



## Archives and Special Collections Annual Report 2007 - 2008

**SUMMARY** In 2007-2008 915 researchers used the collection: 625 visited our reading room, we responded to 325 reference emails and letters, and 139 reference phone calls. Faculty used our collections to expose 118 undergraduate students, in 10 courses on a range of topics, to research using primary sources. We hosted several major programs and exhibitions and made presentations about the collection to a variety of groups including local middle school and high school teachers, the Five College Women's Studies Research Associates & Simmons College GSLIS students. We received 171 accessions totaling 117.21 linear feet of material. We completed the processing of 24 collections totaling 188 linear feet of material and producing 29 online finding aids. We also further refined our digital preservation & access skills by embarking on a collaboration with the Digitization Center to migrate a legacy digital collection of Seminary and College course catalogs into CONTENTdm.

### REFERENCE

The largest user group of the collection were Mount Holyoke College students, followed by academic scholars, general users, students from other schools, alumnae, MHC offices and departments and lastly by the Mount Holyoke faculty. Use of the archival and manuscript material in the collection was heaviest, with 1160 requests for 9217 items; 49 researchers consulted the rare book collection, requesting 101 volumes, and 90 honors papers were consulted by researchers.

**REPRODUCTIONS:** The department facilitated reproductions from its collections for researchers including:

- 388 digital reproductions of documents or photographs in the collection for 57 individual requests
- 177 photocopy requests

**PERMISSION TO PUBLISH:** The department granted 50 requests for permission to publish from the collections.

### SELECTED RESEARCH TOPICS:

- Lives of alumnae missionaries
- Life and work of Orra White Hitchcock
- Architecture of MHC buildings
- Students' writings about science
- Life and work of Frances Perkins, Class of 1902
- Women's responses to higher education in the U.S., 1840s-1875
- MHC during the Great Depression
- Student life at the Seven Sister colleges, 1865-1930
- Russian poet Joseph Brodsky at MHC
- Rachel Bespaloff at MHC
- Alumnae missionaries and the Armenian Genocide

- Life of Elizabeth Lee, Class of 1910, who served as Principal of Fukuoka Jo Gakuin University in Japan
- History of Christmas Vespers concerts at MHC
- MHC during World War II
- The sexual revolution at the Seven Sisters colleges
- South Hadley election returns in the 18<sup>th</sup> -early 19<sup>th</sup> centuries
- The "visual history" of MHC from 1937-
- Life and work of Michiko Nishiura Weglyn, Class of 1948, a survivor/historian of Japanese-American internment camps during World War II
- The geology of building stones used on the campus
- MHC President Mary Woolley and the failure of female leadership at the College
- History of British colonial gardens

#### SCHOLAR IN RESIDENCE PROGRAM

- Ann Meerepol served as Scholar-in-Residence from September, 2007 – May, 2008, nearing completion of a book about Mary Woolley, President of Mount Holyoke College from 1901-1937.

#### COLLECTION DEVELOPMENT

**Acquisitions: 171 accessions totaling 117.21 linear feet**

Notable accessions include:

##### *College records*

- Office of the President, 1998-2002, concerning the Five College Consortium.
- Mount Holyoke Clubs of the (Mass.) North Shore and Western Suburbs, Bergen-Passaic-Rockland Counties (N.J. and N.Y.)

##### *Manuscript/Special Collections*

- Accounts of the Manor of Wattisfield, etc. on Norfolk-Suffolk (England) border, 1597.

##### *Alumnae Papers:*

- Elizabeth Lucy Chapin (1857)
- Jerusha Morris Bennett (x-1873)
- Anne Eliza Smith Fowle (1915)
- Orra A. Phelps (1918) and her mother, Orra Parker Phelps (1889)
- Marion White Southworth (1940)
- Faith Robbins (1956)
- Anne Ensworth Whitney (1958)

##### *Additions to existing alumnae collections:*

- Susan Long Quainton (1957)
- Wendy Wasserstein (1971)
- Patricia E.P. Bennett (1972)
- Donna Albino (1983)
- Rebecca Morris (1988)

##### *MH Presidents, Faculty & Administrator Papers:*

- 1835 letters to MH Seminary Board of Trustee David Choate from Mary Lyon and

- William Tyler, Chair of Board of Trustees. One letter has a detailed plan of the Seminary in Mary Lyon's hand.
- Deeds and plan for the Mary Lyon birthplace property in Buckland, Mass. owned by Mount Holyoke College.
  - 2 letters and a note by President Mary Woolley, 1921, 1933, n.d.

*Photographs of:*

Fidelia Fiske (1842), Charlotte and Mary Ely (1861) and Anna Hunt (1886), members of the Class of 1960.

Photograph albums of: Mary E. Appel (1915), Bertha Boutelle Barrett (1916), Martha Miles Wilbur (1939)

Skinner Museum Collection

- Surveyed Skinner Museum Collection Papers (1964-1940) and ca. 600 books, primarily 600 19<sup>th</sup> C books on topics including local and college history to natural history and travel books. Researched book collection to gauge appropriateness for our collection. Met with Meghan Gelardi (Skinner Museum Collections Management Assistant), Marianne Doezema, and Wendy Watson to discuss transfer of Skinner Museum Papers and Book Collection to Archives and Special Collections.

Electronic Records

- Worked with Web Team to devise process for converting "retired" academic departmental websites into validating PDF/A1-b documents for ingest into the A&SC Digital Collections

## **PROCESSING**

Processed, arranged and described 25 collections measuring 189.29 linear feet.

Manuscript Collections:

Mary Virginia Hamilton Adair Papers (0.2 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm357\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm357_main.html)

Donna Albino Papers (2.7 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm353\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm353_main.html)

Elizabeth Lucy Chapin Papers (0.2 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm355\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm355_main.html)

Charlotte Montgomery Papers (55.375 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm253\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm253_main.html)

James B. Sleigh Travel Journal 0.02 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm356\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm356_main.html)

Mary Emma Woolley Papers (42.29 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm328\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm328_main.html)

College Records:

Mount Holyoke College War Collection (9 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm358\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm358_main.html)

Origins and Governance Collection (2.92 linear ft.)

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm349\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm349_main.html)

Principals and Presidents Biographical Files (2.7 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm351\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm351_main.html)  
Principals and Presidents Reports (2.04 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm350\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm350_main.html)  
Trustees Biographical Files (17.92 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm348\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm348_main.html)

#### Board of Trustees

Ad Hoc Committee on Admissions and Financial Aid Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm331\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm331_main.html)  
Ad Hoc Committee on the Purposes of a Residential College Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm332\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm332_main.html)  
Audit Committee Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm333\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm333_main.html)  
Committee of Nine Records (1.04 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm334\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm334_main.html)  
Committee on Buildings and Grounds Records (1.45 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm335\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm335_main.html)  
Committee on Education Records (0.25 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm336\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm336_main.html)  
Committee on Religion Records (1.67 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm340\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm340_main.html)  
Committee on Religion and Student Life Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm337\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm337_main.html)  
Committee on Resources and Priorities Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm338\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm338_main.html)  
Committee on Student Affairs Records (0.625 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm339\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm339_main.html)  
Committee on Trustees Records (0.67 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm341\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm341_main.html)  
Conference Committee Records (0.42 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm342\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm342_main.html)  
Finance Committee Records (9 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm330\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm330_main.html)  
Nominating Committee Records (0.83 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm343\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm343_main.html)  
Proxy Committee Records (5.41 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm344\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm344_main.html)  
Trustee Development Committee Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm345\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm345_main.html)  
Trustee Review Committee Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm346\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm346_main.html)  
Trustee Study Committee Records (0.2 linear ft.)  
[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm347\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm347_main.html)

- Cleopatra Milionis, LITS Senior Technical Services Associate, Cataloguing, added the 856 field in more than 300 MARC records to XML EAD encoded finding aids to the collections.

## REFORMATTING

COURSE CATALOG PROJECT – Established workflows with Digi Center to migrate legacy digital collection of Mount Holyoke course catalogs into CONTENTdm, allowing for across-collection searching and streamlining of workflows including back-end preservation and front-end use.

Catalogs for 1837-1900: Convert 600 ppi TIFF files from Bit Map to Grey Scale, Create reference JPG files from TIFF files Run OCR processing on TIFF files and upload with JPEGs into CONTENTdm

Catalogs for 1901-1936: Convert 400 ppi TIFF files Grey Scale into 150 ppi JPEG files Run OCR processing on files Create metadata, Upload into CONTENTdm

Catalogs for 1937-2001: Convert 400 ppi greyscale TIFF files to JPEG OCR or renumber existing OCR files Create metadata, Upload into CONTENTdm

21 catalogs have been uploaded. See examples:

- 1840 Catalog in CONTENTdm  
<http://mtholyoke.cdmhost.com/u/?p1030coll8,4299>
- 1840 catalog on "clio" server, from 1998 Mellon project  
<http://clio.fivecolleges.edu/mhc/catalogs/1840/>

## COLLECTION MANAGEMENT/ADMINISTRATION

- Renovation Planning for Special Collections
  - A representative from A&SC participated in weekly meetings with Hill Engineers, Facilities Management project managers Paul Breen, Mike Donais, Deb Morrissey, ca. November – June.
  - Surveyed stacks and measured collections
  - Temporarily moved offices and researcher area to 7<sup>th</sup> floor Mile Smith
  - Surveyed and removed artwork from walls.
  - Communication – sent notice to campus via faculty meeting update and announcement posted on department website; announcement posted to New England Archivist newsletter, Archives and Archivists List serve, RBMS (rare book and manuscript section) listserv;
- Jennifer researched and wrote a "Thinking Paper: Electronic Records at Mount Holyoke College" for use in formulating a strategy for handling electronic records, at the request of interim CIO Tom Warger.
- Digital Collection back up systems developed and implemented with Networking.
- Digital Collections computer and applications upgraded
- Five College Finding Aid Database --participated in planning for revisions to the stylesheets, reviewed content and appearance of finding aids after the stylesheets update, March, 2008
- Updated Digitizing Manual
- Migrated website into Red Dot and released to public, September 2007
- Continued to advise RIS liaisons on Site Naming for ELLA sites, based on the Record Group Naming Conventions

<http://www.mtholyoke.edu/lits/library/arch/col/actoc.shtml>.

## TEACHING

Staff taught or led 10 undergraduate classes, comprised of 118 students, in the use of primary sources.

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

*English 214*, Topics in Medieval Studies: Exploring Medieval Texts & Contexts, Carolyn Collette & Harold Garret-Goodyear (20 students)  
*English 235*, Modern British Poetry, Nigel Alderman, instructor (14 students)

Students in the following courses received an overview of collections, conducting primary research, and were led through a close-reading exercise using a single piece of correspondence as an introduction to other sources in the collections:

*Art History 350*, The Architecture of Frank Lloyd Wright, Michael Davis (20 students)  
*Critical Social Thought 255*, Human Agency & Historical Transformation: Pivotal Moments in the Development of Capitalism, Harold Garrett-Goodyear & Jens Christiansen (4 students)  
*Educational Studies 260*, Mission and Market: Higher Education Reconstruction, Jesse Lytle (7 students)  
*English 101(02)*, Family Fictions, Simone Davis (15 students)  
*English 379/Theatre Arts 350*, Suzan-Lori Parks, Revolutionary Playwright, John Lemly (10 students)  
*Gender Studies 201*, Methods and Practices in Feminist Scholarship, Mary Renda (20 students)  
*Gender Studies 333*, U.S. Gender History Research Seminary, Jane Gerhard (5 students)  
*January Term Course, M&C's and AIM*: Bringing MHC Traditions into the 21st Century, Margaret Lichter (3 students)

## OUTREACH

### EXHIBITS

- “Objectmania: An Exhibition of Objects Expected and Unexpected” Archives Lobby, June 4, 2007 – October 1, 2008  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/objects.shtml>
- “A Woman of Color at Mount Holyoke: Mary McHenry, Class of 1954”, Lobby, November 2007 <http://www.mtholyoke.edu/archives/17348.shtml>
- “Meilleurs Vouex: Holiday Greeting Cards from Around the World”, Archives Lobby, December 2007 - January 2008  
<http://www.mtholyoke.edu/archives/17770.shtml>

- “*Learning to Act: A Selection of Early 19<sup>th</sup> Century Children’s Literature*”, Miles Smith Connector, January 15 – July 15, 2008
- “*Valentine Greetings: Shifting from Howland to Hallmark*” Archives Lobby, February 2008  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/valentines.shtml>
- “*The Voice of America: Edward R. Murrow*”, 1908-1965, March-April 2008  
<http://www.mtholyoke.edu/archives/18817.shtml>

## EVENTS

*Bookmarks: A Celebration of the Art of the Book, September 2007 – January 2008*  
 Archives and Special Collections led LITS cultural programming, in close collaboration with the Mount Holyoke College Art Museum, in support of Museum 10’s BookMarks: A Region-Wide Celebration of the Art of the Book, September 1, 2007 - January 31, 2008. BookMarks programming featured readings, symposia, and other special events during the fall season during three themed weekends: Art of the Book (Sept 20-23), Books out Loud (October 11-13) and Past, Present and Future of the Book (November 22-23.)

*Books Out Loud: Women Writer’s Panel* --LITS hosted a panel of women authors and a book-signing sponsored by Odyssey Books October 11, 2007, 4 p.m.

MARTHA ACKMANN, Moderator. Senior Lecturer in Gender Studies and award-winning author of *The Mercury 13: The True Story of Thirteen Women and the Dream of Space Flight* (Random House 2003).

KRIS HOLLOWAY, Panelist. Holloway served as a Peace Corps volunteer in Mali, West Africa, 1989-1991. She holds an MPH from the University of Michigan and currently work for the Center for International Studies in Northampton, Massachusetts. Her 2006 book, *Monique and the Mango Rains* (Waveland Press, 2006) is the true story of the life and death of a remarkable West African midwife, seen through the eyes of a young Peace Corps Volunteer who worked side-by-side with her, birthing babies and caring for mothers, in a remote, impoverished village.

PRISCILLA COIT MURPHY, Panelist. Murphy, Ph.D., is an independent scholar interested in how books and the media system interact. She is the author of *What a Book Can Do: The Publication and Reception of Silent Spring* (University of Massachusetts 2005, 2007.)

SONIA SHAH, Panelist. Shah, an author and investigative journalist in Boston Massachusetts, recently published *The Body Hunters: Testing New Drugs on the World’s Poorest Patients* (The New Press, 2006.)

*Books to Blogs and Back, November 15 – 16, 2007*

Two days of dynamic programming at Mount Holyoke explored a range of issues associated with the history and the future of the book. Programs on November 15 - 16 include a keynote lecture given by Robert Darnton, a talk by Jason Epstein and a panel with Terry Belanger, Sven Birkerts and Lisa Gitelman, moderated by NPR’s Corey Flintoff. *All events were free and open to the public.*

THURSDAY, NOVEMBER 15<sup>TH</sup>7:00pm

Keynote lecture: “*The Research Library in the New Age of Information*” by Robert Darnton Mount Holyoke College Art Museum, Gamble Auditorium

FRIDAY, NOVEMBER 16, 9:00am – 11:00am

*Books to Blogs Expo* -- Interactive exhibits relating to the history of book creation and publication Mount Holyoke College Library, Information, & Technology Services (LITS) Miles-Smith Wing, Information Commons

- Bookbinding with Peter Geraty of Praxis Bookbindery in Easthampton, Massachusetts
  - Small letterpress printing demonstration by master printer Carl Darrow of Historic Deerfield, Massachusetts
  - University of Massachusetts Press, Bruce Wilcox
  - Modern Memoirs Private Publishing, Kitty Axelson-Berry
  - Online Self-Publishing
  - Zines: Alternative, Self-Published, Non-commercial Works
  - Kirtas APT BookScan Gold Book Scanner by Joseph Merritt & Company
  - Blogs in Action: An Interactive Demonstration
  - Assistive Technology, How Technology Has Helped the Disabled
- More details at [www.mtholyoke.edu/go/booksblogs07](http://www.mtholyoke.edu/go/booksblogs07).

11:00am Lecture: “Farewell to Gutenberg” by Jason Epstein  
Mount Holyoke College LITS, Dwight 101

1:30pm Panel discussion: “The Past and Future of the Book”

- Corey Flintoff, Moderator
- Terry Belanger: “Books and Horses”
- Sven Birkerts: “The Hive Life”
- Lisa Gitelman: “Reading at Risk”

Mount Holyoke College Art Museum, Gamble Auditorium

3:30pm Reception, Mount Holyoke College LITS, Williston Library Courtyard

#### *Scholar in Residence Talk*

Mary Elizabeth Strunk, Scholar-in-Residence March-June 2007, gave an open talk to the public "Gender Boundaries: Professor Elizabeth Adams and the Zoology Department at MHC, 1914-1957" on Friday, November 9, 2008.  
<http://www.mtholyoke.edu/archives/17244.shtml>

#### *Reunion Weekend*

- Archives and Special Collections held an open house 1-5 on Saturday May 24 and May 31 during Reunions, displaying class memorabilia to returning alumnae, sharing information about College history, and accepting donations of alumnae and class memorabilia.

#### TALKS, PRESENTATIONS, WORKSHOPS

- “Fulfilling the Role of Educated Women: Mount Holyoke as a Model”, Women’s Education Worldwide Conference, Mount Holyoke College, June 8, 2008 (Smith Archivist Nanci Young presented MH talk on King’s behalf due to a family funeral)
- NEH Teachers Workshop on Emily Dickinson – taught 24 area high school and middle school teachers about primary source material documenting Emily

- Dickinson's time at Mount Holyoke. Workshop was developed by the Emily Dickinson Museum with a grant from the NEH. Oct 27, 2007
- Five College Women's Resource Center, overview of collections and resources for the scholars, September, 2007
  - Simmons GSLIS September 2007, Introduction to Archives Course, September 22, 2007 (14 students)

## ARCHIVES AND SPECIAL COLLECTIONS IN THE NEWS/PUBLICATIONS

### MHC Today Campus News:

- MHC Archives Hosts Valentine Exhibition, February 6, 2008
- Holiday Cards Exhibition Runs through Jan. 15, December 18, 2007
- Archive Angel: Clara Regina Ludwig '37, December 10, 2007  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=5493775>
- LITS Scholar-in-Residence Talk November 9, November 5, 2007
- McHenry Papers on Display at MHC, November 2, 2007
- Ghosts and Spirits at MHC, October 29, 2007  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=5475324>

### MHC Candid Campus:

- "MHC's Archives and Special Collections is hosting an exhibition of holiday greeting cards from around the world exchanged by students, alumnae, faculty, and administrators." Jan 8 2008  
[http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal\\_num=198](http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal_num=198)
- "Former dean of the College Sally Montgomery recently visited Archives and Special Collections regarding her mother Charlotte Nichols Montgomery's papers..." Aug 2007  
[http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal\\_num=146](http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal_num=146)
- "Object Mania Display items" Aug 1 2007  
[http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal\\_num=144](http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal_num=144)

## ADMINISTRATIVE/LITS/MHC/5 COLLEGES

### LITS Committees

- Campus Design Advisory Committee (CDAC)
- Privacy and Security Group (as needed)
- LITS Operations Group
- LITS Access and Technical Services
- LITS Cultural Programming Working Group – fall 2007

### Five College Committees

- Five College Archivists (Jennifer and Patty both attended meetings)
  - Jennifer initiated effort to apply to NHPRC for Electronic Records Program Planning Grant due Summer 2009
- Archivist Toolkit Archives Analyst Search Committee – Jennifer, summer 2007
- Museums 10 Programming Committee – Jennifer, fall 2007
  - Books to Blogs and Back Programming Committee, Jennifer, fall 2007

## PROFESSIONAL DEVELOPMENT

### Conferences

- Society of American Archivists Annual Meeting, Aug 26 - Sept 2,

- 2007, Chicago, IL – Jennifer attended
- New England Archivists Fall Meeting, Storrs CT, October 2007 – Patty Training
- Patty participated in AT / DACS Workshop, sponsored by the New England Archivists at Simmons College, Boston, Oct 20, 2007.
- Patty and Ellen attended a Five Colleges Digital Images and Copyright Seminar at Smith College on January 18, 2008
- Patty attended Ella and CMS training sessions
- Patty attended a webinar about "The Psychology of Customer Satisfaction"

## PERSONNEL

### FULL-TIME:

Patricia Albright, Archives Librarian

Jennifer Gunter King, Archives and Special Collections Librarian (maternity leave December 2007 – March 2008)

Ellen Whisler (November 2007 – May 2008) Interim Archives and Special Collections Librarian

### PART-TIME:

Nancy Devine, Special Collections Curatorial Assistant

Jeffrey Monseau, Digital Collections Assistant (May-July 2008)

### STUDENT ASSISTANTS

Rachel E. Bickel, 2007 (September- December 2007) Paged and shelved rare books, curated exhibit "Learning to Act"

Caitlin Gullickson, 2010 (September 2007-May 2008): reference questions, Class of 2008 files, new filing

Kirsten Hansen, 2011 (September 2007-May 2008): reference questions, processing of newspaper clippings, deceased alumnae files

Nora Mariano, 2010 (September 2007-May 2008): reference questions, re-shelving, deceased alumnae files, measuring folio material for co-location project, assisting with processing of Wendy Wasserstein Papers

Kathryn (Katy) Patrick, 2009 (July-August 2007, January-June 2008): reference questions, web site work, scanning images and adding metadata to the Digital Images Database using CONTENTdm, assisting with processing of Wendy Wasserstein Papers

Julie A. Singley, 2008 (July, 2006 – June, 2007): (July 2007-May 2008): reference questions, scanning images and adding metadata to the Digital Images Database using CONTENTdm, encoding descriptions of some Board of Trustees records, preparing container lists for Board of Trustees records, Office of the President. Elizabeth T. Kennan Records Chemistry Department Records

Jean (Betsy) Vance, 2008 (September 2007-May 2008): reference questions, Skinner book collection research, Shelf Read Special Collections

Autumn Winslow, 2008 (September 2006-May 2007): (September 2006-May 2007): reference desk, assisting Scholar-in-Residence Ann Karus Meeropol with her research, finishing physical arrangement and working on descriptions of the Mary Emma Woolley Papers and Victoria Schuck Papers

## INTERNS

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

### Digital Collections Interns –

- Jeffrey Monseau (Sept 2007 – May 2008) – Eliminated backlog of unprocessed digital images (cataloging 60+ items and approving another 60+ cataloged by student assistants). Researched best practices and created workflow, in conjunction with Digitizing Center, to standardize and add machine readable versions of the Mount Holyoke Seminary/College Course Catalog to the online digital collection. Participated in LITS digital assets meetings, advising on metadata and digitization best practice. Updated internal digitization manual. Maintained digitization equipment and software and keep staff trained in its use.

### Processing Intern –

- Jaime Taylor, Fall 2007, Intro to Archives Course Intern -- processed, arranged and described papers of Elizabeth Lucy Chapin and Mary Virginia Hamilton Adair Papers

## VOLUNTEERS

- Clara R. Ludwig, 1937 (September 2007-June 2008): prepared summaries of 12 manuscript collections
- Donna Albino, 1983 (worked on three days, Fall 2007-Spring 2008): arranged and described her papers and encoded a finding aid for some of these materials.

**Prepared by  
Jennifer Gunter King  
September 2008**