DEPARTMENT ACCOMPLISHMENTS:

- The Archives continued discussion with the College of Architecture regarding the transfer of the Heffernan Design Archives. The collection will be moved to the Archives in September 2008.
- The Archives acquired 106 collections (235 linear feet of records, manuscripts, books, and photographs and 147 cubic feet of architectural drawings)
- The archivists and student assistants completed processing of 11 manuscript collections (82 linear feet); 2 architectural drawing collections (146 cubic feet); 14 photograph collections (2742 photographs)
- Archivists added 42 digital collections to the dark archive, Aardvark, and added 3340 (485.4GB) of individual digital items.
- 1471 Technique files were entered into TPUB database.
- The Archives staff assisted in acquiring a new record center (35,000 sq. ft.) for off-site storage on Marietta Boulevard.
- The department continued processing and scanning preparations of the Office of Sponsored Programs’ Sponsored Research reports.
- Records Management program collaborated with the Office of Information Technology on the first Data-Clean up event.

STAFF ACCOMPLISHMENTS AND GOALS:

Christine de Catanzaro, Access Archivist

Processing
2008 goal:

- Make steady progress in processing paper-based collections, with the help of student assistants and interns

Processing Completed

- 10 manuscript collections (81.69 linear feet)
- 1 architectural drawing collection (5.76 cubic feet)
- 5 photograph collections (ca. 100 photographs)
- Approximately 30 new and updated OCLC/MARC records
- Preliminary inventories for 1 collection (ca. 103 linear feet)
- Preservation: ca. 1500 ledger pages treated and preserved
- In progress: 4 manuscript collections (ca. 32 linear feet); complete finding aid for Georgia Tech Ledgers Collection (ca. 103 linear feet)
Description and Management

2008 goal:

- **Begin experimenting with the use of Archivists' Toolkit 1.1 to generate EAD and MARC documents for newly processed collections; help train students and colleagues in the use of the AT resource module**

**Progress**

- Data cleanup of accessions module nearing completion
- Existing records in name and subject modules nearing completion
- Working with colleague in Digital Library Development to create style sheet for finding aids generated by Archivists’ Toolkit
- Experimenting with generation of EAD and/or MARC records from AT

Outreach

2008 goal:

*Continue to work with the other archivists to reach out to campus constituencies by identifying collections that may be of interest to the Georgia Tech community; continue to actively serve the needs of the Music Department on campus by providing appropriate library resources for their new and emerging programs; remain active in the Society of Georgia Archivists; continue to seek opportunities to take on leadership roles at Georgia Tech*

**Progress**

- Worked with LCC classes, COA individuals and classes, Presidential Scholars in use of archival materials
- Utilized fiscal-year monograph budget for Music Department to purchase appropriate resources for undergraduate and graduate programs
- Activity on Society of Georgia Archivists Executive Board:
  - Education Committee Chair (2007)
  - Vice-President/President Elect (2008)
  - Membership Committee Chair (2008)
- Activity in leadership roles at Georgia Tech Library:
  - Nominating Committee (2008)
  - CAPCR Committee Member (voting) (2008-2010)

Digital Projects

2008 goal:

*Continue collaborating with other archivists in the department in the creation of digital collections*

**Progress**

- Assisted new Visual Materials Archivist by training her in creating finding aids using EAD and DACS
Presentations and Papers

2008 goal:

- Continue to make presentations on archival issues; develop a publishable article

Presentations at Georgia Tech

- Introduction to Archives class -- LCC2112 class, September 24, 26, 2007 (with Jody Thompson)

- Lecture/discussion of Rare Books, artifacts at Tech -- Presidential Scholars (Class of 2011)
  Ferst Room, September 11, 2007 (with Jody Thompson, Kent Woynowski)
  Ferst Room, October 11, 2007 (with Kent Woynowski)
  Ferst Room, October 31, 2007 (with Jody Thompson)

- Introduction to Archives/discussion of Science Fiction resources class – Three LCC 1102 classes
  January 17, 2008

Presentations at Professional Meetings/Workshops

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<td>Archivists’ Toolkit Workshop</td>
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<tr>
<td>“An Update on the Archivists’ Toolkit”</td>
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<tr>
<td>(Session presenter with Kent Woynowski, Mandi Johnson)</td>
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Kirk Henderson, Records Manager
Professional development
Attended ARMA national conference in Baltimore, MD in October 2007.

CRM (Certified Records Manager) certification: passed part five of the six part exam as of May 2007. Will be scheduled to take Part 6 of the exam in May 2008.

Completed AIIM ERM (Electronic Records Management) training program and received “ERM Practitioner” certificate in September 2007.

Attended ARMA monthly meetings throughout the past year which included presentations focused on electronic records classification and storage, RFID use and implementation, and e-discovery issues related to the new Federal Rules of Civil Procedure for legal proceedings.


Participated in Library’s Strategic Planning work sessions to develop goals and agendas for the Library’s Strategic Plan.

Records Management
Collaborated with the Office of Information Technology on the first Data Clean-up event. Consulted with OIT in preparation for the event and designed a Records Decision Tree document to be included with campus mailing promoting the event.

Ethel Street Records Center is nearing capacity. Accessions and retrievals have increased significantly over the past five years (accessions for the calendar year 2007 totaled 1,149 boxes). We continue to facilitate secure destruction of a large volume of campus records (1,060 boxes were destroyed in calendar year 2007).

Participated in the search for a new records center location during July/August 2007. Currently participating in the development plans for a new 35,000 square foot Records Center facility.

Coordinated one-time purge approximately 200 boxes of records material for GT Accounting Services.

Exhibits and programming
Participated in Constitution Day events: designed poster-style graphics for installation in Library’s East Commons area. Coordinated development of content with Library’s Constitution Day committee in collaboration with Robert Pikowsky, campus coordinator for the Constitution Day events. Observance of Constitution Day is a prerequisite for the Institute’s receipt of federal funding for a variety of research and educational programs.
Continued to facilitate Library West Commons exhibits, working with Charlie Bennett to assist in mounting student oriented exhibits as well as creating and designing installations featuring Archives collections.

Artifact collection
Organization and re-housing of artifact collection items continues. Over 1500 items now have entries and descriptions within the GT artifacts database. An artifact file system has been developed to house relevant research or provenance material related to some artifacts.

Mandi Johnson, Visual Materials Archivist

Collect, preserve, arrange and describe visual materials/Tag finding aids in EAD as well as related archival descriptive standards
FY2008 Visual Materials Collections = 9 collections = 13.1 lf (2642 items)
FY2008 Architectural Drawings Collections = 1 collection = 3.5 lf (28 drawings)
FY2008 Manuscripts Collections = 1 collection = .10 lf
FY20008 Total Collections = 11 = 16.7 lf—all were tagged in EAD and posted to Archives website
GOAL: Make steady progress in processing visual materials collections, with help of student assistants and interns.

Work closely with campus faculty and foster relationship with the College of Architecture
• Helped box up Heffernan Design Archives (HDA) materials
• Met with College of Architecture professors regarding HDA
• Helped draft HDA transfer proposal
GOAL: Help with physical transfer of HDA, establish processing plan for materials, begin processing.

Provide reference services
• Regularly scheduled shifts at Archives reference desk
• 25 research requests—mostly for images
GOAL: Continue to learn visual materials resources, provide excellent customer service for in-house and remote patrons, and incorporate the TRS’ Core Values.

Maintain accurate and timely information on copyright pertaining to the use of visual materials
• Attended webinar on Key Copyright Developments
GOAL: Keep up with new developments by reading and attending relevant workshops/seminars.
Provide and supervise production of images for patron use
• Approximately 150 scans for patrons
GOAL: Continue to provide reproductions for patrons and in-house use in a timely manner.

Engage in other archival duties on an as needed basis
• Helped box up material from Tech Tower
• Provided archives orientation for ENGL1102 and ENGL1001
• Interviewed by MLIS student—provided content on physical archives facility and job function
• Revised permission to publish form
• Revised image request form
• Revised image fees
• Revised Visual Materials Processing Manual
• Began Archivists’ Toolkit clean-up with other archivists
GOAL: Continue collaborating with the other archivists and performing other archival duties as necessary.

Supervise/provide training to student assistants, interns, and paraprofessionals
• Supervised MLIS student intern processing archival photo collection, approximately 45 hours
• Co-supervised Georgia Archives Institute intern processing archival photo collection
• Supervised student assistant while processing visual materials collections
GOAL: Continue supervising and providing training to student assistants, interns, and paraprofessionals.

Service to the Profession, the Institute and the Libraries
• Attended library dean candidates’ presentations
• Co-presented at May 2008 GIL Users’ Group Meeting on Archivists’ Toolkit
• Met w/UGA and GSU to discuss sharing electronic researcher request program
GOAL: Continue to give archival presentations; become more involved with Society of Georgia Archivists (SGA).

Germaine Schanzmeyer, Library Assistant II

2007-08 Statistics
• New files entered into TPUB database - indexing The Technique = 1,471
• Subject and Personality updates to vertical files = 223
• Fulfilled external Research Requests = 11
• Georgia Tech Web-based event announcements to vertical files = 124
• Georgia Tech dept. announcements/brochures to vertical files = 58

2007-08 Success of Goals
• Indexing The Technique from 1936-1938 updated the TPUB database for use by researchers.
• Updates to the vertical files enriched Archives’ holdings, providing new materials for researchers.
• Quality and timely service was given to patrons when responding to their research questions.

2008-09 Goals

• Continue indexing The Technique for TPUB entries.
• Continue updating Archives’ vertical files.
• Assist with processing gift book collections and special inventories.
• Provide reference desk services for Georgia Tech researchers and external patrons, and respond to research requests received by email.

Jody Lloyd Thompson, Department Head

Library and Campus Accomplishments

• Worked with faculty members and students on instruction and research through archival collections relating to the GT curriculum (along with other archivists).
  o College of Architecture
  o President’s Scholars Program
  o School of Literature, Communication, and Culture
  o School of History, Technology, & Science
• Continued discussions with Interim Dean Doug Allen (CoA) regarding the transfer of the Heffernan Design Archives.
• Helped form the Heffernan Design Archives Committee. The committee will consist of: Leslie Sharp, special projects director at CoA; new CoA Dean Balfour; CoA Professor Betty Dowling; CoA Professor Robert Craig; Mandi Johnson, visual materials, archivist, and Jody Thompson, head of Archives and Records Management Department.
• Assisted in acquiring and setting up remote storage center (35,000 sq. ft.) on Marietta Boulevard. Some archival and circulating bound journals will be housed in facility with all records from the Records Management program.
• Chaired search committee for visual materials archivist and hired in September 2007.
• Assisted in hiring Bill Anderson, systems analyst II.

Professional Accomplishments

• Presented: Archivists’ Toolkit workshop to librarians and archivists at UGA’s Special Collections department and Digital Library of Georgia, March 2008.
• Subscriptions Manager, Society of Georgia Archivists
• Promoted to Archivist II
• Became a member of the Steering Committee for the Heritage Emergency Recovery Alliance (H.E.R.A.).

Goals, 2008-2009
• Continue to develop the policies and procedures of the Archives and Records Management programs and manage library faculty, staff, and student assistants.
• Continue to assist and advise university officers in managing their records through all phases of the records’ life cycle.
• Continue to promote research and instruction through archival collections relating to the Georgia Institute of Technology academic curriculum
• Continue to identify, collect, and appraise records and papers of the Georgia Institute of Technology and its faculty, staff, students, and alumni for permanent retention in the Archives
• Continue to work closely with the Scholarly Communications and Digital Services, Digital Technology and Development, Systems, and Collection and Management Departments in addressing preservation and access of digital archival materials.
• Continue to oversee the Records Management program.
• Continue to solicit collections from alumni, faculty, deans, and students.

Kent Woynowski, Digital Collections Archivist

2007-2008 Goals Status Report
• Move current digital exhibits master files and reference files, and unprocessed digital archival collections to Aardvark.
  o Aardvark contains 1.1 TB of items in 14,201 bitstreams (files) and over 5,500 item records. There is still roughly 76.6 GB of digital archival materials currently left to be submitted to the repository system.
• Work with Systems to develop a reliable, extensible, and customizable system for creating public digital exhibits of archival material.
  o Working with Digital Library Development and Systems, I have evaluated many existing open-source digital exhibit systems including Greenstone, Omeka, Fedora, DSpace, Gallery, Kete, and MDID. The current leading candidate for software is MDID, which could be used in conjunction with the Architecture Library's digital collections.
• **Expand the Archives' Georgia Tech Publications Collection, both as a physical collection and electronically in SMARTech.**
  o Inventory is on-going as new publications are found in the Archives' collections.
  o Over 1,000 Georgia Tech digital publications were added to SMARTech in this fiscal year.

• **Continue to develop digital projects designed to support teaching and learning at Georgia Tech.**
  o In conjunction with the Alumni Association, full-text scanning of the *Blueprint*, Georgia Tech's yearbook should be completed by the middle of 2009.
  o The *Technique*, Georgia Tech's student weekly newspaper is being converted to full-text digital versions and stored in SMARTech.
  o The John T. Barret Photograph Collection, detailing student life at Georgia Tech in the early Twentieth Century was converted to electronic format and housed in SMARTech.
  o Working with the President's Office, I acquired all 838 of outgoing President G. Wayne Clough's speeches and presentations and submitted them to SMARTech. These speeches will provide an invaluable glimpse into important events in the history of Georgia Tech and the city of Atlanta such as the 1996 Olympic Games and the development of Tech Square in Midtown Atlanta.

• **Continue to serve as an expert source on the implementation, use, and customization of the Archivists' Toolkit for the archives community in Georgia.**
  o I have provided advice on my experiences with migrating to the Archivists' Toolkit to many institutions in Georgia including the University of Georgia, Clayton State University, Georgia State University, and Valdosta State University. In addition, I have met with representatives at North Carolina State University and Harvard University regarding Archivists' Toolkit issues.
  o I spoke at the 2008 GUGM meeting for the second straight year on new developments in the Archivists' Toolkit.

**2007-2008 Accomplishments**

• Supervised the upgrade of Archivists' Toolkit from version 1.0 to version 1.1, its first major upgrade release. In addition, I managed several other minor upgrades throughout the course of the year, and assisted the Archives staff with the Toolkit's installation and use.

• Murray Mill - The Archives acquired the records of the Murray Mill, a nearby cotton gin manufacturer in 2006-2007. Over the course of the year, we collected more than 700 linear feet of records from the Mill. We finished the project in the last half of 2007.
• Member, Strategic Planning Task Force – Over the course of more than nine months, the SPTF produced the Library Strategic Plan for the next five years. September

• Worked with Atlanta University Center as part of their Strategic Planning Focus Group

• Gave several presentations of archival materials to students, faculty, and staff over the course of the year including: the Library's rare book collection to the President's Scholars students and the Bud Foote Science Fiction Collection to English 1102 (Prof. Reynolds) and two sections of English 1001 (Prof. Whitney).

• As a member of the Society of Georgia Archivists Education Committee, I assisted in the organization of a professional workshop on electronic records at the Georgia State Archives.

• Served as a member of the search committees for the Visual Arts Archivist, Digital Initiative Librarian, and System Analyst II.

• Member of the LibShare Committee and Working Group, tasked with testing and advising the deployment of LibShare, the Library's online collaborative software system.


• Member of the Outreach Committee of the MetaArchive Cooperative, which seeks to promote preservation of digital cultural heritage materials through distributed digital preservation.

• Prepared and protected archival collections in the 7th floor storage area for the Library's HVAC construction work.

• Member, Repositories Development Team – The Repositories Development Team is an inter-department team tasked with overseeing the design, development, and future growth of the repositories that store and make available the Library's digital collections.

• With the other archivists, I acquired a collection of Campus Planning material from the attic of Tech Tower.

• With Jody Thompson and Christine de Catanzaro, I gave a workshop and demonstration on the Archivists' Toolkit's installation and use to archivists and technicians from Georgia State University.

• I advised archivists working with the Martin Luther King, Jr. Papers at the Atlanta University Center on possible solutions for the storage, preservation, and display of digital materials in the collection, as well as the use of the Archivists' Toolkit in processing the materials and creating a finding aid.

• With the other archivists, I surveyed materials from the College of Architecture's Heffernan Design Archives in preparation for their transfer to the Georgia Tech Archives. I also helped to box materials in preparation for their upcoming move.

• Trained an intern from Georgia Perimeter College on issues relating to digital archiving, and the management of digital materials in institutional repositories.
• Presented a paper entitled "An Update on the Archivists' Toolkit" (http://smartech.gatech.edu/handle/1853/21582) at the Gil Users Group Meeting with Christine de Catanzaro and Mandi Johnson on the GT Archives' experiences with the Archivists' Toolkit version 1.1.
• Member, Digital Media Projects Group – This group, composed of representatives from Scholarly Communications & Digital Services, Archives, Digital Library Development, and Systems, collaborates with Sean Brennan, OIT to make available and preserve digital multimedia created and used by the Georgia Tech community.
• Worked with archivists and programmers from GSU and UGA to develop a user database for archival research requests, and discussed possibilities for future collaborations in the area of digital collections.
• Member, Open Repositories 2009 Host Committee – OR2009 is an international conference on digital archives and repositories which will be hosted by Georgia Tech in 2009.

Training
• SAA Annual Meeting, Chicago, IL – August 29-September 2, 2007
• SGA Meeting, Columbus, GA – November 5-9, 2007
• Understanding Digital Photographs, SOLINET - January 25, 2008
• JCDL Meeting, Pittsburgh, PA - June 16-19, 2008

2008-2009 Goals
• Continue to move current digital exhibits master files and reference files to Aardvark.
• Work with Digital Library Development to develop a reliable, extensible, and customizable system for creating public digital exhibits of archival material.
• Expand the Archives' Georgia Tech Publications Collection, both as a physical collection and electronically in SMARTech.
• Continue to develop digital projects designed to support teaching and learning at Georgia Tech.
• Continue to serve as an expert source on the implementation, use, and customization of the Archivists' Toolkit for the archives community in Georgia.
ARCHIVAL MATERIALS AND READING ROOM STATISTICS

Catalogued Archival Materials added:
Catalogued/processed materials added:
11 manuscript collections (81.79 linear feet)
2 architectural drawing collection (146.04 cubic feet)
14 photograph collections (2742 photographs)

Uncatalogued materials added:
Accessioned collection: 106 collections
   234.80 linear feet (records/manuscripts/photographs)
   147 cubic feet (architectural drawings)
Vertical files: 223 (2.23 linear feet)
Total linear feet: 237.03
Total cubic feet: 147

Aardvark (Archives’ dark archive)
Communities created: 1
Digital collections added: 42
Individual new digital items added: 3340 (485.4 GB)

SMARTech:
Communities created: 5
Digital collections added: 21
Individual new digital items added: 1163

Monographs:
Titles: 303
Size: 26.83 linear feet

Serials:
Titles: 36
Volumes: 30
Size: 4.52 linear feet

Reference Services/Used Materials:
Registered researchers:
Students: 805
Faculty/Staff: 22
Others: 70
Total Researchers: 896

Research requests answered by archives staff:
Georgia Tech users: 55
Non-Georgia Tech users: 64
Total research requests: 119

Type of materials used:

Type of collections used in the Reading Room:
Architectural drawings: 3
Artifacts: 10
Facilities campus plan database (access in Archives’ Reading Room): 23 (students)
Manuscript and University Archives collections: 124
Monograph (Archives-general collection and rare books): 404
Photograph collections: 54
Serials: 565
Sponsored research reports: 12 (doesn’t include statistics from SMARTech)
Vertical files: 158

In-house circulation:
Monographs: 17
Oral histories (Living History Program): 40
Serials: 0
Sponsored research: 0

Miscellaneous statistics:
Number of copies made: 4435
Number of scans produced: 297
Number of prints created: 1

Number of virtual users:
Virtual collections (total page hits):
Finding aids 64,382
Fulton Bag and Cotton Mills 27,331
Georgia Tech Advertisements 14,509
Georgia Tech Photograph Collection N/A
Georgia Tech: Telling It Like It Was 12,008
Griffin Photograph Collection N/A
Illustrations & Mensuration of Solid Geometry 20,478
National Security for the 21st Century 6,370
Photographic Atlas of Selected Regions of the Milky Way 20,072
Photographs of the Historic American Building Survey—Georgia 73,726
Splendid Growth: Architectural Drawings of the A. French Textile Building 12,561
Thousand Wheels Are Set in Motion 18,118
Witness to the Holocaust 32,403
Total 359,614

RECORDS CENTER OPERATIONS (RECORDS MANAGEMENT) STATISTICS

Accessions:
Boxes: 1234
Accessioned set: 242

Destructions:
Boxes: 1196
Accessioned set: 118

Retrievals: 275

Sponsored research reports:
Received: 197
Scanned: 68
Processing to DI → CM: 69