

# Jessica Steytler

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Mailing address available upon request

## Education

Master of Science, 1998, Simmons College, Library and Information Science

Bachelor of Art, 1997, Ohio University, History.

## Research Interests

Records management, collection accessibility, library 2.0, preservation, book repair, lone arrangers, working with interns and volunteers, regional professional groups, New England history, Congregationalism, library and archive outreach, education and outreach for church historians

## Education Experience

Simmons College, GSLIS Continuing Education Instructor, 2007-

In-house workshops at the Congregational Library, 2006-present

Panels at New England Archivist meetings, 2004-2006

## Professional Experience

Archivist, Congregational Library & Archive, Boston, MA (2000-present)

Responsible for processing new collections, reviewing and rehabilitating old collections, records manager, minor book repair, preservation, cataloging, reference, outreach, education, seminars, primary web master, primary graphics designer for inhouse publications, contribute to content for library's blog, oversee Simmons archive and records management interns, share oversight for volunteers, assist with weeding library's circulating collection, oversee scanning projects: images and finding aids.

Archivist, Boston Psychoanalytic Society and Institute, Boston, MA (1999-2000)

Worked part time as the Institute's archivist; acquired and processed new collections. Special projects: Phillips manuscript collection, 40 linear feet.

Archivist, Massachusetts Eye and Ear Infirmary, Boston, MA (1999)

Hired part time for the Infirmary's anniversary year; processed and updated collections; assisted public relations with anniversary celebration; created displays.

Library Assistant, Massachusetts General Hospital, Treadwell Library, Boston, MA (1998-2000)

Worked part time on archival and organizational projects; assisted front desk; staffed reading room.

Floral Designer, Castello's Florist & Greenhouse, Mentor, OH (1995-1997)

Apprentice Sign Carver, Sightings Inc., Mentor, OH (1993-1994)

## **Weblog & Wikis**

[http://congregational-library.typepad.com/congregational\\_library/](http://congregational-library.typepad.com/congregational_library/)

<http://steytler.pbwiki.com>

## **Articles**

*New England Archivists Newsletter:*

"Around and About: The Congregational Library and Archives Automation Project." 33 (3); July 2006, p. 24-25

[[http://www.newenglandarchivists.org/newsletter/pdfs/NEA\\_Newsletter\\_July2006.pdf](http://www.newenglandarchivists.org/newsletter/pdfs/NEA_Newsletter_July2006.pdf)]

Interns and the Archives, meeting session summary. 33 (3); July 2006, p. 18.

Editor:

*Records Management For Local Churches*. Congregational Library, in-house publication, 2006.

*Preserving Your Local Heritage*. Congregational Library, in-house publication, 2006.

## **Membership, Professional Associations**

Society of American Archivists, 1997-1998

New England Archivists (NEA), 1997-present

Co-Chair of the Outreach Committee, 2001-2002

Chair of Outreach Committee, 2002-2003

Program Committee -spring meeting, 2006

Program Committee -spring meeting, 2008

## **Speaking Engagements**

New England Archivists

Archives on the Road Program:

Boston Public Library, Lower Mills and Codman Square, 2001

Bourne Historical Society, 2002

National Archives and Records Administration, 2002

Jaffrey Public Library, 2003

New England Archivists, Meeting Panelist, Spring 2004

New England Archivists Religious Institutions, Spring Meeting 2005

New England Archivists- Session organizer and moderator, Spring Meeting, 2006

Simmons College- Alumni Event Speaker- 2006

Simmons College- Spoke on the topic "Lone Arrangers" to students, 2007

Congregational Library- *Research 101 for Church Historians* Seminar: offered at the library and off site, 2006-present