

**University of Arkansas/Little Rock
University Archives Assessment with Recommendations for Action**

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December 18, 2012**

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Table of Contents**

Executive Summary	3
Introduction/Process	7
Holdings description	8
Staffing: Assessment	9
Staffing: Recommendations	9
Director of University Archives: Qualifications	
Director of University Archives: Job Description	
Assistant Archivist: Qualifications	
Assistant Archivist: Job Description	
Student Assistants: Qualifications and Job description	
Acquisitions and Appraisal: Assessment	11
Acquisitions and Appraisal: Recommendations	12
Intellectual Access/Cataloging: Assessment	14
Intellectual Access/Cataloging: Recommendations	15
Physical Access: Assessment	16
Physical Access: Recommendations	16
Preservation: Assessment	16
Facilities	
Security	
Environmental conditions	
Disaster preparedness	
Handling practices	
Exhibit practices	
Conservation needs	
Preservation: Recommendations	18
Facilities	
Security	
Environmental conditions	
Disaster Preparedness	
Handling practices	
Exhibit practices	
Conservation needs	
Reference and Outreach: Assessment	20
Reference and Outreach: Recommendations	20
Appendix I: Archives Inventory as of October 11, 2012	21
Appendix II: Suggested Security Precautions Governing Conditions of Use of Archival Records	30

**University of Arkansas at Little Rock
Archives Assessment with Recommendations for Action
Executive Summary**

Since 2010, the Archives Department of the Ottenheimer Library has been without staff to manage the historical records of the University of Arkansas/Little Rock (UALR). Since the Archives has existed with little or no activity for the past two years, questions about the collection and its operation have arisen.

- Does the Archives adequately document the history of the University?
- Do the facilities meet professional standards for the preservation of the materials?
- How many of the records are processed and accessible to researchers?
- How should the Archives be maintained in the future?
- What level of staffing is acceptable for holdings of this size and scope?

To answer these and other questions, the University hired Kenamore & Klinkow, LLC, to examine the Archives and its operation and to recommend a plan of action to collect, preserve, catalog, and provide access to the holdings.

Archives Assessment: Summary

The UALR Archives has approximately 380 linear shelf feet of records, including those of Little Rock Junior College, Little Rock University, and UALR. The holdings are significant; however, they do not fully document UALR history, because the Archives has not had an acquisitions plan in the form of a records management policy for offices in the University or collecting policy for outside donors. Accessions are uneven, because various offices do not know what is archival and what is not; and outside donors are unaware of the types of records of value to the University.

None of the records are processed and cataloged, so access to information is nearly impossible. Preservation of the Archives is, on the whole acceptable, and facilities are excellent. The Archives has little reference access, because no regular staff is available to service researchers.

Recommendations:

Following are recommendations for an Archives plan that meets or exceeds professional standards. Key to the plan is staffing composed of two professional archivists and student assistants equaling one full-time employee.

Recommending staffing to implement plan:

Director of the University Archives:

Qualifications:

- MLS or MA in history/related field, with training in Archives management;
- 5 years professional archives experience;

- Archives certification through the Academy of Certified Archivists;
- Excellent oral and written communications skills;
- Interest in UALR history;
- Ability to work with outside departments to collect and promote archival materials;
- Knowledge of archival cataloging software;
- Familiarity with concepts of Web site development;
- Experience using social media to promote collections.

Assistant Archivist:

Qualifications:

- MLS or MA in history/related field, with training in Archives management;
- 1 year professional archives experience;
- Eligibility for Archives certification exam through the Academy of Certified Archivists;
- Excellent oral and written communications skills;
- Interest in UALR history;
- Ability to work with outside departments to collect and promote archival materials;
- Knowledge of archival cataloging software;

Student Assistants

Qualifications:

- History majors preferred;
- Interest in UALR history;
- Excellent oral and written communications skills;

Acquisitions: Recommendations

- Develop a records management policy with retention and disposal schedules for all major departments in the University, to identify and preserve current records of permanent historical or administrative value for ultimate transfer to the Archives;
- Develop a collecting policy listing for acquisitions from outside donors. The policy should contain a list of desired materials and a list of records the Archives will not accept.

Intellectual Access to Archival Collections: Recommendations

- Process and catalog the University Archives holdings according to archival standards, so the information will be accessible to faculty, staff, students, alumni, and other researchers.
- Using software designed for archival cataloging, establish a database and place the catalog on-line for maximum access.
- Identify selected images/documents for digitization and placement on-line.

Physical Access to Archival Collections: Recommendations

- Establish regular hours of operation, when Archives will be open to researchers.

Preservation: Recommendations

Facilities:

- Facilities are currently more than adequate, but Archivist should be proactive in planning for the day, when the Archives will run short of space;
 - Factor storage space into acquisition policies and plans;
 - Obtain engineer's evaluation for floor capacity to support additional compact mobile shelving;
 - Prepare cost figures for floor reinforcement (if necessary) and compact mobile shelving before added shelf space is needed.

Security:

- Keep the storage areas locked and not accessible to anyone outside Archives staff;
- Limit keys to full-time Archives staff;
- Register researchers and require identification to use the records;
- Do not allow any archives materials to leave the department at any time;
- Supervise researchers at all times -- easily accomplished through the design of the reading room and adjoining, elevated office that has clear sightlines to readers;
- Follow normal security guidelines for users (see Appendix II, "Suggested Security Precautions Governing Conditions of Archival Use")

Environmental Conditions:

- Use a hygrothermograph to monitor the Archives storage room on a 24-hour basis to ensure that the storage area has the desired temperature and humidity. It should be noted that archival standards for temperature and humidity on a continuous basis are 70 degrees, +/- 2 degrees and 30-50% humidity.
- Do not allow any food or drink in Archives reading or storage areas;
- Maintain a clean department to avoid dust, dirt, and other damaging agents;
- To protect against UV light:
 - Turn off lights, when room is not in use;
 - Box all materials to avoid exposure to UV light
 - Purchase UV protection sleeves for fluorescent lights.

Flood/Fire disasters:

- Box and shelve all materials, as the first defense against flood or fire.
- Install a fire suppression system. Consider a simple sprinkler system that is effective and is less expensive than chemical systems;
- Develop a disaster plan that identifies risks and compiles procedures for disaster response.

Reference and Outreach: Recommendations

- Develop a reference policy with attention to off-site, as well as on-site users;
- Open the department to users, first on a limited basis, and as more holdings are cataloged, for eight hours/day during the week;
- Develop outreach program to publicize collections and encourage use.

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December 18, 2012**

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December 12, 2012**

Introduction

The University of Arkansas at Little Rock (UALR) has a long history of collecting and preserving University records, such as minutes of the Board of Directors, Board of Visitors, records of the Chancellor and Provost, University publications, and other essential materials reflecting the history of the institution. Along with the archival collections, the University has also acquired Arkansas materials, such as documents, maps, books, photographs, and other records documenting the history of the state. At times, the Archives¹ has been the site of intense activity and has had copious funding. For example, not long after the merger with the University of Arkansas, the University built state-of-the-art archival facilities and hired staff to develop and maintain the collections; and in the 1980s, the Archivist collected the records of major departments within the University, while at the same time successfully soliciting the records of five Arkansas governors.

In the 2000s, the status of the Archives changed completely. The Arkansas collection and the Archives staff moved downtown to the Arkansas Studies Institute, while the University Archives remained at UALR. Immediately after the move, the Archivist and her staff divided their time between ASI and the University Archives at Ottenheimer Library. In 2010, however, the Archivist and staff moved to the ASI on a full-time basis. While still under the aegis of the University, the Arkansas Studies Institute is no longer connected to the Library; instead, the Archivist reports to the Dean of Arts, Humanities, and Social Sciences. Since 2010, no staff have been assigned to the University Archives, except the Director of Public Services, who occasionally searches for information among the records.

Since the Archives has existed with little or no activity for the past two years, questions about the collection and its operation have arisen.

- Does the Archives adequately document the history of the University?
- Do the facilities meet professional standards for the preservation of the materials?
- How many of the records are processed and accessible to researchers?
- How should the Archives be maintained in the future?
- What level of staffing is acceptable for holdings of this size and scope?

To answer these and other questions, the University hired Kenamore & Klinkow, LLC, to assess the Archives holdings and operation and recommend a plan to collect, preserve, and provide access to the University records.

¹ In keeping with archival terminology, I will use “archives” as a collective noun with singular verbs throughout this report.

Process

In October 2012, Jane Kenamore spent several days at Ottenheimer Library examining the collections and interviewing current and former Library staff to assess the status of the following archival operations:

- Archival holdings;
- Acquisitions and appraisal;²
- Accessibility – physical and intellectual;
- Preservation/conservation;
- Reference and outreach.

This report will contain a summary of my findings and recommendations that together may be a blueprint for the future growth of the Archives.

Archival Holdings³:

The UALR Archives currently contains approximately 380 linear shelf feet of material documenting the history of the University and its predecessor institutions from 1927 until the present. Records include the following:

- LRJC/LRU records (Board of Trustees minutes, records of Academic Affairs, Building campaign, accreditation, and Ottenheimer Committee report, ca. 1929-1969;
- Minutes of the Board of Trustees [ca. 1929-2012], Assembly, 1962-1986, Advisory Council, 1969-1974, Building and Grounds Committee, 1968-1979, and other major groups within the University;
- Academic Affairs records (strategic plans, self-study reports, accreditation, curriculum development, etc), ca. 1970s-1980s;
- Faculty, student, staff records (e.g., student/faculty handbooks, tenure/promotion criteria, commencement records, individual student records), ca. 1970s-1980s
- Budgets⁴/financial records, ca. 1970s-1980s;
- Correspondence, including files labeled “Ross Controversy,” ca. 1946-1982
- Physical Plant records, 1970s-1982;
- University publications, e.g., *College Chatter/LRU Forum*, 1928-1967, *The Trojan*, 1931-1972, *UALR Annual Report*, 1989-1999, *Alumni Newsletter*, 1948-1964, *LRJC/LRU/UALR Bulletin*, 1929-2012;
- Chancellor’s records, n.d.
- Provost/VCAA records, ca. 1980s, 1990s, 2000s;
- Staff Senate records, ca. 1970s-1990s;
- Library records, 1948-1970s;
- Commission on the Status of Women, 1970s-1980s;

² archival appraisal, meaning the evidential and informational value of the materials, as opposed to the monetary value.

³ For a complete inventory of holdings, see Appendix I.

⁴ It should be noted that budgets, as opposed to year-end financial statements and audits, are not normally considered archival. UALR, however, has traditionally retained budgets in the Archives and in the cataloged book collection.

- Arkansas Association of College History Teachers, (papers presented by UALR faculty), 1980s-1990s;
- Faculty Wives Club scrapbooks, 1970s;
- Donaghy Foundation records, 1970s-1980s;
- News Bureau records, 1960-1985;
- Grant Cooper papers, 1973-1980;
- UALR Opera/Blance Thebom records, 1970s;
- Jim Fribourgh papers, n.d.;
- Richard Dixon papers, n.d.
- Writings of Freshmen English Students at LRJC, 1949-1955;
- Photographs, ca. 1970s

The University Archives contains valuable collections that will help document the history of the University. The collections, however, are by no means complete. For example, the minutes of the Board of Directors were carefully accessioned during certain periods, while ignored at other times; some chancellors and provosts have given their records to the archives, and some have not; only a handful of notable professors have donated their papers, and the photographic record is non-existent prior to the 1960s.⁵

In addition to the records already transferred to the Archives, a significant amount remains in certain offices. For example, the Chancellor and Provost have a total of 260 linear shelf feet of records in their offices and storage rooms. While all is not archival, a sizeable portion will go to the Archives when they leave office. The Provost also has a library containing strategic plans, tenure policies, BOT minutes/reports, Annual Reports, Undergraduate and Graduate Council records, chronology files, and more. Most of the records in the library are archival; yet, many of them are not found in the Archives holdings.

Staffing: Assessment

Currently the Archives has no staff. Even when the Department was fully staffed, the Arkansas Collection received the attention. As a result, collection growth has been uneven, virtually nothing has been processed and cataloged, and little attempt has been made to highlight the usefulness of the University Archives and make the holdings accessible to students, faculty, staff, and alumni.

Staffing: Recommendation

Hire a staff of two professional archivists to collect, preserve, catalog, and provide access to archival holdings. Supplement the staff with student assistants equal to another full-time employee.

⁵ It is unusual that the Archives has no original photographs documenting the early years of the Junior College or LRU. In my experience over 35 years, this is the only collection I have ever encountered that does not have early photographs of people, buildings, and events/activities. My experience leads me to believe they must be somewhere. The ASI Archivist, however, said in an interview on October 10, 2012, that they never existed. She noted that the only early pictorial record is found in the yearbooks. Currently, the Communications Department is building an archives of current photos. It is hoped that the Department and the Archives will cooperate to preserve future, as well as current photographs.

Following are qualifications and job descriptions for recommended staff:

Director of the University Archives:

Qualifications:

- MLS or MA in history/related field, with training in Archives management;
- 5 years professional archives experience;
- Archives certification through the Academy of Certified Archivists;
- Excellent oral and written communications skills;
- Interest in UALR history;
- Ability to work with outside departments to collect and promote archival materials;
- Knowledge of archival cataloging software;
- Familiarity with concepts of Web site development;
- Experience using social media to promote collections.

Job Description:

The Director of the University Archives will:

- Work with other departments within the University to implement a Records Management policy that identifies archival materials early in their life cycles and schedules orderly transfers of those records to the Archives;
- Develop and implement a collecting policy to govern gifts from outside individuals;
- Develop an annual plan and corresponding budget for the Archives and manage same;
- Prioritize records to be processed and cataloged;
- Identify records that should be conserved (e.g., migrate records on obsolete media to media that will be viable for the foreseeable future; schedule conservation for especially valuable paper documents, etc.);
- Develop and implement plan to preserve and make accessible electronic records;
- Develop and implement reference policy;
- Develop and implement outreach plan to highlight collections and encourage use by target audiences;
- Develop a plan for the Archives Web page on the UALR site;
- Develop a plan to use social media to promote and publicize the Archives;
- Process and catalog records according to archival standards, using archival cataloging software, as time allows;
- Other duties as assigned.

Assistant Archivist:

Qualifications:

- MLS or MA in history/related field, with training in Archives management;
- 1 year professional archives experience;
- Eligibility for Archives certification exam through the Academy of Certified Archivists;
- Excellent oral and written communications skills;
- Interest in UALR history;
- Ability to work with outside departments to collect and promote archival materials;

- Knowledge of archival cataloging software;

Job Description

The Assistant Archivist will:

- Process and catalog records according to archival standards, using archival cataloging software;⁶
- Administer records management policy;
- Assist Archivist in acquiring, preserving, reference, and outreach projects;
- Supervise student assistants
- Other duties as assigned.

Student Assistants

Qualifications:

- History majors preferred;
- Interest in UALR history;
- Excellent oral and written communications skills;

Job Description

Under the supervision of the Assistant Archivist, student assistants will:

- Assist with processing and data entry;
- Other duties as assigned.

Acquisitions and Appraisal: Assessment

Acquisitions Plan: Records Management and Collecting Policies

The Archives currently has no acquisitions plan. The department does not benefit from the University's records management policy that addresses only legal requirements for financial, personnel, and student records and does not address records of historical or lasting administrative value. As a result, key University offices -- for example, the Chancellor, Provost, Communications, Alumni Relations, Facilities, etc. -- have no information as to what is archival and what is not; and they may or may not transfer permanent records to the Archives.

The Archives also has no guidelines for accepting materials from outside donors; so the department has no control over the growth of the collections. It cannot actively collect records, such as the papers of notable professors that document scholarly pursuits within UALR, and conversely, it risks having to accept other materials that are of no archival value.

⁶ The primary task of the Assistant Archivist will be to process and catalog archival records.

Acquisition and Appraisal: Recommendations

Develop and implement a records management program with retention and disposal schedules for *all* major departments in the University, to identify and preserve current records of permanent historical or administrative value and to schedule temporary records for systematic disposal.

The policy will:

- Identify and preserve archival records early in their life cycles, so staff will not inadvertently dispose of valuable materials during unofficial cleanups.
- Allow for the systematic transfer of permanent, or archival records, to the Archives on a regular basis⁷
- Schedule temporary (non-archival) records for retention and disposal according to legal requirements and/or administrative need;
- Save storage costs by setting limits for temporary records retention;
- Target essential records for digitization and easy access, while saving costs of digitization and server space by not imaging records of little consequence;
- Maintain the volume of temporary and permanent records at manageable levels, so information in these files is more readily accessible.

Records Management Process:

The program will begin with a survey of all major offices not included in the current records retention and disposal schedule for financial, student, and personnel records. The Archivist/Records Manager will identify each records series, or groups of records in each office (e.g., correspondence, project files, committee minutes, publications, etc.). Once the records series are identified, the archivist/records manager will compile retention and disposal schedules for each series, taking into consideration legal requirements, staff/administrative needs, and historical significance. Temporary records will have designated storage periods and destruction dates; archival records will have designated active periods with dates for transfer to the Archives. After compiling the retention and disposal schedules, the Archivist/Records Manager will train staff to implement the records management program on an ongoing basis.

Electronic Records

It should be noted that most contemporary files – e.g., Board minutes, publications, correspondence, photographs, etc. – originate in electronic form. These records, while convenient to the current user, are often more difficult to preserve over the long-term than traditional paper files. The greatest challenge is rapidly changing technology, which makes obsolete hardware or software difficult, if not impossible to read.

⁷ Among the permanent records not currently transferred to the archives on a regular basis, for example, are the minutes of the Board of Trustees and Board of Visitors. The Archives has Board minutes for scattered years, but they have not all come from the office creating them. Indeed, the minutes appear in several different record groups within the Archives, and another set is located in the library of the office of the Provost. A records management policy will establish where the record copy resides and determine when the permanent records series should be transferred to the Archives.

A records management plan must account for the preservation and access of electronic, as well as paper records. The "born digital" records should be preserved in formats like to survive in the foreseeable future, (and migrated, when necessary to newer media), cataloged, and stored on a dedicated server, where they will be accessible to future researchers.

Develop a collecting policy for acquisitions from outside donors⁸

A collecting policy will provide guidelines for acquiring materials that do not come in through the orderly transfer of records from major offices in the University to the Archives. Examples of materials may include the papers of notable professors; student journals, photographs, or reminiscences; staff memorabilia; and official University records that have been separated from the custody of the institution.

A collecting policy will:

- Allow the Archives to be proactive in its acquisitions program;
- Enable to Archives to utilize resources efficiently by prioritizing potential donations; and
- Help the Archivist say “no” gracefully to collections that don’t fit with the policy.⁹

In writing the collecting policy, the Archivist should consider the following:

- The Archives mission-- the basis for the policy;
- an overview of space and staff resources to determine if the University can accommodate added archival materials and has the staff to process, catalog, and provide access to them;
- scope of the collection, with strengths and weaknesses noted, in order to build on strengths and fill in holes in the collection;
- overview of clientele and their needs, to plan a collection that will useful to faculty, staff, students, and alumni;
- types of programs promoted by the Archives (e.g., research, exhibits, publications, etc.), to determine the types of records that will support those activities;

With the background information well in hand, the Archivist and Dean will:

- Consider the foregoing aspects of the Archives and compile a list of desired materials;¹⁰
- Compile a list of records Archives will not collect.¹¹

⁸ An active collecting program assumes adequate staff to process and provide access to the papers.

⁹ It should be noted that the collecting policy can always be overruled, but having the guidelines will facilitate the acquisitions process.

¹⁰ For a sample of a collecting policy that has been publicized to potential donors, see the University of Arkansas/Fayetteville Archives site: <http://libinfo.uark.edu/SpecialCollections/univarchives/policies.asp>

¹¹ For more on collecting and records management policies, see Boles, Frank. *Selecting and Appraising Archives and Manuscripts*, (Chicago: Society of American Archivists, 2005), pp. 43-64.

Access to Archival Collections: Intellectual and Physical

Intellectual Access/Cataloging: Assessment

Nearly all the collections in the Archives are unprocessed, and all are uncataloged.¹² Over the years, students compiled box inventories, but no one has organized or weeded the records since they were originally acquired. Moreover, the container listings are not always descriptive. For example, one file in the LRJC/LRU record group is titled “Surplus Materials.” About 80% of the container lists are in Microsoft Word, so they are minimally searchable; however, the listings for each record group and subgroup are in separate files, so searching is cumbersome. Moreover, Word does not offer browser based searching.

Intellectual Access/Cataloging: Recommendations

Process and catalog the University Archives holdings according to archival standards, so the information will be accessible to faculty, staff, students, alumni, and other researchers.

Processing will involved organizing, weeding, and minimal conservation (e.g., removing paperclips, surface cleaning, if necessary). Once the records are arranged, the Archivist will catalog them according to DACS¹³ and identify documents or photographs to be digitized and linked to the cataloging record. The ultimate goal will be to place the catalog on the Internet for access by students, faculty, staff, alumni, and others interested in the history of UALR.

Archives Cataloging Software

In recommending archives cataloging software, we first considered conforming to what was already in use at other universities in the Arkansas system. Upon investigation, we learned that the institutions in question are using several different software programs, so UALR is free to select what will work best for the collection and the Ottenheimer Library.

Software Requirements:

Desired archives cataloging software should meet the following requirements:

The cataloging module should:

- Comply with DACS;
- Generate EAD¹⁴ tags automatically;
- Link cataloging records to corresponding digital images and other electronic files;
- Create an authority file, so the Archivist will have a standard list of names of individuals, organizations, and businesses;

¹² An interview with Linda Pine on October 10, 2012, revealed that during her lengthy tenure in the Archives, the Arkansas Collection was the priority and received almost all processing time. The University Archives was left to students, who made container listings, but did not organize or weed the collections.

¹³ DACS – Describing Archives: A Content Standard – was approved by the Society of American Archivists in 2004 as the new cataloging standard.

¹⁴ EAD: Encoded Archival Description allows the Archives to exchange information with other online databases.

- Create or track digital collections.

Search module should:

- Have browser based Internet access to complete and detailed folder-level finding aids;
- Have access to selected digitized documents and photographs linked to descriptive catalog records;
- Generate complete finding aids, container lists, and other reports;
- Search across collections and databases.

The Collections Management module should:

- Generate standard deed-of-gift forms for donors;
- Manage accession records during the period between acquisition and cataloging;
- Identify documents in need of active conservation or repair, and;
- Produce reports that monitor workload, locations of materials (e.g., if removed for exhibit, etc.), uses of archival material, etc.

Note: All software should have easily accessible technical support through the vendor.

Software Options:

Several software options are available:

- In-house software created by your IT department and based on, for example, Microsoft Access;
- an open-source software, such as Archivists' Toolkit or Archon ; or,
- off-the-shelf, proprietary software designed for archival cataloging.

In-house Software

We would caution against using in-house software. The developer assigned to this project will probably be completely unfamiliar with archival cataloging needs, so the development process may be long and complicated. If the developer leaves UALR, the Archives may be without adequate support for the software he/she created.

Open Source Software

On the surface, open source software is attractive. Currently two open source programs exist – Archon and Archivists' Toolkit; and there has been talk for some time of a merger of the two programs. They were created with support from the Mellon Foundation (Archivists' Toolkit) and the University of Illinois (Archon), and both run on MySQL. Neither product has regular, ongoing funding or staff, and several kinks remain in the programs. For example, neither offers easy access to technical support, but both rely on client listserves to answer user queries. Archivists' Toolkit does not support an online catalog; however, Archon claims to do so.

At this time we cannot recommend either program; however, both programs are in progress, and there is talk of establishing institutional user fees to support technical staff. Both programs also receive the ongoing (non-financial) support of the Society of American Archivists. Before

any final decision is made regarding software, the Archives/Library staff would be advised to check on the current status and features of the program(s). For more information see <http://www.archiviststoolkit.org/> and <http://www.archon.org/>.

Proprietary off-the-shelf Programs

At this time, the safest and most efficient choice would be either one of two software programs -- WebGENCAT by Eloquent Systems or Star Knowledge Center for Archives by Cuadra. Both fulfill all the archival software requirements listed above; both are reliable and have been in business since the 1970s; and both have responsive technical support systems.¹⁵ They both support on-line catalogs; they search across collections and databases via browser based searching; access digitized documents and photographs linked to descriptive catalog records; and they can generate a variety of reports. They meet archival cataloging standards (DACS); generate EAD tags for reporting to on-line databases; and create authority files. In addition, the collection management module for both programs generates deed-of-gift forms, tracks conservation needs, creates accession records, and manages other administrative tasks.

Cuadra and Eloquent Systems each offer two options: outright purchase and a monthly plan whereby they host the client's database on their server. Cuadra offers a package that includes all the features mentioned above, while Eloquent offers cafeteria pricing. For more information on both programs, see <http://www.eloquent-systems.com/> and <http://cuadra.com/>. Both companies offer online demonstrations of their products.

Physical Access: Assessment

Currently the Archives is closed to researchers, because there is no regular, full-time staff.

Physical Access: Recommendations

When staffing is in place, the Archives should have regular hours of operation during the week. At the beginning, when staff will be heavily occupied with processing and cataloging, the open hours can be limited to four hours/day. When staffing is adequate and a majority of the collections have been processed and cataloged, the Archives should be open 8 hours/day during the week. Opening occasional Saturdays is also desired.

Preservation: Assessment

Facilities

Currently, the University Archives collection contains nearly 400 linear feet of material. When active acquisition programs are in place, holdings will grow considerably in coming years. The Special Collections/Archives space constructed in the 1970s was state-of-the-art at the time and

¹⁵ For insight into personal experiences with Cuadra, contact Laura Mills, Roosevelt University, lmills@roosevelt.edu or Keith Helt, Crown Family Philanthropies/Henry Crown & Company, khelt@crown-chicago.com. For experience with Eloquent Systems, contact Justine Wagner-Mackow, jwagner_mackow@jasc-chicago.org.

should be adequate for the next several years, even with increased growth of the collection. The space includes a reading room, office overlooking the reading room, special collections storage (books and cataloged University publications), a smaller room that was formerly used for photo reproduction, and Archives storage. The total square footage is nearly 4,000 square feet. The archives storage room is 34.5 x 48.5, or about 1,673 square feet of space and contains some 1,581 linear shelf feet of storage. Of that, 1,197 linear shelf feet is made up of stationary shelving, while about 385 linear shelf feet is in compact mobile shelving. In the future, when more storage room is needed, the Library may be able to replace the stationary shelving with compact mobile shelving and nearly double storage capacity.¹⁶

Security

The Archives is currently locked and inaccessible, so security is excellent.

Environmental Conditions

Ventilation: the Archives/Special Collections space is large and well ventilated.

Heat/Humidity: The entire space is air conditioned on a 24-hour basis. The large storage area has separate temperature and humidity controls. The temperature in that space is between 66 and 70 degrees (closer to 66 than to 70) and humidity is 43-47%, well within archival preservation standards to prevent growth of mold. The temperature of the reading room is between 70 and 72 degrees, also within archival preservation standards.

Ultra-violet light: The Archives area has no access to outside light, so it is safe from natural ultra-violet light. The area does, however, use fluorescent lighting, which emits its own UV light.

Fire hazard: The Library has no automatic fire suppression system.

Water hazard: The building has no major water hazards. To protect against unexpected flooding, all materials are shelved and off the floor.

Biological hazards: There was no evidence of insects or vermin.

Dust/dirt: The Archives storage areas appeared to be fairly free of dust and dirt.

Acid-free housing: Most of the material has not been cataloged, so it remains in original boxes, which are not acid-neutral or acid-free. Over the years, students have transferred something less than a third of the records into acid-free folders.

Disaster preparedness: Assessment

There is no disaster plan.

¹⁶ It should be noted that compact mobile shelving may require reinforcing the floor to support the added weight. The University will need an engineer's evaluation before adding compact shelving to the Archives space.

Handling practices

The materials are handled rarely, because the Archives has not had regular staff and is not open for research.

Exhibit Practices

The materials are used rarely for exhibit, because staff is not available to plan and mount any displays.

Conservation needs

Some of the early LRJC materials may be in need of conservation; however, no staff is available to identify and evaluate the fragile materials. Of special note are the videotapes in storage. They have a short shelf-life (less than 20-25 years), so they should be evaluated and transferred to a more stable medium, if of value.

Preservation: Recommendations

Facilities: Recommendations

As noted, facilities are more than adequate right now. The Archives staff, however, must be proactive in planning for the day, when the Archives will run short of space. The Archivist should:

- Factor storage space into acquisition policies and plans, and collect carefully and deliberately.
- Obtain engineer's evaluation for floor capacity to support additional compact mobile shelving;
- Obtain cost figures for floor reinforcement (if necessary) and compact mobile shelving ready well before more shelf space is needed.

Security: Recommendations

As noted, security is excellent, because the facility is locked, and the records are not open to researchers. When the Archivist is hired, he/she can maintain good security in the following ways:

- Keep the storage areas locked and not accessible to anyone outside Archives staff;
- Limit keys to full-time Archives staff;
- Register researchers and require identification to use the records;
- Do not allow any archives materials to leave the department at any time;
- Supervise researchers at all times -- easily accomplished through the design of the reading room and adjoining, elevated office that has clear sightlines to readers;
- Follow normal security guidelines for users (see Appendix II, "Suggested Security Precautions Governing Conditions of Archival Use")

Environmental Conditions: Recommendations

- Use a hygrothermograph to monitor the Archives room on a 24-hour basis to ensure that the storage area has the desired temperature and humidity. It should be noted that archival standards for temperature and humidity on a continuous basis are 70 degrees, +/- 2 degrees and 30-50% humidity.
- Do not allow any food or drink in Archives reading or storage areas;
- Maintain a clean department to avoid dust, dirt, and other damaging agents;
- To protect against UV light:
 - Turn off lights, when room is not in use;
 - Box all materials to avoid exposure to UV light
 - Purchase UV protection sleeves for fluorescent lights.

Disaster preparedness: Recommendations

- Box and shelve all materials, as the first defense against flood or fire.
- Install a fire suppression system. A simple sprinkler system is effective and is less expensive than chemical systems¹⁷;
- Develop a disaster plan that identifies risks and compiles procedures for disaster response.¹⁸

For example: consult with the security vendor and the local fire department regarding the following:

- A survey of fire hazards that can easily be corrected, such as overloading circuits, appliances left on at night, storage of flammable substances, etc.;
- An inspection of the electrical wiring system. Is it outdated? Is it sufficient to handle current and near future needs?
- Location of the most precious paper and electronic records, so firefighters know what to save and how to save it, in the event of a fire;
- Develop procedure to turn off sprinkler system and contact staff, should the sprinklers activate spontaneously.

Handling Practices: Recommendations

- Present on-site researchers with handout detailing the correct handling and security procedures to follow in the Archives;
- Follow the usual recommendations for handling archival materials – use pencils only, wear gloves when handling photographs or fragile documents, do not lean on, or write on top of archival materials.

Exhibit Practices: Recommendations

- Always exhibit digital copies of photographs in lieu of photographs;
- Exhibit scans of textual documents and publications, when possible;
- Rotate exhibits every three-four months to avoid excessive ultra-violet light on original documents/publications;
- Never tack or tape exhibit items;

¹⁷ A sprinkler system should be monitored on a 24-hour basis, in case the sprinklers activate spontaneously.

¹⁸ See http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php for information on identifying risks, decreasing them, and how to respond to disasters.

- Exhibit original documents/publications in secure, locked cases;
- Invest in ventilated exhibit cases, if possible;
- If materials are lent to another institution for exhibit, require safe, secure, environmentally controlled space; avoid lending most precious and irreplaceable items under any conditions.

Conservation needs: Recommendation

Develop a procedure whereby materials needing conservation are identified and listed as they are being processed and cataloged. Budget for conservation needs.

Reference and Outreach: Assessment

Providing reference service is almost impossible, because nothing is cataloged. Moreover, the Director of Public Services (who acts as the reference librarian) has not worked with the holdings, so he is not familiar with their contents.

Little, if any effort has been made to promote the Archives, because the department is not open to users.

Reference and Outreach: Recommendations

When the department has professional staff, we recommend the following:

- Develop a reference policy with attention to off-site, as well as on-site users;
- Open the department to users, first on a limited basis, and as more holdings are cataloged, for eight hours/day during the week;
- Develop outreach program:
 - Post catalog on Web page;
 - Develop on-line and on-site exhibits using University records;
 - Use social media to promote the Archives;
 - Sponsor panels and speakers who may highlight the collections.

Conclusion:

The UALR Archives is worthy of the time and effort needed to implement all of the foregoing recommendations. Competent staffing, as outlined at the beginning of this report, will be able collect, preserve, catalog, and provide access to the history of the University and thus provide a foundation for the future growth of the institution.

Appendix I

Archives Inventory

October 11, 2012

**Appendix I
Archives Inventory
October 11, 2012**

Description	Linear Shelf Feet
Little Rock Junior College/Little Rock University records, ca. 1929-1969	25

The Little Rock Junior College/Little Rock University records date for the most part from the 1950s and 1960s; however, a few documents, such as college bulletins date from the 1920s. The Board of Trustees minutes and reports document the progression from Little Rock Junior College to Little Rock University. A report to the North Central Association provides a snapshot of the institution in the late 1950s. Some of the records were at one time part of the Little Rock University Archives. Those folders are clearly labeled as such and are arranged by record group and series. Most of the material, however, is unprocessed and in no particular order, except that LRJC materials are together, as are Academic Affairs records.

- Box 1: LRJC “Materials found in UALR”
- Box 2: LRJC “Stuff on Shelf”
- Box 3: BOT Minutes, 1950s
- Box 4: BOT Minutes, President’s reports, 1950s, 60s From LRU Archives (in archival folders, labeled RG 2, Series II.)
- Box 5: Student Affairs, misc. 1960s
- Box 6: LRU Building, from LRU Archives. In archival folders, RG 2,, Series III
- Box 7: LRU Development, 1960s. Unprocessed.
- Box 8: LRU Development, 1960s. Unprocessed.
- Box 9: LRU Development, 1960s. Unprocessed.
- Box 10: Audits, financials, 1960s. Unprocessed.
- Box 11: Monthly budget reports, 1960s. Archival folders. But not archival
- Box 12: BOT minutes, agendas; committee minutes, 1950s, 1960s. In archival folders.
- Box 13: BOT minutes, agendas, 1960s? In archival folders
- Box 14: Academic Affairs
- Box 15: Academic Affairs, Faculty minutes, contracts. Ca. 1960s. Unprocessed.
- Box 16: Academic Affairs, by subject, ca. 1960s
- Box 17: Academic Affairs, student scores, North Central Assn, etc., 1950s, 1960s Unprocessed
- Box 18: Academic Affairs, students, strategic plans, consultant reports, 1950s, 1960s. Unprocessed.
- Box 19: LRJC, Bulletins, 1920s, awards, reports, correspondence, 1950s.
- Box 20: LRJC, Ottenheimer Committee Report, BOT meetings, test scores, misc. 1950s. Unprocessed.
- Box 21: LRJC, Audit reports for LR Senior HS/LRJC, 1930s-1950s, clippings, LRJC Permanent Home Campaign, 1940s, Ottenheimer Report, football, etc. 1950s.

- Box 22: LRJC, scholarships, 1940s, 1950s; student correspondence, non-archival material (alcohol reports, equipment inventories, etc.)
- Box 23: LRJC, Building campaign, collections reports, contracts (1950s), non-archival material. Unprocessed.
- Box 24: LRJC, North Central Evaluation completed forms, ca. 1950s; Constitution draft, LRJC Foundation, Building campaign
- Box 25: Unknown

University Archives

81

The record group titled “University Archives” contains 81 linear shelf feet of material, divided into 7 series. A container listing for an additional series (Series I: Merger Materials, LUR and University of Arkansas, 1969) exists; however, Kenamore was unable to locate those records. While container listings are available for all series, the materials have not been processed or cataloged. Series II through Series VII include:

- (Series II) minutes of meetings of the Assembly, 1962-1986, Vice Chancellor for Student Affairs, 1978-1982, Council of Presidents and Chancellors, 1977-1982, Advisory Council, 1969-1974, Administrative Cabinet, 1974-1980, Board of Visitors, 1969-1979, Chancellor’s Group, 1978-83, Board of Trustees, 1969-1985, Buildings and Grounds, 1968-1979, and miscellaneous committees;
- (Series III) records of Academic Affairs, including strategic planning, self studies, accreditation, degree program proposals, 1970s and 1980s;
- (Series IV) records of students, faculty, and staff, including student and faculty handbooks, tenure/promotion criteria, commencement records, fraternity/sororities, and individual student files, 1970s-1980s;¹⁹
- (Series V) Budget and Financial records, 1970s-1980s (many of these records are not archival);
- (Series VI) Correspondence, alphabetical by name, 1946-1982 (bulk 1970s), including a subseries of files labeled “[Chancellor G. Robert] Ross Controversy;”
- (Series VII), Physical Plant, 1970s-1982; (Series VIII) Reports/Rules and Regulations, 1955-1985; and (Series IX), Printed Materials, including directories and handbooks, 1965-1997.

“University Papers”

33

The “University Papers,” formerly housed in the Archives cage, contain budgets, committee records, miscellaneous chancellor files, ca. 1982-1989, miscellaneous correspondence, Department of Higher Education records, ca. 1981-1985, commencement programs, annual reports, and temporary records,²⁰ such as travel authorizations, receipts, etc.

Container listings are available for these records; however, the materials have not been processed and are not organized into series, as are the “University Archives.”

¹⁹ Individual student files listed by name should not be part of the Archives for privacy reasons.

²⁰ It should be noted that budgets, as opposed to audit reports, are not normally considered to be archival; however, archives tradition at UALR is to keep these records. A number have been cataloged in the book collection.

Staff Senate	12
<p>The Staff Senate records contain minutes and project files of the organization. The collection has a container listing for the first 10 of 12 boxes (See Appendix). The records have not been processed/weeded and contain non-archival and/or personal material (e.g., applications for Helping Hands. Boxes 11 and 12 contain a mix of financial records (non-archival), minutes, event files, and committee records, mostly 2003-2004.</p>	
Board of Trustees	4
<p>The Board of Trustees records date from 2002-2009 and seem to be incomplete. The record copy of the BOT minutes is presumably in the Chancellor’s office. The records are unprocessed; however, each set of meeting minutes/agendas are bound with attachments.</p>	
Library Records, 1948-1970s	2
<p>The Library records consist of two boxes. Box 1 contains receipts, invoices, and other temporary, non-archival records. Box 2 contains statistics, surveys, annual reports, salaries, and organization, ca. 1948-1970s. The Library records are unprocessed.</p>	
Commission on the Status of Women, 1970s-1980s	3
<p>The Commission on the Status of Women contains minutes, Women’s Studies Task Force records, materials pertaining to Women’s History Month, and reports on women’s issues, 1970s and 1980s. The records are unprocessed.</p>	
UALR Printed material, 1965-1977	1
<p>Box 1 of 1 (see also Series IV, boxes 4 and 5): Student handbooks, Faculty Handbook, Directory of Classes, Student Directories, Employee Handbooks, etc. Unprocessed.</p>	
Arkansas Association of College History Teachers, Ca. 1980s-1994	2
<p>The Arkansas Association of College History Teachers (AACHT) contains one box of historical papers delivered by members (refoldered in acid-free folders and organized), ca. 1980s and a second box of newsletters, correspondence, by-laws, programs, dues lists, ca. 1986-1994. The second box is unprocessed, and records as a whole are uncataloged.</p>	
Faculty Wives Club/UALR Women’s Club 1970s	1
<p>The Faculty Wives Club/UALR Women’s Club records contain scrapbooks reflecting activities in the 1970s.</p>	
College of Arts, Humanities, and Social Sciences, Records Management survey, 1992-1993.	1
<p>The College of Arts, Humanities, and Social Sciences sought to establish a records management plan to identify archival materials at the time of creation. The records are surveys (raw data) of</p>	

departments taken in 1992-1993 to identify the major records series in each office.
Unprocessed.

UALR Class Directories (class schedules), 1980s 1

The UALR Class Directories are unprocessed.

UALR Evaluations 2

These records are unprocessed.

Little Rock Junior College (Labeled “Box 2 of 10”) 1

The Little Rock Junior College records contain BOT minutes/agendas, a North Central Association Study (1953-54), JA Larson (First President) correspondence, budget data, all from the 1950s. This box apparently belongs with the Little Rock Junior College/Little Rock University collection; however, it was shelved separately.

Photographs 2

The University photograph collection contains photographs of miscellaneous campus scenes, the flood of 1978, a flood in the 1940s, and the new Archives with camera and darkroom equipment (ca. 1970s). A second series contains reproductions of yearbook photographs through the years. We were not able to locate photographs that were taken prior to 1970.

Political Scrapbooks 2

These scrapbooks contain clippings documenting Alfred E. Smith’s 1928 campaign for president, Roosevelt’s campaign for the presidency in 1936 (January-June only), the 1940 campaign for the presidency (March-September only), the 1944 presidential campaign (June-September), and political happenings in 1945.

University Archives, 1980s 2

These records document the establishment and maintenance of the University Archives in the 1980s. Unprocessed.

Little Rock University, n.d. 1

These records are mostly financial, including construction accounts.

Gubernatorial correspondence, Jim Guy Tucker and Winthrop Rockefeller .5

These may belong at the Arkansas Studies Institute with the rest of Tucker and Rockefeller records.

Provost/VCAA Records 34

This contains 12 boxes of classification "F1" through "f5." (see Microsoft Word container list in Archives), 18 boxes of VCAA materials, 4 boxes of faculty terminations. 34 boxes. Unprocessed.

Richard Dixon papers**3**

Richard Dixon was a charismatic history professor at LRU/UALR in the 1950s-1980s. He was described as follows: "Western Civilization was one of those classes you didn't look forward to taking, but Mr. Dixon made you feel like you were watching a Saturday serial...you couldn't wait to get back to class to find out what happened to the hero. I enjoyed him so much that I signed up for American History the next year!"²¹ He won the Distinguished Alumnus award in 1970. The Dixon papers are refoldered, but unprocessed.

News Bureau records, 1960-1985**35**

The News Bureau records contain news releases, clippings, and general files organized by subject, e.g., Sarah Bernhardt's appearance in Little Rock in 1906. The records have container listings, and some files have been refoldered. The records are otherwise unprocessed.

UALR Video records, 1990s-2000s**8**

The UALR Video records include video recordings in varying formats, 1990s-2000s. Container listings exist for all 8 boxes, but we could only locate electronic versions of the listings for 6 boxes.

Donaghy Foundation, 1970s and 1980s**3**

Former governor George W. Donaghy and Louvenia Wallace Donaghy established the Donaghy Foundation to support Little Rock Junior College in 1929. Until UALR was established in 1969, Donaghy Foundation support was operational; since that time, the Foundation has supported special projects. The records contain title abstracts, Foundation board minutes, audits and financial information, and general files, 1970s and 1980s. A container listing is in each box; however, the location of the electronic version is unknown. The records are unprocessed.

Chancellor James H. Young Memorabilia, 1982-1992**1**

James H. Young was the chancellor of UALR from 1982-1992. The records contain memorabilia and photographs. The collection is unprocessed.

Grant Cooper papers, 1973-1980**2.6**

Grant Cooper, son of a wealthy donor, was an assistant professor of history. He announced to his class that he was a communist and interpreted history from the perspective of economic class. UALR issued a letter of non-reappointment, and Cooper, in return, sued the University. The case was resolved in 1980. The records reflect the legal battles involving Cooper and UALR. Unprocessed.

²¹ <http://ualr.edu/www/2012/10/29/legendary-prof-dixon-dies/>

Serials:

- **UALR Review, [1974-1990]** .5
- **UALR Campus Bulletin, [1972-1989]** 1.3
- **Serials, misc., 4 boxes.** 1.6
- **UALR Campus Update, 2006-present** .5
- **UALR Commencement, 1966-2002** .5
- **UALR Forum, 1979-2004** 3

UALR Opera/Blanche Thebom records .6

Blanche Thebom was a mezzo soprano, who performed more than 350 times with the Metropolitan Opera from the mid 1940s until her retirement in 1967. After she retired, she directed the opera program at UALR. The records include photographs, programs, and correspondence. Unprocessed.

Jim Fribourgh papers 4

Jim Fribourgh served as Chair of Life Sciences, Interim Chancellor, Vice Chancellor for Academic Affairs, and Distinguished Professor of Biology. When he retired the University named the Natural Sciences building for him. The papers are unprocessed.

Charles Hathaway papers, ca. 1992-2002 6.5

Charles Hathaway was chancellor from 1992-2002. His papers are unprocessed, and there are no container listings.

Little Rock Junior College/Little Rock University Minute book, 1934-1965 2

Clippings scrapbooks, 1957-1978, 15 volumes 10

The People's College: Little Rock Junior College and Little Rock University, 1927-1969 by Jim Lester .5

Original manuscript for the work published in 1987.

Miscellaneous unprocessed material located on shelving in back of storage room: All are unlisted and unprocessed.

Administration memos, 1980s-90s .25

Blue Ribbon Committee on Curriculum, 1980s .25

Donaghy Scholars program, n.d. .25

Faculty Senate minutes, 1994 .25

Faculty Advocate, 1994 .25

ADA Self Evaluation Final Report, 1996	.25
Affirmative Action Plan, n.d.	.5
Board of Trustees minutes, agendas, 2009-2012	3
Faculty/Staff Directories, 1999-present	.6
Faculty <i>Handbook</i>, 2000	.5
UALR budgets, 2008-2011	.5
Undergraduate Catalog, [1999-2006]	.5
Student Directories, 1990s, 2000s	.8
New Student Guides, 1990s	.5
Faculty Senate and University Assembly Minutes/agendas, 1987-2002	.5
75th Anniversary celebration materials	.25
UALR Honor Societies records	3.5
C. Richter papers (WWI memorabilia), family crest.	.5
The C. Richter papers consist of World War I memorabilia, the family crest, and miscellaneous items.	
ALA/University Libraries Division minutes	.5
These minutes were probably collected by a member of the Division and are better located in the ALA archives.	
Photographs	3
It is notable that the Archives has few original photographs, and none from the period 1927-1965. This collection contains proof sheets, 1965-1970 (ca. 2 linear feet); 218 copies of yearbook photographs. The yearbook photographs are listed (hard copy only); the proof sheets are unprocessed.	
UALR Library photographs, ca. 1970s	.3
Cassette Tapes, UALR lecture series, 1984-85	.6
LRJC and LRU building photographs in microform, n.d.	.4
University Documents and Publications in Book Room	36

Some documents and university publications have been cataloged into the book collection. It should be noted that some are duplicates of materials in the Archives storage area. A partial list of the cataloged material follows:

UALR Budgets, 1963-2013

Alumni Newsletter, 1948-64

UALR /LRU/UALR *Bulletin*, 1929-2012 (Undergraduate catalog)

UALR *Graduate Bulletin*, 1979-98

UALR *Fact Book*, 1979-1997

***Quills and Pixels*, 1998-2008**

Writings of Freshmen English Students at LRJC, 1949-1955

This is particularly notable. One English teacher compiled the writings of her students and bound the typescripts for the library.

***College Chatter/LRU Forum*, 1928-1967**

***The Trojan*, 1931-1972**

Enrollment summary/surveys, 1974-1993

***Annual Report*, 1989-1999**

Reports, accreditation application, self studies, Reports to the Chancellor (ca. 1972-1982)

Library of the Provost:

The Provost's Library contains the following records. Some duplicate records already in the Archives, but some are unique to the Library:

- Self Studies, 3-year plans, 80s
- Tenure policies, 80s
- Ad Hoc Committees, n.d.
- VC meetings, 1990s-2000
- BOT minutes/reports, 1984-present
- BOT University memos, n.d.
- Report to Chancellor, 1978-82
- Budgets, n.d.
- Annual reports, n.d.
- Undergraduate Council agendas/minutes, 1990s
- Graduate council, min/agendas, 1996-2000
- Chronological file, 2005-2007

Appendix II

Suggested Security Precautions Governing Conditions of Use

Suggested Security Precautions Governing Conditions of Archival Use:

- All researchers using archival materials must work under the direct supervision of a member of the staff. Under no circumstances will researchers work alone.
- Archives staff will retrieve archival materials from the stacks and reshelve them, when researchers have finished.
- Researchers, even those on staff, may not remove materials from the Archives at any time.
- Researchers will store briefcases, coats, and other large items in a designated space in the Archives.
- Researchers may use one manuscript box at a time and may remove one file folder at a time from the box; they must take care to retain the order of papers within the file folder.
- Researchers will handle papers with care, being careful not to lean on, or write on top of archival materials.
- Researchers may use laptop computers for note taking.
- If researchers take handwritten notes, they must use pencils.
- Researchers may not use cameras or cell phone cameras in the Archives without permission of staff.