

# Eleta Exline

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## Professional Experience

**Digital Collections Librarian**, University of New Hampshire Library, Durham, New Hampshire  
October 2005-Present

Responsibilities include establishing and maintaining a digital collections program by developing policies and procedures for selection, workflow, metadata creation, delivery, and preservation; acting as a bridge between library and technical staff; applying current digital library community benchmarks, best practices, and standards where appropriate; reaching out to others with shared interests, both within the library and the broader community; and identifying digital information trends/planning for the future.

**Archivist/Special Projects Manager**, Paley Studios, Ltd., Rochester, New York  
January 1999-September 2005

Arranged, described, and preserved collection of analog and digital photographic, audiovisual, and text records related to the career of contemporary sculptor Albert Paley. Responsible for the physical care and tracking of art objects, including conducting condition inspections; maintaining individual object records; and supervising object photography, storage, packing, and shipping. Coordinated exhibitions of sculpture and works on paper with gallery and museum staff, and provided editorial assistance and image coordination for the production of books and exhibition catalogs. Provided reference services to galleries, museums, appraisers, the news media, architects, and designers; designed promotional mailings; conducted studio tours; and trained and supervised archives interns and staff.

- Processed 30 year backlog of exhibition catalogs, posters, postcards, books, videotapes, magazines, news clippings, and more than 15,000 photographs.
- Created relational databases to provide item level access to archives collection, track inventory of 750 sculptural objects and 900 works on paper, and link information to existing project files.
- Coordinated exhibition of artwork in five museums for a traveling 40-year retrospective.
- Developed and implemented institutional guidelines for digitization of photographic transparencies, negatives, and prints, and digital asset management.

**Preservation Assistant II-IV**, A. R. Mann Library, Cornell University, Ithaca, New York  
October 1995-November 1998

Coordinated daily operation of preservation reformatting projects, including preparatory processing of library materials, communication with vendors, and quality control of digital and microform output. Conducted collection assessments, assisted patrons in the use of rare books collection, and prepared serials for binding.

- Coordinated international interlibrary loan of over 500 volumes from 19 libraries for the purpose of microfilming.
- Conducted comprehensive collection evaluation to identify materials for withdrawal and for transfer to rare books collection.
- Collaborated on design and mounting of special collections exhibits.
- Promoted from Preservation Assistant II to Preservation Assistant IV in March 1997 to reflect increased responsibilities.

## Volunteer and Student Experience

**Archives Intern/Volunteer**, Rochester Museum and Science Center Library and Archives, Rochester, New York

January 2005-Present

Arrange and describe archival collections, perform preservation treatments. Initiated a project to convert legacy finding aids to EAD.

**Archivist** (June 2004-Present), **Vice-President** (July 2002-June 2004), and **Communications Coordinator** (July 2001-June 2002) Smith College Club of Rochester, Rochester, New York.

Collect, arrange, and preserve club records; plan and coordinate alumnae events; promote Smith College in the local community; produce newsletters; publicize fund raisers; and serve as board member.

**Intern**, Environmental Health and Safety Department, Smith College, Northampton, Massachusetts  
September 1994-May 1995

Managed database and paper files of Material Safety Data Sheets, maintained inventory of lab chemicals, and researched and prepared visual presentations on lab safety.

**Library Assistant**, Hillyer Art Library, Smith College, Northampton, Massachusetts  
September 1992-December 1994

Supervised reserves and circulation desk, assisted patrons in the use of library materials and equipment, shelved books and conducted shelf reading.

## Education

**Syracuse University**, Syracuse, New York

Certificate of Advanced Studies in Digital Libraries, 2005, GPA 4.0

**Syracuse University**, Syracuse, New York

Master of Science, Library and Information Science, 2005, GPA 4.0

**Smith College**, Northampton, Massachusetts

Bachelor of Arts, Studio Art, 1995, Dean's list - 4 years

## Presentations and panels

*Panel Discussion- MyUNH: Tomorrow's Blackboard*. Faculty Instructional Technology Summer Institute, June 2006, University of New Hampshire. Durham, New Hampshire

*Digital Imaging Basics*, New Hampshire Archives Group Spring Meeting, June 28, 2006. Henry I. Baldwin Forestry Education Center, Hillsborough, New Hampshire

## Professional Development

*Managing Digital: Innovations, Initiatives & Insights*, Computers in Libraries, March 22-24, 2006. Washington, D.C. Post-conference workshops: *Implementing Federated Searching and OpenURL-Based Linking Services* and *Observing & Analyzing Library Web Site User Behaviors*.

*Introduction to METS*, NELINET, February 2, 2006. Southborough, Massachusetts

*Persistence of Memory: Stewrtship of Digital Assets*, Northeast Document Conservation Center, November 1-2, 2005. Boston, Massachusetts

*School for Scanning*, Northeast Document Conservation Center, June 1-3, 2005. Boston, Massachusetts

*New York Library Association Annual Conference*, October 20-23, 2004, Rochester, New York

*Benchmarking Direct Digital Image Capture of Cultural Heritage in American Institutions*, Rochester Institute of Technology Center for Imaging Science, September 21-22, 2004. Rochester, New York

*Ebb and Flow: the Migration of Collections to American Libraries*, Rare Books and Manuscripts Section. June 21-24, 2004. New Haven, Connecticut

*Adults Teaching Adults*, Greater Rochester Association for Continuing Community Education. Fall 1999, Rochester, New York (4-week class and certificate)