

ANDREA BELAIR
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RELEVANT EXPERIENCE

Library Project Specialist for Collections Management

01/2022-Present

Sterling and Francine Clark Art Institute

Williamstown, MA

- One-year NEH-funded position of Library Project Specialist for Collections Management
- Identify bibliographic records for group exhibitions and collective catalogs which feature works by lesser-known artists and artists from underrepresented groups and marginalized identities including but not limited to artists of color, indigenous artists, women artists, and LGBTQ+ artists.
- Enhance the bibliographic records lacking individual artists' names due to earlier cataloging standards, by adding contents notes and subject entries for each artist to facilitate search and recall. Update topical subject headings when needed.
- Create NACO authority records for artists not yet represented in the Library of Congress Name Authority file.
- Assist with the systematic replacement of outdated and problematic LC subject headings to preferred local terms derived from a range of alternative controlled vocabularies.

Archives and Special Collections Librarian

07/2018-08/2021

Union College

Schenectady, NY

- Provided reference and instruction as faculty librarian at private college for undergraduate students
- Administration of collection holdings in multiple locations
- Processed, accessioned and managed collections of archives, rare books, artifacts and manuscripts for thousands of linear feet of material
- Worked with donor relations
- Administration of collection management tools and web capture platforms
- Developed digital preservation plans, tools, and policies and initiation of the process
- Initiated records management plan and began development of campus-wide retention policy
- Worked with executive offices for campus-wide initiatives and events, such as the development of programs with the Office of Multicultural Affairs
- Taught in-classroom and small group/individual instruction sessions
- Planned and implemented exhibits and presentations, both digital and in-person
- Performed remote and on-site execution of all duties

Archivist

06/2013-07/2018

Yale University Office of the President

New Haven, CT

- Only full-time archivist dedicated to management of active Yale presidential records.

- Performed arrangement and assignment of series-level descriptions utilizing MPLP and traditional archival methods applied to print and born-digital records
- Processed archives which included 16 accessions of Yale's presidential records totaling 249.91 linear feet of print records and 356MB of digital records across four presidential collections
- Performed research assignments for the Special Advisor to the President
- Imaged, arranged and described electronic legacy material with forensic disk imaging
- Performed physical and intellectual re-processing of legacy presidential collections.
- Oversaw research projects collecting historical data for studies and reports produced by Yale administrative offices
- Developed a records retention policy and schedule for the Office of the President, as well as a records management system for Yale administrators
- Assisted in records management best practices for multiple Yale administrative offices including the Office of the Provost and the Office of the Secretary
- Participated in departmental governance and service on Yale committees

Reference Librarian, Part-Time

07/2016-07/2018

James Blackstone Memorial Library

Branford, CT

- Assisted the public with reference questions including reference, local history and genealogical questions in a busy public library
- Assisted with readers' advisory and shelving, as well as other duties as needed

Processing Assistant

12/2012-06/2013

Yale University Office of the President and Manuscripts and Archives

New Haven, CT

- Collaborated with University Archives and processed records of former Yale president Levin using MPLP methods
- Processed a large backlog of analog and legacy electronic material in accordance with the needs of both Manuscripts and Archives and the Office of the President

Reclassification Technician Team Leader

06/2012-08/2012

Backstage Library Works

New York, NY

- Reclassified, sorted, shelved and labeled monographs according to Dewey and LC Classification at Teachers College, Columbia University in short-term position
- Acted as liaison between university staff and the company team of eleven individuals
- Effectively managed staff to reorganize all special collections held at Teachers College to different intellectual and physical locales
- Facilitated meetings, worked with quality control, and assisted staff in meeting company goals

Reference Desk Assistant

09/2011-08/2012

Rutgers University, Alexander Library

New Brunswick, NJ

- Assisted patrons in their research at the Reference Desk in academic research and legal questions, citation and writing instruction, and general reference in the largest

library at Rutgers University which was also a repository for the state's legal collections in work-study position

- Used instructional methods to assist students with research
- Data entry into the Workflow system of gifts book donations, which included translation of Russian into the Roman alphabet

Digitization and Archival Intern

12/2011-05/2012

Morristown & Morris Township Library

Morristown, NJ

- Digitized photographs and documents for digital repository of historical and genealogical interest in special collections which was used to manage a ContentDM digital repository
- Processed physical collections of local institutional records amounting to approximately ten linear feet
- Produced finding aid using EAD and local history collections
- Assisted public with reference and genealogical searches relating to local New Jersey history
- Created and edited metadata within ContentDM and Adobe Bridge
- Cataloged materials in MARC into WorldCat

Library Assistant

11/2005-05/2006

Yale University Sterling Memorial Library Access Services

New Haven, CT

- Assisted patrons in finding, retrieving and reserving library materials
- Used Orbis and Voyager systems to retrieve materials
- Shelved, sorted and maintained organization using LC Classification (and "Yale" system)

EDUCATION

Masters in Library and Information Science (MLIS)

01/2011-10/2012

Rutgers University School for Library and Information Science

New Brunswick, NJ

Intensive Russian Summer Language Program

Summer 2007

School for Russian and Asian Studies

Moscow, Russia

Bachelor of Arts, Literature and Creative Writing

08/1999-05/2004

Marlboro College

Marlboro, VT

Awarded Most Outstanding Thesis in the Humanities

TECHNICAL SKILLS

- Adobe Suite applications
- DACS, EAD, Dublin Core, MARC
- ContentDM
- Website maintenance languages including HTML, CSS, JavaScript
- Forensic Disk Imaging using Kryoflux and Forensic Toolkit

- Archivists' Toolkit
- ArchivesSpace
- Archive-It administration and web capture tools such as WebRecorder
- Alma, Primo, and ArchivesSpace integration work
- Digital preservation training and experience
- ILS systems including Voyager, Orbis and WorldCat
- Microsoft Access applications

SERVICE EXPERIENCE

RBMS Diversity, Equity, and Inclusion Steering Group (current member)

- Develop DEI guiding principles for metadata creation in relation to special collections
- Develop guidelines for creating institutional statements on harmful language and bias in cataloging
- Provide guidance and critical feedback to all aspects of BSC activities in regards to diversity, equity, and inclusion efforts

Outreach Committee for the Library at Union College

- Committee of library staff and faculty librarians designed to plan and undertake outreach to the campus community at Union College

50th Anniversary of Coeducation Committee at Union College

- Appointment to committee comprised of senior officials and representatives across Union College campus to plan events for upcoming anniversary of coeducation

Records Management Committee at Union College

- Appointment to campus-wide advisory committee comprised of general counsel and senior administrators of Union College

Journal of Contemporary Archival Studies

- Peer reviewer for academic archival publication, reviewing submissions related to records management, 2017 to present

American Archivist

- Peer reviewer for journal of the Society of American Archivists, 2020 to present

Mid-Atlantic Regional Archives Conference, Education Committee

- Appointed to Education Committee for three-year term, effective July, 2019-July, 2021

Documentary Heritage and Preservation Services for New York, Circle Captain of Mentorship Group

- Appointed August 2019 for six-month term

Society of American Archivists, Electronic Records Steering Committee

- Appointed July 2019 for a three-year term

Web Archiving Working Group at Yale University

- Co-Chair of committee this committee which required coordinating and leading meetings, scheduling and creating and implementing agendas
- Participation in this working group formed to support web archiving activities and establish best practices from November 2015 through time at Yale University
- Lead several subgroups of the committee that examine specific aspects of web archiving. Subgroups include tools, outreach to stakeholders and financing

New England Archivists, Chair of Records Management Roundtable

- Organized and executed professional development discussions and events from July 2016-July 2018

New England Archivists, Programming Committee

- Ex-officio member for the Spring 2018 Meeting which took place in New Haven, CT.

PROFESSIONAL DEVELOPMENT

Librarians Active Learning Institute, Archives and Special Collections Track, (LALI-ASC)

- Intensive, four-day workshop focusing on most effective methods for instruction and teaching using primary sources in Dartmouth, NH, August 2019

Rare Book School: History of the Book, 200-2000

- Week-long, intensive workshop focusing on the history and development of the book and the development of printing and its impact in Charlottesville, VA, June, 2019

Rare Book School: African American Print Cultures in the Nineteenth-Century United States

- Three-day workshop focusing on African American print culture from the 1800s. Hosted via teleconference, June-July, 2021

Digital Preservation Management Workshop

- Week-long intensive workshop dedicated to the management of born-digital objects with instructors from Massachusetts Institute of Technology and hosted at Tufts University Library. July, 2015 in Medford, MA.

Certificate in completion of Diversity and Inclusion coursework

- Series of courses and seminars led by the Office of Multicultural Affairs at Union College culminating in a poster for presentation, completed May 2019

Society of American Archivists Courses

- Arrangement and Description of Electronic Records Parts I and II, September 2013 in Baltimore, MD.
- Achieving Email Account Preservation with XML, May 2014 in New York, NY.
- Managing Electronic Records in Archives and Special Collections, March 2015 in Fairfax, VA.

- Arrangement and Description of Born-Digital Parts I and II, July 2016, in New Haven, CT.
- Managing Physical and Digital Architecture, Design, and Construction Records, August 2018, in Washington, DC.
- Command Line Interface, August 2018, in Washington, DC.
- January-February, 2014 and hosted at National Archives in Washington, DC.
- Cultural Diversity Competency, October 2019 in Boston, MA.
- Arrangement & Description of Audiovisual Materials, October 2019 in Andover, MA.
- Email Archiving, hosted via teleconference, April 2020.
- Digital Curation Fundamentals and Sustainability, hosted via teleconference, April-May 2021
- Arrangement and Description of Digital Records, Part 1 and 2, hosted via teleconference, March 2021

Archivemata Camp

- Week-long intensive workshop on Archivemata, hosted via teleconference. May 2021

MEMBERSHIPS

New England Archivists

- Membership from April 2009 through 2019

Mid-Atlantic Regional Archives Conference

- Membership from July, 2018 to 2021

Society of American Archivists

- Membership from 2013 to present