


# Stanford


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## Daniel Hartwig

University Archivist, Special Collections

 Curriculum Vitae available Online

 Resume available Online

### CONTACT INFORMATION

- **Alternate Contact**

Daniel Hartwig

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**Tel** (650) 315-6383

### SUPERVISORS

- Robert Trujillo

### Bio

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#### CURRENT ROLE AT STANFORD

Formulate, direct, and administer collection development policy and program for archival and manuscript collections pertaining to Stanford University

Manage institutional information for President's Office, Provost's Office, Board of Trustees, Office of Development, Planning Office, and Stanford Alumni Association

Administer all public service related to access and interpretation of the holdings of University Archives, including instruction, reference, web presence, exhibits, reproduction policies, and publications.

Identify and cultivate donors

Formulate, direct, and administer policy and program related to administrative records management, records transfer, and information retrieval; establish and administer policies on restrictions and access to records

Develop and maintain programs of digitization of appropriate holdings of the University Archives

Develop and maintain relationships with key University and University-related committees

Supervise two FTE University Archives staff and two FTE Stanford Historical Society staff

Serve as department's security officer

## HONORS AND AWARDS

- MUSE development project, Stanford Libraries (2012)
- Stanford Community History Toolkit, Stanford Alumni Associates (2017)
- Hidden Collections Grant, Council on Library and Information Resources (2012)

## EDUCATION AND CERTIFICATIONS

- MLIS, University of Wisconsin-Madison , Library & Information Science (2004)
- MA, Indiana University-Bloomington , History & Philosophy of Science (2001)
- BA, University of Iowa , History; Philosophy (1998)

## PROJECTS

- Stanford Daily Digitization Project - Stanford University (2011 - 2014)
- Hanna House Digitization Project - Stanford University (2012 - present)

## SERVICE, VOLUNTEER, AND COMMUNITY WORK

- Web Archiving Service Team (7/2013)
- Board of Directors (2010)
- Media Access Working Group (2013 - 2015)
- Imagery Access Ad Hoc Task Force (2011 - 2012)
- Stanford Historical Society Board of Directors (2010)

## PERSONAL INTERESTS

Photography/Art

Travel

Music

Movies

Motocycles

## LINKS

- Flickr: <http://www.flickr.com/photos/dwhartwig>

## Professional

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## PROFESSIONAL INTERESTS

Digital Preservation

Electronic Records

Photography

Architectural Records

## WORK EXPERIENCE

- Records Services Archivist - Yale University (July 2004 - August 2010)
- Assistant Archivist and Digital Projects Developer - Ball State University (August 2004 - July 2006)
- Archives Reference Assistant - Wisconsin Historical Society (November 2002 - August 2004)

## PROFESSIONAL AFFILIATIONS AND ACTIVITIES

- Archivists' Toolkit Roundtable Steering Committee, Society of American Archivists (2009 - 2011)
- College & University Archives Section Steering Committee, Society of American Archivists (2011 - 2014)
- Member, Society of American Archivists (2004 - present)
- Member, Society of California Archivists (2010 - present)

## Publications

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### PUBLICATIONS

- **Stanford University Archives case study**  
Hartwig, D., Schneider, J.  
Society of American Archivists.  
2016 ; Appraisal and Acquisition Strategies
- **The Family and Community Archives Project: Introducing High School Students to Archives and the Archives Profession** *Through the Archival Looking Glass: A Reader on Diversity and Inclusion*  
Hartwig, D., Weideman, C.  
Society of American Archivists.2014: 213–234

### PRESENTATIONS

- Mobilizing the Stanford University Archives - Society of California Archivists (2011)
- Pre-Custodial Intervention and Institutional Repositories - Society of American Archivists (2008)
- Ingest of university electronic records: Theory & Practice - Society of American Archivists (2007)