



(847)-682-0954
eve.neiger@gmail.com

professional experience

Yale University Beinecke Rare Book & Manuscript Library New Haven, CT

Processing Archivist

September 2014- Present

- Process and catalog manuscript, graphic material, and mixed media collections, ranging from 1 volume to 250+ linear feet, in accordance with established standards and best practices, including the Saul Steinberg Papers
- Hire, train, and supervise 5-8 graduate and undergraduate student assistants per semester
- Assess preservation needs of photographic and manuscript collections and identify materials for conservation treatment
- Provide reference services to researchers through e-mail and in the library's reading room
- Supervise processing work of archival assistants and student workers
- Contribute to policy development including material handling guidelines for the Beinecke Reading Room, visual materials processing procedures, and cataloging guidelines
- Provide outreach and instruction support including tours and show-and tell sessions for students, donors, and alumni
- Created archival supplies management system for newly combined Technical Services Department and managed supply orders and storage for four units

University of Michigan Museum of Anthropological Archaeology Ann Arbor, MI

Museum Assistant

October 2013- May 2014

- Co-authored a National Endowment for the Humanities grant proposal to rehouse the museum's historic photographic collection
- Conducted an item-level condition survey of the collection that assessed conditions and preservation needs for various photographic and moving image formats
- Wrote procedures for assessing conditions and preservation-level housing needs for photographic negatives

University of Michigan William L. Clements Library Ann Arbor, MI

Graphics Division Archival Assistant

September 2012- April 2014

- Cataloged and digitized selections from the library's photographic collections
- Processed collections and wrote Encoded Archival Description (EAD) finding aids
- Assisted the Graphics Curator with design and installation of exhibits featuring photographs, broadsides, and realia from the library's collection

Harvard College Library, Weissman Preservation Center Cambridge, MA

Photograph Cataloging Intern

May 2013- July 2013

- Arranged and described historic photograph collections in accordance with standards and best practices
- Surveyed collections and re-housed materials for preservation and access
- Assisted the Program Officer for Photographs and Photograph Conservator in conducting a condition assessment survey for the salted paper prints in the Harvard Library collections

***Hollywood and Hitler: 1933-1939*, by Thomas Doherty. (New York : Columbia University Press, 2013)**

Photograph Researcher

February 2012- July 2012

- Conducted photograph research and acquired, digitized, and cataloged archival photographs for publication

Rotary International, Department of History and Archives Lincolnwood, IL

Archives Intern

September 2011- June 2012

- Cataloged and digitized archival photographs
- Processed and wrote finding aids for photographic, textile, and mixed media collections
- Assisted head archivist in developing a custom controlled vocabulary

Rotary International, Broadcast Media Department Evanston, IL

Photography Assistant for the Broadcast Media Department

March 2010- October 2010, March 2012

- Wrote metadata and indexed photographs from international and local photography shoots conducted by Rotary International staff photographers

Rotary International, The Rotarian Magazine Evanston, IL

Art Assistant/Graphic Designer

January 2010- January 2011

- Conducted image research and managed image acquisition and copyrights for publication
- Designed regular sections and feature articles for *The Rotarian*, and the Canadian quarterly, *Rotary Canada*

Editorial Intern

September 2009- January 2010

- Wrote and researched articles and special features for *The Rotarian*, *Rotary Canada* and www.rotary.org

presentations and publications

“Preservation Section Annual Meeting: Panel discussion on the intersection between preservation and public services.” Society of American Archivists Annual Meeting. Portland, Oregon. Program Chair/Moderator July 27, 2017

“Special Collections Handling Workshop.” Beinecke Rare Book and Manuscript Library, New Haven, Connecticut. February 2017

Organized and co-taught a two-part workshop on materials handling designed as a refresher course for Beinecke Library Access Services and Security staff. Seminar included an illustrated guide on handling and paging materials most commonly used in the Beinecke Reading Room.

Dedications: Conference framing the book launch of “KuLe. Haus. Berlin - Site of Art and Community in Mitte Since 1990.” Kunsthaus KuLe. Berlin, Germany. June 3- 5, 2016

“In heritage: Deriving meaning and building connections from memory, place, and the historical record,” Invited presentation.

“Memory Found at Auguststraße 10: The Life Story of Itschu Neiger, the Baker’s Son,” Reader.

Invited speaker for symposium and book launch for *Kule. Haus. Berlin: Site of Art and Community in Mitte Since 1990* (Berlin : Revolver Publishing, 2016). Lecture addressed how documents and photographs found in family and community archives can enhance oral testimony and serve to connect history and heritage with community, art, and culture in the present day.

“Memory Found at Auguststraße 10: The Life Story of Itschu Neiger, the Baker’s Son,” in *KuLe. Haus. Berlin: Site of Art and Community in Mitte Since 1990* edited by Ursula Maria Berzborn and Steffi Weismann (Berlin : Revolver Publishing, 2016) June 2016

Contributed an essay for an anthology celebrating twenty-five years of art and community at Kunsthaus KuLe, a non-profit cultural organization in the Mitte neighborhood of Berlin, Germany.

“Identification of 19th Century Photos.” *New England Archivists Fall 2015 Symposium. Providence, Rhode Island.* November 7, 2015

Developed and co-taught a directed workshop on handling and identification of 19th-century photographic formats to 120 participants. Workshop included a printed guide, “Tips & Tools for Identifying 19th century photographs,” using custom infographics to categorize photographic formats.

“The History and Identification of 19th-Century Photography.” *Beinecke Rare Book and Manuscript Library. New Haven, Connecticut.* January 2015

Co-led a seminar on 19th-century photographs with Matthew D. Mason, archivist at the Beinecke Rare Book & Manuscript Library, for the Beinecke Library Technical Services Department. Seminar included examples from Beinecke Library collections.

professional leadership & service

Yale University Library

Usability and Accessibility Workgroup for the ArchivesSpace Public User Interface Implementation Project September 2017- Present

Yale University Library Exhibitions Program

Sterling Memorial Library Exhibitions Committee, Secretary

September 2016- Present

Contributing copy editor for student exhibit programs

December 2015- May 2016

Beinecke Library Workplace Culture Group *Co-chair FY16*

August 2015- January 2018

Library Staff Association Committee

July 2015- June 2017

Beinecke Library Re-opening Events Committee

May 2016- October 2016

Primary Sources at Yale Task Force

March 2015- September 2016

Yale Library Search Committees

Beinecke Library Archival Assistant (temporary)

October 2017

Beinecke Library Materials Assistant

September 2016- November 2016

Yale Library Manuscripts and Archives Archivist

April 2016- July 2016

Beinecke Library Assistant Head of Access Services

October 2015- May 2016

Yale University

Pearson College *Fellow*

Fall 2017- Present

Society of American Archivists

Preservation Section Steering Committee

July 2015- Present

Vice-Chair/Chair-Elect FY18

Chair, Program Committee FY17

Preservation Section Silent Auction for the National Disaster Relief Fund *Chair* July 2017
Visual Materials Section *Contributing Editor for Views* January 2015- August 2016

continuing education and training

Fundamentals of Project Management for Archivists (Society of American Archivists continuing education course) March 23, 2017
Yale University, New Haven, CT

Society of American Archivists Visual Materials Section Workshop: “More Than Meets the Eye: Negotiating the Landscape of Born-digital Visual Materials” August 3, 2016
SAA Annual Meeting 2016, Atlanta, GA

Arrangement and Description of Electronic Records: Part II (Society of American Archivists continuing education course) July 19, 2016
Yale University, New Haven, CT

Arrangement and Description of Electronic Records: Part I (Society of American Archivists continuing education course) July 18, 2016
Yale University, New Haven, CT

Digital Print Preservation Workshop October 2015
Image Permanence Institute, Rochester, NY

Evolution of Photographic Technology Workshop September 2015
George Eastman Museum, Rochester, NY

From Gutenberg to Google Books: The Cultural History of Publishing June 2015
Yale University, New Haven, CT

education

University of Michigan School of Information, Ann Arbor, MI May 2014
Master of Science in Information
Specializations: Preservation of Information, Archives and Records Management
Dr. Marylouise D. Meder Merit Scholarship

Brandeis University, Waltham, MA May 2009
Bachelor of Arts Degree, Magna Cum Laude
Major: German Language and Literature *Minors:* Film Studies and Anthropology
Dean’s List, Phi Beta Kappa Society

knowledge and skills

Languages: Literate in German, basic understanding of Hebrew

Cataloging, processing, and collection management: Aeon, Anglo-American Cataloging Rules (AACR2), ArchivesSpace, Archivists’ Toolkit, Archon, AAT, Describing Archives: A Content Standard (DACS), Descriptive Cataloging of Rare Materials (Graphics) [DCRM(G)], Dublin Core, Ex Libris Aleph, Extensis Portfolio, Encoded Archival Description (EAD), Filemaker Pro, MARC 21 Format for Bibliographic Data, Microsoft Access, LCNAF, LCSH, Oxygen XML Authoring and Editing, RDA: Resource Description and Access, TGM, XMetaL Author Enterprise

Programming languages: Python, HTML/CSS, XML

Design: Adobe Illustrator, InDesign, Lightroom, and Photoshop; Microsoft Publisher