

University Archives
Annual Report
2008-2009

This fiscal year, the University Archives [including records management and genealogy areas] served 2,056 patrons who used 700 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, staff, students and people outside the university, were assisted by a staff that included University Archivist Vickie Sheffler, one part-time student assistant Amanda Price and one 29-hours per week part-time person, Brenda Cochran, who became full time on January 1. The staff was so busy that it was unable to record patrons and numbers of materials used daily. Obviously, far more than 700 items were used, since the staff scanned 2,968 items and printed 1,775. The print work was greatly enhanced when Sheila Collins, Executive Director of Libraries, approved the purchase of a wide-format, Epson archival printer. It prints up to 24" x 90" on archival paper with archival inks, so prints could be created up to 24" on the narrow side. The staff also transferred 1,410 files on CD to other offices. Brenda Cochran designed 434 separate items which often included several photos or images per item. The work accomplished was documented by studying the files used for each different project as found on the computers in Archives (see attached Samples of Centennial materials for Library 2008-09 Annual Report).

This term, 78.7 cubic feet of materials [63.7 cu' archival and 15 cubic feet of non-permanent records management materials] were added to the collection. This included office files, graduate papers, posters, brochures, personal papers, videos, photographs, yearbooks, NSU publications, etc. In June of 2008, University Archives deaccessioned 20 cu' of athletic trophies which were returned to the Athletic Department. The materials had been in protective storage in Archives since before the renovation of the Dobbins Field House. Therefore, final number was 58.7 cu'.

Various Archives database indexes were updated: the minutes of the Board of Regents of the Regional University System of Oklahoma, Cherokee National Male and Female Students, Index to Negatives collection, University Archives Statistics and the Graduate College master's papers.

This term has been a very busy and very exciting time for the Archives, as it was the beginning of the Northeastern Centennial year. The 6th of March 2009 marked Founders Day, the 100th Anniversary of the day the State of Oklahoma purchased the Cherokee National Female Seminary from the Cherokee Nation in order to create the Northeastern Normal School. Planning for the events of this term began at least four years ago in the Archives. University Archives was happily able to participate in many ways for many offices, departments and people of the Northeastern community with Centennial information, research or materials.

1. About four years ago, Dr. Brad Agnew began researching for the book he is writing on the history of Northeastern. During that time, the Archives staff has scanned and restored over 200gb of images of THE NORTHEASTERN newspapers for preservation purposes and for Dr. Agnew's research. Archives staff is currently in the process of assisting him with selecting images for the online book. Linda West is also working on the method and format by which the book will be placed on line. Agnew has requested that Cochran design the cover for the book. She has begun preliminary designs for that cover.
2. Northeastern State University is also preparing a photographic history book. The research for this book began several years ago as well. The Archives staff provided thousands of photographic scans for the publisher and assisted in many ways to select, scan and document that data. Sheffler provided historic perspective for accuracy as well.
3. 20 August 2008 - Centennial Community Picnic: the University Archives supplied table decorations and six large display posters; other materials were prepared for consideration. Cochran created two designs for table decorations, then staff printed and assembled 150 copies of those three-dimensional designs. Preparations were made for hundreds of guests; it was estimated that approximately 1,000 attended.
4. 14 September 2008 - Rosebud Recital & Reception: Operatic Mezzo Soprano Barbara McAlister and Friends. University Archives supplied photo images for the video shown during the recital; further, Cochran designed six large photograph posters and photos for the reception. She and Sheffler also assisted the Liberal Arts staff with some of the reception planning. The posters were donated to the participants, and Archives printed a second set for the Office of Dean of Liberal Arts.
5. 18 November 2008 - John Vaughan Library's Honor NSU Authors event. Cochran designed the invitations, promotional posters, directional signage, name tags, and display cards for the reception and table display. Cochran also designed the bibliography front and back covers; Sheffler compiled the bibliography. The materials were printed in the Archives.
6. 14 December 2008 - AAUW "Homes for the Holidays." Cochran designed posters for the AAUW reception at Seminary Hall and President Betz's home for the event.
7. 6 March 2009 - Founders Day events:
 - a. Cochran designed approximately 45 posters for consideration by the Centennial Committee for the official Centennial poster series; this work included samples with different fonts and design styles. The Committee designated six of

the posters as official Centennial posters and had them mass reproduced by outside of the Archives. These six were selected for their mass appeal; they included images of athletes, graduates, children, males and females, and historical events.

b. Cochran designed posters and postcards for consideration for use for the Centurions Luncheon. Two of her designs for table decorations were selected and Archives printed 150 of them. The same basic three-dimensional template created for the Centennial Picnic tables was used by changing photographs and text. One hundred fifty of them were printed in Archives. [Sheffler was named as one of the Centurions; she was deeply honored and tremendously proud of the designation.

c. Cochran, along with Chair Dr. Phyllis Fife and Sedelta Oosahwee, both from the Center for Tribal Studies, made up the Hospitality Suite Committee. They were in charge of decorating, selecting and designing posters, floral arrangements, etc. for the room. As Dr. Fife was eventually selected as a Centurion and was asked to attend the Centurion Luncheon prior to the ceremony, Cochran and Oosahwee served as official hostesses for the Hospitality Suite in Seminary Hall where the honored guests and Founders Day ceremony participants gathered prior to the ceremony.

d. Cochran designed several options for photographic posters to be presented to each honored guest and participant. Archives printed approximately 50 of these gifts. Archives also printed one of the large Centennial posters for each former President.

e. Cochran also served as a hostess at the formal reception following the Founders Day ceremony. She designed and printed 20 posters for the Science Building area for the reception. She also transferred the posters used in the Hospitality Suite in Seminary Hall before the ceremony to the Science Building for the reception afterwards.

f. Cochran, with Archives staff's assistance, selected images, designed the size and best way to display each image, and printed 74 art pieces for the NSU Centennial Photographic Celebration. The Archives' staff, with the generous assistance of several volunteers, also framed the 74 pieces which were placed on display at the NSU Art Gallery. Staff was assisted with artistic expertise of Jean Christian, Jim Terrell and Mike Brown for the final arrangement of the works on the Gallery walls.

g. Cochran and Sheffler met with Sodexo personnel to work out a multitude of details as to the food to be served, the level of service and level of formality in presentation for the opening reception on 5 March 2009 for the Archives Centennial Photographic Celebration. The food was graciously supplied by Dr. Dalton Bigbee, Vice President for Academic Affairs. Publicity outlets included

mass email, RiverHawks Daily, TNE, class announcements, University Center signage, etc. The event was overall a huge effort, but it was very well received. It was a landmark art show in that it represented NSU, the University Archives, and the Centennial spirit. It was touching and rewarding for Archives staff to observe guests reminiscing fondly while viewing the years gone by in the images.

h. Cochran created four banner designs that were printed by the university. These banners were hung along both sides of Main Street in Tahlequah leading up the college campus.

i. Cochran designed and printed invitations to the Founders Day Ceremony for the Oklahoma Legislators. Once the final design was approved, she created and printed 197 individually-personalized invitations. She also printed 197 of the same basic design without personalized names.

8. Archives staff searched the yearbooks for photographs of those eight employees who had completed 30-years service during the past term. The pictures from the books were scanned and restored. They were then given to Linda West who compiled and printed Memory Books using the files.

9. 22 April 2009 - John Vaughan Library's Student Creativity Showcase. Cochran designed several posters, four different designs for certificates of accomplishment, created name cards for display, and resized images to be used on web page.

10. 1 May 2009 - President Betz's Inauguration:

a. Cochran designed and printed 2' x 3' photographs of each Northeastern President for the reception. Dr. Brad Agnew assisted Physical Plant staff in hanging the Presidential posters above the glass doors on the east side of the ballroom.

b. Cochran and Sheffler scanned, restored and printed approximately 50 personal photographs belonging to President Betz for a special display of his educational career. They also obtained photographs of his time from previous locations, including University of Central Oklahoma, University of Wisconsin-River Falls, and Palmer College of Chiropractic. These were placed on several tables on and in front of the stage in the ballroom. Cochran designed three large posters which were placed on easels on the stage.

c. Cochran also set up a display of photographs selected from the Archives Centennial Photographic Celebration display along the south wall of the ballroom.

11. In addition to the above, Cochran also designed and printed many promotional posters for Jerry Cook, Director of Community Relations. He delivered these to various locations within and beyond the University Community.
12. Cochran also designed and printed photographic works which were hand delivered by Dr. Paul Westbrook to university colleagues in China. She also designed and printed photographs for Dr. Terri Baker to deliver to colleagues at a New York conference. One of those was placed on display in a museum.
13. Cochran designed a newspaper banner to place on two campus bulletins boards – Administration Building and University Center. Sheffler scanned newspaper clippings for President Betz and printed them for placement on the bulletin boards. Following this example, the staff from the Office of the President has taken over the work of scanning and printing news articles for the bulletin boards.

University Archives provided research and/or scans for the following University departments or individuals this fiscal year:

Alumni Association, including The NSU Foundation and Descendants of the
Seminarians
Athletic Department
Campus Police
Centennial Committees
Center for Tribal Studies
Cherokee Studies Program
College of Education
College of Liberal Arts, including Art and History Departments
Communications and Marketing, including Nancy Garber, Peter Henshaw and staff
Human Resources
Instructional Materials
Miss NSU Pageant, including Kimbra Scott
Model United Nations
Office of Associate Vice President for Administration
Office of Development
Office of the President, including Julienne Crittenden, Amber Fite, Robin Hutchins and,
President Don and Mrs. Susanne Betz, as well as staff members at Palmer
College of Chiropractic, University of Central Oklahoma and University of
Wisconsin-River Falls;
Office of the Vice President for Academic Affairs
Office of the Vice President for University Relations, including Jerry Cook of the
Department of Community Relations
Parking and Traffic
Psychology Department
THE NORTHEASTERN, including Dana Eversole
University Center
University Housing

University Libraries, including the Broken Arrow Library, Office of the Executive Director of Libraries, John Vaughan Library's Special Collections, Technical Services and User Services areas.

Sheffler worked with faculty from the following departments in compiling the NSU authors' bibliography:

Biology
Business Administration
Center for Teaching and Learning
Communications Studies
Computer Science
Criminal Justice
Curriculum and Instruction
Early Childhood Education
Education
Educational Foundations and Leadership
English
Finance
Foreign Languages
Geography
Health and Human Performance
History
Humanities
Information Systems
Library Media and Information Technology
Library Science
Mass Communication
Mathematics
Music
Optometry
Psychology
Sociology and Anthropology
Speech Communication, and
Telecommunications Management.

External patrons for whom graphics and/or research were prepared included the following:

AAUW
Office of Federal Acknowledgment of Bureau of Indian Affairs, Washington, DC.
Cherokee County Records Annex
Cherokee Nation
Discover Oklahoma
Jack Dobbins
Gore Red Hat Society
Lyle Haskins

Barbara McAlister
Murrell Home
MUSKOGEE PHOENIX
Oklahoma City Museum of Art
Oklahoma Education Television Authority
Oklahoma Department of Libraries
Oklahoma Higher Education Heritage Society
Oklahoma Historical Society
Oklahoma Historic Records Advisory Board
Tahlequah City Hall
Tahlequah Fire Department
Writers: Patti Dickinson, Sonia Gensler, Ann Smith, Laurette Willis.

Ms. Sheffler's professional services included membership on the following NSU committees:

1. NSU Centennial - General Committee
2. NSU Centennial - Statue Committee
3. NSU Centennial - Book Committee
4. NSU Centennial - Picnic Committee
5. NSU Centennial - Founders Day Committee
6. NSU Centennial - Honor NSU Authors Committee
7. NSU Centennial - Recital Reception Committee
8. NSU Centennial - Inauguration Reception Sub-Committee
6. NSU Emergency Response Team, a Library Building Coordinator
7. NSU Library Disaster Committee
8. NSU Library Digitization Committee
9. NSU Library Centennial Display Committee
10. NSU Library Directors' Council

Ms. Cochran's professional services included membership on the following:

1. NSU Centennial - Book Committee
2. NSU Centennial - Picnic Committee
3. NSU Centennial - Founders Day Committee
4. NSU Centennial - Student Creativity Committee

[She was ex-officio on most Centennial committees and was asked to attend meetings in order to assist with the work of the committees. It is quite evident in this report that she has become an absolutely essential part of the Archives and University Community. Archives is so very fortunate to have her on staff. Her work is incredibly poignant, subtle and so very professional.]

Ms. Sheffler's Professional Activities include the following:

1. Gave PowerPoint presentation on contents and preservation of Seminary Hall Time Capsules of 1847 and 1888 to the following groups:
 - a. 29 October 2009 for Cherokee Nation Volunteers
 - b. 20 November 2008 for the Gore Red Hat Society

- c. 7 May 2009 at the NSU Alumni Center for the Descendants of the Seminarians on the 20th anniversary of the opening of the time capsules.
 - d. 21 May 2009 for employees of Cherokee Nation
2. Was interviewed by the following for news articles:
 - a. Sean Michael Kennedy from Communications and Marketing on Seminary Hall Murals and later about Centennial
 - b. MUSKOGEE PHOENIX regarding the Rosamund House and later about the Time Capsule Presentation.
 3. Attended and worked on staff for the following National Tribal Conference for Archives, Libraries and Museums, Catoosa, OK, sponsored by Oklahoma Department of Libraries and Oklahoma Historic Records Advisory Board:
 - a. 11 August 2009, Digitization Workshop and Institute
 - b. 12-14 August 2009, Photographic Workshop
 - c. 20-24 October 2008 - OHRAB conference - Catoosa
 4. Judged for History Day, NSU campus, 7 April 2009
 5. Served as consultant to Delores Sumner for grant proposal to Oklahoma Historical Records Advisory Board for \$10,000 grant from National Historic Preservation Records Commission in Washington, D.C., for preservation of Special Collections books in various tribal languages; grant was awarded unanimously by Oklahoma Historic Records Advisory Board; Sheffler, a member of the Board, abstained.
 6. Served as consultant to Delores Sumner on the grant, especially in ordering equipment, setting up plan of work, scanning and program standards, editing scans, etc.
 7. Traveled to Pawhuska Foundry with Statue Committee to view progress on the Sequoyah statue, 6 August 2009

Victoria Sheffler held professional memberships in the following organizations:

1. Oklahoma Historic Records Advisory Board, 1999-current
2. Society of American Archivists
3. Society of American Archivists Membership Committee - Key Contact person for Oklahoma, 1997 to current
4. Academy of Certified Archivists [Charter member, 1989; re-certified to June 2012]
5. Oklahoma Conservation Congress
6. Society of Southwest Archivists
7. Society of Ohio Archivists
8. Society of Georgia Archivists

Sheffler, as University Archivist, was Chair of the Library Disaster Committee. This fiscal year, she worked with a few minor disasters, most of which involved temperature and/or humidity problems, minor water leaks, lights not working, and electrical outages. Temperature/humidity problems in the building are frequent. The temperature should not exceed 72 degrees in the Library for the prevention of mold and mildew on materials and proper functioning of computers. Environmental conditions are even more essential for Archives and Special Collections. The temperature should not exceed 68 degrees in those areas for preservation of rare, old and one-of-a-kind materials. Humidity levels above 50% also contribute greatly to the spread of mold. High humidity is found in eastern Oklahoma from March until December and is dangerously high for mold growth. For a secure, stable environment, the humidity level should not vary more than 5% from lowest to highest over a year—preferably 45%. Since the humidity level cannot be easily contained, it is essential to retain a cool environment to retard mold and mildew growth.

As stated above, this has been an exceptionally fascinating term. It has been a joy working with and getting to know so many people on campus better on so many different projects that seemed to bring out the best in them and us. University Archives is proud of the work accomplished and hopes that it brought a tear of joy to the many people who participated in and enjoyed this Centennial celebration. We look forward to September 14, 2009—the 100th anniversary of the opening of classes at Northeastern Normal School.

Victoria Sheffler, CA
University Archivist
19 June 2009

The following chart indicates materials added to the University Archives since its official separation from Special Collections in May of 1983:

| Date | Total cu' added | Archival Materials [permanent] | Records Management [non permanent] |
|-----------|-------------------------|-----------------------------------|---------------------------------------|
| 1983/1984 | 129.00 cu' | 4.00 cu' | 125.0 cu' |
| 1984/1985 | 28.00 cu' | 25.00 cu' | 3.0 cu' |
| 1985/1986 | 102.10 cu' | 83.10 cu' | 19.0 cu' |
| 1986/1987 | 163.60 cu' | 48.60 cu' | 115.0 cu' |
| 1987/1988 | 44.20 cu' | 24.20 cu' | 20.0 cu' |
| 1988/1989 | 8.40 cu' | 7.40 cu' | 1.0 cu' |
| 1989/1990 | 158.70 cu' | 35.70 cu' | 123.0 cu' |
| 1990/1991 | 118.50 cu' | 11.50 cu' | 107.0 cu' |
| 1991/1992 | 96.60 cu' | 34.90 cu' | 61.7 cu' |
| 1992/1993 | 118.50 cu' | 22.50 cu' | 96.0 cu' |
| 1993/1994 | 190.20 cu' | 80.20 cu' | 110.0 cu' |
| 1994/1995 | 99.70 cu' | 22.30 cu' | 77.4 cu' |
| 1995/1996 | 125.00 cu' | 48.00 cu' | 77.0 cu' |
| 1996/1997 | 97.90 cu' | 30.90 cu' | 67.0 cu' |
| 1997/1998 | 113.30 cu' | 41.30 cu' | 72.0 cu' |
| 1998/1999 | 138.60 cu' | 62.10 cu' | 76.5 cu' |
| 1999/2000 | 105.60 cu' | 35.60 cu' | 70.0 cu' |
| 2000/2001 | 146.45 cu' | 79.45 cu' | 67.0 cu' |
| 2001/2002 | 229.50 cu' | 116.50 cu' | 113.0 cu' |
| 2002/2003 | 371.90 cu' | 170.80 cu' | 201.0 cu' |
| 2003/2004 | 27.83 cu' | 22.83 cu' | 5.0 cu' |
| 2004/2005 | 68.70 cu' | 57.70 cu' | 11.0 cu' |
| 2005/2006 | 60.90 cu' | 54.90 cu' | 6.0 cu' |
| 2006/2007 | 52.69 cu' | 43.69 cu' | 9.0 cu' |
| 2007-2008 | 35.51 cu' | 32.51 cu' | 3.0 cu' |
| 2008-2009 | 78.70 cu' (less 20 cu') | 63.70 cu' | 15.0 cu' |

The archival materials will be retained permanently, but the non-permanent materials can be recycled confidentially according to the disposition schedules determined by the Oklahoma Archives and Records Commission. The Commission meets quarterly to consider additions, deletions and/or word changes. The Records Center of the Oklahoma Department of Libraries maintains these schedules on the Department of Library web page. Most university records are scheduled for legal destruction within 10 years of creation; others must be retained more than 20 years. The remaining are to be sent to the University Archives for permanent retention.

Victoria Sheffler, CA
 University Archivist
 19 June 2009