


MARY KIDD

 New York, NY

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LIBRARY AND ARCHIVES PROFESSIONAL

EDUCATION

Masters in Library and Information Science September 2014
Palmer School, Long Island University

Bachelor of Arts Degree September 2005
University of Toronto

PROFESSIONAL EXPERIENCE

Systems and Operations Coordinator August 2016 - present
New York Public Library (New York, NY)

Serve as a key member of the Special Collections (SC) Department, charged with facilitating operations and systems integrations and implementation across the Library.

- Develop and implement workflows that are visible, intuitive and promote collaboration across units.
- Provide staff training on new systems as they are adopted.
- Develop and implement methods such as developing in-house scripts that decrease repetitive manual file management and organizational tasks.
- Coordinate development expansions of our descriptive metadata system ArchivesSpace to fulfill SC's collection management goals: develop user stories, instigate a cross-institutional working group, and meet with Lyrasis representatives.
- Create and maintain an internal departmental site containing dashboards that communicate the department's work and progress on various projects and initiatives.
- Work with department heads to develop and interpret the department's processing queue, and communicate priorities to stakeholders in the research libraries.
- Work with Digital and IT staff to ensure systems upgrades and installations are executed with minimal disruption.
- Maintain systems process and training documentation in an internal site.

National Digital Stewardship Resident September 2015 - May 2016
New York Public Radio (New York, NY)

Selected as one of five residents for a distinguished Library of Congress-funded fellowship that placed MLIS graduates at major cultural heritage institutions to work on digital preservation projects.

- Researched the NYPR archive's digital current asset management and metadata systems, and made recommendations for improvements to existing systems, or to adopt new systems.
- Analysed online and nearline storage, which helped archivists understand points of data

redundancy/duplication, and project born-digital asset growth over time.

- Produced a final Preservation Roadmap report, which prompted the Archive to develop, adopt and promote a new born-digital preservation policy. Presented to Engineering team and vendor.
- As a requirement of the program, dedicated 20% of time outside the NDSR project to learn how to use Python scripts to extract metadata from optical media.
- Traveled and spoke at archival and media conferences, and organized a day-long public digital archives symposium at the Brooklyn Historical Society.

Electronic Data Interchange Fulfillment Associate

JSTOR (New York, NY)

September 2010 - August 2015

- Managed data file uploads to/from the Klopotek journal subscription fulfillment system.
- Coordinated journal subscription metadata uploads into JSTOR's webshop.
- Reported and tracked system bugs/issues in the JIRA system.
- Produced annual data reconciliation reports for agents.
- Trained and managed seasonal temporary data entry staff, and developed documentation.

VOLUNTEER WORK

Core Member

XFR ("Transfer") Collective (New York, NY)

May 2016 - Present

- Digitize a variety of magnetic video and audio tapes to digital format using specialized equipment.
- Serve as lead project manager of all transfer and education/outreach projects for the organization.
- Designed and built a video and audio digitization memory at the Metropolitan Library Council (METRO) studio space, and develop teaching workshops for staff and METRO members.
- Represent XFR at national archives and preservation conferences.

PRESENTATIONS

Forthcoming: Workshop Facilitator: Endangered Data Week. Barnard Library. (New York, NY). March 2018

Panelist: XFR Collective: Growing and Sustaining Community Audiovisual Archiving in New York City. Association for Moving Image Archivists (AMIA) Conference. (New Orleans, LA). October 2017

Guest Lecturer: Archiving Tools and Techniques for Independent Media Producers. Personal Digital Archiving Seminar, New York University (New York, NY). June 2017

Panelist: Addressing Issues of Sustainability in the NDSR Model Personal Digital Archiving Conference. NDSR Symposium, Library of Congress. (Washington, DC) April 2017

Workshop Facilitator: Podcasting Tools and Techniques for Preservation and Discovery Workshop. Personal Digital Archiving Conference, Stanford University. March 2017

Palo Alto, CA.

- Guest speaker: *Mass digitization of audio/visual materials at NYPL*. Audio Preservation Graduate course, Palmer School (New York, NY). February 2017
- Poster Presenter: *if (you are a digital archivist) then { you = "might need to learn to code"; }*. Society of American Archivists (SAA) Annual Conference (Atlanta, GA). August 2016
- Presenter: *Get Out Of My [Mini]Disc, Get Into My Drive*. Let's Get Digital! NDSR Symposium, Brooklyn Historical Society (New York). April 2016
- Panelist: *Committee on Metadata and Digital Archiving*. Radio Preservation Task Force Conference (Washington, DC). February 2016

WRITINGS

- *Forthcoming*: Kidd, Mary. "Horizontal Mentorship: A Preservation Solution for Marginalized and Underrepresented Audio/visual Works". *Public* (Issue 57). Eds. TBD. Toronto, ON: Public Access Collective, 2018.
- Author. *Let's Start with a Box: Special Collections and Object Management*. NYPL SpecialCollections.txt blog. Published July 6, 2017.
- Co-author. *Lots of Transfer Collectives Keep Cultural Memory Safe: The Importance of Community Audio/Visual Archiving*. The Signal Blog. Library of Congress. Published January 16, 2017.
- Author. "Digital Stewardship in a Radio Archive". The Signal Blog. Library of Congress. Published January 5, 2016.

TECHNICAL PROFICIENCIES

- Library/archives systems – Sierra, Virtua, ArchivesSpace, Archivematica, BagIt
- Metadata standards and tools – MARC, EAD, ICEDIS, DACS, MARCEdit, Oxygen, xslt
- Database management and reporting – Excel, Filemaker Pro, Access, MySQL, Tableau, TreeSize, R
- Scripting – JavaScript, Python, bash, command line tools
- Web – HTML4, XML, CSS
- Project management – Trello, Zapier, Lucidchart, SugarCRM
- Systems documentation and version control – Google Drive, JIRA, Confluence, Github