

Junia Papas, MARA, CA

JuniaPapasArchivalConsulting.com

850 Harcourt Rd, Grosse Pointe Park, MI | 404.304.5753 | juniapapas@gmail.com | linkedin.com/in/junia-papas-mara

Objective

I am a Professional Archival Consultant, Certified Archivist, and Copyright Officer with years of archival experience. I can assess your archival vault to recommend better preservation techniques, security, climate control requirements, durability of shelving, and fire prevention for you. I can provide recommendations for arrangement and description of your collections, archival policies, procedures, staffing requirements, environmental concerns, preservation techniques, and records management systems including data restrictions and finding aids. In addition, I can evaluate your digital records for storage, data curation, metadata, encoded archival description, and archival software requirements with my experience in archival software design and data integration from multiple sources.

Experience

Provincial Archivist – Director of Archives

Capuchin Franciscan Province of St. Joseph | Oct 2018 – Nov 2022

Director of Archives, Certified Archivist and Copyright Officer responsible for the development of a records management program for a province that includes the four states of Wisconsin, Illinois, Montana, and Michigan. Conduct the acquisition, processing, and preservation of religious artifacts, paintings, audio-visual media, blueprints, textiles, and paper-based archival materials for these locations as well as manage a library. Directed the construction of a 1064 square foot archival vault housing 1428 linear feet of archival materials that was ISO compliant to archival industry standards. Developed a records management system for the arrangement and description of over 30k records in 137 collections, entered metadata for each into Axiell Collections that I designed custom fields for. Digitized over 12k photographs and over 100 books. Developed archival policies and procedures while managing the archives budget and staff. Provide reference services for over 100 patrons per year and create new museum exhibits.

Archives Assistant

Archives of Michigan | Aug 2015 - Sep 2018

Processed new archival collections by inventorying donated archival materials and organizing items. Scanned historical maps utilizing NextImage on Contex HD5450 scanner, attached metadata, and uploaded to ContentDM for preservation. Fulfilled reference requests. Scanned thousands of 19th century prisoner records while entering the metadata for each. Trained and managed volunteers in registration procedures.

Archives Volunteer

Michigan State University | Aug 2015 - Sep 2016

Assisted archives staff with various functions such as processing, preservation and reference. Processed new archival materials into Archivist Toolkit system and filed into vault. Authored biographies for prominent Michigan State University professors and uploaded into Archivist Toolkit.

Professional Genealogist

Self Employed | Jan 2000 - Jun 2015

Archival research conducted with European and North American archives. Provided genealogical research for Irish, English, Russian, and Polish ancestry lines. Authored book of family heritage to 1370.

Education

Master's Degree | Archives and Records Administration | Specialization: Geospatial Information Systems
San Jose State University | Graduated 2018 Magna Cum Laude GPA 3.8

Bachelor's Degree | Business Administration | Minors: International Business, Communications, Social Science
Davenport University | Graduated 1993 Cum Laude GPA 3.6

Certifications

Certified Archivist (CA) | Academy of Certified Archivists
Copyright Officer Certification | Copyright Clearance Center