

Donna E. Webber
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Experience:

Simmons College, Boston, MA

College Archivist, 2004-present

- Administers the archives and records management programs, including supervision of professional staff, student assistants, and interns, develops policies and procedures, oversees budget
- Administers the collecting, housing, and storage of materials; oversees processing and description
- Provides reference service and conducts institutional research
- Develops in-class instruction, markets the Archives, and prepares exhibits
- Member of Library Council

Francis A. Countway Library of Medicine, Harvard Medical School, Boston, MA

Manuscripts Librarian, 1998-2004

- Administered the manuscript collections, including appraising, accessioning, processing, and describing collections, and preparing paper and online finding aids using XMETAL for EAD
- Supervised creation of bibliographic descriptions for entry into RLIN and HOLLIS, using APM, MARC, and LC and MeSH subject headings
- Identified potential collections; worked with donors and negotiated gift agreements
- Served on Harvard University Library committees, including the steering committees for VIA and OLIVIA, the Harvard online image public access and cataloging systems, and the Manuscripts and Archives Committee

Massachusetts Institute of Technology, Cambridge, MA

Associate Archivist and Records Management Officer, 1987-1998

Assistant Archivist, 1981-1987

- Administered the archival and manuscript collections and services within the department
- Worked with administrative officers to prepare collections for transfer to the Archives
- Directed processing activities including supervising professional and support staff, students and interns
- Supervised preparation of all bibliographic descriptions including records for RLIN and finding aids

Schlesinger Library on the History of Women in America, Radcliffe College, Cambridge, MA

Project Archivist, 1978-1981

Responsible for processing manuscript collections about prominent American women, preparing finding aids, supervising staff and student assistants, and providing reference assistance

Education:

University of Wisconsin-Madison

M.A. in Library Science, 1977

Included archival concentration at the State Historical Society of Wisconsin

M.A. in American History, 1976

Concordia University, Montreal

B.A. in History, with honors and distinction, 1975
David Fox Memorial Prize for Senior Honors Essay

Professional activities:

Simmons College, Boston MA

Instructor, Graduate School of Library and Information Science,
“Introduction to Archival Methods and Services”, 2001-present
“Introduction to Archives for Librarians” 2004, 2005

Memberships

Society of American Archivists, 1977-present
New England Archivists, 1978-present
Association of Records Managers and Administrators, 1987-1998

Committees

New England Archivists

- Spring 2000 Program Committee, chair
- Spring 2002 Program Committee, member and acting chair
- Nominating Committee, member, 2004

Publication:

Archival Internships: A Guide for Faculty, Supervisors, and Students, co-authored with Jeannette Bastian, 2008

Papers and Presentations (Recent):

- Reference in the Digital Age, New England Archivists, presenter, spring 2008
- Discovering Primary Sources, History of Dentistry Meeting, presenter, spring 2008
- Designing Successful Internships, Society of American Archivists, co-presenter, summer 2006
- Creating Successful Internships, New England Archivists, presenter, spring 2006
- Saving the African-American Heritage, Massachusetts Black Librarians Network, November 2005
- What WERE We Thinking? Theory and Practice of Reappraisal and Deaccessioning, Society of American Archivists, chair, summer 2005
- Future Colleagues: Graduate Students and Former Interns Speak, New England Archivists, co-chair, fall 2004
- Playing Darts with a Rembrandt, Book Discussion Group, New England Archivists, chair, fall 2004
- Acquiring and Making Available Collections that Document Medical History, New England Archivists, presenter, spring 2004