

Aimée Primeaux, M.S., M.A.

Preservation Consultant

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EDUCATION

M.S., Library and Information Science, concentration in Archives

Simmons College – Boston, Massachusetts, 2002–2004

M.A., American History

Simmons College – Boston, Massachusetts, 2002–2006

B.A., English Literature

Millsaps College – Jackson, Mississippi, 1994–1998

EXPERIENCE

Preservation Consultant

Northeast Document Conservation Center, May 2008-present

- Project Manager of *COSTEP: Coordinated Statewide Emergency Preparedness*, a project to create a framework for a statewide cultural resources disaster plan that will be made available to all fifty states. Project's wiki:

<http://statewideplan.pbwiki.com>.

American Institute for Conservation, June 2008-present

- AIC-CERT (Collections Emergency Response Team) Coordinator. Involves coordination of team members during deployment to disaster sites. Also includes organization of team's activities, communication, and ongoing training.

Preservation Needs Assessments, October 2008 – present

- Survey archival collections to assess general preservation needs.

Adjunct Instructor, Graduate School of Library and Information Science, Simmons College, ongoing

- Teach "Introduction to Preservation" class.

Special Projects Coordinator

Northeast Document Conservation Center, part-time, August 2007-May 2008

Project Management:

Managed projects funded by IMLS and NEH, including:

- *COSTEP: Coordinated Statewide Emergency Preparedness*
- *Preservation Education Curriculum*, a project to develop a graduate curriculum for preservation courses (available online June 2008).
- *Surveying Digital Preservation Readiness*, a project that produced a new methodology for surveying digital collections for preservation. Toolkit available online: <http://www.nedcc.org/resources/digtools.php>.
- *Stewardship of Digital Assets*, a series of two-day workshops on sustaining digital collections.
- *What's Wrong with This Picture?* A series of three-day workshops on preserving traditional and digital photographs.

Teaching

- Co-taught *Introduction to Preservation* with Dean Michele Cloonan at Simmons College Graduate School of Information Science.

Field Service Representative

Northeast Document Conservation Center, June 2005-August 2007

Workshops and Meetings:

- Conducted, scheduled, and planned workshops across the United States on various topics such as: Preservation Planning, Emergency Preparedness, Holdings Maintenance, and Preserving Local History Collections.

- Taught emergency preparedness workshops in Louisiana and Mississippi in October 2005 for SOLINET.
- Co-taught *It Can Happen Here*, a series of 3 two-day workshops on disaster preparedness and response, with AIC-CERT trainers Barbara Moore and M.J. Davis.
- Co-taught *Introduction to Preservation* with Dean Michele Cloonan at Simmons College Graduate School of Information Science.
- Co-taught *Managing Preservation*, a workshop series at NEDCC.
- Scheduled and spoke on panel discussions at national conferences such as AASLH, SAA, and ALA.

Reference and Referral:

- Answered technical inquiries by telephone, e-mail and mail.
- Provided 24-hour telephone assistance in disaster situations through NEDCC's "disaster assistance hotline."

Project Management:

Managed projects funded by IMLS and NEH, including:

- *Preservation Education Curriculum*, a project to develop a graduate curriculum for preservation courses.
- *Surveying Digital Preservation Readiness*.
- Managed any grant-funded workshops including *What's Wrong with This Picture?* and *It Can Happen Here*.

Professional Development:

- Attended AIC's week-long workshop "Recovery of Wet Materials" at the Campbell Center, September 2005.
- Served on Heritage Preservation's Heritage Emergency National Task Force "Lessons Applied" panel on Preparedness.
- Regularly attended ALA, SAA, and NEA conferences.

Project Cataloger

Massachusetts Historical Society, July 2004-June 2005

Cataloging and Encoding:

- Cataloged individual manuscripts, and new and rare books using MARC and Endeavor's Voyager system.
- Encoded finding aids into EAD. Included some re-writing of the finding aids in order to make them more easily readable in an online environment.

Reference:

- Worked as reference librarian on Thursday nights when library is open late.

Professional Development:

- Served on the host committee for the SAA Boston conference.

Archival Processing

- Arranged, described, and prepared the *Mary Ogden Abbott* papers for off-site storage. Encoded finding aid for online use.
- Re-wrote narrative finding aids to make collections more accessible

Technical Services Assistant

Massachusetts Historical Society, September 2003 – July 2004

Cataloging:

- Cataloged newly accessioned and rare books into the online catalog and wrote acknowledgements for gifts to the library.

Reading Room Assistant

Massachusetts Historical Society, January 2003 – September 2003

Reference:

- Supervised researchers in reading room, retrieved documents, made photocopies, and answered reference questions.

AFFILIATIONS

- Current Events/PR/Outreach liaison, Web Committee, New England Archivists, 2005-2007
- Member of the Society of American Archivists
- Member of New England Archivists
- Member of American Institute for Conservation of Historic and Artistic Works
- SAA Preservation Section Education Committee, 2008-present
- Cultural Emergency Management Team (CEMT), Alliance for Response Network for the Boston area.

PUBLICATIONS AND PRESENTATIONS

- "Planning for Off-site Disasters: Lessons Learned from the Artex Fire." *NEA Newsletter* vol. 33, no. 2 (April 2006): 4-5.
- "Moving Forward: Preservation Training Post-Katrina." Presentation at meeting of the Preservation Administrators Discussion Group (PADG) at ALA Midwinter Meeting 2006.
- "Learning the Hard Way: National Disaster Preparedness Initiatives," session chair, SAA Annual Meeting, 2007.
- "Learning from Experience: Discovering New Ways to Approach Disaster Preparedness," SAA Annual Meeting, 2008.
- "COSTEP: Coordinated Statewide Emergency Preparedness," US/ICOMOS Symposium, 2009.
- "COSTEP Case Studies: Statewide Emergency Preparedness in the Real World," SAA Annual Meeting, 2009.

References available upon request