

# Anne Kofmehl

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## Education

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### University of Texas at Austin

*Masters of Science, Information Studies*

Focus: Archives, Preservation, Digital Asset Management

**Austin, TX**

August 2014

### Bethel University

*Bachelor of Arts, English Literature and Writing, Magna Cum Laude*

**St. Paul, MN**

May 2009

## Experience

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### University of Texas System Digital Library

*Administrative Associate*

**Austin, TX**

May 2016-Present

- Manage renewals of electronic resource subscriptions for the consortia through coordination with UT System libraries, vendors & publishers.
- Maintain excel spreadsheets and SharePoint site on current and past subscriptions.
- Collaborated on the design and implementation of a SharePoint site; as a result, received the Harold W. Billings Staff Award in Spring 2017.
- Developed best practices for record retention and the archiving of internal file drive (15,000 files).

### Harry Ransom Center

*Ruscha Project Archivist*

**Austin, TX**

Jan. 2015-Jan. 2016

- Processed the Ed Ruscha art collection consisting of artists' books, papers, photographs, prints, and posters. Created a processing plan, researched, described, re-housed, and arranged the material (47 boxes, 35.74 linear feet).
- Wrote a DACS compliant finding aid for the collection and encoded the [finding aid](#) in EAD/XML.
- Cataloged prints and posters at the item-level.
- Created promotional content for social media (Instagram, [Ransom Center's blog](#)).
- Processed several visual materials collections and encoded a finding aid in EAD/XML.

*Volunteer, Capstone, Born Digital Manuscript Collection*

June 2014-July 2014

- Developed workflows for preservation and access of paper and electronic correspondence.
- Researched email preservation and access projects in universities, archives, and other institutions and interviewed project stakeholders.
- Evaluated several programs for email preservation, access, and discovery, with an emphasis on Gmail (Aid4Mail, MUSE, Got Your Back, Emailchemy).
- Made recommendations regarding preservation, discovery, and access, taking into consideration issues of privacy and researcher value.

### AdPeople Worldwide

*Copy Bank Librarian*

**Austin, TX**

Oct. 2014-Jan. 2015

- Managed loading and maintenance of metadata for a database of copy at an advertising firm.
- Performed an audit to clean up thousands of lines of copy in the database using Microsoft Excel.
- Provided support to clients and other staff in the implementation and use of the database.

### University of Texas Libraries

*Graduate Research Assistant, Archives, Fine Arts Library*

**Austin, TX**

Sept. 2013-Aug. 2014

- Created research guides for the zine and artists' books collections using Drupal.

- Processed a collection of papers and photographs. Described, preserved, re-housed, and arranged the material (43 boxes, 50.9 linear feet).
- Wrote a DACS compliant finding aid for the collection.
- Collaborated with theatre librarian to create an exhibit of notable items in the collection.
- Processed gift scores, donations, and updated and created finding aids.

*Student Assistant, Perry Castañeda Library, Digital and Preservation Services* June-Aug. 2013

- Evaluated the condition of thousands of rolls of microfilm and entered the data in an Excel spreadsheet.

*Student Archives Assistant, Richard Pound Olympic Collection* Sept. 2012-May 2013

- Processed a collection of 149.57 linear feet (663 boxes).
- Described, preserved, re-housed, and arranged the material.
- Created a detailed folder list for a portion of the collection (120 boxes, 25 linear feet).
- Integrated folder lists into a DACs compliant finding aid.

### **Austin History Center**

**Austin, TX**

*Volunteer, Photo Archives*

June 2013-Present

- Cataloged photographic negatives and prints from the [Neal Douglass Collection](#).
- Recorded metadata using Microsoft Access and re-housed negatives and prints.
- Processed other photographic collections, wrote and encoded finding aids in EAD/XML.

*Archives Processing Intern*

Sept. 2012-Dec. 2012

- Wrote an extensive appraisal report and processing plan for a collection of 4.2 linear feet.
- Described, preserved, re-housed, and arranged the material.
- Wrote a DACs compliant finding aid and encoded the finding aid in EAD/XML.

### **Half Price Books**

**Roseville, MN**

*Shift Supervisor and Bookseller*

Sept. 2009-July 2012

- Provided customer service buying and selling books, facilitated book searches.
- Supervised a staff of 17 employees, delegated tasks, provided training, and mediated conflict.
- Appraised and maintained the nostalgia, collectibles, and rare books section.

### **Bethel University Library**

**St. Paul, MN**

*Circulation Desk Assistant*

Jan. 2008-May 2009

- Processed and prepared inter-library loans for patrons within our library network.
- Provided information to students about the various departments in the library.
- Maintained materials on reserve, checked out materials and processed returns.

## **Skills**

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*Conceptual/Standards:* AAT, CCO, DACS, Dublin Core, EAD, LCSH, MARC, MPLP, OAIS, TGM

*Web Scripting, Programming Languages, and Data-Modeling:* CSS, HTML, MariaDB, MySQL, PHP, XML

*Content Management Systems:* Archivematica, Drupal, DSpace, Microsoft Access, Microsoft SharePoint, WordPress

*Digitization:* documents, cassettes, VHS, and photographs

*Software:* Abbyy FineReader 11, Adobe Acrobat, Adobe Dreamweaver CS5.5, Adobe Photoshop CS6, Aeon, Aid4Mail, Audacity, Axure 6.5, Balsamiq, Camtasia, FileMaker Pro 9, Glifos Rich Media Editor, Microsoft Office Suite, Microsoft Outlook, Oracle VM Virtual Box, oXygen XML editor

*Operating Systems:* Windows, MAC OS X

## Selection of Finding Aids

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### Harry Ransom Center

- [Edward Ruscha](#)
- [Eliot Elisofon](#)
- [Peter Buckley](#)

### Fine Arts Library, University of Texas Libraries

- [Oscar G. Brockett Archive](#)

### Austin History Center

- [Neal Douglass Photographic Archive](#)
- [Dan Powell Drawings and Papers](#)

## Memberships & Committees

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Archivists of Central Texas Steering Committee	Feb. 2017-Present
Austin Archives Bazaar Programming Committee	Jan.-Oct. 2016
Society of American Archivists	Member since 2012

## Awards

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Harold W. Billings Staff Award	Spring 2017
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