

Illinois History and Lincoln Collections

Annual Report, FY17 (July 1, 2016–June 30, 2017)

Prepared by Krista Gray, Archival Operations and Reference Specialist

I. Unit Narrative

The Illinois History and Lincoln Collections acquires, preserves, and provides access to both print and manuscript materials documenting the history of Illinois as well as Abraham Lincoln's life and legacy. The IHLC holds approximately 34,000 volumes of cataloged print materials, including books, periodicals, and pamphlets, dating from the late 17th century to the present. In addition, the unit holds about a thousand manuscript collections dating from the 18th through the 21st century that range from single-item collections to those spanning several dozen cubic feet. We assist researchers both on-site and remotely and respond to reference and photoduplication requests from around the country and the world to provide access to our collections.

In the past fiscal year, the IHLC has undergone significant changes in the leadership and staffing of the unit. We have implemented new policies and procedures, particularly in the areas of reader services and acquisitions, while also developing projects to increase the visibility of the unit's collections and to further access to and preservation of the unit's print and archival materials.

1. Major Activities and Accomplishments

Developed and implemented new reader services procedures and staffing models for the unit

- Hired and trained additional graduate and undergraduate hourly employees to provide operational support for the unit, including assisting researchers and monitoring the reading room; reconfigured the unit to provide for a reference area as the entry point.
- Established new policies for researchers in accord with accepted special collections norms and best practices to further the preservation and security of collection materials.

Increased access to materials in over ninety archival and manuscript collections

- Collection descriptions in the IHLC Manuscript Collections Database (Archon) were added or substantively updated for 93 collections during the 2017 fiscal year.
- For more detail, see "Other Statistics" in Part II of this report.

Reduced the backlog of uncatalogued print materials

- Over 450 items from the IHLC's backlog of uncatalogued print materials were assessed and sorted. By the end of the fiscal year, over 130 items from this backlog were catalogued and added to the print collection.

Increased the visibility of the unit's collections and the history of the state

- For June 2017, the IHLC led the curation and installation of an exhibit entitled "Working for Change: Labor History in Illinois" in the North-South Corridor of the Main Library. The exhibit featured selections from record groups in the University Archives as well as 5 individual collections – 4 from the IHLC and 1 from the Champaign County Historical Archives – documenting different facets of labor history in Illinois.
- In May and June, the IHLC started social media accounts with Facebook, Twitter, and Instagram to promote the unit and its collections as well as to engage followers with Illinois history.

2. Major Challenges

The past fiscal year was a year of significant transition and change in the IHLC. Long-time unit head John Hoffmann retired at the end of FY16, and Krista Gray, Archival Operations and Reference Specialist for the Illinois History and Lincoln Collections since February 2015, assumed responsibility for managing the unit starting at the beginning of FY17. The reduction of the unit's staffing to one full-time employee presented considerable challenges. Temporary funding was requested and granted for hiring additional hourly employees to assist with supporting unit operations during the 2016-2017 academic year. During the fall and spring semesters, the unit employed 3 grad hourly employees and 2 undergraduate hourly employees. This increase in hourly staffing made a significant difference, but still fell short of providing sufficient support for the unit, particularly in the cases of staff taking time off for illness or other reasons. Students' class schedules and other commitments typically prevented them from being able to cover others' shifts in cases of illness, in addition to making it difficult to schedule a reasonable level of desk coverage for the unit consistently throughout the week. For instance, due to an unfortunate alignment in students' class schedules, we were not able to staff the unit sufficiently to support the Archival Operations and Reference Specialist leaving the unit to attend the monthly Special Collections Division meetings during the spring semester.

The climate control in the IHLC stacks also remains a challenge. Due to the high humidity levels, 3-4 dehumidifiers (1 industrial dehumidifier and 2-3 smaller units) remained on and running well into the fall in 2016. The additional equipment is necessary to keep the relative humidity level from rising too high, which presents an increased risk of mold growth. The dehumidifiers typically provide adequate support, but are not ideal. In addition, we had issues with the HVAC system producing significant temperature swings or spikes in the stacks several times over the course of the year. Tickets were submitted about this issue in December, March, April, and two times in May, with library facilities submitting the issue each time to F&S. Overall, due to the less-than-ideal temperature and humidity levels over the course of the year, all three of our stacks areas (two cubes on deck 7 and one on deck 8) were rated as being "ok" for natural aging and "risk" for mechanical damage (out of a three-level rating scale: "good," "ok," and "risk") by the algorithms in the eClimate notebook system used for tracking and evaluating the preservation qualities of the spaces' environmental conditions.

3. Significant Changes

- The staffing of the unit changed significantly from FY16, when we had 2 full-time professional staff (1 faculty, 1 AP) and 1-2 grad hourly employees, to FY17, when we had 1 full-time academic professional and 5 hourly employees (3 grad students and 2 undergrad students).
- In July 2016, the unit was reconfigured to create a reference room at the entry point in place of the prior model of having the entry point be the unit head's office. This created a clearer indication of the IHLC as a library unit open to the public and allowed staff to more readily see and assist researchers and monitor the reading room.
- Following discussions with the Associate University Librarian for User Services and others in the Special Collections Division, access to the IHLC stacks was restricted to staff only. Formerly, the IHLC stacks had been open for patrons to browse. The decision to close the stacks was made to provide better security for collection materials, especially for the many rare, fragile, and unique items in the IHLC's holdings.
- User registration procedures and regulations were established to improve preservation and security of collection materials.

4. Contributions to Library-wide Programs

Reference, research consultations, and other information services

- The IHLC responds to reference questions from a variety of sources, including University of Illinois faculty, staff, and students; academic researchers from other institutions; individuals researching genealogy or family history; members researching their organization's history; professionals investigating land and property issues; and others. Reference interactions took place in person as well as over email and the phone.
- During the 2017 fiscal year, the IHLC fulfilled an estimated 32 requests for scans of materials for about 22 patrons, typically remote researchers.

Instructional services

- In fall 2016, the Archival Operations and Reference Specialist joined the University Archivist for a class session presented to a graduate-level Art History class on curatorial methods when the theme of the intended exhibit spanned both the University Archives and Illinois history.
- The Archival Operations and Reference Specialist met with the professor teaching the Illinois History class during the spring 2017 semester to discuss a primary source research assignment.

Collection management

- Acquisitions: The IHLC continued to collect both recently published and rare books and other print material documenting various facets of the history of Illinois and the life and legacy of Abraham Lincoln. Most print items were acquired through purchases, though the IHLC received several in-kind gifts as well. With one exception, all archives and manuscript materials acquired during the fiscal year were received as donations.
- Preservation: The IHLC continued to collaborate with colleagues in the Preservation Services unit to assess and improve the preservation conditions of collection materials. Major projects included the completion of rehousing oversized flat files, assessment and rehousing of manuscript collection microfilm reels, and building custom enclosures for groups of artifacts and textiles. We also outsourced the treatment of materials found contaminated with inactive mold.
- Archival Collections Processing: As enumerated in section II-4 below, work continued on reducing the backlog of unprocessed archival collections, as well as enhancing descriptive information available online through the IHLC Manuscript Collections Database. Having both graduate and undergraduate employees provided greater flexibility in being able to assess and improve access to and preservation of collections in response to reference queries, as well as making progress on long-standing backlogs of collections requiring work of varying complexity.

Digital Content Creation

- In fall 2016, DCC digitized approximately 270 items from the IHLC's Clarendon Van Norman Collection for uploading to the Digital Library platform.
- The IHLC also worked with DCC to facilitate scanning of several patron requests that fell beyond the IHLC's capacity, due to the quality, quantity, or size of materials requested for scanning.

Public Engagement

- The IHLC participated in the Library Friends event in November 2016, presenting a mini-exhibit with sports-related materials from our collections.

- In June 2017, the IHLC, in cooperation with the University Archives and the Champaign County Historical Archives, installed an exhibit entitled “Working for Change: Labor History in Illinois” in the North-South Corridor of the Main Library. The exhibit, developed in celebration of the 70th anniversary of the Steelworkers Summer Institute at the University of Illinois, highlights collections from the IHLC, University Archives, and Champaign County Historical Archives that document different aspects of labor history in Illinois.
- In collaboration with University Archives and the Rare Book and Manuscript Library, the IHLC participated in presentations to four classes from the United Steelworkers Summer Institute on June 7-8. Students in these classes had the opportunity to examine original materials from two of the IHLC's archival collections in a hands-on session following their professor's presentation.
- The IHLC began social media accounts in May (Facebook and Twitter) and June 2017 (Instagram) to increase the visibility of the unit and further engagement with Illinois history and Lincoln.

5. Progress on Unit Annual Goals for FY2016

Increase access to collection materials

- Over the course of the 2016-2017 fiscal year, access was improved to materials in 93 archival and manuscript collections. Phase 2 of the NEH Challenge Grant-funded processing work, initially estimated to be completed by December 2016, was extended through the spring 2017 semester, due to the complexity of processing materials in a large addition to one collection.
- We reduced the number of collections in Archon with descriptions hidden from the public from 70 collections at the end of FY16 to 40 collections at the end of FY17. Approximately 93% of collections in Archon had publicly available descriptions by the end of FY17.
- Working with a graduate student who had experience assessing and cataloging print materials from a special collections backlog at another institution, we were able to assess over 450 uncatalogued items from the IHLC gift books backlog. By May 2017, over 130 items from this backlog were catalogued and added to the print collection at the IHLC.
- Initial procedures for processing incoming periodicals and managing the backlog of these materials were established, and work began with CAM and Preservation Services to develop effective approaches going forward. Work on this goal is still ongoing.
- Part of the proposed IHLC Broadsides and Printed Ephemera Digital Collection (the Clarendon Van Norman Collection) was digitized by DCC and made available online through the Digital Library system. Digitization of the remaining materials is slated for FY18.
- An additional project to add subject access points to archival collections in Archon began in summer 2017. Work on this project is still ongoing.

Develop and implement new reader services procedures and staffing models for the unit

- An initial reconfiguration of unit space was completed in summer 2016, with room 322 serving as the reference and entry room. Plans for a more substantial reconfiguration, with the reading room and reference desk moved to room 324 and staff work areas moved to rooms 322 and 320, were approved in spring 2017 and slated for completion by the end of summer 2017.
- By fall 2016, the public computer, reference books, and an oversize scanner were all available to researchers in the reference area of room 322. Plans for these to be moved to room 324 as part of the new reading room were approved in spring 2017 as described above.

- User registration procedures and regulations on requesting and handling materials as well as keeping bags, food, and drink away from the reading room table were established by the beginning of the fall 2016 semester.
- A total of 4 graduate students and 2 undergraduate students were hired and trained over the course of the fiscal year.
- A new web-based form was created for tracking patron-submitted photoduplication requests. Forms were also created for staff to submit arrangement, description, and/or preservation issues needing to be addressed in archival collections, and for tracking work completed on archival collections.

Conduct research to define collections and acquisitions policies and procedures

- After meeting with the Acquisitions Operations Support Specialist, the IHLC has adopted use of GOBI for submitting orders to purchase recently published books.
- Procedures and standard forms (including a Deed of Gift) were developed to document the acquisition of archival collections.
- In the 2017 fiscal year, the IHLC began gathering information about collecting policies and scopes of related repositories. However, work on this project and on assessing the scope of IHLC print and archival collections is still ongoing.

Plan projects to increase the visibility of and engagement with collection materials

- Instead of mounting additional mini-exhibits in the wall case outside the unit as initially planned, the IHLC focused on developing a series of exhibit panels to be printed and mounted inside the unit to inform researchers and visitors about some of the themes and time periods documented in our collections.
- In May and June 2017, the IHLC started social media accounts with Twitter, Facebook, and Instagram. By the end of June we had 41 followers on Twitter and 49 followers on Facebook. No data is available for Instagram, as we started this account in late June.
- We have begun to lay the groundwork for projects or initiatives to commemorate the state's bicentennial in 2018. The initial work focused on expanding our capacity to manage and develop such projects by adding an additional staff position. We received approval in March 2017 to hire an academic hourly employee to focus on designing and carrying out projects and initiatives to commemorate the bicentennial, and Kathleen Lucas started in this position in May 2017.

Collaborate with other units to further access and preservation of collection materials

- The rehousing of the flat files was completed by Preservation Services staff in fall 2016.
- The initial assessment of the manuscript collection microfilm was completed in fall 2016. Following the initial assessment, Preservation Services staff planned and began a rehousing project to improve the preservation conditions for the materials. In addition, over five dozen nitrate film reels were identified in the survey and moved to the Preservation Services freezer, and IHLC worked with Preservation Services on options for reformatting these materials to safer formats, or safely disposing of those which did not have enduring value.
- A portion of the broadsides and printed ephemera prepared for digitization – approximately 270 items from the Clarendon Van Norman Collection – are now in the digital library. DCC digitized these materials in fall 2016 and IHLC staff worked with the Digital Metadata Specialist in CAM to

finalize the metadata for uploading to the digital library system. The digital collection went live in May 2017. The digitization of materials from the two remaining collections is still pending.

- The Archival Operations and Reference Specialist collaborated with the Visiting Curator of Rare Books and Manuscripts in the RBML to design and supervise two internships in spring 2017. The internships focused on increasing access to materials in two printer's scrapbooks of early Illinois imprints through metadata creation and identification of items for exhibit.
- Cataloger David Griffiths in the Map Library cataloged over 250 maps from the IHLC during the 2017 fiscal year. These maps are now discoverable through the OPAC and have LC call numbers.

6. Unit Annual Goals for FY2018

Increase access to collection materials (in support of element 2a from the *Framework for Strategic Action*: "Optimize discovery of, access to, and accessibility of all library resources, collections, and services")

- Continue to reduce the backlog of unprocessed archival collections and additions.
- Continue work to improve existing descriptive information about archival collections available in the IHLC Manuscript Collections Database (Archon).
- Establish subject access to archival collections in Archon to allow staff and researchers to browse more easily for collections on a particular theme, person, or place.
- Continue to develop and implement procedures and processes for organizing, rehousing, and providing access to the backlog of periodicals.

Conduct research to define collections and acquisitions policies and procedures

- Develop methods to assess the scope of the IHLC print and archival collections to inform future collecting priorities and areas of focus.
- Examine the collecting scopes of related collections in Illinois (for Illinois history) and nationally (for Lincoln) to inform the development of a collection policy for the IHLC.

Plan projects to increase the visibility of and engagement with collection materials

- Complete the reconfiguration of IHLC spaces to redesign room 324 as the reading room.
- Develop an exhibits program for inside the new IHLC reading room to engage a range of audiences with our collections and the histories they document.
- Continue to connect and engage with social media users on Facebook, Twitter, and Instagram.
- Start an IHLC blog as a platform to provide more in-depth context and content for selected people, places, events, themes, or resources featured in our social media posts and series.

Commemorate the bicentennial of Illinois statehood in 2018

- Collaborate with colleagues in the Rare Book & Manuscript Library to curate an exhibit in RBML for spring 2018 on printed ephemera in mid-nineteenth-century Illinois, drawing primarily on items from two printer's scrapbooks from Alton, Illinois, from RBML's holdings but also supplemented by materials found in collections at the IHLC.
- Plan a series of exhibits for the two cases inside the new IHLC reading room to focus on specific places, time periods, and themes in Illinois history.
- Curate an exhibit for display in the North-South Corridor of the Main Library for April 2018 to explore the history of Illinois from the colonial era to the present. Also create a mini-exhibit for

display throughout 2018 for the wall case in the hallway outside the IHLC to highlight major events in Illinois history.

- Develop series of social media and blog posts centered on particular themes to promote greater knowledge and understanding of Illinois history.
- Meet with professors and advisors from academic departments to develop projects or events to engage students, either inside or outside of class, with the history of Illinois.

Collaborate with other units to further access to and preservation of collection materials

- Work with colleagues in DCC and CAM to complete the digitization of the remaining two collections of broadsides and printed ephemera originally planned for last fiscal year and provide online access to the resulting image files and metadata.
- In cooperation with Preservation Services, develop methods for rehousing artifacts from the unit's collections to improve access to and preservations of these items.
- Collaborate with colleagues in Conservation and Preservation to identify methods for better preserving or rehousing print materials at risk of damage from regular handling or shelving.
- Continue to work with colleagues in the Map Library on a project to catalog maps in the IHLC and make them discoverable through the online catalog.

7. Support needed for these specific goals & the unit's overall mission

The greatest need is consistent, permanent staffing support. The IHLC has only one full-time employee and no permanent hourly wage budget. Relying heavily on allocations of temporary funding for hourly employees to maintain basic unit operations is far from ideal and makes longer-term planning difficult. It also places considerable strain on the one full-time employee, as hourly staffing levels during the fall and spring semesters over the past fiscal year have not been sufficient to support taking time off for vacation, sick leave, or professional development. Relying on student staffing also means that there are often unfortunate gaps in staffing support, depending on how class schedules align. The turnover resulting from students graduating or getting better positions elsewhere (one of our grad hourly employees who started in fall 2016 was awarded an assistantship in another library unit for the spring) is also an ongoing challenge. The IHLC was fortunate to have been awarded a quarter-time GA position for FY18, as well as additional temporary funding to hire 0.5 FTE of grad and 0.5 FTE of undergrad support. These positions will be vital for both sustaining unit operations as well as pursuing many of our goals.

With the upcoming bicentennial of Illinois statehood in 2018, the IHLC has chosen to supplement these library-funded positions by using endowment funds to hire an additional academic hourly employee (a former IHLC grad hourly employee who graduated in May 2017) to focus on developing and carrying out projects and initiatives to commemorate the bicentennial. The position will increase the IHLC's capacity to take on these projects while also helping to ease some of the challenges of maintaining adequate staffing levels throughout the week with varied student schedules. Although this academic hourly position is necessarily temporary, it is critical for the achievement of the goals articulated above.

To reiterate, hourly wage support is critical for fulfilling the goals of the IHLC, as well as maintaining basic unit operations. The ability of the unit to pursue its mission more fully, however, will continue to be constrained by a heavy reliance on temporary student staffing without a permanent, predictable wage budget and/or a second full-time employee on staff.

8. Number of Graduate Assistants/Hourly

FTE:

- Graduate assistants: 0
- Graduate hourly: 0.75 for fall 2016; 0.75 for spring 2017; 0.7 for summer 2017

Head count:

- Graduate assistants: 0
- Graduate hourly: 3 for fall 2016, spring 2017, and summer 2017

9. Funding sources for Graduate Assistants/Hourly

Graduate assistants: N/A

Graduate hourly:

- State funds: 0.5 FTE for fall 2016; 0.75 FTE spring 2017; 0.7 FTE for summer 2017
- NEH Challenge Grant: 0.3 FTE for fall 2016, winter 2017, and spring 2017
- IHLC unrestricted gift funds: 0.25 FTE for fall 2016

10. Major Responsibilities and Contributions Made by GAs/Hourly

Graduate assistants: N/A

Graduate hourly:

- Processing archival collections, including processing new accessions and those from the backlog; reprocessing existing collections to improve access to materials; and reviewing and improving access and preservation for partially processed collections.
- Assessing books from our backlog of gifts and assisting with identifying and cataloging those which fell within the IHLC's collecting scope.
- Co-curating an exhibit on collections documenting different facets of labor history in Illinois for the North-South Corridor of the Main Library.
- Assisting with supervising and reviewing the work of undergraduate student employees and new grad student employees.
- Composing social media posts to promote Illinois history and the IHLC on Twitter, Facebook, and Instagram.
- Selecting and assigning subject terms to describe archival collections in the IHLC Manuscript Collections Database (Archon).
- Researching the provenance and origins of manuscript collection materials on microfilm reels.
- Providing reference services to on-site and remote researchers.

II. Statistical Profile

1. Facilities

User seating:

- 3 seats at a round table in the reading room
- 1 at a public access computer (adjustable height computer table in reference area)

Hours:

- Summer 2016, Fall 2016, and Spring 2017 semesters: 8:30am-5:00pm, Monday-Friday (42.5 hours/week)
- Winter 2017: 10-1pm and 2-5pm, Monday-Friday (30 hours/week)
- Summer 2017 and semester breaks: 1-5pm, Monday-Friday (20 hours/week)

2. Personnel

Professional staff (1 FTE total)

- Krista Gray (Full year): Academic Professional, 1.0 FTE

Graduate and Academic Hourly Staff (about 1.0-1.5 FTE total, varying by semester)

- Kathleen Lucas (Full year): Grad. Hourly for summer 2016 at 0.8 FTE, fall 2016 at 0.55 FTE, winter 2017 at 0.3 FTE, spring 2017 at 0.55 FTE; Academic Hourly for summer 2017 at 0.8 FTE
- Emily Menendez (July-August 2016): Grad. Hourly for summer 2016 at 0.5 FTE
- Hope Shinn (September 2016-January 2017): Grad. Hourly for fall 2016 at 0.25 FTE, winter 2017 at 0.4 FTE
- Sawyer Magnus (Starting in September 2016): Grad. Hourly for fall 2016 at 0.25 FTE, spring 2017 at 0.25 FTE, summer 2017 at 0.25 FTE
- Elizabeth Wittrig (Starting in January 2017): Grad. Hourly for spring 2017 at 0.25 FTE, summer 2017 at 0.2 FTE
- Bronwyn Schell (Starting in May 2017): Grad. Hourly for summer 2017 at 0.2 FTE

Student Assistant Staff (about 0.3-0.5 FTE total, varying by semester)

- Madeline Decker (Starting in September 2016): Student assistant for fall 2016 at 0.2 FTE, winter 2017 at 0.3 FTE, spring 2017 at 0.2 FTE, summer 2017 at 0.3 FTE
- Alexandra Jaeckel (September 2016-May 2017): Student assistant for fall 2016 at 0.25 FTE, spring 2017 at 0.25 FTE

Hourly wage budget (used to fund both student and graduate hourly positions) for FY17: \$30,685 (a total of \$25,685 allocated by the Library Budget Group or the Dean plus a supplemental allocation of \$5,000 from the Special Collections Division coordinator). This supported approximately:

- Summer 2016 (July-August): 0.3 FTE of grad hourly support
- Fall 2016: 0.5 FTE of grad hourly support & 0.5 FTE of student hourly support

- Spring 2017: 0.75 FTE* of grad hourly support & 0.5 FTE of student hourly support
*Note: 0.25 FTE of these grad hourly wages supported by Special Collections Division coordinator funding
- Summer 2017 (May-June): 0.7 FTE of grad hourly support & 0.3 FTE* of academic hourly support
*Note: 0.3 FTE of academic hourly wages supported by Special Collections Division coordinator funding

3. User Services

Gate Count (head counts as reported during FY17 Sweeps Week)

- Fall: 6 visits/week
- Spring: 8 visits/week
- Annual extrapolation: 224 (Note: the fiscal year total as compiled from internal unit statistics was slightly higher: 236 visits)

Circulation

Note: All IHLC materials are non-circulating, with the exception of one or two books that were placed on reserve at other libraries for the fall and spring semesters. The circulation statistics generated by Voyager (which exclude reserves) therefore do not present an accurate picture of the nature of circulation in the IHLC and are not reported here.

Researchers are granted access to examine print and archival materials from the IHLC in our reading room. The bulk of our circulation activity happens in this manner. In addition, a few (recently published) books were lent to other libraries to be placed on reserve, and two museums on campus, the Krannert Art Museum and the Spurlock Museum of World Cultures, have borrowed materials from our collections to be placed on exhibit. The Rare Book & Manuscript Library and the University Archives also borrowed 1-2 items from the IHLC for several different classes over the course of the fiscal year.

Reference interactions (from DeskTracker, as reported during FY17 Sweeps Week)

- Fall: 6 total/week (1 email, 4 in-person, 1 phone)
- Spring: 13 total/week (4 email, 3 in-person, 6 phone)
- Annual extrapolation: 304

Presentations (from the Instructional Statistics database)

- Contributed to 5 presentations to groups (with colleagues from University Archives and the Rare Book & Manuscript Library)
- Average of 15 participants per group, 77 participants total

4. Other Statistics

Cataloging (Voyager statistics)

- Total new titles added: 254
- Total new items/volumes added: 640 (294 monographs, 56 serials, 276 maps, 1 manuscript, and 13 scores)

Archival processing (internal statistics)

Work completed to improve access to archival collections in our Manuscript Collections Database (Archon) during FY17, arranged by type of work completed:

Type of processing work completed	Number of collections	Estimated cubic feet processed
New collection in Archon; processed from scratch (includes collections that were in Archon previously but with an empty scope note, or hidden in Archon but required extensive changes or additions)	27	9.6
Newly published (reviewing and opening a previously hidden collection with few changes to the original description)	30	n/a
Reprocessed and updated in Archon (used only for extensive reprocessing work including changing the collection arrangement; often in the context of incorporating additional material, but distinguished from work counted in the category below by the attention given to assessing and improving the prior arrangement and description of the collection)	3	61.3
Update in Archon (incorporating collection additions, adding an inventory, and/or improving the description)	33	21.4
Total	93	92.3

Progress on collections processing and researchers' access to collections descriptions online, based on data exported from the IHLC Manuscript Collections Database (Archon):

Collections with:	As of July 1, 2016	As of June 30, 2017
Descriptions that are publicly available in Archon	88.5% (878 collections)	92.9% (940 collections)
Basic records only (publicly available); no description	2.5% (25 collections)	1.7% (17 collections)
Draft descriptions, hidden from the public	7.1% (70 collections)	4.0% (40 collections)
Basic records, hidden from the public	1.9% (19 collections)	1.5% (15 collections)
Total	992	1,012

*Note: The total net increase of 20 collections includes recent acquisitions as well as collections in the backlog not previously entered into Archon and materials that were described previously as belonging to a single collection previously but that are now described separately to better reflect their provenance and archival standards.