

# DANIEL W. HARTWIG, CA

## EMPLOYMENT

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### **September 2010—Present Stanford University Libraries, Special Collections & University Archives**

#### *University Archivist*

- Formulate, direct, and administer collection development policy and program for archival and manuscript collections pertaining to Stanford University
- Manage institutional information for President's Office, Provost's Office, Board of Trustees, Office of Development, Planning Office, and Stanford Alumni Association
- Administer all public service related to access and interpretation of the holdings of University Archives, including instruction, reference, web presence, exhibits, reproduction policies, and publications.
- Identify and cultivate donors
- Formulate, direct, and administer policy and program related to administrative records management, records transfer, and information retrieval; establish and administer policies on restrictions and access to records
- Develop and maintain programs of digitization of appropriate holdings of the University Archives
- Develop and maintain relationships with key University and University-related committees
- Supervise University Archives staff and Stanford Historical Society staff

### **July 2006—August 2010 Yale University Library, Manuscripts & Archives**

#### *Records Services Archivist*

- Acted as primary point of contact between University Archives and Yale offices, assisting with all aspects of the records services program
- Analyzed and appraised information holdings of Yale offices, defining nature and scope of records to be accessioned into the University Archives
- Negotiated submission agreements and manage records transfers
- Coordinated arrangement and description of university records, including cataloging and creating EAD finding aids for all University Archives collections
- Provided records management training to university staff
- Provided reference and research assistance
- Took on systems administration and support responsibilities in 2008
- Took over collection management responsibilities for department from 2008-2010
- Took on management of accessioning and supervision of accessioning staff in 2010
- Special projects:
  - Led migration of departmental systems and legacy data to Archivists' Toolkit (AT)
  - Created AT@Yale Blog to document Yale's development and use of the AT
  - Completed migration/recon of more than 1000 finding aids from EAD v.1 to EAD 2002

### **August 2004—July 2006 Ball State University Libraries, Archives & Special Collections**

#### *Assistant Archivist and Digital Projects Developer*

- Oversaw University Archives and records management program; acted as liaison to university offices, creating guidelines, record schedules, and online resources
- Responsible for the appraisal, acquisition, processing, and description of university records
- Participated in the digitization of archival materials; oversaw database development and metadata creation for digital objects
- Created and maintained Web pages, graphics and online resources for the Archives and Special Collections Research Center and Digital Media Repository

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- Promoted use of collections through online and physical exhibits, publications, presentations, and other outreach activities
- Provided reference and research assistance to students, researchers and the general public; served as library liaison to university departments
- Special projects:
  - Led redesign of library website and creation of Student Virtual Library, RSS feeds, and library blogs
  - Created and maintained e-Archive, an online repository of university electronic records
  - Redesigned Academic Libraries of Indiana (ALI) Website
  - Participated in writing of University Libraries' strategic plan
  - Assisted in the planning & writing of two LSTA digitization grants awarded more than \$43,000
  - Managed the operations of the College of Architecture and Planning's Archives for one year, supervising the work of three graduate assistants

## **November 2002—August 2004    Wisconsin Historical Society**

### *Archives Reference Assistant*

- Provided archival reference, research and instruction for over 2000 annual users of the McCormick-International Harvester Collection
- Established increased intellectual access to the McCormick-International Harvester collection by creating inventories, finding aids, chronologies, and online databases
- Processed a variety of archival series incorporating various document types and formats
- Worked on digitization project involving the selection, cataloging, scanning and posting online of 3,000 images from the collection's vast array of visual resources
- Special projects:
  - Completed processing and finding aid for a collection of over 330 photo albums

## **SERVICE**

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### *Society of American Archivists*

- Archivists' Toolkit Roundtable Steering Committee (2009- )

### *Yale University Library*

- Finding Aids Coordinating Committee (2010)
- Family and Community Archives Project Administrative Committee (2008-2010)
- Collections Collaborative Archivists' Toolkit Project (2008)
- Library Social Association (2007-2008)
- Collections Collaborative Task Force on New Collections Information (2007)

### *Ball State University Libraries*

- Library Liaison (2006)
- Web Development Working Group, Chair (2005-2006)
- Digital Media Repository Working Group (2005-2006)
- Professional Personnel Association, Secretary (2005-2006)
- University Libraries' Strategic Planning Task Force (2005)

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## TECHNICAL EXPERIENCE

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### *Library/Archives Management Systems*

- Archivists' Toolkit, Voyager, Sirsi, Aeon

### *Desktop Applications*

- Microsoft Office, Oxygen, XMetaL, SharePoint, Acrobat Professional

### *Operating Systems*

- Mac OS X, Windows

### *Web/Markup Languages*

- HTML, XHTML, DHTML, CSS, XML, EAD

### *Metadata Standards*

- DACS, MARC21/MARCXML, AACR2, MODS, Dublin Core

### *Classification Standards*

- LCSH, LCNAF, NACO, LC Classification, AAT

### *Databases*

- MySQL, Access, Filemaker Pro, Paradox

### *Design, Audio/Video Editing*

- Dreamweaver, Drupal, Flash, Fireworks, Captivate, Vingnette, Photoshop, Roxio, Nero

## PUBLICATIONS/PRESENTATIONS

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- "Mobilizing the Stanford University Archives," Society of California Archivists Annual General Meeting, Pecha Kucha #1: A Sampling of Projects from Archives in the West (2011)
- "The Family and Community Archives Project: Introducing High School Students to the Archives Profession," forthcoming SAA diversity reader (2011)
- AT@Yale Blog <<http://atatyale.blogspot.com/>>
- "Pre-Custodial Intervention and Institutional Repositories," Society of American Archivists Annual Conference, Session 502: Pre-Custodial Intervention: Let Them Do the Damn Work! (2008)
- "Ingest of university electronic records: Theory & Practice," Society of American Archivists Annual Conference, Acquisitions and Appraisal Section (2007)

## EDUCATION

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*M.L.I.S. (May 2004)*                      *University of Wisconsin-Madison*                      *Madison, WI*  
Library and Information Studies; specialization in Archives

*M.A. (June 2001)*                      *Indiana University*                      *Bloomington, IN*  
History and Philosophy of Science

*B.A. (May 1998)*                      *University of Iowa*                      *Iowa City, IA*  
Double major in History and Philosophy

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## REFERENCES

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