

Alisha R. Davis

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CAREER SUMMARY

Processing Archivist | Technical Services Librarian | Resource Description Professional

- Early career archivist with professional training in surveying, processing, preserving, and providing access to personal papers, codices, photographs, and memorabilia.
- Knowledgeable of Library of Congress name and subject authority headings, archival standards, and efficient processing workflows for manuscripts and special collections.
- Former public school teacher with 10+ years of experience in history and primary source instruction, community outreach, public speaking, and anti-racist education.

EXPERTISE AND SKILLS

- CMS: ArchivesSpace, Drupal
- Formats, Standards, Schemas: DACS, DCRM(MSS), Dublin Core, MARC, EAD, MODS
- Controlled Vocabulary and Thesauri: LCSH, LCNAF, LCGFT, AAT, Decolonized and Reparative Description Terms
- ILS/LMS: Alma and Destiny
- Digital Repositories: DSpace, Greenstone, GitHub
- Language skills: Spanish

RESOURCE DESCRIPTION EXPERIENCE

University of Pennsylvania Libraries, Philadelphia, PA

2023 - present

Kislak Center for Special Collections, Rare Books and Manuscripts, Van Pelt Library

Processing Archivist, Intern

- Implement Describing Archives Content Standard (DACS) through arrangement and inclusive description of collections in backlog, enabling their long-term accessibility and usability for public use.
- Create library catalog records for individual manuscript discovery by aligning descriptive cataloging standards for rare materials (DCRM(MSS)) with MARC and RDA during description.
- Draft and publish DACS-compliant finding aids in ArchivesSpace and social media posts about processed material for public outreach and reference.

Community Engagement Team and Information Processing Center, Van Pelt Library

Technical Services Intern

- Provide technical services support for unstaffed school libraries, ensuring access to print materials for thousands of School District of Philadelphia students.
- Generate original and batch-edited bibliographic metadata records for 12+ Philadelphia public school libraries to support accessibility and usability of collections.
- Perform retrospective conversions in Ex Libris Alma, enhancing 100+ original MARC records that lacked LCSH, LCGFT, and LCNAF access points.

International Center for MultiGenerational Legacies of Trauma, New York, NY 2023-2024

Metadata and Cataloging Intern

- Constructed an inclusive metadata standardization guide of local terms for catalogers, explaining how to accurately describe resources using decolonized and reparative language.
- Drafted a data management plan to outline expectations for ICMGLT's data records before their seamless transfer to a digital repository for long-term preservation.
- Developed proficiency in OpenRefine by evaluating and scrubbing redundant metadata from ICMGLT's catalog records, resulting in a 100% reduction in duplicate entries.

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Relevant MLIS Coursework

- Apply cataloging standards, such as AACR2/RDA, MARC, LCC, LCSH, and LC Name Authority records during resource description. - Cataloging and Classification
- Create metadata records for digitized and born-digital materials using metadata schemes (MODS and Dublin Core); review and assess digital repositories' usage of metadata elements and vocabulary schemes. - Metadata and Resource Description
- Employ principles of selection, arrangement, description, and preservation for archival materials. - Introduction to Archives I

EDUCATION

MS Library and Information Science, Drexel University	2024
MS Educational Studies, Johns Hopkins University	2016
BA International Relations, Boston University	2013

PRESENTATIONS

"Technical Services Experience," Penn Libraries Presents: Information Desk Interns Reflect on Their Work, Future Plans, Recommendations. University of Pennsylvania, Philadelphia, PA, March 2024.

PUBLICATIONS

Davis, A. (2024, May 9). They grow up so fast: Getting to know Sarah Wistar Pennock through her childhood letters. *Unique at Penn*.
<https://uniqueatpenn.wordpress.com/2024/05/09/they-grow-up-so-fast-getting-to-know-sarah-wistar-pennock-through-her-childhood-letters/>