

RACHEL E. LILLEY
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EDUCATION

Western Washington University, Bellingham, WA

M.A. in History, Archives and Records Management program (2008-2011)

Oregon State University, Corvallis, OR

B.A. in History; Post-baccalaureate degree in Anthropology (1997-2001)

SKILLS

- Five years' experience appraising, processing, arranging, describing, and cataloging collections of various sizes and formats using accepted archival standards and practices, and at an increasing level of responsibility
- Extensive experience constructing DACS-compliant finding aids for archival collections using various software programs (Archivist Toolkit, Oxygen, XMetaL, Word, etc.)
- Experience creating original cataloging records (MARC) for archival collections using OCLC's Connexion software
- Experience with several preservation methods, including audio-video duplication/transfers, and digital imaging and scanning
- Extensive experience accessing integrated library systems, and training others in their use
- Extensive experience working with Microsoft Office programs (Word, Excel, Outlook, Access Publisher, PowerPoint)
- Experience designing and presenting public programs on a variety of topics for diverse audiences (instruction and orientation sessions, oral history trainings, collections care workshops, K-12 curriculum tie-ins, etc.)
- Over five years' experience assisting patrons of diverse backgrounds in a research/information setting
- Over five years' increasingly responsible supervisory experience, including the training and supervision of student employees, interns, and volunteers

RELEVANT PROFESSIONAL EXPERIENCE

University of Oregon, Special Collections & University Archives; Eugene, OR September 2014 – Present

Assistant Processing and Public Services Archivist (Supervisor: Stephanie Kays, 206.450.5892)
Primary Duties: Apply archival management theories and best practices to determine how and when new and backlogged collections should be accessioned, cataloged, and processed. Accession new and backlogged manuscript and archive collections, and produce standardized encoding using Archivist Toolkit in accordance with national archives standards. Arrange and describe large and/or complex manuscript and archive collections, with a focus on photographs. Respond to a wide variety of reference inquiries from a diverse group of patrons, by phone, email, and during public reference shifts. Supervise the use of rare and fragile archives collections, and assist researchers in devising a plan for conducting archival research and locating materials. Devise work plans for, train, and oversee the work of 5-10 student processors and desk assistants. Monitor gift fund and endowment budgets, adjusting Processing Students indexes according to remaining balances. Assist in the design of, and contribute content to,

exhibits. Design and deliver orientation/instruction sessions, most recently to senior-level architecture class of 16 students.

Albany Public Library; Albany, OR April 2014 – August 2014

Substitute Library Aid (Supervisor: Debra Shadle, 541.791.0011)

Primary Duties: Staffed the Circulation Desk, including checking materials in and out, collecting fees and fines, issuing library cards, and maintaining and updating confidential patron records using Evergreen ILS. Explained and enforced library policies and procedures and answered questions for general library information. Staffed the Reference Desk, including assisting patrons with the operation of library computer systems and other library equipment. Staffed other Information Desks as needed (e.g. Young Adult, Children's, etc.). General shelf maintenance, and other duties as assigned.

Oregon Department of Geology, MLRR Unit, Albany, OR November 2013 – August 2014

Permit Coordinator (Supervisor: ReNeea Lofton, 541.967.2040)

Primary duties: Processed permit applications for stormwater, mining, oil and gas, and geothermal permits, including reviewing applications for compliance with program policies and procedures, and notifying applicant regarding application packet completeness. Recorded application information in appropriate Access database. Monitored application status and progress through permit issuance process. Responded to questions from applicants and permittees regarding permit application and renewal process, financial security/bonding, etc. Advised staff on retention and storage best practices. Scanned and manipulated application materials using Adobe Acrobat Pro, to include redaction of confidential information. Explained and clarified rules, processes, and procedures to permittees, the public, or other government agency personnel. Under own initiative, organized and cataloged archived materials in office Resource Library, including topographic maps, photographs, and reports.

Montana Historical Society; Helena, MT (Supervisor: Jodie Foley, 406.444.7482)

Archivist/Oral Historian

October 2012 – November 2013

Primary duties: Reviewed and assessed potential donations to determine condition and historical value. Applied archival management theories and best practices to determine how new and backlogged collections should be cataloged and processed. Produced standardized cataloging (MARC) and encoding (EAD) in accordance with national archives standards. Developed and delivered oral history best practices trainings. Responded to a wide variety of reference inquiries from a diverse group of patrons, by phone, email, and during public reference shifts in the MHS Research Center Library. Assisted researchers in devising plans for conducting archival research. Initiated, designed, and wrote an organization-wide newsletter, *This Quarter in Cataloging*, to inform all MHS staff of new and/or newly accessible collections. Responsible for climate monitoring using PEM 2 datalogger, and corresponding Climate Notebook software, and reporting out to State Archivist. Designed and conducted individualized and lesson plan-based tours of archival collections for researchers, schools, and local groups. Devised work plans for, trained, and oversaw the work of student interns and volunteers. Provided pro bono consulting assistance to community groups, locally and statewide.

Government Records Archivist

September 2011 – October 2012

Primary duties: Working under time and resource constraints, appraised, processed, and described approximately 350 linear feet of government records utilizing Meissner and Greene's MPLP benchmarks and methodologies. Provided intellectual access to processed collections by creating finding aids, MARC catalog entries, and EAD mark-up. Completed public reference shifts in the MHS Research Center Library, responding to a wide variety of inquiries from a diverse group of patrons. Played an active role in reviewing and updating appraisal, processing,

and cataloging processes, with an eye to improving efficiency and work flow. Participated in outreach activities such as Montana History Day and National Archives Month.

Intern

July 2011 – September 2011

Primary duties: Processed, arranged, and described the Harriet Miller and Elizabeth Harrison papers, including creating and encoding a finding aid using XMetaL, and creating original MARC cataloging. Processed, arranged, described, and cataloged the Harriet Miller and Elizabeth Harrison photograph collection, including weeding duplicates, performing basic preservation functions, and creating and encoding the finding aid. Designed and presented a public program on the process of making the collection accessible, and the “Do’s and Don’ts” of storing, preserving, and donating photo collections.

Center for Pacific Northwest Studies; Bellingham, WA March 2011 – June 2011

Graduate Intern (Supervisor: Ruth Steele, 360.650.7747)

Primary duties: Created a digital collection for the Whatcom Homemade Music Society Oral Histories, including preparing a finding aid for the collection, and creating a MARC record and XML mark-up. Created theme-based, virtual Resource Packets (subject guides) by selecting a range of topically-based, primary source documents from CPNWS collections. Designed, constructed, and installed a library exhibit for Pride Month 2011, incorporating CPNWS holdings dealing with the LGBT community in Bellingham and at Western Washington University. Assisted CPNWS staff with reference duties and preparation for school tours and class visits.

Western Washington University, History Department; Bellingham, WA September 2009 – June 2011

Graduate Teaching Assistant/Lead Teaching Assistant (Supervisor: Amanda Eurich, 360.650.3141)

Primary duties: Assisted professors with grading term papers, quizzes, and exams. Designed and facilitated student discussion groups based on class content/readings, with minimal supervision or input from professor. Responded to student requests and queries about class content, readings, and assignments both via email, and during scheduled, weekly office hours. Designed and facilitated Teaching Assistant training workshops, and assisted in the training and orientation of new Teaching Assistants.

Department of Community, Trade & Economic Development – Housing Division (H.I.P. Unit); Olympia, WA October 2007 – June 2008

Administrative Lead (Administrative Assistant 3) (Supervisor: Steven Payne, 360.725.2950)

Primary duties: Identified opportunities to assist and support Unit managing director, and two section managers. Coordinated personnel actions and completed forms for signature. Prepared documents, reports, and correspondences. Arranged for travel and training for director and managers, including travel authorization, registration, lodging, travel reimbursement, and training forms/applications. Supervised and directed work of Unit support staff (two Office Assistant 3 positions). Assisted H.I.P. Unit consumers, in person and via email, routing their inquiries when necessary. Facilitated meeting logistics, and attended meetings, taking and preparing meeting summaries. Acted as lead organizer for Weatherization and Repair Work Group meetings three times a year. Produced Unit newsletter, using MS Publisher.

Washington State Historical Society; Olympia, WA 98501 January 2005-October 2007

Assistant Coordinator, Washington History Day / Museum Operations Assistant
(Supervisor: Lauren Danner (retired). Please contact Mark Vessey, (360) 586-0219)

Primary duties: Assisted with coordination, planning, and implementation of the National History Day program in Washington State. Created, maintained, and updated participation filing systems and databases. Responded to inquiries regarding program policies and procedures, in person, over the phone, and via email. Established and maintained contact with current program sponsors and donors, and scouted potential donors. Compiled statistics on participation, and reported information to State Coordinator and History Day Advisory Board. Managed travel logistics for History Day Coordinator and other assisting staff. Opened and closed Capital Museum gift shop (counting tills, readying deposits, etc.). Coordinated scheduling and supervised volunteer and student work in the museum and gift shop.

ADDITIONAL TRAINING

- *ArchivesSpace Overview* (Los Angeles Archives Collective, 12/2015)
- *EAD training series, DACS updates* (Orbis-Cascade Alliance, 07/2015)
- *Queer Ally training* (University of Oregon, 05/2015)
- *CONTENTdm Basic Skills, Parts 1-3* (OCLC Training Portal, 07/2012)
- *Collections Care: Care & Handling of Multimedia Collections* (NDCC webinar, 04/2012)
- *Basic Paper Preservation Workshop* (Audra Loyal, The Vespiary Book Restoration & Bindery, 03/2012)

COMMITTEES AND MEMBERSHIP

- University of Oregon Libraries, Diversity Committee 2015 – Present
- University of Oregon Libraries, Safety Committee 2014 – Present
- Member, Society of American Archivists 2010 – Present
- Member, Northwest Archivists 2010 – Present

PRESENTATIONS AND PUBLICATIONS

- *Collection Spotlight: The Jacqueline Moreau papers*, University of Oregon Special Collections and University Archives, Unbound blog, forthcoming
- *Archives 101*, Instruction Session, Senior Architecture Studio, Spring 2016
- *New Collection: Wartime Posters collection*, University of Oregon Special Collections and University Archives, Unbound blog (<https://blogs.uoregon.edu/scua/2016/05/30/new-collection-wartime-posters/>), May 2016
- *Student Spotlight: Tom Beech*, University of Oregon Special Collections and University Archives, Unbound blog (<https://blogs.uoregon.edu/scua/2016/03/14/student-spotlight-tom-beech/>), March 2016
- *Collections Care workshop: Photographs*, History Bites Lecture Series, Albany Regional Museum, 2014
- *Letters Home*, Commemorative Memorial Day presentation, November 2012
- *Speaking of Montana: A Guide to Conducting Oral Histories*, From the Ground Up: Montana Women and Agriculture Oral History project (trainings; in-kind match with DNRC), Summer and Fall 2012
- *Life on the Homestead: Montana's Pioneering Women*, Montana Farm and Ranch Show, May 2013

VOLUNTEERISM

Eugene Police Department, Albany, OR

September 2015

Contact: Lieutenant Scott Fellman; 541.682.5114

Acted as consulting archivist on the topics of storage, processing, and cataloging best practices, standards, and work flows. During pending implementation stage, will act as supervisor to project volunteers, reviewing work and ensuring standards and project goals are met.

Scio Historical Society, Scio, OR

May 2014 – August 2014

Contact: Anne Galloway, gallcmb@comcast.net

Acted as consulting archivist on the topics of storage, processing, and cataloging best practices, standards, and work flows. Assisted in brainstorming possible grant options, and archives-specific software.

Albany Public Library, Albany, OR

April 2014 – August 2014

Contact: LaRee Dominguez, 541.791.0112

Sorted, filed, and shelved materials according to classification system. Conducted shelf reads and general shelf maintenance in assigned area. Answered basic patron questions regarding library materials and policies.

Albany Regional Museum, Albany, OR

January 2014 – August 2014

Contact: Judie Weissert, 541.967.7122

Served on the Exhibits and Events Committee. Under own initiative, designed and implemented monthly, Albany-focused lecture series, *History Bites*, including selecting topics and speakers, contacting and scheduling speakers, and assigning volunteers.