

# Anne Kofmehl

Austin, TX

## 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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### Harry Ransom Center

*Project Archivist*

**Austin, TX**

2017-Present

- Processed the records of PEN International and English PEN, an international human rights and literary organization based in London, as part of an NEH-funded grant project: *Writers Without Borders: Creating Global Access to the PEN International and English PEN Records*.
- Researched, arranged, housed, and described the material (362 boxes, 153.29 linear feet), using appropriate authorities (Library of Congress Authorities, Virtual International Authority File, etc.) for a previously inaccessible collection.
- Created a DACS (Describing Archives: A Content Standard)-compliant EAD (Encoded Archival Description) finding aid, including an extensive correspondence index to increase usability.
- Served on a hiring committee for the Project Scholarly Research Associate, a position tasked with creating teaching guides using PEN collection materials.
- Created item-level metadata for items selected for the PEN teaching guides (<https://www.hrc.utexas.edu/teaching/pen/>), using appropriate authorities (Dublin Core; Library of Congress Authorities; local CONTENTdm metadata guidelines).
- Processed the papers of J. F. Milliken and Robert Downing from the Theatre Arts Manuscript collection (73 boxes, 36.73 linear feet), updating and reformatting existing card cataloged information into DACS-compliant EAD finding aids.
- Processed the papers of Joseph W. Prescott, updating and reformatting existing preliminary inventories into a cohesive DACS-compliant EAD finding aid.
- Consulted with colleagues in my unit, as well as curatorial, conservation, and digital services staff to improve access to the collections.
- Assisted with clearing our backlog by performing minimal processing on a series of 1-box collections, updating collection records, and providing basic collection-level description.
- Worked directly with patrons to assist in their research in the Reading and Viewing Room.

### University of Texas System Digital Library

*Consortia Resources Associate*

**Austin, TX**

2016-2017

- Coordinated renewals of electronic resources for the consortium (14 member institutions) through correspondence with librarians and publishers.
- Maintained Excel spreadsheets and SharePoint site on current and past subscriptions.
- Fielded inquiries via phone and email from librarians and publishers regarding resource renewals.
- Collaborated on the design and implementation of a SharePoint site making vital statistics and subscription information more easily accessible.
- Organized the internal shared drive (15,000+ files) and created a best practices document establishing standards for file naming and structure moving forward.

### Harry Ransom Center

*Ruscha Project Archivist*

**Austin, TX**

2015-2016

- Researched, arranged, housed, and described the material for the Ed Ruscha Art Collection (47 boxes, 35.74 linear feet) consisting of papers, photographs, print portfolios, artist books, and posters.
- Created a DACS-compliant EAD finding aid.

- Cataloged prints and posters at the item-level, using appropriate authorities (Art & Architecture Thesaurus, Cataloging Cultural Objects, and Thesaurus for Graphic Materials) to provide more essential in-depth detail to researchers.
- Promoted the collection through social media and blog posts. (Instagram, Ransom Center Magazine: <https://sites.utexas.edu/ransomcentermagazine/author/amk3232/>).
- Completed the Ruscha project ahead of schedule and processed additional visual materials collections.

### **Harry Ransom Center**

**Austin, TX**

*Volunteer, Capstone, Born Digital Manuscript Collection*

Summer 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.

### **University of Texas Libraries**

**Austin, TX**

*Graduate Research Assistant, Archives, Fine Arts Library*

2013-2014

- Created research guides for the zine and artists' books collections using Drupal.
- Researched, arranged, housed, and described a collection of personal and professional papers and photographs of a former theatre professor (43 boxes, 50.9 linear feet).
- Created 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*

Summer 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*

2012-2013

- Researched, arranged, housed, and described a collection of business records of a former vice president of the International Olympic Committee (663 boxes, 149.57 linear feet).
- Created a detailed folder list for a portion of the collection (120 boxes, 25 linear feet).
- Integrated folder lists from colleagues into a DACS-compliant finding aid.

### **Austin History Center**

**Austin, TX**

*Volunteer, Photo Archives*

2013-2016

- Cataloged photographic negatives and prints from the Neal Douglass Photographic Archive.
- Recorded metadata using Microsoft Access and housed negatives and prints.

*Archives Processing Intern*

Fall 2012

- Wrote an extensive appraisal report and processing plan for a collection of 4.2 linear feet.
- Researched, arranged, housed, and described the material.
- Created a DACS-compliant EAD finding aid.

### **Skills**

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

*Languages:* CSS, Encoded Archival Description (EAD), HTML, MariaDB, MySQL, PHP, XML

*Data Management:* Aeon, Drupal, DSpace, FileMaker Pro, Google Suite; Microsoft Access, Microsoft Office Suite, Microsoft SharePoint, OpenRefine, WordPress

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

*Formats* (identification and basic preservation): manuscripts, printed and published materials, photographic prints and negatives (various types/sizes), newspapers, artist books, print portfolios, maps, posters, ephemera

*Software:* Abbyy FineReader, Adobe Acrobat, Adobe Dreamweaver, Adobe Photoshop, Aid4Mail, Audacity, Camtasia, Glifos Rich Media Editor, Microsoft Outlook, Oracle VM Virtual Box, Oxygen XML editor

*Operating Systems:* Windows, Apple OSX

## Selection of Finding Aids

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### Harry Ransom Center

- Peter Buckley (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=01058>)
- Robert Downing (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=01309>)
- Eliot Elisofon (<https://norman.hrc.utexas.edu/fasearch/findingaid.cfm?eadid=00146>)
- Radclyffe Hall and Una Vincenzo, Lady Troubridge (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=00163>)
- J.F. (James Foster) Milliken (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=01303>)
- PEN Records (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=01209>)
- Edward Ruscha (<https://norman.hrc.utexas.edu/fasearch/findingAid.cfm?eadid=01107>)
- Joseph W. Prescott (*finding aid forthcoming, December 2019*)

### Fine Arts Library, University of Texas Libraries

- Oscar G. Brockett Archive (<https://guides.lib.utexas.edu/c.php?g=527906&p=3630582>)

### Austin History Center

- Neal Douglass Photographic Archive (<https://www.lib.utexas.edu/taro/aushc/00508/ahc-00508.html>)
- Dan Powell Drawings and Papers (<https://www.lib.utexas.edu/taro/aushc/00328/ahc-00328.html>)

## Selected Professional Education & Service

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Austin Archives Bazaar, Programming Committee Member	January-October 2016
Archivists of Central Texas, Board Member	January 2017-January 2019
LGBTQIA+ Ally Training, UT Austin Gender and Sexuality Center	October-November 2017
Hidden Collections, one day seminar, UT Austin	November 2017
Austin Archives Bazaar, Steering Committee, Repositories Chair	January-October 2018
Breaking Library Silos for Social Justice workshop, ATX Librarians Social Club	January 2018
disABILITY 101 Training, UT Austin Services for Students with Disabilities	February 2018
How To Create a Speak-Up Culture, webinar	August 2018
Applying Radical Empathy Framework in Archival Practice, webinar	September 2018
BeVocal Bystander Intervention Training, UT Austin BeVocal Initiative	March 2019
Ethical Challenges in Cultural Stewardship, Flair Symposium, Harry Ransom Center	April 2019
Critical Archives Reading Group, member	ongoing (meet monthly)
Cultural Diversity Competency, preconference course, SAA Annual Meeting	July 2019
Diverse and Inclusive Recruitment, UT Human Resources, training workshop	August 2019

## Teaching

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Archives 101, a presentation of archives fundamentals at the Ransom Center	November 2019
• Co-wrote and led with my colleague Irene Lule a presentation on archives fundamentals and the function of our department (Description and Access) within the Ransom Center for a group of undergraduate interns. We are in the process of expanding the presentation to other audiences Center-wide.	

## Professional & Academic Organizations

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Society of American Archivists (SAA)	Member since 2012
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## Awards

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Harold W. Billings Staff Award, University of Texas Libraries	Spring 2017
• Awarded for our team's work building and implementing a SharePoint site for the UT System Digital Library consortium.	