Alicia M. Detelich

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Education

August 2015   **University of Illinois**   **Champaign, Illinois**
MSLIS, Graduate School of Library and Information Science

January 2011   **Saint Louis University**   **Saint Louis, Missouri**
B.A., History; B.A., Philosophy

Work Experience

20 February 2017-   **Yale University Libraries**   **New Haven, Connecticut**
Archivist – Manuscripts and Archives – Sterling Memorial Library

- Cultivate in-depth knowledge of ArchivesSpace technical architecture
- Advise colleagues on questions and problems related to ArchivesSpace
- Collaborate with MSSA staff to create and enhance archival metadata in bulk
- Create computational tools to facilitate automated metadata creation, manipulation, and re-use
- Contribute to the development and implementation of a sustainable metadata strategy for MSSA
- Participate in departmental discussions regarding implementation of metadata standards and best practices
- Improve workflows and processes related to metadata creation and management
- Perform database queries, generate audits and reports of data in ArchivesSpace
- Develop and implement data auditing protocols for special collections metadata
- Arrange and describe archival and manuscript collections, or supervise assistants in processing materials
- Provide reference services to faculty, students, staff, and the public
- Contribute to unit and departmental projects, planning and goal setting
- Archive the websites of selected donors, coordinate with processing archivists to create descriptive records for archived websites
- Lend technical skills to projects and committees across YUL and the archival community
- Yale University Library Committee and Task Force Memberships:
  - Cross-Collections Discovery Metadata Working Group, 2019-
  - Special Collections Steering Committee Assessment Task Force, 2019-
  - Linked Data for Production Advisory Group, 2019-
  - Preservica-ArchivesSpace Sync Advisory Group, 2019-
  - Yale Archival Management Systems (YAMS) Committee, 2017-
    - Co-Chair, October 2018-
    - Data Auditing Sub-Team
  - ArchivesSpace Public User Interface (PUI) Implementation project, 2017-2019
    - Co-leader, Data Cleanup and Enhancements Workgroup
  - Agents and Subjects Task Force, 2017-2019
  - Web Archiving Working Group, 2018-
    - Community of Practice Sub-Team
  - Peer Mentor Program – mentor for Digital Preservation Librarian and Resident Archivist
  - Search Committee for Architecture Records Archivist, Manuscripts and Archives
  - Search Committee for Web Developer, Beinecke Rare Book and Manuscript Library
- Committees outside of YUL:
  - ArchivesSpace Technical Advisory Council, 2018-2020
    - Development Prioritization Sub-Team
    - Technical Documentation Sub-Team (Sub-Team Leader, 2018-)

- o ArchivesSpace Member Representative, 2018-
- o ArchivesSpace Member Forum Planning Committee, 2018
- o ArchivesSpace Digital Objects Exports Working Group, 2017
- o SAA Key Contacts Committee, 2017-2020
    - District 1 Representative, 2017-2020
    - Connecticut Key Contact, 2017-2020

1 April 2014-20 January 2017   Saint Louis University Libraries   Saint Louis, Missouri
1 July 2015-20 January 2017: *Associate University Archivist – Department of Archives and Records Management – Pius XII Memorial Library*
1 April 2014- 30 June 2015: *Library Associate, Senior - Archives Processor – Department of Archives and Records Management – Pius XII Memorial Library*
- Prepare, arrange, and describe archival and manuscript collections
- Assess preservation needs of archival materials and conduct preservation procedures as appropriate
- Create DACS- and EAD-compliant finding aids in ArchivesSpace
- Manage ArchivesSpace system; identify and solve system issues as they arise and plan for future improvements of user interface and workflow
- Develop plans for assessing metadata quality and consistency across finding aids; evaluate finding aid compliance with DACS single level minimum standards
- Develop processing plans, inventory spreadsheets, and other documentation for departmental activities
- Assist in planning departmental projects, participate in strategic planning and goal setting
- Manage outreach activities for the department, including the creation of exhibitions, LibGuides, and social media postings
- Coordinate with academic departments to develop primary source instruction programs
- Collaborate with other departments and institutions on symposia and other special events related to local history
- Deliver presentations on University history at new-employee orientations
- Give tours of the Archives to potential donors and to individuals and groups with an interest in local history
- Monitor the reading room and assist in-person and remote patrons with research requests; gather and maintain statistical information on patron use of archival materials
- Appraise and accession archival materials as required
- Coordinate with potential donors to acquire new materials; prepare deeds of gift and other documents to ensure proper transfer of materials to the Archives
- Maintain archival storage areas and retrieve materials as necessary, including from off-site storage
- Supervise student workers and interns in completing daily tasks and special projects
- Monitor supply levels and submit orders for new supplies and equipment
- Pius XII Memorial Library Committee and Task Force memberships:
    - o Social Media Committee, 2014-2016
    - o Digitization Task Force, 2014-2015
    - o Special Collections Technical Processes Group, 2014
    - o Search Committee for the Library Associate, Senior for Rare Books, 2014-2015
    - o Security Committee, 2014-2016
    - o Staff Advisory Committee, 2014-2015
    - o Library Newsletter Committee, 2015-2016
        - Newsletter Editor, 2016-2017
    - o Jesuit History Symposium and Exhibition Working Group, 2015-2017
    - o ContentDM Replacement Task Force, 2016-2017

4 November 2013-28 March 2014   Washington University Libraries   Saint Louis, Missouri
Project Processing Archivist – Special Collections, Manuscript Division – John M. Olin Library
- Arrange and describe approximately 70 linear feet of literary manuscripts, research materials, publications, correspondence, and other professional and personal materials of contemporary American poet and essayist Jan Garden Castro
- Develop and carry out a processing plan for the manuscript collection
- Enter descriptive information into the Archon finding aid system
- Identify and locate selected materials from the collection for digitization
- Digitize materials and capture associated metadata using Dublin Core elements and controlled vocabularies
- Communicate with donor regarding progress and expectations for arrangement, description, and access to collection
- Compile a complete list of publications for the donor's future professional use
- Appraise additional materials at the home of the donor, advise on future processing and preservation measures

1 February 2012-31 July 2013   Archdiocese of Saint Louis Archives   Saint Louis, Missouri
Archives and Records Assistant
- Utilize archival materials, institutional and internet databases, and related reference tools to resolve administrative, historical, genealogical, and other requests for archival information
- Assist researchers in identifying and accessing relevant items from the Archives' collections
- Digitize archival materials and enter descriptive information into spreadsheets and electronic databases
- Accession and inventory transferred or donated archival material as necessary
- Arrange and describe archival materials as required
- Perform minor preservation measures on archival materials as necessary
- Develop content for local outreach programs and the Archives' web page
- Create manuals, interactive maps, and other reference materials pertaining to archival practices, recordkeeping procedures, and local history resources for use by staff members and researchers
- Provide administrative support, including basic accounting functions and the gathering of usage statistics
- Assist in training and supervision of new staff members

July 2011-February 2012.   Jesuits of the Missouri Province   Saint Louis, Missouri
Independent Contractor (Part Time) – Records Management Project
- Survey and appraise the inactive records of the Missouri Province Advancement Office
- Process materials according to the records retention policy of the institution
- Prepare documents for permanent retention in the Midwest Jesuit Archives

December 2010-February 2012   Midwest Jesuit Archives   Saint Louis, Missouri
Independent Contractor (Part Time) – Research and Reference Services
- Assist out-of-area patrons in locating archival materials for use in publications and audiovisual projects on Jesuit history
- Determine the significance of archival material according to patron standards and expectations
- Digitize selected items and make them available to users with appropriate metadata

January 2010-May 2010   Midwest Jesuit Archives   Saint Louis, Missouri
Undergraduate Intern
- Plan and carry out a large-scale processing project on the personnel files of deceased Jesuits
- Identify, arrange, and describe archival material according to professional standards

- Prepare and digitize archival documents and images for patron use
- Create finding aids and input data into electronic databases according to institutional policies
- Develop a web page with information about an archival collection, including selected digitized excerpts from that collection
- Prepare archival materials for use in an exhibit, "Crossing the Divide: Jesuits on the American Frontier" at the Saint Louis University Museum of Art

Consulting
- ArchivesSpace Training, Pequot Library, Southport, CT, upcoming May 2019
- Archon-ArchivesSpace Migration Consulting, Wheaton College (remote), February-March 2019
- ArchivesSpace Training, Pequot Library, Southport, CT, December 2018
- Web Scraping Consulting, Yale School of Public Health, May 2017

Presentations/Fora
- "ArchivesSpace at Yale Implementation," YUL Tech Talk, Yale University, January 2019
- "ArchivesSpace Reporting with MySQL," ArchivesSpace Member Forum, Washington, D.C., August 2018
- "Karen Spicher's Secret Agents (and Subjects): Enhancing Data to Enhance Access," SAA Description Section Meeting, Washington, DC, August 2018
- "Data Cleanup and Enhancements Workgroup," PUI Staff Forum, Yale University, February 2018
- "Data Auditing and the ArchivesSpace Public User Interface," ArchivesSpace Beyond The Basics Skillshare 2.0, Philadelphia, PA, November 2017
- "Collection Control With ArchivesSpace Recap," YUL Tech Talk, SCOPA Conference Recap Forum, Fall 2017
- "Better Collection Control with ArchivesSpace," ArchivesSpace Member Forum, Portland, OR, July 2017
- "Active Learning in the University Archives," Gateway Library Instruction Conference, Saint Louis, Missouri, October 2016
- "Francis Xavier Weninger and the Miracle at Saint Joseph," 2nd Annual Jesuit Student Research Symposium, Saint Louis, Missouri, 11 November 2015
- "EAD3: Encoded Archival Description, Version 3," Pius Library Emerging Technologies Committee meeting, Saint Louis, Missouri, September 2015
- "The Francis Xavier Weninger Collection at the Jesuit Archives – Central United States," Jesuit Restoration Student Research Symposium, Saint Louis, Missouri, 23 September 2014

Writing
- "Large-Scale Date Normalization with Python, MySQL, and Timetwister," Code4Lib Journal (forthcoming May 2019)
- "Cleaning Data to Enhance Access and Standardize User Experience," Yale ArchivesSpace Blog, November 2017
- "Faculty Women's Club Records," SLU Library Newsletter, 2016
- "Jesuit Research Symposium 2015," SLU Library Newsletter, November 2015
- "Archdiocese of Saint Louis," in *Historic St. Louis: 250 Years Exploring New Frontiers*, edited by J. Frederick Fausz. University of Missouri – Saint Louis Press, 2014

Exhibitions
- Co-Curator, Jesuit Student Research Symposium Retrospective/2017 Preview Exhibition, Pius Library, Saint Louis, Missouri, August 2016
- Curator, Women's History Month Exhibit, Pius Library, Saint Louis, Missouri, February-March 2016
- Curator, Jesuit Restoration Student Research Symposium exhibition, Pius Library, Saint Louis, Missouri, November 2015

- Co-Curator, "Race and Expression" exhibit, Pius Library, Saint Louis, Missouri, April 2015
- Curator, Jesuit Restoration Student Research Symposium exhibition, Pius Library, Saint Louis, Missouri, September 2014

Selected Technical Skills
Programming/ Scripting Languages: Python, Ruby (beginner), Regular Expressions, bash/CLI, Javascript
Databases: SQL (MySQL, SQL Server, MSSQL, SQLite), SPARQL, RDF, OWL
XML Processing: XSLT, XQuery, Schematron, BaseX
Web Application Frameworks: Django, Flask, Ruby on Rails
Markup Languages: XML, JSON, HTML, CSS, MD
Metadata Structures: EAD 2002/EAD3, METS, MODS, PREMIS, MARC, EAC-CPF
Content Standards: DACS, DC, RDA
Library/Archives Software: ArchivesSpace, Archon, Archivist's Toolkit, Voyager, Aeon, Archive-It, Webrecorder, Preservica, BitCurator, FTK, Fedora/Hydra, LibApps, Omeka, POWRR tools
Data Processing Tools: Regular Expressions, OpenRefine, NLTK, Stanford NLP
Applications: git, Oxygen XML Editior, Adobe Photoshop/Acrobat/Dreamweaver, Atom, Eclipse, Office/LibreOffice, Sublime3, ArcGIS
Systems: Windows, OSX, Linux, Vagrant, Virtual Box
Version Control: git, Bitbucket
APIs: ArchivesSpace, Voyager, Google, Twitter, Internet Archive/Archive-It, Zotero, ProPublica

Professional Memberships
- Society of American Archivists (SAA), 2013-Present
- New England Archivists (NEA), 2017-Present
- Midwest Archives Conference (MAC), 2015-2017
- Association of Saint Louis Area Archivists (ASLAA), 2013-2017
- Saint Louis Area Religious Archivists (SLARA), 2012-2017