

“JUST ONE, I’M A FEW”:

lone arranging when you wish you
could clone yourself

Nadia Dixson, City of Somerville, @ionphase

Genna Duplisea, Salve Regina University, @historivist

Jaimie Fritz, Bentley University, @inkpapertime

Je suis vraiment bien embarrassé pour
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Houet me demande des renseignements, pour
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INTERNAL MANAGEMENT

"I'm not in control of the muse."
- Alison Hendrix

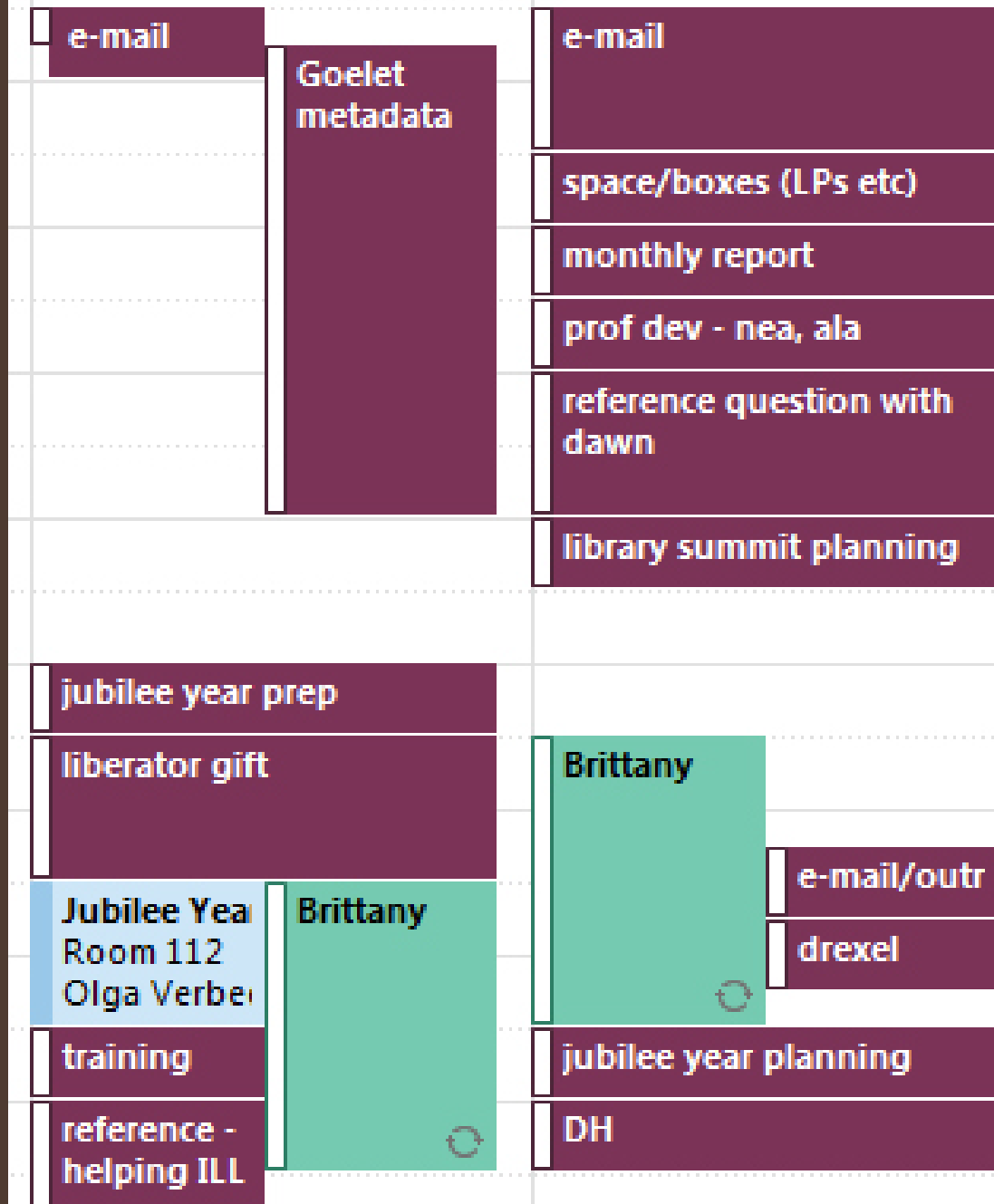
mes peintures.
Je vous adresse inclus, le photographique
de la belle peinture vénitienne dont je vous

DEFINING YOUR SCOPE

- Confronting the Hedonic treadmill
- What are your core functions?
 - Find areas where your professional knowledge enhances the work of your colleagues
 - Learn what will have the greatest impact on your environment
- Your vision of your repository has to include how it is currently used and how it will be valuable to your current stakeholders

TIME MANAGEMENT

- Use your calendar better – track all of your activities, not just meetings
- Scrum philosophy
 (<https://www.goodreads.com/book/show/13663747-essential-scrum>):
 1. Only build what people want.
 2. Build some of it before you build all of it.
 3. Plan your work in sprints.
 4. The Stand Up, state explicitly what you are working on and what is blocking you



PRODUCTIVITY

- Assess the importance and time consumption of your tasks.
- There are so many tools to help you do this! The tools themselves are less important than a system that works for you
 - Trello
 - Evernote
 - Bullet journaling
 - Habitica

High Impact,
Low effort

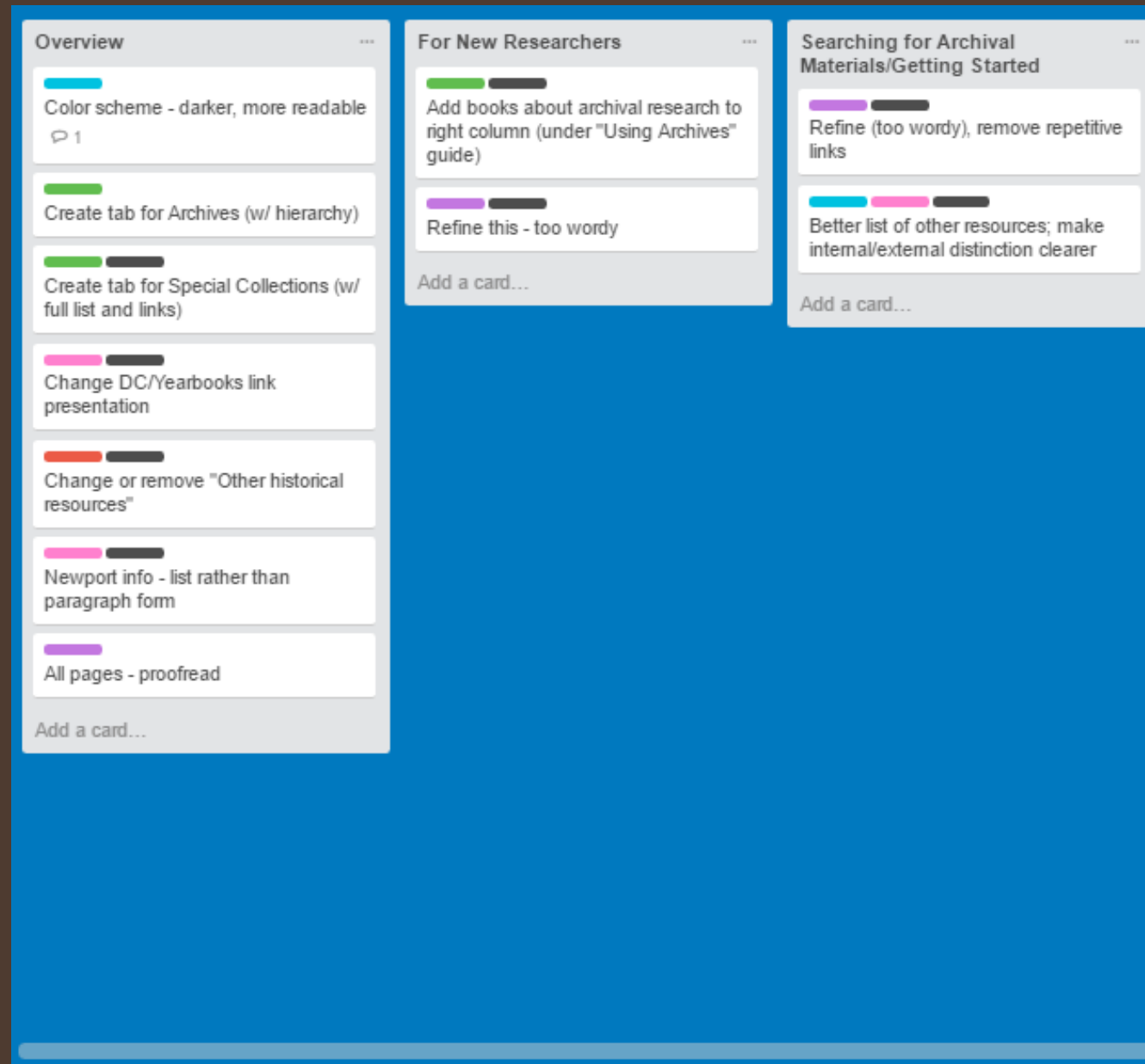
High Impact,
High Effort

Low Impact,
Low Effort

Low Impact,
High Effort

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Week of 3/21 (B on break)

- Ask about Drexel donation selections
- Follow up about SRYou day
- Hold Shared Shelf demo
- Try photographing botanical samples
- Check in - how prepared we are for cataloging intern
- copies of images for Women's History Month board
- Plan Shared Shelf demo
- Make sure all Campus Ministry photos are scanned and rehoused

Assess...

What's left for O'Reilly?

Newport Shipyard & other gifts from Dan - need paperwork

What isn't accounted for in back room?

What's left for Saalman?

Week of 3/28 (gone Thursday afternoon-Friday)

People to Invite to Shared Shelf demo at the end of the month:

- Alumni Office
- Development - Major Gifts
- Alumni magazine
- Design Services
- Academic Affairs
- Pell Center
- Art & CHP depts
- Media Services?
- History Department?

PRODUCTIVITY

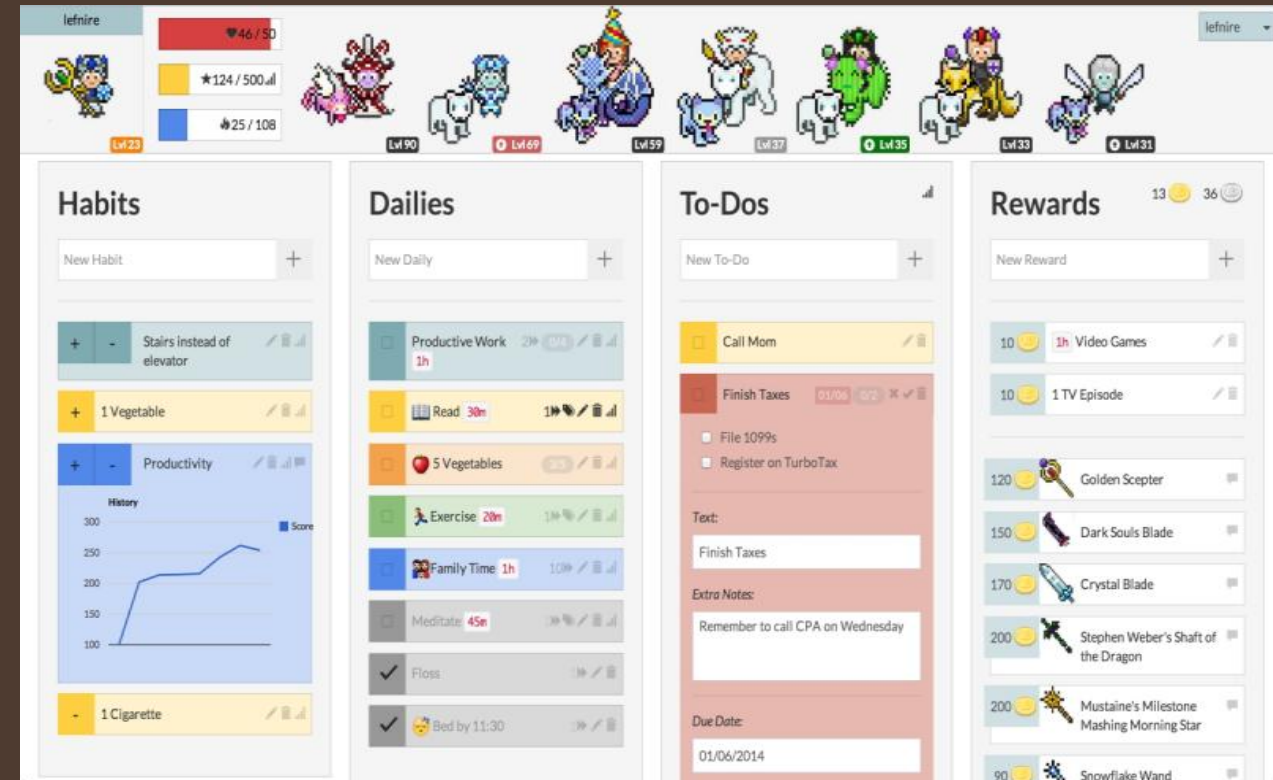
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• "Day 2 #PlanWithMeAugust..." Claire (minishorts) on Flickr.
<https://www.flickr.com/photos/minishorts/20202534406/>. 2015. CC BY-NC-ND 2.0.

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Habitica image, "Work and play with these 5 apps that gamify productivity," Tshiang Han See, <http://www.stuff.tv/sg/features/work-and-play-these-5-apps-gamify-productivity>, 2016.

LEARNING WHAT YOU NEED TO LEARN

- Budgets & purchasing
- The letter of the law and how it applies to you
 - Public records
 - Copyright
 - Repatriation
 - Gifts and contracts
- RFPs
- Negotiation

LEARNING ALL THE THINGS

Professional development doesn't have to mean champagne dreams, lemonade pockets

Courses & Useful Info

- Copyright for Educators & Librarians (self-paced): <https://www.coursera.org/learn/copyright-for-education>
- Library Advocacy Unshushed, edX (archived): <https://www.edx.org/course/library-advocacy-unshushed-university-torontox-la101x>
- LYRASIS online courses (not free)
- Public Records Law <https://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Webinars

- Vendors
- Coalition to Advance Learning in Archives, Libraries & Museums: <http://www.coalitiontoadvancelearning.org/>, @LAMcoalition

Learning + Web 2.0

- Zotero.org
- RSS & reading apps – Feedly, Readability, Instapaper, &c.

Go Beyond LIS & Archives

- Udacity.com
- Harvard Business Review

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EXTERNAL MANAGEMENT

“Stop asking why; start asking who.”
- Beth Childs

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WHO ARE YOUR STAKEHOLDERS?

- Allies in unlikely places
- Invest in relationships that work for you
- It's okay not to make friends in high places
- Who actually uses your archives or records? Who *else* do you want to include?
- Do you have stakeholders outside your organization? If not, do you want to expand to serve them?

OPPORTUNITIES FOR ADVOCACY

- Learn your institutional culture – where are you welcome?
- Go to events outside your unit; introduce yourself
- Seek out feedback at meetings held by other offices or departments
- Be patient if people don't understand what it is that you do, but also don't be afraid to set them straight
- If you can predict or respond to a need that someone else doesn't know you can solve, you are on to something
- Social media is (usually) your friend
- If you can, have your meetings in your archives – especially if you have space issues

GRANTS

- The myth of the magical grant that fixes everything
- Finding grant writers in your institution
- Looking beyond national, large-scale funders
 - State library associations
 - Corporate grantors
 - SHRABs
 - State humanities foundations
 - Community Preservation Act & other hyper-local resources

REPORTING

- Not just what you did, but what you didn't have the time or resources to do
- Time-tracking can give you leverage when you know your organization is allocating your time ineffectively
- Report to yourself – wikis, internal blogging or documentation
- Update your job description with your supervisor regularly

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THE WORK ITSELF

“Dude, that’s complex.”
- Cosima Niehaus

Des boissiers - Comptant pour faire envoyer
mes peintures.

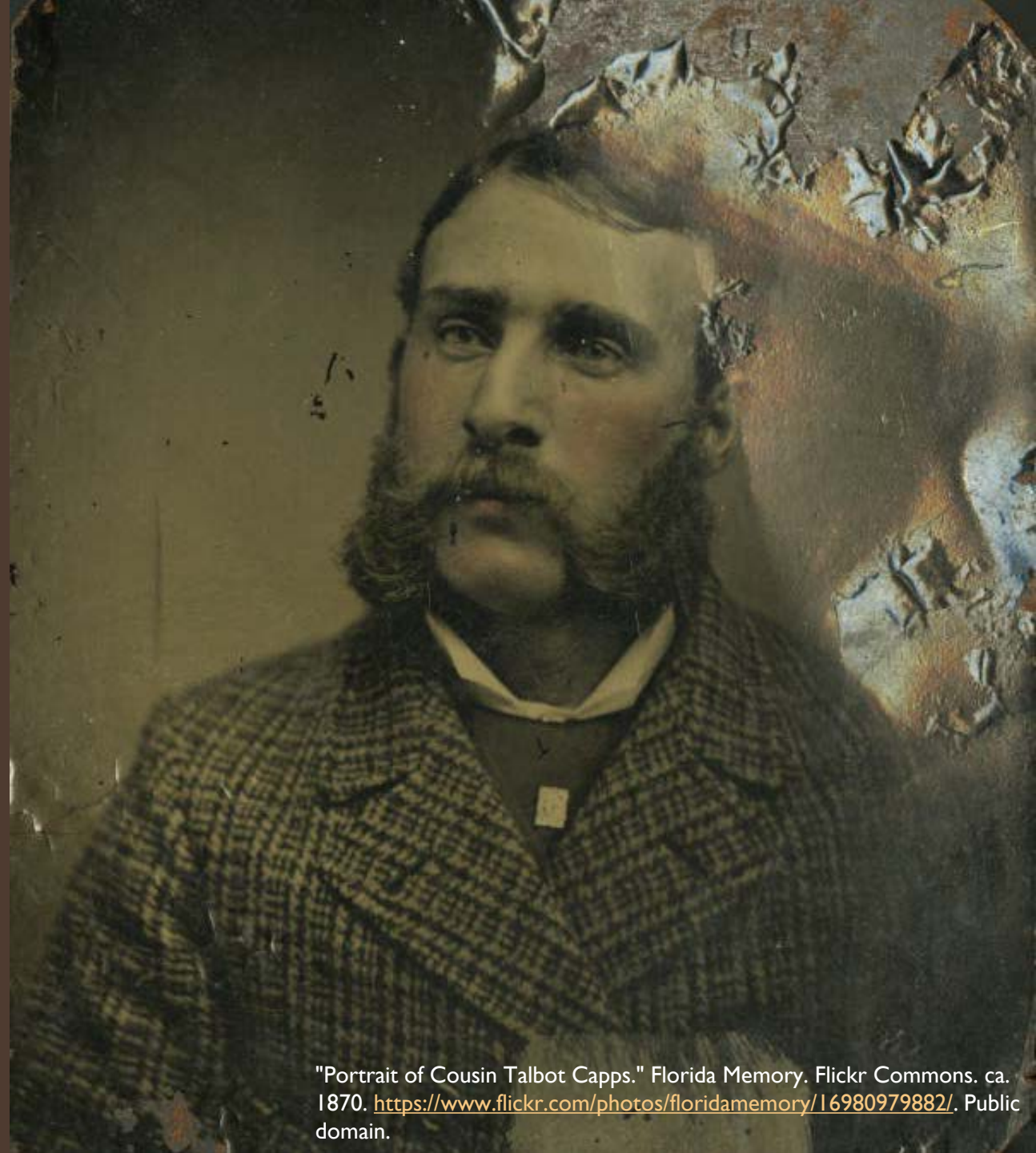
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LABOR ISSUES

- We have all performed some free labor, but we must be mindful of the potential of exploitation when it comes to
 - Interns
 - Volunteers
 - Undergrads
- Opportunities:
 - Classes you're already teaching
 - Providing value to community organizations through partnerships

PRESERVATION & CONSERVATION

- Stable & damaged > neglected & deteriorating
- Archives Damage Atlas (http://www.nationaalarchief.nl/sites/default/files/docs/nieuws/archives_damage_atlas.pdf)
- DIY Humidification Chamber <http://www.srmarchivists.org/resources/preservation/preservation-publications/how-to-flatten-folded-or-rolled-paper-documents/>
- Preservation Self-Assessment Program from Uillinois: <https://psap.library.illinois.edu/>
- Triage kits
- NEDCC conservation resources
 - dPlan <http://www.dplan.org/>
- Connecting to Collections webinars: <http://www.connectingtocollections.org/>



"Portrait of Cousin Talbot Capps." Florida Memory. Flickr Commons. ca. 1870. <https://www.flickr.com/photos/floridamemory/16980979882/>. Public domain.

RECYCLE YOUR WORK

- Keep responses to reference requests
- Put together your own reference materials the organization's history, research about collections, and your department's history
- Standardize handouts and forms
- Make templates
- Reuse & remix displays

TOOLS

Let's add to this!

Communication & Outreach

- Slack - team communication tool
- Social Media Guidance from NARA
<https://www.archives.gov/records-mgmt/bulletins/2014/2014-02.html>

Technology

- AutoCrat - Google Sheets extension
- California Digital Library's EAD Templates:
http://www.cdlib.org/services/access_publishing/dsc/contribute/ead_webtemplates.html
- Zoho Creator: <https://www.zoho.com/creator/>
- Archival Training Collaborative, Louisiana Archivists:
<http://louisianaarchivists.org/atc/archival-training-resources-online.html>

Digital Preservation

- Conservation Center - Preserving A/V Media videos:
<http://www.ccaha.org/education/videos>
- Guide to Digital Preservation Tools <http://digitalpowrr.niu.edu/>
- Retention Schedule with a Guide to Format Types:
<http://www.sec.state.ma.us/arc/arcpdf/October-2013-02-11-supplement.pdf>
- Electronic Records Guidelines
http://www.sec.state.ma.us/arc/arcpdf/Electronic_Records_Guidelines.pdf

FIND YOUR PEOPLE

Trust us. We're from the Internet.

Twitter Chats

- #snaprt – SAA Students & New Professionals Roundtable
- #critlib – CritLib.org – critical librarianship
- Track conference hashtags

Newsletters

- Data is Plural
- MIT h + d insights
- News and Information from UCLA Digital Humanities

Podcasts

- The Audio Signal
- More Podcast, Less Process
- Stuff You Missed In History Class

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WE MUST TALK.

let's eliminate tweeting into the void or cold-calling for help

Nadia: @ionphase
Genna: @historivist
Jaimie: @inkpapertime