



Internship Presentation

Sheryl Baber Evans



Sheryl's Background

-
- ★ Associates Degree in Early Childhood Education-
Pikes Peak Community College

Worked with toddlers for 6 years

Bachelors of Integrated Studies-Children's Media
Science-WU

Volunteered in elementary school libraries

Spouse Law Librarian at WU

- ★ Master's Degree in Library Science-minor in
Archival Studies-ESU





Why Archives



- ★ While conducting research for my paper: *Organization of Information in Art Museums*, I found myself hooked onto the archival practices of museums and conservation centers. My instructor advised me to consider looking into the Archive Certificate Program.
- ★ Next I took a Preservation Strategies course.
- ★ Then took a tour of KSHS for my Arrangement and Description course. This was the deciding factor in coming here for my internship.



The Hybrid Internship



★ Arrangement and Description



★ Digitization and Microfilm



★ Reference



Arrangement and Description

★ Collection

Harold W. Colmery

Series 4: Civic Involvement

★ Who's the boss?

– Bob Knecht and Kristen Runyan



A & D: Civic Involvement

★ What's in the box

- Stuff in files and in piles!

★ Processing Plan

- Much of the collection needed basic stabilization procedures done.

Placed into Hollinger Boxes

Acid-free folders

Removing fasteners



A & D: Civic Involvement

- ★ Arrangement:
- ★ Files are arranged by subject and sometimes date. Items in the files *appear* to be filed according to date, back (earliest) to front (latest).
- ★ Note: All attempts were made to maintain original order within the series.





A & D: Civic Involvement

★ Arrangement and Description/Scope

- Topeka Chamber of Commerce-“Prior to 1960” (1930’s & 1950’s)
- Institute of Logopedics-1958-1960
- Civilian Aide to the Secretary of the Army-1950-1960 (extensive correspondence)
- Kiwanis Club-1924
- Jayhawk Council, BSA-1938
- Young Men’s Christian Association (YMCA)-1932-1941
- Circus Saints and Sinners Club-1950’s
- Boys’ Club of America-1946-1950
- Knife and Fork Club-1944-1950





A & D: Civic Involvement

★ Collection List

- 3 cubic ft Hollinger Boxes
 - 2 legal sized document boxes
- = 102 files

HAROLD W. COLMERY

SERIES 4: CIVIC INVOLVEMENTCOLLECTIONS LIST

Box #	File #	Name/Title:	Date
01		HWC: Topeka Chamber of Commerce	
	01	Digest of speeches	Prior to1960
	02	Washington Review	1939



Digitization & Microfilm



★ Discussions about digitization and microfilming with Darrell

★ Digitizing objects for Kansas Memory

- 4 scanning jobs
- Items were fairly small and crumbling
 - Learned a little about how the software works and the editing process involved

★ Microfilming Funeral Records

- 10 Ledgers dating from 1930's-1960's
- 300 pages each, not including inserts and clippings
 - The ledgers include obituaries, newspaper accounts of AFB airplane crashes, and some correspondence
 - Observed some microfilm being processing





Discoveries in Digitization and Microfilming



★ Notes 1: It's easier to catch and fix mistakes when you digitize materials than when you microfilm.



★ Notes 2: Don't get distracted by what is in the document

jeez those flyboys sure can't fly ...or drive...



★ Notes 3: Learn how to remove film (and splice) in the dark.

★ Note 4: Ewww! People in funeral homes licked their fingers before they turned the pages!



Reference

- ★ Registering patrons
- ★ Handling Reference Requests on the phone
- ★ Searching for information
 - Realizing the importance of intrinsic knowledge (Lin & Michael) when helping patrons
 - Figuring out how to find newspapers on microfilm
 - *my best finds have been on the web!*





Reference Finds



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- ★ Ruskin Heights Tornado 1957
 - <http://www.ruskinheightstornado.org/>
 - Note: don't be afraid to ask more location info.
 - ★ Microfilmed Newspapers
 - <http://www.kshs.org/library/news.htm>
 - Note 1: Date, city and country are imperative to finding the information needed.
 - Note 2: Know your microfilm viewers (and printer)
 - ★ Elusive History Films
 - Camp Concordia “Sunflower Journeys” <http://ktwu.washburn.edu/journeys/>
 - ★ Elusive Diaries
 - Children's perspectives of the Oregon/California/Santa Fe Trails
 - <http://www.ci.independence.mo.us/nftm/?CFID=2310279&CFTOKEN=26006353>
 - ★ The Mysterious case of the missing air force base
 - Smoky Hill AFB or is it Schilling AFB
 - http://www.strategic-air-command.com/bases/Schilling_AFB.htm



TRI-CON

★ Poster presentation at TRI CON 2007
“Organization of Information”

★ Hidden LIS Books

Peoples History of the United States, Howard Zinn



Questions???



★ Thank you ☺

