Special Collections and Archives
Annual Report
July 2012 - June 2013

Special Collections and Archives at Furman University is comprised of the following divisions: the Furman University Archives, the Manuscript Collection, the Book Collections, the South Carolina Baptist Historical Collection, the South Carolina Poetry Archives and Special Collections for Music.

Special Collections and Archives serves as the official repository for Furman University records. The department is also a center for the study of the South Carolina Baptist denomination. The Baptist Historical Collection was founded to document the history of the denomination as well as the individuals, churches, and associations that further delineate the Baptist faith in South Carolina. The South Carolina Poetry Archives houses published and manuscript materials of twentieth and twenty-first century poets with a South Carolina connection.

Special Collections for Music highlights a partnership between the Special Collections and Archives department and the Music Library. The role of Special Collections in the partnership will be to curate materials which require distinctive care and to collect manuscript and ephemeral materials. Currently, the collection has two components: the Local Music Collection and the Manuscript Collection.

I. Mission Statement
The mission of Special Collections and Archives is to acquire, organize, make available and preserve a variety of primary and secondary research materials documenting the history and people of Furman University, Greenville Woman’s College, Greenville, the South Carolina Upstate, South Carolina Baptists, and twenty and twenty-first century poets in this state.

II. Diary
For the past decade, the Annual Report for Special Collections and Archives has employed a thematic approach to cohere the many activities in the Diary section. In keeping with the many firsts, record breaking, and enumerative events in 2012-2013, this year’s theme is “it’s in the numbers” and it will pervade the entire document, not simply the Diary segment.

The fiscal year opened and closed with a reiteration of the safety in numbers adage and a thankful sigh. Due to the continued decrease in print collections in the General Collection and the ever-expanding collections and needs in Special Collections, multiple shelving units were relocated to the second floor. The mantra from Rosie the Riveter, “we can do it” filled the stairwell as every staff and student employee in the suite hoisted metal frames and shelving up the multiple staircases and piled other materials on the elevator, not once, not twice, but three times this year. (Julia’s skill with a power drill added even more
Typifying the positive attitude of Special Collections employees during these adventures was Celeste Brewer, this year’s intern, who commented, “what a job - getting paid to be a hoarder!”

One of the predominant reasons for the additional shelving was the Heller collection and its seemingly boundless accretions. In the early months of the summer, departmental staff traveled several times to the Heller residence and amassed, boxed, and carried more than thirty boxes of donated materials. Additional trips were made to acquire and return items to be loaned specifically for the exhibition that were not part of the permanent collection. All members of the Max Heller family were profoundly invested in the exhibition and reception and as a result, the guest list and preparations surpassed any other held in the department. The process was so complex that Special Collections enlisted the aid of Gayle Warth, Furman’s party professional, and Sandy Linning, a Public Relations maven recommended by Francie Heller. Thanks to Janis Bandelin for arranging (and paying for) a library first, wine to accompany the heavy hors d’oeuvres at the opening reception.

Although the Heller reception was not the first Special Collections event which Secretary and former Governor Richard Riley attended, this was the first time that he was one of the featured speakers. His genuine affection and esteem for Max Heller and his admiration for the James B. Duke library perfectly set the tone for the remainder of the event. Tom Durham, Art professor and sculptor of the downtown Max Heller statue, did an impressive job straddling the educational aspects required for a CLP and personal aspects of interest to Max Heller’s family and the community in attendance. (See Flickr photo set: http://www.flickr.com/photos/30408294@N03/sets/72157631669311642/ )

The practice in Special Collections is to involve the departmental assistant and students in most departmental activities (for some, this even includes drafting their own submissions for this Annual Report). This year, “The Max Heller Collection: Evidence of an Extraordinary Life” as well as the “F.U. All the Time! Furman University Memorabilia, 1826-2013” exhibitions and related activities provided an array of opportunities for our students and Julia Cowart, the Special Collections and Archives Assistant. Besides the behind-the-scenes responsibilities, Julia and every student planned and installed a segment for each exhibition plus offered an encore performance at receptions and CLPs. Mattson Smith, a senior with three years’ experience in the department, demonstrated his political capital as he coordinated Furman student and faculty speakers for the second CLP event connected with the Heller exhibition, “The Case for Service Learning and Max Heller.”

To recycle a book title from Nicholas Basbanes, this year, all those in Special Collections were touched with “a gentle madness” of the bibliophilic variety. Special Collections personnel inventoried over 1600 books that included the remaining backlog of gift books DebbieLee inherited upon her arrival at Furman as well as several substantial donations of book collections. In order to determine whether to retain these books in Special Collections, Furman’s and
OCLC’s holdings are reviewed, researchers’ needs are considered, and an approximate value for every volume is established. The final step is to evaluate each volume, considering all the parameters described above. This year in book processing is definitely one for the record books. Thanks to Nancy Sloan for her expeditious cataloguing of these gift collections as many volumes already dwell on our shelves.

Please note that this number does not include Special Collections review of books being weeded from the General Collection, such as the Juvenile Collection and the PZ project. The total number of books selected for these two collections is 3681 volumes; while the number of volumes and the length of time available for review did not permit Special Collections to check values and OCLC holdings for each book, Special Collections personnel were able to offer a cursory review for inclusion in departmental holdings. This evaluation resulted in nearly one hundred and fifty books being added to Special Collections.

Devoting so much time and labor to book collections and collectors, prompted DebbieLee to muse on James C. Furman’s library and the use of Prezi. Kate Marley, a recent Furman graduate and our first volunteer, and BreAnna Johnson, a steadfast Special Collections student assistant, researched and designed an incredible online display, offering a glimpse of Furman’s first president’s personal library:

http://prezi.com/iqxywzucpw1j/james-c-furman-library/?utm_campaign=share&utm_medium=copy

Celeste Brewer, Special Collections and Archives intern, created a more comprehensive webpage for those who want all the details rolled into one:

http://library.furman.edu/specialcollections/furman/james_c_furman_library.htm

The song lyrics “one for the money, two for the show” come to mind when discussing the next philobibliian innovation. The estate of Furman Bisher, a well-known sports writer, gave hundreds of books to the James B. Duke Library, a significant number of which now reside in Special Collections. Golf is one of the best documented sports in the collection, as well as the subject of some of the most financially valuable books. As a result of this donation and in support of complementary materials already held in the department, Celeste created a Research by Subject guide for golf fans on and off-campus:

http://library.furman.edu/specialcollections/sports/golf_resources.htm and a companion display in the Simms Research room. This year’s windfall of book collections prompted another adaptation. The Simms Research Room will now feature one range of shelves highlighting a book collection or collector, and the display will change at least twice a year.

Counting items and expressing a final tally in numbers does provide useful and conspicuous information. In addition to book donations, donations of postcards this year spectacularly overshadowed prior years’ statistics. The total: approximately 2600; the two major donors: Richard Sawyer and John L. Plyler, Jr. The magnitude of these collections is staggering, especially considering the arrival of these collections randomly strewn in boxes and the necessity of
descriptions at the individual postcard level. Neither of these collections would have been addressed this year or even next, given our current staffing. Luckily, however, for several months, we added two adjunct members to the department: volunteer Kate Marley and History 465 intern Drew Bongiovanni. The links to their guides follow:
http://library.furman.edu/specialcollections/southcarolina/sawyer_postcards.htm
http://library.furman.edu/specialcollections/furman/plyler_postcards.htm

Although people may dismiss postcards as ephemera, these often colorful images of a time and place can be compelling resources for students and researchers. As examples, within hours of the completion of the Tumblr site http://sawyerpostcardcollection.tumblr.com/ for the Sawyer Collection, the department received a research request regarding images of local history. Before Kate even completed the inventory for the Plyler Postcard Collection, students from Black Cultures in the Americas 475, a first-time class visit, were perusing a collection of relevant postcards from the Plyler Collection.

III. Public Service Details
Special Collections and Archives continued its 9 to 5 hours and its policy of remaining open throughout the day with staggered lunch hours. DebbieLee maintained her policy of allowing Furman students to research after 5 pm as long as she was present in her office.

Upholding the decennial pattern, Special Collections and Archives witnessed an increase in usage in fiscal year 2012-2013; the count increased this year from 1249 to 1471 or 16%. For the tenth consecutive year, escalating numbers of people sought the expertise and resources found in Special Collections and Archives. The dedication and exertion of every member of the department should be acclaimed boisterously as ever increasing numbers of people are assisted with the same number of staff and a modest increase in student assistants’ hours (10 extra hours in the summer) over the last decade.

The following paragraphs share a brief textual summary of the various statistics. The total number of visitors to the department, email requests, and telephone requests increased in roughly the same percentages (13% vs. 16% vs. 17%); the number of letters was oddly enough, exactly the same, at 5. We also had research inquiries via Facebook, Twitter and Tumblr accounts. Our request that patrons provide advance notice of a visit is improving—more than 60% have notified departmental personnel before crossing the threshold.

South Carolina residents are still the most frequent patrons, 1222 to 249; however, we did add two new states to the geography lesson. This year we also had requests from seven other countries with the United Kingdom taking the leading role.
Beginning with the 2007-2008 Annual Report, Furman students surfaced as the most frequent patron of the department. This trend continues this year. In fact, last year's numbers were replicated; there are nearly twice as many students as any other category. A surprise entry: faculty members are one giant leap ahead of last year's count by doubling their numbers. These participants include several archival first-timers (e.g. Kennedy, Quinn, Tompkins). An even bigger surprise, three times as many alumni made inquiries this year than last. The pattern with the number of donors continues. There are more donors than grad students, church history committees, Furman staff, Furman alumni, and family historians/genealogists.

Reflecting the emphasis on primary sources in Furman classes, in the Subject of Inquiry category, “Manuscripts” were the most heavily used. “Books” and Furman history are ranked second and third, with Furman history showing an increase of 27% from last year. Improving our holdings regarding local history has been a collection development strategy and many donations this year reflect that emphasis. Our patrons certainly validate this strategy as this Subject of Inquiry quadrupled. “Professional” inquiries more than doubled this year, recognizing the influential aptitude of members of the department.

While tallies and statistics are powerful tools, a quote attributed to W. E. B. Du Bois may be revealing. He explains, “[w]hen you have mastered numbers, you will in fact no longer be reading numbers, any more than you read words when reading books. You will be reading meanings.”

**TOTAL INQUIRIES:** 1471

**CONTACT TYPE:**

- Visitors 734
- E-mail 424
- Telephone 288
- Letters 5

**GEOGRAPHIC DISTRIBUTION:** 31 States and District of Columbia; 7 other countries

- South Carolina 1222
- Other States 229
- Other Countries 18
- Unmarked 2

**TYPE OF PATRON:**

- Furman Students 495
Students represented classes taught by 28 professors:

**SUBJECT OF INQUIRY:**
- Artifacts 183
- Baptist History 287
- Books 398
- Furman History 394
- Local history 40
- Manuscripts 501
- Music 3
- Preservation 12
- Professional 78
- SC Poetry Archives 27
- Travel Literature 96

**INTERLIBRARY LOANS: Total fulfilled requests - 62**

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The chart above tracks the materials requested from potential borrowers over the past three years. Note that ILL requests for Baptist church records continue to decline.

**ITEMS SENT TO CATALOGUE DEPT: 627**
This category only represents donations to the department (not purchases). Now the only cataloguer in the library, Nancy Sloan, has catalogued 531 of these items; 96 donated items remain from this fiscal year. Thanks to Julia for the origination of this idea and for ongoing maintenance of the particulars.

In the last several years, cataloguing personnel have successfully catalogued over 400 reels of microfilm for Special Collections. There are approximately sixty uncatalogued reels in Special Collections (all of which pre-date current personnel) and which contain microfilm copies of manuscript collections. In some instances, microfilm is the only format in our holdings. The following link provides a brief inventory of the reels:
http://library.furman.edu/specialcollections/Microfilm_manuscripts_notavailable_for_ILL.htm

**PHOTOGRAPHS RECEIVED AND FILED**: approximately 1127
This figure includes donations of photographs contained in Manuscript Collections and University Archives transfers.

**CASSETTES ADDED**: 8
All these originate with the Richard Sawyer Historic Greenville Collection.

**VHS ADDED**: 354
302 of these tapes were rescued from curb-side garbage of the Greenville Veterans Center due to its relocation. The tapes present interviews of Upstate Vietnam veterans. At the request of the rescuer, the collection is now called the Palmer-Norris Collection. Norris is a 1968 Furman graduate.

**8MM and MINI-DV ADDED**: 155
Both of these unusual formats as well as 34 VHS tapes and 7 CDs were transferred from the Furman Men’s Soccer team.

**CDs and DVDs ADDED**: 70
This figure includes donations contained in Manuscript Collections and University Archives transfers plus two conversions.

In response to a request from Bill Price and Dr. Jerry Brown, an alumnus, Special Collections hired Zebra Dazzle to convert to DVD a “rediscovered” 16mm film entitled, “Pershing Rifles & ROTC.”

In preparation for the upcoming Alley exhibition, Special Collections again hired Zebra Dazzle to convert to DVD another “rediscovered” 16mm film stored in the archives. This film documents a 1947 Homecoming game between Furman and
Clemson plus the Homecoming parade and lunch in the refectory. Staff in the archives cheered the revelation that this is a silent film; Furman was defeated 35 to 7.

**SCANNING REQUESTS:** 8
More than doubled last year's requests.
Plus free scans for FU Students and staff not included in the total

**USE FEES COLLECTED:** 4

**SC BAPTIST ASSOCIATION MINUTES OBTAINED** (out of 43 associations): 13 sets of minutes from 9 associations for the years 2008-2012

**PHASE BOXES REQUESTED THROUGH BINDERY:** 66

**DIGITAL COLLECTIONS and DIGITAL COLLECTIONS CENTER**
Several contributions to the “Religion in North Carolina Digital Collection” at Duke University.

The Samuel Pringle Collection of Civil War letters, one of our most heavily used collections, was scanned as part of a History 465 internship in the fall of 2012 and typed transcriptions of the letters were completed as well. We are waiting for the digital facsimiles as well as the transcriptions to be uploaded to the newly renamed Digital Collections Center (formerly the Digicenter).

Last year and continuing this year, multiple Special Collections and Archives students scanned decades of The Paladin (scanning completed through 1998); these images are waiting to be uploaded to the Digital Collections Center.

Last year, a Special Collections and Archives student scanned published speeches, addresses, and sermons of Richard and James C. Furman and created the metadata. We are waiting for these materials to be uploaded.

The Civil War correspondence from Charles Manning and Frances Garden Furman was also digitized by students in the department in 2011-2012. Our History 465 intern from 2011-2012, Brian Neumann, transcribed these letters for improved access. There is metadata included as well. We are waiting for these materials to be uploaded to the Digital Collections Center.

Special Collections and Archives staff reviewed the last segments of the Robert Tucker slide collection and a decision was made last year regarding which slides to scan to complete the Travels of Robert Tucker Collection. This project has been included in the queue for the Digital Collections Center since last year.

**IV. ACQUISITIONS**

**RECORDED ACCESSIONS:** 112
The fiscal year 2012-2013 recorded the largest number of accessions in the last decade as well as some of the most sizable and most complex collections. For
example, the Richard Sawyer Historic Greenville Collection contains over 3,000 discrete items.

**Transfers, Donations and Potential Donations of Note**

**Furman University Archives**

Materials for University Archives arrive at our doorstep in two key ways: the transfer of official records and donations. Although less than half of this year’s recorded accessions pertain to Furman, there were several substantial acquisitions.

Information Technology Services (ITS) decided to change email clients and the new client does not permit email conferences with multiple participants. In order to ensure that this essential segment of the university record was preserved, Kyra Zollman created a list of 250 First Class conferences in which University Archives might be interested (a fervent thank you to Kyra as the original list of conferences was approximately 700). After reviewing the list, contacting the “owners” of the relevant conferences and evaluating the contents, DebbieLee, Celeste, and Mattson proceeded to print and file thousands of email records. One of the weightiest and as a result, a colossal compilation of emails, was the Curriculum Review Committee (CRC) archives.

As more University employees understand our mission, more areas are remodeled, and more people retire, more records will become available to University Archives. The Paladin Club, The Paladin office, and the Student Government Association each transferred more than one hundred files to the archives. Instead of borrowing material from the archives, Jim Stewart, editor of the Furman Magazine, donated materials for the first time this year.

If University Archives was to determine an aggregate score for transfers, Grant Allard, Director of Operations for Men’s Soccer at Furman, would definitely have an advantage. Besides the frequency of the transfers, the content is often out of the ordinary. This year, he shared both 8 mm and mini-dv tapes—a first for the decade. Bill Price of Military Science is also a regular: researcher, donor and on several occasions in 2012-2013, a courier (see DVD description above). The Greenville Track Club was founded and populated with a considerable number of Furman faculty members. This year, John Poole and Duncan McArthur shared their materials after Duncan performed admirably as the archivist-in-the-field. One of the most unusual Furman-related donations this year was actually part of the Sawyer Collection. Who knew that there was a market for a collectible Furman card from Murad Cigarettes?!

Bud Alley has been a reliable financial supporter of Special Collections and Archives for years and with the donation of his father’s collection last year, his involvement with the department has expanded. The decision to host a Lyles Alley Collection exhibition in the fall of 2013 has elicited all kinds of donations and loans. A departmental favorite from Brandi Timmons Roberts, Lyles Alley’s granddaughter, current Furman employee, and ‘91 alumna: “I will be loaning
the picture of my grandfather (Bonhomie dedication)... how long will the picture be on loan? I'm just wondering how long my living room will have a blank wall!

**Manuscript Collection**
The definition of a “manuscript collection” is a collection of personal or family papers; the literal meaning of the word manuscript is handwritten. In spite of these definitions, the tangible contents of a manuscript collection may include all kinds of media, photographs, diaries, scrapbooks, newspaper clippings, research files, typed speeches and notes, minute books, drawings, maps, plaques and many other formats, published and unpublished. And in the Sawyer collection: frames for license plates!

The two principal manuscript collections and accretions this year, the Max Heller Collection accretions and the Richard Sawyer Historic Greenville Collection are multifaceted, epic collections and both have been described in earlier sections of this report. Many of the other manuscript donors are names which are familiar to the department. The Thursday Club, the Thursday Afternoon Club, the Batson Collection, South Carolina Theatre Association, Loulie Latimer Owens Collection, and the Thea Furman Collection are just a few of the collections to receive additions in 2012-2013.

New collections were given to the department as a result of prior relationships. The widow of Dr. Ernie Harrill, Furman’s Dean of Students from 1962 until 1968, shared records belonging to Dr. Harrill from his tenure as the Chair of the Citizens Committee. The Greenville County School District established this committee to facilitate integration of the local schools. Dick Sanders, descendant of the Richard Furman, managed to secure patient journals and medical accounts of Dr. Richard Baker Furman, great grandson of Richard Furman and his second wife Dorothea Burn. Prior to this donation, Special Collections did not have any original records pertaining to Dr. Richard Baker Furman or his life at Cornhill Plantation in Sumter County.

**South Carolina Poetry Archives**
To spotlight poetry and the South Carolina Poetry Archives, Special Collections and Archives usually celebrates National Poetry Month with a reading. April 17, 2013 witnessed a fanfare! This year was the inaugural year for the South Carolina Poetry Archives Book Prize and the winning poet received a chapbook of his/her poetry published by Ninety-Six Press. The South Carolina Poetry Archives offered cash incentives: $500 for the winner and $100 for the finalists who visited Furman as part of the CLP event, “The Eleventh Hour” (A note of appreciation is due to poets Laurel Blossom and Ron Moran whose unfailing financial support of the Poetry Archives sustains our programming.). In connection with “The Eleventh Hour” poetry reading, we all finally met and heard Dr. Ed Madden, a donor of almost mensal frequency this year and one of the finalists on the CLP panel. The reception afterwards offered time for students and other attendees to talk shop with Dr. Madden; as well as Warren Slesinger, the prize winner; and finalists, Phebe Davidson and Skip Eisiminger.
Two new poets joined the South Carolina Poetry Archives manuscript section this year: Libby Bernardin and Scott Owens. Two new poets also joined the published panoply: William Woodward and Emily Post Pitts. Remarkably, the volume of poetry written by Pitts was a thank you gift to the department for its hosting of the members of the Lakeview Baptist Church. Warren Slesinger and Rosa Bogar continued their regular donations to the archives.

Special Collections for Music
Not surprisingly, Andrew Balent is registered with an accession this year.

South Carolina Baptist Historical Collection
Besides association records and a convention annual, two Coordinators of the Cooperative Baptist Fellowship of South Carolina contacted the department this year. Marion Aldridge donated prior to his retirement and Jay Kieve sent an inquiry upon his assumption of the same position. Kieve is eager to bestow a considerable portion of the archives for the Cooperative Baptist Fellowship of South Carolina, but that transfer will not occur until next fiscal year.

Purchases of Note
Continuing time-honored procedures, Linda Schinck and Deb Harper of the Acquisitions Department purchased almost every single item for the Special Collections Suite. And nearly every item is purchased individually. The total for purchases utilizing the Special Collections fund and the Furman fund surpasses the $10,000 indicator. In the Furman Collection, thirty-three of the purchases are faculty publications, one contains mention of the university, and the remaining twenty-two are publications of alumnus/alumna ranging in class year from 1956 to 2005 (There are, of course, individuals who are both alumnae/alumni and current faculty members e.g. Angela Halfacre.). The 2005 graduate happens to be a former Special Collections intern and student worker, Michael Orr.

Vendors include Amazon and other routine purveyors of rare books, but purchases are also made through eBay. Continuing our “numbers-game” theme, and in this instance emphasizing the original definition of the game, lottery and luck are certainly evident in the next transaction. What are the chances of locating a legitimate manuscript collection with hundreds of topically appropriate documents written in the nineteenth century, from the exact state described in your chosen volume of fiction, and with days left on an eBay auction. That is exactly what happened with the McGill Family Collection. Mattson Smith, a third-year student veteran of the archival work force, discovered this remarkable collection browsing through eBay ads. No less noteworthy is Linda’s contribution to the high stakes process: strategy, persistence, timing, and finally, the winning bid and purchase! We owe at least a bow to technology for without her iPad, Linda would not have been able to integrate her daytime responsibilities with her evenings’ activities. Kudos to Linda for her keen investment in a Special Collections and May X collection development opportunity. The final cost of this purchase was $610.50 and the
The invoice will be applied to funds received from an ACS grant Debbie Lee and Mary Alice Kirkpatrick share. This ACS grant also funded a nineteenth-century volume pertaining to medicinal herbs, providing additional primary sources for a future May X as well as other Furman classes.

In addition to the anticipated May X, several professors in History and Biology are interested in medicine, disease, and natural history. This year, we purchased several volumes and some of these will be doing double duty as resources for Women’s Studies. There were also purchases to update the Women’s Popular Magazine Collection frequently used by classes in the Theatre Department and Communication Studies as well. Celeste provided invaluable assistance in locating resources for John Barrington’s FYS, US Historical Myths. In addition to expanding our existing resources for the class, it was her idea to document the re-envisioned Tea Party. The largest number of books was purchased to support the Travel Literature Collection and the South Carolina Poetry Archives; many of the Travel Literature titles tied to specific classes and assignments.

The sobriquet for the final purchase of note is the “archival petting zoo.” The Medieval Manuscript Teaching Collection purchased last year has become one of our most popular resources; however, a number of students and at least one professor simply could not leave the Research Room without getting in touch with their inner medievalist. In order to provide that sought after tactile sensation and preserve the originals, Julia wisely purchased examples of papyrus, parchment (calf and sheep) and painted tree bark.

V. PROCESSING

Manuscript Collections Processed and Described

Please note that it is the current departmental policy to attach an inventory with the Special Collections and Archives Deed of Gift. This translates to regular preparation of at least a brief inventory for every collection donated.

The following list of collections processed and inventoried represents a sample of processing and there are more details in the student workers’ and other staff members’ descriptive paragraphs.

Andrew Balent Collection (Special Collections for Music), Richard Sawyer Historic Greenville Collection, refinement of the Map Case inventory

Rediscovered: Allen P. Crawford Collection

Archival Collections
First Class Conferences
RG 13 Military Science
John E. Johns Collection
A. V. Huff Collection
Bonner Collection
Greenville Woman’s College archives
SC Baptist Historical Collection
SC Baptist Photograph Collection - created an item level inventory - began in 2011
Baptist Association minutes- reviewed print copies, created list of exact contents, and relabeled boxes with exact contents
Baptist Association Minutes Duplicates – inventoried, checked our holdings, and plan to give to another Baptist repository

Media Collections Processed and Described
Uncatalogued and largely undocumented microfilm collection
16 and 35 mm films awaiting conversion
Palmer-Norris Vietnam Collection – VHS tapes

Book Collections Inventoried
Goldsmith
Bisher
Elizabeth Wentworth Kellogg Estate via her sons
Platt
Whiteside

Secondary Resources
Improvements to Furmaniana, our collection of secondary materials relating to all things Furman

VI. OUTREACH AND PROMOTION
Creative and consistent outreach and promotion are both important for Special Collections and Archives to succeed. Two such examples are formal programming and directed messages, addressed later in this section; however, qualities as basic as friendly and effective service also increase the likelihood of success. It should be noted that once again, all members of this department, including the students, contributed to departmental performance and increased statistics in every category.

On occasion, other members of the Furman and the broader Greenville community provide our outreach and promotion for us. Since Susan Bennett, Administrative Assistant for the Chaplaincy, is familiar with Special Collections and Archives programming and exhibitions, she offered two display cases on the main floor of the chapel to Special Collections first. The Max Heller exhibition is an ideal example of the ways in which imported assistance surfaces. Not only did Trude Heller escort a tour group from “The Woodlands” to view the exhibition, she also requested a video and photograph of every object in the exhibition (thanks to Julia for her patience and skill with our camera). Mrs. Heller shared these materials with friends and relatives who were unable to visit the exhibition in person. Dana Nicolae, a graphic designer working on Max’s Library @ Hyatt, contacted the department to use our online biography of Max Heller for one of the permanent panels at Max’s Library @ Hyatt.
Some events such as the opening reception for “The Max Heller Collection: Evidence of an Extraordinary Life” include hundreds of invitations, many distinguished guests, latkes topped with smoked salmon and caviar, accompanied by a glass of wine. Other events are equally as poignant with no formal invitations, five guests, plus cheese and crackers. The party prepared for the Pringle descendants definitely falls into the latter category; although, it was exceptional in its own way. Mary Elizabeth Morse, one of our History 465 interns, chose the internship titled “Anniversary of Antietam and Archival Awareness.” Samuel Pringle was a Furman student who participated in the Civil War, and his letters to his family begin in 1859 and end with his death after the Battle of Antietam. Acknowledgements of donations are typically offered shortly after arrival; however, in deference to the family’s devotion to their ancestor as well as in celebration of the momentous donation given more than a decade ago, DebbieLee incorporated an event for the family in the internship details.

Considering the visibility and high use of the Samuel Pringle Collection, the internship concentrated on protecting the original letters through digitization, encapsulation, and transcriptions. Due to the workload in the Digital Collections Center, the digital versions of these materials have not been uploaded and shared with the public yet. In order to extend the potential use of the collection, Mary Elizabeth drafted a Wikipedia entry, with considerable editorial and technical assistance from Julia. Contrary to popular opinion that anyone and anything are acceptable to Wikipedia, the editorial staff denied the inclusion of the Samuel Pringle entry. The rationale was lack of notability or “sufficiently significant attention by the world at large and over a period of time.”

The following Special Collections resources would certainly be described as well-traveled with attention over a very considerable length of time: our World Coin Collection and Janho Collection of Greek and Roman coins. Besides being used for instruction in two sections of FYS “Jerusalem: 1 City, 3 Faiths”, a visiting scholar’s lecture depended entirely on the appearance of the World Coin Collection. ‘Notable’ also expresses common sentiments for the speakers at our CLP entitled, “Value Added: Objects for Sale and Saving.” Furman employee and certified auctioneer, Scott Derrick’s performance addressed the sale; Helen Hockwalt, Curator of the Pickens County Museum of Art and History, covered the saving. Where else on Furman’s campus (except Special Collections), could a student see snippets of “Pawn Stars” and “American Pickers” as part of an educational program?! This CLP was offered in conjunction with our exhibition “F.U. All the Time!: Furman University Memorabilia, 1826-2013.” Appreciation from the entire department is now formally conferred to Rick Jones, Manager of the Digital Collections Center, for spotlighting this exhibition on the library’s newly installed digital sign and to Laura Baines, Outreach Assistant, for highlighting this and other Special Collections events on Duke Library’s blog http://fulibnews.blogspot.com/ throughout the entire year.

The South Carolina Historical Marker Program promotes “the marking of historic sites, or houses, or localities,” and continues to add markers at the rate of fifty markers per year. Regrettably, the state of South Carolina does not fund the
research, the receptacle, the maintenance, or the refurbishment of the markers. This year, the Travelers Rest Historical Society approached Furman University with a request to create an historical marker for the boyhood home of President John L. Plyler. Eventually, this request came to rest at the doorstep of Special Collections and Archives. Thanks to Celeste for her outstanding research and writing acumen (courtesy of the Governor’s School and Furman professors) and her readiness to undertake the next challenge. The personnel of Special Collections and Archives have always held John L. Plyler, Jr. in great esteem. His encyclopedic knowledge of Furman history and his generous nature have been indispensable over the last decade. Therefore, the opportunity for the members of the department to take a field trip with him and reminisce about his father, Travelers Rest, and Furman was a significant attraction this year. At the close of the fiscal year, Celeste’s contributions to this project, as well as those of Julia and DebbieLee, will be shepherded to the next stage under the guidance of Dean Beckford.

In the twenty-first century, the web plays a central role in the lives of most people and indubitably represents a crucial form of communication and promotion for this department and the university. Furman’s ITS Department made the decision to purchase Sharepoint to serve as the content management program for website content across the university community. Due to the many compliments regarding the streamlined nature and design of the Special Collections website, the members of the department were certainly motivated to recreate the current successes in a Sharepoint site. DebbieLee designed the original site with the assistance of a web designer and there were no Duke Library or Furman University templates or protocols. To continue with the stated theme, migrating to Sharepoint sent website design back to square one.

Christy Allen, Scott Salzman, and Ryan Lazar, all members of Discovery Services, met with Special Collections personnel on numerous occasions to guide the transition. ITS, Marketing, and Discovery Services all insisted on common features for consistency across university and library sites. Even considering the emphasis on homogeneity, the website for Special Collections does have unique features to assist our specific audiences. To improve and “personalize” the site, Special Collections even hired the University Photographer, Jeremy Fleming, to offer just the right image for the Special Collections for Music icon. It remains an efficient site and according to Christy and Scott, other divisions within the library have considered implementing features of our design. Due to the complex nature of the Special Collections website (administrative pages, finding aids, research guides and collection guides), the first round of migration next year will only affect administrative pages e.g. http://library.furman.edu/specialcollections/location_and_hours.htm. In the most appreciated surprise of the year, due to the lack of training in Sharepoint beyond personnel of Discovery Services, Christy, Scott, and Ryan offered to perform the migration to Sharepoint of more than 150 Special Collections administrative webpages.
Regardless of when a website was created, it is essential to keep the content relevant, accurate, and current. In reworking the website for the transfer to Sharepoint, the lack of a Special Collections’ FAQ page was instantly apparent. Celeste immediately crafted an articulate and informative page http://library.furman.edu/specialcollections/FAQs.html that is prima facie evidence of her acculturation to the world of Special Collections (DebbieLee added this content to the library’s LibAnswers platform). Much of Celeste’s website handiwork was done to support DebbieLee’s teaching efforts, which included classes on the history and culture of New Orleans, the history and mythology of U.S. Holidays, and the history of urban America. Departmental personnel regularly review the most heavily used webpages to ensure that they remain pertinent and straightforward. For the latter reason, Celeste reorganized the Research by Subject landing page as well as the South Carolina Poetry Archives section of the website. As research topics and new queries arise, all Special Collections personnel create new webpages. Examples of this responsiveness are Research by Subject guides for Women as Baptists, http://library.furman.edu/specialcollections/baptist/womenasbaptists.htm US Reconstruction, http://library.furman.edu/specialcollections/usa/Reconstruction.htm and “The Charles Townes Lecture Series on Faith and Reason” http://library.furman.edu/specialcollections/furman/townes_lectures.htm.

In order to address the types of resources found only in Special Collections, Special Collections personnel and occasionally Discovery Services representatives explored trends and technology in cataloguing, web design and discovery tools. The professional guidelines describing archives, personal papers, and manuscript collections were revised early in 2013, so DebbieLee kept track of the standards. One platform with potential for archival records is the newly released ArchivesSpace, an online archives management software, but the new release also arrived with a new price tag (previously it was open source). An additional impediment to utilizing this platform is the predominance of EAD and the need to convert existing finding aids to this archival-specific language. In contrast, ArchiveGrid, OCLC’s discovery system to locate primary source materials, no longer has a fee. This certainly improves its feasibility for Special Collections; however, there is a potential obstacle for this system as well. During an OCLC Research Webinar attended by all Special Collections personnel, the OCLC research team explained that 90% of the information in the system had been harvested from descriptions of manuscript collections in MARC records. None of Special Collections manuscript materials are described in MARC format or included in our online catalogue. This same omission also obscures our manuscript and archival resources in Summon, the library’s current discovery tool.

Social media also plays a supportive role in the discovery of Special Collections content. Julia spearheads the department’s weekly presence on Facebook; many times originating the ideas as well as the execution. The same is true of Celeste, who manages the Twitter account. Our presence on Facebook and Twitter is steered by the same philosophy as our website, highlighting resources
and a greater focus on content than design. We now have 202 Facebook fans and this is an increase of 15%. This is noteworthy due to the fact that we do not have time or staff to recruit actively for either our Facebook or our Twitter accounts. The Facebook post with the most views highlighted an 1840 Southern Gardener and Receipt volume donated by Thea Furman; the greatest number of engaged viewers again this year featured photographs (historic photographs of Furman baseball reproduced for Fluor Field). In Twitter, our most popular tweet was re-tweeted by Furman Admissions in the category of the “100 things we like about Furman.” In almost every age group, with the exception of 65+ and 13-17, more women “like” our Facebook page than men. The large majority of our fans are located in the United States; although, we do have at least one fan from thirteen other countries. We have eighty-five followers in Twitter. The greatest surprise in the fan category, Lexus of Greenville follows Special Collections.

For the past decade, Special Collections and Archives has at least submitted a brief article and photograph for every issue of the Furman Magazine. Special Collections’ submissions are dependent upon the other content and occasionally, the articles are declined for lack of space. Unfortunately, budget cuts during this fiscal year required a significant decrease in size of the alumni publication and only one of our articles was accepted. Less space means less opportunity for Special Collections to include an article and one less opportunity to reach alumni. If the publication becomes largely or exclusively digital, Special Collections is hoping to regain its former visible and productive presence.

**Give Me Five - Outreach and Promotion at a Glance**

Largest individual class ever, Laura Kennedy’s Music 221 – all staff members contributed to program, simultaneously in two places

Two different class lectures simultaneously – Julia and DebbieLee in two places for two different classes

First-ever presentation on Genealogy and library resources – Julia shared with Development Department as part of “Laugh, Lunch and Learn”

First student-driven scavenger hunt hosted in Special Collections - included one of the most innovative uses of the Rare Book Collection: Origin of the Species as a textbook example for the Hogwart’s class of transfiguration (Harry Potter speak)

First-ever video performance of departmental staff for Furman Athletics website, discussing “F.U. all the Time” exhibition

First Medieval Manuscript workshop for students

First Map Workshop for faculty, “Cartography Camp”
First Duke Library newsletter, Fulcrum, is published; Special Collections and Archives' programs and resources were featured prominently in the Fall 2012 and Spring 2013 issues

First new position for Special Collections and Archives proposed, Digital Collections Specialist, in partnership with Digicenter

VII. PERSONNEL

Julia Cowart
Julia has now been with the department for three and a half years. Julia’s main focus is providing reference service to students, faculty, staff and the general public, and this past fiscal year she had approximately 587 reference contacts. She also assists with the management of the department and has masterfully established many administrative improvements including training for new student workers. Her willingness to implement new technology coupled with her profound interest in the success of the department have bolstered many projects this year.

Her largest group of contacts came from the “Other” category, typically the general public, faculty members at other institutions, and independent scholars and journalists, whose interests included Furman history, Greenville history, and Baptist history. A sampling of these contacts included a PhD History student who visited from Ireland for several days in December utilizing the S.C. Baptist Historical Collection; a descendent of Basil Manly, Sr. who visited from Alabama to research ancestors in the Basil Manly, Sr. Papers. A landscape rehabilitation project planned for of a portion of the former Arboretum on the old Furman campus brought contacts from the state landscape architect as well as a member of the Greenville Garden Club.

A sampling of her campus contacts included research assistance and photographs for a Student Life Wall of Fame for past department heads; research on past recipients of the Sullivan awards for Marketing & Public Relations; research on graduates from the Joint Clemson-Furman MBA program for Academic Records; and research for Dean Beckford on the history of the Academic Affairs Committee. Exceptional accolades to Julia for singlehandedly representing Special Collections and Archives at the New Faculty orientation hosted by Duke Library.

Julia supported accessioning by recording approximately 100 donations/transfers in the Access database; corresponding with donors and providing relevant forms for donation transactions; organizing, rehousing, and
filing collections and preparing inventories and guides to assist in the use of the collections. Every month, she also produces reports of donations to share with Janis Bandelin.

**Celeste Brewer**

Celeste’s project for the year focused on organizing and maintaining the University Archives. Her work toward fulfilling this assignment consisted largely of reviewing and revising the Taxonomy, rehousing collections in acid-free folders and boxes, and adding archival materials to the Special Collections webpage.

Specific major efforts included organizing and rehousing roughly 40 years’ worth of Marketing and Public Relations materials (105 boxes) with the help of BreAnna Johnson, rehousing and creating an online guide to the personal files of L.D. Johnson (45 boxes), and helping DebbieLee print all relevant materials from faculty committees’ FirstClass conferences before the university completed the transition from FirstClass to Microsoft Outlook. She also spent many an hour filing newly transferred materials.

The most unusual University Archives project she completed was researching the application process and drafting the text for a historical marker to be placed at the birthplace of John L. Plyler in Travelers Rest.

Celeste’s love of writing resulted in two publications to promote Special Collections’ work. The first was an article published in the Summer 2012 Furman Magazine about the rededication of the historical marker at Furman’s second site in the High Hills of Santee. The second was an article on the Max Heller exhibition, co-written with Courtney Tollison and published in the Greenville Journal on September 28, 2012. Her love of anything medieval landed her in a two-day seminar on the Medieval Book at USC in March. The information gathered there was used to assist with a medieval manuscript workshop for Dr. Spear’s medieval history students—as well as to host a lunchtime presentation for the library faculty and staff.

The Special Collections book collection managed to command a fair amount of Celeste’s attention as well. She ordered materials to supplement the Travel Literature collection in connection with the classes DebbieLee taught. She also helped evaluate large collections of books donated by Mary Simms Oliphant Furman, Thea Furman, Peter Goldsmith, and Furman Bisher. The Thea Furman Collection was of particular interest to her: it contained many books owned (and extensively doodled in) by James C. Furman, as well as two artillery manuals “captured” on a Civil War battlefield by a Furman family member and several 19th century children’s primers.

In fulfillment of the “other duties as assigned” portion of her job description, Celeste helped with many other departmental projects. She completed two cases each for the Max Heller exhibition and the Furman Memorabilia exhibition, in addition to an online exhibit for the latter. She assisted with Reference work.
She created inventories for and online guides to the Loulie Latimer Owens Collection and the Patrick McGill Family Papers. She reconciled the inventory of items in the Art Storage Room with their listed locations in PastPerfect, adding several more items to PastPerfect in the process. Celeste also moved lots of furniture, dusted a lot of books, and removed untold thousands of rusty staples and paperclips.

Celeste will be sorry to leave the department at the end of July. However, she is very excited to begin graduate school at New York University and Long Island University in the fall, where she will study Archives and Public History and Library Science.

Ann Bryant
Ann Bryant, the Departmental Assistant for the library, continues in her role as an honorary member of the department, due to her assistance with processing and drafting inventories for archival collections. (Please note that this is in addition to her regular workload.) Ann has outstanding organizational skills that are perfectly suited to these projects. This year, for example, she rehoused and created an inventory for the John E. Johns Collection, totaling more than 120 cubic-foot boxes.

DebbieLee Landi
Please note that her activities are documented through the faculty review process so the recitation in this report is much abridged.

Student Assistants
In recognition of the department’s industrious, energetic, and talented students, the remainder of this narrative is dedicated to sampling their myriad efforts.

Eddie Mazgaj
Eddie Mazgaj, a fall 2011 History 465 intern, worked with us during the summer of 2012. He completed several major projects during that time: scanning several years of The Paladin, re-sorting the Faculty Minutes for digitization, working with Celeste to process a collection of photographs from the office of former University Photographer Charlie Register, and creating an inventory of over one hundred VHS tapes given to Special Collections as part of the Max Heller Collection. He also searched through the minutes of the South Carolina Baptist Convention to find the names of early Furman students. These were added to our webguide of Furman University Graduates, 1830 to 1908, http://library.furman.edu/specialcollections/fuman/furman_university_graduates.htm

Eddie joined the staff of the Circulation Department in fall 2012, where he worked until his graduation in 2013.

Hannah Stroup
One of the biggest projects Hannah completed was creating a Prezi documenting the location of all the stained glass windows on campus, which included walking the campus to take pictures. [http://prezi.com/h1vjsw-sgsy/stained-glass-windows/?auth_key=d26288c43b34b065fe4c8407423c1471afa](http://prezi.com/h1vjsw-sgsy/stained-glass-windows/?auth_key=d26288c43b34b065fe4c8407423c1471afa)

Other projects that Hannah completed include making book enclosures for books from the Thea Furman and the Baptist Book collections; shredding many years of tax returns from the Max Heller Collection; checking the Furmaniana inventory; updating the Furman postcard inventory list with more accurate descriptions; and reviewing the contents of the Haynsworth Collection in order to update the online guide.

**Mattson Smith**

Three of our student workers graduated this semester; Mattson Smith, with us since the fall 2010, Hannah Stroup, with us for fall 2011 and fall 2012 and BreAnna Johnson. All worked rigorously on any project we gave them, and they all accomplished a great deal. Mattson took on several large projects, including reboxing the ninety-nine boxes in the Francis W. Bonner collection and comparing folders to the inventory list sent by the Office of the Vice President for Academic Affairs. He also reviewed 124 boxes in the Archie Vemon Huff, Jr. Papers with a view to rehouse the contents. Mattson also created an inventory list of materials in the Palmer-Norris Video Collection (19 boxes), created a folder inventory for the SC Baptist Pamphlets, Addresses – Duplicate Collection, updated the Map Case inventory, and finally, analyzed holdings and values of eight boxes of Goldsmith books.

**MaryJo Donzella**

Over the past year in Special Collections and Archives, student assistant MaryJo has devoted time to continuing the work she began last summer on the J. Lyles Alley Collection as well as completing miscellaneous projects for the well-being of the department. MaryJo has not only had the opportunity to work exclusively on a specialized project but to experience a broader sense of the many undertakings of the department, a combination that has enriched her knowledge of the workings of an archives such as ours.

MaryJo’s initial work with the Alley collection involved merging the remainder of the photographs and newspaper clippings into the organizational scheme she previously created for the materials. Her further actions with Alley’s effects included activities such as photocopying two legal-sized boxes of newspaper clippings onto acid-free paper and creating a folder-level inventory and box list for the collection. MaryJo also enjoyed using the materials she has organized to write a biography for J. Lyles Alley, a component of the online profile for his collection. [http://library.furman.edu/specialcollections/furman/alley_overview.htm](http://library.furman.edu/specialcollections/furman/alley_overview.htm) [http://library.furman.edu/specialcollections/furman/alley_biography.htm](http://library.furman.edu/specialcollections/furman/alley_biography.htm)
Finally, DebbieLee and MaryJo maintain contact with Bud Alley, Lyles Alley’s son and donor of his father’s materials, as Special Collections begins to plan, create and install an exhibition showcasing the collection.

In addition to her specialized work for the J. Lyles Alley collection, MaryJo has also completed tasks encompassing other aspects of the department. For example, at the beginning of the fall semester, she learned to encapsulate a map, a skill for which she first had to learn to cut a straight line. In preparation for weeding our Baptist Collection, MaryJo inventoried about one hundred boxes of duplicate Baptist Association minutes to determine the years for each association for which there is no duplicate copy. She also completed an inventory of two drawers of microfilm and had the opportunity to hone her skill operating the microfilm reader. Currently, MaryJo is involved with creating an inventory of films stored in the archives.

**Hanqing Ye and Wenphie Qiu**

Hanqing and Wenphie, our newest student workers, were only able to join Special Collections for a few weeks at the end of the spring semester. While their time with us this academic year was short, both plan to return in the fall. We will be pleased to have their friendly smiles and diligent work ethics with us again! With our master-shelver, Mattson Smith, graduating in May, we were in desperate need of shelvers. Wenphie and Hanqing both took to the task quickly. They alternated working with Mattson to learn Library of Congress, manuscript, and archival shelving systems—in hopes that our workroom won’t overflow in the fall rush.

In addition to shelving, Wenphie created an inventory of the books donated by W.M. Whiteside. Appropriate volumes from that donation have been incorporated into our collection, and the remainder has been added to the Southern Baptist Historical Library and Archives' collection in Nashville.

For her part, Hanqing rehoused and created an inventory of over 50 years’ worth of National Geographic magazines donated by Diane Hopkins-Hughes. She also filled a gap in our collection of Twentieth Century Women’s Popular Magazines by finding 1990s-era women’s magazines on Ebay that we then purchased. Finally, she helped us complete our unprocessed book collections by creating an inventory of duplicate Baptist-related books—many of which, like the Whiteside books, have been added to the Southern Baptist Historical Library and Archives’ collection.

**BreAnna Johnson**

Although BreAnna graduated in May, since she is from the Travelers Rest area, we have been fortunate to keep her through mid-August. In addition to the typical duties in Special Collections, such as photocopying, scanning, shelving and encapsulating, BreAnna re-invented the Prezi highlighting the personal library of James C. Furman (see Diary section for the link). In recognition of her years’ experience in the department, BreAnna researched hundreds of Special Collections photographs to pinpoint exactly the right images for the Outreach
PowerPoint to incoming freshmen. Her attention to detail made her the ideal candidate for a number of specialized inventories (CRC minutes, SC Baptist Association minutes, records from the Registrar’s and Alumni offices) and the reworking of the commencement program collection established decades ago.

**Trisha Smith**

Thanks to Nancy Sloan for contacting DebbieLee about sharing a summer student assistant and for selecting such an industrious individual. Trisha is extraordinarily astute and learns tasks with such rapidity that it is difficult to believe that she was a Science major at Furman who never set foot in an archives. She adeptly sorted through the complex Special Collections for Music collection donated by still-active composer Andrew Balent. Next, she scanned fifteen years of The Paladin in one fell swoop—or so it appeared to the rest of the department!

**Student Volunteer**

**Kate Marley**

To return to the numeric theme, the odds that this department will ever see another person as intelligent, reliable, hardworking and unpaid as Kate Marley, our first student volunteer, are at least a thousand to one. Her dedication to a task that others would have abandoned after the first few days is certainly meticulous but miraculous is probably a more suitable depiction. In recognition of her Herculean efforts, please refer to the earlier Diary section of this report.

**History 465 Interns**

**Drew Bongiovanni - Unparalleled and Untapped Local History Collection**

Drew Bongiovanni, a Senior Art History major, chose this internship designed to facilitate the awareness and use of the 1200 postcards from the Richard D. Sawyer Historic Greenville Collection (1890s-1930s). As mentioned in the Diary section, she catalogued, rehoused, and inventoried every postcard in this massive collection. In order to make these materials more accessible, she selected approximately 10% of the postcards to digitize for a Tumblr display and hopefully, for inclusion in the Digital Collections Center and the South Carolina Digital Library.

**Mary Elizabeth Morse - Anniversary of Antietam and Archival Awareness**

As mentioned in the earlier Diary section, the Samuel Pringle Collection of Civil War letters is one of the department’s most heavily used collections. [http://library.furman.edu/specialcollections/war/prising_overview.htm](http://library.furman.edu/specialcollections/war/prising_overview.htm). The purpose of this internship was to protect the original letters by digitizing and then encapsulating them. Hopefully, in the near future, both the transcriptions and the original letters will be made available through the Digital Collections Center. For more information on this internship, please refer to the Diary section of this report.
VII. Goals

The following is a list of goals for the next fiscal year:

Continue to create viable Research by Subject guides

Investigate and consider ways in which to integrate manuscript collections within library’s discovery tools e.g. online catalog, Summon and LibGuides

Investigate and consider ways in which to integrate archival collections within library’s discovery tools e.g. online catalog, Summon and LibGuides

Continue to assist the Cataloging Department to address the backlog of uncatalogued materials

Organize and further develop South Carolina Poetry Archives, Local Music Collection

Evaluate materials including Baptist church records for digitization

Expand access to several postcard collections

Resume the transfer of audio and video cassette tapes to digital formats, if time and personnel permit

Promote the department through novel and interesting exhibitions

Digitize Special Collections materials to protect originals from constant handling

Digitize materials so as to promote research and scholarship not evident with other formats

Evaluate the need for digitization and University Archives specific personnel in the department

Continue to utilize social navigation and interactive web techniques to provide connections, correlations and information which would not have surfaced otherwise

Research electronic records management

VIII. Long Range Goals

Continue to research and select new procedures to provide access to image collections
Contact departments on campus to explain the mission and services of University Archives

Intervene in record-making and record-keeping to ensure effective documentation for University Archives, also providing opportunities for new and atypical collaborations in the University community

Evaluate the need for University Archives personnel

Ponder and experiment with record-keeping techniques to transfer information in the card catalogue to a more accessible format

Use technology and new partnerships to make Special Collections holdings available to more people

Design tools that improve departmental services, focusing on current users' needs and expectations

Collaborate and advise University personnel regarding the existing institutional repository a/k/a University Archives its infrastructure, authentication, permanency of records, and other relevant archival theory

Share our knowledge, organizational and other skills to maintain long-term access and preservation to the intellectual assets of Furman University i.e. research published or unpublished carried out by alumni, faculty, staff and students