

KATEY WATSON

Archivist ▪ 765-409-0351 ▪ watsonkatey@gmail.com

PROFILE

Enthusiastic Archivist with over ten years of experience managing, providing access to, and promoting archival records and special collections. Educated and practiced in archival science and theory, copyright and privacy law, and national and international standards for description. Experienced in providing reference service, teaching archival literacy, and creating exhibitions, displays, and online resources. Extensive practice appraising, arranging, describing, and preserving archival records and special collections. Strong leadership skills and ability to effectively train, delegate to, and manage staff, volunteers, and students.

ACADEMIC BACKGROUND

Master of Information (ALA accreditation), *University of Toronto* 2011 – 2013

Archives and Records Management; Book History and Print Culture

- Relevant courses: Archival Arrangement and Description, Archives: Access Advocacy and Outreach, Digital Preservation and Curation, Managing Audiovisual Materials, Managing Organizational Records, Rare Books and Manuscripts

Honours Bachelor of Arts, *York University* 2006 – 2011

History and English

- Relevant courses: Effective Writing and Research, Topics in Early Modern European History, Studies in Middle English Literature: The Medieval Book, Health in Crisis: Issues of Health Environments and Poverty, War Revolution and Society, Society In Preindustrial Europe

WORK EXPERIENCE

France A. Córdova Archivist (full-time), *Purdue University* Jan 2019 - Present

- Manages the Susan Bulkeley Butler Women's Archives by acquiring, arranging and describing, and promoting collections that capture the often overlooked and underrepresented stories of women and their communities in Purdue and Indiana's past
- Addresses gaps in the collection by identifying and contacting women from historically marginalized groups to determine their interest in donating materials to the Archives
- Integrates archival research into undergraduate and graduate courses by discussing the importance of primary sources and devising immersive learning activities
- Builds and maintains relationships with donors to ensure seamless donation of collections
- Supervises graduate and undergraduate students by providing training, developing and overseeing meaningful projects, and providing constructive feedback
- Conducts oral history interviews with women in Purdue's history by discussing the process with the interviewee, devising questions, and reviewing the transcript and recording
- Identifies collections for digitization by assessing frequency or use, rights, and condition, and coordinates with the Digital Programs department to facilitate this work
- Prioritizes collections for processing by determining its probability of use and importance to current research interests
- Oversees the operations of the reference room by updating and assessing current procedures
- Created return-to-work procedures for staff and reference room operating procedures during the COVID-19 pandemic to ensure the safe operation of the Archives
- Describes collections and assists patrons in the use of ArchivesSpace, ContentDM, Alma/Primo

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Archivist (full-time), Royal BC Museum & BC Archives

Sep 2017 - Jan 2019

- Conducted reference service for onsite and remote clients by performing reference interviews, providing direction to resources and collections available at our institution and externally, and instructing clients how to access original records or request reproductions
- Provided internal research services to highlight collections for social media and to ensure our records were represented in permanent and rotating galleries
- Developed unique and engaging displays and exhibitions by identifying topical and diverse subjects, selecting records, writing text, and collaborating with departments to promote knowledge of and access to our holdings
- Supervised and trained staff on reference room procedures such as care and handling, access and copyright restrictions, and reference service to provide them with the knowledge and tools to perform their work efficiently, effectively, and in accordance with privacy and copyright law
- Revised web pages to describe our holdings, institution, and services to ensure clients can easily access clear, concise, and accurate information
- Developed online user guides detailing how to access our online collections search in AtoM and describing how archival collections are described to facilitate client use and understanding of our collections
- Managed volunteers by identifying volunteer projects, coordinating schedules, and providing instruction to provide meaningful work and increase access to our collections
- Delivered onsite tours and presentations to teach visitors about our holdings, the work we do, services provided, and the importance of our collection

Archivist (full-time), Girl Guides of Canada Ontario Council

May 2014 – Sep 2017

- Designed web pages to document the history of Girl Guiding in Ontario, our archival collections, and services available to promote the use of archival records
- Developed research request and donation forms to encourage the public to contact the archives
- Created blog posts, newsletter content, and an online archives quiz to actively engage our members with our history and collections
- Performed research requests on behalf of the public and staff by conducting reference interviews, locating relevant materials and external resources available, and presenting findings to ensure that materials met the researcher's needs
- Updated and created information files and biographical histories for prominent women in Guiding
- Liaised with donors to identify suitable donations and ensure proper documentation of transfer
- Appraised, arranged, and described new and backlog collections to determine whether materials met the archives' collecting mandate, preserve the context of materials, and ensure collections could easily be searched
- Established guidelines for staff, students, volunteers, and researchers who used the archives to prevent infestations, damage to records, and disruption of the archival bond
- Created procedures, templates, and database forms for describing collections using finding aids and our collections database, InMagic, to make collections easier to locate, retrieve, and interpret
- Implemented digitization projects in accordance with copyright law to ensure degrading audio-visual collections were preserved in digital formats to remain accessible
- Developed a records classification scheme and retention schedule for an organization of over 70 staff members, implemented an electronic records management filing system, and created a database for tracking records deposited, their retention period, and destruction date

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- Wrote winning application for Toronto Community Heritage Award which earned our organization both recognition and a monetary award

Photo Archives Assistant (part-time contract), *Toronto Star* Oct 2013 – Apr 2014

- Described photographic records to the item level in Excel to help prepare for the transfer of the collection to the Toronto Reference Library
- Located digitized versions in our database, EMMA, and recorded the identifier in an Excel spreadsheet to link the digitized version to the description

Collections Assistant (full-time and part-time contracts), *Markham Museum* May 2011 – May 2014

- Performed reference services for clients by locating resources and teaching clients how to properly interpret the information presented
- Collaborated with program and curatorial staff to create engaging programs and exhibitions by locating artifacts and records that related to the theme and analyzing their provenance and history to understand and interpret their story
- Trained staff and volunteers on handling collections, data entry, and descriptive standards to ensure the safety of materials and accurate entry of new records
- Coordinated digitization of oral histories by locating experienced vendor, packing materials, and running checksums to ensure materials were properly digitized for preservation and access
- Catalogued oral histories in MIMSYXG, transcribed recordings, created audio clips of engaging sections, and published clips and transcriptions online so the public could learn about the history of buildings and locations in Markham
- Interviewed potential donors, negotiated access restrictions, and created deed of gifts and tax receipts for legal acquisition of new collections
- Catalogued audio-visual records, maps, and records in accordance with archival standards and wrote detailed cataloguing procedure to standardize records created within MIMSYXG database

VOLUNTEER AND PRACTICUM EXPERIENCE

Records Manager (part-time practicum), *St. Michael's Hospital* Jan 2013 – Apr 2013

- Created a records management plan for records storage, organization, retention, and disposition by researching current policies, procedures, and department functions
- Devised and wrote an extensive implementation plan outlining how to number, describe, and organize records within their vault so they could be easily filed, located, and retrieved

Photograph Archivist (part-time volunteer), *Family Service Toronto* Jan 2013 – Mar 2013

- Created series-level descriptions and item lists of the Bolton Camp collection to provide the institution with a detailed list of their holding
- Selected photographs for the upcoming centennial to promote their past services to citizens
- Conserved photographs by removing them from adhesive photograph album and placed them in acid-free sleeves to prevent deterioration

Special Collections Assistant (part-time volunteer), *St. James Cathedral* Jan 2013 – Mar 2013

- Appraised contents of map cabinet and selected records of historical importance, while proposing documents for destruction to maximize storage space and resources

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- Catalogued archival drawings in Excel with all contents, appropriate metadata, and locations, so records could be searched and retrieved

Curatorial Assistant (part-time volunteer), Markham Museum Nov 2010 – May 2011

- Moved entire collection to a new building including artifacts, archival records, and special collections and updated location codes for easy retrieval
- Assigned and applied accession numbers to new artifacts so they could be identified and connected with their database records

Education Facilitator (part-time volunteer), Royal Ontario Museum May 2010 – Oct 2011

- Presented visitors with artifacts in the teaching gallery and recommended main exhibits based on their interests to engage them with the gallery I was working in as well as the entire museum
- Created an inclusive environment by building personal connections and encouraging participation while ensuring participants had a fun and educational experience

TEACHING

HIST 39500: Purdue Change Makers (guest lecturer), Purdue University 2020

ILS 69310: Digital and Analog Archives (guest lecturer), Purdue University 2020

HONR 499: Purdue University and the Gender Revolution (co-instructor), Purdue University 2019

HIST 47005: Women and Health in America (guest lecturer), Purdue University 2019

PRESENTATIONS AND INTERVIEWS

Full Steam Ahead: Black History Month (podcast interview), FOX59 2021

Introduction to Archives (presentation), Tippecanoe County Extension Homemakers 2019

Conducting historical research (presentation), Indiana League of Women Voters 2019

Archiving as a Radical Act (workshop), Women in Leadership 2019

This Week in History: Agnes Deans Cameron (television interview), CHEKTV 2018

PUBLICATIONS AND SCHOLARSHIP

Success and Silences: Diversifying the Purdue Archives and Special Collections 2020
Peer Reviewed, *Working Paper Series: Navigating Careers in the Academy: Gender, Race, and Class*

PROFESSIONAL DEVELOPMENT AND TRAINING

Worldviews Workshop, CILMAR, Purdue University 2020

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- Participated in interactive workshop aiming to provide participants with tools and skills to recognize and effectively interact across cultural differences

Balancing Access and Privacy, ACA Student Chapter, *University of British Columbia* 2018

- Learned about the challenges in locating personal information in large aggregates of digital records and how we need to find a way to effectively provide access to researchers while
- protecting individuals' personal information
- Learned about issues of identifying what constitutes a record in the digital age and how to ensure that records are captured to prevent an absence of records for future generations

Introduction to OMEKA.net (organizer), *Toronto Area Archivists' Group* 2016

- Learned how to create online record collections and exhibits using OMEKA.net so institutions could publish collection and item descriptions with associated images online as well as display and interpret materials in a publicly engaging way
- Organized workshop by locating a facility, instructor, and coordinating catering so participants could learn about available outreach tools while generating revenue for our organization

Introduction to Electronic Records, *Toronto Area Archivists' Group* 2015

- Learned standard process for ingesting, preserving, and providing access to digital collections based on the OAIS model
- Reviewed challenges of electronic records such as volume, obsolescence, fluidity and difficulty with format and software preservation

Housing Special Collections, *Toronto Area Archivists' Group* 2012

- Learned how to create clamshell boxes and drop-front boxes of various sizes to create specialized enclosures for artifacts and special collections
- Learned how to design specialized housing for both display and long-term storage to ensure materials are relieved of unnecessary stress

AWARDS AND RECOGNITION

Dean's Award for Significant Advancement, *Purdue University* 2021

PROFESSIONAL SERVICE

Webmaster, *Society of Indiana Archivists* 2021 - Present

Committee Member, *Council Equity Inclusion and Belonging* 2020 - Present

Member-at-large, *Purdue Libraries Administrative Professional Advisory Committee* 2020 - 2021

Conference Program Planning Committee, *Society of Indiana Archivists* 2020

Member, *Society of Indiana Archivists* 2019 - Present

Member, *Archives Association of British Columbia* 2018

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Conference Program Planning Committee , <i>Archives Association of British Columbia</i>	2018
Conference Committee , <i>Toronto Area Archivists' Group/Archives Association of Ontario</i>	2017
Treasurer , <i>Toronto Area Archivists' Group</i>	2016 – 2017
Institutional Member , <i>Archives Association of Ontario</i>	2014 – 2017
Student Chapter Secretary , <i>Association of Canadian Archivists</i>	2012 – 2013
Member , <i>Association of Canadian Archivists</i>	2012 - 2014

TECHNICAL SKILLS

Collections software: MIMSYXG, InMagic, AtoM, Mammoth, ArchivesSpace, ContentDM

Office suites: Adobe (Acrobat, Photoshop, InDesign), Microsoft Office (Word, Excel, Access, Outlook)