


Fall 9-2018

UA52/1 Out of the Box

WKU Archives

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WKU Archives

The new and improved [WKU Archives website](#) debuted at the beginning of the summer, redesigned to be more user friendly for cellphones and devices. There are fewer pages as many items have moved to [TopSCHOLAR®](#). These include the [WKU Timeline](#) and [WKU Royalty](#), both of which are in new fully searchable formats.

We spent part of the summer updating [collection inventories](#) created prior to 2011. Some of the large photo collection inventories are being broken up and now include thumbnail images and descriptions. [Digital Commons classifications](#) are also being added to both [KenCat](#) and the inventories, 18,000 entries to go.

Archival processing – the arrangement, description & housing of archival materials for storage & use by researchers. The term is often shortened to just processing. During processing, records are transferred to acid free folders and boxes and some materials are digitized.

A little over two cubic feet of [WKU Athletics Committee](#) records for the years 1983-2008 were processed into the existing collection. These have been described and some items digitized for researchers

This fall we will be processing additional records into UA3/9 President Gary Ransdell records. These include installation documents, speeches, correspondence and WKU Board of Regents files.

WKU Archivist, Suellyn Lathrop presented *WKU Archives: What's In It For You* at the Kentucky Archives Institute in July. This and other presentations related to the history of WKU are available for your classes, for departments and the general public interested in using WKU Archives resources and can be tailored to your needs (new faculty/staff orientation, bibliographic instruction, genealogy, etc.), [schedule here](#).

Upcoming

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October – Archives Month, celebrate by visiting our exhibit in the Western Room

Rolled Out

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[UA1C11/99 John Perkins Photo Collection](#)

[UA3/9/2 President Gary Ransdell Subject File](#)

[UA37/42 Nina Hammer Papers](#)

In Process

• • •

UA101 – [Society for Values in Higher Education](#) – electronic documents

UA12/2/1 *College Heights Herald* digitization 1989+

Accessions

• • •

UA12 Spirit Masters Scrapbooks & Photos

UA12/8 WKU Police Records

UA19/18 Athletic Marketing

UA94/6/ Hilltoppers Quartet

Records Management

The Kentucky public university records managers did not meet due to a reorganization of the State Archives & Records Commission.

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. During the summer you destroyed over 150 cubic feet of records while wrapping up the fiscal year.

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 of WKU.

Records Retention Schedule

The [Kentucky State University Model Schedule](#) is a list of records series created by the majority of universities in Kentucky. It describes the types of papers included in the series (correspondence, budget, reports, etc.); how long the series is to be maintained within the office; if and when the series is to be transferred to WKU Archives for permanent return; or destruction instructions. It is also full text searchable. Please let us know if you need a records series added to the schedule or feel that a series needs to be revised in some way.

Workshops

Two records management workshops were offered early in the summer. We also took records management on the road to WKU

Owensboro, Study Abroad & Global Learning and the School of Nursing. Remember, you can set up an appointment for the records officer to meet with your office, department or college records managers. In all, about 35 people took part in records management training this summer.

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

Digitization

We get many digitization questions in relation to records management.

Q: What records may we digitize and then purge paper?

A: Non-permanent records with long retentions

are a great candidate for digitization. Don't spend the time and money digitizing records within one or two years of their destruction date.

Q: How long after scanning may I destroy the paper copy?

A: Wait at least two weeks to make sure everything in your online

system is working properly. You may need to rescan a few things. Remember to store your digital files on the server and not your desktop hard drive to insure backup.

Have other digitization questions? Call us at 745-4793 or email: archives@wku.edu.



How You Can Help

Like most archives and repositories, WKU Archives is a non-profit organization. Preparing materials for use by researchers is the most expensive & time-consuming operation in archives. Although monetary donations are not a prerequisite for the acceptance of a collection, donors who are able to assist WKU Archives by providing funds toward the arrangement, cataloging, and conservation of their personal records or photographs are encouraged to discuss the possibility with the archivist.

Naming Opportunities:

- ❖ Fund a fellowship
- ❖ Fund a student internship

Other Opportunities:

- ❖ Digitization grants
- ❖ Processing grants
- ❖ Preservation of documents, film & photographs

Options:

\$25

- ❖ 3 archival boxes
- ❖ 50 mylar photo sleeves

\$50

- ❖ 6 archival boxes
- ❖ 100 acid free folders
- ❖ 100 mylar photo sleeves

\$100

- ❖ 3 oversize acid free file folders
- ❖ 15 archival boxes
- ❖ 200 acid free folders
- ❖ 200 mylar photo sleeves

\$250

- ❖ 1 reel of film digitized
- ❖ 8 oversize acid free file folders
- ❖ 40 archival boxes
- ❖ 500 acid free folders
- ❖ 500 mylar photo sleeves

\$500

- ❖ 2 reels of film digitized

- ❖ 83 archival boxes
- ❖ 1000 mylar photo sleeves
- ❖ 1250 acid free folders

\$1000

- ❖ 5 reels of film digitized
- ❖ 166 archival boxes
- ❖ 2500 mylar photo sleeves
- ❖ 2500 acid free folders

Blast from the Past



Newly acquired image of Van Meter Hall ca. 1925 from Nina Hammer Photo Collection donated by Mr. & Mrs. Wayne Patterson.



Potter College for Young Ladies dorm room in Recitation Hall, 1897.

Need photos for social media or project? Use [KenCat](#) to request them. We want to hear from you. Use archives@wku.edu to stay in touch.