Alicia M. Detelich

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New Haven, CT 06515

**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-)
  + ArchivesSpace Member Representative, 2018-
  + ArchivesSpace Member Forum Planning Committee, 2018
  + ArchivesSpace Digital Objects Exports Working Group, 2017
  + 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:
  + Social Media Committee, 2014-2016
  + Digitization Task Force, 2014-2015
  + Special Collections Technical Processes Group, 2014
  + Search Committee for the Library Associate, Senior for Rare Books, 2014-2015
  + Security Committee, 2014-2016
  + Staff Advisory Committee, 2014-2015
  + Library Newsletter Committee, 2015-2016
    - Newsletter Editor, 2016-2017
  + Jesuit History Symposium and Exhibition Working Group, 2015-2017
  + 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