

Library Self-study
Reports from Departments

Nelis Kampenga University Archives and Area Research Center
Ruth Wachter-Nelson, Archivist
Mike Jan, Records Manager

Name of reporting department
Name of coordinator
Names of other staff involved

1) Description of department or service

- The Archives is the official repository for UWSP records.
- The Archives houses public records and manuscript collections from nine central Wisconsin counties as a member of Wisconsin's Area Research Center (ARC) Network, affiliated with the Wisconsin Historical Society (WHS).
- The staff is responsible for compliance with federal and state laws that impact university and Area Research Center public records.
- The Archives also houses the collections of the Portage County Historical Society (PCHS), as a service to the campus and community.
- The staff appraises, accessions, arranges, catalogs, and prepares finding aids for university and PCHS collections.
- The staff provides reference service for the three major collections: UWSP records and manuscripts, Area Research Center public records and manuscripts, and PCHS manuscripts and photographs.
- Records Management
 - Records manager serves on the University of Wisconsin Records Officers Council.
 - The Archives provides the campus with records management services as stipulated in the following state laws:
 - WI Statute 15.04(1)(j) states that each state agency shall: "Appoint a records and forms officer, who shall be responsible for compliance by the department or independent agency with all records and forms management laws and rules and who may prevent any form from being put into use."
 - 1504(i) states that each agency shall: "Establish and maintain a records and forms management program."
 - 16.61(2)(bm) states that "records and forms officer" means a person designated by a state agency to comply with all records and forms management laws and rules under s. 15.04 (1) (j) and to act as a liaison between that state agency and the board.
- As a member of the Area Research Center Network the staff:
 - Oversees the transfer of archival materials throughout the statewide ARC Network and maintains transfer transaction records.
 - Participates in ARC and University of Wisconsin System Archives Council projects that benefit the state of Wisconsin.
 - Enforces and complies with WHS policies and procedures including meeting their security standards for archival material.
 - The archivist serves on the University of Wisconsin System Archives Council.

2) Who is served

- The staff provides service for our three major collections:
 - University Records – The Archives safeguards records, photographs, and artifacts that have permanent legal, historical, and administrative value.
 - University records are used by administrators, faculty and staff to conduct UWSP business.

- Students and the community use the records for diverse projects such as history research papers, campus issues essays, newspaper stories, and to gather background information for environmental education interpretive walks of the campus and art projects.
- Area Research Center Public Records and Manuscript Collections
 - Provide reference service to clients including UWSP and Jr. and Sr. high school students, faculty, the central Wisconsin community, and researchers from throughout North America.
- Portage County Historical Society Collections
 - Provide reference service to clients including UWSP and Jr. and Sr. high school students, faculty, the central Wisconsin community, and researchers from throughout North America.

3) **Staffing** –

a) Levels (faculty, LSA-Senior, etc.) and numbers

- 1 full time tenured faculty
- 1 full time Academic Staff employee (non-teaching Probationary Category “A”)
- 3 to 4 student employees per semester (hours worked varies)

b) Sufficient to meet service needs?

- No, the two person staff is currently operating at maintenance level and cannot carry on large scale projects or initiatives.

c) Well-qualified and trained? Yes.

4) **Facilities – adequate for services?**

- The Archives is running out of space to house records of permanent value.
- Workspace for staff
 - Extremely inadequate work space for processing collections. Currently we are infringing on an area designated for research to process a large collection. There is also a lack of space for projects involving student workers. This creates a cluttered looking work and research environment.
- Inadequate space for researchers
 - Seating is not ergonomic and draws complaints from researchers.
 - It is difficult to accommodate researchers in wheelchairs.
- Reference area is not ergonomic.
- Inadequate climate control for preserving collections.
- Collection security
 - Archives should have closed stacks. Our arrangement allows researchers access to the stacks, creating uncomfortable situations where the staff must explain to researchers that they are not allowed to browse the stacks.
 - The reference desk area is a hodge-podge of furniture. To use the computer the archivist’s back is to the researcher, and this creates a less than optimal security situation.
- Unsafe conditions
 - The compact shelving jumps and lurches at times, nearly catching staff in between stacks on at least 3 times. The safety devices have not always worked.
 - Ripples in the carpet create a tripping hazard for researchers and staff.

5) **Technology – adequate for users and staff?**

- Two of five computers need updating.
- Staff office computers are adequate.
- Slow, inadequate computer for student employee projects.
- The computer for public use is so old and slow it is no longer used.

6) Supporting statistics (last 5 years if available)

See attachment 1.

7) Results of current assessment activities

There are no assessment activities underway at this time.

8) Special projects underway or major changes being implemented

- Michael Dombeck Collection (former Chief of the Forest Service during the Clinton Administration)
 - Currently refining the initial arrangement of the 21 linear foot collection as time permits and draft finding aid. Also flagging materials that cannot be digitized due to copyright or privacy issues.
 - Final phase – When processing is completed, we will apply to have the collection digitized by the UW-Digital Center. 2004 to date
- Two large collections are being processed by student assistants including the Portage County Democratic Party Papers. Summer 2007 to date
- Portage County Naturalization Index – Coordinating joint Stevens Point Area Genealogy Society – UWSP Archives indexing of the county’s naturalization records. When indexing is completed a searchable database will be created. September 2007 to date
- Drafting General Record Retention Schedule (GRS) as part of a University of Wisconsin Records Officers Council initiative. GRS’s are in varying stages of completion for personnel records and campus e-mail. September 2007 to date
- Archivist is Central Wisconsin contact for the *Teaching American History Grant Program* operated by UW-Oshkosh and CESA 6 and will serve as lecturer in the future. November 2007 to date
- Wisconsin Historical Records Advisory Board and Wisconsin Historical Society Wisconsin Manuscript Collection Project – As a member of the University of Wisconsin Archives Council we will be surveying UWSP, PCHS, and ARC holdings for Wisconsin, regional, and local manuscripts in order to improve the collecting of post-World War II state history. WHS will publish the collected data in an analytical report, and a web based Wisconsin repository directory will be created. Awaiting final approval for funding.

9) Goals or desired directions of the unit:

- To continue and improve our role as an archival resource for students, faculty, staff, and the community.
- To continue and improve our role as the official repository of the UWSP.
- To continue and improve our partnerships with the Wisconsin Historical Society and ARC Network, and the Portage County Historical Society.
- To improve our facility to better meet current and future needs as an archival repository and resource.
- To increase our staffing to better meet current and future needs as an archival repository and resource.

10) Other information

11) **SWOT analysis of the department** – see attachment 2.

12) **SWOT analysis of the Library** -- see SWOT appendix.

ATTACHMENT 1

UWSP ARCHIVES AND AREA RESEARCH CENTER STATISTICS

Fiscal Year	Hours Open School Yr	Hours Open - Summer	FTE & LTE Hrs/Wk	Lin. Ft. Processed ¹	Reels Processed ¹	
1995-1996	unknown	unknown	80	unknown	unknown	
1996-1997	unknown	unknown	80	unknown	unknown	
1997-1998	unknown	unknown	80	unknown	unknown	
1998-1999	38	28	63	136	24	
1999-2000	35	35	60	108	42	
2000-2001	30	30	60	82	100	
2001-2002	30	30	66	100	51	
2002-2003	31	31	66	110	33	
2003-2004	34	34	60	147	69	
2004-2005	37.5	37.5	80	61	10	
2005-2006	37.5	37.5	80	95	39	
2006-2007	37.5	37.5	80	133	28	
Fiscal Year	UWSP - Student Use	UWSP Faculty/Staff Use	Non-UWSP Users	Phone Reference	Mail/Email Reference	Daily Patron Count ²
1997-1998	DNC*	DNC	DNC	DNC	DNC	982
1998-1999	DNC	DNC	DNC	221	386	916
1999-2000	DNC	DNC	DNC	234	693	1010
2000-2001	203	115	714	320	803	1032
2001-2002	123	142	941	385	791	1206
2002-2003	255	100	905	547	780	1260
2003-2004	316	129	684	415	642	1129
2004-2005	413	78	644	413	601	1135
2005-2006	452	120	751	352	621	1323
2006-2007	359	124	601	374	608	1084
Fiscal Year	ARC Transfers Incoming ⁴	ARC Transfers Outgoing	ARC Transfers Total			
1995-1996	23	17	40			
1996-1997	31	14	45			
1997-1998	46	10	56			
1998-1999	25	20	45			
1999-2000	44	26	70			
2000-2001	67	19	86			
2001-2002	31	20	51			
2002-2003	67	22	89			
2003-2004	114	13	127			
2004-2005	71	15	86			
2005-2006	185	11	196			
2006-2007	116	12	128			

1. Does not include accessions. *DNC = Did not collect this information.
 2. Researchers are counted once each day they use the Archives whether the visit is for an entire day or an hour.
 3. Researchers may use multiple collections (UWSP, ARC, PCHS) during a visit. We mark only the collection used most during that time. 4. Increase in transfers is due solely to upswing in undergraduate research.

ATTACHMENT 2



Department: **Nelis Kampenga University Archives and Area Research Center**

Participants: **Mike Jan and Ruth Wachter-Nelson**

S.W.O.T. Analysis of Department

<p style="text-align: center;">STRENGTHS (Internal)</p> <ol style="list-style-type: none"> 1. Partnerships with the Wisconsin Historical Society and the Portage County Historical Society provide exceptional research opportunities for our users. 2. Email and website databases provide access to our collections to researchers worldwide. 3. Popular with community. 4. Records management program and the Archives are an asset to the campus. 	<p style="text-align: center;">WEAKNESSES (Internal)</p> <ol style="list-style-type: none"> 1. Inadequate staffing and heavy reliance on student employees. 2. Inadequate space for housing collections, processing and research, and in some respects unsafe conditions. 3. Inadequate technology at some staff computers and at our public work station.
<p style="text-align: center;">OPPORTUNITIES (External)</p> <ol style="list-style-type: none"> 1. Changes in technology shift client base and may allow us to refocus our priorities. 2. Additional staffing. 3. Additional space or remodeling of department. 	<p style="text-align: center;">THREATS (External)</p> <ol style="list-style-type: none"> 1. Budget cuts / economic uncertainties. 2. Competition from alternative suppliers of similar types of information. 3. Relocation or collection split could be recommended at a later time.

Strengths:

The Archives serves a diverse group of users. Due to agreements with the Wisconsin Historical Society and the Portage County Historical Society, we house excellent research collections that meet the diverse needs of students, faculty, and the general public. The Area Research Center Transfer System provides researchers with access to archival collections housed throughout the state. Our website databases and email reference service provide access to our collections to researchers from throughout the world. As the university’s official repository we serve the administrative needs of our faculty and staff. The records management program insures that non-current records that have permanent legal, administrative, and historical value are housed in the Archives. The archival program insures that the records are properly preserved and readily accessible.

Weaknesses:

The Archives has inadequate staffing and relies heavily on student employees. For many years the Archives primarily served as a resource for UWSP administrative business and genealogy.

Undergraduate research was not promoted. In the last 7 years the Archives has grown to become an active center for undergraduate research while continuing to fulfill its role as a resource to campus administrators and genealogists. As services have expanded, the number of FTE's has remained at 80 hours. Services provided and projects undertaken tend to be reactive rather than proactive. The infrastructure of the Archives is also in need of change. Much of the furniture in the Archives research area is not ergonomic, and it is difficult to accommodate researchers in wheelchairs. Other problems with the infrastructure include a lack of work space for processing collections, inadequate climate control for preserving collections, and a poor floor plan that makes the stacks accessible to researchers. Space for storing collections will also become an issue in the future. Finally, there are two major safety issues. The compact shelving jumps and lurches unexpectedly at times. It has nearly caught staff in between moving stacks at least 3 times. An incident also took place where the safety devices did not work when this happened. The second safety issue is the carpet, which has ripples in it that create a tripping hazard for researchers and staff.

Opportunities:

A small decrease in the number of genealogists served is most likely due to the availability of online genealogical services. Any future substantial decrease in users in this service intensive population may allow the staff to reprioritize their time. Additional staff would afford the archivists the opportunity for initiatives such as the continued re-evaluation of old accessions (some date back to the late 1960's), processing the backlog of collections, and completing projects that have been delayed indefinitely due to the reactive nature of our current situation. An increase in staffing would also allow greater flexibility for staff research and professional development, decrease dependence on student employees, and provide continuity for focusing on large projects that currently does not exist. Remodeling the current space, moving to a larger space, or adding space to the Archives would create opportunities to address security problems created by our floor plan, fix safety hazards; and create a more spacious, better organized research and work environment.

Threats:

Budget cuts would impede opportunities for increasing staffing. An increase in staff is needed to allow for further improvements in public services and records management, and to deal with an ever increasing backlog of accessions and preservation projects. Budget cuts would also impede opportunities to improve dated facilities and to deal with infrastructure problems.