

Kelliann Bogan

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Education

Simmons College, School of Library and Information Science, Boston, MA
MS Master of Science in Library and Information Science
Specialization: Archives Management
January 2008

Relevant Courses:

- Archival Access and Use
- Archiving Digital Media
- Photographic Archives
- Digital Libraries

Boston College, School of Arts and Sciences, Chestnut Hill, MA
MA Master of Arts in English
May 2005

University of Vermont, Burlington, VT
BA Bachelor of Arts in English, Minor: History, Art History
May 2001

Relevant Experience

Cleveland Colby Colgate Archives, New London, NH 2/2008-Present
College Archivist

- Arrange and process collections
- Train and supervise students and interns in methods of arrangement and description
- Create and edit DACS and EAD compliant finding aids as well as update legacy findng aids
- Plan and create physical and online exhibits
- Conduct reference for the archives
- Established and maintain a records management program
- Maintain Archives website
- Oversee digitization project and outreach

National Baseball Hall of Fame, Cooperstown, NY 6/2007-8/2007
Photo Archive Intern

- Contributed to the photo archive's daily routine, including placing orders and sending research materials to customers
- Worked with both the general public and professional clientele including, the Boston Red Sox, PBS's *History Detectives*, and ESPN
- Worked on several specific projects including, the All American Girls

Professional Baseball League, a series of scrapbooks, and *Look* magazine

- General project responsibilities included reorganization of collections through labeling photos and negatives with new accession numbers, a standardized player name, and collection information, placing photographs or reference files into individual players' folders, and scanning and storing negatives on the internal network for future access
- Gave several presentations on the history of women in baseball to the general public
- Assisted in Induction Weekend, the All Star Game gala, and other special events at the Hall

Burns Library, Manuscripts and Archives, Chestnut Hill, MA 9/2006-5/2007
Archives & Records Management Intern

- Accessioned, processed, and wrote finding aid for 10 cubic feet of a prominent British Catholic author's papers
- With guidance from the onsite curator, performed preservation on portions of the collection
- Assisted in the day to day operations of the library including answering reference questions and assisting in exhibit setup
- Appraised, processed, and created a finding aid for a small, constructed collection
- Created MARC record and DACS/EAD finding aid for an existing collection

Thoreau Institute at Walden Woods, Lincoln, MA 2/2006-5/2006
Archives Intern

- Developed an item-level description for four cubic feet of the Raymond Adams Collection
- Appraised and processed the Research series of the collection
- Performed basic preservation on the collection

Boston College Law School, Newton, MA 9/2003-5/2005
Administrative Assistant

- Transferred calls, edited documents, made photocopies and performed other clerical tasks to assist students, staff, and professors

Skills

- **Archival:** AACR2; Archivists' Toolkit; Archon DACS; DCC; Dublin Core; EAD; LCC; LCSH; MARC
- **Hardware:** Mac OS X; Microsoft XP; flatbed scanners
- **Technical:** Adobe Photoshop and Acrobat; Filemaker Pro; HTML; iLife; iWork; ImageNow; Microsoft Office; Re:discovery; Wikis; XHTML; XML; XSLT; and XML Schema
- **Languages:** Proficient in reading French

Honors and Awards

- Beta Phi Mu, 2008
- Departmental Honors in English Literature, May 2001
- Golden Key National Honor Society, September 2000

Professional Affiliations

- ALA American Library Association, Member, 2007-present
- NEA New England Archivists, Member, 2007-present
- SAA Society of American Archivists, Member, 2006-present