

# Allison Haack

1111 6th Avenue, Burling Library

Grinnell College Libraries

Grinnell, IA 50112

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## PROFESSIONAL EXPERIENCE

**Library Special Collections and Archives Assistant**, Grinnell College Libraries, Grinnell, IA, November 2014–Present

- Hire, train, and supervise three-four undergraduate student workers
- Research archival reference questions and assist patrons
- Process collections using MPLP and DACS standards
- Maintain accurate and up-to-date accession records
- Create accurate and detailed finding aids in Access to Memory (AToM)
- Assist in planning and managing class visits to Special Collections & Archives
- Research and curate engaging and educational displays and exhibits using archival material, manuscripts, and rare book collection
- Conduct Special Collections and Archives outreach through social media content and in-person open house events
- Digitize archival photographs and materials utilizing archival FADGI standards
- Create metadata and upload images into institutional repository, Digital Grinnell
- Member of Outreach Cluster
  - Assist with Grinnell College Libraries events
  - Manage social media accounts for Grinnell College Libraries

**Graduate Assistant**, Indiana University Archives, Bloomington, IN, August 2013–July 2014

- Processed archival collections using MPLP and DACS processing standards
- Created accurate finding aids and inventory lists for processed collections

- Preserved records through foldering and boxing
- Conducted archival research for patron and researcher inquiries
- Wrote engaging and educational posts for IU Archives blog
- Working knowledge of EAD XML finding aids
- Researched and designed exhibit on Indiana University community during WWI

**Manuscripts Processing Intern**, Lilly Library, Bloomington, IN, January 2013–May 2014

- Processed archival manuscript collections using MPLP and DACS processing standard
- Created accurate finding aids and inventory lists for processed collections
- Accessioned collections, preparing them for cataloging and processing
- Preserved records through foldering and boxing

**Student Assistant**, Center for the Study of History and Memory, Bloomington, IN, May 2013–August 2013

- Edited Bloomington Cares Oral History Project transcripts to ensure accuracy
- Edited EAD finding aids to accurately reflect changes to records
- Filled public requests for oral history transcripts
- Created table of contents and index for Henry Glassie oral history transcript
- Accurately transcribed and edited oral history interviews

**Graduate Assistant**, Wylie House, Bloomington, IN, August 2012–May 2013

- Created metadata and summaries for Access document of Wylie family letters
- Created metadata for Wylie House photograph collection
- Conducted research on museum specific topics using Wylie family letters
- Inventoried books in Wylie House collection; created and updated associated PastPerfect records

**Library Assistant**, David D. Palmer Health Sciences Library, Davenport, IA, August 2010–July 2012

- Transcribed and edited oral history interviews for special collections and archives
- Maintained leisure reading collection and new bookshelf
- Publicized new book list in faculty and staff newsletter
- Assisted students and faculty in item searches using Sirsi Dynix Symphony
- Fulfilled Interlibrary Loan electronic and print requests
- Coordinated new required textbooks for library purchase
- Created engaging content for library Twitter feed
- Brainstormed and wrote posts for the library blog
- Accurately entered new student data into Sirsi Dynix each semester

## **EDUCATION**

### **B.A. in History**

Summa Cum Laude and Epsilon Sigma (Simpson College Honor Society)  
Simpson College, 2010

### **M.L.S with Specialization in Archives and Records Management**

University of Indiana Bloomington, 2014

### **Certificate in Museum Studies**

University of Iowa, In Progress

## **CONTINUING EDUCATION**

### **Rare Book School, July 8-12, 2024**

The Printed Book in the West to 1800

## **PUBLICATIONS**

- Michelson, Laura and Allison Haack. "Imagined Libraries and Immersive Special Collections Instruction: A Visit to Enlightenment Britain" in *Archives and Primary Source Handbook*. In Progress.
- Michelson, Laura, Allison Haack, and Christopher Jones. "Defending Wonder: Adapting an Archival Tour in a Digital Environment," in *Brick and Click Libraries*:

*Proceedings of an Academic Libraries Symposium* (November 2021). Maryville, MO: Northwestern Missouri State University, 2021.

- Jones, Christopher, Monique Shore, Allison Haack, and Julia Bauder. "Town-Town-Gown Relations: Managing a County-Wide Collaborative Digital Community Archive," in *Brick and Click Libraries: Proceedings of an Academic Libraries Symposium* (19th, November 8, 2019). Maryville, MO: Northwestern Missouri State University, 2019.
- Haack, Allison, Michelle Gordon, Hannah Keeney, and Allison Kartman, "New Archivists Seeking Employment: Exploring Entry-Level Jobs in Archives." *Archival Issues*, 38 (1) 19-42.
- Gordon, Michelle, Allison Haack, Rebecca Vernon, Tiffany Saulter, and Debora Shaw, "Multiple Copies of Bestsellers in Public Libraries: How Much Is Enough?" *Public Library Quarterly*, 33 (2) 145-154.

## **PRESENTATIONS AND POSTERS**

- Haack, Allison and Christopher Jones. "Photo Crowdsourcing at Grinnell College Alumni Reunion." Midwest Archives Conference poster session. May 3, 2024.
- Mertens, Jane, Allison Haack, and Laura Michelson. "Productivity Cafe: A Goal Setting and Information Literacy Event in an Undergraduate Academic Library." American Library Association poster session. June 2023.
- Michelson, Laura, Allison Haack, and Christopher Jones. "Defending Wonder: Adapting an Archival Tour in a Digital Environment." Brick & Click, Maryville, MO, November 5, 2021.
- Haack, Allison and Laura Michelson. "A Virtual Open House with the Salisbury House Library Collection." Grinnell College Staff Development Summer Workshop, Grinnell, IA, June 21, 2021.
- Haack, Allison and Jane Mertens. "The Grinnell College Jolabokafloð." ILA/ACRL & IPAL Virtual Spring Conference, May 20, 2021.

- Haack, Allison and Christopher Jones. “Things from the Attic: How to Care for Old Photographs, Letters, and Papers at Home.” Grinnell College Staff Development Fall Workshop, Grinnell, IA, December 2, 2020.
- Haack, Allison. “Introduction to Special Collections and Archives.” Grinnell College Staff Development Fall Workshop, Grinnell, IA November 20, 2020.
- Jones, Christopher, Allison Haack, Monique Shore, and Julia Bauder. “Town-Town-Gown Relations: Managing a County-Wide Collaborative Digital Community Archive.” Brick & Click, Maryville, MO, November 8, 2019.
- Haack, Allison, Michelle Gordon, Allison Siekman, and Hannah Keeney, “New Archivists Seeking Employment: Exploring Entry-Level Jobs in Archives,” Indiana University SAA Student Chapter Conference. Bloomington, IN, March 8, 2014.
- Haack, Allison, Alessandro Meregaglia, and Carrie Schwier, “Indiana University and the Great War: Student, Alumni, and Professor Involvement in World War I,” Indiana University-Bloomington Libraries In-House Institute. Bloomington, IN, May 12, 2014.

## **PROFESSIONAL ASSOCIATIONS AND SERVICE**

### **Professional**

- Iowa Preservation and Conservation Consortium, 2021—present
  - Board Member; Treasurer June 2021—present
- Consortium of Iowa Archivists, 2015—present
- Midwest Archives Conference, 2015—present
- Society of American Archivists—Indiana University Student Chapter, Fall 2012—Spring 2014
  - Student Chapter President, 2013-2014

### **Grinnell College**

- Grinnell College Staff Council, Fall 2019—Spring 2022

### **Community**

- Grinnell Historical Museum, Board Member, March 2016—present
  - Collections Committee

- Events Committee
  - Social Media and Outreach
- Friends of the Library, Drake Community Library, March 2022—present
- Grinnell United Methodist Church
  - Congregational Care Team, Fall 2022– present
  - Staff Parish Relations Committee, January 2021—present
  - Connections Committee, October 2017—December 2020
- Grinnell Parks and Recreation, Board Member, 2018 – 2023
- Archives Volunteer, Putnam Museum, August 2014—Nov. 2014
- Student Volunteer, Wylie House, May 2013—July 2014
- P.E.O. (Philanthropic Education Organization), 2009—present
  - Chapter NF: Chaplain, Guard, Recording Secretary, Vice-President, President