

**INTRODUCTION TO DEPAUW UNIVERSITY'S
UNITED METHODIST ARCHIVES**

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The Worth M. Tippy Reading Room at the Archives

The Archives of DePauw University and Indiana United Methodism, as it is officially called, is located in Greencastle, Indiana. Founded in 1951 by DePauw alumnus and Methodist minister Worth M. Tippy, ours is a joint archives whose mission is to collect the records of both DePauw University and the United Methodist Church in Indiana. Since the Archives has funding from the two conferences of the United Methodist Church in Indiana as well as DePauw University, it is able to provide two full-time and three part-time staff members, as well as up to

one full-time employee equivalent in work study students.

Our climate-controlled reading room, processing area and stacks were built as part of the 1987 renovation of the Roy O. West Library and are located on the second floor overlooking the campus. The holdings are evenly divided between church and university collections, with a total of about 2,510 linear feet in the stacks and another 650 linear feet stored off-site. The collection represents all media types, from early nineteenth century manuscripts and records to modern office

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files, and daguerreotypes to digital images. Collections that have inventories are MARC cataloged and included in the university library's catalog.

Archives staff members provide reference service to between 600 and 700 visitors (students, faculty, staff, and local church historians) annually and answer another 700 requests for information each year. Research requests that come from outside the University or the church in Indiana are completed for a fee of \$24 per hour plus copy charges.

Most of the Archives' audio collection has been digitized through a grant-funded project a few years ago. The video collection—composed of several hundred 16 mm movies and videotapes on reels and in U-Matic, Beta and VHS formats—is in need of digitization in order to provide better access by the public. Some of the video and movies were digitized when a copy of the item was requested by a researcher.

Scanning of the photograph collection is ongoing and is currently at about 25,000

A page from the Preachers' Aid Society's Register of Receipts, 1836-1861

2. Register of Receipts by Treasurer of				Preachers Aid Society	
Date	No.	By whom Received	On what account	amount	Remarks explain along
1837	1003		Ant Brok over	3.812 86	Total Receipts
			Deduct from this	2778 25	Expenses & Loans of financial year 1837
				1.034 61	Bal. in Treasurers hands at close of 2nd years operations - by Nov 3 1837
3rd financial year - by from Nov 4, 1837				to Oct 25 1838 (To commencement of Conference 1838)	
1837			Bal on hand	\$1.034 61	Prot forward
Nov 7	17	Bishop R.R. Roberts	Loans Refunded	200 00	P ^d his note for Loans
	18	Same	Interest on Loans	20	No interest
	19	Alfred Harrison	Loans Refunded	200	P ^d on his note
	20	Same	Interest	20	No interest on same
	21	Candis W. McKing	Loans Refunded	100	Thur note for loans
	22	Same	Interest	10	Interest on same
Dec 23		Dea J. Maguire	Loans Refunded	300	Paid his note for loans
	24	Same	Interest	20	No interest
1838					
Jan 10	25	John Summers	Loans Refunded	25	Part on his opp. note for loans. no interest
	26	Trusty, M. & Church at Indianapolis	Loans Refunded	50	on their note
Apr 27		John A. Brouse	Loans Refunded	100	on his note for loans
	28	Same	Interest	10	Interest
Apr 29		Augustus Edgely	Loans Refunded	100	His note for loans
			Carried forward	2.199 61	

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Photograph of students at Seller's Cave near campus, ca. 1890

images, or about half the total number of images described in the database. Steps are being taken to provide digital images to the public via an online image resource, Luna, within the next few months and a greater effort is being made to complete scanning of the rest of the images in the database.

The Archives is also planning to implement Archon, a program developed by the University of Illinois to provide a better way to collect information about archival collections for the preparation of finding aids, Encoded Archival Description records (EAD), and MARC records for online public access catalogs.

Our website is located at <http://www.depauw.edu/library/archives> and an

archives staff member may be reached by e-mailing archives@depauw.edu or calling (765) 658-4406. Our reading room is open 8 am to 5 pm, Monday-Friday and on Tuesday evenings until 9 pm during the academic year.

CONTACT:

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