


Spring 2018

UA52/1 Out of the Box

WKU Archives

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WKU Archives

Congratulations to student worker Kantapop “Pom” Tintukasiri who received the Margie Helm Student Assistants Award in December.

University Experience students experienced researching in WKU Archives in October. Their topics included first President Henry Cherry, Hilltoppers Quartet, Big Red, E.A. Diddle, Ogden College (the original), Potter College for Young Ladies and President Dero Downing. You can [schedule time for your classes](#) to learn more about WKU Archives resources.

In celebration of Archives Month 2017 an exhibit about [Education](#) is now up in the Western Room of the Kentucky Building.

WKU Archives: What’s In It for You Workshop was held January 24th. Participants got an overview of the WKU Archives collections, resources for students / researchers, resources for faculty / staff and [searching tips](#) for KenCat and TopScholar®. WKU Archivist is available to present this program to departments and classes by appointment.

[WKU Archives TopScholar®](#) has been updated to give quick links into digitized Athletics documents, Commencement Programs, Newspapers, Oral Histories & Yearbooks under the heading [WKU History](#).

Our website will be going through some changes this semester to make it work better on mobile devices. The [WKU Royalty](#) page is now an [Online Exhibit](#). We are soliciting information from former beauty queens to add to it. The [WKU Timeline](#) will move to TopScholar by summertime with images and maps included.

The updated WKU Archives Image Permission form is available on our [Services & Fees](#) website. Images for student / WKU projects, social media and publications are free. Images for personal use are \$10 each.

Upcoming



April – Records

Management Month

Records Management workshops will be offered. Watch your email for more information.

WKU Parking mini-exhibit

April – June 2018

Processed



College Heights Herald

[2/12/1925](#) digitized, includes article re: football players & Floyd Collins

UA35/2/3 Council of

[Academic Deans](#) – digitized minutes

UA35/2/4 Council of Staff

[Deans](#) – minutes digitized

UA68/17 Theatre & Dance

[195 posters](#) digitized

In Process



UA3/9 President Gary

Ransdell records

UA68/17 Theatre & Dance

records and photographs

KenCat Improved

[KenCat](#) the online catalog that serves all [Library Special Collections](#) and the [Kentucky Museum](#) now has improved search tips in all the sections of the database, including [Advanced Search](#).

Results are now bringing the most relevant items to the top, showing Title, Author, the line(s) with your search criteria and Record Type.

[Random Images](#) now show the title of the image instead of the Object Number.

The thumbnail images now show the entire image, no cropping.

Records Management

The Kentucky public university records managers met in Frankfort on December

The series currently under review are available on the [Quarterly Updates](#) page.

Capstone Projects are now included in U0118 Theses/Dissertations as “other final projects that are completed by students enrolled in programs that require them.” They are being collected and posted in [TopScholar®](#).

Destruction Report

Remember to file a [Request for Destruction form](#) before destroying university records. It is fast, easy and will help you in the event of an audit. 225+ cubic feet of records were destroyed during the Fall semester.

Transferring Records

WKU Archives wants your permanent records when you are *finished* with them. Do not send any active records to WKU Archives.

The list of [permanent records](#) includes capstone projects, minutes of committees and policy

making bodies, photographs, press releases, publications, annual reports and items unique to your office/department such as event posters and programs.

*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.*

Once you have identified records for transfer, box them up, placing records in upright position in the same order as they are in the file drawer. Leave records in their file folders, but keep your hanging files. [Label your boxes](#): office / department, series title, series number and dates of records. Make arrangements to deliver boxes to the Kentucky Building by calling 5-4793 or emailing archives@wku.edu.

Records Management Month

April is records management month. We will be hosting records management workshops for faculty and staff. Topics covered will include:

- Kentucky State University Model Schedule
- Destruction of Non-Permanent Records
- Transfer of Permanent Records to WKU Archives
- Electronic Records

Can't wait until April? Set up an appointment for the records officer to meet with your office, department or college records managers.

Need help? We make office calls by request – archives@wku.edu

Send questions / feedback to archives@wku.edu.