

# 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
- ✓ Serve on department administrative leadership team; contribute to the administration of the department, including long range planning, formulation of policy, and resource development and allocation
- ✓ Guide and assist staff in other university departments with archival work, as needed
- ✓ Provide regular reference services
- ✓ Provide outreach and instruction support

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**

- 2019– Digital Collections Systems Advisory Group
- 2019 Cross Collections Discovery Metadata Working Group, Cultural Heritage-IT Collaboration, a Yale-wide project for shared discovery across Yale libraries and museums
- 2018– Born Digital Description Task Force (chair) of the Yale Archival & Manuscript Description Committee
- 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)  
 Public User Interface Implementation Project  
 2017– Yale Archival Management Systems Committee  
 2017– Yale Cataloging Coordinating Council  
 2017–18 PUI Settings & Enhancements Workgroup (team leader) for the ArchivesSpace  
 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**

2019– Cross-Collections Discovery Working Group, Metadata Group member  
 2018– First-year College Adviser, Silliman College  
 2014– Fellow, Silliman College

### **United States, Connecticut, and New Haven**

2019 Search committee for Connecticut State Librarian (chair)  
 2016– Connecticut State Library Board  
 2015– DLF-affiliated [Born-Digital Access Group](#)  
 2014– Tutor, New Haven Reads  
 2010s Grant application reviewer, Institute of Museum and Library Services  
 2010s Grant application reviewer, National Historical Publications and Records Commission

### **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

- 2019    “Young, Old, Seasoned, Green: Assessing Power Dynamics in Multigenerational Archives.” Society of American Archivists Annual Meeting. Austin, TX.
- 2018    “Get Mentored: San Jose State University Society of American Archivists Student Chapter webinar” (invited speaker).  
“Born Digital Access Bootcamp” (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” (presenter). ArchivesSpace Member Forum. Washington, D.C.
- 2017    “Born Digital Access Bootcamp” (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” (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