

## Skills and Expertise

Standards based digitization, image quality benchmarking, image and text processing, and color management and quality assurance.

Digital asset management systems, including vendor (DigiTool), open-source (Greenstone), and custom solutions.

Digital preservation practices and concepts necessary for management of the digital object lifecycle, including migration of file formats, refreshing of data, and collection of technical metadata.

Intellectual property rights concepts, such as copyright, fair use, orphaned works, and due diligence in the clearance of copyrighted works.

Metadata for digital projects, including Dublin Core, METS, MIX, EAD, and related schemes; transfer and harvest of metadata using standard protocols (Z39.50 and OAI-PMH); and use of crosswalks and scheme transformations.

Installation and customization of open-source software; coding in XML, XSLT, CSS, and HTML.

Social science research methods, study design, and statistical analysis.

Microsoft Office; Adobe Photoshop, Acrobat Standard and Dreamweaver; Abbyy FineReader; Nuance OmniPage; FileMaker Pro; and Stata.

## Education

**University of New Hampshire**, Durham, New Hampshire

Candidate, Master of Arts, Sociology – Coursework will be completed in December 2008.

Thesis required.

**Syracuse University**, Syracuse, New York

Master of Science, Library and Information Science, 2005

Certificate of Advanced Studies in Digital Libraries, 2005

**Smith College**, Northampton, Massachusetts

Bachelor of Arts, Studio Art, 1995

## Professional Experience

**Digital Collections Librarian**, University of New Hampshire, Durham, New Hampshire

October 2005-Present

Responsible for establishing, maintaining, and overseeing a digital collections program by developing policies and procedures for selection, digitization, processing, metadata creation, delivery, and preservation. Apply current digital library community benchmarks, best practices, and standards. Train and supervise digital collections staff and graduate assistants in program procedures. Promote the understanding and use of digital collections through presentations and

publications targeting campus and regional audiences. Seek out opportunities to build collections collaboratively with others. Serve as bibliographic liaison to the UNH Earth, Oceans, and Space Institute. Chair Digital Library committee and serve on other library committees.

- Implemented a complex digital asset management system (DigiTool) and planned migration of legacy digital collections.
- Steered Library's participation in the Open Content Alliance, a collaborative mass-digitization project. Managed selection, processing, shipment, and collection integration of books digitized in this effort.
- Participated in the development of two successful grant applications.
- Developed an online gateway to digital collections produced by educational and cultural heritage institutions. <http://digitalcollections.wordpress.com/> (200+ collection descriptions accessed 40 times per day, average)
- Completed transitional redesign of UNH Library Digital Collections Webpage in 2007. <http://www.library.unh.edu/diglib/>

**Archivist/Registrar**, Paley Studios, Ltd., Rochester, New York  
January 1999-September 2005

Arranged, described, and preserved collection of analog and digital photographic, audiovisual, and text records related to the career of contemporary sculptor Albert Paley. Responsible for the physical care and tracking of art objects, including conducting condition inspections; maintaining individual object records; and supervising object photography, storage, packing, and shipping. Coordinated exhibitions of sculpture and works on paper with gallery and museum staff, and provided editorial assistance and image coordination for the production of books and exhibition catalogs. Provided reference services to galleries, museums, appraisers, the news media, architects, and designers; designed promotional mailings; conducted studio tours; and trained and supervised archives interns and staff.

- Processed 30-year backlog of exhibition catalogs, posters, postcards, books, videotapes, magazines, news clippings, and more than 15,000 photographs.
- Managed the development of several exhibition catalogs and two monographs, including selection of photographic materials, coordination of contributors, text editing, and fact checking.
- Created internal classification system and database to provide item-level access to archives collection, track inventory of 750 sculptural objects and 900 works on paper, and link information to existing project files.
- Coordinated exhibition of artwork in five museums for a traveling 40-year retrospective.
- Managed public and corporate art proposal submissions.
- Developed and implemented institutional guidelines for digitization and description of photographic transparencies, negatives, and prints.

**Preservation Assistant II-IV**, A. R. Mann Library, Cornell University, Ithaca, New York  
October 1995-November 1998

Coordinated daily operation of preservation reformatting projects, including preparatory processing of library materials, communication with vendors, and quality control of digital and microform output. Conducted collection assessments, assisted patrons in the use of rare books collection, and prepared serials for binding.

- Coordinated special international interlibrary loan of more than 500 volumes from 19 libraries for the purpose of microfilming.
- Conducted comprehensive collection evaluation to identify materials for withdrawal and for transfer to rare books collection.
- Promoted from Preservation Assistant II to Preservation Assistant IV in March 1997 to reflect increased responsibilities.

## Teaching

Graduate School of Library and Information Science – Continuing Education, Simmons College, Boston, Massachusetts.

*Digital Imaging Basics: Creating Faithful Digital Objects* – a month-long, six module online workshop covering digitization processes, equipment selection, basic metadata concepts, practical digital preservation concepts, project workflow, and vendor selection. June 2007 and June 2008

## Presentations and Publications

Journal of Archival Organization, Proceedings of the New England Archivists Fall 2007 Conference: New Directions for College, University and Schools Archives. *Working Together: Campus Digital Partnerships* (upcoming publication, invited).

Dartmouth Biological Libraries October Conference, Space 2.0: Small-Scale Library Redesign Projects, Hanover, New Hampshire. *Polishing the Diamond: Changing Spaces for Enhanced Services to the UNH Community*, Co-presenter: Louise Buckley. (upcoming - October 3, 2008)

ExLibris Users of North America 2008 Conference, Long Beach, California. *Building New Hampshire History: Implementing DigiTool at UNH*. August 1, 2008 (presenter)

New Hampshire Library Association Spring Conference, Innovate in '08: Library Basics and Beyond, Concord, New Hampshire. *Metadata Made Simple*, May 21 and *Open Content Alliance Project Update*. May 22, 2008 (invited presenter)

New England Archivists Fall 2007 Meeting, Dialogues: New Directions for College, University and Schools Archives, University of Connecticut, Storrs, Connecticut. *Working Together: Campus Digital Partnerships*. October 12, 2007 (invited discussion leader)

Academic Technologies Brown Bag Lunch Series, University of New Hampshire, Durham, New Hampshire. *Intellectual Property Rights*. October 26, 2007 (invited panelist)

Faculty Instructional Technology Summer Institute, University of New Hampshire, Durham, New Hampshire. *MyUNH: Tomorrow's Blackboard*. June 15, 2006 (invited panelist)

New Hampshire Archives Group Spring Meeting, Hillsborough, New Hampshire. *Digital Imaging Basics*. June 28, 2006 (invited presenter)

## Professional Service

ExLibris Users of North America. *Conference Program Planning Committee, DigiTool Track Co-chair and Product Working Group Member*. 2008-

Association of College and Research Libraries New England Chapter. *Communications Committee Co-chair (Newsletter Editor) and Member of Board of Directors*. 2008-

Open Content Alliance Implementation Working Group, Boston Library Consortium. *Member*. 2007-

New England Archivists. *Fall Meeting Registrar*. 2006

## Workshops and Conferences

Faculty Instructional Technology Summer Institute, University of New Hampshire, Durham, New Hampshire. June 9-13, 2008

Association of College and Research Libraries New England Chapter Conference, *Media and Popular Culture: Effects on Academic Libraries*, University of Connecticut, Storrs, Connecticut. April 4, 2008

ExLibris Technical Seminar (DigiTool and MetaLib tracks) and ExLibris Users of North America Conference, Spearfish, South Dakota. June 4-8, 2007

OCLC CAPCON, *Successful Project Management*, Northeastern University, Boston, Massachusetts. May 15-16, 2007

NERCOMP, *Copyright and Compliance*, University of New Hampshire, Durham, New Hampshire. October 30, 2006

LITA National Forum, *NetVille in Nashville: Web Services as Library Services*, Nashville, Tennessee. October 26-29, 2006

Computers in Libraries, *Managing Digital: Innovations, Initiatives & Insights*, Washington, D.C. Post-conference workshops: *Implementing Federated Searching and OpenURL-Based Linking Services* and *Observing & Analyzing Library Web Site User Behaviors*. March 22-24, 2006

NELINET, *Introduction to METS*, Southborough, Massachusetts. February 2, 2006

Northeast Document Conservation Center, *Persistence of Memory: Stewardship of Digital Assets*, Boston, Massachusetts. November 1-2, 2005

Northeast Document Conservation Center, *School for Scanning*, Boston, Massachusetts. June 1-3, 2005

New York Library Association Annual Conference, Rochester, New York. October 20-23, 2004

Rochester Institute of Technology Center for Imaging Science, *Benchmarking Direct Digital Image Capture of Cultural Heritage in American Institutions*, Rochester, New York. September 21-22, 2004

Rare Books and Manuscripts Section Pre-Conference, *Ebb and Flow: The Migration of Collections to American Libraries*, Yale University, New Haven, Connecticut. June 21-24, 2004

Greater Rochester Association for Continuing Community Education, *Adults Teaching Adults Certification*, Rochester, New York. Fall 1999