



KNIGHTS OF COLUMBUS®

SUPREME COUNCIL ARCHIVES: IMPLEMENTING ARCHIVES SPACE IN A PANDEMIC

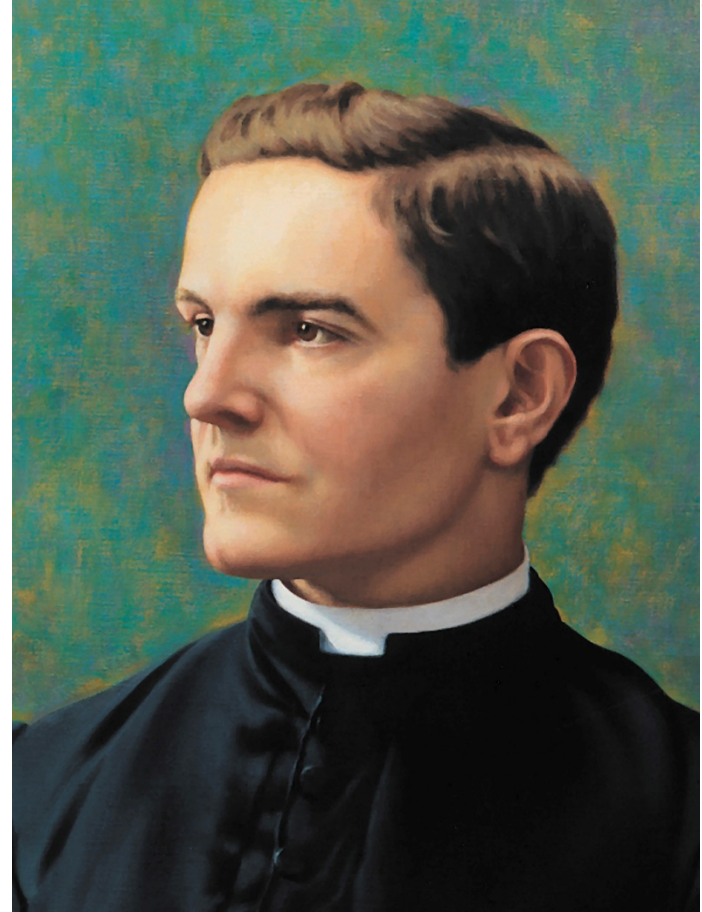
VivianLea Solek,
Archivist
August 4, 2020

KNIGHTS OF COLUMBUS MUSEUM



Who We Are

- Knights of Columbus is an international Catholic fraternal benevolent organization founded in 1882 and headquartered in New Haven, Connecticut, its birthplace.
- Founded on the principles of charity, unity and fraternity by Father Michael J. McGivney, assistant pastor of St. Mary's Church, New Haven and a group of parishioners.
- On May 27, 2020, the Vatican announced that Pope Francis approved the promulgation of a decree recognizing a miracle attributed to the intercession of Fr. McGivney, who will be named “Blessed” on 10/31/2020.



Venerable Fr. Michael J. McGivney

History – Supreme Council Archives

1977 - The seed of the Archives was planted when Dr. Christopher Kauffman was hired to write the first official history of the Order, *Faith & Fraternalism: The History of the Knights of Columbus, 1882-1982*.

1983 - First archivist hired

1988 – Second archivist hired

2015 - VivianLea Solek, hired as third archivist

Located in Headquarters Building until 2001, when it moved to the newly opened Museum.



Scope of the Archives

Includes material representing the work of the

- Supreme Officers
- Supreme Council
- Headquarters Departments
- State and Local Councils (limited)

Includes subjects such as

- Anti-Catholicism
- Bogus Oath
- World War I Huts
- Persecution of Catholics in Mexico & the Mexican Martyrs
- Persecution of Christians in the Middle East
- Oregon School Case
- Anti-Communism

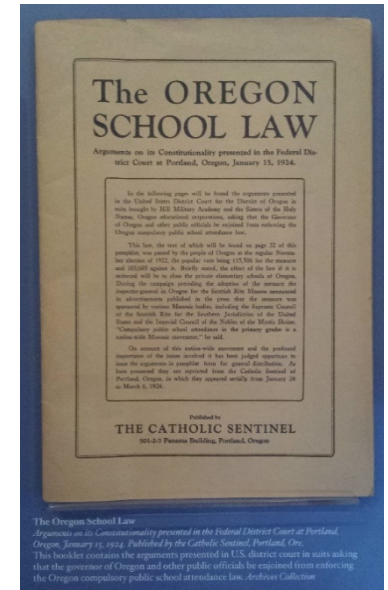
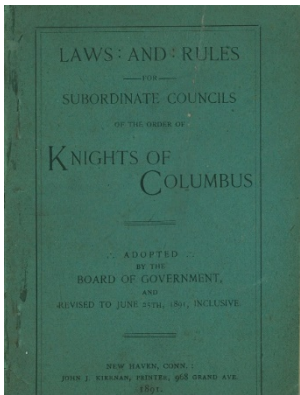
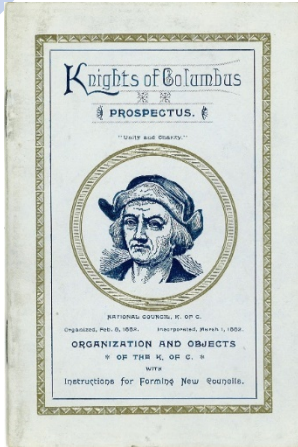


<https://www.kofcmuseum.org/kms/en/explore/archives.html>

Formats in the Archives

This material comes in the following formats:

- Correspondence & memos
- Meeting agendas & minutes
- Publications
- Reports & Convention Proceedings
- Ceremonials
- Postcards & prayer cards
- State and Local Council Newsletters
- Scrapbooks



NOTE: Photographs, videos, and sound recordings are held by the Multimedia Archives, part of the Communications Department.

How the Archives Grows

Internal Donations (2019 – 84%)

From departments across the organization

- direct donations/requests from the archivist
- through archival review during records management transfer to warehouse

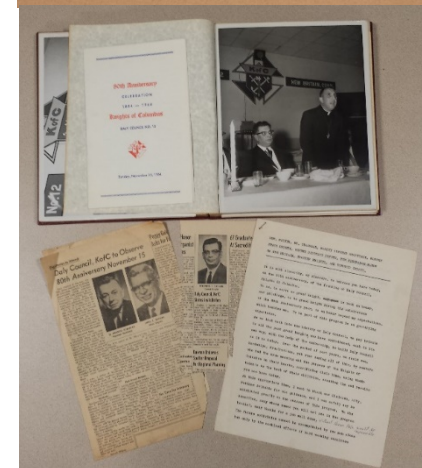
External Donations (2019 – 15%)

Knights and family members— call with offers of a wide range of materials.

Purchases (2019 - 1%)

Material is purchased through eBay and rare book dealers as available.

NOTE: Cannot accept everything; look for rarity, exceptional activities, material that will be useful for future researchers and exhibitions.



Current Database – ARCS – Page 1

Search Option

[Esc] : Previous Menu

[F1] : Help

Press [F10] to search on same field, [PgDn], [PgUp],[↓],[↑] to scan records.

Content sheet # 14273

Accession No. :

Location : SC-1-10

CAB. I-J DR. 2

Title :

LUKE HART SUPREME KNIGHT PAPERS

Name :

Description :

INAUGURAL ADDRESS OF JOHN FITZGERALD KENNEDY, JAN. 20, 1961, OVERSIZE

DONOR :

Size :
0.00

Quantity :
0.00

Accessed Date :
07/13/1993

Processed Date:
07/13/1993

Current Database – ARCS – Page 2

Search Option

[Esc] : Previous Menu

[F1] : Help

Press [F10] to search on same field, [PgDn], [PgUp],[↓],[↑] to scan records.

Content sheet # 14273

Summary :

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Contents :

References :

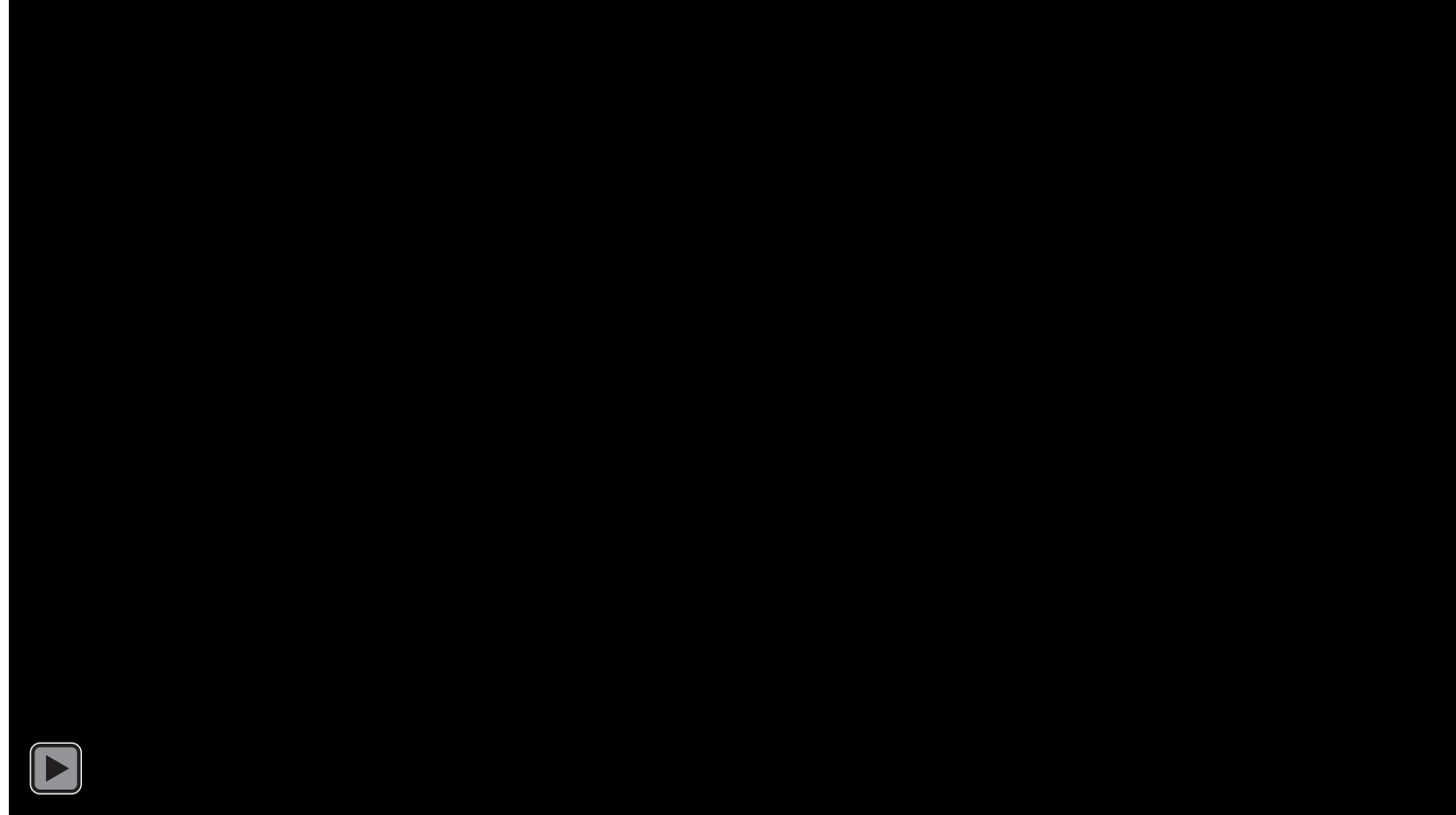
HART, LUKE E.

KENNEDY, JOHN F.

Record in Exported Excel Spreadsheet

	A	B	C	D	E	F	G
6274		SC-11-0 ASHELF 6-6	AMERICAN FREEDOM AND CATHOLIC POWER		BLANSHARD, PAUL		BOOK, BEACON PRESS, 1951
6275		SC-11-0 ASHELF 6-6	HISTORY OF BIGOTRY IN THE UNITED STATES		MYERS, GUSTAVUS FORSTER, ARNOLD; EPSTEIN, BENJAMIN R.		PAPERBACK BOOK, CAPRICORN BOOKS, 1960
6276		SC-11-0 ASHELF 6-6	THE TROUBLEMAKERS	ANTI-DEFAMATION LEAGUE REPORT			BOOK, DOUBLEDAY, 1952
6277	2007-033	SC-11-0 ASHELF 6-6	WASHINGTON IN THE LAP OF ROME		FULTON, JUSTIN D.		BOOK, HARDCOVER, W. KELLAWAY, OFFICE OF THE FREE PRESS, BOSTON, MA 1888
6278		SC-1-10 CAB. H. SH. 3	LUKE HART SUPREME KNIGHT PAPERS				SCRAPBOOK, DIAMOND JUBILEE, 1957
6279		SC-1-10 CAB. I-J DR. 2	LUKE HART SUPREME KNIGHT PAPERS				INAUGURAL ADDRESS OF JOHN FITZGERALD KENNEDY, JAN. 20, 1961, OVERSIZE
6280		SC-1-10 CAB. I-J DRAWER 2	LUKE HART SUPREME KNIGHT PAPERS				PROCLAMATION, NORTH CAROLINA STATE COUNCIL, MAY 1963
6281	2002-045	SC-11-0 ASHELF 6-6	SEPARATION OF CHURCH AND STATE		HAMBURGER, PHILIP		BOOK, HARDCOVER, HARVARD UNIVERSITY PRESS, CAMBRIDGE, 2002
6282		SC-1-10 CAB. I-J DRAWER 2	LUKE HART SUPREME KNIGHT PAPERS				SPIRITUAL BOUQUET, TO LUKE HART FROM CANADA, SASKATCHEWAN COUNCILS 1960
6283		SC-1-10 CAB. I-J DRAWER 2	LUKE HART SUPREME KNIGHT PAPERS				RESOLUTION, THE AMERICAN LEGION, RE: PLEDGE OF ALLEGIANCE"UNDER GOD"1954
6284		SC-1-10 CAB. I-J DRAWER 2	LUKE HART SUPREME KNIGHT PAPERS				ACKNOWLEDGEMENT TO LUKE HART, MANITOBA STATE JURISDICTION, MAY, 1960

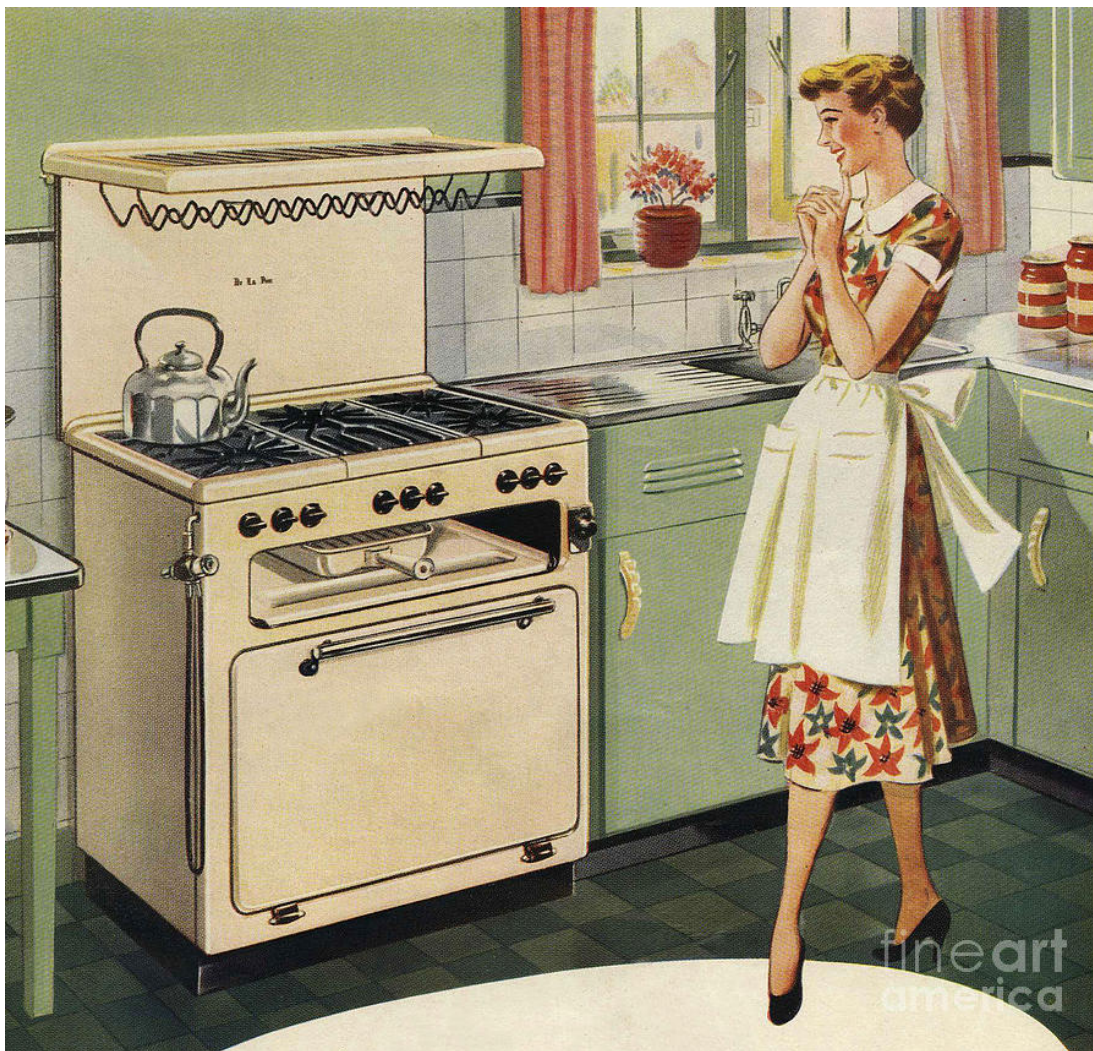
Your System Will Self-Destruct....



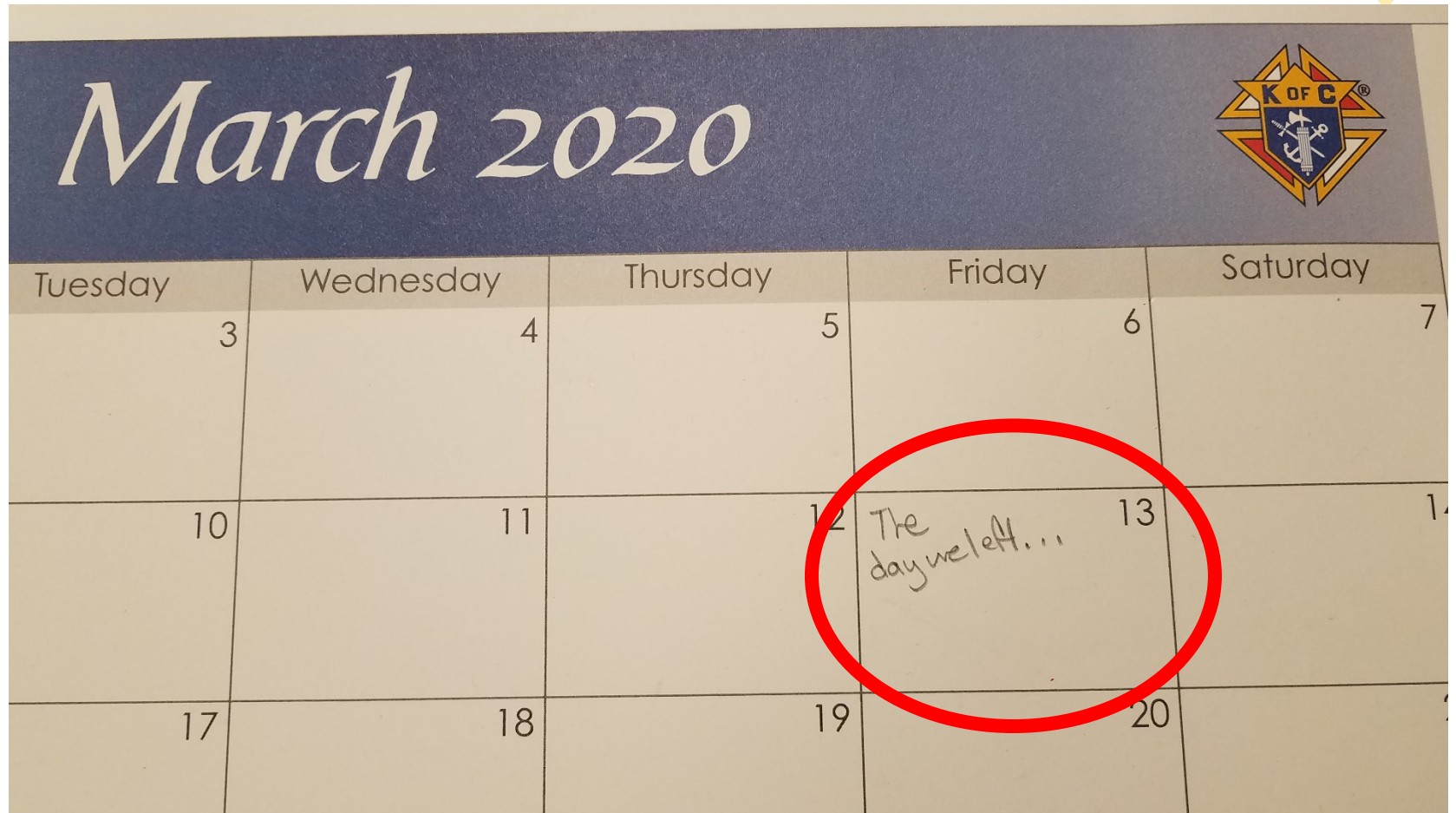
Life of a Lone-Arranger Pre-Covid-19



“ArchivesSpace is on the back burner . . .”



...and then...



Life of a Lone-Arranger During Covid-19



It Becomes Real . . .

3/4/2020 - Told to take our laptops home and test for connectivity to the VPN.

3/11/2020 – At noon, told to leave and start working from home (WFH).

3/12/2020 – In discussions with office mates (curator & curatorial assistant), we identified tasks that visitor services staff and director's admin could do. Wanted to make sure they had plenty of work to do – unspoken fear about status of museum.

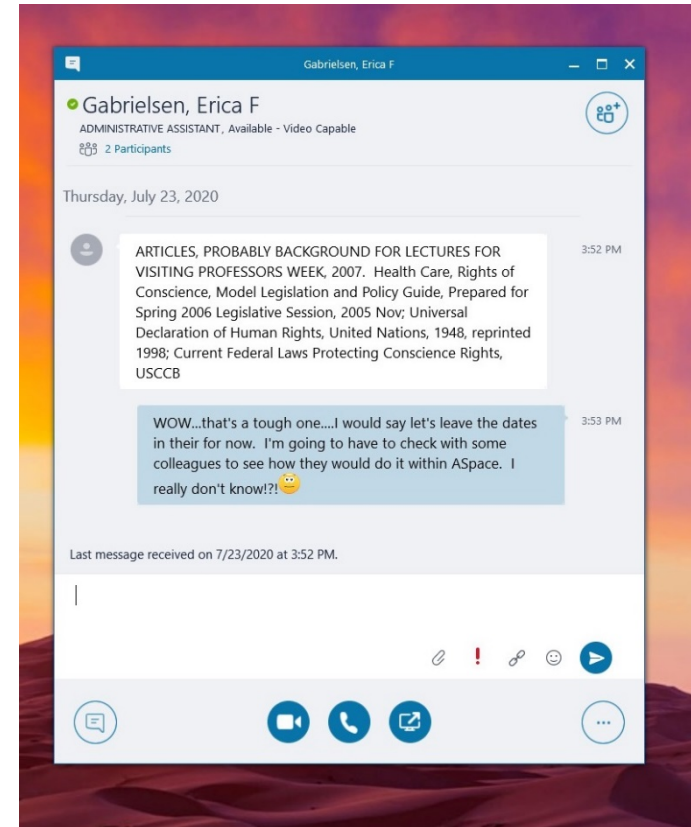
Director met with each of us to review tasks on which we would be working while WFH in place. Suggested her admin could help w/ ASpace. Received positively.

3/13/2020 – Left work at 12:30 to set up home office and begin WFH.



Training & Communication

- Provided Word© document with detailed instructions.
- Reviewed and provided quick in person training on 3/12/20.
- Now that we're in WFH mode, communicate through emails, Skype, and phone calls.
- Early on had more questions, now mostly questions re: dates



Division of Labor

VivianLea provides

- Oversight for consistency at beginning and end of template processing.
- Creates template for a RG or Collection. Includes Harvard Plugin header, combines fields for object title, and unneeded references eliminated and then combined into one field.
- Arranges RGs/Colls and creates Series & Sub-Series. Subject to revision when RGs/Colls are physically reprocessed.
- Normalizes data to meet best practices.
- Creates data for “Heirarchical Relationship” and “Description Level” fields.
- Decides which references to keep/eliminate.
- Normalizes names/subjects (references) through use of NACO and LCSH.
- Proofing templates received from Erica & adding dates @ Series level



Division of Labor



Erica provides

- Manpower to structure data and move into correct columns in Harvard Plugin Template
- Using the “Proper” function in Excel®, transforms text into proper upper and lower case text. (All text entered in old system is in all caps.)
- Removes dates from title field and parses it to date fields (date begin, date end, and date expression) and adds date type.
- Creates data for fields – “Publish?,” “Restrictions Apply,” and “Language of Materials”
- A HUGE helping of relief because the project is now truly moving forward!

Why?

- Concerned about staff whose job was very tied to being “in the building.”
- Bottom line – I desperately needed help to move this project forward to completion. “Never-ending project” is NOT what you want on a performance review.
- Always want to be a team player and do what I can to assist and encourage others at the museum.
- The data cleanup and import is just the **FIRST** step in a journey to move the entire collection to a better, more accessible place. There are “miles to go before I sleep” and retire in 5 years.



My ArchivesSpace Team



...at the end of the day, it's all about the people!

The Happy Juggler – Progress on All Fronts!

