

# Elizabeth James

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## Archival Experience:

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**Marshall University** Huntington, WV  
Archivist and Digital Preservation Librarian April 2019–present

- Manage processing, description, and preservation activities for physical and digital manuscript collections, including a concentrated project to process 450 collections, migrate finding aids for more than 750 collections from physical documents to full-text searchable PDFs in an institutional repository, and inventory and reorganize 3,000 linear feet of materials over the span of seven months.
- Administrate the archive's implementation of PastPerfect and Digital Commons, including using Python to automate metadata cleanup and crosswalk of metadata from PastPerfect to XML files for eventual Digital Public Library of America ingest and beginning batch uploading workflows.
- Research and begin the implementation of the institution's first digital asset management and digital preservation plan, using Python to automate deduplication of digital assets, calculate checksums prior to and after a file is moved to preservation storage, and discover where files are missing or need repaired.
- Supervise student employees in processing and inventory tasks, including migrating PDF and Word finding aids to CSV files that are then converted into EAD using Python.
- Provide reference services, instruction, and outreach to students, faculty, and community members, including workshops for K–12 teachers on using archives in their teaching.

**Looking at Appalachia Project** Charleston, WV  
Consulting Archivist and Programmer April 2020–May 2020

- Provided advice for how to leverage existing unstandardized image data for a proposed mapping and visualization project of Looking at Appalachia's photographs.
- Used Python to write a web scraping program to crawl, clean, and standardize the data, and created a data visualization charting the frequency of photo submissions by county.

**Ohio County Public Library Archives** Wheeling, WV  
Intern and Volunteer January 2017–May 2017 and March 2018–March 2019

- Inventoried, processed, and created DACS compliant finding aids for backlogged analog collections containing various formats

**Cockayne Farmstead and Museum** Glen Dale, WV  
AmeriCorps Museum Assistant August 2015–July 2016

- During a one-year term as an AmeriCorps, conducted community outreach via local history events and basic preservation workshops.
- Wrote and managed grants to acquire funding for collections management software and an outdoor STEM classroom.
- Updated the museum's web and social media presence, increasing social media reach fivefold.

**Harvey Cushing/John Hay Whitney Medical Library, Yale University** New Haven, CT  
Medical Historical Library Student Assistant September 2013–May 2015

- Assisted the head curator with exhibit preparatory work and with using collection materials during class visits.
- Provided quality control of images and metadata created for digitization projects.
- Created an inventory of 4,000 19<sup>th</sup> century prints.

**Sterling Memorial Library, Yale University**

New Haven, CT

Preservation Department Assistant

September 2011–May 2013

- Created custom archival enclosures for books and mounts for photographs.
- Assisted in the preparation and staging of posters used in the *Celluloid West* exhibit at the Beinecke Rare Book & Manuscript Library in summer 2012.

**Other Experience:**

**Belmont County District Library**

Martins Ferry, OH

Reference and Adult Services Librarian

October 2017–March 2019

- Supervised circulation staff, provided staff professional development and new staff training and onboarding, and updated the circulation policies and procedures handbook.
- Conducted a survey to determine what kind of library programs would engage the community. Planned and conducted six programs a month at the main branch and forty programs during the summer reading program for adults in the whole library system.
- Managed a \$60,000 acquisitions budget to purchase library materials for one main and five branch libraries. Analyzed circulation statistics to determine popular authors and genres to ensure high circulation of purchased materials.
- Served on a task force to create a system for providing centralized original cataloging services for the Serving Every Ohioan consortium.
- Wrote and managed two grants: one for the creation of a mobile set of laptops to teach technology literacy and another to process and rehouse institutional archival materials.
- Processed and created finding aids for 15 collections. Wrote and received a grant to digitize portions of these collections and left a work plan to complete the grant after leaving for another position.

**Williams Lea**

Wheeling, WV

Marketing Specialist

August 2016–September 2017

- Worked remotely with a small marketing team to update and maintain web content in a time-sensitive environment for a multinational law firm.
- Organized and assigned metadata to marketing images and other digital assets.
- Conducted metadata cleanup and general web cleanup projects as necessary.

**Skills:**

**Programming and Markup Languages:**

- Python - Experience using web scraping and APIs for data collection, manipulation and cleanup of non-standardized data, and metadata editing and authoring.
- SQL - Designing relational database systems and writing commands to query databases.
- XML - Used in conjunction with Dublin Core, MODS, and METS metadata standards as well as XSD for localized XML schema design.
- CSS and HTML - Used for web design and content authoring.

**Software and Web Tool Proficiencies:**

- OpenRefine
- ArchivesSpace
- CONTENTdm
- Postman
- OCLC Connexion
- Omeka
- Wordpress
- PastPerfect

### Standards:

- Dublin Core, MODS, METS - Used to assign metadata to digital objects.
- Describing Archives: A Content Standard and Encoded Archival Description - Used for description and encoding of finding aids for archival collections.
- MARC and LCSH - Used to create original monograph and serial catalog records.

### Education:

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**Marshall University** Huntington, WV  
 Master of Science in Information Systems Anticipated May 2022

**Simmons University** Boston, MA  
 Master of Science in Library and Information Science, focus in Archives Management

**Yale University** New Haven, CT  
 Double Major, Bachelor of Arts in History and History of Art

### Continuing Education and Certifications:

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**Rare Book School, University of Virginia** Anticipated in summer 2021  
 Awarded Directors' Scholarship in January 2020. Anticipated course selection: "Digital Approaches to Bibliography & Book History".

**Marshall University, Dr. Carter G. Woodson Lyceum** June 15, 2020 - June 19, 2020  
 "Summer Institute on Black History Instruction"

### Lyrasis

"Introduction to Digital Project Management Planning", 4 hour workshop. April 17, 2020  
 "Introduction to Emergency Digital Collecting", 2 hour workshop. April 15, 2020

**Library of Congress – Teaching with Primary Sources, Eastern Region** December 2019  
 Certified Teaching with Primary Sources (TPS) Coach through the "TPS Professional Development Providers Institute" at Waynesburg University.

### Northeast Document Conservation Center

"Digital Preservation for Smaller Institutions", 7 hour workshop. July 19, 2019  
 "Audiovisual Preservation for Smaller Institutions", 7 hour workshop. July 18, 2019

### Publications:

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- "Archives Education as Outreach to K–16 Teachers and Students" an entry for *The Handbook of Archival Practice* edited by Patricia C. Franks (to be published in 2021 by Rowman & Littlefield)
  - "Review of *Advocacy and Awareness for Archivists*" in the *Journal of Contemporary Archival Studies*, December 2020.

- "Institutional Repositories and Archives Partnerships and Futures" with Lindsey M. Harper, Lori Thompson, and Gretchen Beach in the *Mid-Atlantic Archivist*, Vol. 49 No. 3, Summer 2020. <https://marac.memberclicks.net/assets/maa/maracsummer2020.pdf>
- "The People in the Papers: The Seaman Identification Card of Joseph Sofka," in the *Upper Ohio Valley Historical Review*, Wheeling, WV, Winter 2016. [https://mds.marshall.edu/lib\\_faculty/61/](https://mds.marshall.edu/lib_faculty/61/)
- "Heritage and Identity: The Cockayne Family Bible," in the *Upper Ohio Valley Historical Review*, Wheeling, WV, Spring 2016. [https://mds.marshall.edu/lib\\_faculty/60/](https://mds.marshall.edu/lib_faculty/60/)
- "The True University: Yale's Library from 1843 to 1931," undergraduate history thesis, Yale University, New Haven, CT, Spring 2015. [https://elischolar.library.yale.edu/mssa\\_yale\\_history/5/](https://elischolar.library.yale.edu/mssa_yale_history/5/)
  - Awarded the Manuscripts and Archives Prize, Outstanding Senior Essay, Spring 2015, for researching and writing the best senior essay on Yale using the Sterling Memorial Library's Manuscripts and Archives.
- "The Legacy of Beatrix Farrand," exhibition catalogue for an exhibit in Branford College, Yale University, Spring 2015.

## **Presentations:**

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### *Conference and Talks:*

- James, E. D., Harper, L., Beach, G. R., Thompson, D. S., OVGTSL 2020, "Using Institutional Repositories to Foster Access to Special Collections Materials," Ohio Valley Group of Technical Services Librarians, University of Akron. (Cancelled due to COVID-19, originally May 18, 2020).
- James, E., Primary Sources and Teaching Online Webinar Series, "TPS Light - Sustainably Teaching Primary Sources Online," Teaching with Primary Sources Western Region and the TPS Teachers Network, Online. (April 28, 2020).
- James, E. D., Harper, L., Beach, G. R., Thompson, D. S., MARAC 2020, "Institutional Repository and Archives Partnerships and Futures," Mid-Atlantic Regional Archives Conference, Harrisonburg, VA. (Cancelled due to COVID-19, originally April 17, 2020).
- James, E. D., O'Neill-Jones, P., Wilkinson, A., Bee, J., National Council for History Education 2020, "Building Student Reflection with Primary Sources," Virtual. (March 21, 2020).
- James, E. D., Harper, L., Beach, G. R., Thompson, D. S., Appalachian Understories, "Using Institutional Repositories to Increase Visibility and Accessibility of Appalachian Materials," Appalachian Studies Association, University of Kentucky. (Cancelled due to COVID-19, originally March 13, 2020).
- James, E. D., Student Success Week, "First of Your Name: Navigating College as a First Generation Student," Marshall University Libraries, Huntington, WV. (September 3, 2019).
- James, E. D. iPed: Fall Conference on Teaching and Learning, "Using Local History Resources to Foster Community Connections," Marshall University, Huntington, WV. (August 20, 2019).

### *Posters*

- James, E., National Council for History Education 2020, "Reflection as Assignment, Assessment, and Evaluation When Using Teaching with Primary Sources Resources," Virtual. (March 21, 2020).

### **Fellowships and Awards:**

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John Marshall Scholars Award, Summer 2021

Awarded \$6,500 to conduct a project titled, "Using Metadata as Data for Reparative Archival Description: A Case Study"

Open Education Resources Grant, Spring 2021

Awarded \$1,000 to create open educational resources that make use of archival materials to teach information literacy and critical thinking skills.

Directors' Scholarship, January 2020

Awarded Directors' Scholarship in January 2020 for tuition for one course at the Rare Book School, University of Virginia.

### **Grants Written and Managed:**

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Grant Writer and Manager: Elizabeth James

Granting Organization: Ohio Historical Records Advisory Board

Grant Amount: \$1,428

Grant Title: "Creation of a Local History Scanning Station for Belmont County"

Period of Award: 2019-2020

Grant Writer and Manager: Elizabeth James

Granting Organization: State Library of Ohio, Library Services and Technology Conservation Grant

Grant Amount: \$5,000

Grant Title: "Rehousing of Institutional Archival Materials and Conservation of Two Framed Works"

Period of Award: 2018-2020

Grant Writer and Manager: Elizabeth James

Granting Organization: State Library of Ohio, Library Services and Technology Open Grant

Grant Amount: \$5,000

Grant Title: "Creation of a Mobile Computer Lab to Boost Adult Computer Literacy"

Period of Award: 2018-2019

Grant Writer and Manager: Elizabeth James

Granting Organization: State Library of Ohio, Library Services and Technology Summer Library Program

Grant Amount: \$1,500

Grant Title: "Adult Summer Concert Series for the Belmont County District Library"

Period of Award: 2018

Co-Grant Writers and Managers: Elizabeth James and Caitlin Hucik

Granting Organization: Chevron Community Fund  
Grant Amount: \$10,000  
Grant Title: “Outdoor K-12 STEM Classroom”  
Period of Award: 2015-2016

Co-Grant Writers and Managers: Elizabeth James and Caitlin Hucik  
Granting Organization: West Virginia Humanities Council  
Grant Amount: \$1,500  
Grant Title: “Creation of a Permanent Exhibit at the Cockayne House”  
Period of Award: 2015-2016

### **Professional Affiliations:**

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- Society of American Archivists (2018–present)
- Mid-Atlantic Regional Archives Conference (2018–present)
- West Virginia Library Association (2018–present)

### **Service to the Profession:**

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- Member, Crisis, Disaster, and Tragedy Response Working Group, Society of American Archivists (December 2020-August 2022)
- Early-Career Member, College and University Archives Section, Society of American Archivists (August 2020–September 2021)
  - Lead, College and University Archives Guidelines Working Group (August 2020-August 2021)
  - Member, College and University Archives Survey Working Group (August 2020-August 2021)
- Blog Editor, Student and New Archives Professionals Section, Society of American Archivists (December 2019–December 2020)
- Member, Mid-Atlantic Regional Archives Conference Finance Committee (February 2020–2022)
- Marshall University Library Service:
  - Secretary, Library Faculty Organization (August 2020–present)
  - Member, Library Faculty Organization (April 2019–present)
  - Member, Library Partners Group for the Lewis College of Business, Office of Outreach and Continuing Studies, Distance Education (Online Learning)
  - Member, LibGuides Working Group (March 2020–August 2020)
  - Search Committee, Archivist and Records Management Librarian (August 2019–December 2019)