

# Sarah Dorpinghaus

sarahdorpinghaus@gmail.com  
773.263.9994

## PROFESSIONAL EXPERIENCE

### **Director of Digital Services**, *University of Kentucky Special Collections Research Center*, July 2016-present

- Develop long-term strategies and approaches for digital preservation and access initiatives
- Supervise four faculty and staff programmers and imaging technicians, oversee graduate assistants and practicum students
- Collaborate with SCRC Directors and Associate Dean to implement and advance strategic planning and goals for SCRC and UK Libraries
- Establish policies and priorities for digital preservation, digitization, access to born-digital materials, and resource development
- Manage expanding technical infrastructure for over 300 TB of networked and preservation storage
- Serve as head of SCRC digital resources including digital libraries, databases, and preservation repository; work with SCRC archivists and programmers for continuous improvement of functionality and design
- Cultivate donor relationships to broaden the scope of SCRC holdings to support research of faculty and students, particularly in Jewish Studies and Behavioral Science
- Pursue grants and other development and revenue opportunities to further the goals of the SCRC

### **Digital Archivist**, *University of Kentucky Special Collections Research Center*, March 2012-June 2016

- Oversaw digital production staffing, workflows, and equipment; supervised three imaging technicians and two to three students
- Developed and managed workflow for born-digital content acquisition, preservation, and access
- Collaborated with programmers to implement digital preservation best practices and provide access to digital content via ExploreUK and other online databases
- Evaluated ExploreUK and other online database user interfaces and search tools; propose and prioritize suggestions for improvement based on user feedback
- Provided reference assistance and respond to patron requests regarding ExploreUK, metadata corrections, and digital reproductions
- Cultivated donor relationships to broaden the scope of SCRC holdings to support research of faculty and students, particularly in Jewish Studies and Behavioral Science
- Provided instruction assistance with SCRC introductory courses and active learning exercises
- Assisted with SCRC grant applications, including the successful "Coal, Camps, and Railroads" NEH Humanities Collections and Reference Resources digitization project, funds awarded in 2013

### **Jewish Heritage Collection Project Archivist**, *College of Charleston Special Collections*, September 2010-February 2012

- Established project timelines and goals, monitored progress of project staff, and led outreach efforts
- Hired, trained, and supervised three part-time archivists and eight student interns in arrangement and description of manuscript collections, digital preservation standards, and metadata creation
- Established policies, created internal documentation, and managed workflow for accessions, processing, digitization, and the storage of born-digital and audiovisual material, including oral histories
- Processed backlog manuscript collections and created EAD descriptive finding aids
- Maintained excellent relationships with JHC donors, including onsite collection assessments
- Manage project budget and order processing supplies
- Co-wrote successful JHC CLIR Hidden Collections grant, funds awarded in 2012

**Project Archivist, Chicago History Museum, October 2009-August 2010**

- Surveyed over 22,000 linear feet of manuscript holdings to prioritize collections for minimal processing
- Created and edited MARC records for manuscript collections using Horizon
- Trained and supervised over 15 interns in manuscript processing and basic archival principles
- Processed collections and created finding aids according to minimal processing methodologies
- Maintained internal documentation regarding accessions, separations, and transfers
- Appraised existing and incoming manuscript collections

**Instructor, George Washington High School (WHS), Cedar Rapids, Iowa, August 2005-June 2007**

- Instructed World History and Advanced Placement European History courses
- Faculty sponsor for WHS chapter of Amnesty International and WHS mock trial teams

## RELATED EXPERIENCE

**Personal Papers Consultant, 2013-ongoing**

- Organize, rehouse, and inventory family papers and personal collections
- Facilitate digitization and conservation efforts
- Provide backup strategies for digital materials

**Consultant, Stitzel-Weller Distillery, 2014**

- Surveyed and assessed 6,500 cubic feet of records and artifacts
- Developed plan for transfer of records to offsite storage
- Designed policies for ongoing records management including financial and personnel resources, storage and work environments, and conservation and digitization

## PROFESSIONAL SERVICE & LEADERSHIP

### National

Born Digital Access Bootcamp steering committee, 2016-present

Radcliffe Workshop on Technology and Archival Processing, Radcliffe Institute for Advanced Study, Harvard University, 2016

National Endowment for the Humanities and National Historical Publications & Records Commission grant reviewer, 2014-2015

Archives Leadership Institute, 2014

Society of American Archivists Metadata and Digital Objects Roundtable Co-Chair, 2013-2015, and Steering Committee, 2012-2015

*The American Archivist* peer reviewer, 2012-present

### Regional & State

Kentucky Council on Archives Past Chair Ex-Officio, 2016-2017; Chair, 2015-2016; Vice-Chair, 2014-2015

*If These Walls Could Talk: Exploring and Managing Facilities in Archives*- Kentucky Council on Archives Spring Meeting, conference organizer and local arrangements, 2016

Kentucky Digital Library Work Group, 2015-2016

*White Gloves Not Required: Handling and Storage of Digital Files*- Kentucky Council on Archives Fall Meeting, workshop organizer and local arrangements, 2015

Midwest Archives Conference, Lexington, Kentucky Local Arrangements Committee, 2014-2015

*Getting Our Hands Dirty: DIY Solutions for Archival Challenges*- Kentucky Council on Archives Fall Meeting, local arrangements, 2014

*Digital Forensics for Archivists, Part I and II*- Society for American Archivists workshop, Lexington, Kentucky workshop organizer and local arrangements, 2013

### **University of Kentucky Libraries**

Collections Advisory Committee Digitization Subcommittee, co-chair, 2012- present

Internal Review Working Group, 2015

Strategic Planning Committee, 2014

Disaster Preparedness Committee, 2013-2015

Social Media Committee, 2013

### **SELECTED PRESENTATIONS**

*Family History and Jews in the South*. Panelist, Southern Jewish Historical Society Annual Conference, 2016

*University Library-Community Partnership: The Basic Archives Workshop as a Joint Community Support and Collection Development Initiative*. Panelist, Kentucky Library Association-Kentucky Association of School Librarians joint conference, 2016

*Doing More by Doing Less: Stopping Programs Without Regret*. Panelist, Society of American Archivists Annual Meeting, 2015

*Assessment in Action: Using Results to Improve the Archival Experience*. Session Chair, Midwest Archives Conference Annual Meeting, 2015

*Metadata and Digital Preservation: How Much Do We Really Need?* Session Chair, Society of American Archivists Annual Meeting, 2014

*Streamlining Workflows: Transforming 20<sup>th</sup> Century Metadata for 21<sup>st</sup> Century Access*. Panelist, Ohio Valley Group of Technical Services Librarians Annual Conference, 2014; Kentucky Council on Archives Spring Meeting, 2014

*Collaboration in Digitization Workflows: How Archivists and Camera Technicians Can Work Together*. Panelist, Society of American Archivists Annual Meeting, 2013

*Choose Your Own Arrangement: Using Large-Scale Digitization Efforts to Process Image and Audiovisual Collections*. Panelist and Session Chair, Society of American Archivists Annual Meeting, 2012

*To Name or Not to Name: Ethical Considerations in Metadata Creation*. Southeast CONTENTdm User Group 3rd Annual Meeting, 2011

### **PUBLICATIONS, NEWSLETTERS, & REVIEWS**

Dorpinghaus, Sarah. Review of *Appraisal and Acquisition: Innovative Practices for Archives and Special Collections*, edited by Kate Theimer. *Archival Issues*, Journal of the Midwest Archives Conference, 37:2 (2016).

Dorpinghaus, Sarah and Fox, Heather. "Time is on My Side: Harnessing the Power of Automation for Efficient Archival Workflows." *Kentucky Libraries*, 79:1 (2015): 20-23.

Dorpinghaus, Sarah, Review of *I, Digital: Personal Collections in the Digital Era*, by Christopher A. Lee. *Provenance*, Journal of the Society of Georgia Archivists, 30:1 (2012): 69-71.

Dorpinghaus, Sarah. "Hidden Judaica Collection Comes to Light." *The Rambler: Southern Jewish Historical Society Newsletter*, 15:2 (2011): 2-3.

Dorpinghaus, Sarah. Review of *How to Keep Union Records*, edited by Michael Nash. *Provenance*, Journal of the Society of Georgia Archivists, 29:1 (2011): 69-72.

Dorpinghaus, Sarah. "Memoirs, Sermons, Judaica: Jewish Heritage Collection in Full Swing." *The Jewish Historical Society of South Carolina Newsletter*, 15:1 (2011): 20-21.

## OUTREACH

Community archivists workshops, UK Special Collections Research Center, December 2015, March 2016, July 2016

*SCRC archives basics workshop for community archivists and genealogists; Dorpinghaus presented on digitization, metadata, and preservation of digital materials*

*From Plows to Plates: A Journey Through Kentucky Foodways*, UK Special Collections Research Center, 2015

*Public event featuring panel discussion, local food reception and resource fair, and book signing; Dorpinghaus assisted with resource vendor coordination and event promotion*

Association of Earth Sciences Editors Annual Meeting, Lexington, Kentucky, 2014

*Group presentation on preservation management; Dorpinghaus presented on digitization, metadata, and digital preservation*

*Feasts and Fellowship: Kentucky Food Traditions*, Lexington Public Library, 2013

*UK Libraries and Lexington Public Libraries collaborative community event to gather and preserve materials and memories about Kentucky foodways, celebrations, and traditions; funded by the Digital Public Library of America; Dorpinghaus coordinated digitization and metadata efforts*

*Indomitable Spirits: Prohibition in the United States* online exhibit, 2013

([dp.la/exhibitions/exhibits/show/spirits](http://dp.la/exhibitions/exhibits/show/spirits))

*UK Libraries curated exhibit for the Digital Public Library of America; Dorpinghaus assisted with research, content curation, and exhibit text*

## PROFESSIONAL DEVELOPMENT

### Membership

Society of American Archivists, 2008-present

Electronic Records Section, 2012-present

Metadata and Digital Objects Roundtable, 2011-present

Midwest Archives Conference, 2008-present

Kentucky Council on Archives, 2012-present

Chicago Area Archivists, 2010

Iowa Library Association, 2007-2009

### **Training & Workshops**

*Hard Skills for Managing Digital Collections in Archives*, Midwest Archives Conference Fall Symposium, Minneapolis, Minnesota, 2015

*Privacy and Confidentiality Issues in Digital Archives* Society of American Archivists workshop, Frankfort, Kentucky, 2015

*Electronic Records...The Next Step!* Society of American Archivists webinar, 2014

*Digital Forensics for Archivists, Part I and Part II* Society of American Archivists workshop, Lexington, Kentucky, 2013

*Managing Electronic Records in Archives and Special Collections* Society of American Archivists workshop, New Orleans, Louisiana, 2013

*CURATEcamp*, Society of American Archivists pre-conference, New Orleans, Louisiana, 2013

*Digital Curation Planning and Sustainable Futures*, Society of American Archivists pre-conference, New Orleans, Louisiana, 2013

*Appraisal of Electronic Records* Society of American Archivists workshop, Eastern Kentucky University, 2013

*Copyright Issues for Digital Archives* Society of American Archivists workshop, Knoxville, Tennessee, 2012

*CURATEcamp*, Society of American Archivists pre-conference, San Diego, California, 2012

*Developing Specifications and RFPs for Recordkeeping Systems*, Society of American Archivists workshop, San Diego, California, 2012

*Fundamentals of Acquisition and Appraisal*, Society of American Archivists workshop, Chicago, Illinois, 2010

*Describing Archives: A Content Standard (DACs)*, Society of American Archivists workshop, Chicago, Illinois, 2010

*The Ethics of Information Organization*, Knowledge Organization Research Group workshop, University of Wisconsin-Milwaukee, 2009

*Text Encoding Fundamentals and their Application*, Digital Humanities Summer Institute workshop, University of Victoria, 2008

*Interdisciplinary Perspectives on Archives and the Ethics of Memory Construction* workshop, University of Michigan, 2008

### **Conference Attendance**

Southern Jewish Historical Society Annual Conference, 2016

International Federation of Library Associations and Institutions News Media Pre-Conference, 2016

Kentucky Library Association-Kentucky Association of School Librarians joint conference, 2016

Radcliffe Workshop on Technology and Archival Processing, Radcliffe Institute for Advanced Study, Harvard University, 2016

ArchivesSpace Member Forum, 2015

Ohio Valley Group of Technical Services Librarians Annual Conference, 2014

Society of American Archivists Annual Meeting, 2011-2016

Midwest Archives Conference, 2010, 2015

Kentucky Council on Archives  
Spring Meeting, 2012-2016  
Fall Meeting, 2012-2015

## EDUCATION

**Digital Archives Specialist Certification-** Society of American Archivists, 2014

**Master of Library and Information Science-** University of Iowa, 2009 Concentration: Archives, Special Collections, and Digital Initiatives

**Bachelor of Arts-** University of Northern Iowa, 2005 History and Secondary Education, *magna cum laude*