



# Introduction to Special Collections

Guide

library.archives@uwec.edu ■ (715) 836-2739 ■ <http://www.uwec.edu/Library/archives/index.htm>

McINTYRE LIBRARY  
Special Collections

## Introduction

The Special Collections Department of McIntyre Library consists of four main collections—University Archives, Area Research Center, Rare Book Collection, and Local History Collection. Maps and photographs of local and regional interest are also housed in Special Collections.

### STAFF

**Colleen McFarland**, Head of Special Collections & University Archivist  
(mcfarld@uwec.edu)

**Lark Keating-Hadlock**, Archives Assistant  
(hadlocca@uwec.edu)

### HOURS

Monday-Friday, 9:00-4:00  
Sunday, 1:00-5:00 **during semester**

### LOCATION

McIntyre Library 5022

## Collections

### University Archives & Historical Collections

The University Archives contain official and unofficial records of the campus from its founding as the Eau Claire Normal School in 1916. They include administrative and academic records, publications, records of student organizations, faculty papers, oral histories, master's theses, and photographs.

### Eau Claire Area Research Center (ARC)

The Eau Claire ARC is one of 14 members of Wisconsin ARC Network coordinated by the Wisconsin Historical Society. The Eau Claire ARC service region includes six counties of the Chippewa Valley: **Buffalo, Chippewa, Clark, Eau Claire, Rusk, Taylor**. The Eau Claire ARC collection has two components:

- **Manuscripts** (papers of individuals, families, businesses and organizations)
- **Local public records** (government records)

### Examples of manuscript holdings:

- Uniroyal, inc. Eau Claire plant records, 1917-1990.
- Lucy Hastings family correspondence, 1838-1874
- Women of the Ku Klux Klan. Klan 14 (Chippewa Falls) records, 1926-1931
- Veda Stone American Indian reference collection, 1945-1976
- Donald O. Peterson papers, 1960-1974

### Examples of public records:

- Federal and state censuses
- Naturalization records
- Probate records
- Circuit Court case files
- School district records
- Birth, death, marriage (pre-1907)
- Tax rolls

### Rare Book Collection

Rare books are distinguished from old books by their edition and their intrinsic artistic or artifactual value. There are approximately 2,700 volumes in the UWEC collection. Collection strengths include American and British literary first editions and finely illustrated books.

### Local History Collection

The Local History Collection consists of published materials of interest to local and regional historians and genealogical researchers. The collection includes county and community histories, city directories, genealogy reference books, Wisconsin agricultural monographs (1870s-1920s), WPA inventories of the county archives of Wisconsin, a portion of the Draper papers microfilm, and the *Wisconsin Historical Collections* (published volumes of Wisconsin Historical Society manuscripts).

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## Research Strategy

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**Consult with Special Collections staff** to choose, refine, and focus your research topic. We are here to help. Do not hesitate to ask questions.

**Search the online library catalog** by keyword or subject headings in your topic area to determine our local holdings of both primary and secondary sources. Under Limit Options you can set limits by location to Special Collections or by item type to Archival/Manuscript.

If primary materials beyond our local holdings are needed, **search the Wisconsin Historical Society's online archival catalog, ArCat**, accessible through our library website, or at <http://arcat.library.wisc.edu>. ArCat includes not only the holdings of the Wisconsin Historical Society in Madison, including the State Archives, but also the holdings of the 13 other Area Research Centers. Work with Special Collections staff to select collections or parts of collections from ArCat for **transfer via courier service** to the Eau Claire ARC for your use at no charge. Deliveries are received every weekday.

Many archives and museums today are making items from their collections available on the Internet by scanning documents and photographs, creating full-text versions of documents, and streaming audio and video files. "**Locating Historical Resources Online**" is a handout available in Special Collections and on the library web site by clicking the A-Z Site Index button on the library homepage.

## Services

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### Off-Site Requests for Information

**Phone:** (715) 836-2739

**Mail:** Special Collections  
McIntyre Library  
University of Wisconsin-Eau Claire  
PO Box 4004  
Eau Claire, WI 54702-4004

**Email:** [library.archives@uwec.edu](mailto:library.archives@uwec.edu)

**Web:** [www.uwec.edu/Library/archives/index.htm](http://www.uwec.edu/Library/archives/index.htm)

**Fax:** (715) 836-2949

Please make your requests concise and specific and request no more than 4-5 pieces of information at a time. There is no research fee, but 10¢ per page will be charged for photocopying (unless it is under

\$1.00). Be sure to include your name, mailing address, and phone number in all requests.

### On-Site Visits

- While advance notice of on-site visits is not required, it is appreciated. Phoning or emailing ahead can make your research time more productive
- Stop at the Visitor's Center on the corner of Roosevelt and Park Avenues for campus maps and parking information
- Fill out annual registration form and receive researcher ID card, on subsequent visits just present your researcher ID card
- Sign daily registration log
- Fill out Material Request Form for materials to be brought out of the storage vault
- Pencils only for note taking
- Leave coats, bags, purses, parcels in lockers or on coat rack
- No food or beverages

### Other Services

- Photocopier (10¢/copy)
- Microfilm printer (10¢/copy)
- Scanner (please bring your own CD)
- Information on policies, services, and holdings on library website ([www.uwec.edu/Library](http://www.uwec.edu/Library)), including a link to the online catalog on which all ARC materials are cataloged and to ArCat, the archival catalog of the Wisconsin Historical Society (see A-Z Site Index on library homepage)
- Transfer of Wisconsin Historical Society or Area Research Center Network manuscripts and public records to Eau Claire ARC possible via courier (no charge)