Let’s Get Ready for the Centennial!

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About this presentation:

This slideshow was produced for staff attending Webster University’s Professional Development Day on March 13, 2014. The purpose of this presentation was to provide a brief overview of the Webster University Archives and to suggest ways that staff could support the Centennial celebration. If you have questions, please contact Kathy Gaynor, Curator of Archives, at kgaynor@webster.edu.
Agenda

• What information is available in the Webster University Archives and through its website?

• What information is in your offices?

• How can we support the year-long celebration?
Overview of Webster Archives

• Institutional records

  – Mainly generated by St. Louis home campus (but there is information on extended/international campuses)

  – Mainly prior to the year 2000 (but some more recent too)
What we don’t collect...

• Local area history (e.g. we don’t collect the history of the cities themselves where we have campuses)

• Current history of organizations no longer a part of Webster (e.g. Repertory Theatre, The College School; we do have older records when they were a part of Webster)

• Genealogical materials (e.g. published family histories, passenger lists, etc.)
Webster U. Publications

- Magazines (e.g. Webster World)
- Newsletters
- News releases (mainly 1960s-2009)
- Course catalogs
- Student handbooks
- Admissions brochures
- …and others
Student publications

• Magazines (e.g. *The Ampersand*)

• Yearbooks (*The Lauretanum* 1924-1966; not published in 1934)
  – Non-traditional versions 1967-1969

• Newspapers (1920-present)
Administrative Records

• Writings and speeches

• Various memos, minutes, reports, etc.

• Correspondence
Photographs

- Mainly 1940s-1980s
- Mainly black & white
- Description missing for most items
Slides

• Mainly 1950s-early 2000s
• Most images in color
• Description missing for most items

Much Ado About Nothing, 1956
Audio-visual media

- 16mm film
- Videotapes
- Audiorecordings
Artifacts

• Only a few artifacts are available
Webster U. Archives website...

- http://library.webster.edu/archives/

- Collection descriptions

- History of Webster University

- News from the Archives
“Disclose before you dispose”

• Talk to the Archivist before you get rid of university records.

• See the information on transferring materials from offices/departments at http://library.webster.edu/archives/

• Don’t assume we have a complete set of publications, etc.
What can you do to support the centennial?

- Save your history.
  - Designate what should be kept and where.
  - Decide how you will save your history going forward.
What can you do to support the centennial?

• Generate your history.
  – Gather history from past and present staff.
  – Make lists (e.g. administrators, major events in your office’s history)
What can you do to support the centennial?

• Share your history.
  – Share online by providing links to posted histories, lists, etc.
  – Use the information for new staff orientation.
To use the Webster U. Archives (St. Louis staff):

• Allow as much lead time as possible.

• Call/email first; do not stop by.

• Use is by appointment only.

• Materials must be used in the library during hours designated by the archivist.
Non-St. Louis staff:

- Visit our website at http://library.webster.edu/archives/ for more information about our collections, university history, etc.

- Contact Kathy Gaynor at kgaynor@webster.edu
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