

## Contact

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## 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a partnership of the Maine State Library, Maine State Archives, and community institutions around the state, to share historical content with the Digital Public Library of America.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](https://digitalarchives.sec.state.ma.us/sacco-and-vanzetti)

Birds of Massachusetts: [digitalarchives.sec.state.ma.us/birds-of-massachusetts](https://digitalarchives.sec.state.ma.us/birds-of-massachusetts)

Parks & Zoos of Greater Boston: [digitalarchives.sec.state.ma.us/parks-and-zoos](https://digitalarchives.sec.state.ma.us/parks-and-zoos)

Quabbin Reservoir Cemetery Photographs: [digitalarchives.sec.state.ma.us/quabbin-reservoir](https://digitalarchives.sec.state.ma.us/quabbin-reservoir)

Revolution 250: [digitalarchives.sec.state.ma.us/rev250](https://digitalarchives.sec.state.ma.us/rev250)

### **Simmons University**

Nelson Family Photograph Collection: [yolandebennett.github.io/main\\_exhibit.html](https://yolandebennett.github.io/main_exhibit.html)

### **Prince Memorial Library**

Bicentennial of Cumberland, Maine: [cumberland200.omeka.net](https://cumberland200.omeka.net)

## **Select Publications**

### **Simmons University**

History of the Boston Music Scene: [simmonslis.libguides.com/boston-music-scene](https://simmonslis.libguides.com/boston-music-scene)

### **Prince Memorial Library**

Casco Bay Archaeological Project: [yolandebennett.github.io/Casco\\_Bay\\_Archaeological\\_Project.pdf](https://yolandebennett.github.io/Casco_Bay_Archaeological_Project.pdf)

Cumberland, Maine Families: [digitalmaine.com/cumberland\\_books/90](https://digitalmaine.com/cumberland_books/90)

Maine Running Hall of Fame Biographies: [digitalmaine.com/maine\\_running\\_hall\\_of\\_fame/21](https://digitalmaine.com/maine_running_hall_of_fame/21)

Roads of Cumberland, Maine: [digitalmaine.com/cumberland\\_books/86](https://digitalmaine.com/cumberland_books/86)

### **Massachusetts Archives**

Digital Repository Collections Overview: [yolandebennett.github.io/DR\\_Collections.pdf](https://yolandebennett.github.io/DR_Collections.pdf)

Searching the Index of Mass. Casualties in World War II: [yolandebennett.github.io/MA\\_WWII.pdf](https://yolandebennett.github.io/MA_WWII.pdf)

### **Schlesinger Library**

Joseph R. Stanton Pro-Life Collection: [hollisarchives.lib.harvard.edu/repositories/8/resources/12552](https://hollisarchives.lib.harvard.edu/repositories/8/resources/12552)

Papers of Louise E. Jefferson: [hollisarchives.lib.harvard.edu/repositories/8/resources/12610](https://hollisarchives.lib.harvard.edu/repositories/8/resources/12610)

Papers of Mira Nair: [hollisarchives.lib.harvard.edu/repositories/8/resources/13355](https://hollisarchives.lib.harvard.edu/repositories/8/resources/13355)

Papers of Sybil Shainwald: [hollisarchives.lib.harvard.edu/repositories/8/resources/12466](https://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](https://yolandebennett.github.io/NEA.pdf)

### **Massachusetts College of Art & Design**

Black Artists Union Collection: [yolandebennett.github.io/Black\\_Artists\\_Union\\_MassArt.pdf](https://yolandebennett.github.io/Black_Artists_Union_MassArt.pdf)