

Using collections at the Immigration History Research Center



UNIVERSITY OF MINNESOTA

Mission

- **Research**
 - Promote interdisciplinary research on international migrants
- **Archives**
 - Develop archives documenting immigrant and refugee life especially in the U.S.
 - IHRC holdings are particularly rich on the labor migrants who came to the U.S. between 1880 and 1930s, on the displaced persons who arrived in the U.S. after WWII, and on the refugees resettled in the U.S. after 1975.
- **Access**
 - Make specialized scholarship accessible to students, teachers and the public



History of the IHRC archives

The Immigration History Research Center (or IHRC) began in 1965 by collecting materials related to the Iron Range Research Project. The goal of this research project was to document the origins of immigrant towns in the Duluth area during the late 19th century and early 20th century. As many of these European immigrants developed towns in the area, they tried to maintain cultural customs brought from their former homeland. As a result, while neighboring towns shared some cultural similarities by adjusting to American culture, each town was unique as it worked to preserve its native heritage. It was IHRC's initial goal to document this development pattern in Iron Range towns and share this information with the other scholars and the public.

With the success of this project, the IHRC began to expand its collection from the late 19th and early 20th century by collecting archival material from areas outside the Iron Range. During this period, a record number of immigrants from Central, Eastern, and Southern Europe arrived in the United States. Simultaneously, large amounts of people from the Near East, such as Syrians and Lebanese, immigrated to the United States as well. This time period would become one of the largest eras of migration to the United States. Due to the massive amount of material collected by the IHRC from these people during this time period, this era of immigration has become the IHRC's specialty.



Finnish workers hall

History (cont.)

Another of the IHRC's largest collections is of materials coming from the Baltic migrants after World War II. Prior to the war, many of the people had to side with Nazi Germany in order to survive. As a result, once the Allied Nations won the war and the Soviet Union gained control of this territory, many Baltic people were not safe living in their homeland and immigrated to the United States. However, unlike other migrants, the Baltic people were refugees due to the war and one day hoped to return to their homeland once it became safe. As a result, the IHRC has a large collection of materials documenting how their experiences differ from those of other immigrants.

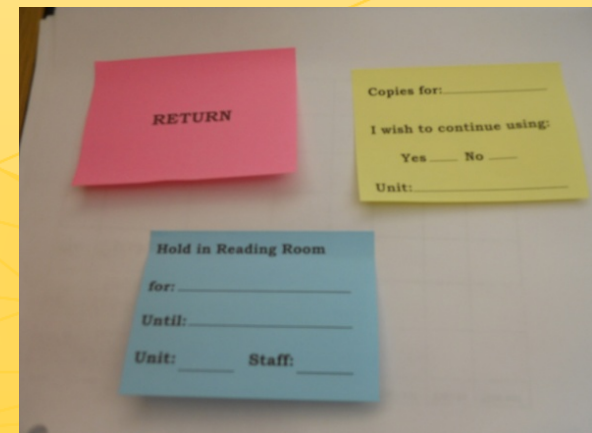


Tyomies Society (Photographs), Records

Finally, the IHRC has a developing collection of late 20th century refugee materials from south eastern Asian and African immigrants. This information is particularly useful as the Twin Cities area has one of the largest Burmese, Hmong, Lebanese, and Somali immigrant populations in the country. However, there is a lot of material that is not available to the public yet as much of it has not been de-classified.

Step-by-Step visit to the IHRC

- PowerPoint Orientation
- Sign-in
 - EVERYDAY → short form in the IHRC and the Reading Room
 - Once a Year → long form in the IHRC with a photo I.D.
- Fill out a call slip for requested material or speak with collections staff
- In the Reading Room when finished with a particular box, place a sticky note on the outside of the box with the status indicated by the color
 - Yellow = copies needed
 - Pink = all done, I don't need to see it anymore
 - Blue = Hold
 - i.e. for the next day, after lunch, etc.



Finding Aid

- What is a Finding Aid and what is it used for?
 - Brief description of a collection and may provide index information about holdings
 - Used to determine if information within a specific collection is relevant to research
 - Can save valuable research time if used correctly

Using a Finding Aid

- Start at www.ihrc.umn.edu
- “Research Collections”
 - Archives (VITRAGE)
 - Enter search term
 - A list of IHRC’s collections will show up
 - To browse by ethnic group go to The IHRC Guide to Collections
- Also, search through Finding Aids with COLLAGE (digital images)
 - Find an image
 - Click on Finding Aid under “Related Sites” in italics
- Browse the aid and then speak to collections staff about any questions
 - Look for access restrictions

Published Material Call Slip

IMMIGRATION HISTORY RESEARCH CENTER
REQUEST FOR PUBLISHED MATERIAL

Complete separate form for each book, serial, or newspaper.

- BOOK -

Ethnic Group _____

Author _____ Call no.
(If any)

Title _____

- SERIAL or NEWSPAPER -

Ethnic Group _____

Title _____

Is this a serial _____ or a newspaper? _____

Dates _____

Microfilm Reel or Fiche number _____
(if any)

Name _____

Date _____ Staff Initials _____

- Fill in:
 - Ethnic group
 - Author
 - Title
 - Call number
 - Your signature
 - Date
- Bring to IHRC front desk
 - Front desk staff will give to collections staff
- Wait for material in the Reading Room

Unpublished/Manuscript Material Call Slip

IMMIGRATION HISTORY RESEARCH CENTER
REQUEST FOR UNPUBLISHED MANUSCRIPT MATERIAL

Ethnic Group _____
Title _____
Call no. _____
(if any) _____ Box nos. _____

I wish to:
examine it without taking notes _____
examine it and take notes _____
obtain photocopies from it _____

=====

REGULATIONS

Because of the unique nature of these materials, it is imperative that certain conditions for use be adhered to in order to ensure their protection.

1. Access to most collections is open to all qualified researchers upon completion of this form. Consult with the curator for clarification of any restrictions indicated. The IHRC reserves the right to limit or prohibit access to any material in cases where potential for misuse is evident.
2. Only pencils may be used in notetaking.
3. Materials must not be marked on, fastened together, or mutilated in any way. Do not disturb the original order of folders or items within folders. If you encounter a problem with the physical condition or arrangement of materials, bring them to the attention of the curator.
4. Permission to use materials does not convey permission to publish them. This privilege must be acquired separately and is the responsibility of the user. The IHRC can grant permission to publish only those materials for which it holds literary rights.

"I have read and agree to abide by the conditions stated above."

Signature _____ Date _____
Staff endorsement _____

- Fill in:
 - Ethnic group
 - Title
 - IHRC collection number and box number (if available)
 - Your signature
 - Date
- Bring to IHRC front desk
 - Front desk staff will give to collections staff
- Wait for material in the Reading Room

Photocopy Request Slip

Immigration History Research Center
COPY REQUEST

(Complete one of these for each book, serial, newspaper, or manuscript collection from which you want copies made.)

Title of book, serial, newspaper, or manuscript collection: _____

Page number of publication; box & folder numbers of manuscript collection; number of microfilm reel or microfiche: _____

REGULATIONS:

1. Copying will be done by IHRC staff only.
2. Reproduction of entire collections or publications is ordinarily prohibited.
3. Copying by the IHRC in no way transfers property rights or copyright of the material, nor does it constitute permission to publish.
4. Special conditions—e.g., fragility of material, pending publication by another scholar, excessive staff time required—may limit or prohibit copying.

Notice
Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used" for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable to copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature (indicates compliance with above regulations) _____

****Staff Use****

Total number of pages _____

Cost per page:	General	U of M Students/staff
Books & Serials	.15	.12
Manuscripts & Newspapers	.25	.20
Microfilm prints	.35	.30

Total Cost _____

Staff Initials _____ Date _____

- Fill in the TOP of the form with:
 - Title of Material
 - Pages on which copies are requested
- Read regulations and copyright restriction notice
- Sign form
- Let IHRC front desk staff know that copies are requested **BUT leave materials in the Reading Room**
- Sign white form in IHRC office for disposition
- IHRC staff will photocopy the selected materials
- This form will be returned to you with your photocopies for your records

Reading Room Rules

- **Sign-in**
 - Sign-in at the desk in the reading room upon entering.
 - You will be given a table badge & assigned that table to work at
- **Sign-out** at the desk upon departure
 - Turn in table badge

Archives and Special Collections Reading Room Log							
Date	Name	Host Archives/Library	Badge and Table #	Time in	Time out	Time in	Time out



- Only ONE book or ONE folder on the desk at a time!

Reading Room Rules



Cell phone must be set to SILENT
Quiet voices only

Lockers are available across the hallway from
Reading Room

They take a returnable deposit of a quarter



Reading Room Rules



- Hours
 - All units and Reading Room open at 8:30am
 - Reading Room stays open during IHRC lunch hour from 11:30am-12:30pm
 - All units in Andersen Library are closed at 4:30pm
 - Reading Room closes at 4:30pm on Monday, Tuesday, Friday and 7:00pm on Wednesday and Thursday

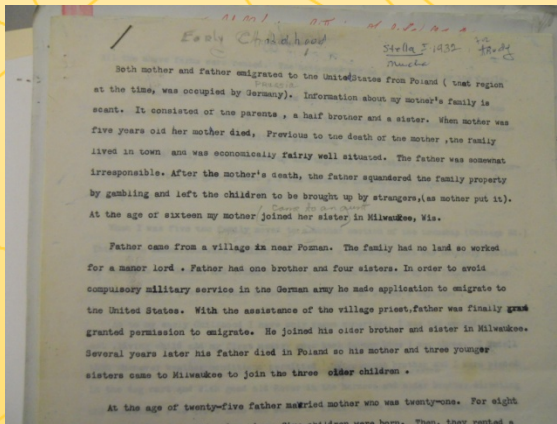
- What is allowed
 - Paper or notebook
 - Pencil
 - Laptop computer



Reading Room Rules

- Materials

- Researchers must leave ALL materials in the Reading Room at all times
- Materials must not be written on, fastened together, or altered in any way
- Original ORDER of file folders AND items within folders must be retained
- If you encounter possible problems with the physical condition or arrangement of materials, express your concerns to the IHRC collections staff (Daniel or Sara) Remember: Materials stay in the Reading Room.
 - Do NOT try to “fix” problem areas by taping, rearranging, etc.
 - These materials may need special care from an archivist
- Materials that are extremely fragile or rare may require special handling



Stella Mucha Mickritz Papers

Reading Room Rules

- Not allowed!
 - Food
 - Drink
 - Jacket or outerwear
 - Pens
 - Bags
 - Including purses, briefcases, totebags, OR laptop sleeves, etc.





Thank you for taking time to learn about our collections and processes. Please feel welcome to ask our staff for additional assistance.