

CURRICULUM VITAE

Marie Elia

Archivist for Special Collections
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EDUCATION

MLIS 2008	University of Pittsburgh Focus: Cataloging, Rare Books, Special Collections, and Preservation
MFA 2007	Columbia University Creative Writing: Poetry
B.A. 2000	Allegheny College English Literature

CERTIFICATION

Certified Archivist

Certificate, Introduction to Records Management, International Council on Archives

PROFESSIONAL EXPERIENCE

2019 - **Archivist for Special Collections**

University Libraries, University at Buffalo, Buffalo, NY

- Provide expert guidance and management of archival and manuscript collections, including appraisal, accessioning, preparation of processing plans, arrangement and description, and preservation of materials housed within Special Collections collecting areas, including but not limited to the Poetry Collection, the Rare and Special Books Collection, University Archives, and the Robert L. Brown History of Medicine Collection.
- Provide leadership for the arrangement and description program, including establishing best practices in encoding and publishing finding aids using ArchivesSpace and training staff and students in its use; supervising archival arrangement and description work by professional, project, and student staff; setting policy and best practices for processing and descriptive work; developing program goals and metrics to evaluate work; developing processing plans; and helping to plan and prioritize large-scale processing projects.

2013 - **Processing Archivist**

2019 The Poetry Collection, University Libraries, University at Buffalo, Buffalo, NY

- Appraise, arrange, and describe manuscripts and multimedia in the Poetry Collection according to local and national best practices.
- Oversee finding aids maintenance (additions, updates, linking to catalog records, and digital collections) and retrospective conversion of legacy records for the department.

2019 - Project Archivist

2013 The Andy Warhol Museum, Pittsburgh PA

- Arrange, describe, and preserve Andy Warhol's *Time Capsules*, including paper-based items, paintings, audio visual material, textiles, and cultural artifacts; serve as project lead for all areas of digitization and metadata and as liaison to museum's digital asset management team; conduct condition reports for artwork and archival material; and install and deinstall archival material on exhibit at The Warhol and at borrowing institutions.
- Hire, train, and supervise interns; train other project archivists.

RELATED EXPERIENCE**2008 Cataloging Supervisor**

Society of Friends Meeting House Library, Pittsburgh, PA

2008 Cataloging Librarian (volunteer), Rare Books & Manuscripts

Carnegie Mellon University, Hunt Institute for Botanical Documentation, Pittsburgh, PA

2007 - Cataloging Intern

2008 History of Medicine Collection, Hispanic & Latin American Languages Division
University of Pittsburgh, Pittsburgh, PA

2005 Cataloging Assistant, Rare Books Department

New York Society Library, New York, NY

TEACHING

Archives and Records: Practices and Principles, LIS 503, three credit hours, University at Buffalo: Fall 2020 (online)

Archival Description and Processing, LIS 503, three credit hours, University at Buffalo: Summer 2020 (online), Summer 2019 (online), Summer 2018 (online)

Faculty advisor of Practicum (LIS 526), Graduate School of Education, Department of Library and Information Studies, University at Buffalo, Buffalo, NY, August-December 2018

PUBLICATIONS**Books**

Elia, M. (2015). *Girlhood and Machines: Poems*. Chicago, IL: Dancing Girl Press.

Conference papers

Elia, M. (2020, forthcoming). Documenting the Process: The Processing Note as Access Point. In *From Dust to Dawn: Archival Studies After the Archival Turn*. Uppsala, Sweden: Uppsala University.

Contributions to Books

Elia, M. (2018). Note to Self. In S. Tharp and S. Browning (Eds.), *Poet-Librarians in the Library of Babel: Innovative Meditations on Librarianship* (pp. 105-113). Sacramento, CA : Library Juice Press.

Online Publications (Non-Refereed)

Elia, M. (2015, August 27). Silence in the Library. Available from <https://www.berfrois.com/2015/08/an-accidental-archivist/>.

EDITORIAL ACTIVITIES

Refereed Publications

Co-Editor, *The Reading Room: A Journal of Special Collections*: 2015-2019, available from <http://readingroom.lib.buffalo.edu/readingroom>

EXHIBITS

Elia, M., McNally, E., & Patton, J., curators. (2006, October). *Artifact: An Exploration of Format and Function*. University Libraries, University at Buffalo, Buffalo, NY.

PRESENTATIONS

International

Elia, M. (2017, November). *Documenting the Process: The Processing Note as Access Point*. Paper presented at From Dust to Dawn: Archival Studies After the Archival Turn, Uppsala University, Uppsala, Sweden.

National

Beene, S., Elia, M., Kohl, A., Madden, B., & McKee, M. (2017 April.) *This is How We Do It: Helping Our User Communities to Navigate Copyright, Fair Use, and Codes of Best Practice*. Panel presentation at Visual Resources Association Annual Conference, Louisville, KY.

Elia, M. (2014 March.) *Andy Warhol's Time Capsules: Cataloging Workflows and Solutions*. Presented at Visual Resources Association Annual Conference, Milwaukee, WI.

Elia, M. (2011 October.) *A Method to His Madness: An Interdisciplinary Approach to Cataloging Andy Warhol's Time Capsules*. Invited speaker at Archives Week, University of Texas at Austin.

Elia, M. and Morgan, A. (2010 October.) *Defining the Limits of Classification Research and Practice*. Presented at American Society for Information Science and Technology Annual Conference, Pittsburgh, PA.

Regional

Elia, M. and Cogley, S. (2014 March.) *Shifts and Shake-ups: A Conversation about ArchivesSpace Implementation*. Presented at Joint Meeting, Mid-Atlantic Regional Archives Conference and New England Archivists, Boston, MA.

PROFESSIONAL MEMBERSHIPS AND CONTRIBUTIONS

International

International Council on Archives, 2019-present

National

Visual Resources Association, 2013-2017

Meetings Attended: Annual, 2013-2017

Co-Chair, Development Committee, 2015-2017

Co-Chair, VRA-VRA Foundation Joint Task Force on Fundraising & Development, 2015-2017

Online Learning Task Force, 2016-2017

Archives Task Force, 2013-2015

American Library Association, 2008-2011, 2014-2015

Meetings Attended: Annual, 2010

Association of College and Research Librarians Rare Books & Manuscripts Section, 2014-2015

Meetings Attended: 2014

Society of American Archivists, 2012-2013

Meetings Attended: Annual, 2012

Regional

A Mid-Atlantic Regional Archives Conference, 2014-present

Meetings Attended: Spring 2014, Spring 2015, Spring 2019

Conference Planning Committee, Spring 2019

PROFESSIONAL DEVELOPMENT

International

International Council on Archives Section on University and Research Institution Archives Annual Conference. Dundee, UK. July 1-3, 2019

Archives and Records Association (UK & Ireland). Glasgow, UK. August 29-31, 2018

National

Society of American Archivists Arrangement & Description Boot Camp. Syracuse, NY. October 1-5, 2018

GRANTS

Travel

Visual Resources Association Luraine Tansey Memorial Travel Award. 2016. Awarded travel support to attend the 2016 Visual Resources Association Annual Conference in Seattle, WA. Awarded \$400.

Visual Resources Association Luraine Tansey Memorial Travel Award. 2015. Awarded travel support to attend the 2015 Visual Resources Association Annual Conference in Denver, CO. Awarded \$850.

Visual Resources Association Luraine Tansey Memorial Travel Award. 2014. Awarded travel support to attend the 2014 Visual Resources Association Annual Conference in Milwaukee, WI. Awarded \$500.

Association of College and Research Librarians Rare Books & Manuscripts Section Travel Award. Awarded travel support to attend the 2014 RBMS Pre-Conference in Las Vegas. Awarded \$450.

SERVICE

University Libraries

Member, Equity and Social Justice Advisory Group, 2020-present

Member, Library Systems Committee, 2019-2020

Member, Scholarly Information Life Cycle Strategic Design Team, 2018-2019

Member, Technology Working Group, 2017-2019

Member, Search Committee for Assistant Curator of the Poetry Collection, 2017

Member, Communications Team, University Libraries, University at Buffalo, 2015

Member, ArchivesSpace Implementation Lightning Team, 2013-2014