

# Faculty Development Plan

First Draft, December 2013

Updated, June 2014

## I. Self-assessment

### a. Strengths, skills and competencies

I entered this position having over seven years of professional experience in an archives and special collections institution, as well as having received certification as a Certified Archivist. The focus of my experience has been in processing, which includes primarily arrangement and description of archival collections. I am well versed in national descriptive standards, including Describing Archives: A Content Standard (DACS), Encoded Archival Description (EAD), and Machine Readable Cataloging (MARC). I have knowledge and expertise in technologies related to archival practices, including digitization. I have experience and a passion for exhibiting materials, highlighting items of interest through various means, including physical exhibition as well as in an online environment. My priority is making materials accessible and discoverable by researchers. I have a foundational knowledge in 19<sup>th</sup> Century Mormon, Utah, and Western American history that can help in understanding the context of the collections we have, and those we plan to bring in and add to our collection. I am active in reading foundational works as well as recent research in these areas through professional journals and other scholarly publications, as well as individual research on topics of interest.

### b. Areas to develop

The areas in which I most lack experience include acquisitions, donor relations, and scholarship. My previous positions or experiences have dealt somewhat with acquiring new collections from donors and records creators, but to a limited extent. I hope to be able to work with my colleagues in Perry Special Collections who have expertise in this area, and learn from them all I need to become comfortable and expert in this facet of my job. I also hope to become acquainted with a mentor(s) in my department or elsewhere who can help me in my scholarship pursuits, both related to archival science as well as Mormon, Utah, and Western American history. I see partnering, or at least working closely, with teaching faculty in Church History and Utah and American History as key to helping me in these historical research areas.

## II. Professional goals

### a. Librarianship: Professional Assignment

- Finish the processing backlog left by my predecessor (office, work room, and stacks)
- Complete training on LTPSC standards for archival arrangement and description
- Create a collection development policy for the non-Mormon and non-literary manuscripts that date pre-19<sup>th</sup> Century and have it approved by the Board of Curators

- Collaborate with John Murphy to develop new techniques and methods of identifying potential collection donors and acquiring new collections
- Seek out and contact 3-4 leads for donations or purchases each month
- Acquire 8 new collections through accession, donation, or purchase
- Select 12 collections to be digitized in whole or in part, and prepare their descriptions appropriately and as needed
- Hire and train 1 student to assist in processing during Winter Semester
- Research and determine 1-2 courses in which I could present on topics relevant to our collecting area
- Contact and begin working relationship with at least 1 teaching faculty in a relevant subject area with the goal of promoting ways to use collections in their course work
- Develop and maintain expertise in 19<sup>th</sup> Century Manuscripts collections by serving as reference support, researching the collections on topics of interest, and running reports periodically of high used or viewed collection

b. Librarianship: Creative Works

- Research and propose to be published 1 article on an archives, Mormon, or Western history topic.
- Propose a presentation or panel discussion on above topic/paper for an upcoming (2014-2015) professional conference
- Develop an idea or concept for 1 physical or virtual exhibit of materials for my collecting area, and determine which university faculty member(s) to team with on this project

c. Citizenship/Professional Development

- Seek out and find opportunities to serve on 2-3 committees in the Harold B. Lee Library, or in the University that are relative to my work assignment
- Choose a mentor and meet often to discuss ideas for professional development, creative works, etc.
- Attend at least 2 professional conferences related to archives and archival management (ULA, CIMA and/or SAA)
- If possible, attend 1 professional conference related to 19<sup>th</sup> Century Mormon and Western U.S. history (MHA)
- Sign up for 1-2 workshops, webinars, courses, etc. related to archives, history, or writing
- Finish Preservation 101 workshop from NEDCC and work with Lyn Clayton to provide a preservation analysis for Special Collections as a whole (final assignment, due January)
- Stay abreast of scholarship, issues, and trends in 19<sup>th</sup> Century Mormon and Western U.S. history by reading scholarly books and articles for 4 hours each week
  - Focus on books and articles relative to our collections

III. Relationship between individual goals and department and library aspirations and needs

These goals are directly in line with my job description, and therefore I believe meet the needs of the department and library as a whole. Our library administration has expressed the need to better promote collections unique to our library, which would include items within my collecting area. They have also indicated the need to better collaborate with teaching faculty in research, scholarship, and other ways to help make the library an essential part of the university experience. I believe my goals directly align with all of the above, and thus if accomplished, I will have done my part to meet the needs and aspirations of Perry Special Collections and the Lee Library relative to my assignment.

IV. Resources needed to accomplish the professional goals (i.e. budget, equipment, time, etc.)

I have an acquisitions budget, and received approval to attend conferences. At this point, it is unclear if I will need time or money to travel for research or other endeavors. Most of my leads are in Utah, so travel, if required, at this point would not be expensive.

V. Activities and accomplishments so far in achieving the goals

a. Librarianship: Professional Assignment

I have been active in processing the backlog left me by my predecessor, and plan to finish processing the items in my office by the end of 2014. The items in the work room make up the bulk of the work I have been assigning to the student worker who started Winter Semester 2014. I have also begun creating a queue of collections that need to be updated to meet descriptive standards, prioritized based on use statistics, some of which will feed a queue of collections that will be set to be digitized during 2014. Several small collections have been proposed to be digitized and linked to the finding aid online per patron requests. We are currently in the process of updating the series of Kane family papers finding aid that relate to the request from Religious Studies Center for the publication project on Elizabeth Kane. This is in preparation for digitization and adding the digital images to Transcribe, then linking the images and transcriptions to the finding aid. The James E. Talmage journals up to 1921 and the Emmeline B. Wells diaries will also be proposed to be digitized and added to Transcribe, and linking the images and transcriptions to the finding aid. There are several other collections that have already been digitized per patron requests that I plan to submit to be put into Transcribe.

I proposed a collection development policy for pre-19<sup>th</sup> century non-Mormon and non-literary manuscripts, and it was approved by the Board of Curators in early 2014. I finished going through the training program for learning arrangement and description standards of the department, and hired and trained a student work on these same standards.

I created a spreadsheet of leads for possible collections based on lead files left by my predecessor, and I plan to use this to contact 3-4 each month next year. I have actually already started contacting some and have received some responses. I will continue to use this list to contact potential donors.

I have researched courses being taught in Mormon Church and American history, and their faculty, and have started contacting faculty to introduce myself and begin the conversation on

how I can assist them in their courses, and how our collections can complement their teaching. During Winter Semester, I worked with Mike MacKay of Church History and Doctrine to show three of his Doctrine and Covenants classes some items in our collections related to the history of D&C. After introducing myself to Brian Cannon of the History Department, he invited me to talk to his Spring Term Utah History class about Special Collections and possible sources for their final paper.

b. Librarianship: Creative Works

I have proposed to do a presentation at the 2014 Conference of Intermountain Archivists (CIMA) Fall Caucus in Ogden, Utah, on mass digitization, selection criteria, and workflows at Perry Special Collections, and hope to possibly turn this into a paper to be submitted for publication later next year. Gordon Daines and Cory Nimer also asked me to be the lead researcher for project on data-driven decision making in special collections, specifically related to digitization decisions. We proposed our project as a poster for the Society of American Archivists (SAA) Research Forum in August. I hired a research assistant to help with this project. It is also hoped that this may turn into a publication.

I am working with Cory Nimer and Gerrit van Dyk on a project for creating an electronic database of the Mormon Missionary Index, for which we have a microfilm copy provided us by the Church History Department years ago. The first phase is to get sanction from the Church History Department to do this, focusing on the missionaries up to 1930, and endorsement from researchers of Mormon missiology. We hope that we may be able to include additional metadata and information, such as links to collections relative to each missionary, to make this a useful tool for researchers. We will be sending a proposal to the Church History Department in early July.

I proposed and it was accepted to put together a large exhibit on railroads and their impact on the Mormon Church, Utah, and the West. This will be for 2018-2019 in the Special Collections lobby. I have also created a list of topics for possible exhibits over the next six years, and plan to propose 1-2 each year for the small case exhibits. In June 2014 I will be putting up an exhibit on the primary sources of the stories of the Mormon Missouri experience that can be found in BYU Special Collections. I am hoping to also turn what I researched for this exhibit into possibly a presentation for Mormon History Association (MHA) or another venue, and possibly a publication, such as a bibliography to be posted to our department website and advertised to appropriate faculty for use in their classrooms.

c. Citizenship/Professional Development

For citizenship opportunities, I was selected to serve on the Lee Library Scholarship and Creative Works Committee to help in vetting proposals for funding requests for research projects by library faculty. I was also asked to serve as chair of a department task force to determine workflow for processing born-digital records in Special Collections. While my time on CIMA Council is over, I am still serving as a member of the CIMA Handbook Revision Committee. I am also putting myself on the ballot to be a member-at-large of the Archives of Religious Collections Section of the Society of American Archivists.

I chose Cory Nimer as my mentor, and we have set up a regular meeting time and are attending relevant faculty development meetings. I finished the NEDCC Preservation 101 course in late January and submitted the final assignment. I attended Utah Library Association (ULA) and CIMA annual meetings in May, and was approved to attend conferences for Mormon History Association (MHA) in June and Society of American Archivists (SAA) in August.

For researching and learning my collections and their related topics, I have decided to focus on the topics related to the exhibits I plan to do in the coming years. So, for 2014, my historical research will focus on the Mormon Missouri experience. I have created a literature review list for Missouri persecutions and seeking redress, and hope to have most of them read by the end of the year.

## Faculty Development Series project proposals

Lee Library, Special Collections

June 2014

- **Professional project proposal**

*Goals:*

Since collection development is an aspect I most want to improve on and gain experience in, I plan to do a collection development project related to 19<sup>th</sup> century Southern Utah County records. For this project, I plan to do an analysis of our collection for 19<sup>th</sup> Century manuscripts relative to Utah County communities south of Provo, including Springville, Mapleton, Spanish Fork, Salem, Payson/Spring Lake, and Santaquin/Genola/Goshen/Elberta. Then I will research to determine which communities we are lacking the most records, and thus which we should focus most on in collecting more 19<sup>th</sup> century records, narrowing the communities we focus on to three. I will research families, individuals, or organizations that may be the best sources for these records, and will contact them about potentially donating or otherwise acquiring any relevant records in their possession. If this does not pan out, I will plan to visit these communities and promote this collecting project by distributing literature to local historical organizations (Daughters of Utah Pioneers, Sons of Utah Pioneers, etc.) and local public libraries and/or community centers. My goal is to, by February 2015, add one 19<sup>th</sup> century collection from the three communities we will be focusing on.

If available and willing, I plan to involve John Murphy, curator of 20<sup>th</sup> Century Manuscripts, in this project as well.

*How to document:*

I will create in a spreadsheet a list of 19<sup>th</sup> Century manuscripts in Special Collections on specific communities in Southern Utah County. I will analyze this list to determine which communities we lack the most, and select three communities to target. Focusing on these communities, I will record names of families, individuals, or organizations that may be the best sources for 19<sup>th</sup> Century records, their contact information, and the results of my contacting them. I will also record any other actions taken to reach out to members of these communities to collect records.

*How to evaluate:*

I will evaluate the success of this project by whether I met my goal of getting one collection from the three communities we focus on. If this goal is not attained, I hope to get at least three solid leads from each community that I can contact in the future.

- **Scholarship Strategies project proposal**

*Themes or topics to research:*

I propose doing a focused research project on data-driven decisions in special collections, focusing on how we can use usage statistical data to make informed digitization decisions. This project will be part of team effort, with myself serving as lead researcher, and Gordon Daines and Cory Nimer as partners.

*Goals (activities or products) to be done by February 2015:*

By February 2015, using a research assistant I hope to be able to gather statistical data from 2012-2014 on which manuscript (MSS) collections in Special Collections have been most used in the reading room and their description viewed online. I hope to be able to analyze this data to determine which collections are the best or most appropriate candidates for digitization. I plan to propose this project as a poster for the Research Forum at Society of American Archivists (SAA) annual meeting in Washington, DC in August 2014. If it is not accepted there, I hope to present our findings at a future regional archives or library conference. By February 2015, I hope to be able to compile our research findings and propose them as a publication to *Journal of Western Archives* or another peer-reviewed journal for archival topics.

*Specific strategies:*

I will plan to use 2-4 hours of research time each week to research literature on this topic, work with my partners and research assistant to evaluate the data and come up with conclusions, create a poster (if approved), and compile our findings into a written report that can be published. This time will be dedicated and set aside. If needed or appropriate, I will do this research or writing away from my office, to make sure I can do it without interruption.

*How to evaluate:*

Success of this project will be evaluated by whether or not we met our goals of presenting our research at a conference and proposing our findings for publication by February 2015.

- **Citizenship project proposal**

*Specific goals or activities for collaborating or creating associations with colleagues:*

One of my goals and responsibilities is to work closely with university professors who teach in my collecting area, and promote the use of our collections in their classes, as well as work together on projects such as exhibits or collection development efforts. I plan to research which professors I can or should work most closely with. By February 2015, I have a goal to meet with each of them, introducing myself and discussing with them ways to use our collections in their classes, or collaborating on related projects.