Danielle Geller

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Education

Simmons College, Boston, MA   January 2014
Master of Science in Library and Information Science, Archives Management

Shippensburg University, Shippensburg, PA   2008
Bachelor of Arts in English, summa cum laude, Writing Concentration
Minors: History and Anthropology

Archives and Library Experience

Project Manager, Northeastern University Archives & Special Collections   Sept. 2013-Present
Responsible for the creation of the framework for the Lower Roxbury Digital Library.
· Drafted the MODS metadata guidelines and templates for the description of audio, video, and textual files in the Lower Roxbury Black History Project (2007-2009), 758.28 GB.
· Established workflow and priorities for the description and ingest of digital objects into the new Fedora digital repository.

Acquisitions, Metadata, and Enterprise Systems Assistant, MIT Libraries   Sept. 2012-Present
Performs project-based copy cataloging, piggybacking, and acquisitions tasks.
· Completed an inventory project at Rotch Library by cataloging and updating holdings for missing items.
· Reclassified government documents that were added to the circulating collection in the Humanities library.

Leveraging Encoded Archival Description Skills Project, Simmons College   Mar. 2013-Jan. 2014
Encoded and restructured legacy finding aids using an EAD template in oXygen.

Archives Intern, Emerson College Archives   Feb. 2013-Aug. 2013
Appraised and processed the *Ploughshares* records, 1971-2006, 9 linear feet.
· Created a formal Acquisitions Policy for future accessions from *Ploughshares*.
· Weeded and processed the collection and created a DACS-compliant finding aid.

Archives Intern, Cambridge Historical Society   Feb. 2012-May 2012
Processed the Small Property Owners Association Records, 1983-2004, 4.63 linear feet.
· Appraised and processed the collection, including photographs and audiovisual materials, in collaboration with another graduate intern.
· Researched the organization's history and political activities and drafted a DACS-compliant finding aid.

Related Experience

Newsletter Editor, American Indian Library Association   Sept. 2013-Present
Manages the publication of the AILA Newsletter, published biannually.
· Solicits and reviews submissions, including articles, interviews, and book reviews.
· Supervises the copyediting, layout, and printing of the newsletter.
· Spearheaded a project to transition book reviews to the AILA website, using WordPress.

Archives Management Program Assistant, Simmons College   Sept. 2012-Dec. 2013
Worked in conjunction with Simmons College faculty to coordinate internship assignments for students in the Archives Management program.
· Served as the primary point of contact for students and partnering organizations.
· Collaborated with the Simmons Tech Lab to troubleshoot issues with the database.

Intern, Cultural Resources Center of the National Museum of the American Indian   June 2012-Aug. 2012
Compiled a report and timeline that documented the NMAI Board of Trustees' actions regarding the policies and procedures of the Repatriation Department in compliance with NAGPRA and the NMAI Act.
· Researched Board of Trustee decisions utilizing departmental records and committee meeting minutes and transcripts held at the Smithsonian Institution's Archives.
· Assisted staff in on-going file management by digitizing and organizing records in the new Client Profiles data management system.

Supply Associate and Keyholder, The Garment District and Boston Costume   May 2009-May 2012
· Appraised and priced vintage and contemporary clothing for resale.
· Trained seasonal employees on register systems and store policy and procedures.

Committees

Task Force on Equity, Diversity, and Inclusion, American Library Association   2014-2016
Serves as the Representative for the American Indian Library Association on ALA's task force, charged with developing a plan and strategic actions to build more equity, diversity, and inclusion among its members, the field of librarianship, and the communities we serve.

Digital Commonwealth Portal, Repository, and Technology Standards committee   Feb. 2014-April 2014
Reviewed and suggested revisions for a MODS application profile created by the Boston Public Library for implementation by the Digital Commonwealth.

Memberships and Associations

American Indian Library Association, 2012 to present
American Library Association, 2013 to present
New England Archivists, 2012 to present
Society of American Archivists, 2012 to present

Technical Skills

Software and Databases: Microsoft Office Suite 2007 (Word, Excel, Access, PowerPoint, Publisher), Ex Libris' Aleph, Client Profiles, SharePoint 2013, OCLC Connexion, oXygen XML Editor, Adobe Dreamweaver CS5, Adobe inDesign CS2, Audacity
Markup Languages: XHTML, HTML5, CSS, XML, XSLT
Metadata Formats and Standards: Dublin Core, MARC, EAD, MODS, METS