

Contact

Yolande Elizabeth Bennett

Cambridge, Massachusetts

Email: ybennett97@gmail.com

Portfolio: yolandeibennett.github.io

Phone: 207.240.7411

Education

M.S. in Library & Information Science: Archives Management Concentration

Simmons University, Boston, MA: Sept. 2021 — May 2023

Courses: Digital Stewardship, Photographic Archives, Moving Image Archives

B.F.A. in Graphic Design, Cum Laude

Lesley University College of Art & Design, Cambridge, MA: Sept. 2016 — Feb. 2020

Experience

Assistant Digital Archivist

Massachusetts Archives

Boston, MA: July 2023 — present

Assist in facilitating the transfer of born-digital records to the Archives; process digital records, including arrangement and description of records; preservation of digital records, including ingest and migration of records in the Archives' digital repository; and assist in developing and facilitating large-scale digitization projects, including generating comprehensive item-level metadata in XML format for digital surrogates.

Support in managing and maintaining the Archives' digital repository, powered by Preservica; re-design of the Archives' digital repository public interface, and development of digital exhibition feature, using HTML, CSS, and Javascript; and curation of digital exhibitions to highlight collections within the repository.

Assist in supervising student interns, including hiring, training, and assigning work; facilitate updates to the Statewide and Municipal Records Retention Schedules; present at conferences on the topic of digital preservation; serve as Archives Advisory Commissioner on the Massachusetts State Historic Records Advisory Board; and assist with other duties as needed.

Primary Archival & Special Collections Assistant

Prince Memorial Library

Cumberland, ME: June 2011 — July 2023

Digital Maine Repository: Contributed to Digital Maine Repository, a partnership of the Maine State Library, Maine State Archives, and community institutions around the state, to share historical content with the Digital Public Library of America. Transcribed, scanned, cataloged, and assigned metadata to materials; cover and layout design for original digital publications; and e-published to Digital Commons platform.

Cumberland Bicentennial: Curated multiple online exhibits hosted on Omeka for the Bicentennial of the Town of Cumberland, Maine. Uploaded and assigned Dublin Core metadata to digitized materials; selected and arranged images to be included in book about Cumberland; and designed logo.

Climate Change and the Shell Middens of Casco Bay (Grant Funded): Provided archival treatment for documents relating to the University of Southern Maine's 1978–80 Casco Bay Archaeological Project. Organized and refoldered original documents; created a digital archive;

produced a finding aid for both physical and digital materials; and participated in archaeological excavation and survey on multiple islands in Casco Bay.

Circulation Duties: Checked in, out, and shelved materials; greeted patrons and assisted them with locating materials; answered phone and email inquiries; assigned card numbers to new patrons; prepared physical library cards; processed new materials to be added to library catalog; and rehabilitated existing materials.

Manuscript End-Processing Assistant

Schlesinger Library | Radcliffe Institute | Harvard University
Cambridge, MA: May 2022 — April 2023

Reboxed collections; numbered folders and entered those numbers into an EAD finding aid; quality assurance of preservation photocopying; separated and filed fragile materials, restricted materials, and photographs; labeled and barcoded boxes; and shelved collections, or prepared them for transfer to the Harvard Depository.

Archives Intern

Massachusetts College of Art & Design
Boston, MA: Sept. 2021 – Dec. 2021

Assisted in processing multiple archival collections held by the MassArt archives, including the Black Artists Union collection, the Studio for Interrelated Media collection, and the Student Government Association collection. Reboxed, refolded, and labeled materials; and produced a finding aid for the Black Artists Union collection.

Library Assistant

Sherrill Library | Lesley University
Cambridge, MA: Sept. 2016 — May 2017

Processed donated books, and entered their cataloging data into Excel spreadsheets; labeled and described archival materials; and curated various design projects, including event posters and a bookplate.

Board Memberships

Archives Advisory Commissioner

Massachusetts State Historical Records Advisory Board
Boston, MA: Feb. 2025 — present

Skills

Adobe Creative Suite, Digital Commons, DSLR Photography, HTML/CSS, JavaScript, Microsoft Office, Notepad++, Omeka, Oxygen XML Editor, Preservica, Python, ReDiscovery, Versatile Retention, Wordpress, XMetaL

Languages

English (Fluent), French (Intermediate)

Interests

Art & Design, Bookstores, Coding, Coffee, Film & TV, Hiking, Live Music, Museums, Poetry, Printmaking, Reading on Public Transit, Running, Traveling, Yoga

Presentations

Handling Born-Digital Materials with MA-SHRAB

Massachusetts History Alliance Conference, June 2025

An Introduction to MA-SHRAB

Western Massachusetts Historical Commission Coalition, May 2025

Facilitating Access to Archives through Digitization

Massachusetts History Alliance Conference, June 2024

Digitizing Municipal Records: Guidelines for Getting Started

Massachusetts Municipal Association, March 2024

Select Digital Exhibits

Massachusetts Archives

Commonwealth v. Sacco & Vanzetti: digitalarchives.sec.state.ma.us/sacco-and-vanzetti

Birds of Massachusetts: digitalarchives.sec.state.ma.us/birds-of-massachusetts

Parks & Zoos of Greater Boston: digitalarchives.sec.state.ma.us/parks-and-zoos

Quabbin Reservoir Cemetery Photographs: digitalarchives.sec.state.ma.us/quabbin-reservoir

Revolution 250: digitalarchives.sec.state.ma.us/rev250

Simmons University

Nelson Family Photograph Collection: yolandebennett.github.io/main_exhibit.html

Prince Memorial Library

Bicentennial of Cumberland, Maine: cumberland200.omeka.net

Select Publications

Simmons University

History of the Boston Music Scene: simmonslis.libguides.com/boston-music-scene

Prince Memorial Library

Casco Bay Archaeological Project: yolandebennett.github.io/Casco_Bay_Archaeological_Project.pdf

Cumberland, Maine Families: digitalmaine.com/cumberland_books/90

Maine Running Hall of Fame Biographies: digitalmaine.com/maine_running_hall_of_fame/21

Roads of Cumberland, Maine: digitalmaine.com/cumberland_books/86

Massachusetts Archives

Digital Repository Collections Overview: yolandebennett.github.io/DR_Collections.pdf

Searching the Index of Mass. Casualties in World War II: yolandebennett.github.io/MA_WWII.pdf

Schlesinger Library

Joseph R. Stanton Pro-Life Collection: hollisarchives.lib.harvard.edu/repositories/8/resources/12552

Papers of Louise E. Jefferson: hollisarchives.lib.harvard.edu/repositories/8/resources/12610

Papers of Mira Nair: hollisarchives.lib.harvard.edu/repositories/8/resources/13355

Papers of Sybil Shainwald: hollisarchives.lib.harvard.edu/repositories/8/resources/12466

New England Archivists

Prince Memorial Library Project Increases Awareness of Indigenous Shell Deposits and

Coastal Erosion: yolandebennett.github.io/NEA.pdf

Massachusetts College of Art & Design

Black Artists Union Collection: yolandebennett.github.io/Black_Artists_Union_MassArt.pdf