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SHF (Sisters of the Holy Family) Archive Homecoming

Nadia Nasr

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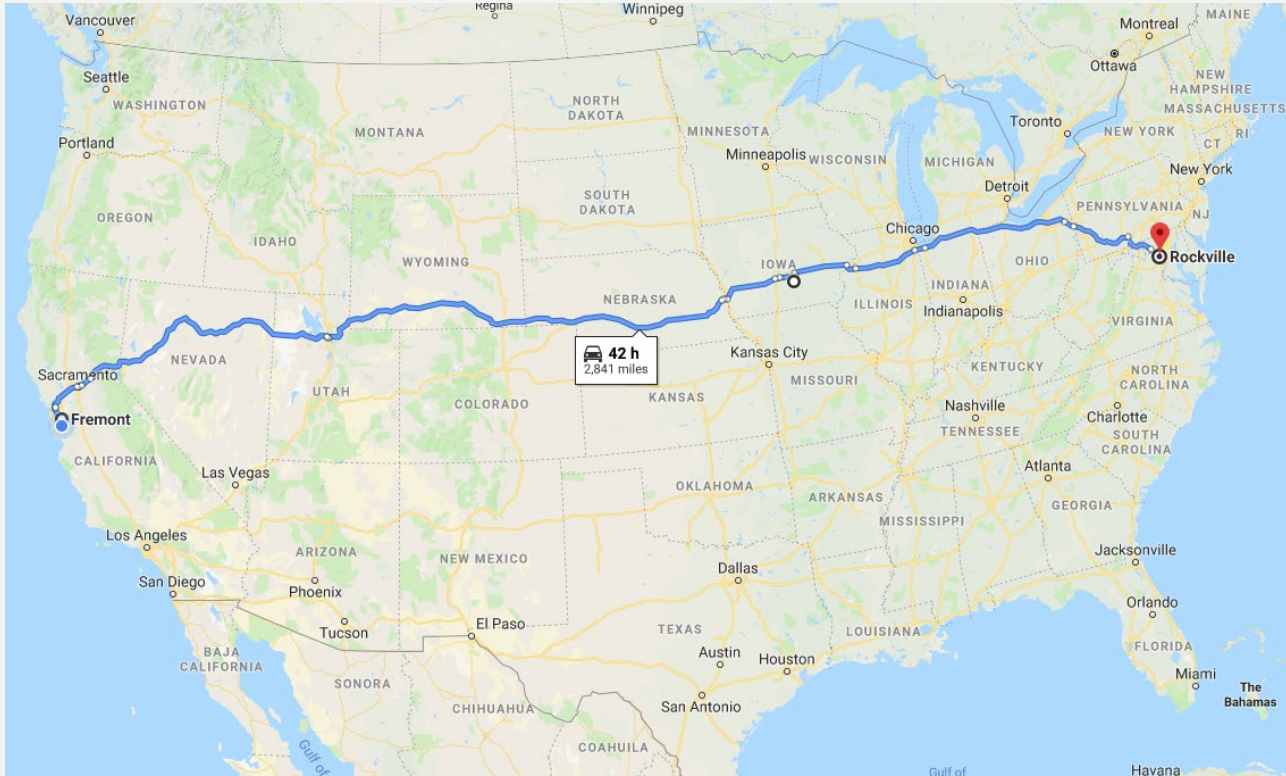
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**SHF ARCHIVE
HOMECOMING**

AUGUST 28, 2019



BACKGROUND

On January 28, 2019, the SHF Archive began a nearly 3,000 mile journey from Fremont, California to the archival processing facilities of History Associates located in Rockville, Maryland. Seven months later, on August 26, the SHF Archive arrived at its new home at Santa Clara University.

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Santa Clara University



DAY 1: DELIVERY DAY

**MONDAY, AUGUST 26, 2019,
APPROXIMATELY 2:30 – 3:15 PM**

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University



THE LONG ROAD TO THE LOADING DOCK

Here is the Ship Art, Inc. truck at the far end of the service road that leads to the Library/Learning Commons loading dock. Here they are waiting for a Campus Safety officer to remove the bollards that generally block vehicular traffic to this promenade. Typically, deliveries have access to the loading dock via a service road currently blocked by STEM building construction.

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ASSESSING ACCESS

Andre and Chris, our drivers, carefully approach the loading dock entrance, seen just beyond the cab of the truck. Andre had to do some considerable maneuvering to, essentially, parallel park that great big truck between those walls!

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Santa Clara University



TRUSTED PARTNER

Chris sizes up path to the loading dock to help Andre strategize the best means of backing the truck around the structural features of the building.



SUCCESS!

With Chris's expert assistance, Andre successfully maneuvered the truck into the loading dock despite the tricky confines of the building.



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UNLOADING THE FIRST PALLET

With the truck finally situated in the loading dock, Chris and Andre use a hydraulic pallet jack to unload the first of six pallets from the truck.



SECURED FOR THE NIGHT

By about 3:15 pm Chris and Andre finished unloading the six pallets. The pallets spent a peaceful night in the Library mail room.



DAY 2: MOVE-IN DAY

TUESDAY, AUGUST 27, 2019

9:00 AM – 2:30 PM

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University



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Santa Clara University

MOVE-IN DAY TEAM

The indomitable History Associates team and Archives & Special Collections staff pause for a group selfie before unpacking begins in earnest.

Pictured (left to right):

Nadia Nasr, Head of Archives & Special Collections

Erin Louthen, University Archivist

Jenni Orme, History Associates Archivist

Nikole Delosier, History Associates Archivist



LOADING UP TRUCKS

Here, Erin, Nikole, and Jenni begin cutting away shrink wrap, doing some preliminary box sorting, and loading up carts of material to transport across the hall to the elevator, down to the lower level of the building, across the elevator lobby to the door of the vault, and then around the shelving corner to the shelves that will house the SHF Archives.

Nadia's pedometer recorded over 7,200 steps that day. We estimate we each burned about 1,000 calories over 4.5 hours!

STAGING FOR SHELVING

The six collections of the SHF Archive were distributed across the six pallets, in many cases depending upon the size or weight of each individual box. While Erin, Jenni, and Nicole sorted boxes and loaded up carts, Nadia used sticky notes, a packing list, and numerous mental calculations to map out where boxes for each collection would be shelved.



Madia Nasr, Head of Archives & Special Collections,
Santa Clara University

END OF DAY 2

By about 2:30 pm, after a break for lunch, the team had unpacked, transported, and shelved approximately 85% of the collection and concluded the day's activity.



STILL SMILING!

By the end of the day, after unpacking, carting, and shelving nearly 300 boxes of varying size we were tired but still smiling!

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Santa Clara University



DAY 3: WRAPPING UP

WEDNESDAY, AUGUST 28, 2019

9:00 – 11:30 AM; 2:00 PM

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University

DAY 3: THE FINAL PALLET

The final pallet of material contained the most odd-sized boxes, in comparison to the white record storage boxes (bottom of pallet). These odd-sized boxes contain such items or formats as annals and registers, memorabilia, multi-media, photographs, and card catalogs. The stacked boxes on the right contain duplicate material and leftover archival supplies. In just over an hour we completed shelving of these remaining boxes.



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SHELVING THE LAST BOX

At approximately 2:00 pm, after reboxing and printing a new label, Nadia shelved the last box of SHF materials in the vault.

The total linear footage consumed by the boxes amounted to approximately 290 linear feet. That's nearly two-thirds the length of a football field!



TREASURE IN THE VAULT

The SHF Archives are stored on the lower level of the Library, in the Archives & Special Collections vault. We restrict access to this area to ensure security of the materials, and we maintain constant temperature and humidity levels year-round (approximately 65° F and 55% relative humidity). Such controls will facilitate the long-term preservation of the SHF Archive.

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COLLECTION ORGANIZATION

The materials in the SHF Archives are organized into 6 collections:

Collection 1: Congregation History

Collection 2: Organizational Records

Collection 3: Work of the Sisters

Collection 4: Memorabilia

Collection 5: Media

Collection 6: Reference Files



LABELS FOR RETRIEVAL

We worked with History Associates to design box labels that identify the collection, series (that is, grouping by subject or format), and number of each box in order to facilitate retrieval. Materials restricted for privacy or other reasons are noted on the collection guides prepared by History Associates, so that Archives & Special Collections staff know at a glance which materials can be made accessible to researchers.

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Santa Clara University



NEXT STEPS

REMAINING WORK TO BE DONE

Nadia Nasr, Head of Archives & Special Collections, Santa Clara
University

Sisters of the Holy Family Archive

Repository

Parent Institution: Santa Clara University Archives & Special Collections

About:

The archival collections primarily consist of materials pertaining to the founding of the Holy Family Sisters and their mission, especially concerning the historical development and management of their day home / child care; catechism instruction offered at parishes; and social services provided for the underprivileged, minority and native communities in California, Nevada and Hawai'i. The collections also contain official records and historical evidentiary materials relating to community and religious life and activities, and vocation efforts.

The archival materials exist in a variety of formats that include video and audio tapes; electronic records; artifacts; bound volumes, textiles, and ephemera.

Contact:

Archives & Special Collections
Santa Clara University Library
500 El Camino Real
Santa Clara CA 95053 United States
☎ 408-554-5530
✉ specialcollections@scu.edu

What's in this Repository?



1 Collections



0 Digital Materials



1 Unprocessed Materials



0 Subjects



0 Names



0 Record Groups

NEXT STEPS

In the coming weeks, History Associates will wrap up work preparing collection guides that Archives & Special Collections will publish online using an archival collection management software program called ArchivesSpace. Once collection guides are finalized the SHF Archive will be open for research.

SCU Digital Collections

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Search Search Advanced Search

SCU Digital Collections

All Collections

Scientific Instruments

A collection of historical scientific instruments used in previous educational and research endeavors by the University. These instruments are a testament to the University's emphasis on educating the critical thinking individual alongside the spiritual individual.



Hubbard Ketchikan


Various photographs from Fr. Hubbard's visits to Ketchikan, Alaska and various other locations in Alaska.

Many of these photographs contain elements of Native American culture, including Totem poles paying tributes to spirits and individuals such as Abraham Lincoln.

Further information about the physical collection is available ...

[more...](#)

SCU Oral Histories



About the collections

Browse material digitized from among of Archives & Special Collections at S University.

DIGITAL CONTENT

History Associates will also wrap up work to transfer digital images (primarily scans of photographs) and their associated descriptive information (which we call metadata) to Archives & Special Collections. We will work on ingesting these data into our digital collections site to provide enhanced access to a selection of photographs contained in the SHF Archive.



ar·chive

/ˈär,kɪv/

noun

noun: **archive**; plural noun: **archives**

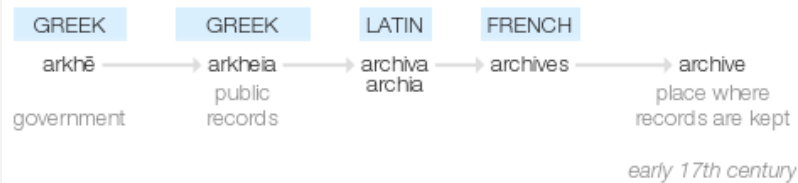
1. a collection of historical documents or records providing information about a place, institution, or group of people.
 "source materials in local archives"
synonyms: records, **annals**, chronicles, registers, accounts; [More](#)
 - the place where historical documents or records are kept.
 "to get into the archives I had to fill in a request form"
synonyms: record office, **registry**, **repository**, **museum**, **chancery**
 "more and more museums, archives, and libraries are becoming independent"

verb

verb: **archive**; 3rd person present: **archives**; past tense: **archived**; past participle: **archived**; gerund or present participle: **archiving**

1. place or store (something) in an archive.
synonyms: **file**, **log**, **catalog**, **pigeonhole**; [More](#)
 - **COMPUTING**
 transfer (data) to a less frequently used storage medium such as magnetic tape, typically external to the computer system and having a greater storage capacity.

Origin



early 17th century (in the sense 'place where records are kept'): from French *archives* (plural), from Latin *archiva*, *archia*, from Greek *arkheia* 'public records', from *arkhē* 'government'. The verb dates from the late 19th century.

WHAT IS AN ARCHIVE?

A collection of documents or records...

Yes, and:

The place where these are kept...

Definitely, but also...



WHAT IS AN ARCHIVE?

The SHF Archive collections are a rich, historical treasure we cherish and are committed to preserving for future generations.