

Contact

Yolande E. Bennett
Cambridge, Massachusetts
ybennett97@gmail.com
207.240.7411
yolandebennett.github.io

Education

M.S. in Library & Information Science: Archives Management Concentration
Simmons University, Boston, MA: Sept. 2021 — May 2023
Courses: Collections Maintenance, 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.

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.

Primary Archival & Special Collections Assistant

Prince Memorial Library
Cumberland, ME: June 2011 — July 2023

¹ *Prince Memorial Library Project Increases Awareness of Indigenous Shell Deposits and Coastal Erosion. (2022, October). NEA Newsletter, 49(4), 7.*

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 the material; and participated in archaeological excavation and survey on multiple islands in Casco Bay.¹

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.

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.

Grace E. Hutchinson Negative Collection Project (Grant Funded): Processed approximately 3,000 negatives from the collection of Grace E. Hutchinson, reporter for the Portland, Maine Newspapers from 1963–1983. Scanned, sleeved, labeled, and boxed all items.

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.

Digital Publications

Bennett, Yolande. *History of the Boston Music Scene, 1960s–1990s*.
Author. LibGuides at Simmons College Library and Information Sciences, 2022.
<https://simmonslib.libguides.com/boston-music-scene/>

Digital Exhibits

Revolution 250 (2025)
<https://digitalarchives.sec.state.ma.us/rev250>

Paintings from: Birds of Massachusetts and Other New England States (2024)
<https://digitalarchives.sec.state.ma.us/birds-of-massachusetts/>

Cumberland Bicentennial (2021)
<https://cumberland200.omeka.net/>

Skills

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

Languages

English (Fluent), French (Intermediate)