

Curriculum Vitae

Leon C. Miller, CA, FSAA

Louisiana Research Collection
Special Collections, Jones Hall
Howard–Tilton Memorial Library
Tulane University
New Orleans, Louisiana 70118-5682

ph: 504-314-7833
fx: 504-865-5761
lmiller@tulane.edu
larc.tulane.edu

EXPERIENCE RECORD

6/09 to present **Head, Louisiana Research Collection**, Howard–Tilton Memorial Library, Tulane University.
The Louisiana Research Collection combines the former Manuscripts Department and Louisiana Collection into a unified resource for archival collections, books, periodicals, maps, images, and ephemera. The archival holdings comprise the largest research archives for New Orleans and the second-largest for Louisiana as a whole. The book holdings include the largest nineteenth-century Louisiana library extant.

12/90 to 6/09 Manuscripts Department, Howard–Tilton Memorial Library, Tulane University
Title: **Manuscripts Librarian (Librarian IV)**
Duties: Supervising the Tulane Manuscripts Department, including:

- Prioritizing and assigning collections to process; reviewing and approving finding aids; accessioning acquisitions; and supervising students and volunteers.
- Designing, implementing, and maintaining a World Wide Web site for the Special Collections Division.
- Supervising reference for the Manuscripts Department and assisting with reference for the Louisiana Collection, University Archives, and Rare Books.
- Collection development, including working with donors and vendors.
- Archival outreach, including bibliographic instruction, creating exhibits, drafting and distributing press releases, creating pamphlets and bibliographies, and giving presentations to civic and social groups.
- Participating in library and university governance and contributing to the archival profession.
- Acting head in absence of the Assistant Dean for Special Collections.

8/86 to 12/90 Special Collections Division, University of Arkansas Libraries, Fayetteville.
Title: Research Assistant.
Duties: Supervising manuscripts processing, including:

- Overseeing, training, and coordinating the activities of 1.5 FTE manuscript processors and two students
- Assigning collections to process and reviewing and approving finding aids
- Accessioning acquisitions
- Supervising manuscript microfilming
- Processing documents
- Performing archival reference
- Supervising the division's desktop publishing
- Contributing to grant writing
- Archival outreach, including writing and distributing press releases; preparing exhibits, pamphlets, bibliographies, and other activities

In addition to the above responsibilities, from 1/88 through 6/89 I supervised 2.5 FTE manuscript processors in an NEH funded project to increase the number of documents available to researchers pertaining to Arkansas studies. The project resulted in processing most of the division's archival backlog.

8/84 to 8/86 Special Collections Department, University of Arkansas Libraries, Fayetteville.
Title: Technical Assistant III
Duties: Arranging and describing manuscript collections; reference services; creating exhibits.

EDUCATION

DEGREES, CERTIFICATES, AND ACADEMIC COURSE WORK

- 07/07 Academy of Certified Archivists archival certification renewed.
- 07/02 Academy of Certified Archivists archival certification renewed.
- 12/97 Academy of Certified Archivists archival certification renewed.
- 9/92 to 12/92 “Information Services.” LIS 7002, Louisiana State University, School of Library and Information Science
- 1/92 to 5/92 “Cataloging and Classification.” LIS 7608, Louisiana State University, School of Library and Information Science
- 12/89 Awarded designation of Certified Archivist by the Academy of Certified Archivists
- 6/88 Certificate in Archives Administration, Modern Archives Institute, Washington D.C. (June 6–17). Sponsored by the National Archives and Records Administration in cooperation with the Library of Congress
- 1/88 to 4/88 Thirteen-part course on materials conservation (Special Topics, Museum Methods 449V, 565V), University of Arkansas, Fayetteville
- 8/83 Completed course work and examination requirements for a doctorate in history, University of Arkansas, Fayetteville (ABD)
- 8/81 Certification of doctoral reading competency in French
- 8/81 Certification of doctoral reading competency in German
- 5/80 Master of Arts, University of Arkansas, History. Thesis title: *But the Majority Wanted Barabbas Too: The Blue Law Battle in Arkansas in the 1920s*
- 5/77 Bachelor of Arts, University of Arkansas, History

CONTINUING EDUCATION CREDIT COURSES OR WORKSHOPS

- 9/07 “Describing Archives: A Content Standard.” Sponsored by the Society of American Archivists. New Orleans, Louisiana.
- 6/04 “Encoded Archival Description.” Instructors: Michael Fox and Kris Kiesling. Sponsored by the Society of American Archivists. New Orleans, Louisiana
- 12/02 “XML Fundamentals.” Instructor: Tom Fallon. Sponsored by the Southeastern Library Network, Inc. (SOLINET); New Orleans, Louisiana
- 4/94 “Interpreting the OCLC MARC Record.” Instructor: Ruth Rocap. Sponsored by the Southeastern Library Network, Inc. (SOLINET); New Orleans, Louisiana
- 10/93 “The Successful Searcher: Searching the OCLC Catalog.” Instructor: Lauren Fallon. Sponsored by the Southeastern Library Network, Inc. (SOLINET); New Orleans, Louisiana
- 8/93 “Archives, Personal Papers, and Manuscripts.” Instructor: Steven L. Hensen. Sponsored by the Society of American Archivists. New Orleans, Louisiana
- 3/93 “Copyright Compliance: A Workshop for Librarians and Library Users.” Instructors: James S. Heller, Isabella Hinds. Sponsored by the New Orleans Association of Law Librarians, The Louisiana Chapter of the Special Libraries Association, and the Subject Specialists Section of the Louisiana Library Association. New Orleans, Louisiana
- 6/92 “Arrangement and Description.” Instructor: Ellen Barrier Garrison. Sponsored by the Society of American Archivists; cosponsored by the Society of Southwest Archivists; Norman, Oklahoma

- 2/91 “Understanding the USMARC Format for Archival and Manuscripts Control.” Sponsored by the Society of American Archivists. Instructors: Marion Matters and Deborah Pendleton; cosponsored by the Houston Metropolitan Research Center; Houston, Texas

OTHER WORKSHOPS

- 5/09 “Digital Imaging of Library and Archival Materials.” Instructor: Kara McClurken. Sponsored by SOLINET.
- 4/07 “Basic Digital Stewardship.” Instructor: Courtney Danforth. Sponsored by SOLINET.
- 5/98 “Records Management for Archivists.” Instructor: Charles Nolan, Archivist and Records Manager, Archdiocese of New Orleans. Sponsored by the Society of Southwest Archivists. Lafayette, Louisiana.
- 2/95 “Southeastern Special Collections Access Planning Workshop.” Purpose: to identify ways to make special collections available in the region; and, to define a demonstration project that deals with electronic networking of special collections indices and materials. Sponsored by the Southeastern Library Network (SOLINET). Atlanta, Georgia
- 2/95 “Authority Control for Archivists.” Instructor: Peggy Whitehouse, Authorities Librarian, Tulane University. Sponsored by the Greater New Orleans Archivists
- 5/92 “Records Management.” Instructor: Tracey Berezansky, Alabama Department of Archives and History. Sponsored by the Southern Archivists Conference; Nashville, Tennessee
- 5/90 “Writing for Publication.” Instructor: Frank Boles (ed., *The Midwestern Archivist*) David Klaassen (ed., *The American Archivist*), and Sheryl B. Vogt (ed., *Provenance*). Sponsored by the Society of Southwest Archivists; Austin, Texas
- 9/89 “You Always Hurt the Ones You Love: Basic Book Repair.” Instructor: Michael McColgin, Preservation Officer for the Arizona Department of Libraries, Archives, and Public Records. Sponsored by the Oklahoma Conservation Congress; Tulsa
- 4/87 “History Online: Computers and Historical Collections.” Workshop by Dave Boutros and others. Sponsored by the Kansas City Area Archivists and the National Archives–Kansas City Branch; Kansas City, Missouri
- 5/86 “Photographic Preservation and Storage.” Instructor: Carol Roark, photographic archivist, Amon Carter Museum, Fort Worth, Texas. Sponsored by the Society of Southwest Archivists; Tulsa, Oklahoma
- 5/86 “Introduction to Archives.” Instructor: David B. Gracy II, Professor, Graduate School of Library and Information Science, University of Texas, Austin. Sponsored by the Society of Southwest Archivists; Tulsa, Oklahoma
- 4/86 “Library Conservation.” Instructor: Wesley Boomgarten *et al.* Sponsored by the Arkansas Library Association, College and University Division; Fayetteville

PROFESSIONAL SERVICE

Academy of Certified Archivists, Charter Member, 1989 – present; recertified 1997, 2002

- Distinguished Service Award, 2004
- President, 2001–2002
- Vice President, 2000–2001
- Regent (“Regent” is the academy’s term for board member) for Nominations, 2002–2003
- Examination Administration Committee, 2000–2001, 2002–2003
- Examination Development Committee, 2000–2002
- Item (“question”) writing workshop, 2001, 2002
- Regent for Outreach, 1996–1998
- Editor, *ACA News*, 1996–1998

- Outreach Committee, 1993, 1993–1996, Chair, 1996–1998
Task Force on Development and Outreach, 1991–1992
Membership Committee, 1990–1991
Designed, created and maintained Academy website, 2000 – 2004
- American Library Association; Rare Books and Manuscripts Section**
Local Arrangements Committee, 1993
- Archives Leadership Institute**
Advisory Committee, 2006
- Arkansas Archivists and Records Managers Association**, 1988–1991
- Arkansas Historical Association**, 1988–1991
- Association of Canadian Archivists**, 1998–present
- Conference of Inter–Mountain Archivists**, 1991–1995
Keynote Speaker, Spring Meeting, 1992
- Greater New Orleans Archivists**, 1991 – present
President, 2006-2008
- Louisiana Archives and Manuscripts Association**, 1991 – present
Executive Board, 1991–1994
Newsletter editor, 1991–1992
- Louisiana Historical Association**, 1996 – present
- Louisiana Historical Records Advisory Board**, 2000 – 2006
- Midwest Archives Conference**, 1984–1995
- Society of American Archivists**, 1984 – present
Council [Executive Board], 2006-2009
Executive Committee, 2008-2009
Appointments Committee, 2000 – 2001
Committee on Institutional Evaluation and Development
Co-Chair, 1995–1996
Education Advisory Group (*ad hoc*), 2004 – present
Latin American Initiative Task Force, 1992–1993
Local Arrangements, Co-Chair, 2004-2005 (for 2005 annual meeting)
Membership Committee, 1990–1993, 1993–1996
Chair, 1992–1993, 1993–1994, 1994–1995
Mentor, SAA Mentoring Program, 1994–1996
Chair, Mentoring Program Task Force (*ad hoc*), 1992–1994
Nominating Committee, 1997–1998
Section on Reference, Access, and Outreach
Editor, *Reach Out* (section newsletter), 1996 – 1999
Task Force on Sections and Roundtables, 1992–1994
Chair, Mission and Expectations Committee, 1994
Communication Committee, 1994
- Society of American Archivists Foundation**
Board, 2006-2009
- Society of Southwest Archivists**, 1984 – present
Distinguished Service Award, 1995
President, 1999–2000
Vice-President, 1998–1999
Local Arrangements Committee, Co-Chair, 2002-2003
Designed, created and maintained the 2003 annual meeting website
Chair, Vendor Relations Subcommittee
Internet Outreach Committee and Web Editor, Chair, 2003 – present
Chair, 2003-2006
Awards Committee, Chair, 2000 – 2001
Program Committee, 1996–1997
Chair, 1998–1999
Publications Committee, 1989–1996
Chair, 1991–1996
Editor, the *Southwestern Archivist*, 1991–1996
Marketing Committee (*ad hoc*), 1994
Chair, 1994

A. Otis Hebert Scholarship Committee (*elected*), 1993
Membership Committee, 1987–1990
 Chair, 1988–1989, 1989–1990
 Vice–Chair, 1987–88
Nominating Committee
 Teller Subcommittee, 1990
Professional and Public Affairs Committee, 1992–1993
Professional Development Committee, 1991–1992
Southern Archivists’ Conference, 1991 – present
National Collegiate Software of Duke University Press
 Editorial Board, 1987–1991

HONORS AND GRANTS

Fellow, Society of American Archivists, 2010

Commendation from the Society of American Archivists for service on SAA Council, August 14, 2009.

Archivist / Citizen Award, Greater New Orleans Archivists, December 16, 2008.

Lowenstein Archival Grant, Southern Jewish Historical Society, to assist in preserving Special Collections holdings relating to the Jewish Community in New Orleans. October 2006.

Society of Southwest Archivists / Society of American Archivists Disaster Assistance Fund grant, October 2006.

Distinguished Service Award. Presented by the Academy of Certified Archivists at its annual meeting in Boston, Massachusetts, August 6, 2004.

Appointed by Louisiana Governor Murphy J. Foster, Jr. to the Louisiana Historical Records Advisory Board, 2000 – 2006.

Invited to attend the conference “National Forum on Archival Continuing Education,” a by-invitation-only grant funded conference; Atlanta, April 27-29, 2000.

The website “Ready, ‘Net, Go! Archival Internet Resources,” was reviewed favorably in *CHOICE* (Web III: Supplement to Volume 36, 1999), page 64, item 36Sup-029: “Most librarians will want to mark Miller’s metaindex or skim its best links for incorporation into their libraries’ Web pages.” The site’s URL was one of eleven selected for the magazine’s cover.

Certificate of Appreciation, Society of American Archivists, for my work as editor of *Reach Out!*, the newsletter of the SAA Reference, Access and Outreach section; September 1, 1998.

Certificate of Appreciation, Academy of Certified Archivists, for my work as Regent [board member] for Outreach; September 4, 1998. During my term as Regent, the number of persons sitting for the Archival Certification Examination increased by just under 200%.

World Wide Web Associates (WWWA), a California–based Internet services firm, awarded the Tulane Special Collections web site a “Top Ten” designation for quality and overall contribution to the Internet. According to WWWA, this placed the Special Collections web site within the “top 1/10th of 1 percent” of websites in its category. December 1996.

Certificate of Appreciation, Society of American Archivists, for my work as co-chair of the SAA Committee on Institutional Evaluation and Development; September 15, 1996.

The United States National Archives and Records Administration (NARA) selected the workshop “Cyberspace for Archivists,” which I team–taught with Peter Hirtle (Cornell University), as part of its Professional Development and Training Program (PDT). Prior to this, all PDT programs were produced in–house by NARA. I believe it remains the only outside workshop ever invited to participate in the training of NARA employees. July 16, 1996.

Distinguished Service Award. Presented by the Society of Southwest Archivists at its annual meeting in Waco, Texas, May 20, 1995.

Resolution of Commendation. Adopted by the Society of Southwest Archivists General Meeting in recognition of my work as editor of the *Southwestern Archivist*. May 21, 1994.

Resolution of Commendation. Adopted by the Council of the Society of American Archivists in recognition of my creating the SAA Mentoring Program. January 6, 1994.

Grant reviewer for the National Endowment for the Humanities, Preservation and Access Division. 1993 – 1995.

Fellow of Newcomb College. New Orleans, Louisiana. 1992–1996.

Judge, Northwest Arkansas History Day. 1990, 1989, 1988.

Awarded designation of Certified Archivist by the Academy of Certified Archivists. December 1989; certification renewed 1997.

Walter L. Brown Award, Arkansas Historical Association, for best paper published during the preceding year in a local or county Arkansas history journal; April 1989. Presented for “Little Rock’s Golden Calf: The Jazz Age Baseball Battle in Pulaski County.” *Pulaski County Historical Review* XXXVI, No. 1 (Spring 1988): 2–18.

Resolution of Commendation. Adopted by the Executive Board of the Society of Southwest Archivists for my work in creating the society’s 1988 membership directory. November 11, 1988.

Mary D. Hudgins Grant; 1988, 1986, 1979. Awarded for research in Arkansas History; Department of History, University of Arkansas, Fayetteville.

F. Hampton Roy Prize, Pulaski County (Arkansas) Historical Association, for the best paper on Pulaski County history published during the preceding year; February 1988.

Ten Year Service Award, University of Arkansas, Fayetteville; May 29, 1987.

Resolution of Appreciation. Staff Council, University of Arkansas Libraries, Fayetteville; October 21, 1986.

Phi Alpha Theta, a professional fraternity for honor students in history.

Phi Mu Alpha, a professional fraternity for men in music.

UNIVERSITY AND DEPARTMENTAL COMMITTEES

Search Committee, Louisiana Research Collection Public Services Librarian, 2010

Library Department Rights and Responsibilities Committee, 2009-2011.

Library Web Steering Committee, 2008-present.

Search Committee, Music and Media Reference Librarian, *chair*, 2008-2009

Library Department Standing Search Committee, *co-chair*, 2008-2010.

Library Department Representative to the University Senate Committee on Libraries, 2006-2008.

Search Committee, Associate Library Dean for Access Services, *chair*, 2006-2007.

Chair, Library Department, January 2005 – January 2007

Vice-Chair, Library Department, 2004-2006

Research and Publications Committee, 2002 – 2004

Search Committee, Latin American Cataloger, 2002 – 2003

Search Committee, Digital Services Librarian, 2001

Executive Committee, Howard-Tilton Memorial Library, 2000 – 2002

Newsletter Committee (*ad hoc*), Howard-Tilton Memorial Library, 2000 – 2001

Promotions Committee, Howard–Tilton Memorial Library, 1996 – 1998; *Chair*, 1997 – 1998; 2000 –2002

University Senate Task Force (*ad hoc*), Howard-Tilton Memorial Library, 2000 – 2001
Grievance Committee, Howard-Tilton Memorial Library, 2000
World-Wide Web Oversight Committee, Howard-Tilton Memorial Library; (*ad hoc*) 1995 – 2003
Howard-Tilton Memorial Library Department, *Secretary*, 1994–1995
Donor Brochure Task Force, Howard-Tilton Memorial Library Department, *Chair*, 1994
Tulane University Libraries Staff Association, *Vice-President*, 1993–94
Library Council, Howard-Tilton Memorial Library, 1992–1993
Online Public Access Catalog Task Force, Howard-Tilton Memorial Library, 1992–1993
Library Collections and Services Committee, Howard-Tilton Memorial Library, 1992–1993
Electronic Detection System Implementation Committee (*ad hoc*), Howard-Tilton Memorial Library, 1992
Off-Site Storage Committee (*ad hoc*), Howard-Tilton Memorial Library. *Chair*, Materials Selection Subcommittee, 1992
Research and Publications Committee, Howard-Tilton Memorial Library, 1991–1993
Book Selection Task Force, University of Arkansas Libraries, Fayetteville, 1985–1990
Book Sale Steering Committee, University of Arkansas Libraries, 1989.
Search Committee, Assistant to the Director of Libraries. University of Arkansas Libraries, October 1987 – March 1988.
Staff Concerns Council, University of Arkansas Libraries, Fayetteville. *Secretary*, 1985–1986.

SPECIAL PROJECTS

Created a new website for the Society of Southwest Archivists, 2003.

Initiated a project to achieve more equitable representation for Howard-Tilton Memorial Library in the Tulane University Senate; 2000. It was a partial success; one of its goals of having the Dean of Libraries named a permanent member of the University Senate was implemented.

Member of the Program Committee for the conference “The Jewish Experience in the Southern Americas;” April 7-9, 2000, Tulane University.

Member, planning advisory committee for the Mississippi Humanities Council grant “My Memories: The Life and Times of Clara Lowenburg Moses.” While the traveling exhibit component of the grant was not funded, the public lecture component was. It was held in Natchez, February 17, 2000 as part of the Fourth Biennial Historic Natchez Conference.

As Regent for Outreach for the Academy of Certified Archivists (1996-1998), I implemented a membership development campaign that increased the number of persons sitting for the examination by just under 200% in two years.

Created a World-Wide Web site for the Special Collections Division, Howard-Tilton Memorial Library, Tulane University. It went online February 1995. In December 1996 World Wide Web Associates selected it as one of the “Top Ten” web sites in its category.

Created the Society of American Archivists Mentoring Program, approved by SAA Council January 6, 1994. The SAA Mentoring Program currently serves over three hundred archivists throughout the United States and Canada. SAA Council approved a motion of commendation for this project.

Implemented a membership development campaign for the Society of Southwest Archivists. It tripled the organization's membership in two years. May 1988 – May 1990. It included a joint development campaign with the Society of American Archivists that gave SSA members a discount for joining SAA.

Drafted standards for arranging, describing, and preserving audio and video recordings for the Special Collections Department, University of Arkansas Libraries, Fayetteville; 1988.

Created first membership database and automated membership renewal system for the Society of Southwest Archivists; 1988.

EXHIBITS

With Bruce Raeburn, et al, "*Bill Meneray, a Life in Letters*," Special Collections Gallery, Jones Hall, May 30 – June 15, 2009.

With John W. Scott, "*Natalie Vivian Scott*;" http://specialcollections.tulane.edu/NVS/NVS_Home.htm (an online exhibit), January 15, 2003 – present.

With Edward F. Hass, "*Walking Through New Orleans: Victor H. Schiro, 1904-1992*;" <http://specialcollections.tulane.edu/Schiro/Schiro.htm> (an online exhibit), December 1, 2002 – present.

Louisiana Political Ephemera; Jones Hall first floor exhibit cases, October 1 2002 – present.

With Kate Montgomery and Kenneth Owen, *Rising Tide: John Barry's Louisiana*; Howard-Tilton Memorial Library lobby. September 1, 2002 – present.

With Kenneth Owen, *Louisiana Political Ephemera in the Special Collections Vertical Files*, http://specialcollections.tulane.edu/PolyEph/Political_Ephemera.htm (an online exhibit), March 15, 2002 – present.

With Kenneth Owen, *The Tulane Science Fiction Collection*, <http://specialcollections.tulane.edu/scifi.html> (an online exhibit), February 15, 2002 - present.

The Tulane Carnival Collection, <http://specialcollections.tulane.edu/Carnival.html> (an online exhibit), June 15, 2000 - present

With the Museum of the Southern Jewish Experience, Jackson, Mississippi. *Bagels and Grits: Exploring Jewish Life in the Deep South*; Special Collections Gallery. March 15 – July 31, 2000

With Mary LeBlanc, Kenneth Owen, and Robert Sherer. *Treasures From Special Collections*; Special Collections reading room. September 1999 – March 2000

Jews in New Orleans; in honor of the dedication of the Jewish Studies Library. Spring 1999.

With Helen Burkes. *The Postcard Collection*. Howard-Tilton Memorial Library, Tulane University, New Orleans, Louisiana. July 1, 1995 – January 31, 1996

With Mary LeBlanc. *Carnival: A Cultural Crossroads*. Howard-Tilton Memorial Library. February 15, 1995 – June 20, 1995

With Helen Burkes. *Collaborative Lives: Ben Lucien Burman and Alice Caddy Burman*. Howard-Tilton Memorial Library, August 15, 1994 – September 1995.

Treasures from the Manuscripts Department. Howard-Tilton Memorial Library, October 1, 1994 – January 30, 1995

With Ellen Shipley. *Curios and Treasures: Recent Acquisitions by Special Collections*. Mullins Library, University of Arkansas, Fayetteville. November 15, 1988 – March 15, 1989

Alfred E. Smith: 1903-1986 [journalist, member of Franklin D. Roosevelt's "Black Cabinet"]

- Arkansas State Capitol Building, Little Rock, Arkansas. February – September 1988

- University of Arkansas Union, Fayetteville. February 1988

With Fon Gordon and Norma Ortiz–Karp. *Special Collections: Preserving Black Arkansas History*. University of Arkansas Union, Fayetteville. February 1988.

Joe T. Robinson [United States Senate Minority Leader 1923–1933, Majority Leader 1933–1937]

- Department of History, University of Arkansas, Fayetteville. December 1987 – December 1989
- Arkansas State Capitol Building, Little Rock, Arkansas. September–November, 1987
- Mullins Library, University of Arkansas, Fayetteville. March–September 1987
- Arkansas Union, University of Arkansas, Fayetteville. April 1987.

CONSULTANCIES

Consulting archivist to the New Orleans Notarial Archives, October 2003 – February 2004.

Designed, implemented, and maintain a web site for the Fontainebleau Improvement Association, New Orleans, Louisiana; May 2003 - present; <http://members.cox.net/fontainebleau>

Consultant to the Web Site Needs Assessment Project, a collaborative project to assess the need for a Web-based information clearinghouse for archivists and others who care for historical records and to examine how the Web can be used to support and enhance archival continuing education. The project was led by the Council of State Historical Records Coordinators (COSHR); 2001 – 2002.

Designed and implemented web site for the Stone Center for Latin American Studies, Tulane University, New Orleans; January 2001; <http://stonecenter.tulane.edu>.

Designed and implemented a web site for the Academy of Certified Archivists; November 2000; <http://www.certifiedarchivists.org>.

Created the original web site for the Planning Group for the National Endowment for the Humanities Deep South Regional Humanities Center, Tulane University; April 2000.

Created the web site for the Tulane History Department; June 1999. <http://history.tulane.edu>.

PUBLICATIONS

DIGITAL

Designed, implemented, and maintain a new web site for the Society of Southwest Archivists; September 2003; <http://southwestarchivists.org>

Web site for the 2003 annual meeting of the Society of Southwest Archivists, May 22-24, 2003, New Orleans, Louisiana. URL: <http://specialcollections.tulane.edu/SSA/SSA2003.htm>

Web site for the Special Collections Division, Howard–Tilton Memorial Library, Tulane University. URL: <http://specialcollections.tulane.edu>. In 1996, World Wide Web Associates declared this site to be among the “Top Ten” in its category. It was one of the first archival websites and became a model for websites at many other institutions.

“Research Repositories in New Orleans,” a digital version of a publication created by the Greater New Orleans Archivists. URL: <http://www.tulane.edu/~lmiller/GNOA.html>. Control of this site was transferred to the New Orleans Public Library in 2001.

“Archivist’s Daybook,” an international calendar of archival events. URL: <http://specialcollections.tulane.edu/Daybook.html>

NEWSLETTERS

- Editor, *The Louisiana Research Collection*, an email newsletter for my department, 2010 – present.
- Editor, *Fountainhead*, the newsletter of the Fontainebleau Improvement Association, New Orleans, Louisiana, 2006 – present.
- Co-Editor, *Watermarks*, Howard-Tilton Memorial Library, Tulane University, 2000-2001.
- Editor, *Reach Out!*, the newsletter of the Reference, Access, and Outreach Section of the Society of American Archivists, 1996 – 1999.
- With Stephen McShane, co-editor, *ACA News*, the newsletter of the Academy of Certified Archivists, 1996 – 1998.
- Editor, the *Southwestern Archivist*, the quarterly publication of the Society of Southwest Archivists, 1991–1996.
- Editor, *TulsaTalk*, the newsletter of the Tulane University Libraries Staff Association, 1993.
- Editor, *Louisiana Archives and Manuscripts Association Newsletter* (semiannual), 1991–1992.

BOOKLETS AND PAMPHLETS

- The Academy of Certified Archivists: In Service to the Profession*. The Academy of Certified Archivists: Albany, New York (2001).
- With Kaye L. Minchew. *The Academy of Certified Archivists: An Employer's Guide*. The Academy of Certified Archivists: Albany, New York (1995).
- With Wilbur E. Meneray, comps. *Preserving Waterways Transportation History: Selected Holdings from the Manuscripts Department*. Howard–Tilton Memorial Library (1995).
- What is "Special" about Special Collections? A Brief Introduction to the Special Collections Division, Howard–Tilton Memorial Library, Tulane*. (New Orleans: 1994).
- The SAA Mentor*. Society of American Archivists (Chicago: 1994).
- The SAA Mentee*. Society of American Archivists (Chicago: 1994)
- The Society of Southwest Archivists Guide to Archival and Manuscripts Collections*. [advertising brochure] Society of Southwest Archivists (New Orleans: 1994).
- Researching with Manuscripts: A Guide to Using Howard–Tilton Memorial Library's Manuscripts Department*. (New Orleans: 1994).
- With Maria Kuhn, Bruce Raeburn, and Floyd Zula. *Howard–Tilton Memorial Library: Information for Donors*. (New Orleans:1994).
- With Kaye L. Minchew. *The Academy of Certified Archivists*. The Academy of Certified Archivists: Chicago (1994, rev. 1996).
- With Lewis Cartee, Bruce Boyd Raeburn, and Kathy Burke. *Howard–Tilton Memorial Library: Guide to Library Resources and Collections*. (New Orleans:1991).
- Editor, *The Society of Southwest Archivists Membership Directory, 1989*. November, 1989.
- With Ellen Shipley. *Curios and Treasures: Recent Acquisitions in Special Collections* [exhibit catalog]. University of Arkansas Libraries. (Fayetteville:1988).
- Editor, *The Society of Southwest Archivists Membership Directory '88*. (October 1988).
- Provided the text for the pamphlet *The Society of Southwest Archivists* (1988).

CHAPTER IN BOOK

“John E. Martineau.” In *The Governors of Arkansas*, edited by Timothy P. Donovan and Willard B. Gatewood, 165–168. Fayetteville, Arkansas: University of Arkansas Press, 1981.

ARTICLES

“John E. Martineau.” In *Dictionary of Arkansas Biography*, edited by Jeanne Whayne. Fayetteville, Arkansas: University of Arkansas Press, 2000.

“John P. Bethell.” In *American Legislative Leaders, 1619–1982: A Biographical Directory of Colonial and State House Speakers*, edited by Nancy Sharp and Roger Sharp. Westport, Conn.: Greenwood Press (1999). Also “Marion H. Crank,” “John H. Cottrell,” “Sterling R. Cockrill, Jr.,” “Hayes C. McClerkin,” “Ray S. Smith, Jr.,” and “Grover W. Turner.”

“Daguerreotype.” In *Encyclopedia USA*. Gulf Breeze, Florida: Academic International Press (1993): 58–60

“Principles of Archival Certification Maintenance.” *Southwestern Archivist* XVI No. 2 (Summer 1992): 6–7, 38.

Columnist on computer applications for archives, *Society of Southwest Archivists Newsletter*, 1987–1990.

“Lost in the Wilderness: Libraries and the New Micro–Computer Standards.” *Arkansas Libraries* 45, No. 1 (March 1988): 5–14.

“Little Rock’s Golden Calf: The Jazz Age Baseball Battle in Pulaski County.” *Pulaski County Historical Review* XXXVI, No. 1 (Spring 1988): 2–18 [this article received the Pulaski County (Arkansas) Historical Society’s 1988 *F. Hampton Roy Prize*, and the Arkansas Historical Association’s 1989 *Walter L. Brown Award*.]

“Preserving Your Data Forever: Part II.” *Shareware Magazine* III, No. 1 (January–February 1988): 36–39, 48.

“Preserving Your Data Forever: Part I.” *PC–Sig Magazine* II, No. 6 (November–December 1987): 24–27, 48.

“Nota Bene and the Academic Market.” *SCOPE: Humanities Computing Update* 5, No. 6 (November–December 1987): 66.

With Michael J. Dabrishus. “Our Joe” [biographical sketch of U.S. Senator Joe T. Robinson, 1872–1937]. *Grapevine* (Fayetteville, Arkansas) XIX, No. 9 (November 25, 1987): 3, 11.

“The Slick and the Dead” [comparative review essay of the computer programs *PC–OUTLINE* and *PC–STYLE*]. *PC–SIG Magazine* II, No. 5 (September–October 1987): 36–38, 58.

“Getting the Most Out of Your Computer” [comparative review essay of the computer programs *PC–TUTOR* and *PC–PROFESSOR*]. *PC–SIG Magazine* II, No. 5 (September–October 1987): 40–43.

“Archives: The New Technology.” *Society of Southwest Archivists Newsletter* XI, No. 2 (July, 1987): 8–9.

“Identifying Photographs: A Review of Photographic Types.” *Arkansas Libraries* 44, No. 2 (June 1987): 17–20.

“Genealogy on Display” [comparative review essay of the computer programs *Genealogy on Display* and *Family History*]. *PC–SIG Magazine* II, No. 3 (May 1987): 48–49.

“Only legislators, aliens liked Sunday baseball.” *Arkansas Gazette*, March 17, 1985: 3 C, c. 1.

“Take Me Out to the Ball Game.” *Liberty Magazine*. May/June, 1983: 16–18.

“Foul Ball: The Religious Response to the Blue Law Controversy in Arkansas in the 1920’s.” *Ozark Historical Review* VIII (Spring 1979): 31–42.

Book reviews in *American Archivist*, *Arkansas Gazette*, *Kansas City Star*, and *Library Journal*.

WORKSHOPS PRESENTED

With Peter Hirtle, National Archives and Records Administration. “Cyberspace for Archivists: Using the Internet as a Reference, Access, and Outreach Tool.” This workshop is sponsored by the Society of American Archivists and accredited by the International Association for Continuing Education and Training at .75CEU.

- August 29, 1996, San Diego, California, Society of American Archivists annual meeting
- July 16, 1996, National Archives, Washington, DC. This was the only SAA workshop ever invited to be part of the National Archives Professional Development and Training Program.
- April 9, 1996, New Orleans, Louisiana. Co-sponsored by the Southern Archives Conference.
- March 22, 1996, Ogden, Utah. Co-sponsored by the Conference of Inter-Mountain Archivists.
- February 3, 1996, Houston, Texas. Co-sponsored by the Society of Southwest Archivists.
- September 1, 1995, Washington, DC. Society of American Archivists annual meeting.

“The World-Wide Web for Records Managers.” Houston Chapter of the Association of Records Managers and Administrators. November 15, 1995.

“Archival Organizations for Records Managers.” Houston Chapter of the Association of Records Managers and Administrators. July 19, 1995.

“The Internet for Historians.” Tulane University. March 31, 1995.

“Desktop Publishing as an Outreach Tool.” Libraries Southwest, a consortium of libraries in southwestern Louisiana. McNeese State University, Lake Charles, Louisiana. April 30, 1993.

PAPERS, PRESENTATIONS, AND SESSION PARTICIPATION

Presentation, “Creating a Career in Archives,” “Introduction to Archives” class, Louisiana State University School of Library and Information Science, Baton Rouge, November 22, 2010.

Guest Speaker, “Caring for Your Institutional Records,” Cancer Crusaders; Metairie, Louisiana, May 4, 2010.

Guest Speaker, “Introducing the Louisiana Research Collection,” Le Petit Salon; New Orleans, Louisiana, March 3, 2010.

Presentation, “Creating a Career in Archives,” Society of American Archivists Student Chapter, Louisiana State University School of Library and Information Science, Baton Rouge, November 16, 2009.

Presentation, “Louisiana Resources in the New Louisiana Research Collection,” Genealogical Research Society of New Orleans, October 19, 2009.

Paper, “The Development of the Academy of Certified Archivists,” presented as part of a panel of four past ACA presidents at the annual meeting of the Society of American Archivists, Austin, Texas, August 13, 2009.

Presentation, “Creating a Career in Archives,” Society of American Archivists Student Chapter, Louisiana State University School of Library and Information Science, Baton Rouge, November 26, 2007.

Presentation, “Creating a Career in Archives,” Society of American Archivists Student Chapter, Louisiana State University School of Library and Information Science, Baton Rouge, October 18, 2006.

Paper, “The Allure of Wine and Cheese: Exhibits and the Dilettante Ethic.” This was a heavily revised version of a draft first presented in 2003 (see below). It was presented as part of the session *The Curatorial Curse: Understanding, Recognizing, and Avoiding Conflicts Between Archival and Curatorial Methods* at the annual meeting of the Society of American Archivists (SAA), New Orleans, Louisiana, August 18, 2005. The session was chaired by David Gracy and included Sue Hodson and Michael Fox. Meeting participants rated it one of the meeting’s best sessions and a recording of the session was used as a text for an archives class at Louisiana State University.

Guest speaker, "Archival Resources at Tulane University," German-Acadian Coast Historical and Genealogical Society, LaPlace, Louisiana, August 23, 2005

Paper, "The Allure of Wine and Cheese: Online Exhibits and the Dilettante Ethic," presented as part of the session *The Ethics of the Internet*; annual meeting of the Society of Southwest Archivists (SSA), New Orleans, Louisiana, May 23, 2003

Guest speaker, "Creating a Library Career." Presented to GOAL: Group of Aspiring Librarians, Howard-Tilton Memorial Library, Tulane University, New Orleans, Louisiana. January 15, 2003.

Paper, "Incorporating Archival Values in Online Exhibits." Presented to the annual meeting of the Louisiana Archives and Manuscripts Association, Lafayette, Louisiana. November 15, 2002.

Guest lecture, "Creating a Career in Archives." Presented to the Society of American Archivists Student Chapter, Graduate School of Library and Information Science, University of Texas at Austin. April 2, 2002.

Speech, "Archival Certification is About More Than Passing a Test." Inaugural speech as President of the Academy Certified Archivists, Washington, DC, August 31, 2001.

Paper, "The Society of American Archivists' Mentoring Program: The Founder's Perspective." Paper presented as part of the session *The Human Touch: A Review of the SAA Mentoring Program*; annual meeting of the Society of American Archivists (SAA), Washington, DC; August 30, 2001.

Presentation, "Special Collections Resources for Educators." College Reading and Learning Association, New Orleans, November 5, 1999.

Presentation, "Tulane's Southern Jewish Archives." Jewish Information Committee of the American Library Association's Ethnic and Multicultural Information Exchange Round Table, June 27, 1999.

Presentation, "Preserving Social Welfare at Tulane." Cancer Crusaders, New Orleans, March 13, 1999.

Presentation, "What is a Manuscripts Department?" Westbank Genealogy Society, New Orleans, October 17, 1998.

Paper, "Archival Web Design." Society of Southwest Archivists annual meeting; Galveston, Texas; May 1997.

Presentation, "Allowing Others to Live On: The Archival Mission Today." Jefferson Genealogical Society; Metairie, Louisiana; February 13, 1997.

Presentation, "The Internet as an Archival Research Tool." Louisiana Historical Society, New Orleans, Louisiana; November 12, 1996.

Paper, "Publishing on the Web: Web Page Design for Archives." Annual Meeting of the National Association of Government Archives and Records Administrators (NAGARA); Washington DC; July 18, 1996.

Presentation, "Preserving Jewish Culture at the Tulane Manuscripts Department." Jewish Genealogical Society of Greater New Orleans; Metairie, Louisiana; December 7, 1995.

Guest lecture, "A Career is More than a Job." Society of American Archivists Student Chapter, Graduate School of Library and Information Science, University of Texas at Austin. September 21, 1995.

Paper, "Netiquette and the ARCHIVES Listserv." Annual Fall Meeting of the Louisiana Archives and Manuscripts Association. Thibodaux, Louisiana; November 11, 1994.

Paper, "Archivists With an Attitude: the ARCHIVES Listserv." Paper presented as part of the session *Electronic Networking: What's in it For You*; 21st Annual Meeting of the Society of Southwest Archivists. El Paso, Texas; May 1994.

Guest lecture, "Creating a Career in Archives." Presented to the Society of American Archivists Student Chapter, Graduate School of Library and Information Science, University of Texas at Austin. October 7, 1993.

Presentation, "Annual Meetings as Professional Development Tools." Presented to the "New Member Welcome," Annual Meeting of the Society of American Archivists; New Orleans, Louisiana. September 2, 1993.

Presentation, “‘We’re all in This Together:’ The Need for Regional and National Archival Cooperation.” Presented at the Committee on Regional Archival Activity Breakfast, Annual Meeting of the Society of American Archivists; New Orleans, Louisiana. September 1, 1993.

Presentation, “The Society of American Archivists: A Tool for Professional Development.” Presented to the New Member Welcome, 56th Annual Meeting of the Society of American Archivists; Montreal, Quebec, September 14, 1992.

Paper, “Archival Outreach: Sources and Perspectives.” Paper presented as part of the session *Outreach and the ACA Examination*; Spring Meeting of the Conference of Inter-Mountain Archivists; Las Vegas, Nevada. May 29, 1992.

Keynote Address, *To Lead an Archival Life: Archival Certification and Certification Maintenance*. Presented at the Spring Meeting of the Conference of Inter-Mountain Archivists; Las Vegas, Nevada. May 27, 1992.

Paper, “Combining Professional Development and Membership Development: the *Southwestern Archivist* and the *LAMA Newsletter*.” Paper presented as part of the session *The Joys and Pitfalls of Newsletter Editing*; Biennial Meeting of the Southern Archivists Conference, Nashville, Tennessee; May 14, 1992.

Presentation, “The Civil War Holdings of the Tulane Manuscripts Department.” Presented to three groups led by documentary filmmaker Ken Burns visiting sites important to the history of the Civil War. Tulane University, New Orleans, Louisiana, April 18, 1992.

Guest lecture, “Are You an Archivist or Just Someone Who Works in an Archives? Career Development for Archivists, Manuscripts Curators, and Records Managers.” Presented to the class *Archives and Records Administration*, History 6005, University of New Orleans, New Orleans, Louisiana. Instructor: Dr. Charles E. Nolan. March 28, 1992.

Paper, “Surviving Sudden Growth: The Society of Southwest Archivists.” Paper presented as part of the session *Strength in Numbers: Membership Development for Archival Organizations*; 55th Annual Meeting of the Society of American Archivists, Philadelphia, Pennsylvania; September 28, 1991.

Chair, *Strength in Numbers: Membership Development for Archival Organizations*; Session at the 55th Annual Meeting of the Society of American Archivists, Philadelphia, Pennsylvania; September 28, 1991.

CIVIC ACTIVITIES

Longue Vue House and Gardens Archives Advisory Committee (NHPRC grant oversight committee), 2008-present.

Historic Preservation Grant, Louisiana Division of Historic Preservation, 2007

Fontainebleau Improvement Association, New Orleans, Louisiana.

- Created and maintained association website, 2003 – 2007.
- Board Member 2003-2004.
- Zoning Chair, 2004-2005.
- Chair, Newsletter and Internet Outreach Committee, 2006 - present.
- Security Committee, 2006 - 2008

BIOGRAPHICAL INFORMATION

Biographical information may be found in *Who's Who of Emerging Leaders in America*, 4th edition (1992), *Who's Who Among Young American Professionals*, 2nd Edition (1992) and *Who's Who in Finance and Industry*, 26th edition (1990).