

Alicia Detelich Boersig

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Professional Experience

Manuscripts and Archives, Yale University Library, Yale University

New Haven, Connecticut

2017- Archivist

- Cultivate and share in-depth knowledge of the library's archival systems and metadata
- Coordinate with department and library staff to create and modify archival metadata in bulk
- Develop tools to facilitate automated metadata creation, modification, and re-use
- Contribute to the creation and implementation of a sustainable metadata strategy for the department
- Design and implement workflows to improve archival processes
- Participate in departmental discussions regarding implementation of metadata standards and best practices
- Perform database queries, generate audits and reports of data in ArchivesSpace and other special collections systems
- Develop and implement data auditing protocols for special collections metadata
- Arrange and describe archival and manuscript collections, or supervise assistants in processing materials
- Provide reference services to faculty, students, staff, and the public
- Contribute to unit and departmental projects, planning and goal setting
- Lend technical expertise to projects and committees across the library and the archival community

Archives and Records Management, Pius XII Memorial Library, Saint Louis University

Saint Louis, Missouri

2015-2017 Associate University Archivist

2014-2015 Library Associate, Senior - Archives Processor

- Prepare, arrange, and describe archival and manuscript collections
- Assess preservation needs of archival materials and conduct preservation procedures as appropriate
- Create standards-compliant finding aids in ArchivesSpace
- Manage ArchivesSpace system; identify and solve system issues as they arise and plan for future improvements of user interface and workflow
- Develop plans for assessing metadata quality and consistency across finding aids; evaluate finding aid compliance with DACS single level minimum standards
- Develop processing plans, inventory spreadsheets, and other documentation for departmental activities
- Assist in planning departmental projects, participate in strategic planning and goal setting
- Manage outreach activities for the department, including the creation of exhibitions, LibGuides, and social media postings
- Coordinate with academic departments to develop primary source instruction programs
- Collaborate with other departments and institutions on symposia and other special events related to local history
- Deliver presentations on university history at new-employee orientations
- Give tours of the Archives to potential donors and to individuals and groups with an interest in local history

- Monitor the reading room and assist in-person and remote patrons with research requests; gather and maintain statistical information on patron use of archival materials
- Appraise and accession archival materials as required
- Coordinate with potential donors to acquire new materials; prepare deeds of gift and other documents to ensure proper transfer of materials to the Archives
- Maintain archival storage areas and retrieve materials as necessary, including from off-site storage
- Supervise student workers and interns in completing daily tasks and special projects
- Monitor supply levels and submit orders for new supplies and equipment

Manuscript Division, Special Collections, Washington University Libraries

Saint Louis, Missouri

2013-2014 Project Processing Archivist

- Arrange and describe approximately 70 linear feet of literary manuscripts, research materials, publications, correspondence, and other professional and personal materials of contemporary American poet and essayist Jan Garden Castro
- Develop and carry out a processing plan for the manuscript collection
- Enter descriptive information into the Archon finding aid system
- Identify and locate selected materials from the collection for digitization
- Digitize materials and capture associated metadata using Dublin Core elements and controlled vocabularies
- Communicate with donor regarding progress and expectations for arrangement, description, and access to collection
- Compile a complete list of publications for the donor's future professional use
- Appraise additional materials at the home of the donor, advise on future processing and preservation measures

Archives and Records, Archdiocese of Saint Louis

Saint Louis, Missouri

2012-2013 Archives and Records Assistant

- Utilize archival materials, institutional and internet databases, and related reference tools to resolve administrative, historical, genealogical, and other requests for archival information
- Assist researchers in identifying and accessing relevant items from the Archives' collections
- Digitize archival materials and enter descriptive information into spreadsheets and electronic databases
- Accession and inventory transferred or donated archival material as necessary
- Arrange and describe archival materials as required
- Perform minor preservation measures on archival materials as necessary
- Develop content for local outreach programs and the Archives' web page
- Create manuals, interactive maps, and other reference materials pertaining to archival practices, recordkeeping procedures, and local history resources for use by staff members and researchers
- Provide administrative support, including basic accounting functions and the gathering of usage statistics
- Assist in training and supervision of new staff members

Internship

Midwest Jesuit Archives

Saint Louis, Missouri

2010 Undergraduate Intern

- Plan and carry out a large-scale processing project on the personnel files of deceased Jesuits

- Identify, arrange, and describe archival material according to professional standards
- Prepare and digitize archival documents and images for patron use
- Create finding aids and input data into descriptive databases according to institutional policies
- Develop a web page with information about an archival collection, including digitized content
- Prepare archival materials for use in an exhibit, "Crossing the Divide: Jesuits on the American Frontier" at the Saint Louis University Museum of Art

Education

- 2015 Master of Library and Information Science
University of Illinois at Urbana-Champaign
Champaign, Illinois
- 2011 Bachelor of Arts, History; Bachelor of Arts, Philosophy
Saint Louis University
Saint Louis, Missouri

Consulting

- 2020-2021 Archon-ArchivesSpace installation and migration project
Cape Code Community College (remote)
- 2020 ArchivesSpace installation and migration project
Diebenkorn Archives (remote)
- 2019 ArchivesSpace training
Pequot Library, Southport, Connecticut
- 2019 Archon-ArchivesSpace migration project
Wheaton College (remote)
- 2018 ArchivesSpace training
Pequot Library, Southport, Connecticut
- 2017 Web scraping project
Yale School of Public Health, New Haven, Connecticut
- 2011-2012 Records management project
Development Office, Jesuits of the Missouri Province, Saint Louis, Missouri
- 2010-2012 Research and reference services
Midwest Jesuit Archives, Saint Louis, Missouri

Professional Service

Yale University Library

- 2017-2018-2019 Yale Archival Management Systems Committee (YAMS)
YAMS co-chair
Agents and Subjects Task Force
- 2021- Digital Collections Systems Implementation Project
Digital Collection Systems Cross-Project Leadership Team
Digital Collections Systems Phase 2 Working Group
- 2020-2021 Unified Discovery Advisory Group (UDAG)
Archives at Yale/Quicksearch Integration Task Force, chair
- 2020-2021 Metadata Standards Advisory Group (MSAG)
Electronic Theses and Dissertations Task Force, chair
- 2019-2020 Special Collections Steering Committee Assessment Task Force

2019-2020 Linked Data for Production (LD4P) Advisory Group
 2019 Preservica-ArchivesSpace Sync Advisory Group
 2019 Search Committee, Web Developer, Beinecke Rare Book and Manuscript Library
 2018-2020 Web Archiving Working Group (WAWG)
 2019-2020 Community of Practice Sub-Team
 2018, 2019 Peer Mentor Program – mentor for Digital Preservation Librarian and Resident Archivist
 2018 Search Committee, Architecture Records Archivist, Manuscripts and Archives
 2017-2019 ArchivesSpace Public User Interface (PUI) Implementation Project
 Data Cleanup and Enhancements Workgroup, co-lead

Yale University

2019- Cultural Heritage IT (CHIT) Lux Project
 Metadata Working Group
 Mellon Grant Steering Committee
 2021- Data Transformation Working Group
 2021- First-year Advisor Program
 2021 New Haven Promise Internship Supervisor
 2019 Aspiring Manager Program

ArchivesSpace

2018- Technical Advisory Council
 Technical Documentation Sub-Team, lead
 2018-2020 Development Prioritization Sub-Team
 2020- Member Match Program
 2018- Member Representative
 2018 Member Forum Planning Committee
 2017 Digital Object Exports Working Group

Society of American Archivists

2017-2020 Key Contacts Committee
 Connecticut Key Contact
 2018-2020 District 1 Representative

Saint Louis University Library

2015-2017 Jesuit History Symposium and Exhibition Working Group
 2015-2017 Library Newsletter Committee
 2016-2017 Newsletter Editor
 2016-2017 ContentDM Replacement Task Force
 2014-2016 Social Media Committee
 2014-2016 Security Committee
 2014-2015 Staff Advisory Committee
 2014-2015 Digitization Task Force
 2014-2015 Search Committee, Library Associate, Senior for Rare Books
 2014 Special Collections Technical Processes Workgroup

Selected Projects

2020-2021 Copy order fulfillment process
 https://github.com/yalemssa/copy_order_fulfillment
 2020-2021 ArchivesSpace custom reports plugin
 <https://github.com/YaleArchivesSpace/yale-archivesspace-reports>

2020-2021	ArchivesSpace API training module https://github.com/yalemssa/api_environment_setup
2020-2021	Manuscripts and Archives digital data projects https://github.com/yalemssa/digital_data
2019-2021	aspace_tools library and web application https://github.com/yalemssa/aspace_tools
2018-2021	Digital accessioning service web application https://github.com/ucancallmealicia/born-digital-accessioner/tree/agent_auth
2017-2021	ArchivesSpace SQL query library https://github.com/ucancallmealicia/archivesspace-sql
2021	Reparative Archival Description (RAD) scripts https://github.com/YaleArchivesSpace/rad_scripts
2021	ArchivesSpace user tools library https://github.com/yalemssa/aspace_user_tools
2021	Electronic theses and dissertations cataloging and ingest workflow https://github.com/yalemssa/etd_ingest
2021	ArchivesSpace sort order generator https://github.com/yalemssa/aspace_generate_sort_order
2021	Cultural Heritage IT project: Wikidata reconciliation tool, authority reconciliation game, fuzzy matching tools, ArchivesSpace queries https://github.com/yalemssa/chit_archives_scripts
2021	Born-digital file-level minimum description workflow https://github.com/yalemssa/born_digital_file_level_minimum
2021	ArchivesSpace-Preservica reporting database https://github.com/yalemssa/aspace_preservica_db
2020	EAD transformer https://github.com/yalemssa/ead_transformer
2020	ArchivesSpace display_multiple_containers plugin https://github.com/YaleArchivesSpace/display_multiple_containers
2020	AV caption and transcript description project https://github.com/yalemssa/av_captions_and_transcripts
2020	Location audit tools https://github.com/ucancallmealicia/location_search
2018-2020	LSF transfer tool https://github.com/yalemssa/barcode_search
2017-2019	utilities library https://github.com/ucancallmealicia/utilities
2019	ArchivesSpace API documentation plugin https://github.com/ucancallmealicia/aspace_api_docs
2019	ArchivesSpace schema extension plugin https://github.com/YaleArchivesSpace/yale_data_rules
2019	YAMS data auditing project, including date parsing scripts https://github.com/YaleArchivesSpace/yams_data_auditing
2019	Scrapework web scraping tool https://github.com/ucancallmealicia/scrapework
2018	ArchivesSpace public interface implementation data cleanup project https://github.com/ucancallmealicia/data_cleanup_workgroup
2018	MySQL training module https://github.com/ucancallmealicia/mysql_demo

Presentations

- 2022 *ArchivesSpace Forum Talk,
YAMS ArchivesSpace Staff Interface Forum, Yale University Library*
- 2022 *Electronic Theses and Dissertations Task Force Lightning Talk
Metadata Policy Forum, Yale University Library*
- 2022 YAMS Mid-year Report Presentation
Special Collections Steering Committee/Special Collections Leadership Team Meeting,
Yale University Library
- 2021 "Using the Preservica Content API"
Preservica User Group, Yale University Library
- 2021 "Implementing a Custom Reports Plugin"
ArchivesSpace Online Forum
- 2021 Technical Documentation Forum
ArchivesSpace Online Forum
- 2020 "Getting Started with the ArchivesSpace API"
ArchivesSpace Data Cleanup: Tips and Tricks Webinar
- 2020 YAMS Annual Report Presentation
Special Collections Steering Committee Meeting, Yale University Library
- 2019 Webrecorder Demonstration
Web Archives Working Group Brown Bag, Yale University Library
- 2019 "Archives at Yale Implementation"
Tech Talks, Yale University Library
- 2019 YAMS Annual Report Presentation
Special Collections Steering Committee Meeting, Yale University Library
- 2018 "ArchivesSpace Reporting with MySQL"
ArchivesSpace Member Forum, Washington, D.C.
- 2018 "Karen Spicher's Secret Agents (and Subjects): Enhancing Data to Enhance Access",
Society of American Archivist's Conference, Description Section Meeting, Washington,
D.C.
- 2018 "Data Cleanup and Enhancements Workgroup"
ArchivesSpace Public Interface Implementation Staff Forum, Yale University Library
- 2018 Web Archiving Practices Discussion
Web Archives Working Group Brown Bag, Yale University Library
- 2017 "Data Auditing and the ArchivesSpace Public User Interface"
ArchivesSpace Beyond the Basics Skillshare 2.0, Philadelphia, PA
- 2017 "Collection Control with ArchivesSpace Recap"
Tech Talks SCOPA Conference Recap Forum, Yale University Library
- 2017 "Better Collection Control with ArchivesSpace"
ArchivesSpace Member Forum, Portland, OR
- 2016 "Active Learning in the University Archives"
Gateway Library Instruction Conference, Saint Louis, Missouri
- 2015 "Francis Xavier Weninger and the Miracle at Saint Joseph"
2nd Annual Jesuit Student Research Symposium, Saint Louis, Missouri
- 2015 "EAD3: Encoded Archival Description, Version 3"
Emerging Technologies Committee meeting, Pius XII Memorial Library, Saint Louis,
Missouri

- 2014 "The Francis Xavier Weninger Collection at the Jesuit Archives – Central United States"
Jesuit Restoration Student Research Symposium, Saint Louis, Missouri

Writing

- 2020 "Working with the ArchivesSpace Database"
ArchivesSpace Technical Documentation
- 2019 "Large-Scale Date Normalization with Python, MySQL, and Timetwister"
Code4Lib Journal
- 2017 "Cleaning Data to Enhance Access and Standardize User Experience"
Yale ArchivesSpace Blog
- 2016 "Faculty Women's Club Records"
Saint Louis University Library Newsletter
- 2015 "Jesuit Research Symposium 2015"
Saint Louis University Library Newsletter
- 2014 "Archdiocese of Saint Louis"
Historic St. Louis: 250 Years Exploring New Frontiers, edited by J. Frederick Fausz
University of Missouri – Saint Louis Press

Exhibitions

- 2016 Co-Curator, Jesuit Student Research Symposium Retrospective/2017 Preview
Pius XII Memorial Library, Saint Louis University, Saint Louis, Missouri
- 2016 Curator, Women's History Month exhibition
Pius XII Memorial Library, Saint Louis University, Saint Louis, Missouri
- 2015 Curator, Jesuit Restoration Student Research Symposium exhibition
Pius XII Memorial Library, Saint Louis University, Saint Louis, Missouri
- 2015 Co-Curator, "Race and Expression"
Pius Library XII Memorial Library, Saint Louis University, Saint Louis, Missouri
- 2014 Curator, Jesuit Restoration Student Research Symposium exhibition
Pius XII Memorial Library, Saint Louis University, Saint Louis, Missouri

Professional Memberships

- 2013- Society of American Archivists (SAA)
- 2017- New England Archivists (NEA)
- 2015-2018 Academy of Certified Archivists (ACA)
- 2015-2017 Midwest Archives Conference (MAC)
- 2013-2017 Association of Saint Louis Area Archivists (ASLAA)
- 2012-1027 Saint Louis Area Religious Archivists (SLARA)