Faculty Development Plan

Name
Archives & Manuscripts Catalog Librarian
Harold B. Lee Library
June 2016

1 Part 1: Faculty Development Plan

New faculty should meet with their department chair during their first year to develop a faculty development plan for the period of employment through their final continuing faculty status review. The faculty development plan should describe the faculty member's proposed activities in the areas of citizenship, teaching, and scholarship (or citizenship and professional service, for professional faculty). The faculty development plan should include a statement of:

1.1 Self-Assessment

The faculty member's self-assessment of his or her strengths, skills, competencies, interests, opportunities, and areas in which the faculty member wishes to develop. The faculty member's professional goals in citizenship, teaching, and scholarship (or citizenship and professional service, for professional faculty) and the plan to accomplish these goals.

1.1.1 Strengths, Skills, Competencies

Academic Background:

- Master of Library Science, University of North Texas, August 2014
  - Graduate Academic Certificates:
    - Digital Content Management
    - Advanced Management in Libraries and Information Agencies
- Bachelor of Science, Marriage, Family, and Human Development, BYU, August 2001
- Library Experience:
  - HBLL manuscripts and archives cataloger since November 2015
  - Metadata Internship, Linked Data Technologist, J. Willard Marriott Library, Summer 2014
  - Digital Library Volunteer, Theodore Roosevelt Center, Dickinson State University, Feb. 2015-present

Strengths, Skills, Competencies:

- Extensive experience with MARC records, including writing detailed project specifications for over 170 different projects and personally converting over 200,000 catalog cards from dozens of libraries' collections to electronic MARC records
- Competence with AACR2 and RDA cataloging guidelines, Library of Congress classification, subject analysis, Library of Congress (LC) and Program for Cooperative Cataloging (PCC)

policy statements, special formats cataloging, Dublin Core, Describing Archives: a Content Standard (DACS), NACO, SACO, authority control processes, digitization procedures and metadata standards and protocols
- Seven years of project management experience with responsibility for a large department of up to seven teams, supervising catalogers, metadata technicians, technical services technicians, and programmers
- Competence with OCLC's Connexion, SirsiDynix WorkFlows, WorldCat, WebDewey, Cataloger's Desktop, Classification Web, MARCEdit, scripting tools, macros, and Microsoft Office suite
- Developing knowledge of Western American, Utah, and LDS Church history
- Beginning familiarity with Encoded Archival Description (EAD)
- Five years of sales experience, meeting with hundreds of librarians, developing networking skills, preparing me for future collaborative work
- Keen eye for quality assurance tasks/impeccable proof-reading skills
- Responsible and invested committee member for the duration of all assignments
- Experience with training and motivating both large and small teams
- Ability to transliterate Cyrillic and Greek scripts
- Skilled with deciphering difficult handwriting in a wide variety of languages
- Positive attitude and enthusiasm for taking on new challenges, becoming a valuable part of the team
- Ability to work productively and self-sufficiently
- Ability to manage difficult working relationships
- Enthusiastic and proactive participant in professional development

1.1.2 Research Interests

- Cataloging born-digital archival materials
- Archival description, especially in MARC
- EAD3 and finding aids
- Linked data
- BIBFRAME
- Authority work
- Pioneer era LDS Church history

1.1.3 Citizenship Opportunities

- Devotionals, forums, library meetings
- HBLL Library Committees
  - Special Collections Cataloging Committee
  - Activities Committee (since January 2016)
  - Special Collections Coordinating Committee
- Society of American Archivists (SAA)
  - Current member of association
  - Expressed interest in several committees and roundtables
  - Appointed to the Standards Committee (beginning in August 2016)

- o   Planning to attend annual conference in August
- Utah Library Association (ULA)
  - o   Current member of association
  - o   Delivered poster presentation on movie poster cataloging at conference in May
- Conference of Intermountain Archivists (CIMA)
  - o   Current member of association
  - o   Attended conference in May
- American Library Association
  - o   Seeking department support to join association and attend conference in January 2017

1.1.4   Areas to Develop

- Learn research methods and gain experience doing original research
- Begin a regular program of productive scholarship and contribute to the library and archives communities
- Immerse myself in the archival community in order to effectively blend my archival roles with my librarian roles
- Become an expert in cataloging archives and manuscripts materials and work efficiently on assigned projects

1.2   Professional Goals

The faculty member's professional goals in citizenship, teaching, and scholarship (or citizenship and professional service, for professional faculty) and the plan to accomplish these goals.

1.2.1   Citizenship Goals & Plan

Goal: *Contribute to the HBLL and BYU community.*

> **Plan:** I will accept assignments to serve on library and university communities as these opportunities arise. I will also put my name forward when something is available that lines up with my career goals and interests or allows me to collaborate with other faculty in ways that put my unique combination of skills to good service. I will also attend lectures and other events sponsored by faculty from within the library as well as across campus which broaden my understanding of the scholarship and teaching activities going on at BYU and introduce me to other areas where I may be able to contribute.
>
> **Accomplishments So Far:** I have accepted the invitation to serve on the library Activities Committee. In this role, I actively seek to help plan activities that will successfully attract attendance and provide opportunities for faculty and staff to meaningfully interact and socialize. I also volunteered for the responsibility of interviewing all new HBLL employees and sending a write-up to the library listserv, as a way for me to get to know library employees and learn more about the various roles and departments in the library, as well as put my writing skills to good use. I participate in the Special Collections Cataloging

Committee and contribute by bringing relevant topics of discussion to the meeting and participating in decisions. Within the next few months, I will rotate into a position on the Special Collections Coordinating Committee.

Goal: *Participate in citizenship activities in the broader library and archives communities.*

Plan: I will seek to always be serving in library or archives committees on both the local and national levels. When one commitment is finishing up, I will be actively seeking out my next service opportunity. I will also attend and actively participate in round tables and working groups. Monitoring relevant listservs related to cataloging, archival description, and linked data will also provide opportunities to contribute what I have learned with the broader community.

Accomplishments So Far: I was asked to serve on a search committee for a regional organization (Mountain West Digital Library), which is proving to be a great opportunity to work with people from multiple institutions and also gain perspective on how hiring practices at other libraries are similar to or differ from HBLL's. We have already vetted 35 candidates and done six phone interviews. In person interviews are scheduled for July. I have also been appointed to a high-level national committee in the archives community (Standards Committee for Society of American Archivists), with two years of service to begin on August 6, 2016.

1.2.2 Professional Assignment (Librarianship) Goals & Plan

Goal: *Become the department expert on cataloging born-digital archival resources and get up to speed on digital archiving/cataloging web archives.*

Plan: I will identify the professional development activities that will assist me in learning what is already known in the cataloging world in this newer area, including workshops, conferences, and reading what is in the professional literature on this topic. I have determined that the Society of American Archivists' Digital Archives Specialist (DAS) Certificate Program is a well-established training program that will allow me to gain skills through hands-on workshops, webinars, and supplemental readings. The certificate can be earned over the course of 24 months and concludes with a comprehensive exam. The certificate is then valid for five years and can be renewed by taking additional DAS courses during that time period. I will also read literature on this topic in relevant library journals. I will participate in listservs, professional development, and other opportunities that focus on digital archiving. I will join the SAA Web Archiving Round Table and get involved in discussions about whether or not web archives should be cataloged as finding aids or traditional catalog records.

Accomplishments So Far: I spoke with both my department chair and AUL about the program and both of them were supportive about the decision to pursue the certificate. I have already attended a one-day workshop and a webinar and have passed both those

exams. The clock started on 5/10/16, so I will need to complete courses by 5/10/18 and take the exam by 10/10/18 (exam is proctored and offered in Feb., Nov., and at SAA each year).

Goal: *Become an expert in cataloging archives and manuscript materials.*

    Plan:
- Keep up with cataloging the archives and manuscript collections, not allowing a backlog to build up.
- Earn the SAA Arrangement & Description Certificate (A&D). This is a brand new program as of 2016 that brings attention to cataloging, which receives less emphasis in archives than in libraries. It includes highly relevant workshops on MARC for archival description, DACS, EAD3, and archival description for various material formats such as AV, electronic resources, ephemera, and photographs. The start date is 5/10/2016 and I have until 5/10/2019 to complete the courses. There is no comprehensive exam at the end.
- Look up RDA, MARC, DACS, NACO, and EAD rules conscientiously as I catalog, to ensure I am up-to-date and applying the guidelines consistently with others in the field. Consult cataloging policies of our department and other institutions with respected cataloging departments for guidance, as well.

    Accomplishments So Far: I have received the permission of my department head and AUL to pursue the A&D certificate, have completed one course and passed its exam. I am signed up for another workshop in August. My colleagues and I were able to catch up the manuscript collections backlog in January and we have kept on top of all new collections that are sent up to us. I have taken the initiative to teach my colleagues about MARC fields and RDA or PCC requirements that we should use in our cataloging of the movie posters in addition to manuscript collections cataloging.

Goal: *Gain a thorough understanding of archival practice and how the overall archives world both differs from and complements the library world.*

    Plan: I plan to become a certified archivist. This is accomplished by studying a significant amount of literature on the seven domains of the archival profession (53 books/pamphlets and the past ten years of four journals), then qualifying for and taking a proctored exam that is offered annually at SAA (100 multiple choice questions). In order to qualify, I need the MLS which I already have and two years of experience working in archives. The earliest I could take the exam, then, would be summer of 2018. In the meantime, I will begin studying the recommended literature (a journal article each week and a book/pamphlet every month or every other month). I also think that the classes I will be taking for the DAS and A&D certificates will help prepare me for the proctored exam.

    Accomplishments So Far: I have read through the Handbook for Archival Certification, printed out the study guide and reading list and have begun reading articles in *The American Archivist*, which I have a current personal subscription to as a member of SAA.

Scholarship Goals & Plan

Goal: *Conduct research, invent or implement library procedures, tools, techniques, processes, or systems in the fields of metadata, archival description, and cataloging.*

> **Plan:** I will regularly read literature in my specific areas of interest (cataloging archival digital materials; archival description, especially in MARC; linked data; BIBFRAME; authority work), take notes of thoughts and ideas as I read, and look for holes in the academic landscape in these topical areas that I can then develop into active research projects. I will seek for appropriate collaborators both here at BYU and at other institutions for my project ideas as they are formed. I will take advantage of campus research development and funding resources to make my projects as meaningful and relevant as they can be.

> **Accomplishments So Far:** I have begun to identify the best journals to read and topics to conduct literature reviews on. I am now starting a regular program of daily reading that I will track and report to my mentor weekly over the next six months to help me form the habit, which should also spark conversation with him about research ideas and help me develop those ideas.

Goal: *Present research or innovative/unique information at conferences, workshops, seminars, and/or other professional meetings.*

> **Plan:** I will submit proposals for at least one local and one national conference each year, with the goal to present at one or two conferences each year. When I attend professional meetings and conferences, I will actively seek out presenters whose area of research I am interested in and engage in conversation with them, also attending round table meetings and other committee meetings, with the goal of finding potential collaborators for both future presentations of my own as well as written publication, where appropriate. I will try to end each conference with a new idea to propose for the next year's conference so I can start trying to put it together and get collaborators lined up, long before the submission deadlines.

> **Accomplishments So Far:** I presented a poster at Utah Library Association in May on the cataloging specifications my colleague and I have developed for cataloging movie posters. Along with two others from the Library, I will also be presenting a poster at the Society of American Archivists conference in August on the new policy to catalog published materials within manuscript collections and how the movie posters cataloging project demonstrates some of the lessons learned.

Goal: *Publish significant and original contributions relevant to metadata, archival description, and cataloging.*

> **Plan:** I will aim to publish articles in cataloging, metadata, and archival description journals, both on my own and with collaborators. By committing to always having an article that I am working on, and giving myself submission deadlines as part of the annual stewardship review

process, I am confident I will be productive in this area. Proactive communication with my mentor and department chair will help me refine my ideas for these scholarly works.

Accomplishments So Far: I have developed an idea to co-write an article about cataloging movie posters with *Cataloging & Classification Quarterly* as the intended venue. I have written multiple sections of the paper and plan to have the article ready to submit by the end of 2016.

1.3   Relationship to Dept./Univ. Needs

My goals outlined above are all outgrowths of the position description that I was hired to fulfill, so I believe they will meet department needs directly. As time passes and needs of the department change, I expect my department chair will communicate any new or changing needs that will directly impact my role and I will adjust my goals as needed, especially through the annual review process. I believe my stated goals also reflect "a commitment to excellence" and the pursuit of "the full realization of human potential" (from "The Mission of Brigham Young University", p. 1), as I seek to exemplify a professional who performs my assigned responsibilities to the highest standards and does meaningful research, presenting and publishing in these areas of academic pursuit, while maintaining a well-rounded commitment to mentoring my fellow colleagues and the students I will have the occasion to work with. Working toward achieving my goals will help me personally to continually serve and seek learning, which will be an example to those I work with and to students.

1.4   Necessary Resources

I will need support from my department chair and AUL to accomplish my goals, in the form of travel funds and registration fees for conferences as well as the workshops that I will need to attend for the SAA certificates. I also need the support that my mentor, my department chair, and my AUL can provide in consulting with me on my progress toward meeting my goals and helping me to refine the direction of my efforts when new opportunities arise and when projects take an unexpected turn, as I recognize their experience and insight will be invaluable in mentoring my growth.

1.5   Activities/Accomplishments So Far

I opted to address my activities and accomplishments so far in achieving the goals directly below each goal and plan identified in section 1.2 above.

2   Part 2: FDS Project Proposals

During the Spring Seminar, all participants review their professional goals for the coming year and propose a Course Development Project, a Scholarship Project, and a Citizenship Project for the remainder of the BYU Faculty Development Series (non-teaching or non-researching faculty may propose alternative projects). These projects are designed to provide additional structure and resources for faculty to accomplish their own goals.

2.1   Professional Assignment Project

For my professional assignment project, I will be creating a finding aid for a Special Collections manuscript collection that originally would have only been digitized for one time use by a professor, with the images being stored on virtually inaccessible and undiscoverable discs. The collection is MSS 1779 "Land Indentures Collection" in the 19th Century Manuscripts Repository, which currently only has a collection-level, non-DACS-compliant record in ArchivesSpace. Through this project, I will meet the following objectives:

- Provide much better (i.e. item-level) description for the collection, allowing faster selection of appropriate materials to be used in support of two paleography courses by both the professors and students using the collection for assignments.
- Allow for the creation of a digital collection in CONTENTdm (through metadata standards compliance), so the images can be used by a wide audience of students outside the Special Collections Reading Room.
- Gain a working knowledge of the finding aids platform (ArchivesSpace).
- Develop greater skill in personally applying Describing Archives: a Content Standard (DACS) to a large collection's description, which will allow me to provide better guidance to the student and staff processors and the curators in interpreting this metadata standard.

Goals:

- Create minimal-level, DACS-compliant descriptions for each of approximately 1,450 documents related to land indentures, manorial court records, contracts, wills and other types of materials related to the sale and ownership of land in England between the 15th and 19th centuries.
- Develop written documentation of the procedures decided upon for each area of the DACS-compliant finding aid, including how to form the supplied titles of each untitled document. This documentation will serve as clear guidelines for the student I am supervising to assist in the description of each document, and will ensure consistent application of description standards.
- Property stamp and write call number on each document and supervise the barcoding of folders within the collection.
- Identify new subject terms to submit to Subject Authority Cooperative Program (SACO) which can be used for subject access in the item-level records (genres). Get these authority records into both SirsiDynix WorkFlows (coordinating with Bob Maxwell) and create new subject/genre records in ArchivesSpace, when these have been established through SACO.

Ways to Accomplish my Goals:

- Attend a Society of American Archivists educational workshop on DACS, which is being offered as a one-day pre-conference at SAA's conference in August. I will learn how to better apply DACS, with this project specifically in mind.
- Check in with the University Archivist for any needed ArchivesSpace training.
- Set aside dedicated time each week to work on the project.
- Submit SACO proposal for new subject/genre terms whenever they are encountered, with Bob's assistance.

How to Evaluate my Goals:

- I'll be able to evaluate my goals by seeking input from the Special Collections curator and both the paleography course professors regarding the utility of the finding aid I propose to create and its structure and level of content. I will also seek feedback from all three individuals (Ryan Lee, Thom Edlund, and Amy Harris) upon the final publishing of the finding aid, projected to be completed in early 2017.

2.2 Scholarship Strategies Project

2.2.1 Organizing Framework

I want to establish a regular output of scholarly works by keeping one or two projects always part of my daily/weekly work routine. Though my personal niche has not yet been fully carved out, I believe that fully engaging with the greater community in relation to the day-to-day responsibilities of my position is the best way to develop meaningful research ideas, presentations and publications. The best way for me to make sure I will be productive in the area of scholarship is to work on both research and writing every week. I have begun with projects surrounding the cataloging of movie posters but will actively seek out a new research idea to begin working on when this paper is written by doing extensive reading of the literature in my areas of interest. I will seek for collaborators by reaching out to those working in the same areas.

2.2.2 Scholarly Goals to complete by February 2017

Goal: *Prepare my poster cataloging article for publication.*

A colleague and I are working on an article about cataloging movie posters. Much of the research has been done but the organization and writing of the paper is still in early stages. I will work with my collaborator on completing the first draft of the article, solicit feedback from subject experts (I've identified four names of catalogers at various institutions that might be good to approach), revise, and submit the article for publication.

Goal: *Poster presentation at Society of American Archivists conference in August.*

Two other librarians from HBLL and I had our poster presentation proposal accepted for the Society of American Archivists conference in August. We have already met to discuss

assignments for the writing and will compile and design the poster together, then present it in two dedicated sessions at the conference.

Goal: *Identify one new research project to begin.*

I will read through the current literature on cataloging born-digital archival resources and come up with an idea for a new research project on this topic. If needed, I will apply for research assistant funds or prepare IRB paperwork.

2.2.3   Strategies of scholarly productivity

- Participate in the library writing group this summer and/or fall
- Send draft of cataloging paper to the Faculty Editing Service for review and feedback
- Submit draft of cataloging paper to two or three cataloging experts for brief feedback
- Submit article to appropriate journal, with back-up journal identified in case of initial rejection
- Set aside 30 minutes each day for doing a literature review on cataloging born-digital archival materials
- Set aside 30 minutes each day for writing
- Hold myself accountable to this literature review and writing schedule by reporting it weekly (by email) to my mentor

2.2.4   Evaluation method

As my method of evaluation, I will keep track of my daily literature review time and writing schedule, with a report of the number of minutes I wrote each week and the total number of pages written. I will also evaluate success on whether or not the article has been submitted somewhere for publication by February 2017.

2.3   Citizenship Project

- Attend professional conferences related to archives and cataloging (ULA, CIMA, SAA, ALA)
  - Get approval for attending ALA in January
  - Make connections with catalogers/archivists outside HBLL
  - Participate in round table discussions, visit poster sessions, engage presenters at sessions relevant to my fields of interest
  - Think of sessions I could propose for next year's conference and reach out to appropriate collaborators for those topics
- Seek out opportunities to serve on a regional and/or national committee
- Continue serving on the HBLL Activities Committee and actively participate in the planning and execution of the summer picnic and the Christmas party, as well as doing the Welcome Write-Ups for new library employees, which allows me to get to know faculty (and staff) from around the library.
- Meet regularly with my mentor, to learn more about research, service, and leadership strategies.

3 Grant Proposal ($300 for Professional Project)

In support of my Professional Assignment Project, I have determined there is a lack of print resources that are readily available to me in the Library. Because I expect the creation of the finding aid for the Land Indentures collection to require in depth subject knowledge and because there will be further future projects I can do with this collection, I would like to build up an office library of key resources:

- Guidebooks for deciphering old handwriting (Latin and English)
- Books to teach me more about the various types of land-related contracts in England during the affected time period (1500-1900)
- Books on archival description:
  - Archival Arrangement and Description, 2013
  - Arranging and Describing Archives and Manuscripts, 2005
- GIS-related resources, to assist in planning a future GIS representation of the collection through online, interactive map(s)

These resources will be utilized both by myself and my student assistant who is helping to create the finding aid. With easy access to these books, I will be able to develop better knowledge of the content of the collection I am describing and will be utilizing the best practices defined by the archival profession, ensuring that the resulting finding aid will be as useful to students and professors as possible. By creating detailed, item-level descriptions of these documents, we are making the collection available for in depth research by students who have interest in paleography, Latin and English language studies, English contracts, and genealogy.