

LAUREN M. HARRIS

[LinkedIn](#)

[GitHub](#)

EDUCATION

Indiana University Purdue University- Indianapolis (IUPUI)- Indianapolis, Indiana

Master in Library and Information Science (MLIS)

5/2024

Specialization: Digital Curation

Relevant Coursework: Database Design, Digital Curation and Management, Digital Preservation, Electronic Records Management, Metadata, and Tools for Digital Preservation

Purdue University- West Lafayette, Indiana

Bachelor of Arts

12/2012

Major: Communication Minor: Latin America and Latino Studies

SKILLS

Computer/Programming: Windows OS, Mac OS, Command Line Interface (CLI)

Tools: Archive-It, ArchivesSpace, BagIt, Conifer, CONTENTdm, DataAccessioner, Omeka, SQL (MySQL), Tableau, The Museum System (TMS)

Controlled vocabularies: EAD, DACS, LCSH, MARC, Nomenclature

WORK EXPERIENCE

Medxcel- Indianapolis, Indiana

5/2017 - Present

Regulatory Compliance Coordinator

- Support Legal and Compliance Departments with quality research and processing operations and equipment licenses in 13 states and municipalities to improve searchability
- Developed a naming convention for digitized licenses on SharePoint site
- Created and implemented records retention policy for team-created records
- Created workflows for digitizing physical documents
- Responsible for industry journal subscription renewal and access

Indiana House of Representatives- Indianapolis, Indiana

11/2014 - 5/2017

Legislative Assistant

- Drafted official and constituent correspondence for three legislators
- Maintained constituent casework database
- Covered Utilities, Energy and Telecommunications Committee for Caucus providing prompt summaries post-committee meetings
- Researched and tracked legislation policy using legal databases
- Supervised and mentored ~12 legislative interns during session

LIBRARY AND INFORMATION SCIENCE EXPERIENCE

IUPUI University Library- Indianapolis, Indiana

11/2021-Present

Ruth Lilly Special Collections and Archives Intern

- Run and manage web crawls using Archive-It
- Maintain quality assurance of web archive collection

- Collaborating with staff to develop collection-level metadata
- Organize and arrange psychical archival material in the appropriate order using ArchiveSpace
- Performs research on collection materials

Indianapolis Colts- Indianapolis, Indiana

8/2023-12/2023

Historical Affairs Intern

- Located and implemented long-term storage of The Jim Irsay Collection and Indianapolis Colts historical objects
- Updated over 300 objects records using TMS database software
- Supported Historical Affairs Manager with preparing objects for exhibits, including exhibit mount assistance
- Oversaw installation and de-installations of collections exhibitions at offsite venues
- Provided information to guests about objects on display

PRESENTATION

Sim, R., Hijazi, R., & **Harris, L. M.** The Purpose of Creation and Beyond. Midwest Archives Conference. Chicago, IL, April 2023. <https://hdl.handle.net/1805/32539>

PROFESSIONAL AFFILIATIONS

American Library Association, Member	2022-Present
Association for Information Science and Technology, Member	2022-Present
Association of Records Managers and Administrators, Member	2024-Present
Black Caucus American Library Association, Member	2022-Present
Indiana Black Librarian Network, Member	2023-Present
Society of American Archivists, Member	2022-Present
Society of American Archivists IUPUI Student Chapter, Risk Manager	2022-Present
Society of Indiana Archivist, Member	2021- Present