

Current Graduate Assistants:

Michelle Merriman (Library Sciences)

Andrew Schaeffer (DMA candidate, Organ Performance)

What's new / in the works:

- Lee Irwin's Original Arrangements are being processed
- Michelle is developing a comprehensive metadata schema for digitized items
- Pre-sorted print publications have been rehoused
 - A semester goal is the in-depth cataloguing of these resources and their entry into our online catalogue
- Collections placed in acid-free boxes (those partially or fully sorted)
 - Charles Evans Arrangements
 - Billy Nalle
 - Gordon Kibbee
 - Ann Leaf
 - David Junchen
 - Jesse Crawford
 - Rose Diamond
 - Virgil Fox
- There are currently a total of 112 acid free boxes housing the aforementioned collections (each divided with copious acid-free folders)
- 44 acid-free boxes housing previously sorted print publications (magazines & newsletters)
- 59 acid-free boxes housing *individually wrapped* glass slides
- 16mm films have been rehoused in acid-free boxes
- Wurlitzer rolls are currently being wrapped in acid-free paper to buffer the rolls from their current housing
- We are currently cooperating with university libraries to develop a crowd-funding plan to raise the money necessary to digitize complete collections and make them available via the internet.
 - We are very happy to report that we will not have to purchase or operate expensive digitization equipment ourselves now that we are partnering with university libraries. The university has made available to us their brand new digitization lab.
 - This lab is currently digitizing four complete boxes from our collection. (Look for these online in the near future as we launch our campaign to digitize complete collections!)

ATOS Mid-Year Committee/Officer Activity Report Form

Since the 2013 Annual meeting, great strides have been taken toward the preservation, processing, and cataloging of ATOS materials in the archive. Last September, conservator Rebecca Elder from Amigos Library Services visited the AOIAL to survey and discuss measures the archive must take in order to ensure the longevity of its collections for future research use. In her follow-up report, Ms. Elder offered several recommendations for preserving not only the Moeller Master Organ Player rolls, but also audio/visual materials, photographs, scrapbooks, and magic lantern slides housed within the archive. Last semester, after carefully evaluating and prioritizing preservation needs, James Richardson and Michelle Merriman compiled a list of necessary supplies which were then ordered for the archive. Once preservation materials were received, James immediately began rehousing the magic lantern slides and reels of 16mm film. Preliminary sorting of smaller audio reels found reels containing mold which were then separated from the rest of the collection in order to prevent a mold outbreak.

While James worked on preserving the magic lantern slides and film, Michelle began rehousing, arranging, describing and cataloging collections. Virgil Fox's papers were the first of the two collections to be fully processed and catalogued last semester. The collection is approximately four linear feet comprising print materials, photographs and negatives, video, and ephemera. Working with the University of Oklahoma's Digitization Lab staff, four of these boxes are currently in the process of being digitized for online access and viewing. In addition to Virgil Fox's papers, David Junchen's collection of business records, photographs, and manuscripts were also processed and catalogued. A much larger collection, measuring at nearly eleven linear feet, David Junchen's Papers took a considerable amount of effort and time to fully process at the highest level of archival standards. Finding aids containing information about both of these collections are now available for online viewing through the AOIAL's Archon interface. Finally, Michelle created a Disaster Relief Plan for the AOIAL, as well as an accession log that will be used to keep track of incoming archival donations.

Another task initiated, but not completed last fall was the physical reorganization of materials in the AOIAL. At the beginning of last August, James created an inventory of materials in place, but collections were scattered throughout the archive making it difficult to determine exactly which ones would be available for future research. One of the first steps taken to create physical order within the archive was to group materials together according to provenance. This semester, Spring 2014, Michelle and Andrew Schaeffer will continue to physically reorganize the archive as more collections are processed and time permits.

In addition to continuing efforts to establish order within the archive, Andrew will continue the preservation work started by James. Andrew has been wrapping the Wurlitzer rolls in acid-free paper in order to provide a buffer between the rolls and boxes in which they are currently housed. Additionally, Andrew has been rehousing the library's collection of print publications into new boxes with lids that will protect them from light, dust and debris. Their prior, acidic storage had little to offer by way of protection.

As Andrew is new to the finer points of archiving, Michelle (our library sciences student) is currently working with Andrew to teach fundamental archival principles. She is also showing Andrew the in-depth steps to processing collections. Together, Michelle and Andrew have begun

to process Jesse Crawford's papers. Once this collection is completely arranged, described, and catalogued, Michelle plans to continue processing and cataloguing as many collections within the AOIAL as time and supplies permit. Among the collections Michelle hopes to fully process are the following: the ATOS cue sheets, Lee Erwin, Rose Diamond, Ann Leaf, Gordon Kibbee, Billy Nalle, and Charles Evans. Additionally, Michelle and Andrew will work together to catalog publications and books within the library, as well as the Wurlitzer player rolls. The main focus of the semester is to catalog as much information through Archon as possible so researchers, scholars, and enthusiasts can begin discovering online what materials are available for their use.