

2010 Sep—Present Stanford University 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 university offices, including President & Provost's Office, Board of Trustees, Development, Planning Office, and Alumni Association
- Administer all public service related to access and interpretation of the holdings of the University Archives, including instruction, reference, web & social media presence, exhibits, reproduction policies, and publications
- Identify and cultivate donor relationships
- 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 digitization programs
- 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 *Stanford Daily*, Hanna House Collection, Stanford Oral History Project, & student life collections
 - Added more than 350,000 images and more than 6,500 audiovisual files online
 - Added more than 2,000 online finding aids; 475+ with online content
 - 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 information holdings of Yale offices, defining nature and scope of records to be accessioned into the University Archives
- Negotiated submission agreements and managed 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
- Provided reference and research assistance
- Took on systems administration and support responsibilities in 2008
- Took over collection management responsibilities for department from 2008-2010
- Supervised two FTE staff
- Special projects:
 - Led migration of departmental systems and legacy data to Archivists' Toolkit (AT)

DANIEL HARTWIG

- Created [AT@Yale](#) Blog to document Yale's development and use of the AT
- Completed migration/recon of more than 1,000 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 electronic records
 - Redesigned Academic Libraries of Indiana (ALI) website
 - Participated in writing of University Libraries' strategic plan
 - Assisted in the planning and writing of two LSTA digitization grants
 - Managed the College of Architecture and Planning Archives for one year

2002 Nov—2004 Aug

Wisconsin Historical Society

Archives Reference Assistant

- Provided archival reference, research, and instruction for over 2,000 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



SERVICE

Stanford University Libraries

- Media Access Working Group (2013-2015)
- Web Archiving Service Team (2013-)
- Imagery Access Ad Hoc Task Force (2011-2012)

DANIEL HARTWIG

- Stanford Historical Society Board of Directors (2010-)

Society of American Archivists

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

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)

TECHNICAL EXPERIENCE

Library/Archives Management Systems

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

Desktop/Web Applications

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

Operating Systems

- Mac OS X, Windows

Web/Markup Languages

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

Metadata Standards

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

Classification Standards

- LCSH, NAF, AAT, CCO

Databases

- MySQL, SQL, Access, FileMaker Pro, Paradox

Design, Audio/Video Editing

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

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)

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- Stanford University Archives case study, *Collecting Digital Manuscripts and Archives, Appraisal and Acquisition Strategies* (2016)
- [“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 (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)

EDUCATION

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

REFERENCES

Laura Jones
Director of Heritage Services and University Archeologist
Stanford University
Stanford, CA 94305
(650) 723-9664
ljones@stanford.edu

Kevin Glick
Head of Digital Information Systems
Yale University
New Haven, CT 06520
(203) 432-4693
kevin.glick@yale.edu

Christine Weideman
Director, Manuscripts and Archives
Yale University
New Haven, CT 06520
(203) 432-1740
christine.weideman@yale.edu