



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PRESERVATION AND ACCESS

Narrative Section of a Successful Application

The attached document contains the grant narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations. Prospective applicants should consult the NEH Division of Preservation and Access application guidelines at <http://www.neh.gov/divisions/preservation> for instructions. Applicants are also strongly encouraged to consult with the NEH Division of Preservation and Access staff well before a grant deadline.

Note: The attachment only contains the grant narrative, not the entire funded application. In addition, certain portions may have been redacted to protect the privacy interests of an individual and/or to protect confidential commercial and financial information and/or to protect copyrighted materials.

Project Title: Preservation Assessment for Archival Collections

Institution: Society of the Divine Word

Project Director: Marcia C. Stein

Grant Program: Preservation Assistance Grants for Smaller Institutions

**ROBERT M. MYERS ARCHIVES of the CHICAGO PROVINCE
SOCIETY OF THE DIVINE WORD**

APPLICATION NARRATIVE

What activity (or activities) would the grant support?

The goal of the project is to obtain a complete *Overall General Collections Needs Assessment Survey* of the Robert M. Myers Archives, to evaluate the preservation of the collection and determine the best preservation and conservation plans for the collection in the future.

What are the content and size of the humanities collections that are the focus of the project?

The Society of the Divine Word (SVD) established itself as a non-profit corporation in Illinois in 1899, which is now administered by the Chicago Province of the SVD in North America. The Chicago Province is served by the Robert M. Myers Archives. The collection consists of the official administrative records of the Province, 1899 – 2010, including records of the SVD missions, and papers of individual members and of their communities. The holdings consist of approximately 500 linear feet, which includes SVD journals, periodicals, and monograph publications.

Publications

The SVD periodical publications begin with a copy of the first issue of *Kleiner Herz-Jesu Bote* (Little Messenger of the Sacred Heart) printed in 1874 to current periodicals, journals, and newsletters from the Chicago Province and other SVD provinces. When Fr. Arnold Janssen founded the Society of the Divine Word, he recognized the need for missionaries who understood and appreciated the people and cultures of their missions. During the past 140 years, Divine Word Missionaries have contributed to the social sciences. In particular, several missionaries made strides in anthropology. An example of one SVD journal publication is *Anthropos*, published from 1906 until today. *The Christian Family Magazine*, published in 1906 to 1960 by a predecessor of the Chicago Province, reflected the American family. During its published life it included articles about the world, the missions, photographs, stories of faith and life, and departments for men, women, and children.

Photographs

The photographs are from the United States and the missions in Papua New Guinea, Africa, Philippines, China and Japan from the early twentieth century to the present time. The photographs are only partially processed.

16mm. Films, Videos, Audio tapes

There are approximately 40 titles of the 16 mm films in color and sound that were produced by the Society about its work in the missions to promote support for this work and to promote vocations for the Church. An example of these films is "The Thirty Year Man" about the work of Fr. William Ross with the highland people of New Guinea. Two other examples include "New Guinea Worships Its Dead," and "New Guinea Fun," which were filmed during anthropological studies conducted by Fr. Louis Luzbetak, SVD. Audio tapes and video tapes in

early formats to the present capture first ordinations, homilies, provincial meetings, important events, and interviews with returning missionaries.

Blueprints and building plans

As the SVD spread across America, it built community houses, churches, and schools to train missionary priests and Brothers.

For further information about the Chicago Province, Society of the Divine Word visit www.divineword.org. The holdings of the Robert M. Myers Archives, which reflect the work of the SVD, are described in the archives section found on the Resources drop down menu on the home page navigation bar. From the main archives page, are the links to the Archives Research Guidelines, Holdings, and Plan a Visit pages.

How are these humanities collections used?

The archives has holdings of interest to scholars interested in the Catholic Church and the social and historical culture of the United States from the 1900s. Significant examples are The Christian Family Magazine, records concerning Fu Jen University in Beijing, China from 1936 to 1949 when all foreign priests were kicked out of China, and from 1905 the work of the SVD among the African Americans in the South, including the establishment of the first seminary to educate African American men to become priests and Brothers. In addition, the personal papers of the missionaries, which include newsletters, photographs, artifacts and memorabilia of their service to the SVD missions all over the world, provide insight into the life of a missionary during the years covered, but also the lives and culture of the people they served.

Examples of non-SVD researchers are Suellen Hoy, PhD., guest professor (retired) at University of Notre Dame, Indiana in History, Fr. John Chen, for dissertation research for a degree from Boston College, and Ms Orita Edwards, Lafayette, LA. Dr. Hoy's interest in the Archives related to her research work in women religious orders specifically those who staffed the parishes run by the SVDs in Chicago. She published the article "Illinois Technical School for Colored Girls: A Catholic Institution on Chicago's South Side, 1911-1953," published in the Journal of Illinois History in 2001, in which the SVDs are mentioned.

John Shujie Chen (Fr.) published his dissertation as, *The Rise and Fall of Fu Ren University, Beijing: Catholic Higher Education in China*, in 2004. In the book he refers to the SVD as the Divine Word Missionaries. He conducted his research at the archives of the Chicago Province in 2002.

Ms Orita Edwards conducted research on the history of the Holy Rosary Institute that was run by the SVDs from 1929 to 1993. Ms Edwards is a member of Immaculate Heart of Mary Parish, which was established in 1934 to provide a parish for the first four African American priests trained and ordained by the Society of the Divine Word. Her interest in writing its history is that "Holy Rosary Institute accommodated students from across the nation and is an important part of Catholic history."

Thirty-seven percent of the research requests the archives received during 2010 came from non-SVD researchers. Forty-eight percent of the total requests during the year were received electronically. In addition to the outside researchers and their areas of interest just listed, are two

researchers, a student at Chinese University of Hong Kong and a student at the Catholic University of America. The first one was interested in our holdings concerning Fu Jen University in Peking prior to the communist takeover.

The second student researched the mission parish serving Japanese Catholics in San Francisco. St. Francis Xavier Mission was opened prior to WWII and the priest assigned to it, Fr. William Stoecke, SVD, served his congregation even during their internment.

A recent researcher, Fr. Francisco Garcia, CMF, used the personal papers of Fr. Harold Rigney, SVD who was the rector for Fu Jen University until 1951. Fr. Garcia researched the archives extensive collection of Fr. Rigney's personal papers to write his dissertation about the man, who in addition to being an educator was a vertebrate paleontologist. Rigney is best known for his discovery reported in the article "The Lower Jaw of Morganucadon" published in 1973.

As a Catholic order who seeks to serve people who are in need, such as the poor, the marginalized, immigrants and refugees, the records of this service provide a rich source of material of the work of the Catholic church and the cultures that they serve.

What is the nature and mission of your institution?

The Chicago Province fulfills its role in the overall plan of the Society of the Divine word through the administration and staffing of: parishes among the poor and disenfranchised, retreat houses and ministry center, chaplaincies, and centers for minority programming.

The mission of the Robert M. Myers Archives of the Chicago Province is to collect, preserve, and make available the historical record of the Society of the Divine Word since its establishment in North America. The archives serves SVD members, provincial staff, and visiting researchers. Through its collection policy the archives collects the canonical records of the Society of the Divine Word, and the official administrative records of the Province, which include papers from studies and committee work. Records of institutions owned, operated or sponsored by the order and records of individual members and of their communities are also included. To further enhance the understanding of the mission, culture, and history of the SVD in the Chicago Province the archives will also collect photos, films and videos, oral histories, and artifacts from its members.

To collect, manage, preserve, and provide access for research, two full-time archivists staff the archives. For the 2010-2011 school year we had a high school student one day a week through the Cristo Rey education program. The archives is located in the Province Center and is open five days a week from 8:00 a.m. to 4:30 p.m. The budget is less than \$150,000.

Has your institution ever had a preservation or conservation assessment or consultation?

No, it has not.

What is the importance of this project to your institution?

A General Conservation Needs Assessment Survey is the first step in obtaining federal funding for conservation/preservation project. A Needs Assessment Survey provides the basis of a long-range preservation plan for the future. This prioritized plan promotes preservation/conservation budgeting spread over the coming years. Future archivists of the Chicago Province will be able

to use this report. It is the first step in Federal Grant procedure to obtain funding for planned preservation and conservation of our collection.

We are fortunate to have the collection housed in a building built in 1987, in an environmentally controlled room. As we process the holdings, the paper records and other media are transferred to archival housing. However, there are a couple of thousand photographs, periodicals and publications over one hundred years old, 40-50 titles of 16 mm. films and other media that need cleaning and repair, and holdings needing digitization for access.

I need guidance for selecting the best preservation options, and a prioritized plan for wise allocation of budgeting funds in the future. I believe that a preservation assistance grant for a general conservation needs assessment survey by the Midwest Art Conservation Center is the best way to achieve wise management of allocated funds.

What are the names and qualifications of the consultant(s) and staff involved in the project?

Marcia Stein, archivist of the Robert M. Myers Archives, is the project manager. Marcia Stein has a Master of Library Science from Rosary College, River Forest, IL, with archival training through workshops and continuing education.

Peter Gunther, archives specialist of the Robert M. Myers Archives, will assist during the survey as needed. Peter Gunther has a Master of Library and Information Science, Dominican University, River Forest, Illinois. Emphasis on Archival Administration.

Neil C. Cockerline, director of field services and conservator of the Midwest Art Conservation Center will conduct the General Needs Assessment Survey.

Resumes are attached.

What is the plan of work for the project?

Neil Cockerline will conduct an onsite survey of the archives for two days. An additional two days are allocated for writing and preparation of the survey manual. The survey manual becomes the property of the archives.