

MARK L. SHELSTAD

1705 Barratt Street, Laramie, WY 82070

307.742.5065 (H), 307.766.2574 (W)

shelstad@uwyo.edu

EDUCATION

1992 M.A. Degree, University of Wisconsin-Milwaukee, Milwaukee, WI 53211. **GPA of 3.87 on a 4.0 scale.** Majored in Public History with a concentration in archival administration.

1990 B.A. Degree, University of Minnesota-Morris, Morris, MN 56267. **GPA of 3.67 on a 4.0 scale and graduated with distinction.** Majored in Social Science with a concentration in American History. Minored in Art History.

PROFESSIONAL EMPLOYMENT

Associate Archivist, American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, WY 82071.

July 2001- In addition to the duties as Assistant Archivist, serving as the Wyoming project manager for a 2004-2006 collaborative EAD grant. Secured university plus budget funding for the storage and delivery of digital audio and video materials. University of Wyoming project manager for an Institute of Museum and Library Services grant to digitize primary source materials as part of a consortium from 2002-2003. Coordinated scanning and metadata creation, archiving of digital objects, plus the delivery of those digital objects to users. Participant in the team-based effort to develop guidelines for imaging, metadata, and interoperability at the multi-state level.

Chair of the AHC's Digitization Committee to provide oversight and coordination of digitization activities, which included supervising two scanning operators for imaging and metadata creation. Collaborated with University Information Technology, University of Wyoming Libraries, and Office of the Registrar to define and implement best practices for the identification and preservation of university records, including the testing of DSpace as an institutional repository. Chair of the AHC Task Forces for the redesign of its Web site and finding aids.

Member of the UW Institutional Administrative Technology Advisory Committee and its Document Imaging Subcommittee. This subcommittee studied the campus needs for an imaging system, its technical and functional requirements, evaluated multiple vendor products against documented requirements, and made recommendations on product selection and implementation.

Assistant Archivist, American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, WY 82071.

July 1995-July 2001. In addition to the duties as Senior Archivist, made a member of the AHC's senior staff and responsible for budgeting, long-range planning, acquisitions of collections, outreach, and other management activities. Designed, established, and implemented the records management program at the University of Wyoming. Responsible for appraising and scheduling of university records, developing records retention and disposition schedules, and providing records management guidance. Served as university liaison with the Wyoming State Records Committee.

Planned, created, designed, and maintained the AHC's award-winning Web site. Created and delivered live Web broadcasts and a digital version of lectures, exhibits, and tours. Member of the University's transition team to a new integrated library system and served as the department's systems administrator. Project manager for an outsourced western fiction book cataloging project. Member of the University of Wyoming Union Renovation Team and African-American Studies Advisory Committee. Faculty Senator, 1997-2001.

Supervised the processing of Wyoming U.S. Senator Gale McGee's Papers. Performed on-site appraisal and acquisition of new collections. Fully trained and supervised staff members and students in all phases of processing and other collection management activities. Instructed classes and patrons in historical research methods. Chair of AHC's Tenure & Promotion Committee. Coordinated the AHC's Speaker's Bureau. Designed, researched, created and installed exhibits. Promoted to Associate Archivist July 2001.

PROFESSIONAL EMPLOYMENT (Continued)

Senior Archivist, American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, WY 82071.

January 1993-July 1995. Created USMARC-AMC and USMARC-MIX records as part of an ongoing retrospective cataloging and reappraisal project and maintained authority control. Designed, researched, created and installed exhibits. Instructed classes and patrons in historical research methods. Promoted to Assistant Archivist, July 1995.

PROFESSIONAL DEVELOPMENT

Advanced Electronic Records: Design, Implementation and Evaluation, Society of American Archivists, Anne Gilliland-Swetland, Laramie, WY May 2004.

XML for Information Management; Metadata for Information Resources, National Historical Publications and Records Commission, Cheyenne, WY March 2003.

Open Archives Initiative and IMLS Digital Collection Registry & Item Level Metadata Repository, Timothy W. Cole, University of Illinois at Urbana-Champaign, Colorado Digitization Project, Denver, Colorado, January 2003.

Preservation and Access for Electronic College & University Records Conference (ECURE), Phoenix, Arizona, October 2001.

Library of Congress Subject Authority Cooperative Program Workshop, Washington, D.C., August 2001.

Digitization for Cultural Heritage Institutions, Liz Bishoff, Colorado Digitization Project, University of Wyoming, Laramie, WY March 2001.

E-mail and Other Electronic Data in Litigation and Electronic Evidence Discovery, ARMA Wyoming Chapter, Cheyenne, WY, February 2001.

Issues of Preservation and Access for Paper-Based Collections, Northeast Document Conservation Center, Seattle, WA, September 2000.

Leadership and Management of Archival Programs, Bruce W. Dearstyne, Society of American Archivists, Denver, CO, August 2000.

Yours, Ours, Theirs: Structured Management of Digital Records, Alan Andolsen, Naremc Services Inc., ARMA Denver Chapter, Denver, CO, May 1999.

Encoded Archival Description, Michael J. Fox and Kris Kiesling, Society of American Archivists, Chicago, IL, August 1997.

Digital Imaging Technology, Paul Conway, Society of American Archivists, Grand Junction, CO, October 1996.

Establishing and Managing Successful Records Management Programs, Mark Langemo, University of Wyoming, Laramie, WY, September 1994.

Donor Relations, David Murrah, Society of American Archivists, University of Wyoming, Laramie, WY, June 1994.

RESEARCH LEAVE

Researched and wrote two articles for publication on archivists as collectors and the Archives & Archivists Listserv, June 2004.

SCHOLARSHIP

Forthcoming

The Archives & Archivists Listserv and its Impact: Drivel, Information Deluge or Pearls Among Swine?, and Collecting and Mediation at the University of Wyoming.

Book Chapter

Case studies contributor to *Ethics and the Archival Profession: Introduction and Case Studies*, Chicago: Society of American Archivists, 2003. Edited by Karen M. Benedict, pp. 29-36.

Articles

Switching the Vacuum into Reverse: A Case Study of Retrospective Conversion as Collection Management, *Archival Issues* 23:2 (1998): 135-153.

Book Reviews

Disease and Medical Care in the Mountain West, *Annals of Wyoming*, 71:1 (Winter 1999): 43-44.

Developing and Maintaining Practical Archives, *Archival Issues*, 22:1 (1997): 90-92.

Guides to Archives and Manuscript Collections in the United States, *Archival Issues*, 19:2 (1994): 149-151.

Documenting Diversity: A Report of the Conference on Documenting the Immigrant Experience in the United States of America, *Archival Issues*, 17:1 (1992): 80-81.

Selected Presentations

Happy Digital Trails: Collaboration, Best Practices and Zoomify, Mountain Plains Museum Association, Casper, WY September 2004.

Say What? Best Practices and Sample Projects for Digital Audio with a Survey of the Current State of Audio Collections (session organizer and chair), Society of American Archivists 2004 Annual Meeting, Boston, MA, August 2004.

Unintended Consequences? Archivists as Mediators in History, Midwest Archives Conference 2003 Fall Meeting, Dearborn, Michigan, October 2003.

Out of the Archives for Education and Research, Ellbogen Center for Teaching and Learning Teaching with Technology Colloquium, May 2003.

Descriptive Standards on the World Stage (chair), Midwest Archives Conference 2003 Spring Meeting, Kansas City, MO, April 2003.

From Cards to METS: An Introduction to Cataloging Workshop, Midwest Archives Conference 2002 Fall Meeting, Rapid City, SD, October 2002.

Digital Video: Because the World Is Not Flat. Colorado Digitization Program Three-Dimensional Artifacts and Digitization Workshop, Denver, CO, April 2002.

The Archives & Archivists Listserv and Its Impact, Society of American Archivists 2001 Annual Meeting, Washington, D.C., August 2001.

“Archiving” Digital Media, University of Wyoming Center for Teaching Excellence, Laramie, WY, December 1999.

SCHOLARSHIP (Continued)

Selected Presentations

Archivists as Administrators, Midwest Archives Conference/Society of Rocky Mountain Archivists Fall 1999 Joint Meeting, Lincoln, NE, October 1999.

A Word Never to be Uttered Aloud: Reappraisal and Planning and Preparing for Deaccessioning, Society of American Archivists 1996 Annual Meeting, San Diego, CA, August 1996.

Storage Conditions and Information Specialists, session chair, Midwest Archives Conference/Society of Rocky Mountain Archivists Joint Fall 1995 Meeting, Topeka/Lawrence, KS, October 1995.

PROFESSIONAL SERVICE

Society of American Archivists

- Electronic Publications Working Group, October 2003- *Collaboratively working to devise and implement a plan for phased electronic publication of SAA serials, monographs, and meeting materials, including long-term archiving.*
- Publications Board, 2001-2004. *Guided the manuscript for a revised College and University Archives Reader, to be published in 2005.*
- Manuscripts Repositories Steering Committee, 2000-2002.
- Annual Meeting Local Arrangements Committee, 1999-2000.
- Committee on Ethics and Professional Conduct, 1999-2002.
- *Sample Forms for Archival & Records Management Program* Editorial Team, 1999-2000. *Solicited, evaluated and edited materials for publication.*

Midwest Archives Conference

- *Archival Issues Board*, 2004-2006. *Reviewed submitted articles and shepherded selected articles through to publication.*
- *Newsletter Board Chair*, 2001-2003. *Managed board and production of MAC's quarterly publication as editor.*
- *Advertising Task Force Chair*, 2001-2003. *Surveyed archival organizations for advertising policies and costs, and developed a new advertising rate card that centralized advertising information.*
- *Membership Committee*, 1996-2001.
- *Midwest Archives Conference/Society of Rocky Mountain Archivists Fall 1995 Meeting Program Committee*, 1994-1995.

Society of Rocky Mountain Archivists

- 2005 Western Regional Archival Association Meeting Program Coordination Committee, 2002-
- *President*, 1998-1999. *Developed long-range plan, reprioritized budgets, and created a Web site for this 200-member organization.*

Other Organizations

- National Historical Publications and Records Commission Records Project Peer Reviewer, 2004.
- Colorado Digitization Program Digital Audio Working Group, 2002-. *Developed a best practices document for digital audio metadata and collaboratively submitted a 2004 IMLS grant for the conversion of analog audio to digital based upon the CDP model.*
- Colorado Digitization Program Metadata Working Group, 2001- *Responsible for reviewing the options for the description of digital resources and developing metadata guidelines to be used by program participants. Collaboratively submitted a successful NEH EAD encoding grant in 2003 with institutions in New Mexico, Colorado, and Wyoming to extend the work of the Online Archive of New Mexico.*
- Institute of Museum and Library Services National Leadership Grants Field Reviewer for Preservation and Digitization, 2000-

TEACHING EXPERIENCE

Adjunct Instructor, University of Wyoming Department of History, P.O. Box 3198, Laramie, WY 82071. 1997-2002. Team-taught three undergraduate and graduate-level courses in archives administration, records management, and understanding information and information management. Cross-listed as History 4040/5040: Introduction to Archives Administration; History 4045/5045: Seminar in Archives Administration; History 5612: Archives Practicum.

CONSULTANT ACTIVITIES

Converse County Library System, 300 Walnut, Douglas WY 82633. February-March 2003. Assisted the organization in achieving its goals of providing access to local history materials. Surveyed and inventoried items, processed and arranged collections, created bibliographic and Web resources, and created a long-range plan for their management.

Jackson Hole Historical Society and Museum, P.O. Box 1005, Jackson, WY 83001. May 1999. Assisted the organization to achieve its goals and objectives by surveying and inventorying archival materials, developed an organizational system for its manuscript collections and institutional archives, created a long-range plan for processing, preservation activities, and providing access to collections. Trained staff members and volunteers.

United States Olympic Committee, 1750 East Boulder, Colorado Springs, CO 80903. March 1999. Worked with the USOC Information Services and Resource Center to plan for the establishment of an archive program. Surveyed and inventoried archival materials, which included audio and videotape, artifacts, artwork and textual records, and developed an organizational system for the institution's records. Created a long-range plan for arrangement and description, and providing access to the materials.

John Taggart Hinckley Library, Northwest College, 231 West 6th Street, Powell, WY 82435. October-December 1997. Assisted the Library in establishing an archives program. Accessioned and arranged and described their manuscript collections. Provided training in archival work to the Library staff. Developed a long-range plan for the use, access and preservation of the collections. Provided advise for the Library's CD-ROM product and Web site.

HONORS/AWARDS

- AHC's Web site Digital Collection on filmmaker Fritz Lang recipient of the Exploratorium's Ten Cool Sites for Educational Excellence, December 2002/January 2003.
- Midwest Archives Conference 2001 New Author Award for best article in a two-year cycle of its journal by a previously unpublished author.
- Wyoming State Archives 1998 Award of Excellence for developing and promoting records and information management practices at the University of Wyoming.
- AHC Web site named an Internet resource by the *Chronicle of Higher Education* and *The Web Magazine*, April 1998.