

ELLIOT WILLIAMS

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EDUCATION

The University of Texas at Austin, Austin, TX May 2013
Master of Science in Information Studies
Concentration: Archival Enterprise

University of Miami, Coral Gables, FL May 2011
Master of Arts in History
Concentrations: 20th-Century America, Colonial and Revolutionary America, History of Sexuality

Willamette University, Salem, OR May 2008
Bachelor of Arts in Archaeology

PROFESSIONAL EXPERIENCE

University of Miami, University Libraries Coral Gables, FL
Digital Initiatives Metadata Librarian (Librarian Assistant Professor) Jan. 2015 – Present

- Create, edit, review, and transform metadata for the Libraries' unique digital resources, with the goal of aiding discovery and access
- Develop, evaluate, and implement metadata policies, standards, and workflows
- Lead digital projects metadata team, including training and quality control of staff work
- Manage ingestion of materials to and participate in local maintenance of CONTENTdm digital repository
- Transform existing MARC-based bibliographic records for use as Dublin Core records
- Co-led a project to enhance rights statements in digital collections: analyzed copyright status of all existing items, developed local policy and workflows, and added RightsStatements.org URIs to all item records
- Participated in the creation of the Sunshine State Digital Network, a Florida hub for the Digital Public Library of America. Mapped local metadata to DPLA requirements and prepared metadata for ingest to DPLA. Serve as metadata manager for regional sub-hub, coordinating with partner institutions to harvest metadata and prepare for contribution to DPLA.
- Perform outreach and engage in collaborative projects throughout the Libraries and the university to enhance and broaden metadata operations
- Create original catalog records for monographic resources
- Contribute original name authority records to PCC NACO

Primo Technical Administrator

July 2016 – Present

- Serve as Technical Administrator for discovery interface used by all libraries at the University of Miami, including administratively separate School of Law library
- Manage data harvesting and normalization for all data sources, including Alma ILS, institutional repository, CONTENTdm digital repository, and AtoM finding aids platform
- Coordinate with cataloging staff, liaison librarians, and distinctive collections staff to ensure that display meets users' needs
- Work closely with systems staff and developers on maintenance and new features
- Led user testing of discovery system during implementation phase, Spring 2016
- Coordinate creation and roll-out of new user interface to launch summer 2018

St. Thomas University, University Library

Miami Gardens, FL

Cataloging & Metadata Librarian

Sept. 2013 – Dec. 2014

- Managed cataloging and classification of library materials, both physical and digital, including copy cataloging, original cataloging, and catalog maintenance
- Established local standards for classification and shelving of DVD collection, archival finding aids, and on-going digitization activities
- Coordinated participation in Federal Depository Libraries Program (FDLP), including processing and cataloging, shelf maintenance, and ensuring compliance with FDLP regulations
- Supervised and trained 2-3 undergraduate student assistants per semester in shelving, processing, and basic copy cataloging

Dolph Briscoe Center for American History, UT Austin

Austin, TX

Archival Intern, Archives of American Mathematics

Aug. 2012 – July 2013

- Processed more than 20 collections and accruals, ranging from 1 inch to 11 feet, including rehousing materials and writing finding aids according to established archival standards
- Created and edited MARC records for collections and individual items
- Performed collection-wide update project to reformat and standardize over 100 finding aids

National Museum of the American Indian, Smithsonian**Institution**

Suitland, MD

Archives Intern, Paper Archives

June – Aug. 2012

- Participated in a multi-year project to arrange, describe, and preserve a large collection of the National Congress of the American Indian records (approx. 400 linear feet)
- Ensured continuity and consistency between several years' worth of processed records
- Converted legacy finding aid for the collection and input into Archivists' Toolkit

PUBLICATIONS

Articles

Laura Capell & Elliot Williams. (In revision) "Implementing RightsStatements.Org at the University of Miami Libraries."

Other Publications

Laura Capell & Elliot Williams. "Assigning Rights Statements to Legacy Digital Collections," (Poster Abstract) In *Proceedings of the 13th International Conference on Digital Preservation, Bern, Switzerland, October 3-6, 2016*.
https://phaidra.univie.ac.at/detail_object/o:502824

Paige Morgan, Elliot Williams, & Laura Capell. "Collections as Data Facet #7: La Gaceta de La Habana," In *Collections as Data Facets*, 2017. <https://collectionsasdata.github.io/facet7/>

Elliot Williams. "MARCing Time." Personal blog exploring the history of the MARC formats. 2018 (Ongoing). www.marchistory.tumblr.com

PRESENTATIONS

Elliot Williams. "Metadata for Digital Libraries." Half-day in-person workshop. Southwest Florida Library Network (SWFLN). August 9, 2018 (Scheduled).

Elliot Williams. "Digitization Series: Metadata." Webinar. Southeast Florida Library and Information Network (SEFLIN). May 9, 2018.

Elliot Williams. "NuSearch: New Primo user interface at University of Miami Libraries." UML Library Learning Forum, Miami, FL, April 30, 2018.

Elliot Williams & Carolina Meneses. "Creating metadata with the community: user comments in the Ruston Academy digital collection." Poster session. SEFLIN Regional Conference, Miami, FL, July 27, 2017.

Laura Capell & Elliot Williams. "Implementing RightStatements.org at the University of Miami Libraries." Webinar. Association of Southeastern Research Libraries (ASERL), May 17, 2017.

Emily Gore, Molly Huber, Brandy Karl, Nicole Lawrence, Hannah Stitzlien, Elliot Williams, & Micah Zeller. "Turn the Rights On: A RightsStatements.org Update and Comparison of Regional Rights Standardization Projects." DPLAfest, Chicago, IL, April 20-21, 2017.

Laura Capell & Elliot Williams. "Clarifying Copyright: Applying Rightsstatements.org to Legacy Digital Collections." DLF Forum, Milwaukee, WI, November 7-9, 2016.

Laura Capell & Elliot Williams. "Increasing Digital Collection Usability by Evaluating Copyright." UML Library Learning Forum, Miami, FL, September 1, 2016.

Laura Capell & Elliot Williams. "Assigning Rights Statements to Legacy Digital Collections." Poster Session. Rare Books and Manuscript Section (RBMS) Annual Conference, Coral Gables, FL, June 21-24, 2016. <https://scholarlyrepository.miami.edu/librarypapers/2/>

Elliot Williams. "Automating the Community: MARC Community Information Format and Changing Libraries in the 1990s." Library History Seminar XIII, Boston, MA, July 31-August 2, 2015.

Elliot Williams. "Audio Digitization Planning in a Small Archives." Poster Session. Society of American Archives (SAA) Annual Meeting, New Orleans, LA, August 11-17, 2013.

Elliot Williams. "Web Archiving for University Records." Society of Southwest Archivists (SSA) Annual Meeting, Austin, TX, May 22-25, 2013.

SKILLS

Cataloging/Metadata Standards: MARC 21, RDA and LC-PCC PS, DCRM, Dublin Core, EAD, DACS, LCSH, LCNAF, LC Classification, AAT, TGM, OAI-PMH

Software: OCLC Connexion, Ex Libris Alma and Primo, Innovative Millennium, OCLC WorldShare Management Services, OCLC CONTENTdm, bepress Digital Commons, Repox, MarcEdit, OpenRefine, Excel

Programming languages: XSLT (beginner), VBA (beginner), Python (beginner)

Language: Spanish (beginner); Experience cataloging in a variety of languages and scripts

CONTINUING EDUCATION

2018	DLF eResearch Network
2017	"Introduction to Linked Data," Library Juice Academy online course
2017	"Introduction to the Semantic Web," Library Juice Academy online course
2017	"DPLA Data Quality Bootcamp," one-day workshop at DPLAfest, Chicago
2016	"Demystifying Digital Humanities: Data Wrangling," two-day workshop at University of Miami Libraries
2015	"Transforming and Querying XML with XSLT and XQuery," Library Juice Academy online course

SERVICE

Professional

2018-	Chair, Metadata Working Group, Sunshine State Digital Network
2017-	Member, Working Group on Labor in Digital Libraries, Digital Library Federation
2016	Member, Judith Beale Scholarship Committee, Society of Florida Archivists
2015-2016	Member, Annual Conference Local Information Committee, New Members Round Table, American Library Association

2014-2016 Coordinator, Cataloging Discussion Group, Southeast Florida Library
Information Network

Community

2018- Exhibit Advisory Committee, “Miami’s LGBT History” (working title),
HistoryMiami Museum

University of Miami

University

2016- Undergraduate LGBTQ-Ally Mentorship Program

Library

2017 Member, Cataloging & Metadata Librarian (Database Management Specialist)
search committee

2017 Member, Digital Application Development Librarian search committee

2017- Member, Digital Collections Application working group

2017- Member, Website Redesign Advisory Team

2016 Member, Digital Production Manager search committee

2016 Member, Digitization Grant Project Manager search committee

2016- Member, Ex Libris Coordinating Council

2016- Faculty Orientation Committee

Member, 2016-2017

Co-chair, 2017-Present

2016- Member, Primo Working Group

2015- Member, Digital Collections Committee

2015 Member, Metadata Technician search committee

2015-2017 Member, User Experience (UX) Team

MEMBERSHIPS

2013- Society of Florida Archivists

2015- American Library Association

2016-2018 Society of American Archivists