

W. R. POAGE LEGISLATIVE LIBRARY  
Baylor Collections of Political Materials  
BULLOCK ARCHIVE

## Executive Summary

For Dean Pattie Orr

June 1-30, 2007

### Personnel

**Director:** Ben made three visits to pick up materials from donors: Jack Hightower in Austin, Jack White in Fort Worth and Bob Platt in North Fort Worth. Attended two meetings related to Regents' spouses' visit to library next month and other duties as detailed below.

**Bullock Archive Project Director:** Benna Ball attended the annual meeting of the Society of Southwest Archivists in Oklahoma City on May 29-June 1<sup>st</sup> 2007. She attended a workshop on free archival software and three days of sessions on "Archives, Parent Institutions and Political Strategy," "Online Archives and Digital Repositories," "Employing Minimal Standards Processing" and on "Audio/Visual Resources," as well as business meetings. Included in the conference were two receptions: one at the National Cowboy & Western Heritage Museum and one at the Oklahoma History Center. A trip to the Oklahoma Memorial Site rounded out the conference.

### Graduate Assistants

**Edwin Cook** continued working on editing *Representing Texas*. The challenge is that the book was in Quark and had to be imported to InDesign which created some formatting problems. Since Edwin has never worked with publishing software before, he is climbing a long learning curve. He is handling the challenge well.

**Grace Chiuri** hopes to return to work the first of July to continue her inventory of the Jack Hightower signed books. She doesn't know yet about the ten additional boxes picked up in June or the six boxes of books from Platt which she will also need to inventory.

### Volunteer

**Harold Wellbaum** continues to help us when he can with shredding and photocopying.

### Responsibilities from the job description

- 📌 Submitted web time every week.
- 📌 Processed purchasing card statement.
- 📌 Advertised for two new student workers.
- 📌 Visited Jack Hightower in Austin on June 14<sup>th</sup> to pick up materials.
- 📌 Visited Jack White and Bob Platt in Fort Worth on June 22<sup>nd</sup> to pick up materials.

📌 Met with Bob Darden and Bill Hair concerning editorial cartoon exhibit, June 27<sup>th</sup>.

📌 Held extended phone conversation with Scott Poage on June 25<sup>th</sup> concerning the books still in congressman Poage's house here in Waco.

### Projects currently underway

**Book Vault Project:** Still waiting on lower estimate from Aramark or approval of Project Office request.

**Bullock Archive:** Benna continued to prepare inventory of Bullock papers. She is also working with Leah Tunnell concerning depositing Byron Tunnell's papers in the archive. Byron was Texas Speaker of the House in the early 1970's.

**Digital Projects:** A number of Jack White videos were transferred to the computer. They still need to be edited and burned to DVD. Another box of videos was picked up in June to convert. These are waiting on the student workers to return.

**Hightower Exhibit:** Judge Hightower brought two friends to visit the exhibit on June 22<sup>nd</sup>. Benna and John Wilson showed them around as Ben was in Fort Worth picking up materials.

**Hightower Signed Editions:** Ben traveled to Austin on June 14<sup>th</sup> to return some materials to Judge Hightower and pick up ten more boxes of signed editions. The books will be listed and prepared for cataloging when the students return.

**JFK Materials:** In addition to converting the videos to DVD, Dallas police reports were received from a local school teacher and cataloged by Janet Pence. They were cataloged as 13 vols. which included ten photograph portfolios cataloged as one volume.

**Open House:** We have invited Jack and Colleen Hightower to host our Open House this year and greet all our friends from Moody/Jones who will attend the open house. The Hightowers were not able to come last year for the opening of the exhibit.

**Penn Jones Materials:** This project is on hold until the return of the students.

**Platt Materials:** Ben picked up several boxes of books and campaign materials at Dr. Platt's North Fort Worth book shop in the Fort Worth Stockyards Exchange Building. The books will be listed when the students return before being sent to cataloging.

**Regents' Spouses' Visit, July 19:** Ben met with Mary Goolsby, John Wilson and committee to plan unified approach to the tour. Ben has designed a brochure to hand out in BCPM.

**EXECUTIVE SUMMARY FOR DEAN PATTIE ORR**  
**JUNE 1-30, 2007**

**THE STANDING COMMITTEE:** Considerable time was spent in June sending out a newsletter for The Standing Committee. The addresses in Excel had to be updated and then Ben had to learn how to merge the Excel list into Word and print the envelopes. Benna worked for two days just stuffing envelopes and stamping them.

### Accessions

- 📌 Judge Hightower donated eight boxes of signed editions and two boxes of general materials.
- 📌 Bob Platt donated six boxes of books and two boxes of campaign materials.
- 📌 Jack White loaned us 25 video tapes about JFK.
- 📌 Joan Jasek sent another group of newspapers through her son, Frank, who works in Moody Preservation.
- 📌 Don Grisham, a Waco school teacher, loaned us twelve manuscripts and ten portfolios of photographs from the Dallas Police Department related to the assassination of JFK. These have been cataloged: E842.9.J44 1964.

### Research Request:

- 📌 Request from Mississippi College patron for campaign posters with photographs of George Bush and Paul Eggers.
- 📌 Man at Tinker AFB, OK, requested information about residents who lost their homes when Lake Whitney was built.
- 📌 Baylor Alumni office requested photo of Tom Connally.
- 📌 Request from Northampton, MA, for cartoons about railroads.
- 📌 Email from Park Forest, IL, offering letters of A. J. Armstrong to library. Email forwarded to ABL staff.
- 📌 Request from Bacliff, TX, for poster of Odell McBrayer for Governor.
- 📌 Request for information about the "Mystery Men of Dealey Plaza."

### Visitors

- 📌 Gave tour of library to Don Grisham and his son when Don came to pick up Dallas Police reports he had loaned us to copy, June 8<sup>th</sup>.
- 📌 Gave tour of library to Helen Pickett Larsh from Silsbee, TX, and her sister Melinda Pickett Harmon from High Point, NC. The library has a small collection of papers from their father, Tom Pickett.
- 📌 Provided guided tour of library to Dean Orr and VP for Development, Dennis Prescott.
- 📌 Gave extended tour to Dean Orr on June 21.
- 📌 Judge Hightower brought two friends from Lake Jackson to tour the library on June 22nd

### Cataloging

**Janet Pence**, Special Libraries Cataloging Team: Books 99 titles, 133 volumes; Original input, 23 Bearcat, 3 OCLC; LP's 2 titles, 2 volumes; Original

input, 1 OCLC; DVD 4 titles, 4 vol.; Original input 4 Bearcat; Vertical Files 25 titles, 30 vol.; Original input 25 Bearcat.

**Jennifer Borderud**, Rare Books Catalog Librarian: 1 manuscript (Penn Jones' autobiography, *Windmill Fighter*) and 1 DVD, 7 vols.

### Challenges

**STAFFING:** Lack of student workers in the summer is causing work to back up.

**SPACE:** How do we request acquisition of the second floor of this building?

**TECHNOLOGY:** Several computers and printers need to be replaced. Unfortunately, the new budget only allocates funds for two computer replacements. We were told to request the other replacements through Project Office.

### Strengths

**ORGANIZATION:** The library staff is organized and self-motivated. A workshop is being planned for the fall to train/remind student workers concerning general processing procedures.

**VISION:** The ability to share the vision for the library with library staff and student workers is very important. Being able to retain student workers for several semesters is essential in maintaining our workflow.

**LONG-RANGE PLANNING:** Goals and objectives have been prepared for 2007-2013.

### Upcoming Plans for the current year

- 📌 **Spring Lecture:** Contact Fowler West concerning speaker for Spring 2008 guest lecture.
- 📌 **Open House:** Begin plans for Open House in October 2007. Nail down date with Jack and Colleen Hightower.
- 📌 **Student Workshop:** We plan to have our annual student workshop in September to go over all procedures for the good of the order.

### Future

**Cartoon exhibit:** Ben met with Bill Hair and Bob Darden to plan exhibit for Summer/Fall 2008. Ben also met with John Wilson about raising funds for exhibit through Texas newspapers. The Journalism department has agreed to fund a symposium with an outstanding editorial cartoonist in Fall 2008.

**VISION:** Keep refining the *Complete the Vision* proposal. Start asking friends of the library to endorse the proposal.

Summary submitted by Ben Rogers, July 2007