

ARCHIVES IN A SMALL UNIVERSITY LIBRARY

*A COLLABORATIVE EFFORT BETWEEN THE
HISTORY DEPARTMENT AND THE LIBRARY*



**BY GLORIA CREED-DIKEOGU,
MYERS LIBRARY AT
OTTAWA UNIVERSITY**



How to handle library archives?

- Six major collections, none described
- No archives expertise in library
- Limited Funding
- Internship would bring needed expertise to library
- Knowledge of archival stabilization techniques

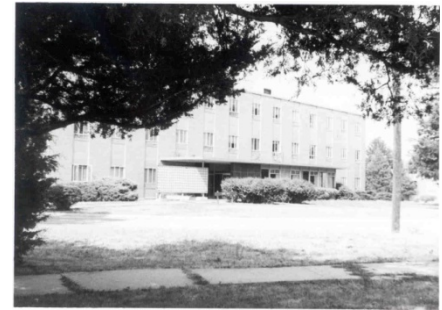


Charleton Cottage



First Archives Internship at OU

- \$7 hr paid out of library budget
- Explored Internship idea after reading about Library Internships in literature
- First Internship student from KU Museum Studies Program



Price Hall



What was achieved with the First Internship?

- Brought vast knowledge about handling and working with archival collections
- Archival management training hands-on
- Learned about archival supplies
- Wrote Internship paper on Kilbuck Collection
- Helped decide what Museum Software program to buy



OU
Philatathean
Society



What was achieved with the first Internship?

- Researched Past Perfect software
- Setup Past Perfect system entering records into it
- Used metadata and described Collections
- Digitized Kilbuck and Beatrice Holt Collections
- Developed procedures for input
- Inventoried other collections



Beebe
Center



OU Archives Internships

- Library funds non-existent for Internship; federal funds used
- OU archives positions offered to two Library Assistants
- Both experienced library assistants; Half-time on desk and in archives
- Spent total of 10 hours per week inputting OU archives records into Past Perfect



Taui Jones Hall



Art Internship in Library

- OU Internship offered to Art major from Japan
- 4 Internship hours in Art Department and co-supervised by Library & Art
- Student described Art collections of the Beatrice Holt Collection
- Described collections of Saki Bowls and Japanese dolls
- Used language expertise to describe Japanese and Chinese books in OU possession for cataloguing



Myers Library



History Internship at Library

- Asked that library consider offering History majors similar opportunity to Art majors to learn about OU History and Archives
- Library developed collaboration with History department
- Past year , 3 Interns from History Department



Centennial Hall



Internship Requirements

- Enrolled in 4 hours of Internship in History
- Weekly discussion with their History professor
- Regular discussions and trainings in library
- Students do 120 hours of Archives Internship for semester



Women's Gym



Internship Syllabus

Ottawa University

Archives Internship
Spring 2009

Course Description

This is a 16-week internship that offers student interns hands-on experience with numbering, classifying, describing archives records and historical photographs and inputting them into the Past Perfect Museum Database. In this class, interns will learn about historical records preservation and explore university archives methods and practice in college library settings.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Use archives numbering systems to find materials correctly
- Be able to classify and describe archival papers and photographs
- Use the Past Perfect Archiving database to find and edit archives materials
- Be familiar with the digitization process in a small academic library
- Use the scanner to digitize photographs and archives materials
- Have a basic understanding of material preservation theory

Archives Supervisor

Archives Supervisor:	Gloria Creed-Dikeogu
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Availability:	Please feel free to contact me by phone or email if you are unable to make your scheduled work time because of conflicts or illness.

Instructor Bio

Gloria Creed-Dikeogu earned her Masters Degree in Library Science from Emporia State University and her joint MBA/MAHR from Ottawa University and is currently a part-time student in the Educational Computing, Design and Online Learning Doctoral Program at Kansas State University, Manhattan. Gloria has worked in public, school, special and academic library settings. Gloria is the Library Director at Ottawa University and currently teaches Library Instruction classes for Friends University's Topeka Campus and Online Research Methods classes for PhD students starting their research in the field of Education at NorthCentral University, Arizona.

Archives Participation

Students are required to work five to ten hours a week and must schedule set hours with their Archives Supervisor. If a student cannot work their scheduled hours, they must discuss alternative work hours with the Archives Supervisor.



OU Class of 1895



Students have Choices

Interns have various choices for the archives they want to work on during the semester:

- One of the OU Collections
- University Archives
- OU Photographs
- OU Sports Collection
- OU Scrapbooks



1950's Cafeteria Line



Internship Assignments

Hands-on Internship

Document Sorting, Classification, Processing and entering items in Past Perfect

Digitization of images, uploading images and describing them

Internship Process Paper

Written paper submitted at the end of Internship explaining all tasks done during Internship

Offer observations and starting point for new Intern

IMLS Online Preservation 101 Class

Learn Preservation Concepts and apply one or two to Internship

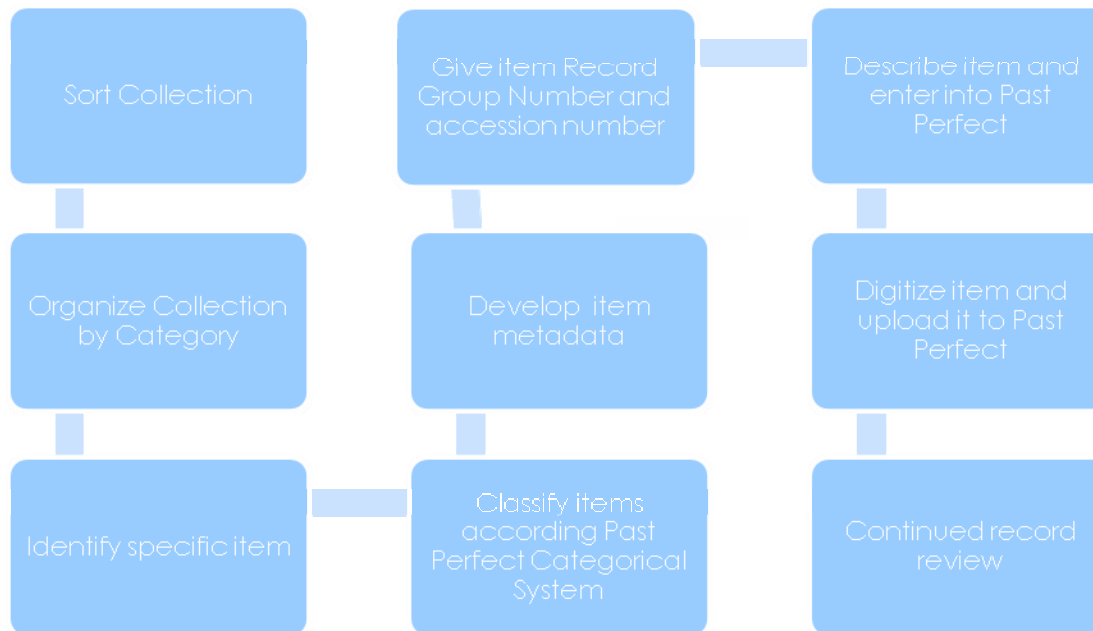
Take course at own pace during semester



OU Football Rally



Learning about Archives



Internship Grades

- The Archives Internship assignments and participation is worth 100 points:
- 50 points Hands-on Internship participation
- 45 points Final Archives Report
- 5 Short Preservation Activity



Working with
Archives



Do you have any Questions?

