A Heroine's Quest:
Or How I Became An Archivist's Assistant

by
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An Internship
Approved by the Department of Museum Studies

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Kenneth Hafertepe, Ph.D., Chairperson

Submitted to the Graduate Faculty of
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Requirements for the Degree
of
Master of Arts

Approved by the Internship Chairperson

__________________________________________
Kenneth Hafertepe, Ph.D.
ABSTRACT

A Heroine’s Quest: Or How I Became An Archivist’s Assistant

Valencia L. Johnson, B.A.

Internship Chairperson: Kenneth Hafertepe, Ph.D.

In the summer of 2016, I worked as the Project Assistant on the William R. White Papers at Baylor University’s Texas Collection and University Archive. I worked 40 hours a week preserving and processing the collection while supervising an undergraduate worker. I also spent one day a week working at the Reading Room Service Desk. During my time at the Texas Collection, I was able to process and arrange the collection into its current state of over 200 document boxes, author a finding aid, and help assist patrons when necessary.
A HEROINE’S QUEST:
OR HOW I BECAME AN ARCHIVIST’S ASSISTANT

Valencia Johnson – Master Internship Presentation
December 5, 2016
So the journey begins…

- William Richard White Project Assistant at the Texas Collection and University Archives at Baylor University

- Summer and Fall semester position
  - Summer was 40 hours/week
  - Fall was 5 hours/week

- White Collection was 226 document boxes
  - Archival collection for class was 4 boxes
  - Contained an array of materials
    - Photographs
    - Audio discs
    - Audio tapes
Let me tell you about my best friend

- William Richard "Billy" White 1892 - 1977
- White was Baylor's 9th president serving from 1948-1961.

- Baylor has three sites:
  - Main campus in Waco
  - Dental and Medical Center in Dallas
  - Medical School in Houston

- Baylor saw tremendous growth under White
  - 11 new buildings including the Floyd Casey Football Stadium and Armstrong-Browning Library
  - Increase in endowment fund
Inside the Archivists Studio

- Survey and inventory the collection
- Create processing plan and get approval from Amanda Norman
- Organize material conducting preservation along the way
- Write finding aid
### Best Laid Plans of Mice and Men

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go through all the boxes</td>
<td>Sort folders by series</td>
<td>Arrange the series</td>
<td>Re-folder the entire collection</td>
</tr>
<tr>
<td>Make changes to inventory</td>
<td>Take out rusty paperclips and staples</td>
<td>Create folder listing</td>
<td></td>
</tr>
<tr>
<td>Sort folders in categories by document type</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Final Series

Personal
- Date book
- Literary Productions
- Sunday School Lessons
  - Subject Files

Baylor University Records

Correspondence
- General
- People
- Baylor
  - Affiliations and Associations

Audio and Visual

Memberships and Associations
### Spreadsheet of Doom

<table>
<thead>
<tr>
<th>Green</th>
<th>Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple</td>
<td>Personal Papers</td>
</tr>
<tr>
<td>Gold</td>
<td>Baylor Records</td>
</tr>
<tr>
<td>Light Blue</td>
<td>Memberships and Associations</td>
</tr>
<tr>
<td>Light Red</td>
<td>Deaccession</td>
</tr>
</tbody>
</table>
Houston we have a problem…

- Approaching the end of my 10 weeks and not meeting my personal goals
- Revising my processing plan due to complications
- A class in the fall is set to use the collection
- Courtney and Amanda – gone
- Benna a sign of hope
The Great Re-Boxing

Banker Boxes

Document Boxes
And now for something completely different…

- Material will now be housed in document boxes
- Preservation work throughout the collection
- Team has been expanded to 5 people
  - Hannah
  - Reshma
  - Brenden
  - Chanse
  - Leah

<table>
<thead>
<tr>
<th>Series</th>
<th>Initial Number White Boxes</th>
<th>Number of Document Boxes</th>
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</thead>
<tbody>
<tr>
<td>Correspondence</td>
<td>35</td>
<td>137</td>
</tr>
<tr>
<td>Baylor University Records</td>
<td>10</td>
<td>31</td>
</tr>
<tr>
<td>Personal</td>
<td>10</td>
<td>39</td>
</tr>
<tr>
<td>Membership and Affiliations</td>
<td>11</td>
<td>43</td>
</tr>
<tr>
<td>Audio and Visual</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
<td><strong>253</strong></td>
</tr>
</tbody>
</table>
“Although she was a logical, practical person, she believed that in books there existed a kind of magic. Between the aging covers on these shelves, contained in tiny, abstract black marks on sheets of paper, were voices from the past. Voices that reached into the future, into Claire's own heart and mind, to tell her what they knew, what they'd learned, what they'd seen, what they'd felt. Wasn't that magic?”

— Christi Phillips, The Devlin Diary
THANK YOU!

Special thanks to everyone at the Texas Collection for this wonderful opportunity and Baylor University’s Museum Studies program!