

Alison Clemens

Education

University of Texas at Austin

School of Information

M.S.I.S. Archives & Special Collections

Portfolio Museum Studies

Scripps College

B.A. Politics and International Relations

Minor English Literature

Magna cum laude

Experience

2017– Assistant Head of Arrangement & Description, Manuscripts & Archives, Yale University

- ✓ Lead and manage accessioning and processing of archival collections; collaboratively set processing priorities and track and report progress
- ✓ Directly supervise paraprofessional and professional staff members devoted chiefly to archival processing; provide leadership and guidance for processing projects carried out by other unit staff
- ✓ Assess resources needed for existing and potential projects
- ✓ Coordinate and participate in the representation of the department in library, university, and professional groups in technical services and descriptive standards
- ✓ Collaboratively develop department's processing policies and procedures and Yale-wide tools to support description and access
- ✓ Guide and assist staff in other university departments with archival work, as needed
- ✓ Provide instruction, outreach, and reference services

2013–16 Archivist, Beinecke Library, Yale University

- ✓ Arranged, described, and cataloged materials in the Yale Collection of Western Americana, the Yale Collection of American Literature, and the General Collection; processed over 340 linear feet of archival collections and cataloged more than 320 small collections and single items
- ✓ Taught more than 40 instruction sessions on accessing and interpreting Beinecke collections
- ✓ Provided reference support to in-person and remote researchers
- ✓ Hired, trained, and supervised project archivist and student workers

2012–13 Assistant Librarian: Houston and Texas Archives Fellow, University of Houston

- ✓ Arranged and described collections pertaining to Houston and Texas history and Houston hip hop, including born-digital material
- ✓ Drafted and implemented processing policies and procedures
- ✓ Provided special collections reference service and directed work of student workers

- 2011–12 Archives Intern, Dolph Briscoe Center for American History, University of Texas
 - ✓ Arranged, described, and cataloged personal and historical papers at various levels, from file- to box-level control, totaling approximately 100 linear feet

- 2012 Teaching Assistant, School of Information, University of Texas
 - ✓ Assessed and planned curriculum for course in rare books and special collections
 - ✓ Supported students with bibliographic and manuscript description

- 2011–12 Library Assistant I, Scarborough-Phillips Library, St. Edward’s University
 - ✓ Weekend manager for reference and circulation desk; directed team of ~15 students
 - ✓ Created digital learning objects and library instructional tools
 - ✓ Provided in-person and virtual reference services

- 2011 Curatorial Intern, The Morgan Library & Museum
 - ✓ Processed materials in the Literary and Historical Manuscripts Department, including the Paris Review Archive and the Man Booker Prize Archive
 - ✓ Completed exhibition preparation and research for the Literary and Historical Manuscript Department curators, including text writing and editing

- 2010–11 Library Assistant I, Tarlton Law Library, University of Texas
 - ✓ Evening facilitator for circulation functions
 - ✓ Directed work of temporary staff and student workers

- 2010–12 Project Intern, Harry Ransom Center, University of Texas
 - ✓ Processed the papers of the novelist and short story writer Daniel Stern
 - ✓ Curated reading room exhibition for the Daniel Stern Papers
 - ✓ Completed processing, exhibition research, and digitization projects for the film department

Professional Leadership & Service

Yale University Library

- 2018– Linked Data for Production Phase 2 (LD4P2) Project Advisory Group
- 2018 Search committee for Project Processing Archivist, Beinecke Library
- 2018 Search committee for Software Preservation Analyst, Yale University Library
- 2017– History Keepers Project mentor
- 2017– Yale Archival & Manuscript Description Committee (chair)
- 2017–18 PUI Settings & Enhancements Workgroup (team leader) for the ArchivesSpace Public User Interface Implementation Project
- 2017– Yale Archival Management Systems Committee
- 2017– Yale Cataloging Coordinating Council
- 2014– Personal Librarian for students in Silliman College
- 2017 Search committee for Research Services Librarian, Beinecke Library

2017 Search committee for Processing Archivist, Beinecke Library
2016–17 Supervisory Discussion Group, Beinecke Library
2016 Assessment Task Force, Beinecke Library
2015–17 Standing Committee on Professional Awareness (chair 2016–2017)
2015–16 User Experience Committee, Beinecke Library
2015–16 Workplace Survey Committee (chair), Beinecke Library
2015–16 Contribute to social media outlets, Beinecke Library
2015–16 Classroom Technology Committee, Beinecke Library
2015–16 Workplace Culture Group for Technical Services, Beinecke Library
2013–15 Library Staff Association Committee

Yale University

2018– First-year College Adviser, Silliman College
2014– Fellow, Silliman College

United States, Connecticut, and New Haven

2016– Connecticut State Library Board
2015– DLF-affiliated [Born-Digital Access Group](#)
2014– Tutor, New Haven Reads
2010s Grant application reviewer for the Institute of Museum and Library Services

Society of American Archivists

2017– Membership Committee and Mentoring Program Subcommittee (chair)
2015– Manuscript Repositories Section Steering Committee (chair 2018–19)
2013–17 Committee on Education (chair 2016–17)
2015–16 Awards Committee, Pease Award Subcommittee
2015–16 Archival History Roundtable (chair)

Rare Books and Manuscripts Section (RBMS) of the American Library Association

2018– Diversity Committee
2015–17 2017 Conference Planning Committee
2014–17 Web Editor
2014–17 Publications Committee
2013–17 Membership & Professional Development Committee
2014–17 Task Force on Core Competencies in Special Collections Librarianship

Presentations & Publications

2018 “[Born Digital Access Bootcamp](#)” (workshop facilitator). Digital Library Federation. Henderson, NV.
“Meaning-making and Building Relationships” (invited interviewee). *An Archivist’s Tale* podcast.
“Asking the User: Incorporating user-centered customizations and features into Yale’s ArchivesSpace PUI” (co-presenter). ArchivesSpace Member Forum. Washington, D.C.

- 2017 “Born Digital Access Bootcamp” (workshop facilitator). Digital Archivists of Philadelphia. Philadelphia, PA.
 “Stories We Tell with Students: Pedagogy and Process” (moderator). Rare Books and Manuscripts Section Conference. Iowa City, IA.
 “Providing Access to Born-Digital Cultural Heritage” (invited speaker). Rare Book School. New Haven, CT.
 “Complicating the Canon” (invited speaker). Yale Club of New York City.
 “Collaborative Education for Providing Access to Born-Digital Cultural Heritage Material” (invited speaker). New England Technical Services Librarians Annual Conference. Worcester, MA.
 “Born Digital Access Bootcamp: A Collaborative Learning Forum” (workshop facilitator). New England Archivists Spring Meeting. Hyannis, MA.
- 2016 “From Papyri to Penguin Books,” *Collaborating for Impact: Special Collections and Subject Librarian Partnerships*, The Association of College & Research Libraries, 2016.
 “Born-Digital Access: Mapping the Current Landscape.” Forthcoming; [preliminary report](#) online.
 “From Survey Design to Hackfest: Reflections on Research-in-Practice for Born-Digital Access.” Society of American Archivists Research Forum. Atlanta, GA.
 “What Do Students and New Professionals Want? Assessing Informal Educational Needs,” *Archival Outlook*, Society of American Archivists, May/June.
 “Music Archives IV: DJ Screw” (invited interviewee). *Lost in the Stacks* podcast.
- 2015 “Born-Digital Access Hackfest: Collaborative Solution-Building for Current Challenges.” Society of American Archivists Annual Meeting. Cleveland, OH.
 “A Balancing Act: Collaborative Instruction in the 21st Century Special Collection.” Rare Books and Manuscripts Section Conference. Oakland, CA.
- 2014 “Career Development for New Professionals: Fellowships and Internships as Alternative Sites of Education.” Rare Books and Manuscripts Section Preconference. Las Vegas, NV.
- 2013 “From Flows to Finding Aids: Processing the Houston Hip Hop Collections at the University of Houston.” Society of Southwest Archivists Annual Meeting. Austin, TX.
- 2011 “The Woman Behind the Curtain: Winnie Allen as Archivist.” *Preserving Our Cultural Heritage*. Bloomington, IL.

Skills

- Experience managing archival processing programs; expertise with processing techniques and data content and structure standards, including MPLP and extensible processing; DACS; EAD; and MARC

- Expertise in archival and manuscript description and metadata, particularly using ArchivesSpace, Voyager, oXygen XML editor, OCLC Connexion, Duke Data Accessioner, BitCurator, and MarcEdit
- Experience with HTML, CSS, WordPress, Camtasia Studio, and audio editors
- Reading knowledge of Spanish; basic reading knowledge of French