

## Digital Collections Librarian

- Apply digital information management best practices to creation and maintenance of scanned images.
- Design, write and provide content knowledge management for web access to special collections.
- Develop EAD-compliant finding aids and templates for archive document and photograph materials.
- Write operational procedures, user and training guides, and conduct training programs.
- Coordinate web and information management projects within a collaborative team environment.

### Education

M.L.S., with Information Management Certificate, Emporia State University, Emporia, Kansas

B.A., English Literature, University of Kansas, Lawrence, Kansas

### Applications Software

*Internet Editors / Tools:*

HTML 5, HomeSite 5.5, Macromedia Dreamweaver 8, WS\_FTP Pro

*PC-Based Software:*

Adobe Acrobat, Microsoft Office 2007: Word, Excel, PowerPoint

*Graphics Tools:*

Adobe Photoshop, Corel Paintshop Pro, Ulead PhotoImpact, GrabIt Pro, Hijaac Pro, RFFlow, Visio Pro, Snagit Pro

### Digitization, Web Design, and Digital Content Management

*2/08-Present*

**Western Historical Manuscript Collection**, Kansas City, Missouri

Processing archivist of audio-visual, artifact, and manuscript accessions to the WHMC-KC collections. Maintain Access databases, produce electronic inventories, donor gift forms, image scans, and image metadata, and provide reference support to researchers. Writing a collection processing and reference procedures guide.

*5/07-1/08*

**Kansas Historical Society**, Topeka, Kansas

Wrote and edited digital image metadata for Kansas Memory ([www.kansasmemory.org](http://www.kansasmemory.org)), processed manuscript collections, created EAD-compliant finding aids, and summarized WWII oral history interviews for future web publication. Organized a public forum for stakeholders' interested in the NARA-KC's relocation plans. As the 2007 Lela Barnes Archives Intern, I was responsible for the evaluation of current open source archives management software (ARCHON and Archivists' Toolkit) for web publication of collection MaRC catalogue and EAD finding aids and processed selected manuscript collections. Developed an interactive blog for distribution of evaluation information ([kansasarchives.wordpress.com](http://kansasarchives.wordpress.com)).

*1/07-5/07*

**KU Digital Initiatives / Archaeological Research Center**, University of Kansas, Lawrence, Kansas

Wrote EAD-compliant finding aid highlighting the Floyd Schultz Field Projects collection. Wrote web pages highlighting elements from that collection ([www.nhm.ku.edu/archaeology/arc\\_images\\_documents.html](http://www.nhm.ku.edu/archaeology/arc_images_documents.html)), including scanned images, metadata, and a link to the collection's finding aid. Created templates for the EAD/DACS finding aid and highlight web pages, and wrote a procedures guide for use by subsequent student assistants to create findings aids, perform collection scans, and to develop corresponding web pages for those collection finding aids and images.

*7/02-11/02*

**Northwest Regional Data Center**, Tallahassee, Florida

Redesigned, reorganized and rewrote the Data Center's web site, including internal documents' conversion to PDF format, and produced their marketing brochure's content and camera-ready layout.

*6/00-2/01*

**Netfolio Corporation**, New York, New York

Wrote the corporate intranet for internal distribution of all product and corporate PDF documents.

*9/99-6/00*

**Instinet Corporation**, New York, New York

Wrote the Clearing & Settlement division's intranet web site with primary emphasis upon C&S production's online Operational daily runbook and procedures. Edited the Clearing & Settlement division's Business Continuity Plan procedures for application fail-over processing between its primary and secondary data centers. All documents were produced in Word (with Excel and Visio inserts) and converted for intranet deployment. Deployed the fail-over procedures and operational support documents as either Adobe PDF or HTML files on the site.

- 6/98-9/98*      **PricewaterhouseCoopers**, Tampa, Florida  
Edited the Redirection Server web page HTML source code, and eleven manuals detailing the development and implementation of the Redirection Server System for PwC's interim global web site. All documents were written in MS Word with Visio Pro graphics, extensively cross-linked and distributed via PwC's Lotus Notes database.
- 12/94-1/97*      **Compaq Telecom Network Solutions**, Omaha, Nebraska  
Developed the CTNS Systems Engineering Library web site within Compaq (then Tandem) Telecom's intranet. The Library provides links to external TIA/EIA web sites and contains over 200 telecommunication standards documents, converted to Adobe PDF format and cross-linked.

## Training

- 1/07-5/07*      **KU Digital Initiatives / Archaeological Research Center**, University of Kansas, Lawrence, Kansas  
Wrote the collections' procedures guide for use by subsequent student assistants to create findings aids, perform collection scans, and to develop corresponding web pages for those collection finding aids and images.
- 10/04-9/05*      **TechProse**, Lafayette, California  
Edited training and heavy/ running equipment maintenance manuals developed by TechProse to support Alstom Transportation (New Jersey Transit's PL42 and Comet locomotive projects) and Kawasaki Rail Services (Metropolitan Baltimore Transit Service project).
- 9/01-12/01*      Edited PowerPoint training materials for the CUBIC Fares System developed for San Diego's light rail system.
- 6/00-2/01*      **Netfolio Corporation**, New York, New York  
Wrote an informal guide and trained the client staff to maintain the corporate documents and new intranet.
- 9/99-6/00*      **Instinet Corporation**, New York, New York  
Wrote a user guide identifying the content and structure of the Clearing and Settlement's portion of the corporate intranet, and trained the client staff responsible for its subsequent maintenance.
- 4/90-7/91*      **Univar Corporation**, Seattle, Washington  
Wrote the ChemCare national training program materials and conducted the initial 'train the trainers' sessions.

## Writing and Editing

I have been an IT technical writer since 1972, and have been incorporated and working as an independent contractor in that profession since 1981. I've written management, systems, programming, and user guides, request for proposals, system specifications, training manuals and materials, online help, test guides, and procedures guides for all manner of clients, system configurations, and applications. A complete listing of my clients, and identification of the manuals written or edited for each, is available upon request (as are samples of most of the documents written in the last ten years).

Baldwin, Hackett & Meeks, Inc., Omaha, Nebraska  
Bank of America, San Francisco, California  
Compaq Telecom Network Solutions, Omaha, Nebraska  
C.W. Sweeney, San Francisco, California  
Grapevine Systems, Omaha, Nebraska  
Hughes Aircraft Company, Canoga Park, California  
John Deere Parts Distribution Center, Milan, Illinois  
JP Morgan Chase & Companies, New York, New York  
Netfolio Corporation, New York, New York  
Oficina de Gerencia y Presupuesto, San Juan, Puerto Rico  
PricewaterhouseCoopers, Tampa, Florida  
Pacific Bell Telephone, San Francisco, San Ramon, and Concord, California  
Pacific Far East Lines, San Francisco, California  
Tandem Computers Incorporated, Cupertino, California  
TechProse, Lafayette, California  
TRW Corporation, Dallas and Allen, Texas  
Univar Corporation, Seattle, Washington  
University of Nebraska Computer Network, Lincoln, Nebraska  
Wayfarer Communications, Inc., Mountain View, California  
Wells Fargo Bank, San Francisco, California

## Professional Organization Memberships

American Library Association  
ARMA International  
Heritage League of Greater Kansas City  
Kansas City Area Archivists

Midwest Archives Conference  
Society of American Archivists  
Special Libraries Association

## Professional Activities

I have contributed services to these professional institutions and organizations:

**American Library Association:** Selected as one of 20 MLS students, nation-wide, to participate in ALA's Student-to-Staff program. I attended the June 2006 annual conference in New Orleans as the official student representative of Emporia State University's School of Library and Information Management, and contributed 20+ hours working with the ALA Human Resources division.

**Heritage League of Greater Kansas City:** Member of the 2008 programs committee.

**Kansas City Area Archivists:** As Education chair, currently organizing the 2008 "Digital Presentation" seminar. Organized the KCAA Fall 2007 "Marketing Your Cultural Heritage Institution," and Fall 2006 "Common Ground: Collaboration in the Heartland" events. Arranged for professional speakers for each of the KCAA organization's 2007 quarterly meetings. Worked with archivists of the Eisenhower Museum and Presidential Library in Abilene, Kansas to produce their May 2007 "Archives Access Issues" symposium.

**SLA@SLIM:** Publicity chair 2006-2007. Responsible for inviting award-winning Washington Post/Newsweek web developer, Rob Curley, to speak to students in the School of Library and Information Management at Emporia State University, and for working with the university's events committee to organize the two day speaking event. Streaming video of a 10/13/06 presentation he made to ESU students and faculty is available by clicking on the "Guest Speaker, Rob Curley" link from the SLIM web site: <http://slim.emporia.edu/>.

**Society of American Archivists:** Arranged for the SAA's publicity of KCAA's Fall 2006 symposium. Attended the October 2006 two day SAA Arrangement and Description seminar at the University of Kansas' Kenneth Spenser Research Library. Attended the August 2007 national SAA conference in Chicago.

**Special Libraries Association – Heart of America:** Newsletter editor and board member of the regional SLA Heart of America chapter (2006-present). Attended the June 2007 national SLA conference in Denver paid, in part, by a \$250 scholarship award from the SLA-HOA chapter.

**University of Kansas, KU Digital Initiatives:** My Spring 2007 M.L.S. practicum project, under the supervision of Sarah Goodwin Thiel of KU's Digital Initiatives group, involved work arranging and describing the Floyd and Adah Jane Schultz Field Projects' manuscripts collection at KU's Archaeology Research Center. The practicum consisted of collection arrangement and description, development of an EAD-compliant finding aid template, scanning of collection photographs and documents, creation of a web page ([www.nhm.ku.edu/archaeology/arc\\_images.documents.html](http://www.nhm.ku.edu/archaeology/arc_images.documents.html)) highlighting the Schultz collection and its finding aid, and writing a procedure guide.

## Scholarship Awards

**American Library Association:** Selected as one of 20 MLS students, nation-wide, to participate in ALA's Student-to-Staff program. I attended the June 2006 annual conference in New Orleans as the student representative of Emporia State University's School of Library and Information Management.

**Special Libraries Association-Heart of America Chapter:** Received the chapter's annual \$250 scholarship award to attend the 2007 SLA conference in Denver.

**Kansas Historical Society:** Granted the Society's 2007 Lela Barnes Archival Internship award.

## References

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### **Sarah Goodwin Thiel**

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