# A.L. Carson
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## EDUCATION

**The University of Texas at Austin**

Masters of Science, Information Studies

Austin, TX
August 2016

- ○ Endorsements of Specialization: Digital Archives and Digital Collections Design

**Texas State University**

San Marcos, TX
May 2009

Bachelor of Arts, English and History, *Summa Cum Laude*

## SKILLS

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|---|---|
| Custodial records management in a complex, high-volume repository | Physical and digital archival records processing, arrangement, and description |
| Using structured data languages (XML, SQL) and content standards | Content management system administration and operation |
| Gap analysis on existing workflows and systems | Developing and executing workflow tests and implementation plans |
| Communicating technical and subject-specific concepts to non-expert audiences | Mediating among internal stakeholders and external vendors to align goals |
| Data import and analysis with pandas in Jupyter notebooks, Google Colab | Data conversion and manipulation with regular expressions, python |
| Dublin Core, MARC, PREMIS, VRA | MySQL, Postgresql database administration |
| Developing and producing tool-learning workshops for multiple audiences | Knowledgebase and digital repository management and maintenance |
| MS Office, MS Excel (expert), MS Access | Software troubleshooting and issue resolution |
| Project design, management, and supervision | Writing procedural, implementation, and support documentation |
| In-person and remote patron services | Windows, Mac, and Linux desktop and server |

## EXPERIENCE

**Processing Archivist (Librarian I, Librarian II)**

Ames, IA

*ISU Libraries Special Collections and University Archives, Iowa State*

Feb 2019-July 2024

*University*

Appraisal, arrangement, and description of archival collections
- assessed collection materials for preservation interventions
- performed physical inventories and referenced accession records and donor agreements to ensure all materials fit scope of collection and had rights statements
- wrote processing plans, developed intellectual arrangement strategy, and updated documentation
- supervised student workers on projects and as day-to-day support
- supervised or performed arrangement, weeding, rehousing, and digital arrangement
- wrote DACS-compliant finding aids for SKCA, ArchivesSpace
- finalized and published description in consultation with collections archivists

Co-lead in developing, testing, documenting, and advocating for departmental intake and management policies for physical and digital materials
- assessed and updated artifact cataloging practices to shift burden from individuals onto documentation, streamline process, and ensure resulting records contained identified most-critical minimum information
- developed and tested multiple AV custody, transfer, and documentation workflows in collaboration with Preservation and Metadata departments
- tested and wrote born-digital donation, accessioning, and processing procedures to align department priorities and capacity with best practices and system expectations

Developed, tested, and documented digital processing procedures for media imaging or file retrieval and hand-off to preservation
- using BitCurator (custom Linux/Ubuntu distribution) environment, piloted and tested born-digital media transfer procedures, including preserving metadata, initiating and checking checksums, and final transfer into preservation environment
- troubleshooting for software and hardware failure, including resolution documentation
- following best practices, developed in-house digital processing-for-preservation workflow and processing log to record interventions and events
- in consultation with Digital Preservation Librarian, created handoff procedure to ensure integrity of post-processed and original files (SHA and Bagit protocol)
- following departure of Digital Preservation Librarian, managed departmental use of and practices within digital preservation environment (remote Windows server)

Worked as part of the team managing the data migration from legacy archival information system into ArchivesSpace and ongoing implementation in department workflows
- identified weak points and opportunities to improve descriptive and documentation practices in line with new software capabilities
- took lead in UI/UX testing and communicating needed changes to vendor, including designing survey, training survey proctors, and coding results
- coordinated with vendor support and internal stakeholders to ensure fidelity of migrated data, including cleanup operations
- lead implementation and testing of Alma/ArchivesSpace API plugin to facilitate sharing metadata across systems

Staffed public point of service (reading room reference desk), supported researcher needs, and assisted with ongoing inventory and stacks management functions
- provided in-person, phone-based, and remote researcher assistance, including patron education on library catalog tools
- paged, logged location status, and returned materials for reshelving

- retrieved and reshelved materials from closed stacks
- processed researcher requests for materials housed in off-site storage in accordance with department policies
  shifted collections as needed, updating location data and adding container instances to ensure accurate shelf and space reports

### Library Fellow (Visiting Assistant Professor)                                   Las Vegas, NV
*UNLV University Libraries, University of Nevada, Las Vegas*                Jan 2017 – Jan 2019

One of two UNLV Library Fellows, in a residency-style program intended to foster innovation in key strategic projects and professional development for early-career librarians

- as part of the inaugural cohort, participated in ongoing assessment of the program, defining the role of the Fellow within the host department and the Libraries as a whole
- established relationships across Libraries departments and campus units to identify partners for projects with broad scope, such as Research Data Management (RDM) practices and ORCID uptake
- gained an understanding of the structure and function of the Libraries by attending department meetings, participating in informational interviews, contributing to faculty meetings, and serving on Libraries committees

Co-lead in design of the Libraries' ORCID integration pilot, including a survey of the field and implementation and workflow testing

- co-wrote project plan, assisted with research and literature review, including outreach to other ORCID institutions, and co-wrote report on pre-pilot outcomes
- developed roadmap for ideal script function, including logic, some code, and pseudo-code to demonstrate functions and operations
- wrote and tested cURL scripts to contact API, using all ORCID-supported protocols; analyzed and stored logs
- co-wrote ORCID subject guide

Lead a review of metadata practices in the institutional repository (IR), focusing on best practices and external harvester requirements

- based on research, recommended changes to IR to improve discovery and interoperability
- built new metadata application profiles to be implemented in the IR
- worked with vendor support, colleagues in Scholarly Communications Initiatives (SCI) to test and deploy new metadata profiles
- drafted documentation to support implementation of the new metadata profiles
- co-authored a case study, published in Library Resources and Technical Services

Assisted in a Libraries assessment of RDM practices inside the Libraries, across campus, and at comparable institutions

- participated in literature review and outreach to similar academic libraries to determine the state of the field and best practices regarding RDM
- helped develop Libraries-led programming for faculty and researchers centered on existing practices and resources, shared challenges, and RDM needs on campus

### Researcher III, CLACI Project                                                   Austin, TX
*School of Information, UT Austin*                                          Aug – Dec 2016

Managed systems and developed a data model and metadata profiles for Mellon-funded

digital archive
  - setup Windows Network Attached Storage array to work with Linux server
  - researched existing models and standards for digital archives metadata
  - collaboratively resolved questions around PREMIS implementation
  - built and tested preservation metadata profile against several object types

**Taxonomy Consultant**                                                                Austin, TX
*Whole Foods Market, Inc*                                                        Sept – Dec 2016
Worked as a taxonomy domain expert for a marketing-driven platform redesign
  - provided guidance on functional and business requirements for taxonomy tool
  - assisted in communicating the value and functions of the taxonomy design

**Deputy Systems Administrator**                                                     Austin, TX
*School of Information, UT Austin*                                           Jan 2015 – Aug 2016
Provided ongoing technical support for faculty, students, and staff
  - explained and resolved hardware and software issues on multiple platforms
  - helped users understand and navigate network and email server changes
Updated [iSchool repository](#) from DSpace 1.8 to DSpace 5.0
  - worked with relevant faculty to determine concerns and needs prior to upgrade
  - created and vetted new configuration files for upgrade and migration
Administrated DSpace 5 repository in Linux server environment (Ubuntu)
  - assisted students with preparing and uploading packages via command line
  - created troubleshooting and upload guide for DSpace content management
  - migrated database and asset store to DSpace 5.2 in new server environment
Migrated Intro to Usability course wiki from DokuWiki to Confluence
  - assessed instructor and student needs and expectations
  - established style templates for existing and new content types
Administrated MySQL servers for classes in Linux and Windows server environments
  - enabled phpMyAdmin with htaccess protection
  - set up local directories, databases, and access credentials

## WORKSHOPS AND INSTRUCTION

**CLI for GLAM: the command line interface for absolute beginners**          May 2024
*Midwest Archives Conference Annual Meeting 2024*                          Des Moines, IA
An updated a four-hour skills-development workshop focused on file system navigation and file manipulation with BASH and the command line interface for for gallery, libraries, archives, and museums workers interested in using the command line interface for digital archives work.

**The Command Line Interface for Absolute Beginners**                        Oct 2023
*Library Instruction Series, Fall 2023*                                          Ames, IA
A two-part beginner workshop on how to use the command line interface: syntax and structure, file system navigation and manipulation, calling a program, chaining and routing commands, and manipulating output.

**CLI for GLAM: the command line interface for absolute beginners**      May 2022
*Midwest Archives Conference Annual Meeting 2022*      Madison, WI

> Designed, created workshop materials for, and taught a four-hour workshop on the use of Bash and the command line interface, a skills-development class focused on file system navigation and file manipulation for gallery, libraries, archives, and museums workers interested in using the command line interface for digital archives work.

**CLI for SCUA**      December 2020
*ISU Libraries*      Ames, IA

> Designed, created workshop materials for, and taught a three-part workshop on the use of Bash and the command line interface for Special Collections and University Archives staff, addressing uses directly related to department work with digital materials.

**UNLV Libraries ORCID Certification Workshop (for campus community)**      Multiple, Spring 2018      Las Vegas, NV
*UNLV Libraries*

> Co-designed and ran a one-hour workshop on the ORCID registry for UNLV faculty, staff, and students. Participants signed up for and verified ORCID iDs, added works, and learned about functionalities of ORCID for researchers.

**UNLV Libraries ORCID Certification Workshop (for Libraries)**      Feb 2018
*UNLV Libraries*      Las Vegas, NV

> Co-designed and ran a one-hour workshop on the ORCID registry for Libraries faculty and staff. Participants signed up for and verified ORCID iDs, added works, learned about functionalities of ORCID for researchers, and discussed strategies for encouraging campus-wide ORCID uptake.

**Who Are You? What Are You Doing Here?**      Fall 2017, 2018
*UNLV Libraries Graduate Workshop Series; with Matthew Murray*      Las Vegas, NV

> Co-presented an original 45-minute workshop on scholarly identity and reputation management for academics and researchers, geared toward graduate students not yet or just beginning work in their fields.

**Research Data Management unConference**      Oct 2017
*UNLV Research Week; with Matthew Murray*      Las Vegas, NV

> As part of campus Research Week, designed and co-facilitated one of the Libraries' showcase events, a half-day unConference for faculty to discuss practices, tools, and needs in research data management, emphasizing the Libraries' role. This successful event was the first of its kind offered by the Libraries, attracting participants from the Office of Research, the UNLV National Supercomputing Institute, and the Women's Research Institute of Nevada.

**Up and Running with Bit Curator**      Spring 2016
*Archival Enterprise II, Dr Ciaran Trace*      Austin, TX

> Coordinated with group members to install, test, and use prior to class presentation; created video walkthroughs and exercises for an introductory two-hour workshop, including installation scenarios, use cases, and hands-on exercises.

**Gephi Crash Course** — Fall 2015
*Intro to Digital Humanities, Dr Tanya Clement* — Austin, TX

Worked with a group to choose a social network mapping tool (Gephi), select a dataset, and prepare in-class materials. Ensured tool installation on lab computers; tested tool, created a demonstration video, and assisted classmates during the 45-minute hands-on portion.

**Intro to Git/Github** — Fall 2015
*UT ASIS&T/AWIT* — Austin, TX

Oriented workshop participants, identifying hardware and software for BYOD event; clarified steps and assisted with setting up accounts and tool installation; resolved issues locating, launching, and navigating the command line interface.

## PUBLICATIONS AND PRESENTATIONS

**"A Stable Foundation: creating the future of artifact processing at Iowa State University," (poster)** — August 2020, online
*SAA Annual Meeting 2020; with Kahlee Leingang*

Co-authored a poster for presentation at the (online) Society of American Archivists Annual Meeting, on the transformation of the high-value but dysfunctional process of artifact cataloging by focusing staff time on shifting personal knowledge into institutional documentation.

**"Managing Your Digital Inheritance: Strategies for Picking Up and Starting New with Archives Direct"** — April 2020, (canceled)
*Archivematica Bootcamp 2020; with Kahlee Leingang (accepted)*

(Conference canceled due to COVID-19)

[Metadata Revisited: Updating Metadata Profiles and Practices in a Vendor-Hosted Repository](#) — October 2019, Vol 63 No 4
*Library Resources and Technical Services; with Carol Ou* — https://doi.org/10.5860/lrts.63n4

Peer-reviewed article co-authored with head of Discovery Services following successful design and implementation of new metadata application profiles, enhancing discovery of institutional repository materials in library catalog system.

[A Clog in the Pipe: Data Collection and Transformation Issues in a Library Infrastructure Pilot](#) (poster) — June 2018, New Orleans, LA
*ALA Annual Conference 2018; with Matthew Murray* — https://osf.io/w5gh4/

Co-authored poster for presentation at the American Library Association Annual Conference and Exhibition, on the UNLV Libraries' ORCID integration pilot project.

**The (UN)LV (un)Conference (un)Poster (poster)** — June 2018, New Orleans, LA
*ALA Annual Conference 2018; with Matthew Murray*

Co-authored poster for presentation at the American Library Association Annual Conference and Exhibition, on the UNLV Libraries Research Data Management unConference.

[ORCID Integration at the UNLV Libraries](#) **(article)**                  April 2018
*Library Connect; with Matthew Murray and John Novak*              libraryconnect.elsevier.com
    Co-authored short newsletter article about the process and findings of the UNLV ORCID integration pilot project.

[Flying Blind: Creating a Library ORCID Integration Pilot](#) **(talk)**                  April 2018
*Digital Initiatives Symposium; with Matthew Murray*              San Diego, CA
*https://osf.io/mtbuw/*

    TED-style 15-minute talk on the UNLV ORCID integration project, covering the process and findings of the pre-pilot, including successes, lessons learned, and next steps.

[Space for Listening: Using a library unConference as an](#)                  March 2018
[Alternative Method of Communication](#) **(poster)**              Chicago, IL
*RDAP 2018; with Matthew Murray*              *https://osf.io/arzwn/*
    Co-authored poster for presentation at the Research Data Access & Preservation Summit 2018, on the UNLV Libraries Research Data Management unConference.

[#digitalarchivesfail: Well, That Didn't Work](#) **(reviewed blog post)**                  March 2017
*bloggERS*              saaers.wordpress.com
    Part of the SAA Electronic Records Section blog series #digitalarchivesfail: A Celebration of Failure, about the signal failure of a server archiving attempt.

**What's That Noise? Adventures in Legacy Hardware Imaging (poster)**                  May 2016
*School of Information Open House; Dr. Patricia Galloway, Faculty Sponsor*              Austin, TX
    Digital poster and technology demonstration highlighting the challenges of accessing and archiving a circa 2001 Dell PowerEdge 4400 server.

**It Looks Like Gibberish and Makes You Feel Like a Wizard: Batch Ingesting as a DSpace Administrator (talk)**                  April 2016
*UT Digital Preservation Symposium*              Austin, TX
    Lightning talk with [slides](#), aimed at those working with DSpace, demonstrating use case and commands for using the batch uploading utility at the command line.

## SERVICE

**Programming Committee**, *Member*                  2024
*Midwest Archives Conference Annual Meeting*              Des Moines, IA
- Vetted program submissions for alignment with conference themes
- Served on subcommittee for emerging programming
- Guided presenters through conference process and reported back to committee

**Library Orientation Task Force**, *Chair*                  2022
*ISU Libraries*              Ames, IA
- Lead discussions of survey feedback in overhaul of new employee orientation
- Established clear goals, timeline, and outcomes for group work and members
- Presented final report and new orientation program to Library Management Team

**Librarian Assembly Nomination Committee**, *Member* 2022
*ISU Libraries* Ames, IA
- Recruited volunteer candidates for open committee roles
- Coordinated with assessment to run and compile election surveys
- Assisted in communicating results of elections

**Student Life Archivist Search Committee**, *Member* Spring 2022
*ISU Libraries* Ames, IA
- Participated in new HR screening process and in-person candidate interviews
- Contributed to final candidate recommendation to the Dean
- Completed successful search for academic librarian

**Electronic Records Working Group**, *Member* 2019-2024
*ISU Libraries* Ames, IA
- Contributed to materials survey assessing extent of born-digital holdings
- Participated in stakeholder meetings and vendor demos for preservation system selection
- Created triage list for development and deployment of legacy media imaging workflow

**Research and Service Committee,** *Member* 2020-2021
*ISU Libraries* Ames, IA
- Led a re-evaluation of what work merits recognition by the committee
- Reached out to potential presenters for Library Assembly meetings
- Helped gather and disseminate information on library staff research and service acitivities

**BloggERS Editorial Team**, *Member* 2018-2021
*SAA Electronic Records Section*
- One-year service position, selected by team leader based on statement of application
- Work to foster communication within ERS and the archival community
- Manage (recruit, edit, publish) one post every six weeks

**Cataloging & Metadata Strategies Librarian Search Committee**, *Member* Fall 2017
*UNLV Libraries* Las Vegas, NV
- Participated in CV vetting, phone and in-person interviews, and debate with colleagues
- Contributed to final candidate recommendation to the Dean
- Completed successful search for tenure-track faculty librarian

**Library Research Week Task Force**, *Appointed Member* Fall 2017
*UNLV Libraries* Las Vegas, NV
- Assisted with programming and schedule development for Libraries programming
- Co-developed and lead a Research Data Management event for campus faculty
- Participated in evaluation of task force effectiveness and programming

**Calvert Awards For Undergraduate Research**, *Judge* Spring 2017
*UNLV Libraries* Las Vegas, NV
- Read and evaluated outstanding, faculty-sponsored undergraduate research papers

and creative works, supported by reflective creator essays, for an endowed prize
- Over the course of a week, assessed multiple entries against a rubric, assigning scores through IR review system
- Participated in debate with other judges, discussing entries prior to selecting 4 winning works out of more than 30 entries in 3 categories

**Art + Feminism Wikipedia Edit-a-Thon**, *Volunteer*     March 2016
*UT ASIS&T/AWIT*     Austin, TX
- Oriented participants, helping set up Wikipedia accounts and check in at event page
- Provided technical, style, and research assistance for the duration of the half-day event

**UT Elementary STEM Discovery Day**, *Volunteer Educator*     January 2016
*UT ASIS&T/AWIT*     Austin, TX
- Organized acquisition of computers and tools for multi-session, all day event
- Guided students in disassembling, identifying, and reassembling laptop computers

**ASIS&T/AWIT, iSchool Student Chapter,** *Social Liaison*     2015-2016
*University of Texas*     Austin, TX
- Facilitated collaborative projects between iSchool chapter and local organizations
- Identified and supported UT and external social and networking events for members

**Austin Archives Bazaar**, *Volunteer Coordinator*     October 2014
*Daniel Alonzo and Molly Hults, Organizers*     Austin, TX
- Oriented volunteers, explained tasks, and provided support and shift coverage
- Worked with repository representatives and attendees to ensure a positive experience

**Texas Archive of the Moving Image**, *Processing Volunteer*     Fall 2014
*Susan Dirks, Administrative Coordinator*     Austin, TX
- Processed donor paperwork and inventoried donated audio-visual materials
- De-accessioned audio-visual materials from a high-volume collection

## PROJECTS

**Structuring the Past: Designing the AISD Digital Archive**     Summer 2016
*Dr. Lynn Westbrook; Bonnie Hauser and Deborah DeStefano,*     Austin Independent
*Supervisors*     School District Library
*Austin ISD Digital Archive*     Media Center

Independent MSIS capstone project designed in collaboration with AISD Library Media Services staff to create workflows for and optimize use of their digital archive: extending collection structure and metadata capture protocol for digitized objects; establishing metadata templates and upload procedure; ingesting items, building a showcase collection, and making recommendations for continued work

**School of Information Decommissioned Servers: Fiat Server Project**     Spring 2016
*Dr. Patricia Galloway*     UT Austin
*Digital Archiving and Preservation*

Worked with a group to create and attempt data-retrieval strategies for a legacy (circa 2001) server; led research and experiment efforts; helped draft recommendations for future infrastructure server decommissioning procedures

**Now What Do I Do? Upgrading DSpace as a First-Time Administrator**                                                                       Spring 2016
*Dr. Ciaran Trace*                                                                                            UT Austin
*Archival Enterprise II*

As part of a course designed to introduce and engage students with issues within the archival profession, wrote a case study describing the process of upgrading the School of Information's DSpace repository from 1.8 to 5.0, discussing transferable concepts, skills, and knowledge gained in the process

**Women's Basketball and Intercollegiate Athletics Records, 1976-2007 (Jody Conradt and Chris Plonsky Papers)**                               Fall 2015
*Dr. Ciaran Trace; Brent Sipes, Supervisor*                                H.J. Lutcher Stark Center
***Archival Enterprise I***

Collaborated with a group in processing and arranging approximately 10 cubic feet of archival material, including appraisal report and processing plan, EAD finding aid, and physical arrangement. Finding aid available at [Texas Archival Resources Online](#)

**University Communications Born-Digital Video Collection**                     Fall 2014
*Dr. Patricia Galloway; Jessica Meyerson, Advisor*                          Dolph Briscoe Center for
*Introduction to Digital and Electronic Records*                              American History

Assisted in creating a business plan for the Briscoe Center's born-digital acquisitions by assessing current practices, working with stakeholders to understand future expectations, and making recommendations for archival formats, records selection, and metadata standards.