

Lisa A. Mix, MLA, CA, DAS
lisamix516@gmail.com
241 West Cypress Avenue Monrovia, CA 91016
415-533-6920 (cell) 626-599-6345 (home)

PROFESSIONAL EXPERIENCE

Norris Medical Library University of Southern California

Temporary Archivist (Resource Employee) November 20, 2019–April 24, 2020

- Developed a processing plan for archival materials in the Norris Medical Library
- Appraised, arranged, and described archival materials, created records and finding aids in ArchivesSpace
- Cataloged rare books in OCLC Connexion
- Evaluated and made collection management recommendations for contemporary monographs on HIV/AIDS
- Edited and updated LibGuides on medical board exam preparation

NewYork-Presbyterian Hospital/ Weill Cornell Medicine

Senior Archivist November 1, 2017–February 1, 2019 (remote)

- Managed Archives/Library projects:
 - Digitization of nineteenth-century handwritten casebooks
 - Oral history of Weill Cornell Medicine-Qatar and accompanying publication
 - Documentation, oral history, and processing digital records of the Salzburg Weill Cornell Seminars
- Advised the Interim Head of Archives and the newly-hired Head of Archives

Head, Medical Center Archives March 21, 2011–October 31, 2017

- Led and managed all aspects of the Medical Center Archives program: strategic planning, setting priorities, personnel management, financial planning, facilities, space
- Administered Archives annual budget, including institutional and endowed funds
- Developed Archives collections, working with faculty, administrators, and donors
- Managed faculty archivist, staff, and interns: recruiting, training, assigning work, setting goals, evaluating performance, fostering professional development
- Planned, managed, and implemented projects
- Oversaw and provided reference service and research assistance
- Presented on Archives resources and institutional history to classes, campus groups, and external audiences
- Managed and performed archival processing of materials in multiple formats
- Prepared proposals to, and managed grants from, public and private funders
- Wrote and edited publications, communications, reports, and online content
- Prepared exhibitions featuring historical materials
- Managed the Heberden Society lecture series
- Served on Library Senior Management Team; Library Disaster Recovery Emergency Management Team; Cornell University Special Collections Council

Interim Director, Samuel J. Wood Medical Library September 9, 2013–May 31, 2014

- Provided leadership and direction for the Library: strategic planning, personnel management, financial planning, facilities, space
- Led a diverse staff of 28 individuals (faculty, exempt, and non-exempt)
- Served as academic department chair responsible for recruitment, appointment, and development of 12 Library faculty on the non-professorial track
- Led outreach and development efforts for the Library
- Administered an annual budget of \$4 million

**The Library and Center for Knowledge Management University of California San Francisco
Manager, Archives and Special Collections February 1, 2002–February 28, 2011**

- Managed the Archives and Special Collections program and the East Asian Collection
- Acquired and developed archives and manuscript collections, working with faculty, administrators, and donors
- Managed staff, interns, and volunteers: recruiting, training, assigning work, setting goals, evaluating performance, fostering professional development
- Cultivated donors to develop manuscript and rare book collections, as well as funding
- Planned, managed, and implemented projects
- Oversaw and provided reference service and research assistance
- Implemented a digital imaging service for archival photos and documents
- Managed and performed archival processing of materials in multiple formats
- Prepared proposals to, and managed grants from, public and private funders
- Wrote and edited publications, communications, reports, and online content
- Prepared exhibitions featuring historical materials
- Selected and acquired contemporary history of medicine monographs
- Developed and maintained Archives and Special Collections website
- Developed and maintained Archives and Special Collections disaster plan
- Served on Library Management Group; UC Archivists Council; UC Heads of Special Collections

**The Alan Mason Chesney Medical Archives The Johns Hopkins Medical Institutions
Processing Coordinator August 15, 1989–December 31, 2001**

- Managed technical processing of archives and manuscript collections; supervised processing staff, students, interns, and volunteers
- Arranged and described archives and manuscript collections
- Provided reference service
- Wrote and edited publications, reports, and online content
- Prepared grant proposals and reports
- Served on web development team

Archives Technician and Records Project Coordinator July 1, 1987–August 15, 1989

- Managed an NHPRC-sponsored project to develop records management policies for the Johns Hopkins Medical Institutions and appraisal guidelines for medical archives
- Developed and conducted a national survey of record-keeping practices at academic health centers
- Prepared grant proposals and reports

Records Analyst November 12, 1985–June 30, 1987

- Conducted records surveys of the Johns Hopkins Medical Institutions
- Prepared grant proposals and reports

EDUCATION

- Master of Liberal Arts, History of Ideas, The Johns Hopkins University, 1991, with honors
- Graduate course work in Library Science at the University of Maryland: Cataloging, Reference, Records Management, Oral History
- Bachelor of Arts, History, Goucher College, 1984

Continuing Education

- Spanish, Pasadena Language Center, January 2019–present
- Society of American Archivists (SAA) Digital Archives Specialist (DAS) Certificate Program, October 2012–September 2014. Certified by examination November 2014
Continuing courses to maintain certification 2015–present. Recertified November 2019
- Weill Cornell Leadership in Academic Medicine Program, October 2015–May 2016
- Archives Leadership Institute, July 2012
- SAA workshops: DACS; EAD; Implementing MPLP; Building Digital Collections; Legal Issues in Photo Collections; Cultural Diversity Competency
- Western States & Territories Preservation Assistance Service, Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery, April 15–June 20, 2008
- Rare Book School University of Virginia, Seminar in Special Collections Administration, July 2003
- UC Berkeley Extension, The Art of Japanese Woodblock Prints, October 9–November 13, 2002

CERTIFICATIONS

Certified Archivist (CA), Academy of Certified Archivists

2001–2006 by examination; 2006–2011, 2011–2016, 2016–2022 by petition

Digital Archives Specialist (DAS), Society of American Archivists, 2014–2024 (renewed 2019)

AWARDS

Librarians, Archivists, and Museum Professionals in the History of the Health Sciences (LAMPHHS) Lisabeth M. Holloway Award, recognizing “significant contributions through leadership and service to LAMPHHS and the profession,” 2020

University of Michigan Bentley Research Fellowship for the Study of Modern Archives, 1995, 1996

GRANTS DEVELOPED AND FUNDED

Digital Conversion Micro-Grants to support digitization of New York-Presbyterian/Weill Cornell Medicine historical publications, New York Metropolitan Library Council (METRO) – 3 grants

- December 2014–June 2015, Principal Investigator
- December 2013–June 2014, Principal Investigator
- December 2012–June 2013, Project Manager

Professional Development Grant to attend Digital Archives Specialist courses, National Library of Medicine, National Network of Libraries of Medicine Middle Atlantic Region, July 1, 2012–April 30, 2013

Margaret Hart Surbeck Oral History Project (UCSF Archives & Special Collections), Project Manager, INDNJ Foundation, 2005–2009

Preserving At-Risk Tobacco Control Policy Resources (UCSF Library), One of two Project Managers, California Tobacco-Related Disease Research Program (TRDRP), 2004–2007

AIDS Epidemic Historical Records Project (joint award to UCSF Archives & Special Collections and the GLBT Historical Society), One of two Principal Investigators, National Historical Publications and Records Commission, 2004–2006

Digitizing the UCSF Japanese Print Collection, Project Manager, California Digital Library, 2003–2005

PROFESSIONAL ASSOCIATIONS

Academy of Certified Archivists, 2001–
Exam Development Committee 2020–
American Association for the History of Medicine, 2005–
Annual Meeting Local Arrangements Committee 2018
Committee on the Future of Medical History Libraries 2009–2012
Archivists and Librarians in the History of the Health Sciences, 1993–
(in 2020 ALHHS merged with the Medical Museums Association (MeMA) to become Librarians,
Archivists, and Museum Professionals in the History of the Health Sciences)
ALHHS/MeMA Annual Meeting Program Committee 2019 (chair)
Nominating Committee 2013 (chair); 2015 (chair); 2017
Past President 2010–2011
President 2008–2010
President-Elect 2007–2008
Awards Committee 2006; 2012 (chair)
Website Committee 1999–2008
Archivists Round Table of Metropolitan New York, 2011–2018
Education Committee 2012–2017
Librarians Association of the University of California (LAUC), 2002–2011
Nominating Committee 2006
Committee on Research and Professional Development 2005–2007
LAUC-SF: Chair 2004–2005
LAUC-SF: Vice Chair/Chair-Elect 2003–2004
LAUC-SF: Secretary and Webmaster 2002–2003
Mid-Atlantic Regional Archives Conference, 1985–2001; 2011–2018
Society of American Archivists, 1987–
Mentor, SAA Mentoring Program 2018–2020
Publications Board 2008–2016
Co-Chair, Science, Technology, and Health Care Roundtable 2001–2003
Steering Committee, Science, Technology, and Health Care Roundtable 1993–2008
Society of California Archivists, 2002–2011; 2018–
Chair, Advocacy and Public Policy Committee 2020–
Education Committee 2006–2007
Annual Meeting Local Arrangements Committee 2006
Nominating Committee 2003–04
Western Archives Institute Management Committee 2003
Southern California Society for the History of Medicine, Board 2018–
Vice President 2020–

INSTITUTIONAL SERVICE

New York-Presbyterian/Weill Cornell Medicine

NYPH Westchester Division Archives Committee, December 2014–October 2017
Advisory Committee, David Rogers Health Policy Colloquium, June 2013–October 2017
Hospital for Special Surgery Medical Archives Committee, 2012–October 2017
Heberden Society Advisory Committee, Secretary, March 2011–October 2017
Cornell University Library Special Collections Council, March 2011–October 2017
Search committees for two academic librarian positions and promotion committees for two librarians

New York Academy of Medicine Fellowship Review Committee, 2015

University of California Library System

UCSF Committee to Advise on Personnel Actions in the Librarian Series, 2005-2011
UC Archivists Council, 2002–2011

UC Heads of Special Collections, 2002–2011
Webmaster 2003–2008
UC Next Generation Technical Services Initiative
New Modes for Access Task Group 2010
Unique Collections Team (chair) 2009–2010
UC-OCLC Special Collections Task Force, 2007–2008
UC Preservation Advisory Group, 2007–2009
UC Resource Sharing Committee, 2005–2007
Online Archive of California Working Group, Subcommittee on Access, 2003–2005

PUBLICATIONS

L.A. Mix. Review of *Artificial Hearts: the Allure and Ambivalence of a Controversial Medical Technology*, by Shelley McKellar. *Watermark* 41(4), Fall 2018: 25-27.

L.A. Mix. Review of *Mammography and Early Breast Cancer Detection: How Screening Saves Lives*, by Alan B. Hollingsworth. *Watermark* 40(4), Fall 2017: 49-51.

L.A. Mix. Review of *Plague, Fear, and Politics in San Francisco's Chinatown*, by Guenter B. Risse. *Journal of the History of Medicine and Allied Sciences* 69(4), October 2014: 678-680.
<https://doi.org/10.1093/jhmas/jrt048>

L.A. Mix. Introduction to *SAA Sampler: Law & Ethics*. Chicago: Society of American Archivists, 2012.
<http://files.archivists.org/pubs/SamplerSeries/Law&EthicsSampler.pdf>

L.A. Mix and K. Cameron. "From Hahnemann's Hand to Your Computer Screen: Building a Digital Homeopathy Collection." *Journal of the Medical Library Association* 99(1), January 2011: 51-56.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3016660/>

New Modes for Access Task Group, UC Next-Generation Technical Services. "New Modes for Organizing and Providing Access to Special Collections, Archive, and Digital Formats." Final report. September 2010.

L.A. Mix. Review of *Popular Print and Popular Medicine*, by Thomas Horrocks. *Journal of the History of Medicine and Allied Sciences* 65(2), April 2010: 257-259. <https://doi.org/10.1093/jhmas/jrp041>

L.A. Mix. Review of *Chinese Medicine Men*, by Sherman Cochran. *Watermark* 31(4), Fall 2008: 15-16.

L.A. Mix. "Featured Collection: the UCSF Japanese Woodblock Print Collection." *D-Lib* 15(3-4). March/April 2008. <http://www.dlib.org/dlib/march08/03featured-collection.html>

L.A. Mix. "On the Web" column in *Watermark*. Spring 1997–2002.

L.A. Mix. "Digitizing Patient Information and Laboratory Research Data for Archival Reference and Research." *Watermark* 21(1), Winter 1997: 13-16.

N. McCall and L.A. Mix. "Scholarly Returns: Patterns of Research in a Medical Archives." *Archivaria* 41: 158-187. Spring 1996. <https://archivaria.ca/index.php/archivaria/article/view/12131/13132>

N. McCall and L.A. Mix. *Designing Archival Programs to Advance Knowledge in the Health Fields*. Baltimore: Johns Hopkins University Press, 1995.

L.A. Mix. "A Joint Archives/Records Management Program at an Academic Health Center." *Watermark* 18(4), Fall 1995: 110-114.

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N. McCall and L.A. Mix. "Educational Institutions and Programs for Health Occupations." chapter in Joan Krizack. *Documentation Planning for the U.S. Health Care System*. Baltimore: Johns Hopkins University Press, 1994. <http://www.archive.org/details/documentationpla00kriz>

M.W. Kehoe, N. McCall, and L.A. Mix. *The Legacy of Hugh Hampton Young, Pioneer in Urology: A Guide to the Papers of Hugh Hampton Young*, 1992.

L.A. Mix. "A Caricaturist's View of French Physicians." *Maryland Medical Journal* 34(11), November 1985: 1103-06.

PRESENTATIONS

"Health Sciences Archives 101." Invited speaker, Health Science Librarians of Illinois, Continuing Education activity, November 12, 2020. <https://youtu.be/izC8tFR4CwE>

"Preserving the Past: An Exploration of Medical Archives." Invited speaker, Southern California Society for the History of Medicine, The Huntington Library, San Marino, CA, September 15, 2019.

"Get Mentored: How to Take Advantage of SAA's Mentoring Program." Invited presenter, San Jose State University Society of American Archivists Student Chapter webinar, November 15, 2018.

"NewYork-Presbyterian/Weill Cornell: Building a Medical Center." Presentation developed for the NYPH Global Services department and presented to groups of international visitors, April & September 2017.

Discussion leader for Archivists Round Table of Metropolitan New York "One Book, One Profession" discussion of *Teaching with Primary Sources*. New York, NY, February 26, 2017.

"Political Narratives in the Archives." Panel moderator, New York Archives Week Symposium, New York, NY, October 20, 2016.

"Building Digital Collections at Weill Cornell." Archivists and Librarians in the History of the Health Sciences Annual Meeting, Minneapolis, MN, April 28, 2016.

"Stories and Heritage of Nursing in New York City." Invited presenter, The New York Academy of Medicine, New York, NY, April 14, 2016.

"Underneath it All: Archives in Medical Libraries." Co-presenter (with Paul Theerman), National Network of Libraries of Medicine Middle Atlantic Region, Boost Box Webinar, April 12, 2016. Continuing Education.

"Medical Center Archives: What's in it for you?" Invited speaker, David Rogers Health Policy Colloquium, Weill Cornell Medicine, New York, NY, January 13, 2016. CME activity.

"Special Session on Jewelry Preservation and Archives." Panel moderator, *Fashion: Now & Then: Passé, Presente*, 未来 Conference, New York, NY, October 24, 2015.

"Finding What's Out There: Library Resources in the History of the Health Sciences." CME session at American Association of the History of Medicine Annual Meeting, New Haven, CT, April 2015.

"Financial Records Tell the Story: Cultural Archives and History." Panel moderator, New York Archives Week Symposium, New York, NY, October 7, 2014.

"Leadership Lessons: Tools to Guide You and Words to Inspire You." Society of American Archivists Annual Meeting, Washington, DC, August 2014.

"Digitizing and Using Institutional Publications." Archivists and Librarians in the History of the Health Sciences Annual Meeting, Chicago, IL, May 2014.

Lisa A. Mix

"Digitizing Medical History." Metropolitan New York Library Council Annual Meeting, New York, NY, January 2014.

"Finding the Right Chemistry: Challenges in Science Archives." Mid-Atlantic Regional Archives Conference, Philadelphia, PA, November 2013.

"Preparing for a Career as an Archivist in Any Sector." Coordinator, moderator, and panelist, one-day workshop at New York Archives Conference, June 2013.

"UC Faculty Papers: Identification and Appraisal." Presenter, panel discussion at College & University Archives Section, Society of American Archivists Annual Meeting, San Francisco, CA, August 2008.

"Presenting the UCSF Japanese Woodblock Print Collection on the Web." Poster presented at Medical Library Association Annual Meeting, Chicago, IL, May 2008 (with L. Kleinberg, J. Kochi).

"Digitizing the Japanese Woodblock Print Collection at UCSF." Archivists and Librarians in the History of the Health Sciences Annual Meeting, Montreal, QC, May 2007.

"Ten Tips for Managing Archival Collections, or, What to do When you Can't Do it All." Medical Library Association Annual Meeting, Phoenix, AZ, May 2006.

"Implementing and Managing a Digital Imaging Service for Archival Reference and Research." Poster presented at Medical Library Association Annual Meeting, Phoenix, AZ, May 2006 (with V. Wheat).

"Preserving and Providing Access to Tobacco Control Resources." Poster presented by K. Neilsen at TRDRP Investigator's meeting, October 2005 (with K. Klausner, L. Mix, K. Butter).

"Facilitating Description: Developing Standard Series." Session chair and commentator, Society of American Archivists Annual Meeting, Boston, MA, August 2004.

"Campus Collaborator" presentation, part of "OAC/MOAC Update." California Digital Library One-Day Workshop on Digital Library Services, May 2004.

"Assisting Researchers and Protecting Privacy: Managing Access to Patient Information under the Health Insurance Portability and Accountability Act (HIPAA)." Society of American Archivists Annual Meeting, Birmingham, AL, August 2002.

"Making Curt Richter's *Biological Clocks in Medicine and Psychiatry* accessible on the World Wide Web." International Society for the History of the Neurosciences. Annapolis, MD, June 1998.

"Digitizing Patient Information and Laboratory Research Data for Archival Reference and Research." Mid-Atlantic Regional Archives Conference, Charlottesville, VA, May 1997.
Society of American Archivists Annual Meeting, Chicago, IL, August 1997.

"A Joint Archives/Records Management Program at an Academic Health Center." Society of American Archivists Annual Meeting, Washington, DC, August 1995.

"Archival Triage in Academic Medicine." Society of American Archivists Annual Meeting, Seattle, WA, August 1990.

"The Johns Hopkins Medical Institutions Records Project." Society of American Archivists Annual Meeting, Atlanta, GA, October 1988.

"The Documentation of Academic Medicine: The Johns Hopkins Medical Institutions Records Project." Society of American Archivists Annual Meeting, New York, NY, September 1987.

EXHIBITIONS

NewYork-Presbyterian/Weill Cornell Medicine

Julia Stimson, RN, July 2016–November 2017.

The Lying-In Hospital of the City of New York, February–September 2016.

Reunion classes and distinguished alumni (in conjunction with WCM biennial reunions)
October 2012; October 2014; October 2016.

Mirroring Medicine: Medals from the Collection of Dr. Ira Rezak, August 22–October 28, 2013.

Celebrating the Contributions of Philip and Helen Reichert, November 2011–February 2012.

UCSF Library

Classic Works in Occupational Health, June–August 2010.

Fighting Measles: items from the East Asian Collection, October 2008–December 2009.

Childbirth and Childcare: items from the East Asian Collection, January–October 2008.

MEDIA COVERAGE

“The Big Myths of Medical Archives (Lisa Mix),” episode 34 in *An Archivist's Tale*, podcast hosted and produced by Geof Huth and Karen Trivette, October 13, 2018.
<https://www.spreaker.com/user/archiviststale/0034-z2Bj4U>

T. Berger. “Archives and Leadership: Interview with Senior Archivist Lisa Mix.” *Archeota* 8, Spring 2018: 6, 11, 15, 19 (publication of San Jose State University Society of American Archivists Student Chapter).

“It Happened Here: Dr. David Hosack,” video in NewYork-Presbyterian Hospital “Health Matters” series, 2017. <https://healthmatters.nyp.org/alexander-hamilton-doctor/>

LANGUAGES

French – proficiency in reading, writing, and speaking

German – reading

Spanish – beginner level reading, writing, and speaking