



October 15, 2012

OHRAB Final Report

Institution Name: University of Dayton
Project Title: Preservation of the Charles W. Whalen Jr. Congressional Papers
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I. Summary of Project Activities and Accomplishments

a. Summary

The replacement and relabeling of boxes and folders in the Charles W. Whalen Jr. Congressional Papers took eight weeks of work to complete and was accomplished between May 2 and August 17, 2012. Raymond Hall, an archives student assistant, spent a total of 175.5 hours on the project. A total of 492 old boxes were replaced with 496 new boxes, and 4,018 folders were replaced. The collection now spans 256.5 linear feet.

There are two reasons for the change in the total count of boxes in the collection. First, a number of old boxes were found to be under-stuffed, and consolidation of those boxes eliminated the need for a total of 31 boxes. At the same time, 35 boxes were added for scrapbooks and some memorabilia which had previously been stored on open shelves.

The project took more than twice as long to complete than expected, due largely to extensive editing of the finding aid resulting from the consolidation of boxes and the processing of assorted unprocessed materials found loose in boxes during the project. This work was unanticipated. The wages used to pay Raymond Hall were part of the University of Dayton's cash match.

b. Assessment

This project greatly improved the storage conditions of the materials in the collection for a number of reasons. First, the replacement of acidic boxes and folders better preserves the integrity and longevity of the materials. Second, 16mm film reels and magnetic audiotape reels were placed in boxes suitable for those formats, allowing them to be stored horizontally. Previously they had been stored in document storage boxes, often vertically or diagonally. Third, the scrapbooks and some memorabilia had been

stored on open shelves. The materials in the scrapbooks are brittle and losing their adhesiveness, so the new box storage helps to contain loose clippings and photographs and minimize exposure to dust and light. Fourth, documents and photographs in under-stuffed and over-stuffed boxes were appropriately shifted to prevent further curling.¹

c. Related access and outreach efforts

In addition to improving the storage conditions of the collection, the project helped to stimulate access and outreach efforts for the collection. During the grant period, materials from the collection were digitized, and a new digital collection was created on the University Libraries' digital collections site, Digital@UDayton (<http://digital.udayton.edu>). Photographs from the digital collections site were also added to the Libraries' Pinterest account. The finding aid for the collection was revised and updated in the OhioLINK EAD Repository and on the University Libraries' website.² Previously only a series-level finding aid was available, but we now offer researchers a folder-level finding aid. Finally, an open house event on June 10 helped to showcase the collection and publicize our efforts to preserve the collection. This event coincided with a Whalen tree and street dedication ceremony taking place outside our building. Around 100 people attended both the open house and the ceremony.

d. Publicity

At the conclusion of the project, Rachel Bilokonsky wrote a description of the project mentioning the grant funding and work completed.³ A long version and short version of the description was submitted to the University Libraries' marketing team and to the University communications office. The description currently appears on the Libraries' News & Events web page and will be featured in the Libraries' spring newsletter, *Spring Update*. The project may be mentioned in an upcoming University magazine.

e. Links

News pieces on the University of Dayton's website:

- Coverage of the OHRAB Grant:
<http://www.udayton.edu/libraries/events/charleswhalen.php>
- Coverage of Reunion Weekend open house and tree dedication ceremony:
http://www.udayton.edu/news/articles/2012/05/charles_whalen_events_reunion_weekend.php

Links to online collection materials:

- Finding aid, hosted by the University of Dayton:
<http://digital.udayton.edu/cdm/ref/collection/findingaids/id/0>
- Finding aid, hosted by OhioLINK:
<http://ead.ohiolink.edu/xtf-ead/view?docId=ead/ODaU0007.xml;chunk.id=0;toc.depth=1;brand=default>
- Collection of digitized materials:
<http://digital.udayton.edu/cdm/landingpage/collection/whalen>
- Whalen collection materials on Pinterest:
<http://pinterest.com/digitaludayton/congressman-charles-w-whalen-jr/>

¹ For before-and-after photographs of the collection, see Appendix A.

² See Section I.e., Links, for hyperlinks to the finding aid in the OhioLINK EAD Repository and Digital@UDayton.

³ See Appendix B: Publicity piece

II. Itemized list of expenditures

The supplies used in this project were either purchased at the outset of the project or reallocated from on-hand supplies at UD. The OHRAB-funded supplies and some UD-funded supplies were purchased in April.⁴ Student wages is the final category of expenditures.

a. Grant-funded supplies: **\$1,243**

<i>Supply type</i>	<i>Quantity ordered</i>	<i>Quantity used</i>	<i>Cost of quantity used</i>
Letter-size boxes (5")	261	261	\$1,240
Legal-size boxes (5")	.5	.5	\$3

b. UD-funded supplies (purchased): **\$1,767**

<i>Supply type</i>	<i>Quantity ordered</i>	<i>Quantity used</i>	<i>Cost of quantity used</i>
Letter-size folders (5")	4,100	3,719	\$1,077
Legal-size boxes (5")	19.5	19.5	\$122
3-ring clamshell boxes	24	24	\$358
Perma/Seal labels	24 packets	16.4 packets	\$111
All shipping costs	N/A	N/A	\$99

c. UD-funded supplies (reallocated): **\$1,211**

<i>Supply type</i>	<i>Quantity used</i>	<i>Estimated cost of quantity used</i>
Legal-size folders	299	\$119
Letter-size boxes (5")	140	\$665
Letter-size boxes (2.5")	8	\$48
Legal-size boxes (5")	16	\$96
3-ring clamshell box	1	\$14
Newspaper boxes	11	\$109
Records center boxes	3	\$29
Film boxes	8	\$60
Audiocassette box	1	\$8
Multipurpose boxes	3	\$63

d. Student wages: **\$1,378**

175.5 hours	\$1,378
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⁴ See Appendix C: Supplier invoices

III. Project Cost Match

This project resulted in a 3.5-to-1 cash match, with UD expenses including purchased and reallocated supplies and student wages.

Grant-funded supplies	\$1,243
<i>UD-funded supplies (purchased)</i>	<i>\$1,767</i>
<i>UD-funded supplies (reallocated)</i>	<i>\$1,211</i>
<i>Student wages (UD cash match)</i>	<i>\$1,378</i>
UD cash match subtotal	\$4,356
TOTAL PROJECT COST	\$5,599

Appendix A: Before-and-After Photographs

Before the project:



Project in progress:



After the project:



Scrapbooks



Memorabilia, news releases, and scrapbooks



Films and audio recordings, previously stored vertically in document storage boxes

Appendix B: Publicity piece

Preservation of the Charles W. Whalen Jr. Congressional Papers

The University Archives and Special Collections has completed a grant-funded project to preserve the Charles W. Whalen Jr. Congressional Papers by re-housing the collection in archival boxes and folders. The project was supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. The collection consists of legislative files, correspondence, casework files, photographs, and memorabilia of former Congressman Charles W. Whalen Jr. (1920-2011) of Ohio's 3rd District, which he served in the U.S. House of Representatives from 1966-1979. Whalen was a 1942 graduate of the University of Dayton, and later, economics and retailing professor at UD from 1952-1966.

The collection references major political issues of the period, including civil rights and the Vietnam War, as well as issues of local government, education, development, business and industry, employment and labor relations, and other constituent concerns. The casework and general files, in particular, address funding and governance of local organizations and programs—the Miami Conservancy District, the Dayton Youth Patrol, and the Dayton Model Cities Program, among others—through correspondence, reports, and other documents. The topics covered provide a window into local and national life during the 1960s and 1970s. For example, funding for racial integration of the Dayton Public Schools and the impeachment of President Nixon are among the topics covered by the papers.

These unique materials were re-housed in new acid-free boxes and folders. The work was completed by Raymond Hall, a student archives assistant, under the supervision of University Archivist Rachel Bilokonsky. A total of 496 boxes and 4,018 folders replaced the collection's original enclosures, which had become acidic from age.

For more information on the Charles W. Whalen Jr. Congressional Papers, see the [online collection guide](#) and digitized materials from the collection on [Digital@UDayton](#), the University Libraries' digital collections website.

Shorter version:

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