

## Education

- 2007 Master of Science in Library and Information Science, University of North Texas. Denton, TX
- 1997 Bachelor of Arts in English, University of Houston. Houston, TX
  - 2000 12 graduate course credit hours toward an MA in English Literature, University of Houston. Houston, TX

## Academic Libraries Experience

October 2019 – Present | Director, UCLA Library Special Collections | UCLA (Los Angeles, CA)

- Heads an enterprise-wide organization marshalling the Library's special collections resources, services, and operations
- Provides leadership, oversight, and strategic vision to shape the future of special collections and archives at UCLA
- Develops and contributes to initiatives that advance diversity and inclusion as integral to academic excellence through the work of special collections and throughout the Library
- Fosters innovative practices responding to contemporary challenges affecting the leadership and management of special collections and archives, including preservation and conservation of material objects, digital records preservation, and use of digital tools and methods to enhance delivery of special collections content and services
- Serves as a member of the Library's management team

Mar, 2016 – Sept, 2018 | Dorothy Foehr Huck Chair & Head, Eberly Family Special Collections Library, Rank: Associate Professor | Penn State University (University Park, PA)

- Oversaw five functional areas of operation of the Special Collections Library: Curatorial and Exhibition Services, Research Services, Collection Management, Digital Services and University Archives (including staff of the Coal and Coke Heritage Center at Penn State Fayette)
- Provided leadership for special collections and archives maintained by the University's Commonwealth Campus libraries
- Set priorities for collection development for digital and physical special collections and identifies and initiates new collecting areas in support of the University's evolving research and teaching mission
- Worked with other University Libraries departments and staff to develop priorities, technical infrastructure and workflows in support of large-scale digitization initiatives
- Served as on the Libraries Development Board participating in large-scaled fundraising campaigns and programs
- Interim University Archivist launching a reappraisal of and update to a university-wide program for accessioning institutional archives (Oct 2017 to Sept 2018)

Jan, 2014 – Mar, 2016 | Associate Director, Special Collections Library | University of Michigan (Ann Arbor, MI)

- Supervised the work of Reader Services and Collections Services staff
- Developed, documented, implemented, evaluated, and revised policies and procedures to ensure appropriate access to and effective stewardship of collection material
- Coordinated activities with staff in Technical Services, Digital Library Production Services, Preservation and Conservation, Document Delivery, and other Library units to accomplish programmatic priorities and project goals
- Implementation of the Special Collections Library Image Bank

- Participated in planning, policy development, and priority setting for the Special Collections Library Curator for the Artists' Books Collection

2011-2013 | Special Collections Librarian, Librarian Assistant Professor | University of Miami (Coral Gables, FL)

- Promoted and responsible for Rare Books Collection development, instruction, and outreach
- Partnered with Manuscripts Librarian for digitization, instruction, and outreach endeavors
- Developed and implemented local cataloging policies and procedures
- Determined relevant, curriculum-related materials for digitization projects
- Assisted in the research, development, and execution of Special Collections exhibitions
- Assisted in the planning of Division outreach programming
- Collaborated with Preservation Librarian to ensure safe handling of materials and strategies for preserving damaged or at-risk items
- Managed Special Collections circulation and workflow automation software (Aeon) to develop best practices for data entry, monitor varying levels of usage, and generate quarterly and annual statistics for internal use and external reporting
- Supervised student workers in preparing archival collections for digitization queue
- Provided reference, instruction and research services to Special Collections users, including
- development and management of Division's blog content
- Developed effective relationships with users to assess instructional and research needs as pertinent to Special Collections
- Education & Outreach Librarian for Women's & Gender Studies and Anthropology disciplines

2009 - 2011 | Project Manager, Librarian for Digitizing Louisiana Newspapers Project | Louisiana State University (Baton Rouge, LA)

- Managed daily operations and workflow of digitization of microfilmed and print-copy historical newspapers in support of the National Digital Newspaper Program
- Supervised graduate assistant and student worker and coordinated the work of other staff contributing to the project
- Assisted the Project Co-Directors with the title selection process and liaised with the project Advisory Board
- Oversaw the microfilm evaluation and metadata collection and supervised the shipment and tracking of microfilm and digital assets
- Maintained regular contact with contracted vendors, supervised the technical inspection of microfilm per ISO specifications and supervised quality control checks on all digital assets created by vendors
- Created and maintained supplemental descriptive materials for future subject guides using the newspapers
- Coordinated outreach efforts to K-12 teachers and University instructors to advocate use of the project in classrooms
- Maintained project records, compiled statistics, prepared reports, and monitored budget
- Assisted with creation and maintenance of the project website, and facilitated project publicity
- Answered research queries regarding newspapers' content and access
- Principal author of renewal NEH grant application. Awarded \$285,000, 09-01-2011

2007 - 2008 | North Carolina Newspaper Digitization Project Coordinator, Archivist III | North Carolina State Archives (Raleigh, NC)

- Established specifications for digitizing microfilmed newspapers for pilot project funded by Library Services Technology Act grant
- Solicited and recommended vendor-contracted services for developing an online network for project participants including librarians, archivists, historians, and K-12 teachers
- Selected digital examples of objects for project Wiki display for partners statewide

### Related Experience

Summer 2006 | Intern | National Anthropological Archives, Smithsonian Institution (Suitland, MD)

- Scanned, organized, and incorporated images for migration to Smithsonian's automated library system
- Assisted in implementing scanning and metadata protocols to meet NISO standards
- Calibrated scanners and monitors for optimum environmental controls
- Performed retrospective workflow assessment of digital images within internal systems
- Assessed overall organization of NAA's digital assets and standardized naming conventions and file types
- Conducted research and selected images for the Archives' "What's New" section of website

2003-2004, 2008 | Indexing (Management), Editorial | Alexander Street Press (Alexandria, VA) As Editor (2008)

- Managed four digital humanities database products comprised of manuscript and published materials for the academic/public library markets
- Explored product development in multimedia display in text, audio, and video formats
- Developed product bibliographies and consulted with editorial advisors in selection of materials
- Drafted product description and scope notes for indexing terms
- Negotiated license agreements with publishers, independent authors, and archival institutions
- Performed library market research

As Indexing Manager (2004)

- Managed eleven indexers' workflow on digital humanities database products
- Edited and updated training manuals for multiple products comprised of manuscript and published materials for extensive page-level indexing
- Hired, trained, and supervised new indexers
- Led and facilitated action-focused indexer meetings
- Explored product development
- Represented the indexing staff at senior management meetings

As Indexer/ Abstractor (2003-2004)

- Performed extensive humanities research for product indexing
- Provided SGML document mark-up for a relational database delivery system
- Assisted in product development
- promoted to manager; see above)

### Professional Activities & Service

2007 - Present | American Library Association (ALA), Association of College and Research Libraries (ACRL), Rare Books and Manuscripts Section (RBMS)

- RBMS Executive Committee, Vice-Chair/Chair-Elect, 2016-2019
- RBMS Executive Committee, Member-at-Large, 2012-2015
- RBMS Budget & Development Committee, Member, 2009-2011; 2014-2016

- RBMS 2016 Conference Program Planning Committee, Subcommittee chair: Plenaries
- RBMS 2014 Preconference Program Planning Committee, Co-chair
- RBMS 2012 Preconference Program Planning Committee, Workshops Liaison
- RBMS Local Arrangements Committee for 2011 RBMS Preconference, Member
- RBMS Diversity Committee, Chair, 2010-2012
- RBMS Diversity Committee, Co-chair, 2008-2010

ACRL 2017 Coordinating Committee, Baltimore Maryland

- Roundtable Discussions Committee, Co-chair

Workshop on Technology and Archival Processing at Schlesinger Library at Radcliffe Institute, Harvard University

Advisory Board member, March 2017 – August 2018 Association of Research Libraries (ARL)

- Advisory Group for the Initiative to Recruit a Diverse Workforce member, May 2017 – Sept 2018
- Umbra Search African American History at University of Minnesota - Advisory Board member, 2015 – 2018

### Local Institutional Service

At UCLA

- Library Management Council (ongoing)
- Strategic Directions Planning Task Force (Mar 2020 – Sept 2020)

At Penn State University

- Penn State University We are All In, Member (October 2016 – 2017)
- Libraries Library Management Council, Co-Chairperson June (2016 – Fall 2017)
- University Libraries Records Management Advisory Council (RMAC), Member (March 2016 – August 2018)
- University Academic Leadership Forum, Member (March 2016 –2018)
- University-wide Strategic Plan initiative for Advancing the Arts and Humanities, subcommittee member on Research and Creative Activities (2016 – 2017)
- University-wide Strategic Plan initiative for Advancing the Arts and Humanities, steering committee member (2017 – 2018)

At University of Michigan

- LibGuides Policy & Template Working Group (2014 –2016)
- Library Diversity Council (2014 – 2016)
  - Co-Chair 2015-2016

At University of Miami

- (Selected) Alternate Senator from Libraries, University of Miami Faculty Senate (2013 – 2016)
- Faculty Orientation Committee (2012 – 2013)
- Otto G. Richter Library's 50th Anniversary Committee (2012)
- Special Collections Web Archiving Pilot Group (2012 – 2013)

Exhibitions, Publications, & Presentations Exhibitions

- At University of Michigan
  - "Intersections: Cultures, Identities, Narratives" (Curator)
- At University of Miami
  - "Past is Prologue: The Bard @ UM" (Co-curator)
  - "Do Not Go Gentle: Poetry of Protest" (Co-curator)
  - Celebrating Richter Library's 50th Anniversary (Curator of Special Collections segment) "500 Years of Florida History" (Co-curator)

## Publications

- In Press. Cooke, N. A., Warren, K. E., Brown, M., & Jackson, A. (in press). "It Starts at Home: Infusing Radical Empathy into Graduate Education." *Journal of Critical Library and Information Studies*, 3. Eds. Elvia Arroyo-Ramirez, Jasmine Jones, Shannon O'Neill, & Holly Smith
- Jackson, Athena N. (2016). "Succession Planning for 21st Century Special Collections Leadership: Initial Steps." In L.M. Thomas & B.M. Whittaker (Eds.) *New Directions for Special Collections: An Anthology of Practice*.
- Jackson, Athena N. (2016). "Forging into the Future: Facing Digital Realities and Forecasting Endeavors for Special Collections Librarianship." In A. Hirshon & M. Hubbard (Eds.) *Special Collections in the 21<sup>st</sup> Century*. Chicago, IL: American Libraries Association.
- "Balancing Selection and Digitization: Selecting Nineteenth- and Early Twentieth-Century Newspapers for Online Access." *Preserving Local Writers, Genealogy, Photographs, Newspapers, and Related Materials*. Eds. Carol Smallwood and Elaine Williams. Maryland: Scarecrow Press, 2012. 47-54. Print.
- "Monkeys and Wikis: Tools for Laying the Foundation for a Successful Multi-year Microfilm Digitization Project." Handout, Society of Southwest Archivists 2010 Annual Meeting, April 29, 2010.
- "RBMS Diversity Recruitment Toolkit." Spring 2009. (Principal author, as co-chair of the RBMS Diversity Committee.) "An online guide for RBMS members and library professionals who wish to make presentations about careers in special collections librarianship to students and paraprofessional staff, particularly those from underrepresented racial and ethnic groups."

## Presentations

- May 5, 2020 | *Booksellers* Film Discussion (RBMS Sponsored Event). Streamed and Recorded event by ACRL/RBMS
- April 12, 2018 | Harvard Library Leadership Institute. Invited Speaker on topic: "Building a Persuasive Narrative." Boston, MA.
- June 21, 2017 | 2017 RBMS Conference. Presenter, "Seminar A: Leadership & Management in Special Collections: Becoming the Boss, the First Three Years and Beyond." Iowa City, IA.
- June 21, 2017 | 2017 RBMS Conference. Panelist, "Defining the Archive." Iowa City, IA.
- June 22, 2016 | 2016 RBMS Conference. Moderator, Opening Plenary, "Open the Door to a More Diverse and Collaborative Future." Miami, FL.
- October 12, 2014 | Acknowledging the Past, Forging the Future: National Colloquium on Library Special Collections. Panel Speaker, "Special Collections in an Age of Digital Scholarship." Case Western Reserve. Cleveland, OH
- June 26, 2013 | 2013 RBMS Preconference. Moderator, Closing Plenary, "'It's Showtime, Folks!': The Evolving Nature of Research and Public Engagement with Performing Arts Collections." Minneapolis, MN
- September 22, 2012 | 2nd Annual Joint Conference of Librarians of Color. Panel Speaker, "Diversity in the Special Collections Field: From Defining the Need to Providing Solutions." Kansas City, MO
- June 21, 2012 | 2012 RBMS Preconference. Co-Moderator, Discussion Session, "Putting Diversity into Action: Outreach to Donors from Local Cultural Groups." San Diego, CA

- September 20, 2010 | Avoyelles Rotary Club Meeting. Presenter, "Yesterday's News in Today's Times:
- Digitizing Louisiana Newspapers Project." Marksville, LA
- August 4, 2010 | National Digital Newspaper Program Annual Awardee Meeting, NEH. Panel Speaker,
- "Working with Advisory Boards in Historical Newspaper Title Selection." Washington, D.C.
- August 6, 2010 | National Digital Newspaper Program Annual Awardee Meeting, Library of Congress. Presenter, "From Casting to Production: Developing Successful Workflows with your Vendor." Washington, D.C.
- June 25, 2010 | 2010 RBMS Preconference. Presenter, Seminar: "Recruiting Members of Underrepresented Racial and Ethnic Groups to the Special Collections Library Profession: A How-To Session." Philadelphia, PA
- April 22, 2010 | LSU-SLIS Course: Academic Libraries. Guest Speaker, "Diversity in Special Collections Librarianship." Baton Rouge, LA
- April 17, 2010 | UNT-SLIS Course: Special Collections. Guest Speaker, "Seeing Ourselves in the Collections: Diversity in Special Collections Librarianship." Houston, TX
- January 15, 2010 | Boston Public Library. Presenter for RBMS Diversity Committee Outreach, "Recruiting Members from Underrepresented Communities to Special Collections Librarianship: Diversity in Special Collections." Boston, MA
- June 18, 2009 | 2009 RBMS Preconference. Co-Moderator: Discussion Session, "Many Voices at the Table: Diversity in Special Collections." Charlottesville, VA
- October 4, 2008 | UNT-SLIS Course: Special Collections. Guest Speaker, "An Alumna's Tale: Special Collections Professional Activities." Houston, TX

### Continuing Education

- 2018 Library Senior Fellows at UCLA. UCLA, Los Angeles, CA. (August 5-24, 2018)
- Course: "Teaching History of the Book." Rare Books School at the University of Virginia, Charlottesville, VA. 30 hours coursework completed (July 2-6, 2012)
- "The New Philanthropic Environment: Fundraising for Libraries, Museums, & Archives," RBMS 2007 Preconference One-Day Workshop, Baltimore, MD (June, 2007)
- DACS - Describing Archives: A Content Standard, SAA sponsored Two-Day Workshop, Austin, Texas (April, 2007)

### Awards

- Rare Book School Scholarship (2010)
- Beta Phi Mu (2007)
- RBMS Preconference Scholarship (2007)
- ACRL National Conference Library School Student Scholarship (2007)
- UNT School of Library and Information Sciences Scholarship (2006-2007)