

▼ Rosemary K. J. Davis ▼

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CURRENT POSITION

Accessioning Archivist, Manuscript Unit → [September 2016-present]

Beinecke Rare Book and Special Collections Library, Yale University

Serves as a member of the Manuscript Unit's five-person accessioning team. Processes and catalogs new acquisitions to a basic level so that they are discoverable & available for research as soon as possible after acquisition. Assists with other aspects of managing the accessioning of manuscript materials acquired by the Beinecke, including arranging & receiving shipments, verifying new acquisitions against available descriptions, and creating/reviewing accession records. Uses ArchivesSpace to prepare finding aids according to relevant standards & established local practice. Creates collection-level records in MARC format for the library's online catalog. Plans, directs, & reviews work of processing assistants and student assistants. Assists in preservation assessment of collections & in selection of materials for conservation treatment. Assists in the ongoing development of the unit's accessioning & processing procedures for archival collections.

EDUCATION

- **Pratt Institute → MSLIS with Distinction → Advanced Archives Certificate [2009-2011]**
Studied archives & special collections, art librarianship, cataloging, digital archives, & metadata
- **New School for Social Research → MA coursework → Liberal Studies; Art History [2007-2010]**
Studied 20th century American art history, cultural criticism, humanities, & writing
- **New School University → BA with Honors → Visual Studies; Fiction Writing [2004-2007]**
Studied 20th century art history, writing, experimental poetry, and contemporary American fiction
- **Northwestern University → BA coursework → Literature, English Education [1998-2001]**
Studied contemporary American fiction and poetry, writing, and English Education

CURRENT MEMBERSHIP

- **American Library Association [2009-2012; 2014-Present] → Rare Book and Manuscript Section [2014-present]**
- **New England Archivists [2010-2011; 2014-Present] → Co-chair, Inclusion & Diversity Committee [2017-2020]**
- **Society of American Archivists [2009-Present] → Committee on Ethics & Professional Conduct [2018-2021]**

RECENT & UPCOMING PRESENTATIONS + ATTENDANCE

- **OCLC “Articulating Accessioning” webinar [November 2018] → Speaker**
- **NEA “Our Common Code” [October 2018] → Speaker for “Appraisal and Acquisitions” session**
- **SAA annual conference [August 2018] → Session chair/speaker for “Making the Invisible Accessible: The Complex Labor of Archival Accessioning”**
- **NEA/A.R.T. conference “Rise Up” [March 2018] → Speaker for “Radical Empathy in Archival Practice” session**
- **SAA annual conference [July 2017] → Session chair for “Intersectionality in Identity Focused Archives: Lightning Talks Presented by the Women’s Collections Roundtable”**
- **RBMS conference [June 2017] → Session chair/speaker for “The Work of Finding Work: Strategies for Success, Self-Care, and Professional Sustainability”**
- **MARAC Spring Conference [April 2016]: → Chair/speaker/discussant for “Grant Cycles, Deadlines, and Labor Advocacy: A Roundtable about the Changing Work of Project Archivists” session**

RECENT RECOGNITION

- **NEA Meeting and Travel Assistance Scholarship [2017]**
- **Books Tell You Why Rare Book School Scholarship [2016]**
- **IMLS-RBS fellowship for Early-Career Librarians [2015]**

PROFESSIONAL WRITING + PEER REVIEW

- **Associate editor + book review co-coordinator** → *Journal of Contemporary Archival Studies*
- **Editorial board** → *The Reading Room: A Journal of Special Collections*
- **Contributing peer reviewer** → *The Reading Room (A Journal for Special Collections)*; *Art Documentation*; *American Archivist*; *Journal of Critical Library and Information Studies*
- **Contributing publication + resource reviewer** → *American Archivist*; NEA newsletter, *Journal for Society of North Carolina Archivists*; ARLIS/NA reviews; *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage*

RECENT AND UPCOMING PROFESSIONAL EDUCATION

- **Developing Collections: Donors, Libraries & Booksellers [2019]** → Rare Book School → Charlottesville, VA
- **Feminist Librarianship: Re-Envisioning Library Work [2018]** → ALA month-long e-course
- **Describing Archives: A Content Standard [2017]** → SAA Workshop → Miami, FL
- **MARC for Archival Description [2017]** → SAA Workshop → Portland, OR
- **The History of European & American Papermaking [2017]** → Rare Book School → Charlottesville, VA
- **History of the Book 200-2000 [2015]** → Rare Book School → Charlottesville, VA

RELEVANT PAST EMPLOYMENT

Project Archivist Intern, C. J. Lambertsen Papers → [May 2013-June 2014; June 2012-October 2012] **Duke University Medical Center Archives**

Performed two iterations of arrangement & description for the C. J. Lambertsen papers (273 lf). Created an EAD-encoded finding aid using Archivists Toolkit. Digitized materials for repository access/storage.

Audiovisual Collections Intern → [November 2012-August 2013] **Rubenstein Rare Book & Manuscript Library, Duke University**

Arranged & described archival materials related to the Jazz Loft Project (20 lf). Created an EAD-encoded finding aid using Archivists' Toolkit. Assisted with rehousing & digitizing audiovisual materials from the Doris Duke collections. Coordinated media transfers with the Duke Digital Production Center. Processed oral history transcripts & tapes. Edited digital oral history recordings for online use by researchers.

Isobel Craven Drill Intern → [June 2011 to May 2012] **Rubenstein Rare Book & Manuscript Library, Duke University**

Completed technical processing of multiple archival collections. Created EAD-encoded finding aids using Archivists' Toolkit and NoteTab. Generated accession records for incoming acquisitions using Aleph & Archivists' Toolkit. Co-curated a physical/virtual exhibition of archival materials. Other projects included: building a LibGuide for visual materials in the Duke University Archives holdings, establishing/maintaining social media, surveying collection control files, reference cross-training, & answering reference questions related to the University Archives.

Processing Archivist Intern → [Jan. 2011-May 2011] **Archives, the Metropolitan Museum of Art**

Projects included: arrangement & description of 19th c. financial records; implementing MPLP & using Archivists' Toolkit to create accession/resource records for unprocessed collections; generating an inventory of historical exhibition records.

Processing Archivist Intern → [Jun. 2010-May 2011] **Fales Library & Special Collections, New York University**

Completed arrangement, description, rehousing, & simple conservation treatments for archival collections including the Guerrilla Girls archive, Split Britches archive, & three archives from the Riot Grrrl collection. Created EAD-encoded finding aids using Archivists' Toolkit. Cataloged & inventoried a variety of materials including photography, film, ephemera, & other media in multiple collections.

REFERENCES CHEERFULLY PROVIDED UPON REQUEST.