

# Appendix C: Contributor Biographies

## **Nicole Bouché**

Director of the Albert and Shirley Small Special Collections Library, at the University of Virginia Library

Nicole arrived at UVa shortly after the AIMS Project was launched. She provided general oversight and guidance to the project team at Virginia. Previously, as Manuscript Unit Head at the Beinecke Rare Book and Manuscript Library from 1993-2005, she established Beinecke's earliest policies and procedures for preserving, documenting, and providing patron access to born-digital content that was being acquired by Beinecke amongst collections of personal papers and literary manuscripts. She is active in the Rare Book and Manuscript Section of ACRL/ALA, as well as other professional associations.

## **Judy Burg**

University Archivist, University of Hull at Hull History Centre

As University Archivist, Judy manages holdings of around 2800 linear metres (9200 linear feet) and a core team of two staff, augmented by fixed-term project staff (such as the AIMS Digital Archivist). With this small core team, her role includes involvement in most activities relating to archive stewardship, with an emphasis on collection development and strategic planning. She also undertakes the teaching of archive information literacy and research skills, and the development of new teaching, research and public engagement activities in collaboration with academics, particularly within arts and humanities. She is also a member of the strategic leadership team within the Directorate of Library & Learning Innovation.

Hull University Archives is based at Hull History Centre, a joint facility and service operated in partnership between the University and Hull City Council. The Centre encompasses storage, management, conservation, access, outreach and education functions relating to archives and local studies for its two parent bodies. Ownership and/or custodianship of archives remain separate within each organization, but all other functions are undertaken jointly. Judy's role therefore also involves joint strategic leadership for the Centre, in collaboration with the City Archivist and she was joint lead for the project to establish the Centre 2004-2009. The Centre has total archive and special collections holdings of over 8,000 linear meters (26,000 linear feet) and a team of 15.5 FTE staff.

Prior to the establishment of the AIMS project, born-digital collections held by Hull University Archives were minimal (less than 1 MB, held on legacy media). Archives were however included as a use case during the development of the University's digital repository, 2005-2008 and Judy was involved in projects investigating process requirements for records management and archives collection development.

Before taking up the role of University Archivist at Hull in 2003, Judy was Company Archivist for The Boots Company PLC (now Alliance Boots). She is a member of the Political Parties and Parliamentary Archives Group UK (PPPAG) and Secretary of GLAM (Group for Literary Archives and Manuscripts).

### **Peter Chan**

Digital Archivist, Stanford University

Peter is primarily responsible for setting up and managing the workflow for pre-accessioning, accessioning, processing, delivering and preserving of born-digital archival materials acquired by the Special Collections Department at the Stanford University Libraries. The Digital Archivist position hired with grant funds was made permanent as a split between Special Collections and DLSS cementing the collaborative efforts for born-digital processes. Peter will continue to serve in this capacity at the close of the grant-funded period.

Peter has explored several new techniques and workflows to accommodate born-digital materials at Stanford. Peter explored the use of "High Resolution" photograph as an enhanced curation work. He also lead the development of the AIMS Digital Material Survey to guide archivists/cruators in the discussion of collecting digital material from donors. Peter also explored different hardware to connect a 5.25 floppy drive to a modern personal computer and built a capture station with a 5.25 floppy drive, a ZIP drive from an old computer, new motherboard, hard drives, RAM, video card, power supply and computer case bought from an electronic store. On the software side, Peter evaluated FTK Imager, Tableau Imager, AccessData FTK, and Karen's Directory Printing for the accessioning task. Peter also piloted the use of AccessData FTK, a forensic software, in extracting technical metadata, assigning rights and descriptive metadata to born digital materials. He evaluated the use of Emailchemy to convert closed and proprietary email formats to standard formats based on RFC-2822 and Transit Solution to convert files in more than 200 formats to HTML files as display derivatives. Peter also collaborated with Stanford scholars on novel delivery options for email.

Prior to joining the AIMS project, Peter was an assistant archivist at Stanford University Libraries. He processed the born-digital materials from the Richard Fikes papers, SUMEX (Stanford University Medical Experimental Computer 1974-1983) collection, John McCarthy's web site, and Nils Nilsson papers.

## **Bradley Daigle**

Director of Digital Curation Services, University of Virginia Library

Bradley Daigle is Director of Digital Curation Services and Digital Strategist for Special Collections at the University of Virginia Library. He is also co-PI on a Andrew W. Mellon Foundation grant entitled “Born Digital Materials: An Inter-Institutional Model for Stewardship (AIMS).” Having been in the library profession for over a decade, he has published and presented on a wide range of topics including mass digitization, digital curation and stewardship, sustaining digital scholarship, intellectual property issues, and mentoring in libraries. His research interests include the history of the book, early modern natural history, and James Boswell. He received his MA in literature from the University of Montreal and an MLS from Catholic University.

## **Glynn Edwards**

Principal Manuscripts Processing Librarian, Stanford University Libraries & Academic Information Resources

As the head of the manuscripts unit in Special Collections, Glynn manages holdings of more than 38,000 linear feet of manuscripts material in all formats and supports the efforts of over ten subject curators, primarily in the Humanities, Social Sciences and Area Studies groups.

Due to the large backlog of born digital media — over 25,000 legacy items — Special Collections and the Digital Systems and Services Department (DLSS) at Stanford entered into a partnership in early 2009. Working together they designed phase one of a forensic recovery lab to develop sustainable and long term strategies for capturing data stored on legacy media. In conjunction with this effort, Glynn joined the Stanford team on the AIMS project and began a two-year process to flesh out strategies for accessioning, processing and delivering born-digital content.

Glynn is also involved on campus in the Digital Initiatives Group Plus which serves to connect those working with digital collections and in the humanities at SULAIR. She is part of the sub-group responsible for holding monthly discussions on various digital topics. The AIMS team at Stanford is now in the process of expanding into a Born Digital Working Group to include the University Archivist, archivists and librarians from other repositories on campus, etc. Their main goals are to address issues that were not tackled during the course of the grant, develop policies and guidelines at Stanford, and refine and continue to develop and expand strategies and workflows, and to develop a robust internship program to train local library students in all aspects of accessioning and processing of born digital material. The working group is also involved in plans for phase two of the digital forensic lab.

Glynn was previously the Associate Head of Collection Services, Manuscripts at the Schlesinger Library at Radcliffe Institute, Harvard University. There she was responsible for the creation, validation, and export of EAD guides; registration of digital objects in HUL’s Name Repository Services, creation of links in EAD to digital objects and depositing digital objects into HUL’s Digital Repository, and maintenance of the library website. She was also a member of their OASIS group – which managed the platform for delivering finding aids at Harvard.

### **Michael Forstrom**

Archivist, Beinecke Rare Book & Manuscript Library, Yale University Library

Michael's chief responsibilities at the Beinecke include processing and cataloguing of literary archives and materials and stewardship of born-digital archival material. He has been responsible for stewardship of born-digital archival material since 2002. As such he collaborates with library management, curators, information technology staff, archivists, university offices, and professional communities to establish best practices for managing born-digital material acquired by the library.

Michael was formerly archivist at the National Opinion Research Center (NORC) at the University of Chicago, 2001-2002. He is a member of SAA, GLAM-NA, and MSA

### **Kevin Glick**

Head of Digital Information Systems and University Archives, Yale University Library

Kevin is the Head of University Archives and Electronic Records Archivist at Yale University's Manuscripts and Archives <http://www.library.yale.edu/mssa/>. Since the beginning of 2009, major work projects have included completing the migration of the department's legacy collection management data and descriptive finding aids for over 100,000 boxes and 2700 collections into the Archivists' Toolkit <http://www.archiviststoolkit.org/>. Kevin is an adjunct faculty member at Southern Connecticut State University and Simmons College. Prior to joining the Yale staff in 2002, he was the project manager of the US team of the InterPARES Project <http://www.interpares.org/>. Kevin holds an M.L.S. from the University at Albany, SUNY; an M.A. in medieval studies from Western Michigan University; and a B.A. in history from Ohio.

### **Gretchen Gueguen**

Digital Archivist, University of Virginia Library

As a member of the Albert and Shirley Small Special Collections Library, Gretchen is primarily responsible for all born-digital materials acquired by the Albert and Shirley Small Special Collections Library. Her role is an evolving one within the library and includes collaboration with colleagues involves in all aspects of collection management. Gretchen was preceded as Digital Archivist for the AIMS project by Elizabeth Gushee.

Prior to joining the Library at Virginia in May of 2011, Gretchen was head of Digital Collections at East Carolina University's Joyner Library, responsible for digital repository services and digitization. These projects included digital content management systems for both digitized and born-digital materials from the special collections and archives, born-digital student works in multiple formats as well as institutional electronic records. She has been involved in digital library and digital humanities projects since earning her MLS at the University of Maryland in 2005.

Gretchen has focused on project management within special collections and digital library projects throughout her career. She has been involved in the Society of American Archivists, the Library Information Technology Association of the American Libraries' Association as well as the Digital Humanities conference, and several state wide digitization projects within the state of North Carolina.

### **Tom Laudeman**

Project Software Engineer, University of Virginia Library

As the developer for the AIMS project Tom's role is to provide technical support to the AIMS Digital Archivists. This includes technical assessments of existing software as well as writing new packages, especially Rubymatica. In order to illustrate extant issues in digital archive practice, Tom has written several blog entries at the AIMS blog.

Tom's career could be characterized as creating user interfaces to data. In the beginning is the data, then come tools to visualize and manipulate that data. His work has been as varied as online gaming, bioinformatics, genomics, business process automation and the field once known as "desktop publishing". Working primarily on Linux systems and open source software, for the last dozen years Tom's projects have mostly been browser agnostic, dynamic web sites with SQL data stores. Tom is a content creator and has written several content management systems to manage his 1400 images and 1300 web pages.

### **Mark Matienzo**

Digital Archivist, Manuscripts and Archives, Yale University Library

Mark was seconded onto the AIMS project immediately after starting at Yale in January 2010 as a digital archivist. At Yale, Mark is responsible for developing and implementing workflows and procedures for handling electronic records, and I support many of the technology requirements of my department, including our Archivists' Toolkit deployment. He also serves or has served in an advisory capacity on a number of committees, including that which oversees development of the Yale Finding Aid Database, as well as a campus-wide digital preservation committee. I also occasionally provide service as a reference archivist.

Currently his focus has been shifted towards improving Yale's workflow for accessioning of electronic records, which we have been building collaboratively with the Beinecke Rare Book and Manuscript Library.

Prior to the AIMS project Mark had a minor amount of experience with electronic records. However, he has had experience with Fedora in a previous position overseeing the technical aspects of a digital repository project at the New York Public Library.

Before joining Yale, Mark worked as an Applications Developer for Strategic Planning (formerly the Digital Experience Group) of the New York Public Library, where he had a wide variety of responsibilities, including back-

end web development for online exhibits and the Library's new Drupal-based website, and serving as the technical project manager for the Library's digital repository initiative. He has also worked as an assistant archivist at the Niels Bohr Library and Archives at the American Institute of Physics, as a project archivist at the Smithsonian Institution's National Anthropological Archives, and as a cataloger at ProQuest Information and Learning. He has also been a consultant for the Philadelphia Area Center for History of Science, the Brooklyn Historical Society, and the ArchivesSpace planning grant.

Mark has held a wide variety of leadership and service positions in the Society of American Archivists, focused mostly on descriptive practice and standards. He is currently Co-Chair of the SAA Encoded Archival Description Roundtable, a member of the Schema Development and Review Team of the SAA Standards Committee, and an ex officio member of the Technical Subcommittee for Encoded Archival Description and the Technical Subcommittee for EAC-CPF. He has also undertaken considerable research investigating the use of open source forensic software to support archival workflows.

### **Michael Olson**

Digital Collections Project Mgr & Technologist, Special Collections, Stanford University Libraries & Academic Information Resources

Michael recently led the creation of SULAIR's Digital Forensics Lab to preserve and provide access to born digital collections. Michael has an M.Phil in History and Computing from the University of Glasgow, Scotland and a B.A. in Medieval Studies from the University of British Columbia, Canada.

### **Simon Wilson**

Digital Archivist, Hull University Archives

Simon was seconded to the role of Digital Archivist from his post of Senior Archivist at the University. On taking-up this appointment in November 2008 his main priority was to prepare the collections for the move from the University library to the Hull History Centre. This new purpose-built centre brings together three separate institutions to provide a single point of access. Simon was also responsible for managing all ICT aspects within the new building including staff, public and wifi networks and the development of a dedicated website for the Centre and the creation of an integrated online catalogue.

As part of the small archives team Simon works across all aspects of the service from collection development, cataloguing and providing public access to the collections held at the History Centre as well as some teaching relating to research skills and highlighting potential collections within the archives that are relevant to particular under-graduate modules for students studying History, English and Politics.

After qualifying as an archivist in 1995 Simon has worked on a number of cataloguing projects across the higher education, local authority and charity sectors but had no previous experience in processing or managing born-digital archives. Prior to his post at the University of Hull Simon was Collections Project Manager at Hull Museums (2005-2008) on a retrospective-documentation project working across 7 museums including the selection and implementation of a collections management system. As Mersey Gateway Project Manager (2001-2004) he led a project that resulted in the digitization of over 20,000 items from archives, libraries and museums across the North West.

Simon is a registered member of the Archives and Records Association and a mentor to two recently qualified archivists on the Registration Scheme. He is currently Secretary to the Association's Data Standards Group. He is also part of a small working group looking at Digital Archives issues on behalf of CALM users.