

Scrapbook Processing and Digitization for Archives and Other Cultural Institutions: A Guide

Authors:

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Expected length of work: 25,000-30,000 words; also to include illustrative matter such as photographs, screenshots, and forms.

Abstract:

Scrapbooks offer a unique perspective on social and cultural history, often presenting photographs, ephemera, and other documentation of the everyday activities of individuals and organizations. However, scrapbooks also present a special set of challenges with respect to arrangement and description, preservation, discovery, and access. Often fragile and cumbersome, scrapbooks may also be difficult to fit into traditional classification schemes. Though many institutions have scrapbooks in their collections, literature relating to their processing and digitization is particularly limited. This information gap leaves archival practitioners in need of guidance. This guide will identify special issues surrounding scrapbook collections and offers solutions to these challenges.

Through case studies from The University of North Carolina at Greensboro (UNCG) and through examples from other institutions, *Scrapbook Processing and Digitization for Archives and Other Cultural Institutions: A Guide* will demonstrate the significance of scrapbook collections and the importance of making these materials available for research. The guide will present best practices developed at UNCG and elsewhere in the areas of archival arrangement and description, metadata creation and standardization, digitization and online presentation, preservation and storage, and methods of collection promotion and use.

As a module in the *Trends in Archives Practice* series, *Scrapbook Processing and Digitization for Archives and Other Cultural Institutions: A Guide* will serve as a practical, ready-reference resource for practitioners in archives, libraries, and other cultural heritage institutions. Readers can choose to follow the complete lifecycle of the scrapbook from its initial accessioning to long term storage, or they can select only the areas of specific need for their own projects. This guide is a collaborative effort between an archivist, a cataloger, and an IT librarian, each responsible for one or more aspects of a large processing and digitization project involving hundreds of scrapbooks held within a

university archives. The basic concepts, however, are scalable to fit varied staffing configurations as well as scrapbook collections of any size - from single-scrapbook projects to collections of hundreds or more. As a practical resource for day-to-day work with scrapbooks, this module will be of value to professionals who find themselves working with these challenging, yet rewarding, materials.

Outline

- **Introduction**

This section will include a broad examination of professional practices regarding scrapbooks, including a literature review and perhaps survey results addressing the following issues:

- Who has scrapbooks?
- How common are they in archives?
- How are they handled/accessed?
- The significance of scrapbooks in regard to history and research, and the importance of collecting them.

- **Why digitize scrapbooks?**

Scrapbooks are invaluable, but often fragile, resources. Their digital preservation ensures current and future access to a rich variety of material. This section will include a discussion of:

- The importance of gaining physical and intellectual control over scrapbooks.
- The best methods of preserving the collective information.
- How scrapbooks often provide the best or only information about an institution, group, or person.
- The ways scrapbook content can be successfully utilized for research, teaching, institutional support, and outreach.

- **Planning a multi-departmental collaborative project**

The processing and digitization of scrapbooks requires knowledge of the areas of archival practice, cataloging/metadata, and information technology. Larger projects may involve multiple professionals within different departments. Issues to be discussed in this section include:

- The need for communication at all points in the process in order to make certain the project addresses the needs and goals of each area.
- Recognizing that everyone in a collaborative work setting (librarians/archivists, support staff, students, etc.) has a role:
 - Building on individual strengths: Archivists contribute to selection and

description, metadata professionals provide standards and consistency, and IT librarians focus on digitization and presentation.

- Involving student workers and volunteers through blogs, social media, etc.
- Reporting structure and its impact.
- Workflow monitoring:
 - Basics such as tracking of physical items through the process.
 - Assessing success of workflow and remaining open to making changes.
- Quality control process:
 - Requires input from each department.
 - Should address image *and* metadata quality.

- **Archival processing**

This section will provide guidance on best practices for processing scrapbooks and preparing them for digitization, including:

- Scrapbook triage: Overview of the collection, initial evaluation of the condition of the scrapbooks, and assessment of immediate preservation needs (encapsulation/elimination of organic material, etc.).
- Accessioning considerations (assigning accession numbers, donor agreements, etc.).
- Arrangement (creation of artificial collections versus leaving scrapbooks as components of larger collections).
- Physical vs. online workflow chart: Are these mutually exclusive?
- Metadata for internal audiences:
 - What to include and why - based on knowledge of material and researchers' needs.
 - Physical description such as size, page count, etc.
 - Evaluation of condition for future preservation and access considerations.

- **Digitization**

Digitization and online access can range from simple to outrageously complex based on infrastructure and staffing. Some considerations addressed in this section include:

- Whether to scan for access or preservation (or both): This decision impacts everything from resolution to bit depth and long term storage.
- Presentation options: Simple HTML, open source content management systems such as Wordpress or Omeka, or proprietary solutions like CONTENTdm.
- Impact of equipment on workflow and materials: Flatbed scanners, planetary scanners, digital cameras.

- Workflow and tracking: Paper trails, spreadsheets, and more sophisticated options such as specific software packages.

- **Metadata**

Metadata helps an institution keep track of its holdings while also helping users discover and access the collections. Metadata considerations discussed in this section include:

- Choice of scheme and controlled vocabularies.
- Desired level of description balanced with available resources.
- Reuse of existing data.
- Internal versus external metadata - metadata for users versus for staff.
- Who captures/enters metadata? How is it done?
- Quality control for metadata.

- **Preservation, conservation, and storage**

Guidance on best practices for the preservation and storage of scrapbooks after digitization.

This section will include discussion of future physical access considerations:

- Condition (as consideration for storage and access).
- Permanent storage options.
- Suggested supplies.

- **Conclusion: Summary of things we have learned**

Scrapbooks can be valuable historical and cultural resources, documenting the day-to-day lives of the individuals or organizations that created them, while also providing social context and visual elements that other primary source materials often lack. At the same time, scrapbooks are inherently challenging, time-consuming resources that may be difficult to process, digitize, and preserve. Each scrapbook is unique, and each can provide archivists with a new learning opportunity. With a clear plan outlining the process, this guide will assist cultural heritage professionals in preserving and sharing these important resources.

Appendices

Further reading:

As mentioned in the abstract, most existing literature is focused on preservation and use of scrapbook collections. There are significant gaps when it comes to arrangement and description and digitization/metadata creation for scrapbooks.

- Baggett, James L. "Handle With Care: Scrapbooks." *The Alabama Librarian* 54, no. 2 (2004): 5.

Accessed July 22, 2013.

<https://libproxy.uncg.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=lih&AN=14297517&site=ehost-live>

- Childs-Helton, Sally. "Evaluating Scrapbooks for Preservation and Access: Information or Artifact?" *MAC Newsletter* 37, no. 1 (2009): 30-35. Accessed July 22, 2013.
<https://libproxy.uncg.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=lih&AN=43225490&site=ehost-live>
- Foley, Erin. "Keeping scrapbooks secure and available." In *Preserving Local Writers, Genealogy, Photographs, Newspapers, and Related Materials*, edited by Carol Smallwood and Elaine Williams. Lanham: The Scarecrow Press, 2012.
- Kuipers, Juliana M. "Scrapbooks: Intrinsic Value and Material Culture." *Journal of Archival Organization* 2, no. 3 (2004): 83-91, doi: 10.1300/J201v02n03_07
- Swain, Ellen D. "Connecting Students of the Present, Past, and Future: An Activist Approach to the Collection and Use of Student Documents in the University Archives." *Journal of Archival Organization* 2, no. 1/2 (2004): 39-54, doi: 10.1300/j201v02n01_04
- Teper, Jennifer Hain. "An Introduction to Preservation Challenges and Potential Solutions for Scrapbooks in Archival Collections." *Journal of Archival Organization* 5, no. 3 (2007): 47-64, doi: 10.1080/15332740802174183
- Teper, Jennifer Hain. "Physical properties of scrapbooks." In *Preserving Local Writers, Genealogy, Photographs, Newspapers, and Related Materials*, edited by Carol Smallwood and Elaine Williams. Lanham: The Scarecrow Press, 2012.
- Weigle, Anastasia S. "How to get scrapbooks into the hands of users." In *Preserving Local Writers, Genealogy, Photographs, Newspapers, and Related Materials*, edited by Carol Smallwood and Elaine Williams. Lanham: The Scarecrow Press, 2012.

Case Studies

- Multiple case studies and examples will be developed from the recent UNCG University Archives Scrapbooks Digitization Project, which provided the original idea for this module. This project took a previously unprocessed scrapbook collection through steps that will be

described in the text, including arrangement and description, digitization, metadata creation, and preservation, all in the context of a collaborative workflow through multiple departments.

Project-related cases may include the following areas:

- Exploration of individual scrapbooks and their unique challenges and opportunities.
- Discussion of workflow changes and assignment of task ownership through the process. There were significant changes in this regard as the project progressed, leading to lessons learned which will be applicable across projects.
- Discussion of development of the local controlled vocabulary for scrapbook contents.
- Below are some scrapbook digitization efforts that could potentially be explored if external case studies are needed:
 - Exploring different content management systems for scrapbook delivery as part of class projects at Simmons College:
 - Olive Ruby Henty Digital Scrapbook, (Greenstone):
<http://gslis.simmons.edu/gsd107/Henty/orhmainpage.htm>
 - Daisy M. Helyar Scrapbook, (Omeka):
<http://gslis.simmons.edu/daisy/>
 - Cases in delivering scrapbooks via CONTENTdm:
 - Scrapbooks from Central Florida Memory project:
<http://digitalcollections.lib.ucf.edu/cdm-CFM/results.php?CISOOP1=any&CISOBOX1=Black-and-white&CISOFIELD1=CISOSEARCHALL&CISOOP2=all&CISOBOX2=scrapbooks+---+florida+---+winter+park.&CISOFIELD2=subject&CISOROOT=/CFM&t=s>
 - Iowa Women's Scrapbooks Digital Collection:
<http://digital.lib.uiowa.edu/scrapbooks/>
 - Scrapbooks used as a gateway to university history:
 - TCU Scrapbooks, Texas Christian University:
http://library.tcu.edu/spcoll/collections/tcu_scrapbooks/

Other appendices

- Sample metadata template, including field names.
- Sample paper form for scrapbook tracking and data capture.
- Sample local controlled vocabulary for describing scrapbook contents.
- Sample metadata crosswalks.

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EDUCATION

Master of Library and Information Studies, The University of North Carolina at Greensboro,
received 12/2009

Master of Arts in Art History, Louisiana State University, received 12/1985

Bachelor of Arts in History, Louisiana State University, received 5/1983

PROFESSIONAL EXPERIENCE

Artifacts, Textiles, and Digital Projects Archivist, Special Collections and University Archives, The University of North Carolina at Greensboro, 3/2010 to present

- Curate the University Historic Photograph Collection, creating metadata and managing digital representations in CONTENTdm.
- Curate the University Artifacts and Textiles Collections; maintain and conduct outreach.
- North Carolina Literary Map (<http://library.uncg.edu/dp/nclitmap/>) hosted by UNCG
 - Oversee database content for the online map.
 - Train and supervise student workers and interns on all aspects of data gathering and entry.
 - Establish content standards and set criteria for the Map.
 - Participate in communication and outreach to promote the Map.
 - Co-wrote three LSTA (Library Services and Technology Act) grants totaling \$66,804.
- Teach classes relating to archival research, primary sources, and campus history.
- Represent University Archives and Special Collections through involvement with community outreach, including donor relations.
- Manage departmental interns, departmental students, work-study students, and volunteers; coordinate schedules, process manifests, etc.
- Provide reference service for patrons in Special Collections and University Archives.
- Create specialized departmental research guides.
- Track and compile departmental statistics for monthly and annual reports.
- Interview local Rotary members for Rotary Club of Greensboro oral history project.
- Design and install public exhibits in the Library as well as off campus using archival collections.

Reference Librarian (Evening, Part-Time), Gramley Library, Salem College, 1/2010 to present

- Serve as principal library staff member during hours on duty.
- Assist students with assignments, reference questions, and digital resources.
- Create specialized online research guides.
- Evaluate and update database links.
- Process Interlibrary Loan Requests.

Project Manager, Anthony S. Chow Educational Consulting (Part-Time), 2/2007 to 3/2010

- Managed the design and development of online data information for needs assessments and stakeholder satisfaction surveys.
- Supervised five-member team over several states.

Oral Historian – Rotary Club of Greensboro and The University of North Carolina at Greensboro University Archives (Part-Time), 1/2008 to 3/2010

- Researched and interviewed Rotary Club members; transcribed oral histories.
- Participated in donor relations and handled transfer of personal papers to UNCG Archives.
- Created brochure and marketing material relating to the project.

Digitization Consultant, Salem College Library, 9/2009 to 12/2009

- Assisted in planning and implementing a photographic digitization project for an emerging college archive including evaluating choices for content management software, creating a suitable physical space, and prioritizing material for scanning.

INTERNSHIPS

Archives Intern/Graduate Assistant, University Archives, The University of North Carolina at Greensboro, 10/2007 to 12/2009

- Researched Women Veterans Collection and converted legacy HTML finding aids to EAD using NoteTab software.
- Planned, gathered data, and populated specialized database for Literary Map of North Carolina.
- Assisted with presentations to University classes concerning oral histories.
- Transcribed interviews for Women Veterans, Institutional Memory, and Civil Rights projects.
- Conducted research and reference; Evaluated artifacts; Prepared textiles and materials for exhibits and storage; Assisted with outreach efforts.

Information Architect/Marketing Manager, STARS (Students & Technology in Academia, Research, and Service) ALLIANCE, 4/2007 to 12/2009

- Identified, organized, and drafted information for STARS Web site.
- Researched appropriate Web design for middle school, high school, and adult audiences.
- Coordinated and conducted usability studies with middle and upper school students.
- Designed, marketed, and disseminated material for STARS Alliance.
- Monitored STARS Alliance WordPress Blog.

Archives Intern, Bennett College for Women, 01/2008 to 08/2008

- Processed and created finding aid for 26 boxes of documents generated by the Greensboro Truth and Reconciliation Committee and related sources.

Library Intern – Z. Smith Reynolds Foundation, 01/2007 to 08/2007

- Developed research library and created searchable database for Foundation collection including print, audiovisual, and electronic materials.
- Wrote collection development policies and procedures.

PUBLICATIONS

- “Collecting Textiles: Is it Worth It?” with Beth Ann Koelsch and Jennifer Motszko, *The Journal of the Society of North Carolina Archivists*, Vol. 10, No. 2, Spring 2013.
- “Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery,” with Anna Craft and David Gwynn, *Proceedings for the Society for Imaging Science and Technology (IS&T) Archiving Conference, Washington, D.C. on April 3-6, 2013*.
- “University Archives Photographs: A Glimpse of Campus History,” *UNCG University Libraries Digital Media Center Newsletter*, Issue 3, March, 2013.
- “Youth as Design Partners: Age-Appropriate Web Sites for Middle and High School Students,” with Dr. Anthony Chow, *Educational Technology & Society Journal*, Vol. 15, Issue 4, October 2012.

- “The Case of a Scrapbook Collection that Tripled in Size: The Benefits and Unforeseen Consequences of Digitizing a Hidden Collection,” with Keith Gorman and Hermann Trojanowski, *The Primary Source*, The Journal of the Society of Mississippi Archivists, Vol. 31, No. 1, 2012.
- Foreword for *Library Technology and User Services*, Chow, Anthony and Tim Bucknell, Chandos Publishing (Oxford) Ltd., 2011.
- “A Tale of Two Sisters,” *UNCG Library Columns*, Vol. 4, No. 31, January 2011.
- “Preserving Our History: The Rotary Club of Greensboro, North Carolina, Oral History Project,” with Hermann Trojanowski, *Dialogue: The Newsletter of the Oral History Section of SAA*, August 2008.
- “Rethinking Archives in the Wake of Katrina,” *The North Carolina Archivist*, Spring 2007.

PRESENTATIONS

- “Online Literary Maps of the Carolinas: Redesign and Sustainability,” with Keith Gorman, Southeastern Library Association (SELA) Conference, *Greenville, SC, (to be held 11/2013)*.
- “The North Carolina Literary Map,” with Gail Buckner and Jennifer Motszko, North Carolina Association of Elementary Educators (NCAEE) Conference, *Greensboro, NC, (to be held 10/2013)*.
- “Career Planning 101,” with Keith Gorman and Jennifer Motszko, Society of North Carolina Archivist (SNCA) Tri-State Conference, *Greenville, NC, (to be held 10/2013)*.
- “How to Sustain Online Projects Once They Are Launched,” with Keith Gorman and Jennifer Motszko, North Carolina Library Association (NCLA) Conference, *Winston-Salem, NC, (to be held 10/2013)*.
- “The North Carolina Literary Map: Creating Curriculum to Meet Common Core Standards,” with Keith Gorman, North Carolina School Library Media Association (NCSLMA) Conference,” *Winston-Salem, NC, (to be held 10/2013)*.
- “The North Carolina Literary Map: A Unique Resource to Access Archival Material and Related Descriptive Metadata,” Society of American Archivists (SAA) Conference, Description Section Meeting, *New Orleans, LA, (to be held 8/2013)*.
- “Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery,” with Anna Craft and David Gwynn, Society for Imaging Science and Technology (IS&T) Archiving Conference, *Washington, D.C., 2013*.
- “Windows to the Past: Interpreting College Scrapbooks as a Microcosm of Institutional and Social History,” with Jennifer Motszko, Pop Culture Association/American Culture Association (PCA/ACA) Conference, *Washington, D.C., 2013*.
- “Photo Synthesis: Collaboration and Compromise on a Historic Photograph Digitization Project,” with David Gwynn, Mid-Winter Online Conference of the Association of College and Research Libraries (ACRL) Image Resources Interest Group (IRIG), *2013*.
- “The Value of Oral Histories,” The Rotary Club of Greensboro, *Greensboro, NC, 2013*.
- “The North Carolina Literary Map,” North Carolina School Library Media Association (NCSLMA) Conference,” *Winston-Salem, NC, 2012*.
- “The North Carolina Literary Map,” with Keith Gorman and Jennifer Motszko, North Carolina Writer’s Network (NCWN) Conference, *Greensboro, NC, 2012*.
- “The North Carolina Literary Map,” with Jennifer Motszko, The Northwest Regional Library Consortium, *Elkin, NC, 2012*.
- “North Carolina Literary Map Launch,” webinar with Keith Gorman and Jennifer Motszko, *2013*.
- “The Online Literary Map of North Carolina,” with Jennifer Motszko, North Carolina Library Association (NCLA) Conference, *Hickory, NC, 2011*.
- “Age-Appropriate Web Design: High School and Middle School Students as Design Partners,” Juried paper *presented at the Association for Library & Information Science Education (ALISE) Conference, Boston, MA, 2010*.

- “Youth as Partners for Age-Appropriate Web Design, iDEAL Summit, *Greensboro, NC, 2009*.
- “Designing Web Sources for High School and Middle School Students,” Graduate Student Research Symposium, *Greensboro, NC, 2009*.
- “Bridging the Generation Gap in Archives” with Michelle Belden and Stephanie Turner, Society of North Carolina Archivist (SNCA) Conference, *Boone, NC, 2008*.
- “Age-Appropriate Web Design, Information Architecture, and Usability,” with Dr. Anthony Chow, STARS (Students & Technology in Academia, Research, and Service) Alliance Conference, *Auburn, AL, 2008*.
- “STARS Marketing: Creating Regional Impact Zones,” with Dr. Anthony Chow, STARS Alliance Conference, *Auburn, AL, 2008*.
- “Information Architecture, Marketing, and Usability in the Design of the STARS Alliance Web Portal,” with Dr. Anthony Chow, Association for Library & Information Science Education (ALISE) Conference, *Philadelphia, PA, 2008*.

POSTER PRESENTATIONS

- “Real Learning Connections: An Archival Model,” with Sarah Taylor, Society of North Carolina Archivist (SNCA) Tri-State Conference, *Greenville, NC, (to be held 10/2013)*.
- “Future Directions of the North Carolina Literary Map,” with Jennifer Motszko, American Library Association (ALA) Conference, *Anaheim, CA, 2012*.
- “The Online Literary Map of North Carolina – Future Directions,” North Carolina Library Association (NCLA) Conference, *Hickory, NC, 2011*.
- “Age-Appropriate Web Design,” iDEAL Summit, *Greensboro, NC, 2009*.
- “Shaping the Future by Diversifying Computing and Information Technology,” STARS (Students & Technology in Academia, Research, and Service) Alliance Conference, *Charlotte, NC, 2007* – Won 2007 leadership award.

TECHNICAL SKILLS

- Archon, Archivists’ Toolkit, Notetab Pro, Workflows, Adobe Photoshop Adobe Illustrator, Adobe Acrobat, Adobe Dreamweaver, Microsoft Office Word, Excel, Access, PowerPoint, Publisher, Outlook, MARC, DACS, LCSH, EAD, METS, MODS, PREMIS

LANGUAGES

- Proficient in French and Italian

PROFESSIONAL AFFILIATIONS

- Society of North Carolina Archivists
 - Vice-President (2013-2014)
 - Chairman of Local Arrangements Committee for the 2013 SNCA Conference in Greenville, SC (2012-2013)
 - Chairman of Local Arrangements Committee for the 2012 SNCA Conference in Greensboro, NC (2011-2012)
 - Development Committee (2011-2012)
 - Regional Reporter/Columnist for *The North Carolina Archivist* (2007-2009)
- North Carolina Preservation Consortium (NCPC)
 - Membership Committee
- Society of American Archivists
- American Library Association

PROFESSIONAL DEVELOPMENT

- *When a Librarian Met an Archivist: Collaborating to teach and promote special collections and archives*, ACRL Webinar, 2013
- *Inreach and Outreach for Digital Archives*, SAA Workshop, 2013
- *Intro to Digital Preservation: Preservation Planning and Overview of PREMIS*, ASERL Webinar, 2013
- *Archivists' Guide to Balancing Legal Issues in Photograph Collections*, SAA Workshop, 2012
- *Care of Photography*, Northern States Conservation Center, two month online class, 2011
- *Caring for Scrapbooks*, LYRASIS Webinar, 2011
- *Standards for Digital Archives*, SAA Webinar, September 29, 2011
- *Metadata for Digitization and Preservation*, LYRASIS Webinar, 2011
- *Oral History: From Planning to Preservation*, SAA Workshop, 2011
- *Archon... Making it Work for You*, SAA Webinar, 2011
- *Emergency and Disaster Preparedness*, NCCC Webinar, 2011
- *Archivists' Toolkit Basics*, NCLA Workshop, 2010
- *Archives Boot Camp*, SNCA Workshop, 2010
- *Basic Digital Stewardship: Are You Ready?*, LYRASIS Webinar, 2009
- *MARC According to DACS: Archival Cataloging to the National Content Standard*, SAA Workshop, 2009
- *Implementing DACS in Integrated CMS: Using the Archivists Toolkit*, SAA Workshop, 2009
- *Grant Writing for Digitization and Preservation Projects*, SOLINET Webinar, 2008
- *Digital Collections: Where to Begin?*, SOLINET Webinar, 2008
- *Document Preservation*, SNCA Workshop, 2008

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Education

- Master of Library and Information Studies,
The University of North Carolina at Greensboro, Greensboro, N.C., 2009.
- Bachelor of Arts in Geography and Sociology,
The University of North Carolina at Greensboro, Greensboro, N.C., 1991.

Professional Experience

Professional Librarian - Digital Projects Coordinator
University Libraries, The University of North Carolina at Greensboro
July, 2010 - Present

- Direct digitization and metadata creation for archival and print materials, microfilm, oral history, audiovisual materials, and other formats.
- Supervise 3.5 full-time equivalent employees plus student workers, interns, and practicum students in a unit producing more than 100,000 digital images annually.
- Collaborate with colleagues in the region to develop community-based projects.
- Manage applications and administration for large-scale grant-funded projects.
- Lead interdepartmental teams including catalogers, archivists, and others within the library to complete digitization projects.
- Consult on digital preservation, copyright issues, faculty research needs, and digital humanities initiatives.
- Make appropriate intellectual contributions through presentations, publications, and community outreach.
- Serve on library, university, and professional committees.

Visiting Professional Librarian - *Civil Rights Greensboro* Project Manager
University Libraries, The University of North Carolina at Greensboro
November, 2009 - June, 2010

- Coordinated digitization and metadata creation for a grant-funded project.
- Supervised student workers.

- Assessed materials for copyright status and obtained clearances as needed.

Other Relevant Experience

- Craighead Davidson Intern, Greensboro Historical Museum (May, 2009 - June, 2009).
- Digitization Assistant, University Libraries, The University of North Carolina at Greensboro (August, 2008 - October, 2009).
- Graduate Assistant, Library and Information Studies Department, The University of North Carolina at Greensboro (August, 2008 - October, 2009).
- Web Designer, Self-employed (January, 1997 - June, 2010).
- Multiple positions, FedEx Kinko's Inc. (August, 1989 - June, 2005).

Digital Projects

Completed

- *Bernard Greenhouse Collection*, 2012.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/Greenhouse>
- *The Carolinian*, 2012. <http://libcdm1.uncg.edu/cdm/landingpage/collection/Carolinian>
- *Civil Rights Greensboro*, 2010. <http://library.uncg.edu/dp/crg/>
- *Greensboro Historical Newspapers*, 2012.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/GSOPatriot>
- *Greensboro Pictorials*, 2012. <http://libcdm1.uncg.edu/cdm/landingpage/collection/GSOPics>
- *North Carolina Runaway Slave Advertisements, 1751-1840*, 2012.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/RAS>
- *Physical Education Pamphlets Collection*, 2012.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/PEPamp>
- *Hansen Performing Arts Collection*, 2011.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/Hansen>
- *Curry School Yearbooks*, 2011. <http://libcdm1.uncg.edu/cdm/landingpage/collection/CSY>
- *Greensboro City Directories*, 2011. <http://libcdm1.uncg.edu/cdm/landingpage/collection/GSOCityDir>
- *State Normal and Coraddi Magazines*, 2011.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/Coraddi>
- *World War I Pamphlets Collection*, 2011.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/WWIPamp>
- *Alumni News Magazines*, 2010. <http://libcdm1.uncg.edu/cdm/landingpage/collection/AlumniMag>
- *Egon Wellesz Contemporary Music Collection*, 2010.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/Wellesz>
- *Harold Schiffman Archive*, 2010. <http://libcdm1.uncg.edu/cdm/landingpage/collection/Schiffman>
- *University Yearbooks Collection*, 2010.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/PineNeedles>

In Progress and Ongoing

- *University Archives and Manuscripts Scrapbook Collections*. Initiated 2011. Due online in 2013.
- *Home Economics and Nutrition Pamphlets*. Initiated 2012. Due online in 2013.
- *Textiles, Teachers, and Troops*. Initiated 2012. Due online in 2014.
- *Oral History Collections*. Initiated 2010.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/OralHisCo>
- *University Archives Collections*. Initiated 2009. <http://libcdm1.uncg.edu/cdm/landingpage/collection/ui>
- *American Publishers Trade Bindings*. Initiated 2008.
<http://libcdm1.uncg.edu/cdm/landingpage/collection/tb1>
- *Betty H. Carter Women Veterans Historical Project*. Initiated ca. 2005. <http://library.uncg.edu/dp/wv/>
<http://libcdm1.uncg.edu/cdm/landingpage/collection/OralHisCo>

Grants

- Gwynn, D. *Textiles, Teachers, and Troops*. LSTA Digitization Grant (\$203,910.00), LSTA/State Library of North Carolina, 2012-2014.
- Gwynn, D. & Catlett, S. *Preserving Local History: A Field-Based Digitization Pilot Project* (\$3000), UNCG Community-Based Research Grant, 2013-2014.
- Gwynn, D. *North Carolina Runaway Slave Ads, 1751-1840*. LSTA/NC ECHO Digitization Grant (\$40,356.00), LSTA/State Library of North Carolina, 2011-2012.

Publications

- Gwynn, D., Craft, A., & McCarty Smith, K. Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery. In *Proceedings of the Society for Imaging Science and Technology's Archiving 2013 Conference*.
- Gwynn, D. (2012). Minimizing privacy and copyright concerns with online local history collections. In C. Smallwood & E. Williams (Eds.), *Preserving local writers, genealogy, photographs, newspapers and related materials* (pp.127-136). Lanham, Md.: Scarecrow Press.
- Chow, A., Shaw, T., Gwynn, D., Martensen, D., & Howard, M. (2011). Changing times, changing requirements: The evolution of an LIS department. *LIBRES*, 21 (1).
http://libres.curtin.edu.au/libres21n1/Chow_Shaw_Gwynn_Martensen_Howard_REF_LIBRES21n1.pdf
- Gwynn, D. (2011). Exhibits and Online Collections: University History Portal and World War I Pamphlets Collection. *The North Carolina Archivist* 85, 7-8.
- Gwynn, D. (2011). Focus areas chosen for digital projects. *Library Columns* 4 (31), 12.
- Gwynn, D. (2010). New Acquisitions: Schiffman and Wellesz Collections. *The North Carolina Archivist* 84, 5.
- Gwynn, D. & Smith, K. (2010). University yearbook website launched. *Library Columns* 4 (30), 9.

Presentations

Conference presentations

- Gwynn, D., Craft, A., & McCarty Smith, K. (2013, April). *Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery*. Presentation at Society for Imaging Science and Technology's Archiving 2013 Conference, Washington, DC.
- Gwynn, D. & McCarty Smith, K. (2013, February). *Photo synthesis: Collaboration and compromise on a historic photograph digitization project*. Presentation at the ACRL Image Resources Interest Group Mid-Winter Meeting, Virtual.
- Gwynn, D. (2012). *Civil Rights Greensboro: A blueprint for ongoing community engagement in digital history projects*. The Conference for Entrepreneurial Librarians Webinar, Greensboro, North Carolina.
- Craft, A. & Gwynn, D. (2012). *Thinking outside the search box: Redefining the roles for catalogers in an academic library*. Presentation at ALA-ALCTS Metadata Interest Group's (MIG) session on the Changing Role of the Cataloger, Anaheim, California.
- Gwynn, D. (2012). *Civil Rights Greensboro and other community-based collaborations at UNCG*. Presentation at Conference on African American Culture and Experience, Greensboro, North Carolina.
- Gwynn, D. (2012). *Broadsheets on a budget: Low-cost approaches to newspaper digitization projects*. Presentation at CONTENTdm Midwest Users Group Meeting, Dublin, Ohio.
- Gwynn, D. & Debbage, K. (1991). *The festival marketplace: Food and drink establishments as a stimulus for CBD retail activity, 1972-82*. Presentation at Southeastern Division of the Association of American Geographers Annual Meeting, Columbia, SC.

Community and other presentations

- Gwynn, D. (2012). *Digital projects for UNCG and the Greensboro community*. Friends Historical Collection Docents Meeting, Greensboro, North Carolina.
- Gwynn, D. (2003). *History of chain supermarkets in the Bay Area*. Burlingame (California) Historical Society Quarterly Meeting.

Teaching Activities

Guest Lecturer

- LIS 630 (Computer-Related Technologies for Information Management): Taught a session on grant writing, April 11, 2013.
- LIS 643 (Metadata): Co-taught, with Anna Craft, a session on application of metadata, April 9, 2013.
- LIS 644 (Digital Libraries): Taught a session on collaborative grant projects, November 13, 2012.
- LIS 640 (Organizing Library Collections): Co-taught, with Anna Craft, a session on changing roles for catalogers in academic libraries, September 27, 2012.
- LIS 630 (Computer-related Technologies for Information Management): Taught a session on grant writing, March 28, 2012.
- LIS 688 (Seminar in Selected Topics: Metadata): Co-taught, with Anna Craft, a session on application of metadata, March 22, 2012.

- HIS 212 (United States History since 1865): Co-taught, with Beth Ann Koelsch, a session on oral history, March 15, 2012.
- LIS 644 (Digital Libraries): Taught a session on digitization, September 20, 2011.
- LIS 688 (Seminar in Selected Topics/Digital Libraries): Taught a session on digitization, October 10, 2010.
- HIS 626 (The Practice of Public History): Presented/advised on digitization topics, March 30, 2010.

(All courses at The University of North Carolina at Greensboro)

Library Instruction and Workshops

- Co-presented, with Beth Filar Williams, sessions on copyright issues related to classroom use of video materials for faculty in the UNCG Faculty Teaching and Learning Commons, November 2, 2012.
- Co-presented, with Beth Filar Williams, sessions on copyright issues related to classroom use of video materials for faculty in the UNCG School of Health and Human Performance, September 13, 2012.
- Co-presented, with Keith Gorman, a training session on using archival materials and digital collections for reference interns on March 21, 2011.

Service

Professional Organization Memberships

- Society of North Carolina Archivists, 2009-Present
- American Library Association, 2008-Present
- Society of American Archivists, 2008-Present
- Special Libraries Association, 2008-2009

Regional Committees

- Conference for Entrepreneurial Librarians, Member of 2013 conference planning committee, 2011-present.
- Piedmont Triad Digital Humanities Initiative, Committee composed of librarians and teaching faculty from four Triad universities charged with examining best practices in the digital humanities. Funded by Triad Interuniversity Project Planning Grant, 2011-2012.
- NC ECHO Digitization Guidelines Review Committee, Group of digital projects professionals who reviewed statewide digitization guidelines for State Library/LSTA-funded projects, 2011.
- Dig-NC, Committee to conduct statewide digitization training sessions smaller institutions. Committee is coordinated through the State Library in association with the North Carolina Digital Heritage Center, 2010.

Library Committees, The University of North Carolina at Greensboro

- Manuscripts Archivist Search Committee, chair, 2013.
- Elections Committee, member, 2011-present; chair, 2012-present.
- Student Worker Supervisors Group, 2010-present.
- Preservation Committee, 2012-present.
- Grants Oversight Committee, 2012-present.
- Digital Projects Priorities Team, 2009-present.

- Electronic Resources and Information Technology Development Team, 2009-present.
- Interdepartmental Technology Working Group: Evaluating archival management software, 2011.
- Metadata Cataloger Search Committee, 2010.
- University Archivist Search Committee, 2010.

University Committees, The University of North Carolina at Greensboro

- UNCG Copyright Web Portal Work Group, chair, 2013-present.
- Faculty Senate Committee on Committees, 2012-present.
- Scholarly Communications Committee, 2012-present.
- Web Accessibility Text Transcript and Closed Captioning Product Selection Team: Ad hoc university committee to evaluate text transcription and closed captioning software, 2011.
- School of Education Memory Project Committee: Ad hoc committee to develop an oral history collection in conjunction with the dedication of the new School of Education building, 2011.

Other Professional Service Activities

- *Journal of Backcountry Studies*, Managing editor of a peer-reviewed academic journal (2009-present).

Professional Development

Selected Professional Conference Attendance

- Conference for Entrepreneurial Librarians, May 15-16, 2013. Greensboro, North Carolina.
- Conference on African American Culture and Experience. October 18, 2012. Greensboro, North Carolina.
- American Library Association Annual Conference. June 21-25, 2012. Anaheim, California.
- CONTENTdm Midwest Users Group Meeting. May 3-4, 2012. Columbus, Ohio.
- Society of North Carolina Archivists. March 29-30, 2012. Greensboro, North Carolina.
- iDEAL Summit (hosted by Dept. of Library and Information Studies). November 14, 2011. Greensboro, North Carolina.
- CONTENTdm Southeast Users Group Meeting. May 11-13, 2011. Charleston, South Carolina.
- Society of North Carolina Archivists. Combined meeting of the Society of North Carolina Archivists and the South Carolina Archival Association, March 31- April 1, 2011. Morehead City, North Carolina.
- Society of North Carolina Archivists. March 4-5, 2010. Pinehurst, North Carolina.
- Society of North Carolina Archivists. March 13, 2009. Durham, North Carolina.

Selected Professional Seminars / Workshops

- Lyrasis/NC ECHO workshop: Outcome based evaluation. August 18, 2011.
- EDUCAUSE Learning Initiative Seminar: How do we know it works? Evaluating learning technology products. May 4, 2011.
- CONTENTdm basics. September 14, 2010.

- IMLS grant workshop. August 18, 2010.
- Elluminate workshop. May 26, 2010.
- SAA workshop: Implementing “More Product, Less Process”. March 3, 2010.
- SAA workshop: MARC according to DACS. March 11-12, 2009.

ANNA R. CRAFT
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Greensboro, NC 27408

EDUCATION

The University of North Carolina at Chapel Hill

Masters of Science in Library Science, 2008

Masters Paper: *Putting Web Server Log Files to Work in Special Collections*, 2008

Mary Washington College (now the University of Mary Washington), Fredericksburg, VA

Bachelor of Science in Business Administration, 2003

EMPLOYMENT EXPERIENCE

The University of North Carolina at Greensboro, 2011-present

Metadata Cataloger, Cataloging Department

- Catalog print and electronic items for library collections using new OCLC WorldShare Management Services system. Create original records and enhance existing records as necessary. Serve as point person for electronic resources cataloging.
- Train MLIS practicum students and new catalogers on local metadata practices, MARC cataloging procedures, LC Classification, and LCSH. Introduce students to existing resources such as AACR2, RDA, Classification Web, *Classification and Shelflisting Manual*, and *LC Subject Heading Manuals*. Create and update local training materials as needed. Identify appropriate cataloging and metadata projects for student workers, train students on local procedures, and provide quality control oversight for their work.
- Provide metadata expertise, training, and oversight to various Libraries' projects, working with a variety of formats and standards, including Dublin Core, MARC, MODS, METS, and PREMIS. Work collaboratively with Digital Projects, Special Collections, Electronic Resources and Information Technology, and other departments to determine appropriate standards and practices and to troubleshoot and solve problems. Document local processes and create training materials as needed.
- Oversee local institutional repository, NC DOCKS. Supervise workflows for loading of faculty publications and student electronic theses and dissertations. Provide subject and authority control on local ETD records. Provide NC DOCKS training for external partners.
- Collaborate with Libraries' stakeholders to explore campus research data management needs and find appropriate solutions. Collaborate with NC DOCKS and UNC System stakeholders on integration of research data management component (Dataverse) in NC DOCKS. Serve as local point person for Dataverse training and use.
- Supervise one full-time staff member and one half-time student worker. Expand supervisory skills by enrolling in University-sponsored Managerial and Supervisory Development program.

Western Carolina University, Hunter Library, Cullowhee, NC, 2008-2011

Metadata Librarian, Content Organization and Management Department

- Cataloged books and other materials (050 and 090) for general, leisure, children's, music, and theses collections using Innovative Millennium and OCLC Connexion. Used LCSH and LCNAF to assign appropriate headings to 090 materials and digital project materials. Where necessary,

used AACR2 and LCRI to construct and apply correct local headings. Maintained and update local authority files and controlled vocabularies for digital projects.

- Supervised two full-time staff members.
- Worked closely with project partners at regional cultural heritage institutions. Answered questions, communicated project progress, and collaborated with partner staff to ensure partner and library goals were met. Created Dublin Core metadata for digital items submitted to the project from partner institutions. Provided quality assurance for metadata and digital objects submitted by project assistants and partner institutions. Collaborated with project team to determine technical standards. Documented project processes. Provided training and assistance for local and regional project team members on metadata standards, use, and application, as well as on image and document scanning.
- Administered library digital projects in CONTENTdm database, trained project personnel in CONTENTdm, investigated and resolved CONTENTdm problems.
- Produced finding aids for Special Collections materials using Encoded Archival Description (EAD) and NoteTab Pro.
- Organized library showcase day for institutional Quality Enhancement Plan (QEP) program, prepared library QEP materials, created displays, and interacted with faculty, staff, and students to discuss and demonstrate library's role in QEP.
- Edited documents for library faculty and staff as part of the library Editorial Group.
- Chaired library Leisure Reading Group (LRG). Organized LRG activities and coordinated selection team; maintained LRG web presence; selected and reviewed materials for Leisure Reading collection; created marketing materials to increase awareness of collection.
- Served on library strategic planning task force and assisted with administration of LibQUAL survey.
- Served on Kindle lending pilot project implementation team. Worked collaboratively to determine cataloging and lending procedures and terms. Solicited and gathered feedback from users. Selected electronic titles for Kindle collection.

North Carolina State University Libraries, Raleigh, NC, 2004-2008

NCSU Libraries Associate, Special Collections Research Center (SCRC), 2006-2008

- Processed slide and photograph collection for NCSU/Preservation North Carolina (PNC) NC ECHO grant, "The Built Heritage of North Carolina: Historic Architecture in the Old North State." Collaborated with project participants at NCSU and PNC to determine project priorities. Worked independently at PNC office to preserve, arrange, and describe collection. Selected collection materials for digitization.
- Arranged and described manuscript, university archive, and rare book collections ranging in size from .5 linear feet to 84 linear feet. Following archival principles, examined patterns of documentation to develop and implement arrangement schemes.
- Wrote clear and accurate descriptions of collections, and produced finding aids using EAD and NoteTab Pro. Published finding aids to the Libraries' website. Created metadata records for digital collections, using Metadata Object Description Schema (MODS). Created and updated MARC records for processed collections, using Sirsi Unicorn Workflows.
- Participated in acquisition of collections from private donors and campus departments.
- Provided research assistance to patrons at SCRC public service point. Developed and used knowledge of institutional collection holdings, strengths, and priorities to assist in updating SCRC collections database to allow users to browse collections by subject.

Office Assistant to Digital Library Initiatives and Libraries' Administration, 2004-2006

- Worked as member of core web migration team for training staff and helped them move web pages to new templates for public website redesign. Worked with individual librarians to deal with the specific issues in the design and content-presentation of their course pages and subject guides.
- Served as a member of the Staff Learning and Development Committee. Helped lead library staff orientation as part of this committee.
- Served as liaison between Library Acquisitions Department and University Contract Management. Maintained contract database to track contracts and licenses through the purchasing process.
- Trained to update Libraries' Business Continuity Plan in Business Continuity department software. Part of team that took part in tabletop exercises with University Business Continuity Department to prepare for and minimize impact of disasters on Libraries.
- Assisted Director for Planning and Research in compilation and presentation of statistical data; assisted in conducting background research and in maintenance of planning/statistical information on Libraries' website.
- Worked weekly shift at busy reference desk; provided research assistance to faculty, staff, students, and the public.

PUBLICATIONS

Craft, A. R. 2013. Open Access / Closed Coiffers: Repositioning an Institutional Repository to Reflect Reality. *Charleston Conference Proceedings*.

Gwynn, D., Craft, A. R., & Smith, K. M. (2013). Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery. *Archiving 2013*.

Craft, A. R. (in press, 2013). Can't Buy Me Love (Review). *North Carolina Libraries*.

Craft, A. R. (2012). Travelers Rest (Review). *North Carolina Libraries*.

Craft, A. R., Leonard, E., & Ginanni, K. (2012). Champagne Wishes, Caviar Dreams: Incorporating E-readers into Leisure Reading While on a Beer Budget. *Charleston Conference Proceedings*.

Craft, A. R. (2011). Southern Highland Craft Guild. *Serials Review*, 37, 120-122.

Craft, A. R., Carstens, T., & Woolf, J. (2010). The Craft Revival project: library leadership in creating connections between small cultural institutions. In K. B. Ng & J. Kucsma (Eds.), *Digitization in the Real World: Lessons Learned from Small to Medium-Sized Digitization Projects* (pp. 503-517). New York: METRO.

SELECTED CONFERENCE PRESENTATIONS

Gwynn, D., Craft, A. R., & Smith, K. M. (2013). "Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery," Archiving 2013, Washington, D.C., District of Columbia.

Craft, A. R. (2012). "Open Access / Closed Coasters: Repositioning an Institutional Repository to Reflect Reality," Charleston Conference, Charleston, South Carolina.

Craft, A. R. (2012, October). "What Exactly do You do Here, Anyway? Advocating for Technical Services in Our Libraries," North Carolina Library Association, Resources & Technical Services Section Fall Workshop, Greensboro, North Carolina.

Craft, A. R. & Gwynn, D. (2012, June). "Thinking outside the search box: Redefining roles for catalogers in an academic library," American Library Association Annual Conference, Anaheim, California.

Craft, A. R., Leonard, E., & Ginanni, K. (2011). "Champagne Wishes, Caviar Dreams: Incorporating eReaders into Leisure Reading While on a Beer Budget," presented for the Charleston Conference, Charleston, SC.

Craft, A. R. & Gregg, E. (2011). "Thinking Practically about Metadata for Projects in Your Library," invited presentation for the NCLA Resources and Technical Services Section at the North Carolina Library Association Biennial Conference, Hickory, NC.

SELECTED GUEST LECTURES

- UNCG LIS 641, Cataloging, "What it means to be a cataloger," 4/25/2013
- UNCG LIS 641, Cataloging, "Library of Congress Classification," 4/18/2013
- UNCG LIS 688, Metadata, "Metadata projects in the University Libraries," 4/9/2013
- UNCG LIS 640, Organizing Library Collections, "Thinking outside the search box: Redefining roles for catalogers in an academic library," 9/27/2012
- UNCG LIS 688, Metadata, "Metadata projects in the University Libraries," 3/22/2012

MEMBERSHIPS

- American Library Association
- North Carolina Library Association
- North Carolina Library Association, Resources and Technical Services Section

SELECTED COMMITTEE AND PROFESSIONAL SERVICE WORK

- Faculty Senate, UNCG, elected representative, 2012-
- *Journal of Learning Spaces*, Assistant Layout Editor, 2012-
- Diversity Residency Advisory Committee, UNCG, member, 2012-
- NC LIVE Metadata Task Force, member, 2012
- IR Content Processing/NC DOCKS Task Force, UNCG, Chair, 2011
- Provost's Instructional Improvement Grants Committee, WCU, member, 2009-2011
- Various search committees, UNCG and WCU