularly so in a small administrative unit. I acknowledge here the important award of \$25,000 from the **Richard R. Hallock Foundation** in FY 2006–07. Finally, special thanks to **Richard M. and Priscilla Hunt**, who gave their name and lent their financial support to our new endowed fund for preservation and digital access. During the past year, the Hunt Endowed Fund received 300 gifts from donors who have helped to make this a very remarkable year!

Roland M. Baumann
Archivist & Department Head
July 12, 2007

APPENDIX I
Major Additions Received by the College Archives 2006–2007
(Measurements in linear feet unless otherwise indicated)

Records of the Institution:

Academic Departments/Programs, or Divisions:

Athletics and Physical Education Department, 1978–2003	0.6 l.f.
Conservatory of Music, 1970(1991–95)–2006	1.6 l.f.
Danenberg-in-London Program, 1995–2004	3.08 l.f.
Geology Department (Cat. of Fossil Collection), 1880–1930	0.25 l.f.
Women’s Studies Department, 1978–95	0.4 l.f.

Administrative Office (Senior Administration):

Office of the Dean, Arts & Sciences Division, 1984–2001	14.95 l.f.
Office of Development/Alumni Affairs	
Student Files (Alumni Records)	3.0 l.f.
Correspondence Files	2.0 l.f.
Office of the President, 1986(1993–2006)–2006	114.45 l.f.
Office of the Secretary, 1981–83	0.05 l.f.

Administrative Units (other):

Administrative and Professional Staff Assembly, 2003–04	0.02 l.f.
Allen Memorial Art Museum, 1998–2003	0.25 l.f.

Papers of Individuals:

Oberlin College Faculty, Staff:

Ellsworth C. Carlson Papers, 1935–80	0.1 l.f.
Emil C. Danenberg Papers, 1941–82	0.6 l.f.
Jones Family Papers, 1893–1941	0.8 l.f.
George Lanyi Papers, 1956–80	1.0 l.f.
Donald Love Papers, 1915	0.06 l.f.
S. Frederick Starr Papers, 1980–94	9.45 l.f.
Clarence Ward Papers, 1932–74	1.4 l.f.
Robert Weinstock Papers, 1960s–90s	7.0 l.f.
David Young Papers, 1960s–2006	2.5 l.f.

Oberlin College Alumni, Papers of:

Evelina Belden Papers, 1877–1923	14.4 l.f.
Carleton Family Papers, 1808(1853–1973)–1985	10.6 l.f.
Ricky Clark Papers, 1974–2006	0.5 l.f.
Richard A.G. Dupuis Papers, 1956–2005	49.0 l.f.
Albert H. Johnson Papers, 1868–1924	0.3 l.f.
Margaret Portia Mickey, 1949	0.04 l.f.
Carl T. Rowan re Project Excellence Records, c. 1988–2005	32.0 l.f.

Papers of Individuals (cont.):

Oberlin College Alumni, Papers of (cont.):

Alice Weiss Papers, 1922–42	0.5 l.f.
Barbara Zikmund Papers, 2007	0.01 l.f.

Other – Student Life Records:

Mock Convention Records, 1964	0.025 l.f.
Oberlin Dramatic Association and Gilbert and Sullivan Players, 1936–64	0.2 l.f.
Pi Kappa Lambda Records, 1926–2003	1.0 l.f.
Third World House, 1988, 2002–06	0.2 l.f.

Oberlin Community:

League of Women Voters, 1948(1993–2006)–2006	0.8 l.f.
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Non-Textual Records:

Architectural blueprints and drawings: 247	
Cassette tapes: 5	
Computer Backup Tapes: 18	
CD-ROMs: 8 disks	
DVDs: 4	
Objects: 8	
Paintings/Drawings: 2 pencil drawings; 3 color drawings	
Phonograph albums: 2	
Scrapbooks: 5	
Slides: 200 (2x2) slides and 63 glass slides (Roger W. Sperry Papers)	
Videotapes: 11 VHS tapes	

Objects/Textiles:

3 Varsity “O” letters of Richard C. Bailey '52	
2 Freshmen beanies, 1916, 1948 worn by George R. Bent '20, and George R. Bent '52	
Gilford Instruments Automatic Dispenser, pre-1983	
2 wristbands distributed to Oberlin College students for November 2006 election	

APPENDIX II
Summary of Activities (July 1, 2006 - June 30, 2007)

<u>Administrative Activities:</u>	<u>No. of Groups & Lin. Ft.</u>	
Collections Accessioned:	86	289.19 l.f.
Materials Processed:	16	103.3 l.f.
Records Inventory:	2	11.7 l.f.
Materials Weeded:	5	20.5 l.f.
Records Inspections Made*:	5	
Exhibits Prepared/Participated In**:	6	
New finding guides added to Website:	16	90 pgs.
Existing Website records revised:	55	919 pgs.
Website homepage illustrations:	3	6 pgs.
Website exhibits mounted:	2	15 pgs.
Publications/Proposals:		
Annual Report	1	
Proposals to the Provost	3	
Funding Proposal	2	
Articles/Book Reviews	2	
Reprographic Transactions***:	275	

Administrative and Research Services:

<u>Researchers</u>	<u>No. of Persons</u>	<u>No. of Visits</u>
Students	175	512
Adm./Staff	80	234
Scholars	77	189
Community	57	140
Genealogists	81	87
Other	32	38
Faculty	38	107
Donor	<u>19</u>	<u>26</u>
Total	559	1333

<u>Mail & Telephone Inquiries:</u>	<u>Mail</u>	<u>Telephone</u>
Students	514	50
Adm./Staff	908	782
Scholars	845	181
Community	279	352
Genealogists	226	37
Other	1337	402
Faculty	330	156
Donor	<u>651</u>	<u>80</u>
Total	5090	2040

Incoming Mail:	4319
Total Requests for Service:	12,782

APPENDIX II (cont.)
Detail regarding select Administrative Activities

*Records Inspections were for the following:

- Construction Office
- Danenberg-in-London Program (Campus visit and London trip)
- Economics Department
- Physics Department (Robert Weinstock Papers)
- Office of the President

**Select Collections Displayed:

During semesters I and II, the Archives staff displayed documents from various collections to accompany bibliographic instruction sessions for students in the following courses:

- “Approaches to Western Architectural History” (ARTS 205), John Harwood
- “Introduction to Music Research and Writings” (MHST 301), Steve Plank
- “The Meanings of the Memorial Arch” (RELG 200), Eric Estes and David Kamitsuka
- “Oberlin History as American History” (HIST 268), Carol Lasser

**Exhibits:

- “Gilford Scientific Instruments,” featuring the Gilford Automatic Dispenser, April – June 2007
- “A Memory Gallery for the Classes of 1946, 1947, and 1948,” installed for the class reunions at the Kendal Retirement Community in Oberlin, commencement weekend, May 26-28, 2007

***Reprographic Services:

- 6021 photocopies (incls. reader printer copies)
- 135 photographic images (incls. b/w, color, slides, transparencies, scans)
- 11 reels of microfilm/cassette/videotapes/CD-ROMs/DVDs
- 40 publishers/film companies (state, national, international media firms)
- 44 user fees granted (incls. requests for World-wide rights)