



a presentation for ASDAL 2014  
Silver Springs, MD



# Okay, so what's in the Archives?



Heather Rodriguez-James

# My adventure into the world of Archives



A little history... 





# Archives



The Transfer



# HBCU Photographic Preservation Grant

Application, Award & Completion

# Andrew W. Mellon Foundation Photographic Preservation Grant

- Writing the application
- Getting the call
- Announcing the decision
  - OU, Oh Yes
  - Facebook
  - Twitter
  - Faculty Meeting
  - Staff Meeting
  - Students
  - Patrons doing research



# Getting Started – Huntsville, Alabama



- Oakwood was founded in 1896, in Huntsville, Alabama.
- It began as an industrial school to educate African-Americans in the South.



Solon M. Jacobs was the first principal.

# History in Brief (cont'd.)

- Programs
- Students – from 16 to 2000+

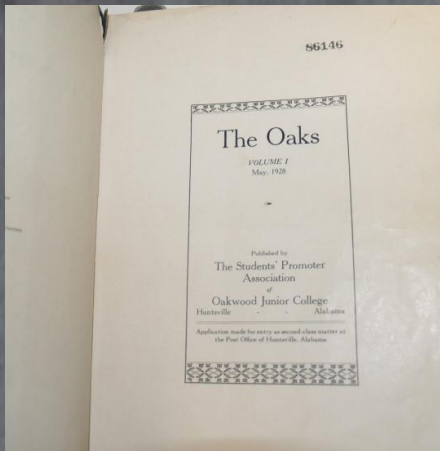
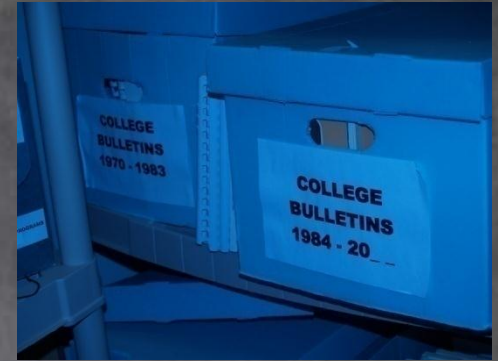


# Archives & Museum

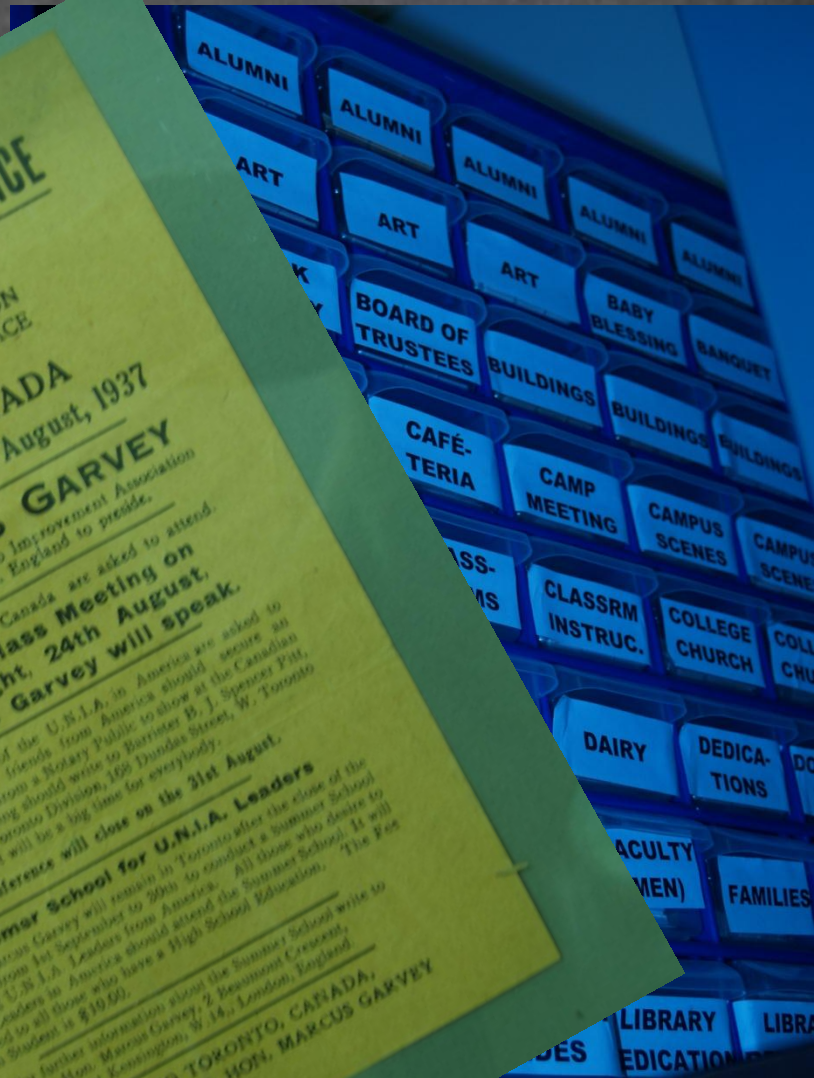
Established in 1973







*Yearbooks, Newspapers, Bulletins and other paper-based documents*



**A GREAT NEGRO CONFERENCE**

A REGIONAL CONFERENCE OF  
THE UNIVERSAL NEGRO  
IMPROVEMENT ASSOCIATION  
AND OF THE NEGRO RACE  
WILL TAKE PLACE AT  
**TORONTO, CANADA**  
From 24th August to 31st August, 1937

**HON. MARCUS GARVEY**  
President General Universal Negro Improvement Association  
is travelling from London, England to preside.

All Negroes in America and Canada are asked to attend  
**Tremendous Mass Meeting on  
Tuesday Night, 24th August,  
when Marcus Garvey will speak.**

All members and friends of the U.N.I.A. in America are asked to attend. Delegates and friends from America should secure an identification certificate from a Rotary Public to show at the Canadian Border. Those attending should write to Barneter B. J. Spencer Pitt, President U.N.I.A., Toronto Division, 108 Dundas Street, W., Toronto to secure lodgings. It will be a big time for everybody.

**The Conference will close on the 31st August.**

The Hon. Marcus Garvey will remain in Toronto after the close of the Conference from 1st September to 29th to conduct a Summer School for training U.N.I.A. Leaders from America. All those who desire to become Leaders in America should attend the Summer School. It will be opened to all those who have a High School Education. The Fee for each Student is \$10.00.

For further information about the Summer School write to Hon. Marcus Garvey, 2 Beaumont Crescent, West Kensington, W. 14, London, England.

**COME TO TORONTO, CANADA,  
TO SEE AND HEAR HON. MARCUS GARVEY**

# Photographic Collection

- ~17,000 photographs of various sizes and conditions



# Buildings

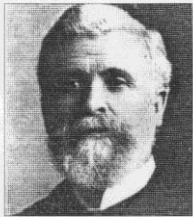


# Founders, Principals, Presidents

The Three General Conference Administrators  
Who First Surveyed the Oakwood Land-1895



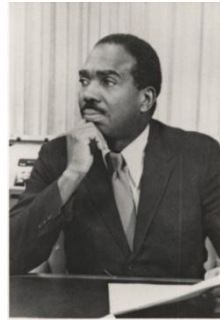
O. A. Olsen  
General Conference President



G. A. Irwin  
Southern Region Superintendent



Harmon Lindsay  
General Conference Treasurer



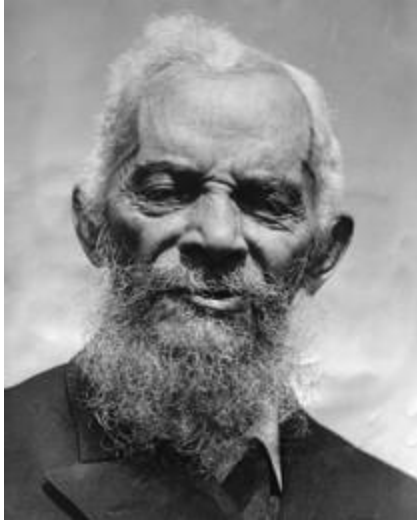
# Class Pictures, students...



# Events, choirs, and groups



# Black SDA Pioneers, Church Leaders...





# Collection Significance

- University and Seventh-day Adventism
  - History and contributions of African-Americans to the SDA denomination
  - Black SDA schools
  - Hospitals and Industries
  - University achievements



# Collection Significance: Current achievements

Aeolians at the Choir Games 2012

Ebony's rating of Oakwood

2012 USCAA Division 1 Basketball  
Champs

2012 Honda Campus All=Star  
Challenge Runners-Up

2011 #5 Feeder of Blacks to US  
Medical Schools

2013 US News & World Report ranked  
among "Best Historically Black  
Colleges"



OAKWOOD UNIVERSITY, the producer of...

- 2012 World Choir Games' three gold medal champions, the Aeolians Choir (music)
- A top-ranked HBCU Science School *Ebony Magazine* (science)
- 2012 USCAA Division I National Collegiate Men's Basketball Champions (athletics)
- 2012 Honda Campus All-Star Challenge National Runners-up Champion (academics)
- 2011 #5 feeder of blacks to U.S. medical schools *Association of American Medical Colleges*
- Ranked among "Best Historically Black Colleges" 2013 *U.S. News & World Report*

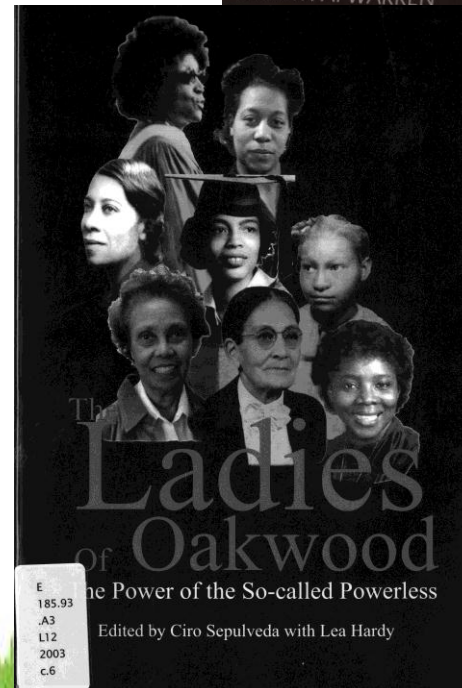
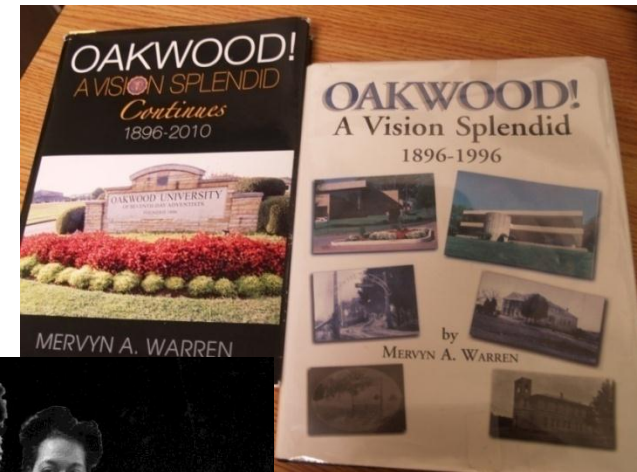
... is now also proud of helping to produce young scholars at Union Chapel Christian Academy

OAKWOOD UNIVERSITY  
HUNTSVILLE, ALABAMA



# Collection Significance

- Church research
- Reunions
- Tributes
- Dedications
- Anniversaries
- Genealogical data
- Writing articles and books



# Collection Significance



## Committed has new album, visit to 'Today'

By Paul Gattis  
paul.gattis@htimes.com

There is a good reason the Huntsville singing group Committed didn't check out their new album on display as it was released to stores Monday.

"We haven't had a chance to do that yet," group member Maurice Staple said Monday afternoon. "We're on the road driving from Pittsburgh to New York because we're doing the 'Today' show."

Indeed, that sounds like a good reason.

Still, that didn't mean Monday wasn't a special day

for the group, which originated at Oakwood University and won NBC's "The Sing-Off" in December, which came with a Sony recording contract.

Already this year, the group has released its first single "Break Free" and shot a video for the song. And now comes the album.

"It's great, amazing. A dream come true," Staple said. "It's surreal."

Alas, the album release didn't go off without a glitch. The CD apparently wasn't available in Walmarts as expected and the group posted a message to fans on its Facebook page. The hic-

cup came when the release was moved up from Tuesday to Monday.

"We just want to publicly apologize to all who went to Walmart to get the Deluxe album and couldn't find it. ... Most places didn't get the new date. ... If you can't find it today, it will definitely be there Tomorrow. Again we apologize for that."

True to how Committed made its name, the album is all a capella. But just because the group didn't use instruments to generate accompanying music doesn't mean the group didn't make some with their own voices.

"The album is still a



Huntsville-based sextet Committed performs during "The Sing-Off." (NBC)

capella," Staple said. "A lot of people won't think so. We have a lot of instrumentation. It's going to be a great album. You can look for some of the songs we did on the show last season and some originals."

Staple said members of the a cappella group Take 6, which originated from Oakwood a generation before Committed, wrote two songs for the album.

And you can hear more

about it today about 8:30 a.m. on "Today" as Committed promotes the CD.

After that, Staple said the group will have a short break before hitting the road for more touring in September.

## Demonstration Project Timeline

The table below presents a timeline for demonstration project activities. Project activities will be complete and a final report submitted to the Andrew W. Mellon Foundation by the end of December 2013.

Activity	Time	Year 1: 2011												Year 2: 2012												Year 3: 2013											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>1. Demonstration Projects</b>																																					
Application period	8-9/11																																				
Select sites	10/11																																				
Initial consultant visit	11/11-1/12																																				
Proposal preparation	12/11-2/12																																				
Review proposals	3/12																																				
Fund projects	3-4/12																																				
Administer projects	4/12-4/13																																				
Project site visit	Fall '12																																				
Conservator training	7-9/12																																				
Complete reports	6/13																																				
<b>2. Environmental Monitoring</b>																																					
Provide equipment	1-2/12																																				
Initial site visit	3-4/12																																				
Monitor environment	4/12 +																																				
Second site visit	6-8/13																																				
Evaluation/assessment	10/13																																				
<b>3. Summer Internships</b>																																					
Plan student institute	1-5/12																																				
Select students	4-5/12																																				
Host institute	6/12																																				
Conduct internships	7-9/12																																				
Evaluation/assessment	5-6/13																																				



# Conservation Center for Art and Historic Artifacts

- Jessica Keister  
and the 2-day  
Consultant  
Visit



# The Process

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- Finalizing the project
- Creating and submitting the budget
- Sticking to the Project Timeline



# The Project: Re-housing

- Transferring material from existing folders to new folders:
  - Removing paper clips, staples, rubber bands, etc.
  - Replacing file and hanging folders,
  - Enclosing multiple smaller prints in plastic sleeves
  - Interleaving larger photographs
- Replacing original photographs in Museum
- Hosting Summer Workshop
- Professional Development workshop
- Purchasing Preservation Reference Texts.





# Pilot Housing Project Budget

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
	Expense	Basis	Quantity	Unit Cost	Total	Actual	Paid
<b>Pilot Housing Project</b>							
	Paper Folders - Legal (5,000)	Recommended rehouse - Archival Quality Material, p. 38, Item # 727-0915 (100/pk)	50	\$ 33.04	\$ 1,652.00		
	Paper Folders - Letter (7,000)	Recommended rehouse - Archival Quality Material, p. 38, Item # 727-0912 (100/pk)	70	\$ 27.74	\$ 1,941.80		
	Hanging Folders - Expansion (100)	Recommended rehouse - Archival Quality Material, p. 39, Item # 156-2239 (5/pk)	20	\$ 28.15	\$ 563.00		
	Hanging Folders - Standard (2,900)	Recommended rehouse - Archival Quality Material, p. 8, Item # 727-1400 (25/pk)	116	\$ 22.59	\$ 2,620.44		
	Plastic Sleeves/Paper envelopes						
	2.5x3.5 (min. 6,315) (50/pkg)	Rehousing of pictures - Archival Quality Material, p. 74, Item #416-52599	7	22.35	\$ 156.45		
	3x5 (min 1,302)(10/pkg)	Rehousing of pictures - Archival Quality Material, p. 74, Item #416-3510	13	\$ 7.15	\$ 92.95		
	4x6 (min 2,756) (50/pkg)	Rehousing of pictures - Archival Quality Material, p. 74, Item #416-4660	10	\$ 20.30	\$ 203.00		
	5x7 (397) (50/pkg)	Rehousing of pictures - Archival Quality Material, p. 74, Item #416-52572SL	2	\$ 26.60	\$ 53.20		
	8x10 (404) (50/pkg)	Rehousing of pictures - Archival Quality Material, p. 74, Item #416-62015	4	\$ 26.60	\$ 106.40		
	Slides (4,568)	Rehousing of slides - Archival Quality Material, p. 97, Item #525-2220	5	\$ 40.25	\$ 201.25		
	Shipping	(Estimate for items including the wall mount cutter in "Other Essentials".)			\$ 392.95		
<b>Museum Original Conservation Project</b>							
	Eva Dykes (38x48)	Consultant's recommendation	1	\$ 1,422.00	\$ 1,422.00		
	W.H. Green (25.5x29)		1	\$ 590.00	\$ 590.00		
	E.E. Cleveland (60x48)		1	\$ 2,246.40	\$ 2,246.40		

Museum Original Conservation Project		Consultant's recommendation					
	Eva Dykes (38x48)		1	\$ 1,422.00	\$ 1,422.00		
	W.H. Green (25.5x29)		1	\$ 590.00	\$ 590.00		
	E.E. Cleveland (60x48)		1	\$ 2,246.40	\$ 2,246.40		
	Thomas Moore (17x21)		1	\$ 590.00	\$ 590.00		
	Joseph T. Stafford		1	\$ 590.00	\$ 590.00		
	Civil Rights March (students) (10.5x14)		1	\$ 340.00	\$ 340.00		
	Shipping	10% Estimate			\$ 577.84		
Spring/Summer Workshops		Project Requirement					
	TNW006008 -- Hollytrex 3257 (non-woven polyester fabric) (100 yd. roll) sold by the yard	Continuous filament construction to minimize fiber migration and add strength. Highly calendered for a smooth surface used for interleaving or support of our photographs.	10	\$ 268.25	\$ 2,682.50		
	4 mil Mylar (20"x50' roll)	Purchased through Talas (online)	1	\$ 48.50	\$ 48.50		
	20 pt. Bristol Board (30x42") (per panorama)	Purchased through Talas (online)	20	\$ 5.10	\$ 102.00		
	Scotch brand 415 double-sided adhesive tape (by the roll)	Purchased through Talas (online)	3	\$ 8.72	\$ 26.16		
	Bone Folders	Purchased through Talas (online)	15	\$ 5.00	\$ 75.00		
	Crepe Erasers	Purchased through Art Materials (online)	15	\$ 3.63	\$ 54.45		
	Scissors	Purchased through Talas (online)	5	\$ 22.90	\$ 114.50		
	Pencils	Workshop - Archival Quality Material, p. 83, Item # 479-9120 (doz)	1	\$ 27.90	\$ 27.90		
	Straight Edge	Workshop - Archival Quality Material, p. 83, Item # 869-1800	1	\$ 19.95	\$ 19.95		
	Poly Vinyl Acetate Adhesive		1	\$ 9.95	\$ 9.95		

# Pilot Photographic Preservation Budget

	White Unflavored Dental Floss	<a href="http://www.drugstore.com">www.drugstore.com</a>	1	\$ 5.29	\$ 5.29		
	Workshop per diem/15	15 people/for 3 days	45	\$ 39.00	\$ 1,755.00		
<b>Personnel</b>		Project requirement					
	Student Workers (summer)		2	\$ 3,000.00	\$ 6,000.00		
	Senior Citizens/Disabled Volunteers	Assistance with gas and lunch at the rate of \$100/month	3	\$ 1,200.00	\$ 3,600.00		
	Student Workers (Fall/Spring)	\$8.5/hr. for max. 17 hrs/wk for 27 weeks	2	\$ 3,672.00	\$ 7,344.00		
<b>Professional Development and Workshop Training</b>	<b>Consultant's recommendation</b>						
	<b>Workshop</b>				\$ -		
		Lyrasis Online class (Introduction to Grants for pre	5	\$ 660.00	\$ 3,300.00		
		Online class (Archives Preservation)	5	\$ 660.00	\$ 3,300.00		
	<b>Books (recommended)</b>	Consultant's recommendation					
	Care and Identification of 19th Century Photographic Prints / James M. Reilly, 2010		1	\$ 60.00	\$ 60.00		
	HELP! A survivor's Guide to Emergency Preparedness / Alberta Museums Association,		1	\$ 36.00	\$ 36.00		
	Photographs: Archival Care and Management / Mary Lynn Ritzenhaler & Diane Vogt-O'Connor, 2008		1	\$ 84.95	\$ 84.95		

# Pilot Photographic Preservation Budget

	Photographs of the Past: Process and Preservation/ Bertrand Lavedrine, 2009		1	\$ 40.46	\$ 40.46	\$ 37.39	5/24/2012
	Preserving Archives and Manuscripts/Mary Lynn Ritzenthaler, 2010		1	\$ 63.00	\$ 63.00		
	Understanding Archives and Manuscripts / James M. O'Toole and Richard J. Cox, 2006		1	\$ 69.99	\$ 69.99	\$ 38.99	5/24/2012
		Project Requirement					
	<b>Preservation Needs Assessment</b>	Needed to develop a preservation plan for the institute. It will aid in fundraising. It will encompass a general evaluation of our preservation needs: environment, housekeeping, pest control, fire protection, security, and disaster preparedness, collection storage, handling, exhibition, and treatment.	1	\$ 5,000.00	\$ 5,000.00		
	<b>Other Essentials</b>	<b>Consultant's recommendation</b>					
	<b>Fletcher 3000 Multi-material wall-mount cutter</b>	Cut materials such as matboard, corrugated board or heavyweight paperboard	1	\$ 2,117.65	\$ 2,117.65		
	<b>HEPA vacuum (wet/dry vacuum)</b>	Clean workspaces, boxes, etc.	1	\$ 259.95	\$ 259.95		
	<b>Plastic Cart (heavy-duty) 32x24x33 (WxDxH) to support at least 200 pounds</b>	To ensure safe transport of collection items.	1	\$ 163.95	\$ 163.95		
		<b>Totals</b>				<b>\$ 50,700.83</b>	<b>\$ 76.38</b>

# Environmental Visit

- Environmental Site Visit
- Received and placed data loggers



# Receiving the Grant Check



# Job Announcement



*Eva B. Dykes Library*

PHOTOGRAPHIC PRESERVATION  
DEMONSTRATION PROJECT

NOTICE OF AVAILABLE STUDENT WORKER POSITION

## **Qualifications**

- Matriculated student of Oakwood University through April 2013.
- Commitment to an 8-week, summer internship starting June 4, 2012
- Commitment to working in the Archives for Fall 2012 and Spring 2013 semesters for 10-17 hours per week

## **Brief Description of Duties**

- Preparing file folders
- Photocopying
- Re-housing photographs/slides
- Setting up office "Finding Aids"
- Filing
- Keeping stats
- Other duties as requested

**Starting Date:** June 4, 2012

**How to Apply:** The interested student worker shall submit a completed application form, résumé, cover letter, and two reference letters to Heather Rodriguez-James, Archivist at [hjames@oakwood.edu](mailto:hjames@oakwood.edu) by April 17, 2012.

# Application for Internship



Student Employment  
**Demonstration Project Application**

Date: \_\_\_\_\_

**Section I:** If selected to work with the Archives, the undersigned agrees to attend the Summer Internship seminar at the University of Delaware, June 4-13, 2012, and complete 7 weeks of internship at the Oakwood Archives during July and August, 2012. In addition, the student will work for 10-17 hours/week, at the rate of \$8.50/hour during both the Fall 2012 and Spring 2013 semesters.

Signature of Applicant: \_\_\_\_\_

**Section II: Personal Information** (please print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_  On-Campus  Off-Campus

Street Address/Dormitory:		Room/Apt.#:
City:	State:	ZIP:
(Cell)Phone:	O.U. E-mail:	
Other Phone:	Personal E-mail:	

Birthdate: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Classification:  Freshman  Sophomore  Junior  Senior

Are you an international student in the U.S. on a VISA?  Yes  No

(\*Non Resident Alien Students here on F-1 visas are permitted to work in an on-campus job for up to 15 hours per week when school is in session)

Have you ever been employed by Oakwood University?  Yes  No

If yes, what Department: \_\_\_\_\_

How many credit hours are you taking this semester? \_\_\_\_\_

How many hours would you like to work this semester? \_\_\_\_\_



**Section III: Employment History** (please print clearly)

Please list employment experience, paid or volunteer, starting with most recent.

Name of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Dates (month/year): From: \_\_\_\_\_ To: \_\_\_\_\_

Your title: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Dates (month/year): From: \_\_\_\_\_ To: \_\_\_\_\_

Your title: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**Section IV: Skills & Interests**

Please list any knowledge, skills, abilities and interests you have acquired. (Including computer skills)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section V: References**

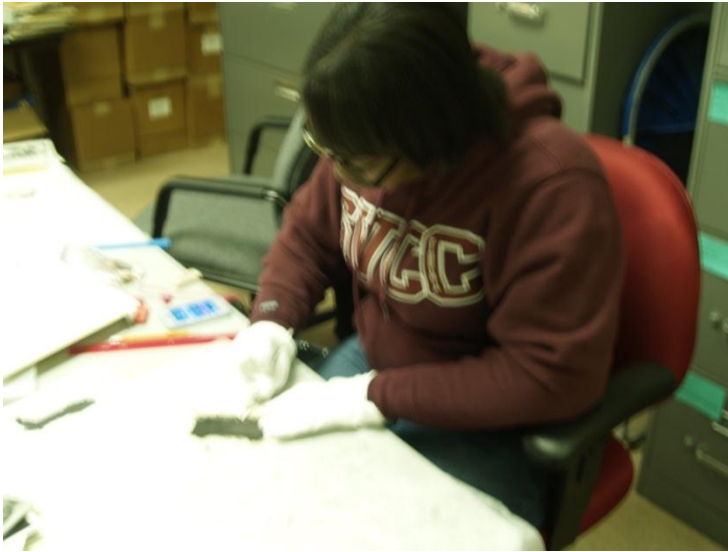
Please list three references (excluding family and friends). Work references preferred.

Name:	Position:	Phone:
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# Interviews & Selections: Lateya Bynum & Varilus Pierre



# Summer Workshop

**FREE PHOTOGRAPHIC PRESERVATION WORKSHOP  
AT OAKWOOD UNIVERSITY**

**July 17-19, 2012**  
9:30 am – 3:30 pm

Learn How To:

- Make oversized folders for your panoramas
- Deal with the sticky residues on your collection items
- Make a decision on cold storage – is it right for you?
  - Un-frame your photographs
- Identify the types of film in your collection
- Dry surface clean your collection materials

- *Listen to a brief history of Prairie View University and the collections held by the Archives*
- *Get an overview of a re-housing project that was done at Prairie View*

**Presented By:**

*Jessica Keister, Conservator, Conservation Center for Art and Historic Artifacts, Philadelphia, PA*

*Phyllis Earles, University Archivist, John B. Coleman Library, Prairie View A&M University, Prairie View, TX*

*Lateya Bynum, Oakwood University, Archives Intern*

*Varilus Jr Pierre, Oakwood University, Archives Intern*

**RSVP by July 13, 2012: 256-726-7249 or [hjames@oakwood.edu](mailto:hjames@oakwood.edu)**  
Registration is limited to 15 attendees.

- **Invitees**

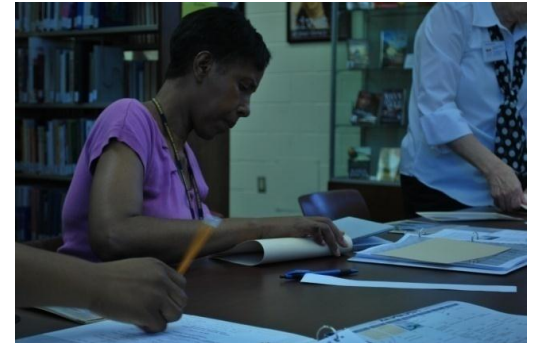
- Alabama A&M
- B.E.S.T. (Business, Education, Science, Technology) Committee of Librarians (Marshall Space Flight)
- Alabama State Black Archives
- Huntsville-Madison Public Library
- UA Huntsville
- J.F. Drake State Technical College
- Calhoun Community

# Colleague Instructor

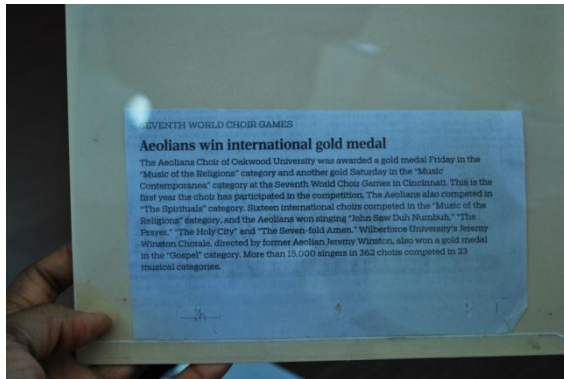
- Phyllis Earles University Archivist Prairie View A&M University



# Pictures from the workshop



# More Summer Workshop



# Taking tape off of a photograph



# Re-housing

**BEFORE RE-HOUSING – PLASTIC  
WAS DETERIORATING**



**AFTER RE-HOUSING**



# The Project – Where we are now

## GOALS

- Rehouse 10,000 photographs
- Replace original photographs in the museum
- Host spring/summer workshop
- Attend professional development workshops
- Purchase reference texts
- Conduct a preservation needs assessment

## ACHIEVEMENTS

- 12,050 photographs rehouse; 2,860 photographs cleaned
- 5 museum originals were replaced with facsimiles
- Workshop held July 17-19, 2012
- Attended *Caring for your Collections* by Heritage Preservation; *Training the Trainer* by LYRASIS; and *Preservation 101* by NEDCC
- Purchased Understanding Archives & Manuscripts by O'Toole & Cox; and Photographs of the Past: Process and Preservation by Lavedrine
- Preservation Needs Assessment completed February 20-21, 2013





# Goals and Achievements (cont'd.)

## GOALS (CONT'D)

- Provide access to photographic collection in a stable and protected environment
- Collaborate with faculty to promote the use of special collections
- Build on the project by securing additional funding or funding sources.

## ACHIEVEMENTS (CONT'D)

- Archivist's former office converted into flat file room, with a desk for student research;
- All freshmen orientation classes are now required to visit the museum, and are told about our collections in the library orientation session; and working with the Department of History and their club to identify photos and write biographies;
- We plan to apply for grants at the following: National Endowment for the Humanities (Preservation Assistance Grant), State of Alabama LSTA (Library Services & Technology Act)



# Gently scraping residue off the back of a photograph





# Preservation for the Future and Presentation

Broadcast



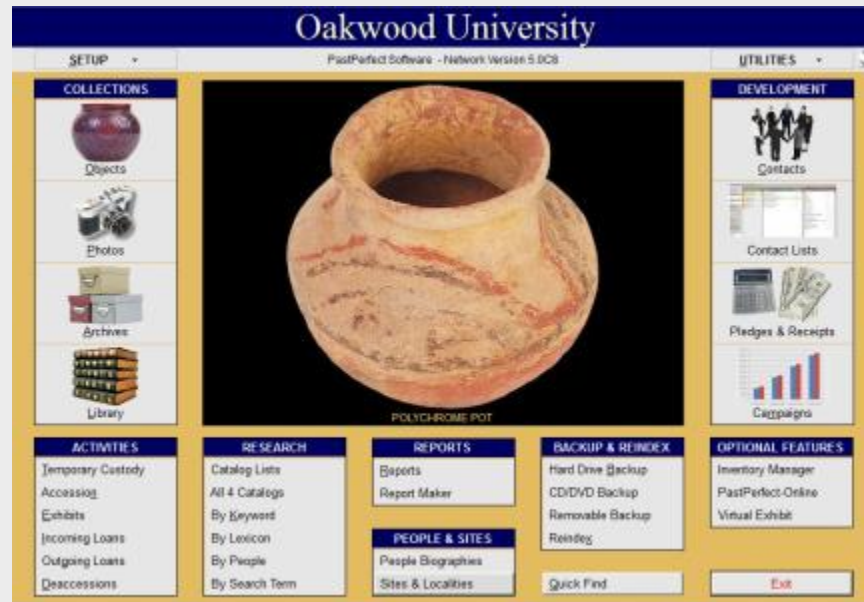
# Where are we now?

- Grant extended to September 30, 2013
- Additional funds received
- Freezer, UV ray protectors and sleeves
- Marketing



# BROADCAST IT

- » [PastPerfect](#)
- » [LibGuides](#)
- » [Omeka](#)





So, that's what in the archives!

# The building blocks of our future

**Preserve, and Present**