

Suzanne “Elizabeth” Buchanan - Digital Archives and Project Management

Austin TX – S.Elizabeth.Buchanan@utexas.edu

EDUCATION

May 2020, Master of Science in Information Studies - University of Texas School of Information, Austin, TX

Areas of Concentration: Archives and Archival Management

Coursework: Archival Enterprise; Management of Preservation Programs; Project Management; Metadata; Database Management

May 2009, BA - Hampshire College, Amherst, MA

Areas of Concentration: Creative Writing and Counseling.

EXPERIENCE

Legislative Reference Library, Austin, TX — Library Assistant/Digitization Assistant

December 2016 - PRESENT

- Led design and implementation of 'Accessibility Project' to meet national accessibility guidelines under Section 508. Conducted research, created workflow and naming conventions, worked remotely to train workers to process pdfs for accessibility.
- Digitize library Committee Report collection. Use book scanner and Adobe Creative Suite to capture, edit, add metadata and FTP to library website. Received yearly bonus for speed and quality of digitization work.
- Enter and proof captions into database of bills published in Texas, 1830-present. Receive historic records from TSLAC; treat, humidify, press and scan bills; enter pdfs into database, identify keywords and enter captions.
- Assist maintenance of “Texas Legislature Online” for the 85th and 86th Legislative Sessions. Assured that bill status and language were up to date. Assisted patrons in use of the database.
- Staff front desk, answer reference questions. Receive and fulfill document requests, coordinating with multiple government agencies.

Texas Digital Library, Austin, TX — Digital Imaging Inventory

January 2020 – May 2020

- Created the TDL “Lab Location Tool” to help libraries and archives across the state of Texas to locate digitization providers. Created data hygiene plan.

Pease School Archives Project, Austin, TX — Project Manager

January 2018 - September 2019

- Managed group of student volunteers and elementary school students to process an archival collection and teach the importance of preservation work.
- Designed and presented a poster about project at SAA National Convention 2019.

Austin Public Library, Austin, TX — Administrative Assistant

May 2015 - April 2016

- Worked circulation desk. Handled and resolved customer complaints. Maintained and updated records and library card holder information and circulation activities.
- Performed basic reference and reader’s advisory as needed.

National Domestic Violence Hotline, Austin, TX — Database Intern

May 2013-July 2013

SKILLS

Computer: Adobe Creative Suite (Photoshop/Acrobat Pro/InDesign); FTP (FileZilla); Audacity Audio; Microsoft Office (Word, Excel, PowerPoint, Publisher); Wordpress

Coding Languages: Bootstrap; EAD; HTML5; PHP; SQL/MariaDB

Languages: Spanish (Intermediate); Romanian (Basic)

PROFESSIONAL HONORS AND SOCIETIES

Society of American Archivists, UT Chapter - Vice President (2018-2019)

SALALM Marietta Daniels Shepard Memorial Endowed Presidential Scholarship

Member, Society of American Archivists; Society of Southwest Archivists; Breaking Library Silos for Social Justice Working Group, Archivists of Central Texas, Texas Digital Library Digital Imaging Group