

**Archives and Special Collections**  
**Annual Report**  
*July 2005 - June 2006*

## **Reference**

### **Researchers**

In 2005-2006 967 researchers visited Archives and Special Collections and the department received 486 reference requests (181 reference telephone calls and 305 written reference requests).<sup>1</sup> Primary users of the collection were Mount Holyoke College students, faculty, alumnae, and MHC offices and departments. Other researchers include faculty from other academic institutions, students at the undergraduate and graduate level as well as the public and staff from various institutions.

### **Use of Collection**

Use of the rare book collection more than doubled with researchers requesting 188 volumes. Use of archival and manuscript collections remain steady with users requesting 8064 boxes, folders or volumes and 134 honors papers.

The department facilitated reproductions from its collections for researchers including:

- 613 digital reproductions of documents or photographs in the collection (over a 90% increase from digitizing requests in 2004/2005), for 67 individual requests (twice the number of requests from last year.)
- 237 photocopy requests

The department also granted permission to publish from its collections to 45 researchers.

Loans— Three volumes from our collections were featured in museum exhibits this spring as part of GoDutch! a region-wide celebration of Dutch culture spearheaded by Museums10.

- At the Mount Holyoke College Art Museum was Abrahami Orтели's *Theatrum orbis terrarum: quod ante extremum vitae suae diem, postremum recensuit, nouis Tabulis et Commentarijs auxit atque illustrauit. Antverpiae: Ex officina Plantiniana apud Ioannem, 1601*. The volume was on display as part of the exhibit "Designing the Natural World through Dutch Eyes" 21 March–2 July 2006.
- Zacharia Heyns's *Emblamata moralia*. Rotterdam: P. van Waesberge, 1625, and Ger. De Laire's *Atlas Minor: sive totius orbis terrarium*. Amsterdam : Nicholaes Visscher, 1690-1699, on display at the Smith College Museum of Art exhibit "The Golden Age: Dutch Prints and Drawings" 4 March – 4 June, 2006.

## **Collection Development**

Acquisitions: 234 accessions totaling 243.5 linear feet.

Notable Accessions include:

- Mount Holyoke Faculty Show records for 2006
  - Records of the Mount Holyoke Clubs of Cincinnati and Northern New Jersey
  - **Charlotte Nichols Montgomery Papers**, ca. 1948-1983, 49 linear feet. Papers of pioneering consumer writer, Charlotte Nichols Montgomery. Includes her articles, essays and speeches on consumers' needs and the responsibilities of manufacturers, letter to her from readers of the "Speaker for the House" column that appeared in "Good Housekeeping" magazine from 1955-
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1982, subject files relating to products and consumer issues, diaries, and biographical information. Donated by Professor Emeritus Sally Sutherland.

Alumnae Papers:

- Alice Van Ess Brewer (1941)
- Diana G. Diggin (1961)
- Sally Mosher Haggerty (1969)
- C. Idella Plimpton Kendall (1871)
- Katharine H. MacLaren (1926)
- Barbara Johnson White (1939)
- Susan Hitchcock Kalma (1965)
- Margaret Buffum (1918)
- Dorothy Smith (1919)
- Elizabeth Gilman Roberts (1923)

Rare Books

- Purchased the complete collection of Wendy Wasserstein's publications, most are signed first editions
- Signed copy of Robert Frost's Selected Poems (1923), includes the handwritten poem "Flower Gathering" correcting an error in the published volume, signed March 1928.
- Two original pencil drawings (1913 and 1919) by Hugh Thomson for the *Highways and Byways* series of books, donated by John Fink.  
[http://mtholyoke.cdmhost.com/cdm4/document.php?CISOROOT=/p1030coll8&CISOPTR=2457&R\\_EC=1](http://mtholyoke.cdmhost.com/cdm4/document.php?CISOROOT=/p1030coll8&CISOPTR=2457&R_EC=1)
- Signed first editions of John Updike's *Hugging the Shore* (and William Maxwell's *The Outermost Dream*, donated by Susan Moritz

## **PROCESSING**

Staff processed 18 collections, totaling 222 linear feet. (up 400% from last year's processing totals of 50.5 linear feet.)

- Ruth Backes Papers, MS 0769, ( 9 linear ft.) [http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm307\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm307_main.html)
- Marion Bauer Compositions MS 0039 (5 linear in.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm308\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm308_main.html)
- Rosamund Purdy Bell Papers (7.5 linear in.) MS 0830  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm302\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm302_main.html)
- Patricia E.P. Bennett Papers MS 0838 (8 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm310\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm310_main.html)
- Meribeth Elliott Cameron Papers (6 linear ft.) MS 0828  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm313\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm313_main.html)
- Gertrude L. Didcoct Papers (1.75 linear ft.) MS0837  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm306\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm306_main.html)
- Thyra Jane Foster Papers (5 linear in). MS 0836  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm305\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm305_main.html)
- Jessie May William F. Friedline Papers (2.5 linear in.) MS 0819  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm309\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm309_main.html)
- Ella Grasso Papers (108 linear ft.) MS 0757  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm301\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm301_main.html)
- Deborah Simpson Hutchings Papers (5 linear in.), MS 0834  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm299\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm299_main.html)
- L. Stanley James Papers (1.5 linear ft.), MS 0782  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm315\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm315_main.html)
- Mary E. Koether Papers (4.5 linear ft.) MS 0839  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm311\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm311_main.html)

Eleanor Bird Light Papers (2.5 linear in.) MS 0835  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm304\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm304_main.html)  
Molly J. Liskow Papers (11 linear ft.) MS 0821  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm303\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm303_main.html)  
Hugh Thomson Sketches (0.5 linear in.) MS 045  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm300\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm300_main.html)  
Julie C. Van Camp Papers (5 linear in.) MS 0840  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm312\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm312_main.html)  
Martha Stifler Waller Papers (2.5 linear in.) MS 0833  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm298\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm298_main.html)  
RG 18.9 Mount Holyoke College Chemistry Department Records, 28.1 linear feet  
*Finding aid not yet completed*

Architectural Records Survey – Jen Gieseke, class of 1999, received an alumnae fellowship to survey the College's architectural drawings housed in Facilities Management. The survey was complete but was not fully typed. It is hoped this survey will enable the department to apply for external grant funding to process that collection and transfer it to A&SC for safekeeping.

#### Digitizing

- Upgraded from CONTENTdm 3.7 to version 4.1, April 2005
- Redesigned interface for collection and made public  
<http://www.mtholyoke.edu/lits/library/arch/col/imagebase/index.html>,
- Revised manual for staff to use to scan and catalog items from the collections.
- Developed forms and procedures for outsourcing scanning to the DigiCenter
  - Coordinated digi-center scanning of 283 slides
- Digitized new materials and added to collection
  - Digitized and cataloged 613 new items from the collections, filling 67 patron requests
- Completed bundling of separated paired objects from initial import (275 compound objects)
- Facilitated National Library of Medicine scanning of major portions of Virginia Apgar papers as part of their website Profiles in Science <http://profiles.nlm.nih.gov/CP/>. Uploaded scans and metadata into CONTENTdm (97 digital objects.)

## **OUTREACH**

#### Undergraduate Instruction

Archives and Special Collections staff (Jennifer King and Patricia Albright) taught or led 11 undergraduate classes, comprised of 128 students, how to conduct research using historic collections (both primary resources and rare books.) The number of archives classes and students is down 52 % from 2003/2004, but is 60% higher than 2002/2003.

Students in the following courses used sources from *Special Collections* for one or more class meetings and subsequent assignments:

*English 101*, Emily Dickinson at Mount Holyoke, instructor Christopher Benfey (16 students)  
*English 311*, Chaucer's Stories and Storytellers, instructor Carolyn Collette (25 students)  
*English 317*, Gender and Power in Early Modern Theater, instructor Peter Berek (3 students)  
*Medieval Studies 101*, Picturing the Middle Ages, instructor Margaret Switten (14 students)  
*Interdepartmental Course 146*, Western Civilization: An Introduction through Great Books, instructor Jim Hartley (12 students)

Jennifer and Patty met with faculty and students in the following courses to give them an overview of collections, *conducting primary research*, and lead them through a close-reading exercise using a single piece of correspondence as an introduction to other sources in the collections:

- *Chemistry 250*, Introduction to the History of Chemistry, instructor Donald Cotter (5 students)  
XML TEI PROJECT
- *History 283*, Mapping the Memorable: A Cultural and Environmental History of Mount Holyoke College and Its Campus, instructor Robert Schwartz (11 students)
- *Sociology 224*, Practicing Sociology: Archival and Field Methods for Sociology Majors, instructor Eleanor Townsley (11 students)
  - Jennifer subsequently met with this class on 2 occasions to give instruction on citing collections as well as tying their research to the theme of women in medicine and women in science.
- *History 276*, American Women's History since 1880, instructor Jane Gerhard (16 students)
- *Art History 360*, Indian Photography, instructor Ajay Sinha (10 students)
- *English 101*, Emily Dickinson at Mount Holyoke, instructor Christopher Benfey (16 students)
- Critical Social Thought, Human Agency and Historical Transformation: Pivotal Moments in the Development of Capitalism, instructor Harold Garrett-Goodyear (5 students)

#### Graduate Classes

- Jennifer guest-taught a Simmons Course of the History of Rare Books for Professor Sydney Berger, February 25, 2006 (12 students)

#### Interviews

J. King and P. Albright were both interviewed about the collections for award-winning National History Day documentaries (on Mary Lyon and Edward Murrow, respectively)

#### EXHIBITS

- “Writings about Mount Holyoke”, Archives Lobby, summer-fall 2005, January 2006
- Mary Lyon: An Exhibition on Her Life and Legacy, February, 2006
- “Early Valentines”, Archives Lobby, February 2006  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/valentines.shtml>
- Ella Grasso Papers, March 2006 – present  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/Grasso.shtml>
- “Do You Remember? Glimpses of MHC's History, 1941-2004”, New York Room of Mary Woolley Hall, May 24-June 5, 2006
- “25<sup>th</sup> and 50<sup>th</sup> Class Anniversaries” for Reunion I and II, Archives Lobby, May-June, 2006
- “History of the Library” exhibit, Williston Reading Room on the occasion of the Library’s 100<sup>th</sup> Birthday, November, 2005

NEWSLETTER, Spring 2006, distributed to all faculty

[http://www.mtholyoke.edu/lits/library/arch/news/sp2006/spring\\_2006\\_pub\\_newsletter.pdf](http://www.mtholyoke.edu/lits/library/arch/news/sp2006/spring_2006_pub_newsletter.pdf)

#### TALKS

- Five College Women’s Resource Center, J. King, September, 2005
- Educause 2005. Gail Scanlon presented Jennifer King’s talk “At Last! Atlas Morphs into Online Collection Atlas “ as part of a Mount Holyoke College LITS panel with Brian Kysela and Aime Degrenier, “Transformations Mount Holyoke's Class Project Becomes a Digital Archive” October 11, 2005
- Mellon Interns, Introduction to Preservation. J. King, April 14, 2006

- New England Archivists Spring Meeting, J.King gave a talk with Kathryn Hammond Baker “From, Doctors to Monsters: Traveling Exhibitions”, March 11, 2006
- MHC Enrollment Division (15 staff members) were introduced to Archives and Special Collections by J.King and P.Albright, June 1, 2006
- Talk about Ella Grasso Papers Processing Project at the 4<sup>th</sup> Annual Meeting of the Association of Centers for the Study of Congress, held at the University of Connecticut, May 10, 2006 J.King and R.Donkova

#### OPEN HOUSE/EVENTS

- Reunion Weekend  
Archives and Special Collections was open to the public from 1-5 on Saturday during both Reunion weekends  
Reunion I (May 27) - 110 Visitors  
Reunion II (June 3) – 46 Visitors
- Mary Lyon Birthday Party and Statue Unveiling, February 28, 2006 (ca. 100 guests)
- Reception for “Little Berks” Berkshire Conference for Women, June 3, 2006 (8 guests)
- Patty attended the Class of 1961’s reunion dinner as an honorary class member

### ***Archives and Special Collections in the News/Publications***

- Donkova, Ralitsa. “Massachusetts: The Ella T. Grasso Papers (1919-1981) Opened to Researchers at Mount Holyoke College Archives and Special Collections.” In the News. *The Academic Archivist: Newsletter of the College and University Section*. Society of American Archivists. Fall 2005/Winter 2006. Vol. 23, No.1.
- Gorlick, Adam. “Area College displays Ella Grasso’s Papers.” Associated Press. *Sunday Republican*. November 13, 2005.
- Gorlick, Adam. “Papers of Connecticut’s first woman governor available to public.” *Associated Press*. Published in:
  - Boston.com. November 10, 2005.
  - www.wtnh.com. November 11, 2005.
  - Salem News Online. November 11, 2005.
  - Nbc30.com. November 11, 2005.
  - Wfsb.com. November 11, 2005.
  - Newsday.com. November 10, 2005.
  - theDay.com. November 11, 2005
  - nynewsday.com. November 11, 2005
  - stamfordadvocate.com. November 10, 2005.
- Mount Holyoke College LITS Update, November 2005.
- Gillis, Allison. “Ella T. Grasso Papers Open to Public at Mount Holyoke College: Primary Sources, Correspondence of First Woman Governor Are Valuable Resource for Scholars.” *Ascribe Newswire*. [www.ascribe.org](http://www.ascribe.org). November 9, 2005.
- “Ella T. Grasso ’40 Papers Make Big News.” *Mount Holyoke College News and Events*. November 18, 2005.
- “Ella T. Grasso Papers at Mount Holyoke.” National News Clips. *Archival Outlook*. November/December 2005.
- Gillis, Allison. “Ella T. Grasso Papers Open to Public at Mount Holyoke College: Primary Sources, Correspondence of First Woman Governor Are Valuable Resource for Scholars.” *College Campus News*. [www.collegenews.org](http://www.collegenews.org). December 2005
- “Political Pioneer Revisited.” *The Women’s Times*. December 2005.
- Karas, John. “Collection of Ella Grasso’s papers opens to the public at Mount Holyoke College.” *Reminder: Community News. Windsor Locks*. December 6, 2005.
- Gottlieb, Tom. “Grasso Papers Get Multimedia Treatment.” *Roll Call Newspaper*. February 13, 2006.
- Institutional News. Congressional Papers Roundtable Newsletter. *Society of American Archivists*. March 2006
- Donna Albino’ 83. Viewpoints. *Mount Holyoke Alumnae Quarterly*. Winter 2006.
- An article in the Daily Hampshire Gazette for December 15, 2005

- “Mount Holyoke Archives Hold Edward R. Murrow Papers” *Mount Holyoke College News and Events*. December 8, 2005
- “THIS PLACE WE KNOW: Mount Holyoke’s Architecture Reveals the Changing Roles of Women” by Erica Winter, *Alumnae Quarterly* Summer 2006

## **Administrative/LITS/MHC/5 Colleges**

### Search Committees

- P. Albright served on LITS search committee for Research Librarian for Multicultural Programs and Diversity
- J. King served on LITS search committee for Head of Technical Services

### Committees

- Disaster Planning – Patty served as the Project Manager of a LITS team charged with creating a disaster plan for the library complex using dPlan, an online disaster planning tool
- Campus Design Advisory Committee (CDAC) – Jennifer
- Privacy and Security Taskforce – Jennifer, Spring/Summer 2006
- Institutional Repository Working Group – Jennifer participated in a group that researched repository models and made a presentation and recommendation to the LITS Operations Team, September 2005.
- Five College Archivists – J.King
  - Coordinated with Amherst SAA electronic records workshop, January 2005
  - Developed collaborative bibliography of women in medicine collections
  - J.King serves as group’s web mistress
- P.Albright attended a luncheon for LITS staff with "future college students" to discuss technologies that they commonly use in school and in other settings, April 2006
- J.King attended LITS Information Fluency planning meetings, summer 2005
- J.King served on the Info Commons Programming Committee, fall 2005

### Grants

J. King successfully applied to the Multicultural Community and College Life committee for an Inclusiveness Initiative Fund grant to fund public school field trips to MHC to see the” Changing the Face of Medicine: Celebrating America’s Women Physicians" exhibit.

## **Personnel**

**FULL-TIME:** Jennifer Gunter King, Patricia Albright, Ralitsa Donkova

### **STUDENT ASSISTANTS:**

Erin McCarthy, 2006 (July 2005-May 2006) Became Student Supervisor in September. Other work: responding to requests for digital images; entering metadata for scanned images using CONTENTdm; preparing contents lists for Meribeth Cameron Papers, Molly Liskow Papers, and Mary Lyon Collection; encoding descriptions for Liskow papers and Rosamund Purdy Bell Papers; finished surveying papers of Florence Brugger

Danielle Ryan, 2006 (September 2005-May 2006): processed papers of Gertrude L. Didcoct, Thyra J. Foster, Mary E. Koether, and Julie C. Van Camp; finished surveying Mary McHenry Papers and almost finished final arrangement of these materials; reference questions

Julie A. Singley, 2008 (September 2005-June 2006): assisted with physical processing of Ella Grasso Papers and Mary Emma Woolley Papers; reference questions; reshelving; internal filing; rearrangement of control files; newspaper clippings

Jennifer A. Smith, 2007 (July 2005-June 2006: assisted with physical processing Ella Grasso Papers; rearranged papers of Mary Emma Woolley; assisted Jennifer with preparations for the "Changing the Face of Medicine" exhibit; assisted with responding to requests for digital images; reference questions; newspaper clippings; deceased alumnae files

Jean (Betsey) M. Vance, 2008 (September 2005-June 2006): Researched volumes for possible transfer to Special Collections; made recommendations for purchases of rare books; work on exhibit for 100<sup>th</sup> anniversary celebration of main library building; reference work, conducted survey of stacks for possible re-engineering to make better use of that “real estate” for other collections

Charlene Van Dijk, 2007 (September-December 2005): processed papers of Patricia E.P. Bennett and Eleanor Bird Light; continued working on papers of David B. Truman; created metadata for images scanned using CONTENTdm; reference questions

Autumn Winslow, 2008 (September 2005-May 2006): reference questions; alumnae biographical file survey; newspaper clippings

#### **INTERNS:**

*Simmons College Graduate School of Library and Information Science Program at MHC:*

Exhibit Outreach Intern -- Heather Wilkinson, September-December 2005

Researched schools and libraries to promote "Changing the Face of Medicine" exhibit, attended planning meetings, contacted and met with Mount Holyoke pre-health students, did preliminary pr work, contributed to collaborative 5 College bibliography of primary sources relating to women in medicine and science.

Digital Collections Intern -- Jennifer L. Hawkes (January-June 2006):

Oversaw CONTENTdm upgrade from version 3.7 to v. 4.1; revised manual and trained staff and students; conducted quality control and approved objects cataloged by staff and students, scanned images for researchers and added metadata for images for the Digital Images Database; developed workflow for outsourcing digital scanning to the Digi Center; researched metadata standards (MODS, METS, DUBLN CORE) and archival formats (pdf/a), researched and wrote online "Copyright Primer" <http://www.mtholyoke.edu/lits/library/arch/gs/rules/copyprimer.shtml>

Records Management Intern – Jennifer L. Hawkes

For a credit-bearing course, surveyed and described Chemistry Department Records, 28 linear feet, according to Meissner's and Greene's recommendations for minimal processing.

*Mellon Library Interns*

- Crystal Johnson, Class of 2005 (July 2005): answered reference questions; processed and encoded finding aids for papers of Martha Stifler Waller and Deborah Simpson Hutchings and Hugh Thomson sketches

**VOLUNTEERS:** Clara R. Ludwig, Class of 1937, prepared summaries of 5 manuscript collections

### ***Professional Development***

Conferences Attended:

- Society of American Archivists Annual Meeting, Aug 2-5, 2006, Washington, DC – J. King
- Mid-Atlantic Regional Archives Conference (MARAC) spring meeting, April 2006 Baltimore, MD – J. King
- New England Archivists Spring Meeting, March , Boston, Mass – P. Albright & J. King March 11, 2006 (J. King served on the Program Committee and gave a talk “From Doctors to Monsters: ALA Traveling Exhibitions)

Training

- Jennifer, Patty, and Ralitsa completed a "Basic Electronic Records Management" workshop at Amherst College, sponsored by the Society of American Archivists and co-sponsored by the Five College Archivists
- Patty completed courses, workshops, or web sessions on the following topics: Introduction to XML and XSL; CONTENTdm overview; advanced Excel, basic training in cataloguing, first aid for ailing PC's