

**Anne Thomason**  
**Earlham College Friends Collection and Archives**  
**801 National Road West**  
**Richmond IN 47374**  
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**EDUCATION**

**University of Michigan School of Information** Ann Arbor, Michigan  
MSI Master of Science in Information, April 2008  
Specialization in Archives and Records Management

**Emory University** Atlanta, Georgia  
MA Master of Arts in History May 1998

**Macalester College** St. Paul, Minnesota  
BA Bachelor of Arts in History, Cum Laude May 1994

**PROFESSIONAL EXPERIENCE**

**Earlham College Friends Collection and College Archives** Richmond, Indiana  
*Assistant Archivist* July 2007-present

- Processing collections related to Quakerism and College Archives
- Research into implementing EAD and how to improve access to our collections
- Performing preservation assessments and revisiting the Disaster Plan
- Updating the Earlham College Archives Guide
- Improving description and preservation of our photograph collection
- Assisting with a Ford-Knight grant to create an online exhibit of Earlham College Archives images

**Bentley Historical Library** Ann Arbor, Michigan  
*Graduate Student Processor* September 2007-May 2008

- Appraise, process, and write finding aids for the Michigan Historical Collections

**Inter-University Consortium for Political and Social Research** Ann Arbor, Michigan  
*Digital Preservation Assistant* May 2007-May 2008

- Research current trends and best practices in the digital preservation field
- Evaluate and update the Digital Preservation Management Tutorial
- Create digital content review for preservation of geospatial data
- Conduct research and write reports on the current state of persistent identifiers

**Hatcher Graduate Library, University of Michigan** Ann Arbor, Michigan  
*Graduate Reference Assistant* September 2006 – April 2008

- Answer user inquiries at the Information and Reference Desk
- Familiarize users with available information resources and technology

**Cranbrook Educational Community Archives** Bloomfield Hills, Michigan  
*Archives Intern* May 2007-August 2008

- Processed the Michael Barone Papers Election Results Record Group

- Evaluated CONTENTdm as a digital collection management solution

**Charles F. Kettering Foundation**

Dayton, Ohio

*Research Associate*

September 2001 - August 2006

- Directed and conducted research into 20th Century social policy and its impact on communities
- Coordinated and supervised the work of several research assistants
- Led and designed a Focus Group and Workshop on College Student Engagement

**Emory University**

Atlanta, Georgia

*Public Services Assistant, Special Collections Library*

September 2000 - August 2001

- Designed an on-line interactive guide for the American Civil War Collections:  
<http://marbl.library.emory.edu/Guides/guides-cw/>
- Supervised reading room of 5-6 researchers and answered reference questions
- Researched all questions and handled special requests concerning the American Civil War
- Performed clerical duties such as filing, proofreading, reading room statistics keeping, photocopying, and re-shelving.

*Archival Services Graduate Assistant, Special Collections Library* June 1996 - August 2000

- Processed collections and wrote finding aids for a variety of collections
- Scanned and edited over sixty finding aids for a digitization project

*Cataloging Student Assistant, Robert W. Woodruff Library*

June 1995 - May 1996

- Barcoded and entered serials into library catalog and re-shelved books and serials

*Instructor, History Department*

Fall/Spring 1995, 1998

- Designed curriculum, selected materials, and taught courses on American history

**Reinhardt College**

Waleska, Georgia

*Instructor*

Spring 1999

- Designed curriculum, selected materials, and taught a course on American history

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**SKILLS**

- **Archival:** MARC, EAD, AACR2, DACS, Dublin Core, OAI reference model.
- **Technical:** Microsoft Word, Excel, PowerPoint, Access; HTML, CSS, Dreamweaver, Ruby; and CONTENTdm
- **Online Searching:** Experienced with a wide range of search engines and online resources including Lexis/Nexis, JSTOR, Worldcat, Google, ERIC, Proquest Databases, and many more
- **Project Management:** experience preparing client deliverables under strict time constraints
- **Language:** reading knowledge of French and Latin

**GRANTS & AWARDS**

- Kenneth E. Vance Merit Scholarship, School of Information   Granted September 2006
- Robert W. Woodruff Library Graduate Fellowship           January - June 2001
- Woodrow Wilson National Foundation Practicum Grant,   Granted in May 2000  
to create a web guide for Emory University's Civil War collections
- Mellon Southern Studies Fellowship, Emory University   1998 – 1999
- Departmental Fellow, Emory University History Department 1995 - 1998

**ACTIVITIES**

- Society of American Archivists, SAA University of Michigan Chapter, Officer and Member 2006-present

- American Library Association ALA, Member, 2006-present
- Emory University and Macalester College committee service: Safety and Security, Lullwater Park Management Task Force, and Library Committees, 1990-2000

