

Donna Webber

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EXPERIENCE

Simmons University, School of Library and Information Science, Boston, MA

Associate Professor of Practice

2011-

Teach seven courses during academic year, onsite and online; advise students; administer and develop archival internships; archives curriculum project teamwork; SLIS service and professional activities.

LIS 438. Introduction to Archival Methods and Services

LIS 438-OL. Introduction to Archival Methods and Services

LIS 442. Establishing Archives and Manuscripts Programs

LIS 442-OL. Establishing Archives and Manuscripts Programs

LIS 532B. Archives Field Experience

LIS 502. Archives Field Experience

LIS 502-OL. Archives Field Experience

LIS 476. Archival and Cultural Heritage Outreach and Advocacy

Adjunct Faculty

2001-2011

LIS 438. Introduction to Archival Methods and Services

LIS 531N. Introduction to Archives for Librarians

LIS 442. Establishing Archives and Manuscripts Programs

LIS 532B. Archives Field Experience

Simmons College, Boston, MA

College Archivist

2004-2011

Administered the archives and records management programs; supervised professional staff, student assistants and interns; developed policies and procedures, and oversaw the budget.

- Administered the collecting, housing, storage and management of materials; oversaw processing and description, using DACS, MARC, and LCSH subject headings; began transfer of information to Archivists' Toolkit.
- Provided reference service and conducted institutional research.
- Developed and provided in-class instruction, marketed the Archives, prepared exhibits and content for the Archives website.
- Participated in Library and College-wide committees, including Library Council.

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

Manuscripts Librarian

1998-2004

Administered the manuscript collections, including acquisition, appraisal, arrangement and description of collections, and supervised staff, students, and interns.

- Supervised creation of bibliographic descriptions for entry into RLIN and HOLLIS, using APPM, MARC, LC and MeSH subject headings.
- Supervised and reviewed development of paper and on-line finding aids, using XMETAL for EAD.
- Identified potential collections; worked with donors and negotiated gift agreements.
- Provided reference service.
- 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.
- Participated in outreach activities including presentations to faculty.

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; supervised staff, students, and interns; oversaw the budget.

- Worked with administrative offices to appraise and prepare collections for transfer to the Archives.
- Supervised processing activities.
- Supervised preparation of bibliographic records using APPM, MARC and LCSH for RLIN.
- Supervised preparation of finding aids.
- Managed long-term housing of collections onsite and at two offsite locations.
- Provided reference service to administrators, faculty, students, and outside researchers.
- Directed the Records Management Program, including surveying and scheduling records, planning services, and promoting the RMP at MIT.

Schlesinger Library on the History of Women in America, Harvard University, 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.

State Historical Society of Wisconsin, Madison, Wisconsin

Assistant to the Oral History Coordinator

1976-1977

Responsible for performing research tasks and abstracting tape interviews for the Oral History Coordinator.

EDUCATION

University of Wisconsin-Madison

MA in Library Science, with archives concentration 1977

MA in American History 1976

Concordia University, Montreal, Canada

BA in History, with honors and distinction 1975

David Fox Memorial Prize for Senior Honors Essay

PROFESSIONAL ACTIVITIES

Publications

Archives in Libraries, co-author. Chicago: The Society of American Archivists 2015

Archival Internships: A Guide for Faculty, Supervisors, and Students, co-author.
Chicago: The Society of American Archivists 2008

NHPRC Grant

2014-2017

Archival Education for Municipal Clerks, a three-year grant (plus one year no-cost extension) to develop an archival online education program for municipal clerks in Massachusetts, as a model for a national program, funded by the National Historical Publications and Records Committee. A partnership with Massachusetts State Archives, Massachusetts Board of Library Commissioners, and the Massachusetts Municipal Clerks Association. (Bastian and Trinkaus-Randall, co principal investigators, Webber, assistant).

Organizations and Committees

Society of American Archivists	1977-
• Reference, Access and Outreach Section	2011-
• Archival Educators Roundtable	2011-
• ALA/SAA Joint Task Force on Access	2008-2009
• College and University Section	1984-2011
○ Government Compliance	1990-1992
○ Task Force on Tenure Records, chair	1987-1990
○ GEAC Archives Users Group, coordinator	1987-1989
• Manuscripts Section	1999-2004
• Description Section	1984-
New England Archivists	1978-
• Nominating Committee	2004, 2010, 2011
• Program Committee	2011
• Program Committee, acting chair	2002
• Program Committee, chair	2000
Association of Records Managers and Administrators	1987-1998

Simmons University

Faculty Senate	2017-
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Papers and Presentations

Internship Panel, Harvard University	2017
Archival Education: Internships, New Hampshire Archives Group	2015
<i>Archives in Libraries</i> Book Discussion, Society of American Archivists	2015
Sharing Stories: the NEA/StoryCorp Project World Café	2014
The Simmons College Archives Field Experience, New England Archivists	2012
Revisiting Archives Internships, New England Archivists	2012

Reference and Security, chair, New England Archivists	2009
Reference in the Digital Age, New England Archivists	2007
Discovering Primary Sources, History of Dentistry	2007
Creating Successful Internships, Society of American Archivists	2006
What WERE We Thinking? Theory and Practice of Reappraisal and Deaccessioning, Society of American Archivists, chair	2005
Preserving Your Memories for Tomorrow: Saving the African-American Heritage, Massachusetts Black Librarians Network	2005
Future Colleagues: Graduates and Former Interns Speak, New England Archivists, chair	2004
Focus on Internships: Supervising Them, Taking Them, Managing Them, Midwest Archives Conference	2004
Playing Darts with a Rembrandt, New England Archivists, chair	2004
Acquiring and Making Available Collections that Document Medical History, New England Archivists	2004
Differences between Archives and Libraries: Panel Discussion, Simmons College	2002
Levels of Processing, New England Archivists	1990
Machine-Readable Records, chair, New England Archivists	1989
Retention and Use of Faculty, Tenure/Promotion Records, Society of American Archivists	1989
Life as an Archival Guinea Pig, Society of American Archivists	1988
Processing Large Collections, New England Archivists	1987
Improving Your Disposition: Toward an Appraisal and Institutional Collecting Strategy for College and University Records, Society of American Archivists	1986

Workshops Given

Creating Successful Internships (webinar), Council of State Archivists	2014
Teaching with Primary Sources, New England Archivists	2011
Archiving for the 21 st Century, sponsored by Eventide Arts, Dennis Memorial Library, Dennis, MA	2005
Space for the Best: Appraising Your Collection, Library and Museum Institute, Wilbraham and Munson Academy	2003
Introduction to Finding Aids (series of three workshops), Cambridge Historical Commission	2003
Preserving the Past to Plan for the Future: Cataloging, Indexing, and Retrieving Archival Records, Brandeis University	1995
Training, Motivating, and Managing Non- and Para-professional Staff, Society of American Archivists	1988
Managing A Processing Program, Society of American Archivists	1987