

# Jessica Tanny

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See <http://www.papertonic.com/jtanny/> for my online portfolio

## EMPLOYMENT HISTORY:

### Archives:

#### **Arthur and Elizabeth Schlesinger Library on the History of Women in America, Radcliffe Institute for Advanced Study, Cambridge, Massachusetts**

*Manuscript Processor, 2008-present*

- Appraise, arrange and describe manuscript collections in accordance with Schlesinger Library's descriptive practices and standards. (Example of processed collection: Papers of Blu Greenberg online finding aid at: <http://nrs.harvard.edu/urn-3:RAD.SCHL:sch01252>)

#### **University Archives, University at Buffalo, Buffalo, New York**

*Processing Archivist, 2003-2008*

- Appraise, arrange and describe institutional, faculty and manuscript collections in accordance with professional archival descriptive practices and standards. (Example of processed collection: Muriel Orr-Ewing Papers online finding aid at: <http://library.buffalo.edu/archives/ead/ms70/ms70.frame.html>)
- Design and update University Archives website and online exhibitions using current versions of software programs, Macromedia Dreamweaver, Flash, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop.
- Monitor patrons in the Special Collections Research Room and provide reference service and instruction on the handling of rare and archival material.
- Encode finding aids in EAD and customize programming to converting EAD into HTML for online display.
- Curate exhibitions (both online and physical)
- Select, train and supervise student assistants employed to process collections according to professional archival standards.

**Arthur and Elizabeth Schlesinger Library on the History of Women in America,  
Radcliffe Institute for Advanced Study, Cambridge, Massachusetts**

*Part-time Assistant to the Manuscript Processors, 2002-2003*

- Assisted four Manuscript processors by conducting organizational and preservation work on several small and large collections including Shirley Graham Du Bois (online finding aid at [nrs.harvard.edu/urn-3:RAD.SCHL:sch00211](https://nrs.harvard.edu/urn-3:RAD.SCHL:sch00211)) and MFK Fisher (online finding aid at [nrs.harvard.edu/urn-3:RAD.SCHL:sch00206](https://nrs.harvard.edu/urn-3:RAD.SCHL:sch00206)) Also assisted NEH grant processing second-wave feminist papers; includes updating MARC records in RLG catalog.
- Conducted detailed searches over the internet to research photographers and newspaper agencies for copyright clearance project as part of the 2002 Mellon Photo Access Project.

*Two Internships: 2001, 2002*

- 2001: Assisted processing the family photographs of the Ida Pruitt Collection and created the subsequent portion of the finding aid. (Online at [nrs.harvard.edu/urn-3:RAD.SCHL:sch00076](https://nrs.harvard.edu/urn-3:RAD.SCHL:sch00076) )
- 2002: Organized, arranged and preserved the photographs and records of the Massport Jets girls ice hockey team. Created finding aid and MARC record. (Online at [nrs.harvard.edu/urn-3:RAD.SCHL:sch00117](https://nrs.harvard.edu/urn-3:RAD.SCHL:sch00117) )

**Museum:**

**Brooklyn Museum of Art, Brooklyn, New York**

*Departmental Assistant to Registrar, Collections Manager and Exhibitions Manager, 1999-2001*

- Proficiently maintained three departmental offices.
- Created and maintained numerous databases in Microsoft Access and Excel for collection accession records and supply inventories.
- Processed over 100 foreign and domestic loan files for the Registrar's Office.

**Delaware Art Museum, Wilmington, Delaware**

*Education Assistant, 1996-1997*

- Conducted research in the Helen Farr Sloan Library's archives for information on permanent collections.
- Wrote the Museum's publication, "Work of the Month".
- Assisted organizing educational programs and events.

**Other relevant experience:**

**Center for Book Arts, New York City, New York**

*Work/Study Volunteer, 1997-1998*

- Helped with the daily running of the Center in exchange for classes in bookbinding.

**Ithaca College Art History Slide Room, Ithaca, New York**

*Student Assistant, 1993-1996*

- Participated in the reorganization and the acquisition of more than 20,000 slides including the filing, binding, and labeling of the collection.

**EDUCATION:**

M.S. Graduate School of Library and Information Science  
2003 Simmons College, Boston, MA  
Concentration in Archival Management

B.A. Ithaca College, Ithaca, NY  
1996 Major: Art History with honor  
Minor: Writing

**EXHIBITS:**

**University Archives, University at Buffalo**

*A distinguished legacy... expanding today's world... shaping the future: Looking at the University at Buffalo in the 21st century*, designer for physical and online exhibit, October 15, 2007  
(online at <http://library.buffalo.edu/archives/exhibits/ub21c/index.html>)

*Thoroughly Modern Meiko: the Adventures of Muriel Orr-Ewing*, curator, organizer and web designer for physical and online exhibit, January 8, 2007 - April 30, 2007, reception March 21, 2007  
(online at <http://library.buffalo.edu/archives/exhibits/meiko/>)

*University Libraries, 1986-2006*, designer for physical and online exhibit, March 8, 2007  
(online at <http://library.buffalo.edu/archives/exhibits/libraries/index.html>)

*Samuel P. Capen: University Man*, curator and web designer for online exhibit, March 21, 2006  
(online at <http://library.buffalo.edu/archives/exhibits/capen/>)

*Eva Noles: Nurse, Educator, Volunteer, Community Leader, and Nurse*, curator and web designer for physical and online exhibition, September 21, 2005  
(online at <http://library.buffalo.edu/archives/exhibits/noles/>)

*Women's Work: a tribute to the women who make UB work*, curator (with Karen Morse) and web designer for physical and online exhibition, September 28, 2004  
(online at [http://library.buffalo.edu/archives/womens\\_work/](http://library.buffalo.edu/archives/womens_work/))

*25th Anniversary of the Dedication of Lockwood Memorial Library, April 19, 1979- April 19, 2004*, Web designer for online exhibit, April 19, 2004  
(online at <http://library.buffalo.edu/archives/lockwood/>)

*Student Life at UB: documents from the University Archives*, curator (with Karen Morse) and web designer for online web exhibit, April 2004  
(online at <http://library.buffalo.edu/archives/students/index.htm>)

### CONFERENCE PAPERS AND WORKSHOPS PRESENTED:

*Apprentice to an Archivist: working with graduate students in the University Archives* paper presented for session, *Transforming Students into Archivists: Perspectives of Archivists and Archival Educators*, with Karen Morse, Mid-Atlantic Regional Archives Conference (MARAC), Chautauqua Institution, New York  
May 2, 2008

*Creating an archival program for student assistants in an academic setting*, lecture presented with Karen Morse, New York Archives Conference (NYAC), Buffalo, New York  
June 15, 2007

*EAD - Introduction to Encoded Archival Description* (3 hour workshop) with Karen Morse, Western New York Library Resources Council (WNYLRC), Buffalo, New York  
March 8, 2007

*Treasures of the University at Buffalo Special Collections*, paper presented for session *Hidden Treasures of Buffalo*, with Karen Morse, New York Library Association Annual Meeting, Buffalo, New York  
October 27, 2005

### PROFESSIONAL ASSOCIATION AWARDS AND HONORS:

MARAC, C. Herbert Finch Online Publication Award, 2007

Awarded for online exhibit: *Samuel P. Capen: University Man* (\$200 received)  
<http://www.lib.umd.edu/MARAC/awards/finch.html#awards>

IMLS Scholarship Award, 2006

Awarded full scholarship to attend the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries of the American Library Association 47<sup>th</sup> annual preconference, *Libraries, Archives, and Museums in the 21<sup>st</sup> Century: Intersecting Missions, Converging Futures?* Austin, Texas June 20-23, 2006 (\$1,080 received)

### PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION:

National:

*Setting Web Typography Free: Using Custom Photofont and OpenType Fonts on the Web*, workshop with instructors Adam Twardoch and Ted Harrison (FontLab), TypeCon 2008, Buffalo, NY  
July 16, 2008

*Help, I Wanna Make Fonts But Cannot Tell FontLab from Burger King: The Real Basics of Font Making*, workshop with instructor Adam Twardoch (FontLab), TypeCon 2008, Buffalo, NY  
July 16, 2008

*Style Sheets for EAD: Delivering Your Finding Aids on the Web*, workshop with instructors Michael J. Fox and Kris Keisling, Society of American Archivists, Chicago, IL  
August 27-28, 2007

*Designing Usable Web Sites*, workshop with instructor Elizabeth Yakel, Society of American Archivists, New York City, New York  
April 15, 2005

**Regional:**

*Exhibition Environments*, workshop, South Central Regional Library Council / Cornell University, Kroch Library, Ithaca, New York  
March 3, 2004

**Local:**

*Encoded Archival Description* (a customized workshop) with instructor Daniel Pitti, State University of New York at Buffalo, Buffalo, New York  
March 21-25, 2005.

**PROFESSIONAL ASSOCIATION ACTIVITIES:**

**Committees and Appointed Positions:**

**Mid-Atlantic Regional Archives Conference (MARAC)**

Content Webmaster, 2006-present: update MARAC website, develop online conference registration form, work with other web committee members to make sure the MARAC website is up to usability and other web standards.

Web committee member, 2006-present

Local Arrangement Committee member, Publicity sub-committee member, Spring 2008 Meeting, Chautauqua, New York: worked with LAC Co-Chairs and other members of the Publicity sub-committee members to add relevant information to the MARAC website; prepare articles to support the conference and Chautauqua for the MARAC publication, *MAA*; and create flyers, brochures and slideshows as requested.

**Service:**

**Society of American Archivists (SAA)**

Navigator, 2006-present: met with new SAA members to discuss the annual conferences and about being a professional archivist.

**COMMITTEE SERVICE:**

**Schlesinger Library, Radcliffe Institute, Harvard University**

Social Committee, 2008-present

Gender Space exhibit committee, 2009-2010

**University Libraries, University at Buffalo**

Web Usability Task Force, 2006-present

Help A-Z Task Force, 2005-present

Encoded Archival Description (EAD) Working Group (joint committee with the University Libraries and the Albright Knox Art Galleries), 2004-present.

Search Committee for Web Graphic Designer, 2007-2008

Web Design Working Group, 2006-2007

The Web Advisory Team (WAT), 2003-2005

**GRANTS:**

**Western New York Region:**

2008 Western New York Library Resources Council Regional Bibliographic (RBDB) Data Bases and Interlibrary Resources Sharing Program. Grant to encode new and legacy finding aids into EAD, (\$10,450 received)

Wrote narratives with EAD Working Group committee members

2007 Western New York Library Resources Council Regional Bibliographic (RBDB) Data Bases and Interlibrary Resources Sharing Program. Grant to encode new and legacy finding aids into EAD, (\$9,792 received)

Wrote narratives with EAD Working Group committee members

2006 Western New York Library Resources Council Regional Bibliographic (RBDB) Data Bases and Interlibrary Resources Sharing Program submitted jointly with the Albright-Knox Art Gallery. Grant to encode new and legacy finding aids into EAD, \$15,540 (\$10,400 received)

Wrote narratives with EAD Working Group committee members

2005 Western New York Library Resources Council Regional Bibliographic (RBDB) Data Bases and Interlibrary Resources Sharing Program submitted jointly with the Albright-Knox Art Gallery. Grant to encode new and legacy finding aids into EAD, \$15,000 (\$6,000 received).

Wrote narratives with EAD Working Group committee members

**University at Buffalo:**

2004 Educational Technology Center grant entitled *Uncrowned Queens and University Archives, Oral Histories Collection and Website Project*. Grant to interview and archive the oral histories of five women from the Uncrowned Queens: African American Community Builders project.

Investigator with Peggy Brooks-Bertram, Barbara Seals Nevergold, Karen Morse:

2005 staff funding grant. Received supplementary funds for professional development workshop sponsored by Society of American Archivists (SAA), *Designing Usable Websites*, April 15, 2005

2006 staff funding grant. Received supplementary funds for Society of American Archivists (SAA), annual meeting August 2-5, 2006

**PROFESSIONAL MEMBERSHIPS:**

**National:**

Society of American Archivists (SAA), 2003-present  
College and University Archives Section, 2003-2009  
Manuscript Section, 2009-present  
Visual Materials Section, 2003-present

Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries of the American Library Association, 2006

**Regional:**

Mid-Atlantic Regional Archives Conference (MARAC), 2005-2008  
New England Archivists (NEA), 2001-2003, 2008-present

**Local:**

New York Archives Conference (NYAC), 2004-2008

**TEACHING:**

**Department of Library and Information Studies, University at Buffalo**

*Understanding EAD*, lecture with Karen Morse, LIS 509: Introduction to Archives Management, February 28, 2008

*Understanding Archives*, lecture with Karen Morse, LIS 505: Introduction to Library and Information Studies, November 10, 2003; November 17, 2003; March 4, 2004; April 14, 2004; October 20, 2004; October 19, 2005, October 11, 2006, November 8, 2007

*Understanding Archives*, lecture with Karen Morse, LIS 570: History of Libraries and Media, May 2, 2005

## **PUBLICATIONS DESIGNER:**

### **University Libraries, University at Buffalo**

*Holiday Broadside*, The Poetry Collection, December 2008

*Holiday Broadside*, The Poetry Collection, December 2007

*Holiday Broadside*, The Poetry Collection, December 2006

*Holiday Broadside*, The Poetry Collection, December 2005

Flyers and broadsides, the Staff Development and Training Committee, 2006-present

*An Introduction to the University Archives*, brochure, 2004-present

## **COMMUNITY SERVICE:**

### **Committee work**

*Japan in Buffalo-Niagara*, serve as webmaster, secretary, and graphic designer for local committee to promote Japanese events in the Buffalo-Niagara region.

2007-present

- Created and update committee website (Online at <http://www.yearofjapan.org/>)
- Design print and web graphics including logo

*Friends of the Japanese Garden of Buffalo*, serve as secretary and graphic designer for local committee to help support the Buffalo Olmsted Park Conservancy Japanese Garden.

2007-2008

- Design publicity materials including flyers, posters, invitations
- Design membership applications and membership cards
- Write press releases
- Keep meeting minutes
- Maintain group information on the *Japan in Buffalo-Niagara* website (online at <http://www.yearofjapan.org/org/fig.html>)

### **Archival Consultant**

Served as a consultant to several local community members working with archival materials:

- Lori Widzinski for Buffalo Choral Arts Society
- University graduate student with information on processing the extensive papers of faculty member, Oren Lyons'
- UB Alumni and donors, Constance and Edmond Gicewicz
- Graduate student, Curtis A. Guy for his internship at the University at Buffalo Art Gallery.

**Presented Lectures for Community Groups**

*Documenting Women at UB*, lecture with Karen Morse, UB Women's Club board meeting.  
May 21, 2007

*Women of UB*, lecture with Karen Morse, Hayes Society Annual Ladies Tea.  
June 27, 2006

*Introduction to Librarianship*, lecture with Karen Morse, Buffalo Girl Scout Troop #230 for the  
Girl Scout Interest Project Award: Reading Badge.  
April 29, 2005

*Why Keep Zonta Archives?*, lecture with Karen Morse, Zonta International local Buffalo and  
Niagara Fall chapters  
April 20, 2004, September 8, 2004

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