


Summer 2017

UA52/1 Out of the Box

WKU Archives

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WKU Archives

Welcome to the first issue of the WKU Archives newsletter! We are happy to open a new channel of communication to help you learn about us and what we have to offer you. The archives was established 45 years ago in 1972. Since then it has grown to include hundreds of thousands of photos, thousands of feet of records, an extensive collection of audio and video, and much more.

WKU Archives personnel strive to make the collections as accessible as possible. About a decade ago, archives materials began to be cataloged in a database rather than card catalog. That database is available online at KenCat.wku.edu

In addition to the catalog, many materials from collections are available online. Thumbnails of nearly 17,000 archives photos are available to view in

KenCat. Over 200 videos are available through the Library Special Collections [YouTube Channel](#).

And, over 10,000 digitized documents from collections are available on [TopSCHOLAR®](#), WKU's institutional repository, including over 400 collection inventories for processed departmental records.

While all of the materials in the archives are included in the catalog, some records have been processed more fully than others. Processing records includes sorting, determining and addressing any conservation needs, housing for long-term storage, describing them sufficiently in the catalog so that they can be located and retrieved effectively and digitization of selected items.

[WKU Archives](#) is housed in the Kentucky Building.
Hours: M-F 9 am – 4 pm

In Process



[UA3.9 WKU President – Gary Ransdell](#)

[UA11 Public Affairs](#)

[UA12.2.28 Forensics Team](#)

[UA19.17.5 Athletic Media Relations](#)

[UA66 Ogden College of Science & Technology](#)

[UA66.3 Computer Science](#)

[UA66.6 Biology](#)

[UA66.7 Chemistry](#)

[UA66.8 Geography & Geology](#)

[UA66.9 Engineering Technology](#)

[UA66.10 Mathematics](#)

[UA66.11 Physics & Astronomy](#)

[UA66.12 Hardin Planetarium](#)

[UA66.16 Mathematics & Computer Science](#)

[UA68.6 English](#)

[UA68.17 Theatre & Dance](#)

[UA94.6 Student/Alumni Papers](#)

Records Management

As a state institution, WKU's records are considered "public records" and are subject to the protections and requirements of [KRS 171](#). Due to this legislation, records management applies to everyone at WKU.

Public records as defined in the statute are "*all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency.*"

WKU Archives is dependent upon each office & committee to transfer permanent records when they have met their retention requirements to prevent gaps in the historical record

The definition is very broad and includes born digital records and e-mail.

These records are subject to public inspection or restricted by state or federal laws for confidential or other sensitive reasons (see [KRS 61.878-884](#)).

No record should be destroyed without the approval of the WKU Records Officer. This is accomplished through state "approved" retention schedules and the [WKU RM Request to Destroy Records](#) form.

WKU Archives is dependent upon the application of the [Kentucky State Model Records Schedule](#) by each office to obtain permanent records when they have met their retention requirements and are no longer used by the creating office. When records are not transferred to WKU Archives there is a gap in the historical

record of the university. For example, the last records transferred to WKU Archives from University Senate date from 2007.

We want your records, but not before you are finished with them. We are here to help you any way we can!

RM Training

The best times to destroy and transfer records to WKU Archives are at the end of the fiscal or calendar year.

We are offering workshops to train faculty and staff on the identification of permanent and non-permanent records, how to apply the records schedule, the WKU destruction process and how and when to transfer records to WKU Archives.

Watch your email for specific dates and times.

We are also available to meet with you in your office. Call us or email us at 5-4793 archives@wku.edu to set up an appointment.



Recent Transfers

During spring semester we received over 500 cd-roms and an external hard drive of images from WKU Photography. This is a great collection and will take some time to process. We've already been able to use the collection to help researchers locate images. Information about this collection can be found in KenCat by searching [UA1C11.1](#). Digitized images from this collection are found using [UA1C11.1.*](#)

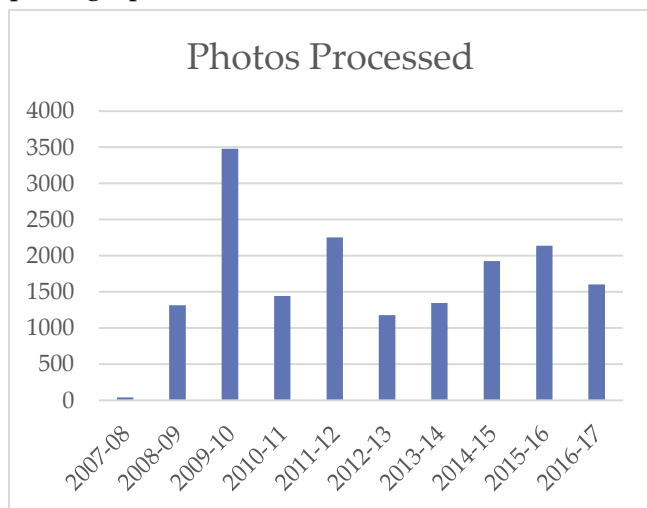
Survey Results

We'd like to thank the 132 people who participated in our user survey in March. The survey was conducted in order to make us a more user driven archives, processing and making available the items you are most interested in first. Here are some of the results.

5 Items You Value Most:

1. [Collection Inventories](#)
2. Access to Staff – 270-745-4793 or archives@wku.edu
3. [KenCat](#)
4. Digitization services – see #2 above
5. [TopSCHOLAR®](#)

You asked to be able to use cell phones to capture documents in the reading room. The policy prohibiting photographing documents has been updated. Researchers *may* use their devices to take photos of documents, but not of photographs.



Resources You Want More Access To:

1. Photographs – there are currently 16489 of photo records
2. Academic Departments – currently processing Ogden College of Science & Technology records.

3. WKU Administration – processing of Gary Ransdell papers continues
4. Faculty/Staff Organizations – are in the lineup for future processing
5. Multimedia – we digitize between 5-7 audiotapes every Monday. Descriptions are available in KenCat.

You want improved services!

More digitization - we have completed work on a Cave & Karst theses digitization project. The next items in the lineup are [Board of Regents](#) documents and the [College Heights Herald](#). As always we will be scanning upon demand.

More information about what is available that applies to lesson planning. This semester we are applying the [TopSCHOLAR® disciplines](#) to our records in KenCat. This involves retro-cataloging and will take some time to complete. All records will have this information going forward.

Website navigation improvements - review of the website has begun. Please send us your suggestions – archives@wku.edu

Newsletters - here is the first of our newsletters. We hope to publish three per year, spring semester, summer session and fall semester to keep you up to date on what's happening.

KenCat improvements – we hear you and agree that KenCat needs improving. We have forwarded your suggestions to the vendor and will let you know of any changes as they happen. In the meantime, use our [Research Strategies](#) to increase your search success.

Lastly, we are creating a short survey to be available to all users all the time in order to become more responsive to your needs.