



Baylor Collections of Political Materials



Monthly Report - October 2002

PROGRESS

Accessions

- Bob Bullock Papers: Twenty 10x12x15" boxes of bound books, microfilm and framed items; Two five-drawer file cabinets, one six drawer microfilm cabinet brought from Austin on Oct. 24.
- Jack Hightower Papers: additional materials, mostly Texas state publications, received from Texas Collection

Building

- Submitted FY2004 capital request for temperature humidity controlled environment for BCPM.
- Submitted FY2004 capital request for ADA compliant entrance to Poage Library building.

Cataloging Stats for Oct.

- Janet Pence 19 new titles of books, 26 volumes, 236 titles of Campaign Materials Vertical files, 261 volumes, 23 bib modifications
- Susan Bowlin: 25 Texas city/county map vertical files from Bob Bullock.

Equipment

- Large Format Scanner. Requisition pending: <http://www3.baylor.edu/~Ben_Rogers/BCPM/Hair/>
- Color copier: Department codes added. Technician repaired three times. Works fine now.
- Check out computer: Replaced old Gateway with Dell. Moved checkout station to lower level.

Meetings, etc.

- Bush Presidential Committee, Oct. 3 (Ben)
- First Things First Thursday, Oct. 3 (Benna)
- Power Point classes, three sessions in Oct. (Benna)
- Met Bullock consultant, Carolene English, in Austin to pick up Bullock materials, Oct. 24.
- Staff Compensation Plan Training training. Oct.. 31 (Ben)

Student Workers

- Saima Khan, GA: Bullock Papers - Completed indexing Lt. Gov microfilm. Began indexing Media & Comptroller microfilm.
- Grace Commers, GA: Bullock Papers - Matched issue correspondence, 1993, with microfilm. Processed Income Tax issue files, 1991.
- Kim Mathis: Bullock Papers - processed Alpha correspondence, 1994-96.
- Julia Howard: Bullock Papers - processed Alpha correspondence, 1994-96, media.
- Allison Marshall: Bullock Papers - processed Alpha correspondence, 1994-96, photographs.
- Thomas Bonura: Hyde Murray papers - creating finding aid for Topic series
- Cassandra Fuller: Hyde Murray papers - completed finding aid for Legislation by Bill series, Administrative series, Congressional Staff Club series, Hoover Institute series.
- Stephanie Lott: Hyde Murray papers - completed finding aid for Legislation by Subject series.

Web site

- Darryl Stuhr completed new BCPM home page and migrated consolidated BCPM web pages to Library server: <<http://www3.baylor.edu/Library/BCPM/>>

Workshop <http://www3.baylor.edu/~Ben_Rogers/BCPM/_orkshop/>

Main event for the month was a special workshop for six new student workers held for BCPM and Bullock Archive by Janet Pence and Susan Bowlin, Special Libraries Cataloging Team. They instructed the students in six areas: Shelf reading and shelving books, Basic book covering, Putting book plates in books, Reading MARC records, Using BearCat and FirstSearch, and Map filing.

PLANS, NOVEMBER

Accessions: Arrange for transfer of papers of John Hogan from Washington to Waco. Hogan served as legal counsel for Agriculture Committee for ten years, c.1988-1998.

Acquisitions: Process books from Jack Hightower Papers, Tiller Papers, and new Project 9-11 materials.

Administrative: Update Procedures and Processing manuals. Add to web site:
<http://www3.baylor.edu/~Ben_Rogers/BCPM/procedures/welcome.htm>

Personnel: Invite Ashley Thornton from Professional and Organizational Development to assess current staff and future staff needs.