From the Director’s Chair  by Russell Koonts

Control and access, two of the things that matter most to archives. In early 2013, upon the recommendation of an external review conducted by our Archives Advisory Committee, the Medical Center Archives began searching for a new collection management tool. We had been using Archivists’ Toolkit, which, while useful, had its limitations, and our Advisory Committee recommended searching for a new system that had more functionality.

After reviewing several options, the Archives selected AXAEM. Developed by Appx Software Company, AXAEM:

is a records life-cycle management system that produces finding aids and catalog records, offers metadata ingest and index searching, identifies the context of records and the functions that produced them, manages preservation activities for all types of record formats, and provides control over patron services and requests.

In October 2013, the Archives went live with AXAEM. We immediately embarked on two projects geared toward increasing our knowledge of our holdings and improving our recordkeeping. The first was a collection-by-collection review of our records with the goal of having 85% of them inventoried in the new system. We created box level listings for most of our collections, added materials to the system that had been accessioned but not yet inventoried, and confirmed box numbers and locations. We completed this in January 2015, six months ahead of schedule.

We also began collaborating with Appx programmers to create a web-based interface. One goal with this was to save patrons’ time by enabling them to complete their registration and submit questions simultaneously, which previously had been a two-step process. Another objective was to improve our recordkeeping. Now, after a patron’s submission, the system adds the request to a queue and generates an alert for staff. Staff can then go into the system, review the request, and begin searching for records to help answer the question. When staff locate relevant items, we can “attach” them to the request, documenting our process for future reference. Additionally, we can now track time allocated to a request, any additional tasks (scans, copies, etc.), and charges for any services rendered. These features have given us a better understanding of our patrons’ needs and our own workflow. Continued on page 4
The Archives has recently completed processing the Robert J. Lefkowitz papers. Dr. Lefkowitz is the James B. Duke Professor of Medicine and Biochemistry (a position he has held since 1982) and Howard Hughes Medical Institute Investigator since 1976. His career at Duke began in 1973 when he was appointed Associate Professor of Medicine. Dr. Lefkowitz studies receptor biology and signal transduction and is well known for his detailed characterizations of the sequence, structure and function of the β-adrenergic and related receptors and for the discovery and characterization of the two families of proteins which regulate them, the G-protein coupled receptor kinases (GRKs) and β-arrestins. He has won numerous awards, including the 2012 Nobel Prize in Chemistry.

The Archives began collecting Dr. Lefkowitz’s materials in 2004 with the initial transfer of two boxes of records. The collection has since grown to 228 containers and is one of our largest. It documents Dr. Lefkowitz’s career and contains his professional papers, including conference materials, speeches, committee materials, and laboratory notebooks.

The purpose of archival processing is to preserve historical materials and provide access to them. This involves rehousing all the materials in acid-free folders and boxes, identifying series (grouping like materials together), and creating a digital finding aid (a detailed inventory of the collection that includes information about its contents, arrangement, restrictions, and creator). Processing any collection invariably involves a number of challenges. These can range from preservation issues, such as mold or water damage, to extreme disorganization.

With the Lefkowitz Papers, the biggest challenge we faced was its sheer size. Not only was it a staggering amount of boxes, but one of the series alone — the laboratory notebooks — is 125 boxes. To manage the large size, we approached the collection by processing it one series at a time.

To learn more about this collection, please contact the Archives at dumc.archives@mc.duke.edu or (919) 383-2653.

Archives Awarded Trent Grant to Digitize Materials

The Duke University Medical Center Archives is honored to have received a grant from the Josiah Charles Trent Memorial Foundation Endowment Fund. Awarded biannually to history of medicine projects at Duke, the grant will enable the Archives to digitize films from the Audiovisual Collection. Because many of the materials in this collection exist solely on older and obsolete media formats, digitization will help us preserve and improve access to important and unique footage documenting the Medical Center’s heritage. Films include interviews with prominent Duke figures such as Drs. J. Deryl Hart and Jay Arena, as well as footage about major innovations and key events, including the groundbreaking of Duke North and the 65th General Hospital (Duke’s World War II unit). The Archives is currently in the process of having this material digitized and anticipates making it available summer 2015.
Duke Intercom Now Online

The Duke University Medical Center Archives is happy to announce that the *Intercom* is now online.

Duke Medicine’s primary news publication from 1953 to 1986, the *Intercom* featured information about campus construction and events, faculty and staff news, and articles about medical research and innovations at Duke. The Archives collaborated with the North Carolina Digital Heritage Center on this project, who digitized the first 25 years of the publication, making more than 500 issues available online. They can be accessed via the Duke Medicine digital repository, MEDSpace, at [https://medspace.mc.duke.edu/sites/intercom](https://medspace.mc.duke.edu/sites/intercom), or through DigitalNC at [https://www.digitalnc.org/newspapers/intercom-durham-n-c/](https://www.digitalnc.org/newspapers/intercom-durham-n-c/). In addition to viewing issues online, users also may download them as PDFs or JPEGs.

The *Intercom* provides a valuable window into the development, achievements, and daily operations of the Medical Center, and we are excited to provide increased access to this important publication.

Looking for historic images or publications?

Visit our digital repository, MEDSpace, to access digitized School of Medicine yearbooks, hundreds of images of Duke Medicine history, select historic documents, and more [https://medspace.mc.duke.edu/](https://medspace.mc.duke.edu/)

Exhibit Highlights the History of Medical Attire

The MCL&A’s exhibit, “Head to Toe: Medical Attire Past & Present,” is now on display. Featuring clothing and accessories from the Medical Center Archives collections, the exhibit explores the role of apparel in the health profession, with a focus on Duke Medicine, over the past 75 years. Items include an original 1970’s era Duke nursing student uniform, an early medical bag of a Duke physician, and a graduation cap of the first School of Medicine Dean, Wilburt Davison, as well as historical photographs and documents.

Visitors will learn about the evolution of the School of Nursing uniform, what Duke physicians once wore during operations to protect themselves from ultraviolet radiation, and why the growth of the Medical Center made a dress code necessary.

The exhibit may be seen on Level 1 of the Library through June.

*Left: An illustration from a 1970’s Medical Center brochure intended to help patients identify hospital staff by their attire*
Medical Center Archives at Work

The Medical Center Archives provides support to many departments on campus and beyond for a variety of different projects. A few recent examples are below.

- Researched and provided information about medical campus buildings and Duke Medicine history for a walking tour for prospective medical students
- Created Duke Medicine history-based trivia questions and provided historic images for the annual Duke Hospital All-Staff event
- Located photos for the Duke Physician Assistant Program’s Throwback Thursday Facebook posts: https://www.facebook.com/DukePhysicianAssistantProgram
- Supplied footage about the Duke Comprehensive Cancer Center’s bone marrow transplantation program for the Ken Burns documentary, Cancer: The Emperor of All Maladies
- Provided images of Dr. Walter Kempner and the rice diet for a “This Day in North Carolina History” segment on Channel 14 that aired on May 6

Continued from page 1 With the completion of the inventorying project, we were able to move forward with providing public access to this expanded database. In March 2015, we started working with the programmers to publish finding aids directly to our website. In our previous system, this was a multi-step process. In AXAEM, it now takes one step, and the system immediately updates our website’s collections listing: https://archives.mc.duke.edu/collections-listing.

Another new function is the ability to publish a collection, but keep portions private. By marking a record as private, the system will not publish that portion of the collection, allowing us to maintain administrative control of sensitive records and access them internally. The most recent enhancement we have added is the ability for the public to search our entire database, with the exception of the private records: https://archives.mc.duke.edu/search-faids.

The implementation of AXAEM has already had a noticeable impact. We now have a stronger knowledge of what we have in our collections, which allows us to better assist patrons. Researchers have greater access to our records. Additionally, we are better able to track requests and have more information about which parts of our collections are being used, which will help us make with making future decisions about access and preservation.
Dr. John D. Hamilton to Speak on the History of Infectious Diseases at Duke

Date: Thursday, May 14  
Time: 12:00pm-1:00pm  
Location: Medical Center Library & Archives, Level 1, Room 102

Please join us on Thursday, May 14 at noon for a lecture by Dr. John D. Hamilton, “The History of Infectious Diseases at Duke in the 20th Century.” This event is free and open to the public. Light refreshments will be available.

Dr. Hamilton joined the faculty in the Department of Medicine at Duke in 1971, serving first as the Chief of the Durham VA Infectious Diseases Section from 1971 to 1994, and then as Chief of the adult Duke Infectious Diseases and International Health Division from 1994 to 2010. Throughout his career, he was active clinically, in teaching of medical students, housestaff, and fellows, and in basic and clinical research. His book, *The History of Infectious Diseases at Duke University in the 20th Century*, was published this earlier this year.

Upcoming Exhibit

The MCL&A’s forthcoming exhibit will tell the story of the 65th General Hospital, Duke’s World War II unit, to commemorate its 70th anniversary. Look for it in June on Level 1 of the Library.

New Guide Highlights Resources about African Americans

The Archives has published a new research guide about the history of African Americans at the Medical Center. The guide aims to introduce researchers to materials documenting African American faculty, students, and staff at Duke Medicine. Included are oral histories, archival collections, photographs, audiovisual materials, and publications, selected key dates and figures, and links to recommended digital resources. To view the guide, visit: http://guides.mclibrary.duke.edu/afam.