

Archivist

- Process photograph, audio-visual, architectural record, and manuscript collections.
- Provide reference support and EAD-compliant finding aids to assist archive researchers.
- Apply digital information management best practices to creation, maintenance, and access of digital images.
- Coordinate and document web and information management projects within a collaborative team environment.
- Teach masters level courses of arrangement, description, EAD finding aids, and photographs archives.
- Create outreach and collaborative projects to engage both patrons and professional colleagues.

Education and Certification

2008, Certified Archivist, Academy of Certified Archivists

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

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

Grant Writing and Digitization

5/2012

Franklin County Historical Society, Ottawa, Kansas

Prepared the Society's grant application to the National Endowment for the Humanities Preservation for Small Museums grant program for preservation data loggers equipment. Edited an IMLS grant application.

8/2009

National Historical Publications and Records Commission, NARA, Washington, D.C.

Reviewed grant applications for NHPRC's Digitizing Historical Records grant program. Applications were evaluated for historical value of collections, best practice archival and digitization standards, quality of work flow, increased public access, and portability of the business model for other projects and other institutions.

8/2008

Preserving Photographs in a Digital World, Image Permanence Institute, Rochester, New York

Participated in content-intensive workshops and lectures related to traditional photograph collection preservation techniques, and the theory and practice of digital imaging and cataloguing of archival collection photographs.

Archives

2/12-Present

Franklin County Historical Society, Ottawa, Kansas

Archivist working with a team processing and digitizing a large negatives collection. Developing an essential records retention program for the repository, and assisting with grant funding applications.

12/11-Present

Emporia State University, School of Library and Information Science, Emporia, Kansas

Instructor of two archives management courses (LI818-Arrangement and Description, and LI861-Photographs in Archives) for the University's Masters in Library and Information Science (M.L.S.) degree program.

12/10-3/11

Idaho State Historical Society, Boise, Idaho

Photographs and Architectural Records Archivist responsible for developing and implementing processing procedures (accession through web access), collection controls, and research support for the Idaho State Archives' extensive photograph and architectural records collections.

9/08-8/10

Kansas Historical Society, Topeka, Kansas

NHPRC grant-funded project archivist for the Kansas State Archives' 'more product, less process' processing of a 45,000+ cu. ft. backlog of state records and 1,200+ unprocessed manuscript collections. Provided record group and series level descriptions, created appropriate MaRC records, assigned subject headings, and maintained the KHS collections management database.

2/08-9/08

State Historical Society of Missouri Reference Center-Kansas City, Kansas City, Missouri

Reference and processing archivist of audio-visual, architectural drawings, artifact, and manuscript accessions to the SHSMRC-KC collections. Provided reference support to researchers, maintained Access databases, and produced collection inventories, donor gift forms, image scans, and image metadata.

- 5/07-1/08* **Kansas Historical Society**, Topeka, Kansas
Processed manuscript collections, created EAD-compliant finding aids, wrote and edited digital image metadata for Kansas Memory (www.kansasmemory.org), and summarized WWII oral history interviews for future web publication. As the 2007 Lela Barnes Archives Intern, participated in the evaluation of current open source archives management software (ARCHON and Archivists' Toolkit) for web publication of collection MaRC catalogue and EAD finding aids. Developed a blog for distribution of evaluation information.
- 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), 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.

Web Design and Digital Content Management

- 2/07* **SLIM Student Portfolio**, Emporia State University, Emporia, Kansas
Wrote a web site (www.whataweb.com/) to deliver my student portfolio.
- 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. Wrote a manual documenting the design and content sources of the new web site and trained the client's staff in its maintenance.
- 6/00-2/01* **Netfolio Corporation**, New York, New York
Wrote the corporate intranet for internal distribution of all product and corporate PDF documents. Trained staff.
- 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. Trained staff.
- 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* **Hewlett-Packard Telecom Network Solutions**, Omaha, Nebraska
Developed the CTNS Systems Engineering Library web site within H-P (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.

Writing and Editing

I worked as an IT technical writer from 1972, and was incorporated and working as an independent contractor in that profession from 1981-2006. 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. The following is a brief list of my primary clients:

Baldwin, Hackett & Meeks, Inc., Omaha, Nebraska
Bank of America, San Francisco, California
Compaq Telecom Network Solutions, Omaha, Nebraska
Hughes Aircraft Company, Canoga Park, California
John Deere Company, Milan, Illinois
JP Morgan Chase & Companies, New York, New York
Microsoft Caribe, Oficina de Gerencia y Presupuesto, San Juan, Puerto Rico
Netfolio Corporation, New York, New York

PricewaterhouseCoopers, Tampa, Florida
Pacific Bell Telephone, San Francisco, San Ramon, and Concord, 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
Wells Fargo Bank, San Francisco, California

Applications Software

Internet Editors / Tools: HTML 5, HomeSite 5.5, Macromedia Dreamweaver 8, WS_FTP Pro
PC-Based Software: Adobe Acrobat, Microsoft Office: Word, Excel, PowerPoint
Graphics Tools: Adobe Photoshop, Corel Paintshop Pro, Ulead PhotoImpact, GrabIt Pro, Visio Pro, SnagIt Pro

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.

Kansas Historical Society: Awarded the Society's 2007 Lela Barnes Archival Internship.

Professional Organizations

Academy of Certified Archivists	Midwest Archives Conference
Heritage League of Greater Kansas City	Society of American Archivists
Kansas City Area Archivists	Special Libraries Association

Professional Activities

Heritage League of Greater Kansas City: Programs Committee (2008-2010). Chairperson of the Disaster Planning and Recovery subcommittee (2010-2012). Wrote the Internet-based reference center for disaster planning and recovery procedures and resources (www.heritageleaguekc.org/disaster.html).

IMLS Connecting to Collections: Member (2009-2010) of the executive committee for Kansas' IMLS C2C grant-funded statewide planning project, representing the Kansas City Area Archivists as a sponsoring institution. Participate in activities related to workshops, documentation, and preparation for 2010 IMLS C2C implementation grant application.

Kansas City Area Archivists: Education chair (2006-2010); committee member (2011). Organized the 2010 "Grant Funding for Museums, Archives, and Special Collections Libraries," 2009 "Providing Access to Archival Collections," 2008 "Digital Presentation" seminar, 2007 "Marketing Your Cultural Heritage Institution," and 2006 "Common Ground: Collaboration in the Heartland" symposia. Arranged for professional speakers and facilities for many other KCAA meetings. Worked with archivists of the Eisenhower Museum and Presidential Library in Abilene, Kansas to produce its May 2007 "Archives Access Issues" symposium.

Society of American Archivists: (2006-Present). Web liaison for two roundtables: Archives Management Roundtable (www.archivists.org/saagroups/archmgmt/) and Architectural Records (www.archivists.org/saagroups/archtec/). Attended the October 2006 two day SAA Arrangement and Description seminar at the University of Kansas' Kenneth Spencer Research Library. Attended the August 2007 national SAA conference in Chicago.

References

Deborah Barker

Director
Franklin County Historical Society
1124 West 7th Street, P.O. Box 145, Ottawa, Kansas 66067
barkerd@olddepotmuseum.org
785.242.1232

Candace Boardman

Director of Program Administration
School of Library and Information Management, Emporia State University, 1200 Commercial Street, Campus Box 4025,
Emporia, Kansas 66801
cboardma@emporia.edu
620.341.6159

David Boutros

Associate Director
State Historical Society of Missouri Reference Center-Kansas City
302 Newcomb Hall, University of Missouri-Kansas City, 5100 Rockhill Road, Kansas City, Missouri 64110-2499
boutrosd@umkc.edu
816.235.1544

Ann Brownfield

Co-Director
The Historic Garment District Museum of Kansas City
801 Broadway, Kansas City, Missouri 64105
annieb75@earthlink.net
816.474.2112 or 913.205.8520

Michael Church

Digital Projects Coordinator
Kansas Historical Society, 6425 SW 6th Avenue, Topeka, Kansas 66615
mchurch@kshs.org
785.272.8681 x 283

David Jackson

Director, Archives and Education
Jackson County Historical Society, P.O. Box 4241, Independence, Missouri 64051
djackson@jchs.org
816.252.7454

Dr. Patricia Michaelis

Director, Library and Archives Division
Kansas Historical Society, 6425 SW 6th Avenue, Topeka, Kansas 66615-1099
pmichaelis@kshs.org
785.272.8681 x. 270