

EDUCATION

The University of Texas at Austin

Masters of Science, Information Studies

- Endorsements of Specialization: Digital Archives and Digital Collections Design

Austin, TX
August 2016

Texas State University

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

San Marcos, TX
May 2009

SKILLS

Custodial records management in a complex, high-volume repository

Using structured data languages (XML, SQL) and content standards

Gap analysis on existing workflows and systems

Communicating technical and subject-specific concepts to non-expert audiences

Data import and analysis with pandas in Jupyter notebooks

Dublin Core, MARC, VRA metadata

Developing and producing tool-learning workshops for multiple audiences

Project design and management

Physical and digital archival records processing, arrangement, and description

Building, testing, and teaching workflows for implementing best practices

Writing procedural, implementation, and support documentation

Mediating among internal stakeholders and external vendors to align goals

Data conversion and manipulation with regular expressions, python

MySQL, Postgresql database administration

Knowledgebase and digital repository management and maintenance

Windows, Mac, and Linux desktop and server

EXPERIENCE

Processing Archivist (Librarian I, Librarian II)

ISU Libraries Special Collections and University Archives, Iowa State University

Ames, IA
Feb 2019-April 2023
April 2023-July 2024

- 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 or performing arrangement, including appraisal in consultation with collections archivists, 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

Library Fellow (Visiting Assistant Professor)

UNLV University Libraries, University of Nevada, Las Vegas

Las Vegas, NV

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

School of Information, UT Austin

Austin, TX

Oct – Dec 2016

Developed a data model and metadata profiles for Mellon-funded digital archive

- 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

Whole Foods Market, Inc

Austin, TX

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

School of Information, UT Austin

Austin, TX

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

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)

Archivemata 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/IRTS.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 Alternative Method of Communication (poster)

March 2018

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.

WORKSHOPS AND INSTRUCTION

CLI for GLAM: the command line interface for absolute beginners

May 2024

Midwest Archives Conference Annual Meeting 2024

Madison, WI

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.

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
ISU Libraries

2020-2021
 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 activities

BloggERS Editorial Team, Member
SAA Electronic Records Section

2018-2021

- 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
UNLV Libraries

Fall 2017
 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
UNLV Libraries

Fall 2017
 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
UNLV Libraries

Spring 2017
 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
UT ASIS&T/AWIT

March 2016
 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
UT ASIS&T/AWIT

January 2016
 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
University of Texas

2015-2016
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
Daniel Alonzo and Molly Hults, Organizers

October 2014
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
Susan Dirks, Administrative Coordinator

Fall 2014
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
Dr. Lynn Westbrook; Bonnie Hauser and Deborah DeStefano, Supervisors
Austin ISD Digital Archive

Summer 2016
Austin Independent
School District Library
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

Dr. Patricia Galloway
Digital Archiving and Preservation

Spring 2016
UT Austin

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
Dr. Ciaran Trace
Archival Enterprise II

Spring 2016
UT Austin

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)**

Dr. Ciaran Trace; Brent Sipes, Supervisor

Fall 2015

H.J. Lutchter 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

Dr. Patricia Galloway; Jessica Meyerson, Advisor

Fall 2014

Dolph Briscoe Center for
American History

Introduction to Digital and Electronic Records

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.