

# 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– Head of Processing, 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
- ✓ 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
- ✓ Provide regular reference services
- ✓ Provide instruction and outreach 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
  - ✓ Served as 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
- 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)
- 2017– Yale Archival Management Systems Committee
- 2017– Yale Cataloging Coordinating Council

- 2017–18 PUI Settings & Enhancements Workgroup (team leader) for the ArchivesSpace Public User Interface Implementation Project
- 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 Metadata Working Group member, Cultural Heritage-IT Collaboration, a Yale-wide project for shared discovery across Yale libraries and museums
- 2018– First-year and Sophomore 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](#) (coordinator 2019)
- 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

## Presentations & Publications

- 2020 “Participatory Archival Research and Development: The Born-Digital Access Initiative,” *Provenance*, Society of Georgia Archivists, forthcoming.
- 2019 “Levels and Practices of Born-Digital Access: Reports from the DLF Born-Digital Access Group.” BitCurator Users Forum. New Haven, CT.  
“Young, Old, Seasoned, Green: Assessing Power Dynamics in Multigenerational Archives” (facilitator). Society of American Archivists Annual Meeting. Austin, TX.  
“Development and Archival Work” (moderator for panel). 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.” [Preliminary report](#).  
“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
- Experience and formal training in book history, bibliography, and special collections pedagogy
- 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; beginning reading knowledge of Slovak