

## **KELCY SHEPHERD**

55 Garfield St. 2<sup>nd</sup> Floor  
Greenfield, MA 01301  
413-210-0920  
kelcyshepherd@yahoo.com

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### **EDUCATION**

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**Master of Science, Library and Information Science, Archives Management Concentration, 1998**  
Simmons College, Boston, Massachusetts

**Bachelor of Arts, Art & Design/Anthropology, 1992**  
Iowa State University, Ames, Iowa

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### **EXPERIENCE**

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#### **Digital Interfaces Librarian, University of Massachusetts Amherst, 2007-present**

- collaborate with Special Collections & University Archives on the implementation of Fedora for digital collections
- lead the Digital Strategies Group, which provides direction, strategic planning, and coordination for the development of digital activities; serve on the Digital Creation and Preservation Working Group and the Metadata Working Group
- consult on metadata and XML issues at the University and for other Five College libraries as needed
- coordinate cross-departmental teams in the planning, design, and implementation of projects to improve web-based interfaces such as the library's database locator
- evaluate the effectiveness of web site and digital interfaces through usability testing; analyze results; and make improvements as indicated
- manage the development, information architecture, and content of library web site
- chair the Web Coordinating Committee, responsible for the selection and implementation of the library's web content management system, creation of policies and processes for web content, and ongoing improvement of the library's website
- serve as facilitator for the Senior Management Group (the library's leadership group), helping to set the agenda and guide the group's discussions to more effectively reach decisions

#### **Five College Project Archivist, Mount Holyoke College, 2004-2006**

- worked with the project team to identify and document use case scenarios and functional specifications for the Archivists' Toolkit, an open source relational database application designed to integrate archival data
- participated in data modeling process, identifying appropriate metadata elements and granularity of data fields
- led the project team in planning, designing, and implementing functional testing of the Toolkit, including management of the beta testing process
- created Toolkit user manual and assisted in the process of creating additional documentation relating to project methodology, the application, and project results
- evaluated accuracy of and provided feedback on metadata crosswalks for outputs to EAD, MARC, and MODS

#### **Project Director, Five College Finding Aids Access Project, Mount Holyoke College, 2001-2004**

- managed and directed a multi-institutional project to create a cooperative, searchable catalog of archival finding aids
- developed guidelines, selected and created tools, and established and documented procedures to achieve retrospective conversion of over 900 finding aids into the EAD standard
- established requirements for and oversaw project programmer in development of dynamic XML-based web site
- wrote and modified XSLT stylesheets to transform XML-encoded finding aids into XHTML for display
- designed and implemented task-based usability testing
- worked collaboratively with archivists, catalogers, and systems staff from five institutions to realize project goals
- trained and supervised project programmer and student encoding assistants

## **Archivist, Environmental Design Archives, University of California, Berkeley, 1998-2000**

- developed guidelines for finding aids and catalog records, created collection-level MARC records for archival collections, and maintained consistency and accuracy of SGML markup of finding aids
- designed and maintained organization and content for archives web site
- trained and supervised archives technicians and student employees
- arranged and described architecture and landscape architecture collections
- provided reference service and bibliographic instruction
- planned and coordinated preparation of collections for move to new facility

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## **TEACHING**

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- Metadata, Simmons College Graduate School of Library and Information Science, Fall 2009 (Full semester course)
- XML, Simmons College Graduate School of Library and Information Science, Fall 2006, Fall 2007, Spring 2009 (Full semester course)
- Archival Access and Use, Simmons College Graduate School of Library and Information Science, Spring 2005, Spring 2006, Spring 2007 (Full semester course)
- Implementing DACS in Integrated CMS: Using the Archivists' Toolkit, Society of American Archivists Workshop, May and October 2008. (Two day workshop, co-taught)
- Describing Archives: A Content Standard (DACs), Society of American Archivists Workshop, March, May, June, and October 2006, April, May, and September 2007, July 2008, July 2009 (One day workshop)
- "Metadata: Concepts and Applications," Simmons College Graduate School of Library and Information Science Institutes for Continuing Education, December 2004 (One day workshop)

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## **PRESENTATIONS**

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- "Metadata Integration," Summer Educational Institute (SEI) for Visual Resources and Image Management, June 2009
- "XML," Summer Educational Institute (SEI) for Visual Resources and Image Management, June 2009
- "Avoiding Déjà vu All Over Again: Sustainable Approaches for Managing Academic Library Websites," with Gary Atwood, Massachusetts Library Association, May 2009
- "Introduction to Metadata," Summer Educational Institute (SEI) for Visual Resources and Image Management, July 2008
- "XML," Summer Educational Institute (SEI) for Visual Resources and Image Management, July 2008
- "Shareable Metadata," Summer Educational Institute (SEI) for Visual Resources and Image Management, July 2008
- "Archival Standards and Tools: A Framework for Shareable Metadata," Society of American Archivists annual meeting, August 2007
- "The Archivists' Toolkit: Generating Shareable Metadata for Archival Resources," Managing Digital Collections: a Symposium on Technical and Organizational Interoperability, March 2007
- "From EAD to the Archivists' Toolkit: Five College Archival Collaborations," Envisioning a Rhode Island EAD Finding Aid Collaboration Forum, March 2006
- "The Archivists' Toolkit: A Review of Functional Requirements," Museum Computer Network, November 2005
- "The Archivists' Toolkit," New England Archivists Fall Meeting, October 2005
- "The Archivists' Toolkit: Functional Modules," Society of American Archivists annual meeting, August 2005
- "From Digital Projects to Programs: Building Sustainability Through Collaboration," chair, Society of American Archivists annual meeting, August 2004
- "Five College Finding Aids Access Project: Technical Overview," Exploring Applications of the Text Encoding Initiative for Small Liberal Arts Colleges (TEI Workshop, Wheaton College), June 2004
- "XML Applications for Libraries," Exploring Applications of the Text Encoding Initiative for Small Liberal Arts Colleges (TEI Workshop, Wheaton College), June 2004
- "Implementing XML at the Five Colleges," Five College workshop, November 2003
- "Begin at the Beginning: Adopting a User-Center Approach at the Five Colleges," Society of American Archivists annual meeting, August 2003
- "Archivists Workbench: Toward Minimally Compliant EADs and Beyond," with Bradley Westbrook, EAD Roundtable, Society of American Archivists annual meeting, August 2002

- "Architectural Archives in the Digital Landscape," Art Libraries Society of North America/Visual Resources Association joint annual meeting, March 2002
- "Does Size Really Matter? EAD Collaboration Among Small Institutions," EAD Roundtable, Society of American Archivists annual meeting, August 2001
- "Implementing EAD in the Small Archives," New England Archivists Fall Meeting, October 2001
- "Electronic Access for Architectural Records," Architectural Records: Preserving and Managing the Documentation of Our Built Environment, Conservation Center for Art and Historic Artifacts, May 2000
- "Description Projects," Society of California Archivists Annual General Meeting, April 2000

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## PUBLICATIONS

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- "A Brave New World: Archivists and Shareable Descriptive Metadata," with Jenn Riley. *American Archivist*, Vol. 72, No. 1, Spring/Summer 2009
- "The Archivists' Toolkit: Another Step Toward Streamlining Archival Processing," with Bradley D. Westbrook, Lee Mandell, Brian Stevens, Jason Varghese. *Journal of Archival Organization*, Vol. 4, nos. 1-2 (2007)
- "The Archivists' Toolkit: An Integrated System for Describing and Managing Archival Resources," with Bradley D. Westbrook, Lee Mandell, Brian Stevens, Jason Varghese. *Journal of College and University Libraries*, No. 77 (2006)
- Review of *Describing Archives: A Content Standard*, *American Archivist*, Vol. 68 No. 2 (2005)
- "The MARC Standard and Encoded Archival Description," with Peter Carini. *Library HiTech*, Vol. 22 (2004)
- "Five College Archives & Manuscript Collections: Building a Dynamic, Searchable Web Site of EAD Finding Aids," *New England Archivists Newsletter*, January 2004
- "Selecting and Shaping Digital Projects: A Blueprint for Architectural Archives," *Art Documentation*, Fall 2002
- *Standard Series for Architecture and Landscape Records: A Tool for Arrangement and Description of Archival Collections*, with Waverly Lowell. 2000
- "Planting Plans, Photographs and Pencils: The Archives of Thomas Dolliver Church," with Waverly Lowell. *Studies in the History of Gardens and Designed Landscapes*, April-June 2000
- Editor, *Advocating Massachusetts History: The First Annual Forum on Historical Records*, Boston: Office of the Secretary of the Commonwealth, 1998

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## AWARDS

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- Society of American Archivists' C.F.W. Coker Award (2008) for the Archivists' Toolkit, project team member with Bradley Westbrook, et al.
- Society of American Archivists' C.F.W. Coker Award (2001) for *Standard Series for Architecture and Landscape Records: A Tool for Arrangement and Description of Archival Collections*, co-authored with Waverly Lowell.

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## PROFESSIONAL ASSOCIATIONS

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**American Society for Information Science & Technology**, 2008-present

**American Library Association**, 2008-present

**Association of College and Resource Libraries**, 2008-present

**Library and Information Technology Association**, 2008-present

**Computer/Human Interaction Special Interest Group, Association of Computing Machinery**, 2007-Present

**Society of American Archivists**, 2001-Present

- Member, Technical Subcommittee on Descriptive Standards, 2005-2008
- Member, C.F.W. Coker Award Subcommittee, 2005
- Chair, Description Section, 2004-2005
- Vice-Chair, Description Section, 2003-2004
- EAD Mentor, 2003

**New England Archivists**, 1996-1998, 2001-2007

- Branding Committee, 2005
- Membership Committee, 2002-2007 (Co-Chair, 2004-2007)
- Program Committee, Fall 2003 Meeting
- Communication Implementation Task Force, 2003

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**PROFESSIONAL DEVELOPMENT**

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- Digital Objects Modeling & Representation, November 14, 2009
- Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems, October 19-24, 2008
- Understanding Users in Context: An In-depth Introduction to Fieldwork, May 1, 2007
- Analyzing Qualitative Data from Field Studies, May 2, 2007
- MARC According to DACS: Archival Cataloging to the New Descriptive Standard, February 23-24, 2006
- Describing Archives: A Content Standard, February 22, 2006
- Basic Electronic Records, January 25, 2006
- Exploring Applications of the Text Encoding Initiative for Small Liberal Arts Colleges, June 2-4, 2004
- Archival Perspectives in Digital Preservation, August 19-20, 2002
- Web Development with XML: Design and Applications, January 7-11, 2002
- School For Scanning: Issues of Preservation and Access for Paper-Based Collections, September 18-20, 2000

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**SKILLS**

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- XHTML, CSS, XML, XSLT, XPath, DTD and W3C XML Schema creation
- experience in digital project management, web design, development of system specifications (including use case scenarios, functional requirements, and wireframes), creation of user documentation, functional testing, and usability assessment