

**ANN ABNEY, CA**  
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## EDUCATION

**PhD in History**, University of South Florida · Tampa, FL – August 2024 – Present

**Master of Library Science**, University of Maryland · College Park, MD – August 2016

- Specialization in Archives, Records, and Information Management

**Master of Arts in History**, University of Maryland · College Park, MD – August 2016

- Thesis title: "Someone Else's Textbooks: German Education 1945-2013"

**Bachelor of Arts in History**, Magna Cum Laude, Honors Degree, Carroll University · Waukesha, WI – August 2013

**Study Abroad**, Aberystwyth University, Aberystwyth, Wales, United Kingdom – September 2012 to June 2013

## PROFESSIONAL EXPERIENCE

**Digital Initiatives Metadata Librarian**, University of South Florida · Tampa, FL – February 2023 to Present

- Establish metadata standards for digitized archival collections
- Oversee implementation of standards and metadata clean-up of archival and campus partnership collections
- Create links between archival finding aids and digital collections
- Serve a member of the Digital Commons team for collaboration with the platform across USF campuses
- Create workflows for reparative description
- Supervise one full-time employee and two 20-hour/week students

**Adjunct Lecturer**, School of Information Sciences, University of Illinois Urbana-Champaign · Urbana, IL – August 2021 to Present

- Teach classes of up to 50 Library Science Master's students including introductory Library Science courses (IS 510 – Libraries, Information and Society), archival arrangement and description (IS 593-AAO – Archival Arrangement and Description), and archival appraisal (IS 573-DCA – Documentation, Collection, and Appraisal of Records)
- Develop courses on archival topics to fill gaps in Illinois' offerings on archives

**Special Projects Archivist**, South Carolina Political Collections, University of South Carolina · Columbia, SC – March 2019 to February 2023

- Arrange and describe unprocessed collections detailing post-World War II South Carolina political history
- Supervise up to four interns and one part-time employee on processing, exhibit, and space management projects
- Write detailed folder-level finding aids for collections both in Word and ArchivesSpace
- Send twice-yearly emails to around 35 professors with individualized collections suggestions for class use
- Curate digital collections with digitized material and appropriate metadata including the following collections:
  - [Political Campaign Memorabilia](#)
  - [Hunger in America](#)
  - [In Camp and at the Front: World War I Selections from South Carolina Political Collections](#) (expanded)
  - [The Equal Rights Amendment](#)
- Teach undergraduate students about archives and how to use them for their research projects
- Create exhibits for the South Carolina Political Collections (SCPC) public gallery
- Write blog posts promoting collections and new exhibits

- Teach workshops for local primary and secondary teachers on archival resources at SCPC for classroom and National History Day purposes
- Transcribe digitized materials to increase accessibility
- Create and keep updated databases for physical control of collections
- Serve on the University Libraries Outreach Committee to promote the use by the University of South Carolina community
- Serve on search committees and attend candidate presentations and offer feedback

**Archivist, National Archives and Records Administration · College Park, MD – July 2016 to March 2019**

*Project Lead - April 2017 to September 2018*

- Lead teams of up to 10 in completing the processing of records of the Panama Canal and the Department of Housing and Urban Development
- Performed audits of completed work, focusing on lower-level creators, disposition status, and completeness of catalog descriptions
- Coordinated cross-trainee and unpaid intern schedules, training, and projects
- Responsible for the performance management of colleagues to ensure timely completion of tasks
- Advised team members on implementing new processing guidelines, troubleshooting Holdings Maintenance System (HMS) and the Description and Authority Service (DAS) systems, and making complex archival decisions
- Developed processing plans for on-time goal completion
- Prioritized series to be completed based on cubic footage, needs assessments, and potential use
- Trained lower-level staff on disposal, holdings maintenance, and cataloging systems
- Completed Panama Canal processing project of 950 cubic feet 6 weeks early
- Processed 1500 additional cubic feet in the Housing and Urban Affairs cluster during the HUD Processing Project
- Answered reference questions via email, in person, and on the HistoryHub platform using the Catalog, HMS, and the records
- Created detailed record series, file-unit, and item-level descriptions for inclusion in DAS and HMS including folder title lists to create finding aids
- Analyzed holdings and work with Reference staff to prioritize processing projects
- Conducted detailed analysis of records and accessioning paperwork to determine retention, arrangement, scope and content, and access and use restrictions
- Acted as disposal liaison for the proper retention and disposal of temporary and duplicate archival and library materials
- Liaised with other processing units to determine what tools should be added to the Electronic Records Archive 2.0 (ERA 2.0) for electronic records processing
- Created detailed daily, monthly, and yearly reports on work in-progress and completed

**Archives Technician, National Archives and Records Administration · College Park, MD – July 2015 to July 2016**

- Completed training in HMS preservation, holdings maintenance, access restrictions such as Freedom of Information restrictions, and textual processing, completing the Archives Technician Development Program (ATDP)
- Created record series descriptions for inclusion in the DAS systems, and HMS including folder title lists to create finding aids
- Gave tours of Archives II building, highlighting research room operations, history of the building, and history of the National Archives
- Oriented researchers both to NARA and the textual research room

- Participated in all aspects of research room operations including pulling records, checking records out, and monitoring researchers

**Volunteer**, National Archives and Records Administration · College Park, MD – October 2014 to June 2015

- Processed 21 cubic feet of Department of State and United Nations records
- Rehoused records from Federal Records Centers into archival quality boxes
- Determined use restrictions, such as copyright, and applied appropriate classifications
- Prepared duplicate records for the de-accessioning/internal disposal process
- Participated in processing projects led by NARA archivists

**Graduate Assistant**, Office of Research Development, Univ. of Maryland · College Park, MD – June 2014 to July 2015

- Managed grants opportunities through a limited submission CompetitionSpace website
- Wrote technical manuals for Limited Submission services, CompetitionSpace and SPINPlus
- Reviewed research opportunity alerts for proper grammar, spelling, and formatting
- Worked in a collaborative team to promote the University of Maryland research priorities

**Volunteer**, Archives Center, National Museum of American History · Washington, DC – August 2013 to July 2015

- Edited Machine-Readable Cataloging (MARC) records with correct metadata, including anchored subject terms
- Created Smithsonian Institution Research Information System (SIRIS) catalog records with updated scans
- Created and implemented metadata schema and searching criteria for largest collection of scanned material using Adobe Bridge
- Used Adobe Photoshop to create composite images of materials requiring multiple scans

**Student Archival Trainee**, National Archives and Records Admin · College Park, MD – October 2013 to June 2014

- Described over 650 series totaling over 2,300 cubic feet in 18 Record Groups
- Determined and perfected arrangement and reviewed finding aids against records
- Created record series descriptions for inclusion in DAS and HMS including folder title lists
- Conducted stack audits to check and perfect the physical control of NARA's holdings
- Trained lower-level staff on HMS and DAS
- Participated in the execution of the division-wide processing and description projects

**SKILLS**

- **Software** – Microsoft Office Suite, OpenOffice, Evernote, CompetitionSpace, Canvas
- **Web Design and Photo Editing Software** – Adobe Photoshop, HTML
- **Archival and Library Software** – Adobe Bridge, ArchivesSpace, ContentDM, DACS standards, DAS, Digital Commons, Dublin Core standards, EAD standards, HMS, Horizon, LCDRG, Primo

**CERTIFICATIONS AND COURSES**

- **Advanced Topics in Financial Management** – March 2022
- **Financial Management for Archivists** – January 2022
- **New Faculty Academy Certificate** – June 2020
- **Certified Archivist** – July 2017, Renewed July 2024
- **Certificate of Federal Records Management** – April 2017

## PUBLICATIONS AND PRESENTATIONS

### **"Are You the Gatekeeper? Job Advertisements as Barriers to Employment for Disabled Archivists"**

- Cowritten with Chris Tanguay. Accepted for publication in *Preserving Disability*, ed. Gracen Brilmyer and Lydia Tang (Expected Fall 2024)

### **"From the University of Maryland to... Everywhere? Expectations vs. Realities from Early(ier) Career Archivists"**

- Presented at the Mid-Atlantic Regional Archives Conference (MARAC) in October 2023

### **"Understanding the Unseen: Invisible Disabilities in the Workplace"**

- Cowritten with Veronica Denison, Michelle Ganz, and Chris Tanguay. *The American Archivist* 85(1) (Spring/Summer 2022).

### **"Teleworking with Cats is Not Slacking Off: Asking for Mental Health Accommodations"**

- Presented at the Society of American Archivists (SAA) Annual Conference, August 7, 2020

*Life After the Divorce: Slovak Émigré Opinions on the Velvet Divorce*. Aberystwyth, UK: published by author, 2013.

## GRANTS

- FY21-22, Co-PI, ASPIRE-III (University of South Carolina internal grant), Obsolete Media Digitization Program, \$44,211

## PROFESSIONAL MEMBERSHIPS

- **Academy of Certified Archivists**
- **National Council on Public History (NCPH)**
- **Mid-Atlantic Regional Archives Conference**
- **Visual Resources Association (VRA)**

## SERVICE

- **Member**, USF Faculty Council on Student Admissions (August 2024-Present)
- **Member**, Graduate Course Preapproval Committee, Academy of Certified Archivists (March 2024-Present)
- **Co-Chair**, Inservice Day Committee, USF Libraries (September 2024-May 2024)
- **Member**, Grants Working Group, USF Libraries (September 2024-Present)
- **Member**, Elections and Governance Committee, USF Libraries (June 2024-Present)
- **Member**, Nominating Committee, Academy of Certified Archivists (April 2023-Present)
- **Committee Member**, Cooperative Metadata Team (CoMeT) (March 2022-February 2023)
- **Committee Member**, University Libraries Outreach Committee (May 2019-February 2023)
- **President**, South Carolina Archival Association (SCAA) (October 2021-October 2022)
- **National History Day Judge**, (2010-Present)
- **Secretary**, University Libraries Faculty (May 2021-May 2022)
- **Chair**, University Libraries Disaster Preparedness Plan Rewrite (February 2022-May 2022)
- **Treasurer**, Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP) (February 2020-January 2022)
- **Vice President/President-Elect**, South Carolina Archival Association (SCAA) (October 2020-October 2021)