

Keri A. Myers

Experience

School of Oriental and African Studies, University of London
Archivist

London, England, UK
February 2010-April 2011

- ✦ Responsible for the preservation and cataloging the Archives of the Council for World Mission, including providing on-line access and assisting researchers.
- ✦ Described archival collections for both new acquisitions and unprocessed collections.
- ✦ Worked with donors and created donor files for deposited material to special collections.
- ✦ Sought out information and sources for enhancing collections.
- ✦ Implemented records management program.

English Folk Dance and Song Society, Cecil Sharp House
Archivist

London, England, UK
January 2008-February 2010

- ✦ Established the archives program—Responsibilities included the acquisition, preservation and providing access to records in various formats including audio and film recordings.
- ✦ Accessioned new and backlogged collections using Axiell Calm - archive collection management software.
- ✦ Created condition reports for manuscript collections and outsourced for microfilming and digitization.
- ✦ Developed a records management program for all internal departments of Cecil Sharp House. Including surveying and inventorying documents and appraising value.
- ✦ Adopted The National Archives UK Standard for Archive Repositories.
- ✦ Assisted with a digitization project of folk song collectors <http://library.efdss.org/archives>.
- ✦ Assisted the education department in developing educational materials and activities.
- ✦ Trained and managed volunteers and interns.

North East Public Health Observatory, Durham University
Information Specialist-Consultant

London, England, UK
March 2008-November 2009

- ✦ Worked for National Health Service's National Library for Health.
- ✦ Developed collection using tools such as the National Library for Health, health-based databases, and the internet.

Trades Union Congress Library Collections, London Metropolitan University
Project Manager

London, England, UK
February 2005-December 2007

- ✦ Website manager for *The Workers' War: Home Front Recalled*, www.unionhistory.info/workerswar and *Winning Equal Pay: The Value of Women's Work*, www.unionhistory.info/equalpay.
- ✦ Oversaw digitization process of items, created archival back-ups of data, prepared and converted oral history and video clips for uploading to websites.
- ✦ Maintained KE Emu collections management database of items and relevant metadata using Dublin Core and Library of Congress Subject Headings.
- ✦ Created promotional materials for publicity and website launches.

General Society of Mechanics and Tradesmen of the City of New York
Library Assistant

New York, NY
2003-2005

- ✦ Conducted archival inventories and surveys of information resources and prepared library materials for retrospective cataloging project.
- ✦ Catalogued books and created MARC records.
- ✦ Assisted with evening lecture events held at the Institute.

Tamiment Library/Wagner Labor Archives, New York University
Processing Archivist

New York, NY
1997-2005

- ⤴ Project manager for the National Lawyers Guild archival processing project (200 linear feet).
- ⤴ Archivist, Frederick Ewen Academic Freedom collections. Processed manuscript collections and created EAD finding aids for New York University's online public access catalog (OPAC).
- ⤴ Website design assistant, www.laborarts.org and scanning technician.
- ⤴ Processed personal paper collections for the Union Democracy Project, including the creation of finding aids.
- ⤴ Processed archival record materials of the Communication Workers of America labor union organization.
- ⤴ Assisted in the provision of archival and library reference service.
- ⤴ Appraised and selected archival materials to be transferred to the archives for permanent retention, and assisted with the processing of newly accessioned materials.
- ⤴ Worked with donors on deeds of gift, shipment and documentation of archival material.
- ⤴ Planned and prepared library and archive exhibits both online and in the reading room.

Education

- ⤴ University College London
November 2002 *Master of Arts in Archives and Records Management*
(*International Program*)
London, England
- ⤴ Hendrix College
May 1997 *Bachelor of Arts in History*
Conway, Arkansas

Memberships

- ⤴ Society of American Archivists
- ⤴ Mid-Atlantic Regional Archives Conference
- ⤴ National Association of Professional Organizers

Skills

- ⤴ Axiell Calm - archive collection management software
- ⤴ Archivist Toolkit- archival data management system
- ⤴ KE Emu - collection management software
- ⤴ Encoded Archival Description - Xmetal, Notetab Pro
- ⤴ HTML design, Adobe Photoshop, Dreamweaver
- ⤴ Completed European Computer "Drivers" License qualification (ECDL)