Susie Seefelt Lesieutre

2522 Marshall Parkway | Madison, WI 53713 | 608.695.5715 | sseefeltlesi@wisc.edu
http://acuriouserlibrarian.com
http://susanseefeltlesieutre.weebly.com
http://linkedin.com/pub/susie-seefelt-lesieutre/9/62/129/

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Summary

I have been privileged to work with rich physical and digital collections in diverse academic, archival, and cultural heritage settings. This has enabled me to experience a multifaceted view of librarianship, from print collection management to digitization and electronic media. In my work, I strive to explore and understand the vast cultural record in all its variation and complexity, and to seek ways in which we can promote preservation along with user discovery, access, and interpretation.

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Education

Master's Degree in Library and Information Studies
University of Wisconsin-Madison, iSchool

Graduate Certificate in Publishing and Communications
Harvard Extension School, Certificate Program in Publishing and Communications

Master's Degree in Teaching English to Speakers of Other Languages
University of Illinois at Urbana-Champaign, Division of English as an International Language

Bachelor of Science Degree in Communication
University of Wisconsin-Stevens Point, Division of Communication

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Work Experience and Skills

State Historic Preservation Office, Wisconsin Historical Society, November 2022-Present
Document Archivist
- Scan state archeology reports (using Adobe Acrobat) that fulfill state and federal statutes on historical preservation for various building projects around the state.
- Upload PDF files to the Wisconsin Historical Preservation Database.
- Maintain spreadsheet that tracks scanning, uploading, and location of paper reports.
- Perform quality control of digital files and edit metadata.
- Resolve errors between paper reports and database records.

American Institute of the History of Pharmacy, (Madison, WI), October 2021-December 2022
Collections Associate
- Worked to increase access and discovery of digital and analog historical pharmacy collections.
- Scanned materials, creating TIFFs and JPGs for several digital projects.
- Built spreadsheets to create and track metadata and prepare records for ingest into Omeka.
- Created metadata in FileMaker Pro database to collaborate with UWDCC on digitizing *Drug Topics* photo archive.
- Assisted with grant-funded projects through the UW-Madison School of Pharmacy, including a 3-year NEH grant.
- Assisted student researchers access materials.
- Described physical book collections using MARC records obtained through WorldCat searches.
- Worked to build a shared pharmacy controlled vocabulary.
- Wrote short articles about the pharmacy archive for the AIHP member newsletter.

Dane County Law Library, June 2021-November 2021
Library Associate
- Assisted patrons obtain forms required to initiate civil court actions.
- Updated Wisconsin civil and criminal statutes and jury instructions for circuit court judges.
- Fulfilled library requests from Dane County jail inmates.
- Reorganized collection for use among Dane County jail inmates.
- Worked on larger projects from the Wisconsin State Law Library.

Wisconsin Historical Society, LAMC, February 2020 – December 2020
Project Librarian, Citizen Petition Access and Digitization Project (NHPRC grant)
- Coordinated the selection of 12 descriptive metadata fields (based on Dublin Core) to describe 2500 citizen petitions from Wisconsin Territory/State, dated 1836-1891.
- Devised a localized subject headings list, based on LC subject heads, FAST, and LC authorities.
- Developed a workflow to apply and track descriptive metadata for 2500 petitions, building both a master spreadsheet and an individual spreadsheet for each metadata record.
- Composed a metadata application profile to document metadata components selected and instructions for applying.
- For CONTENTdm prep, created tab-delimited files while I was still working onsite.
- Contributed to other shared Excel spreadsheets that tracked work of all the team members.
- Wrote social media posts for WHS Facebook, Instagram, and Twitter to highlight petitions of interest, and co-wrote a short article for the WHS quarterly newsletter, *Columns*.

Wisconsin Historical Society, LAMC, July 2015 – January 2020
Serials and Acquisitions Assistant
- Collaborated on shared daily tasks and long-term projects, using Alma, to manage and grow unique collection of 3000 active print and electronic periodicals from across North America.
- Communicated with publishers to determine if problem titles had ceased or gone online.
- Processed title changes and closed out ceased titles, edited holdings records, and planned for storage.
- Tracked growing number of online publications for possible ArchiveIt hosting.
- Assisted acquisitions staff with subscription renewals and searched for gift pamphlet duplicates.

Widen (Madison, WI), August 2015 – April 2016
Digital Assets Cataloging Assistant (remote position)
- Created and edited metadata for over 9500 digital corporate media assets housed on proprietary product Media Collective.
- Assigned values to Asset Type (subject, format), Keyword, Description, Licensing, Copyright, and other metadata fields; ran batch edits.
- Assessed help pop-up text, overall metadata schema, and governance with other staff.

Theodore Roosevelt Center, March 2015 – March 2016
Digital Library Volunteer (remote position)
- Used DARMA, a record management system, to catalog items in the TR Center collection.
- Created metadata values and selected options from drop-down menus.
- Used LCNAF for all creator, recipient, and subject names; used FAST for all other subjects.
- Communicated with TR Center staff and other cataloging volunteers via Basecamp and online catalog-a-thons.

Oakland History Center, Oakland Public Library (Oakland, CA), January 2015 – May 2015
Volunteer Image Researcher
- Added description to images from the 1915 San Francisco Panama-Pacific International Exposition (PPIE) to aid user access during the 100th commemorative year.
- Identified works of art, pavilions, and other artifacts by examining relevant primary source texts and image collections on the Online Archive of California (OAC).
- Recorded metadata for images in two different folders.
- Created finding aids for each folder of images.
- Created PPIE bibliography (resources in the OHR) for Oakland Public Library reference.

Wisconsin Veteran's Museum, June 2014 – July 2014
Archive Reference Services Intern
- Added records to a World War I roster database on Wisconsin residents who served in the war.
- Assessed potential search and discovery issues.

Little Magazines Collection, Memorial Library, UW-Madison, January 2014 – May 2014
iSchool Collection Management Independent Study
- Developed extensive Research Guide to highlight hybrid nature (print and electronic) and international scope of materials and contributed to Little Magazines tumblr.
- Studied other aspects of outreach and collection management to design and present a poster at WAAL 2014.

Association of State Flood Plain Managers (Madison, WI), August 2013 – December 2013
Cataloging and Metadata Student Intern
- Created catalog and metadata records for unique physical collection of science texts, some dating to early 1900s, using WorldCat, LC Online Catalog, and other online catalogs.
- Utilized Z39.50 standard, initially ingesting catalog records into customized EndNote application, editing metadata, then transitioning to the open source Koha platform.

Wendt Commons Library, UW-Madison, October 2012 – July 2013
Cataloging and Technical Services Student Assistant
- Processed weekly shipments of plant patents and other government documents, using Voyager.
- Processed incoming science monographs and serials/analytics using Voyager.
- Searched multiple online catalogs and technical reports databases to track gifts for duplicate copies.
- Created new set of instructional guidelines for students doing cataloging and technical services tasks.

Visualizing English Print, Digital Humanities Initiative, UW-Madison, January 2012 – September 2012, Student Assistant
- Assisted principal investigator with multiple weekly tasks, including downloads of electronic facsimiles and organization of email subject threads among project participants.

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Leadership and Professional Activities

Board Member, Center for the History of Print and Digital Culture (CHPDC), April 2017-2021
- Served as a board member for the CHPDC, residing in the UW-Madison iSchool.

Past-President Beta Beta Epsilon, UW-Madison Chapter of Beta Phi Mu, September 2015 - May 2018
- Served three-year term as president (president-elect, president, past-president).

LTE Taskforce, Wisconsin Historical Society, January - December 2017
- Presented findings on LTE equity issues to divisional and senior leadership.

American Printing History Association (APHA), Conference, October 2016
- First time attendee and volunteer reporter for one scheduled session (three presentations); see https://printinghistory.org/dark-corners/.

Cataloging and Metadata Management Section (CaMMS/ALCTS), Subject Analysis Committee Intern, July 2014 – June 2015
- Took minutes during ALA committee meetings and posted final documents to ALA Connect.

Poster Session, Wisconsin Association of Academic Librarians (WAAL) Conference, May 2014
- Presented "Outreach at UW-Madison Special Collections: the Story of Little Magazines."

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UW-Madison iSchool Student Awards

Valmai Fenster Award for Outstanding Promise for Exceptional Scholarly Contribution to the Profession, May 2013
- Received award for the paper "Creating and Disseminating a National Conservation Literature: the U.S. Information Response to the Wheat Crisis in World War I," LIS 570, History of Books and Print Culture. This paper was also nominated for the Justin Winsor Library History Essay Award.

James Krikelas Award for Innovative Use of Information Technology, May 2013
- Received award jointly with two classmates for a series of e-books, LIS 644, Digital Tools, Trends, and Debates.

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Software, Standards, Systems, etc.

AACR2, Access, Adobe Acrobat, Aeon, ALA Connect, Alma, ArchiveIt, Basecamp, Calibre, CCO, CDWA, ClassificationWEB, CONTENTdm, CSS, DARMA, Dropbox, Dublin Core, EndNote, Epson, ESTC, Facebook, FAST, Getty AAT, Getty TGN, Google Classroom, Google Documents, Google Drive, HTML, Instagram, Jing, Kayako, Koha, LC Online Catalog, LCNAF, LCSH, LexisNexis, LibGuide, LinkedIn, MadCat, MARC, Media Collective, MODS, MS Excel, MS Teams, MS Word, OCLC Connexion, Office 365, Omeka, Outlook, Photoshop, Plustek OpticBook 3900, PowerPoint, RDA, RefWorks, Shelfari, Sierra, Sigil, SilverFast 9, Springshare, TextEdit, TGM I, tumblr, Twitter, Voyager, W3C, WebDewey, Weebly, Westlaw, Wikis, Wix, WordPress, WorldCat, XHTML, XML, Z30.50, Zoom.

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References

Abbie Norderhaug, State Archivist and Director of Acquisitions, Wisconsin Historical Society
816 State St., Madison, WI 53706 abbie.norderhaug@wisconsinhistory.org 608.264.6478

Amy Wyatt, Deputy State Historic Preservation Officer, Wisconsin Historical Society
816 State St., Madison, WI 53706 amy.wyatt@wisconsinhistory.org 608.264.6506

Greg Bond, Sports Archivist and Curator Joyce Sports Research Collection, Hesburgh Libraries, 102 Hesburgh Library, Notre Dame, IN 46556 gbond2@nd.edu 574.631.1952