

***Whitworth College Archives***

***Annual Report***

***January – December 2001***

***Janet Hauck, Archivist***

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## **Staff**

### **College Archivist**

January – September, 2001

16 hrs/wk x 38 wks = 608 hours

October – December, 2001

30 hrs/wk x 12 wks = 360 hours\*

\*approx. 10 hrs/wk involves grants research and writing

### **Adult Volunteer**

20 hrs/wk x 50 wks = 1,000 hours

### **Adult Volunteer**

10 hrs/wk x 50 wks = 500 hours

### **Student Assistant**

4 hrs/wk x 24 wks = 96 hours

### **Fall Term 2001 Intern**

10 hrs/wk x 12 wks = 120 hours

## ***Reference Service***

### **Statistics:**

**Total number of requests = 91**

General Collection = 69

PNW Protestantism Collection = 22

### **Organizations and Individuals Assisted (sample):**

Faculty member – wanted to know about sermons held in the archives

College professor from Indiana – doing research on how regional culture affects religion

Publications – needed a photo of Bob Bocksch for Whitworth Today obituary

Widow of Bob Bocksch – needed Bob's faculty file information for memorial service

Author from Idaho – wanted a copy of the transcript of George Whitworth's 1853 diary

Faculty member – needed a photo of the old Leavitt Hall

Administration – wanted information on African-American alumni, to use in an oral history project for Black History Month

Former student – wanted access to the records of Knox Presbyterian Church

College professor from Tennessee – wanted photos and biographical information about Frank Warren, Ward Sullivan, and Ed Lindaman, for a book he was writing

Publications – needed photos and architectural plans for campus buildings, past and present

Student – needed biographical information, diary, and photo of Mary Whitworth

Student – needed information about women on campus in the 1920's

Member of a Presbyterian church in Oregon – wanted biographical information and a photo of Mary Whitworth, for her Presbytery's newsletter

Former faculty member – asked to see the archival materials on Ragged Ridge

Relative of faculty member from the early 1900's – wanted information about her for genealogical research

Publications – needed a photo of William H. Cowles

Director of Communications – needed approx. 100 photos from the 1980's and 1990's for an alumni reunion

Student – needed information on Hamblen Park Presbyterian Church

Student – wanted information about women on campus in the 1950's and 1960's, including women faculty

Administration – wanted research done on the history of the Black Student Union on campus, from its beginnings to the present

Student – needed information about Whitworth College's impact on the community, mainly in the 1990's

Member of a Presbyterian Church in Hunters, WA – wanted to verify her husband's baptism in the church records

Business Office – wanted information on Jesse Benjamin Manifold, who left an estate to the college in the 1960's

Advancement Office – wanted to know who the "Carlson", of Carlson hall, was.

Alumnus – wanted a copy of one of the historical photos hanging in the HUB

Athletic Director – borrowed 12 or more photos of sports at Whitworth, to use in an historical calendar

Alumni Office – needed 30 or more photos from the 1940's and 1950's, to use on an alumni reunion brochure

Community user – wondered if the archives had papers of a former political science faculty member

Foundation Office – needed a quote from Jay Graves, who donated the land on which the college was built

Education Department – needed a recommendation for archival supplies

Researcher from the Seattle Presbytery – spent several days using the diaries and papers of George Whitworth

Alumnus – wanted a copy of a choir recording from the 1950's

Relative of a former administrator – wanted to verify his employment here in 1950, for genealogical purposes

Granddaughter of former dean Hardwick – wanted a photo of him, and articles by him

Faculty member – needed material by and about former trustee Albert Arend

Staff member – wanted the name and address of a certain archivist in the Seattle area

Relative of 1912 alumnus – wanted information and a photo

Relative of two 1914-era alumni – wanted any information about them and their majors

Relative of a former administrator – wanted information, letters, and photos for a genealogical booklet

Alumnus – needed a picture of Arend Hall, or the sign in front of it

Member of Knox Presbyterian Church – borrowed photos and historical pamphlets to use in producing a CD

Faculty member – wanted information and photos of two football players from 1908

Former faculty member – wanted to look at college accreditation reports from 1968-78

Advancement Office – needed specific biographical information about Chuck Boppell, for the new Boppell Hall

Staff member – wanted a picture of a certain 1985 alumnus

Advancement Office – wanted a list of trustees for which we have information

Publications – needed photos and history booklets to scan for a Whitworth Today article

Student – wanted to look at Whitworthians for the past five years, for a newspaper story about changes on campus

Mission Presbyterian Church – needed baptismal record for a member

## **Archival Instruction**

### ORAL HISTORY SERVICE-LEARNING PROJECT

During Fall Semester, 2001, I worked with several students from Professor James Hunt's PNW History class to develop a service-learning project to be carried out in and through the archives. We decided that an oral history project using former alumni would be appropriate. The students were required to invest ten hours in the project, so I trained them in how to locate and research interviewees, how to set up and conduct interviews, and how to interpret findings. The end result for the archives was a set of eight taped interviews of alumni from recent times back to the 1940's.

The project was evaluated positively, and the college's Service-Learning Coordinator had this to say: "Thank you very much for your help in working with these students! It sounds like both sides were able to benefit greatly from this experience, which is a fundamental goal of service-learning."

# ***Acquisitions***

## **Statistics:**

**Acquisitions in 2001 = 24**

### **General Collection**

1. Faculty papers of Alfred O. Gray
2. Assorted college publications of the 1980's and 1990's
3. Cassette tapes containing Core 150, Core 250, Forum, and Simpson/Duvall lectures
4. Cassette tapes of the Whitworth Institute of Ministry
5. Core 250 syllabi
6. Whitworth College Choir tapes (reef-to-reel)
7. Whitworth Chapel Hour tapes (reef-to-reel)
8. Presidential papers of Bill Robinson (ongoing)
9. College promotional videos
10. Oral history recordings of Whitworth College alumni
11. Institutional Advancement Office records
12. Grants and awards information

### **PNW Protestantism Collection**

1. Fourth Memorial Church
2. Rolling Bay Presbyterian Church

3. Acme Presbyterian Church
4. Synod of Alaska-Northwest
5. Seattle Presbytery
6. Whitworth Community Presbyterian Church
7. Pine Lake Presbyterian
8. Laurelhurst Presbyterian
9. Brighton Presbyterian
10. Assorted books on PNW Protestant history added to Special Collections
11. Assorted PC(USA) publications for youth, women, missions
12. Assorted Sunday School materials

## ***Processing***

### **Statistics:**

**Collections Processed in 2001 = 26**

### **General Collection**

1. Presidential Papers of Robert Mounce – 9 boxes
2. Presidential Papers of Phil Eaton, Interim – 2 boxes
3. Faculty Biography – 5 boxes
4. Trustee Biography – 1 box
5. Alumni Biography – 2 boxes
6. Staff Biography – 1 box
7. Honorary Degrees – 2 boxes
8. Grants and Awards – 1 box
9. Academic Programs (general) – 1 box
10. Academic Programs, Ragged Ridge – 2 boxes
11. Accreditations and Self-Studies – 1 box
12. Whitworth College History (general) – 2 boxes
13. Elderhostel Program records – 1 file box
14. College catalogs – 2 boxes
15. Buildings and Building Dedications – 1 box
16. Assorted college banners and flags – 8 rolls
17. Assorted college clothing, including T-shirts, gowns, sweaters – 4 flat boxes

## **PNW Protestantism Collection**

1. Laurelhurst Presbyterian Church records – 2 boxes
2. Pine Lake Presbyterian Church records – 3 boxes
3. Brighton Presbyterian Church records – 2 boxes
4. PNW Protestant History (general) – 3 boxes
5. Acme Presbyterian Church records – 1 file box
6. Happy Home Church records – 1 file box
7. Sumner Presbyterian Church records – 6 boxes
8. Rolling Bay Presbyterian Church records – 1 file box
9. Websites of churches in Synod of Alaska-Northwest

## ***Completed Projects***

I prepared and submitted three grant proposals for the archives and the Center for Christian Faith and Learning.

I researched grant possibilities for the Center, and compiled an annotated list of foundations to which I will submit grant proposals.

I wrote a records retention schedule for campus offices, which would oversee the transfer of college records to the archives.

I attended a three-day Oral History Workshop, and used these skills to direct two oral history projects for the archives.

I designed and implemented a service-learning project for students involving the interviewing of older alumni of Whitworth College.

I evaluated the archival holdings that are in “obsolete” audio-visual formats, and recommended a procedure for transferring them to current, standard formats.

I learned display techniques, and created several exhibits of archival materials.

I prepared a 12-page bibliography of all PNW Protestant materials held by the Whitworth College Library.

I attended the Northwest Archivists three-day annual conference in Boise, ID.

I made site visits to three college/university/religious archives in the Puget Sound area.

I attended the breakfast meetings of the Spokane-Area Archivists (SPAA).

I began scanning archival photos for e-mail and Website purposes.

## ***Current and Future Projects***

(Anticipated) Implement an NEH grant in the archives, in which archival finding aids will be encoded in EAD format, and entered into a consortium database called the Northwest Digital Archives.

(Anticipated) Implement an NHPRC grant in the archives, in which archival collections will be inventoried, catalogued, and LC subject headings assigned, and entered into the library's Voyager database.

(Anticipated) Implement an OSPI grant through the Center, in which an oral history project will be conducted with Japanese-American alumni of Whitworth College during the WWII era, and also Japanese-Americans in the Inland NW during the same period.

Build a database of archival records using Endeavor Voyager software, and contribute these records to OCLC.

Attend a grant writing conference offered by the Grantsmanship Center, Inc.

Research, write, and submit 3 to 5 grant proposals for the Center.

Attend breakfast meetings of Spokane-Area Archivists (SPAA).

Attend the 2002 Northwest Archivists conference in Corvallis, OR.

Attend the EAD workshop offered by the Society of American Archivists.

Compile a list of Inland Northwest churches that have holdings in our archives, and contact them to inquire about further donations.

Research and contact the 10 or 15 churches that were founded by George Whitworth, to discuss donation of their records to the archives.

Create a Website for the archives that can be linked to the Library and the Center.

Prepare a syllabus for a proposed course in Public History, to be offered through the History Department.

Continue to work with service-learning students and projects.

Produce a calendar using historical archival photos.

Hold a Presbyterian History Day, or a “celebrate your church’s anniversary” day.

Further develop our oral history collection, including transcription of audiotapes.

Visit the Inland Northwest Presbytery office and observe their archival materials.

Write a policy and procedure manual.

## ***Comments from Patrons***

“You have no idea what a wonderful breath of fresh air it is to send a request to someone who actually knows what exists in our archives and is capable of putting hands on it so quickly. WOW!” (e-mail dated 3/8/01)

“My goodness! I wasn’t prepared for that kind of speed!! You must have a super archivist. Please pass on my appreciation.” (e-mail dated 3/8/01)

“I am tremendously pleased with what you plan to do, not only with the files I left, but with the many other historical expressions going into the archive collection...it is a laborious and wonderful (work).” (letter dated 10/26/01)

“Thanks again. This is a really good time in Whitworth’s history to be looking for archival materials!” (e-mail dated 12/21/01)

“Wow! I love burrowing through the old stuff. Thanks.” (e-mail dated 12/20/01)

“Thank you very much for your help in working with these students! It sounds like (they) were able to benefit greatly from this experience.” (e-mail dated 12/12/01)

“Thanks again – I think this will be great information to collect – our students are excited about this too!” (e-mail dated 12/5/01)

“The packet of documents which you put together regarding (my relative) arrived yesterday. I have no way to adequately express my gratitude for your generosity and graciousness. The time and effort which you have expended in assisting me, and the documents themselves, are all priceless gifts. You may be assured that your kindness, as well as the information, are treasured.” (e-mail dated 4/18/01)

“Thank you so much for the photo. This will get us started!” (e-mail dated 11/30/01)

“What an interesting job you have! Thanks for taking care of this.” (e-mail dated 10/29/01)

“Thank you for filling my request on the Rev. Whitworth diary.” (e-mail dated 8/21/01)

“...our archivist who is great.” (e-mail dated 12/6/01)

“Thank you very much. It was very helpful.” (e-mail dated 10/25/01)

“Thanks again for helping me track down and use archive photos for our reunion slide show. Many people remarked about how much they enjoyed (it).” (e-mail dated 10/9/01)

“Thanks for your message. I would love to drop in later today and see what you’ve got.” (e-mail dated 8/22/01)

“Thank you so much. Yes, I would like a copy!” (letter dated 7/11/01)

“It is refreshing to hear the joy in your e-mail; you must really love your job.” (e-mail dated 8/9/01)

“Thanks for all your help, and the use of the photos!” (letter dated 8/1/01)

“Thank you for responding quickly and for your good ideas.” (e-mail dated 7/10/01)

“THANKS! Having photos at the reunion was terrific. These alumni...were very interested.” (e-mail dated 7/3/01)

“Thanks for all of your good work.” (e-mail dated 3/7/01)

“I want to thank you for the material you sent for our book.” (letter dated 3/1/01)

“Great work – these look very good.” (e-mail dated 4/12/01)

“Thank you for answering my query so quickly.” (e-mail dated 4/25/01)

“Appreciate your help!” (e-mail dated 4/19/01)

“Thanks very much. This is helpful and I will pass the info on.” (e-mail dated 4/19/01)

“Thank you very much for bringing over the archive documents for us to borrow – they are great! Also, thank you for writing the text for the magazine...what you wrote is just what we needed. I appreciate your help.” (e-mail dated 5/14/01)

“Thank you so much for helping me!!” (letter dated 5/2/01)

“Thanks for following up.” (e-mail dated 6/7/01)