

EMPLOYMENT

2010 Sep—Present **Stanford Libraries, Special Collections & University Archives**

University Archivist

- Formulate, direct, and administer collection development policy and program for archival and manuscript collections pertaining to Stanford University
- Manage institutional information for President & Provost's Office, Board of Trustees, Office of Development, Planning Office, Faculty Senate, 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
- 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
- Special projects:
 - Received CLIR Hidden Collections grant (\$114,000) to process the Stephen Schneider papers
 - Led digitization of 450+ collections, including the Leland and Jane Stanford Papers, *Stanford Daily*, *Campus Report*, Hanna House Collection, Board of Trustees Minutes, Stanford Oral History Project, Stanford News Service audiovisual materials, and Clayman Institute audio recordings
 - Added more than 350,000 images and more than 6,500 audiovisual files online
 - Added more than 2,000 online finding aids
 - Created 30+ Spotlight [exhibits](#)
 - Created [IIIF/From the Page transcription project](#)
 - Created [Community History Toolkit](#) to allow individuals and groups to capture and share oral history projects

2006 Jul—2010 Aug **Yale University Library, Manuscripts & Archives**

Records Services Archivist

- Acted as primary point of contact between University Archives and Yale offices, assisting with all aspects of the records services program
- Analyzed and appraised information holdings of Yale offices, defining nature and scope of records to be accessioned into the University Archives
- Negotiated submission agreements and manage records transfers
- Coordinated arrangement and description of university records, including cataloging and creating EAD finding aids for all University Archives collections
- Provided records management training to university staff

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- Provided reference and research assistance
- Took on systems administration and support responsibilities in 2008
- Took over collection management responsibilities for department from 2008-2010
- Took on management of accessioning and supervision of accessioning staff in 2010
- Special projects:
 - Led migration of departmental systems and legacy data to Archivists' Toolkit (AT)
 - Created [AT@Yale](#) Blog to document Yale's development and use of the AT
 - Completed migration/recon of more than 1000 finding aids from EAD v.1 to EAD 2002

2004 Aug—2006 Jul Ball State University Libraries, Archives & Special Collections

Assistant Archivist and Digital Projects Developer

- Oversaw University Archives and records management program; acted as liaison to university offices, creating guidelines, record schedules, and online resources
- Responsible for the appraisal, acquisition, processing, and description of university records
- Participated in the digitization of archival materials; oversaw database development and metadata creation for digital objects
- Created and maintained Web pages, graphics and online resources for the Archives and Special Collections Research Center and Digital Media Repository
- Promoted use of collections through online and physical exhibits, publications, presentations, and other outreach activities
- Provided reference and research assistance to students, researchers and the general public; served as library liaison to university departments
- Special projects:
 - Led redesign of library website and creation of Student Virtual Library, RSS feeds, and library blogs
 - Created and maintained e-Archive, an online repository of university electronic records
 - Redesigned Academic Libraries of Indiana (ALI) Website
 - Participated in writing of University Libraries' strategic plan
 - Assisted in the planning & writing of two LSTA digitization grants
 - Managed the College of Architecture and Planning's Archives for one year

2002 Nov—2004 Aug Wisconsin Historical Society

Archives Reference Assistant

- Provided archival reference, research and instruction for over 2000 annual users of the McCormick-International Harvester Collection
- Established increased intellectual access to the McCormick-International Harvester collection by creating inventories, finding aids, chronologies, and online databases
- Processed a variety of archival series incorporating various document types and formats
- Worked on digitization project involving the selection, cataloging, scanning and posting online of 3,000 images from the collection's vast array of visual resources
- Special projects:
 - Completed processing and finding aid for a collection of over 330 photo albums

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SERVICE

Stanford Libraries

- Stanford Historical Society Board of Directors (2010-)
- Imagery Access Ad Hoc Task Force (2011-2012)
- Media Access Working Group (2013-2014)
- Web Archiving Service Team (2013-)

Society of American Archivists

- Archivists' Toolkit Roundtable Steering Committee (2009-2011)
- College & University Archives Section Steering Committee (2011-2013)

Yale University Library

- Finding Aids Coordinating Committee (2010)
- Family and Community Archives Project Administrative Committee (2008-2010)
- Collections Collaborative Archivists' Toolkit Project (2008)
- Library Social Association (2007-2008)
- Collections Collaborative Task Force on New Collections Information (2007)

Ball State University Libraries

- Library Liaison (2006)
- Web Development Working Group, Chair (2005-2006)
- Digital Media Repository Working Group (2005-2006)
- Professional Personnel Association, Secretary (2005-2006)
- University Libraries' Strategic Planning Task Force (2005)



PUBLICATIONS/PRESENTATIONS (SELECT)

- [The Future of the Digital Past 2.0: Ethics and Digital Archives](#) (2018), San Francisco Public Library
- The Future of the Past at Stanford (2018), San Francisco History Days
- "An Oral History of Philip G. Zimbardo," Stanford Historical Society (2018)
- Stanford University Archives case study, *Collecting Digital Manuscripts and Archives, Appraisal and Acquisition Strategies* (2016)
- "The Stanford Alumni Legacy Project," Vi Retirement Home (2015)
- "The Mysterious Death of Jane Stanford," Cantor Arts Center docents (2015)
- "[An Oral History of Gordon Bower](#)," Stanford Historical Society (2014)
- "[History and Design of Green Library](#)," Library Concierge Project (2014)
- "The Legacy of the Stanford Family," Carmel Public Library (2014)
- "The Mysterious Death of Jane Stanford," Palo Alto Rotary Club (2014)
- "The Family and Community Archives Project: Introducing High School Students to the Archives Profession," *Through the Archival Looking Glass* (2014)
- "Women in Stanford History," Women's Community Center (2013, 2014)
- "Defining Moments in Stanford History," Stanford University Business Affairs annual meeting



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(2012)

- “Mobilizing the Stanford University Archives,” Society of California Archivists Annual General Meeting, Pecha Kucha #1: A Sampling of Projects from Archives in the West (2011)
- [AT@Yale](#) Blog (2010)
- “Pre-Custodial Intervention and Institutional Repositories,” Society of American Archivists Annual Conference, Session 502: Pre-Custodial Intervention: Let Them Do the Damn Work! (2008)
- “Ingest of university electronic records: Theory & Practice,” Society of American Archivists Annual Conference, Acquisitions and Appraisal Section (2007)

EXHIBITS (SELECT)

Stanford University Libraries

- [Women @ Stanford](#) (2018)
- [Stanford Community Centers](#) (2018)
- [Stanford Athletics](#) (2018)
- [The Stanford Family](#) (2018)
- [Queer @ Stanford](#) (2018)
- [Digital Forma Urbis Romae](#) (2017)
- [Activism @ Stanford](#) (2017)
- [Stanford Photos](#) (2017)
- [Stanford Stories from the Archives](#) (2016)
- [A Stanford Atlas](#) (2016)
- [Incomparable: The Stanford Band](#) (2016)
- [Stanford Oral History Collections](#) (2016)
- [A History of Artificial Intelligence](#) (2016)
- [Hanna House Collection](#) (2016)
- [Stanford Historic Photograph Collection](#) (2016)
- [Eadweard Muybridge](#) (2016)
- Branner @ 100: The Man and the Library, Branner Library (2015)
- Black Student Union (2015)
- A History of the Row (2014)
- Stanford & Silicon Valley (2014)
- Women in Stanford History (2013, 2014)
- Stanford Professionals In Real Estate (2013)
- Stanford Alumni Association STARS (2013)
- Treasures from the Stanford University Archives (2012, 2013, 2015)
- Founding Grant Society (2012)
- Founders’ Day (2011, 2012, 2013, 2014, 2015)
- Stanford 101 (2010, 2011)
- Stanford University Treasures (2010)

CLASSES/INSTRUCTION (SELECT)

- Archival Methods (2018)

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- #Activism (2017-2018)
- Stanford Folklore (2017-2018)
- Stanford Collects (2017)
- The Murder of Jane Stanford (2016)
- History of San Francisco (2015)
- Is Stanford a Religion? (2014, 2015, 2018)
- The Origins of the Modern American City (2014)
- Who Murdered Jane Stanford? (2014)
- Mapping the World (2013)
- Stanford Safari (2012, 2013)
- 19th Century America (2011, 2012, 2013, 2014, 2015)
- Stanford 101 (2010, 2011)

TECHNICAL EXPERIENCE

Library/Archives Management Systems

- ArchivesSpace, Archivists' Toolkit, SirsiDynix Workflows, Voyager, Aeon, Archive-It

Desktop Applications

- Microsoft Office, Google Apps, Oxygen, XMetaL, SharePoint, Acrobat, FTK Imager, Forensic Toolkit, BitCurator, Cumulus, MarcEdit

Operating Systems

- Mac OS, Windows

Web/Markup Languages

- HTML, CSS, XML, EAD, EAC-CPF

Metadata Standards

- DACS, MODS, MARC21/MARCXML, AACR2, Dublin Core

Classification Standards

- LCSH, NAF, AAT, CCO

Databases

- MySQL, Access, FileMaker Pro

Design, Audio/Video Editing

- Drupal, Photoshop, Flash, Dreamweaver, Audacity, Balsamiq, Captivate, Camtasia, Photo Mechanic, Handbrake, iMovie

GRANTS (SELECT)

- Stanford Alumni Associates (\$10,000) for developing [Stanford Community History Toolkit](#), 2017
- Stanford Libraries, Payson Treat (\$10,000) for [IIF Crowdsourcing Project](#), 2017
- Stanford Libraries, Payson Treat (\$10,000) for [Virtual Stanford Project](#), 2012
- Stanford Alumni Associates (\$10,000) for [Stanford Alumni Legacy Project](#), 2014
- CLIR Hidden Collections (\$114,000) for processing [Stephen Schneider Papers](#), 2012
- Stanford Libraries, Payson Treat (\$10,000) for developing email archiving tool MUSE, 2012

PROFESSIONAL DEVELOPMENT (SELECT)

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- IIF Discovery Workshop (2018)
- A More Complete Record: The Case for Archival Partnerships (2018)
- BitCurator (2014)
- Care and Identification of Photographs (2014)
- Care and Identification of Architectural Drawings (2013)
- Stanford Manager Academy (2013)
- Privacy and Confidentiality Issues in Digital Archives (2013)
- MySQL (2012)
- HTML5 (2012)
- Grant Writing (2012)
- EAC-CPF (2012)
- Drupal (2011, 2013)
- Funding for Historical Records: A Grant Writing Workshop (2011)
- Archivists' Toolkit and Digital Objects (2011)

EDUCATION

<i>M.L.I.S. (2004 May)</i> Library and Information Studies; specialization in Archives	<i>University of Wisconsin-Madison</i>	<i>Madison, WI</i>
<i>M.A. (2001 Jun)</i> History and Philosophy of Science	<i>Indiana University</i>	<i>Bloomington, IN</i>
<i>B.A. (1998 May)</i> Double major in History and Philosophy	<i>University of Iowa</i>	<i>Iowa City, IA</i>

REFERENCES

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