

# Abby R. Adams (Griner)

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## SUMMARY

Abby Adams is the Digital Archivist at the Harry Ransom Center at the University of Texas at Austin, an internationally renowned humanities research library and museum with a focus on literature, photography, film, art, and the performing arts, where she leads the ongoing development and implementation of policies and procedures that facilitate the acquisition, transfer, preservation, arrangement, description, and access to born digital materials in accordance with emerging standards and best practices. She has over eleven years of experience as a professional archivist, during which time her job duties ranged from exhibit design and public programming to arrangement and description of multi-format collections. Since 2009, her career has focused on born digital records stewardship, data migration, and digital project management.

## CREDENTIALS

Master of Library and Information Science, 2008  
University of South Carolina, Columbia, South Carolina  
Concentration: Information Technology

Academy of Certified Archivists certification, 2007

Master of Arts, Public History, 2004  
Armstrong Atlantic State University, Savannah, Georgia

Bachelor of Arts, History, 2000  
Valdosta State University, Valdosta, Georgia

## CONTINUING EDUCATION

Arrangement and Description of Electronic Records, Part I & II, Austin History Center, Austin, Texas, September 17-18, 2015

ArchivesSpace workshop, University of Baltimore, Baltimore, Maryland, June 23-24, 2014

Islandora Bootcamp, Columbia University, New York City, New York, November 18-20, 2013

Digital Forensics for Archivists, American Philosophical Society, Philadelphia, Pennsylvania, December 3, 2012

Managing Electronic Records in Archives and Special Collections, Washington, D.C., August 9-10, 2010

Electronic Records "Summer Camp", University of California, La Jolla, California, July 7-11, 2008

Georgia Archives Institute, Georgia Archives, Morrow, Georgia, June 12-23, 2006  
accompanying internship at Archives & Special Collections, Georgia State University.

## EXPERIENCE

Harry Ransom Center, University of Texas at Austin

**Digital Archivist** • July 2015 – present

- ❖ Leads ongoing development and implementation of policies and procedures that facilitate the acquisition, transfer, preservation, arrangement, description, and access to born digital materials in accordance with emerging standards and best practices.
- ❖ Develops and documents born digital workflows in order to support the preservation, access, and security of born digital materials.
- ❖ Recommends and utilizes born digital processing tools and advises on preservation strategies and storage needs for digital materials.
- ❖ Collaborates with the public services and description and access staff to realize and implement discovery and access initiatives for born digital materials.
- ❖ Collaborates with cataloging unit staff to process hybrid manuscript collections and create finding aids using EAD and DACS.
- ❖ Participates in the conception and development of grant applications in support of born digital initiatives.
- ❖ Stays abreast of issues and tools related to the stewardship of born digital materials by representing the Ransom Center in UT-wide and national, regional, and local committees and forums on matters relevant to born digital collections management.

Hagley Museum and Library

**Digital Projects Coordinator** • October 2014 – June 2015

**Digital Archivist** • February 2014 – October 2014

**Assistant Curator of Digital Collections** • May 2012 – February 2014

- ❖ Digital asset management:
  - Provided digital stewardship for the repository's unique holdings, both born digital donations and digital derivatives.
  - Served as the primary contact for the transfer and management of born digital records.
  - Implemented the digital asset management system (DAMS) Islandora and managed a project to migrate digital assets from ContentDM to the new DAMS.
  - Identified, prioritized, and migrated unstable and obsolete media and file formats for preservation and access.
  - Collaborated closely with the Audiovisual Archivist to establish guidelines for recording oral history interviews and creating descriptive metadata.
  - Supervised volunteers, interns, and other employees on a variety of digital projects.
  - Implemented and trained staff on the use of technological tools for accessioning, preserving, processing, and providing access to digital content.
  - Advised on emerging digital preservation standards and best practices.
  - Created and updated relevant documentation to support digitization projects and e-records management.
  - Contributed to grant submissions relating to digital initiatives.
  - Coordinated with vendors to outsource data extractions and migrations.
- ❖ Metadata creation and transformation:
  - Coordinated the description of digital content within collection finding aids and MARC records.
  - Managed quality control of metadata to ensure accuracy and consistency of digital resources.
  - Created and supervised the creation of digital collections in ContentDM and qualified Dublin Core descriptive metadata.
  - Performed, documented, and provided training on migrating metadata for digital assets from Dublin Core to MODS.

- Provided maintenance and training for Archivist's Toolkit including application of DACS and legacy data conversions.

Richard B. Russell Library for Political Research and Studies  
University of Georgia Special Collections Libraries

**Access and Electronic Records Archivist** • 2009 – 2012

**Assistant Access and Outreach Archivist** • 2005 – 2009

❖ Digital asset management:

- Implemented a formal electronic records management program.
- Provided digital stewardship for the department's unique holdings, both born digital donations and digital derivatives.
- Served as the primary contact for the transfer and management of born digital records.
- Created and updated relevant documentation to support digitization projects and e-records management.
- Collaborated with Library Systems to implement the critical IT infrastructure, particularly secure, redundant storage, necessary for digital initiatives.
- Developed workflows and implemented software tools for accessioning, preserving, processing, and providing access to digital content.
- Advised on emerging digital preservation standards and best practices.
- Managed coworkers and student assistants on a variety of digital projects.
- Appraised, accessioned, and processed born digital records.

❖ Metadata creation and transformation

- Implemented XTF as a finding aids database.
- Coordinated the creation and revision of MARC records for Voyager, VuFind, Worldcat, and ArchiveGrid; EAD finding aids in accordance with DACS; and the addition of EAD finding aids to the XTF database.
- Developed and initiated a workflow to update legacy metadata and create new descriptive metadata for digital surrogates in Dublin Core.
- Coordinated the description of digital content in finding aids.
- Verified subject analyses for finding aids and established authority files.
- Assisted in the planning and coordination of a large-scale library move, which included inventorying and barcoding on-site archival materials in the archival collections management system Archivist's Toolkit.

❖ Reference, access, and outreach:

- Created scripts and designs for physical and online exhibits.
- Collaborated with the Audiovisual Archivist to provide online access to oral history interviews and other multimedia resources.
- Provided reference assistance to on-site and off-site researchers
- Served as the departmental website manager.
- Served on libraries and university wide committees.

Georgia Historical Society

**Archival Processing Intern** • 2003 – 2005

- ❖ Appraised, arranged, and described multi-format collections.
- ❖ Conducted subject analyses for finding aids.
- ❖ Performed conservation tasks, including heat tissue repair and encapsulation.
- ❖ Filled digital reproductions requests for researchers.

**CONTRIBUTIONS**

## Presentations:

- ❖ Panelist. "Advances in Dealing with Born-Digital Content in Cultural Heritage Collections." INF389: Introduction to Archival Enterprise, University of Texas at Austin, March 10, 2016.
- ❖ Panelist. "Perspectives on Being a Digital Archivist." INF380E: Perspectives on Information, University of Texas at Austin, March 3, 2016.
- ❖ Presenter. "Outsourcing Backup Tape Data Retrieval: A Lightning Talk." Session 601. Society of American Archivists annual meeting, Washington, DC, August 16, 2014.
- ❖ Presenter. "Proprietary in Nature: Managing Digital Business Records." Museum Archives Section Standards and Best Practices Working Group Symposium, Society of American Archivists annual meeting, Washington, DC, August 13, 2014.
- ❖ Panelist. "Doing Digital: Skills, Knowledge, and Roles in Libraries and Archives." Panel at University of Maryland Libraries, College Park, MD, April 15, 2014.
- ❖ Panelist. "Electronic Records." Delaware Valley Archivist Group, Philadelphia, PA, April 1, 2014.
- ❖ Presenter. "Managing E-records with Preservica: A Pecha-Kucha Presentation." Mid-Atlantic Regional Archives Conference, Philadelphia, PA, November 8, 2014.
- ❖ Presenter. "The Trouble with Electronic Business Records." Forum: Actively Preserving Electronic Records: A Case Study and Points for Consideration (II), Society of American Archivists annual meeting, New Orleans, LA, August 15, 2013.
- ❖ Presenter. "E-records@Hagley." Archivists Being Awesome meeting of the Delaware Valley Archivists Group, Philadelphia, PA, February 28, 2013.
- ❖ Presenter. "XTF: What is It and Why is Russell Library Using It?" at Implementing Archivists' Toolkit in UGA Special Collections panel, University of Georgia Libraries, Athens, GA, April 30, 2009.
- ❖ Presenter. "Making Archives 2.0 Work for You." Society of Georgia Archivists annual meeting, Athens, GA, November 13, 2008.
- ❖ Presenter. "Where's the Context? Enhancing Access to Digital Archives." Society of American Archivists annual meeting, Chicago, IL, September 1, 2007.

## Writing:

- ❖ "Rocky Mountain Born Digital Fever: Site Visits in Denver and Boulder," [digarchivist.wordpress.com](http://digarchivist.wordpress.com), July 25, 2016.
- ❖ "Voices from the DuPont Powder Yards: A Collection of Oral History Interviews," Hagley Collections and Research News, September 10, 2014.
- ❖ Co-writer. "Innovative Solutions for Dealing with Born-digital Content in Obsolete Forms – Part 2," [hangingtogether.org](http://hangingtogether.org) (OCLC Research blog), September 9, 2014.
- ❖ "What Sweet Irony: Outsourcing Backup Tape Data Retrieval," [digarchivist.wordpress.com](http://digarchivist.wordpress.com), September 4, 2014.
- ❖ "Philco Employee Newsletters Now Online," Hagley Collections and Research News, July 17, 2014.
- ❖ "Do You Remember Floppy Disks? Saving Business History from Technological Obsolescence," *Hagley Collections and Research News*, October 26, 2012.
- ❖ "What's Up at THATCamp," Russell Library for Political Research and Studies blog, March 24, 2011.
- ❖ "Cartoon Facelift," Russell Library for Political Research and Studies blog, October 19, 2010.
- ❖ "New Digital Collection (American Turpentine Farmers Association Minute Books)," Russell Library for Political Research and Studies blog, March 11, 2010.
- ❖ "Fun Facts about Turpentine," Russell Library for Political Research and Studies blog, December 8, 2009.
- ❖ "Finding Aids Database Launch," Society of American Archivists' Congressional Papers Roundtable Newsletter, November 2009: 11.
- ❖ "Baseball Database Goes Live," Russell Library for Political Research and Studies blog, September 25, 2009.
- ❖ "Where's the Context? Enhancing Access to Digital Archives," *Provenance* XXVI, 2008: 59-69.

## Other

- ❖ Interviewee. SAA Museum Archives Section Standards and Best Practices Working Group: Electronic Records Project, August 2014.
- ❖ Moderator. "Web 2.0 in Archives." Society of Georgia Archivists annual meeting, Savannah, GA, November 5, 2009.
- ❖ Moderator. "Who, What, When, Where, Why? All About Wikis." Society of Georgia Archivists annual meeting, Columbus, GA, November 9, 2007.

## PROFESSIONAL ACTIVITIES

- ❖ University of Texas at Austin
  - Digital Preservation Interest Group, 2015-present
  - Archival Description Working Group, 2015-present
  - Digital Initiatives Working Group, Harry Ransom Center, 2016
  - Metadata Steering Group, Harry Ransom Center, 2016
- ❖ Grant reviewer, New Jersey Historical Commission, 2015
- ❖ Philadelphia Region Islandora Interest Group, 2015
- ❖ Archive-It Mid-Atlantic User Group, 2014-2015
- ❖ National Digital Stewardship Alliance Content Working Group, 2014 – 2015
- ❖ Delaware Valley Archivists Group, 2012 – 2015
- ❖ Mid-Atlantic Regional Archives Conference, 2012 – 2015
- ❖ Society of American Archivists, 2004 – 2013
  - Education Committee, 2010 – 2012
  - Student Program Subcommittee, Education Committee, 2011 – 2012
  - Congressional Papers Roundtable Electronic Records Task Force, 2009 – 2012
  - Reference, Access, and Outreach Steering Committee, 2006 – 2008
- ❖ Society of Georgia Archivists, 2004 – 2012
  - Webmaster, 2007 – 2010
  - Listserv manager, 2009
  - Outreach Committee, 2009
  - Local Arrangements Committee, 2009
  - Membership Committee, 2006-2009
- ❖ Association of Centers for the Study of Congress
  - Website Committee, 2009 – 2012

## SKILLS

- ❖ Metadata standards and schemas: EAD, DACS, AACR2, MARC21/MARCXML, Dublin Core, MODS, DCRM(G), DCRM(MSS)
- ❖ Data wrangling: OpenRefine, ExifTool, MARCEdit
- ❖ Web/Markup/Programming Languages: HTML, CSS, XML, XSLT, JavaScript, Python
- ❖ Collections Management: EOS, Ex Libris Voyager, OCLC Connexion, VuFind, Archivist's Toolkit, ArchivesSpace
- ❖ Classification Standards and Thesauri: LCSH, AAT, TGM
- ❖ Digital records analysis/preservation: FTK Imager, md5sum, Cygnus Hex Editor, Aid4Mail, TreeSize, Archivematica, Preservica, BitCurator, Archive-It, Quick View Plus
- ❖ Digital collections: Omeka, XTF, ContentDM, Islandora
- ❖ Content Management Systems: WordPress, Drupal, Wild Apricot
- ❖ Image editing: Adobe Creative Suite, Gimp
- ❖ Word Processing: Microsoft Office, Open Office, LibreOffice
- ❖ Project Management: Google Docs, Trello
- ❖ Editorial: Chicago style, APA, AAA
- ❖ Languages: French (elementary proficiency)