

Allison Haack

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Education

Certificate in Museum Studies, University of Iowa - In Progress

Masters of Library Science, with Specialization in Archives and Records Management School of Informatics and Computing, Indiana University, Bloomington, IN May 2014

Bachelor of Arts in History, Summa Cum Laude , Simpson College, Indianola, IA, May 2010

Professional Experience

Library Special Collections and Archives Assistant, Grinnell College Libraries, Grinnell, IA, November 2014—Present

- Hire, train and supervise three to four student workers
- Research archival reference questions and assist patrons
- Process collections using MPLP and DACS standards
- Create finding aids using Access to Memory (AToM)
- Research and curate archival displays and exhibits using Special Collections materials
- Manage social media accounts for Grinnell College Libraries
- Special Collections and Archives outreach
- Member of Outreach Cluster; assist with Grinnell College Libraries outreach
- Digitize materials using archival standards
- Create metadata and upload images into institutional repository, Digital Grinnell

Graduate Assistant, Indiana University Archives, Bloomington, IN, August 2013—July 2014

- Process archival collections using MPLP and DACS processing standards
- Create accurate finding aids and inventory lists for processed collections
- Preserve records through foldering, re-foldering and boxing
- Conduct archival research for patron and researcher inquiries
- Write engaging and educational posts for IU Archives blog
- Working knowledge of EAD XML finding aids
- Research and design small exhibit on Indiana University community during WWI

Manuscripts Processing Intern, Lilly Library, Bloomington, IN, January 2013—May 2014

- Process archival manuscript collections using MPLP and DACS processing standard
- Create accurate finding aids and inventory lists for processed collections
- Accession collections, preparing them for cataloging and processing
- Preserve records through foldering, re-foldering and boxing

Student Assistant, Center for the Study of History and Memory, Bloomington, IN, May 2013—August 2013

- Edit Bloomington Cares Oral History Project transcripts to ensure accuracy
- Edit EAD finding aids to accurately reflect changes to record
- Fill public requests for transcripts; filed materials
- Create table of contents and index for Henry Glassie oral history transcript
- Accurately transcribe and edit oral history interviews

Graduate Assistant, Wylie House, Bloomington, IN, August 2012—May 2013

- Create metadata and summaries for Access document of Wylie family letters
- Create metadata for Wylie House photograph collection
- Conduct research on museum specific topics using Wylie family letters
- Inventory books in Wylie House collection; updated and created PastPerfect records

Library Assistant, David D. Palmer Health Sciences Library, Davenport, IA, August 2010—July 2012

- Transcribe and edit oral history interviews for archives
- Maintain leisure reading collection and new bookshelf; publicized new book list in faculty and staff newsletter
- Assist students and faculty in item searches using Sirsi Dynix Symphony
- Fill Interlibrary Loan electronic and print requests
- Coordinate new required textbooks for library purchase
- Responsible for creating content for library Twitter feed
- Brainstorm and write multiple posts for the library blog
- Enter new student data into Sirsi Dynix each semester

Professional Associations and Service

Iowa Preservation and Conservation Consortium, 2021—Current

- Board Member, June 2021—Current

Midwest Archives Conference, 2015—Current

Consortium of Iowa Archivists, 2015—Current

Society of American Archivists—Indiana University Student Chapter, Fall 2012—Spring 2014

- Student Chapter President, 2013-2014

Epsilon Sigma, Simpson College scholastic honor society, Spring 2010

College Service

Grinnell College Staff Council, Fall 2019—Spring 2022

Publications

Michelson, Laura and Allison Haack. "Imagined Libraries and Immersive Special Collections Instruction: A Visit to Enlightenment Britain" in *Archives and Primary Source Handbook*. In Progress.

Michelson, Laura, Allison Haack, and Christopher Jones. "Defending Wonder: Adapting an Archival Tour in a Digital Environment," in *Brick and Click Libraries: Proceedings of an Academic Libraries Symposium* (November 2021). Maryville, MO: Northwestern Missouri State University, 2021. *Anticipated*.

Jones, Christopher, Monique Shore, Allison Haack, and Julia Bauder. "Town-Town-Gown Relations: Managing a County-Wide Collaborative Digital Community Archive," in *Brick and Click Libraries: Proceedings of an Academic Libraries Symposium* (19th, November 8, 2019). Maryville, MO: Northwestern Missouri State University, 2019.

Haack, Allison, Michelle Gordon, Hannah Keeney, and Allison Kartman, "New Archivists Seeking Employment: Exploring Entry-Level Jobs in Archives." *Archival Issues*, 38 (1) 19-42.

Gordon, Michelle, Allison Haack, Rebecca Vernon, Tiffany Saulter, and Debora Shaw, "Multiple Copies of Bestsellers in Public Libraries: How Much Is Enough?" *Public Library Quarterly*, 33 (2) 145-154.

Presentations

Michelson, Laura, Allison Haack, and Christopher Jones. "Defending Wonder: Adapting an Archival Tour in a Digital Environment." Brick & Click, Maryville, MO, November 5, 2021.

Haack, Allison and Laura Michelson. "A Virtual Open House with the Salisbury House Library Collection." Grinnell College Staff Development Summer Workshop, Grinnell, IA, June 21, 2021.

Haack, Allison and Jane Mertens. "The Grinnell College Jolabokaflo." ILA/ACRL & IPAL Virtual Spring Conference, May 20, 2021.

Haack, Allison and Christopher Jones. "Things from the Attic: How to Care for Old Photographs, Letters, and Papers at Home." Grinnell College Staff Development Fall Workshop, Grinnell, IA, December 2, 2020.

Haack, Allison. "Introduction to Special Collections and Archives." Grinnell College Staff Development Fall Workshop, Grinnell, IA November 20, 2020.

Jones, Christopher, Allison Haack, Monique Shore, and Julia Bauder. "Town-Town-Gown Relations: Managing a County-Wide Collaborative Digital Community Archive." Brick & Click, Maryville, MO, November 8, 2019.

Haack, Allison, Michelle Gordon, Allison Siekman, and Hannah Keeney, "New Archivists Seeking Employment: Exploring Entry-Level Jobs in Archives," Indiana University SAA Student Chapter Conference. Bloomington, IN, March 8, 2014.

Haack, Allison, Alessandro Meregaglia, and Carrie Schwier, "Indiana University and the Great War: Student, Alumni, and Professor Involvement in World War I," Indiana University-Bloomington Libraries In-House Institute. Bloomington, IN, May 12, 2014.

Community Service

Grinnell Historical Museum, Board Member, March 2016—Current

Friends of the Library, Drake Community Library, March 2022—Current

Grinnell United Methodist Church

- Congregational Care Team, Fall 2022— Current
- Staff Parish Relations Committee, January 2021—Current
- Connections Committee, October 2017—December 2020

Grinnell Parks and Recreation, Board Member, 2018 – 2023

Archives Volunteer, Putnam Museum, August 2014—Nov. 2014

Student Volunteer, Wylie House, May 2013—July 2014

P.E.O. (Philanthropic Education Organization), 2009—Current

- Chaplain, Guard, Recording Secretary, Vice-President, President