

Gretchen Gueguen

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Library Experience

Data Services Coordinator

Digital Public Library of America August 2014 – Present

Working alongside the Director and Assistant Director for Content to bring on new partners, conduct data mapping and ingest, perform quality assurance, and support several other critical projects.

Digital Archivist, Albert and Shirley Small Special Collections Library

University of Virginia May 2011 – July 5, 2013

Apply and integrate archival practices to an ever-growing corpus of born digital content within the holdings of the Small Special Collections Library. Work with multiple staff groups including librarians, archivists, technologists, and student to create new standards and implement new tools.

Accomplishments and Highlights

- Digital Archivist for the Mellon-funded project *Born Digital Collections: An Inter-Institutional Model for Stewardship* (AIMS). Worked with fellow Digital Archivists to develop models for description and processing of born-digital material.
- Developed workflow for the inventory, accessioning, and primary processing of born-digital materials from a variety of legacy media formats using both commercial and open-source tools and the ILS and EAD publishing system. Trained and supervised student and staff employees.
- Let archival staff in planning for the integration of an archival data management system through analysis of EAD and MARC metadata and standards such as ISAD-G and CIDOC CRM.
- Served on several task forces and committees including a PREMIS evaluation task force, the Hydra repository's data architecture advisory group, and a selection committee in the Special Collections Library.

Digital Initiatives Librarian, J.Y. Joyner Library Digital Collections

East Carolina University January 2008 – April 2011

Planned, coordinated and established priorities for digital library initiatives at East Carolina University. Managed multiple projects while supervising staff, students and volunteers.

Accomplishments and Highlights

- Led development of the library's digital collection repository, *Joyner Library Digital Collections* (<http://digital.lib.ecu.edu>), a METS-based repository utilizing DC, MODS, MIX, and PREMIS. Responsible for high-level collection infrastructure, metadata standards, interface usability and design, and operating procedures. and my work with archival metadata at the University of Virginia.
- Managed creation and implementation of a DSpace Institutional Repository for East Carolina University (<http://thescholarship.ecu.edu>) including metadata mapping and

standards, exposure of records for OAI-PMH harvesting, and development of overall information architecture of repository.

- Worked with other Library departments including IT, Cataloging, and Access Services, to integrate digital collections into the Summon metasearch tool and WorldCat.
- Primary Investigator of \$200,000 state-funded grant, in collaboration with the State Library of North Carolina and the University of North Carolina at Chapel Hill, to digitize and make available more than 300,000 pages of historic state government documents.

Digital Collections Librarian, Digital Collections and Research (DCR)

University of Maryland

June 2004 – January 2008

Provided primary support and coordination for digital projects including devising digitization workflows, developing metadata schema, and leading projects to design user interaction on multiple web interfaces. Provided project management for *The Thomas MacGreedy Archive* (<http://www.macgreevy.org>), a TEI XML-based repository of texts.

Accomplishments and Highlights

- Worked with team to create a Fedora-based digital repository with both public and administrative interfaces for *University of Maryland Digital Collections* (<http://lib.umd.edu/digital>).
- Worked closely with Metadata Librarian to develop xml-based metadata standards and tools for record creation and quality control.

Other Work Experience

Project Controls Administrator

Erie Insurance

August 2013 – Present

Provide project support for Information Technology projects for a Fortune 500 insurance company. Duties include project scheduling, cost plan and budget management, work planning, and project documentation. Experience with both waterfall and agile project methodologies and project planning and financial analysis in a business setting. Managed as many as ten projects simultaneously ranging in budget from \$100,000 to \$3.6 million

Education

Master's in Library Science

May 2005

The University of Maryland

Bachelor of Arts in English

May 2001

The Pennsylvania State University

Technical Skills

- Proficient in encoding and query languages and standards including XML, HTML, and CSS, XSLT, JavaScript, SQL, PHP, ASP.NET, and ColdFusion. Familiar with Java, Python, and C# programming languages.
- Experience with content management systems and ILS systems including Fedora, Dspace, Omeka, Wordpress, Blogger, PBWiki, SirsiDynix Horizon.

- Experience with designing and implementing metadata schemas and bibliographic standards including, MARC, METS, MODS, MIX, PREMIS, TEI, EAD, Dublin Core, VRA Core.

Service

Library and Professional Service

- Research Assistant to the International Council on Archives' Experts Group on Archival Description: October 2012 – Present.
- Library Consultant at the Erie Maritime Museum to select, install, and populate the museum's first automated catalog: October 2013 – Present.
- LITA JPEG 2000 Interest Group co-chair: June 2010 – June 2011.
- LITA 2009 National Forum Planning Committee Member: March 2008 – March 2010.
- Reviewer of conference paper proposals for the annual *Digital Humanities Conference*: January 2007 to the present.

Training and Educational Activities

- Developed and presented *Management of Born-Digital Special Collections* webinar for the Association of Southeastern Research Libraries, April 16, 2013 (<http://www.aserl.org/intro-dp-2013/>).
- Organized *Roadmap to JPEG2000* webinar for LITA with JPEG2000 IG co-chair and presented "Evaluating JPEG2000 for Cultural Heritage Organizations" online, September 13, 2011.
- Co-developed and facilitated half-day workshop as part of the *AIMS* grant project for SAA 2011 entitled "CREW: Collecting Repositories and E-records Workshop."

Selected Publications and Presentations

Articles, Book Chapters, Book Reviews, and Edited Proceedings

- Gueguen, Gretchen. "Appraising and Acquiring Born-Digital Collections: An Introduction." *Journal of Digital Media Management*. 2:4 (2014):337-348.
- Pitti, Daniel, Mowlac, Vitor, Sibille-de Grimouard, Claire and Gretchen Gueguen. "Towards an International Conceptual Model for Archival Description." *The American Archivist*. 76:2 (2013): 567-584.
- Gueguen, Gretchen. "Archive 360° Roundtable: The Practice of Data Curation." *Archive*. 3 (2013): <http://www.archivejournal.net/issue/3/three-sixty/>
- Gueguen, Gretchen. "Digitized Special Collections and Multiple User Groups." *Journal of Archival Organization*. 8:2 (2010): 96-109.

Peer-reviewed and Invited Presentations and Posters

- Gueguen, Gretchen. *Collecting in the Moment*. Rare Book and Manuscripts Section, ALA Pre-conference (Minneapolis, MN, June 24, 2013).
- Glendon, Ivey, and Gueguen, Gretchen. *Evaluating PREMIS in an Academic Research Library*. Association of College and Research Libraries conference. (Indianapolis, IN, April 13, 2013).

Gueguen, Gretchen. *Do Digital Archivists Dream of Electronic Records?* Scholar's Lab Speaker Series. (Charlottesville, VA, February 13, 2013).

Gueguen, Gretchen. *The AIMS Framework Approach to Born-Digital Archives at UVa*. Mid-Atlantic Regional Archives Conference (MARAC) 2012 Spring Conference (Cape May, NJ, April 13, 2012).

Matienzo, Mark, Gueguen, Gretchen, Wilson, Simon and Chan, Peter. *Born-Digital Archives in Collecting Repositories: Turning Challenges into Byte-Size Opportunities*. Society of American Archivists (SAA) 2011 Annual Meeting (Chicago, IL, August 27, 2011).

Gueguen, Gretchen. *Just Keep Clicking Until You Find It: Building a Library Digital Collection Interface with Browsing in Mind*. Library Information Technology Association (LITA) National Forum (Salt Lake City, UT, October 1-3, 2009).

Grants and Awards

- Digital Archivist for the University of Virginia for the final 6 months of *Born-Digital Collections: An Inter-Institutional Model for Stewardship* funded by the Andrew W. Mellon Foundation. The University of Virginia Library has joined with Stanford University, the University of Hull, and Yale University to process and preserve thirteen born-digital collections of noteworthy individuals and/or organizations in order to develop best practices, workflows, and technical guidance for stewardship in this new frontier for collecting institutions. Awarded the 2012 National Digital Stewardship Alliance Innovation Working Group Award.
- Primary investigator of \$200,000 2009-2012 NC ECHO funded grant for *Ensuring Democracy through Digital Access* (<http://ncgovdocs.org>), a collaborative project with the University of North Carolina at Chapel Hill and the State Library of North Carolina to digitize some 380,000 pages of state government documents using the Internet Archive's *Scribe* technology.
- Oversee implementation of production and website design for 2008-2010 NC ECHO funded grant: *Seeds of Change: the Evolution of Post-War Eastern North Carolina* (<http://digital.lib.ecu.edu/reflector>), 2010 recipient of the Gale Cengage Learning Award for Excellence in Reference and Adult Library Services from the RUSA division of ALA.