

University of Cincinnati Librarian Review Statement, Eira Tansey, October 15, 2018

I seek a grant of tenure at the rank of Associate Librarian, and promotion to the rank of Associate Senior Librarian. According to the *Criteria And Procedures For Reappointment, Promotion, And Tenure Of Library Faculty* (2015), “Promotion to the rank of Associate Senior Librarian is accompanied by a grant of tenure, if the candidate is not already tenured, and requires:

- A. Satisfactory job performance, and
- B. Predominantly Level Two or Level Three job responsibilities, and
- C. Considerable job development, and
- D. Continuing participation in professional development activities, and
- E. Scholarly or service accomplishments which should include outstanding achievement in one or significant achievement in two of the following areas: Community and University service, or Education, or Publishing or creative work, or Teaching, or Professional service, and
- F. Regular involvement in professional service activities, and
- G. Demonstrated potential to continue to meet the criteria for tenure.”

In this review statement, I will demonstrate how I have satisfied these requirements for tenure and promotion. Documentation and letters supporting all sections of this review statement, reflecting my entire time at the University, are in the corresponding dossier folders.

Job Performance

I was appointed as Assistant Librarian in November 2013, reappointed with promotion to Associate Librarian in July 2015, and reappointed again at the Associate Librarian rank in August 2017. As Digital Archivist/Records Manager, my job description encompasses a wide variety of duties that I carry out within the Libraries and across the University. My department head Kevin Grace has consistently evaluated my job performance as “excellent,” “exceptional,” and “outstanding.” My responsibilities encompass **Level Two** and **Level Three** job responsibilities.

As Records Manager, I manage the University of Cincinnati Records Management program, a **Level Three** responsibility under the Criteria’s **Administrative/Leadership** functional area. This program is authorized by the Board of Trustees in order to meet state of Ohio public records requirements, and is situated within the Archives and Rare Books Library per University of Cincinnati rule, 10-43-10. Records management plays a significant role in University compliance by identifying what records should be kept by campus offices and how long they should be kept before destruction or transfer. Records management is the primary mechanism for identifying important university records to be acquired by, transferred to, and preserved in the Archives and Rare Books Library. Therefore, records management supports both state and institutional compliance needs, as well as the preservation and visibility of the University of Cincinnati’s history.

My records management duties and achievements meet the Criteria's **Level Three** responsibilities for **Acquisitions, Collection Development, Liaison, Outreach and Promotion, and Special Collections and Archives**; and **Level Two** responsibilities in **Library Pedagogy**. I am responsible for creating and maintaining all University records retention schedules, which determine the acquisitions of University Archives and serve as a collection development tool. I develop University-wide guidance in implementing records management policies, serve as liaison to faculty and staff across the University on records issues, monitor records destruction activities, facilitate records transfers to University Archives, conduct regular workshops, and write newsletters and regular communications about records management.

As the University's first Digital Archivist, I am responsible for oversight of born-digital archives held by the Archives and Rare Books Library. In this new role, I establish internal procedures for working with born-digital content consistent with professional best practices and benchmarking our efforts against peer institutions. These duties and achievements meet the Criteria's **Level Three** responsibilities for **Acquisitions, Collection Development, Liaison, Library Information Technology, Outreach and Promotion, and Special Collections and Archives**; and **Level Two** responsibilities in **Cataloging & Metadata, Digital Scholarship, and Preservation**.

I am responsible for acquiring, accessioning, processing, migrating, reformatting, describing, creating metadata for, transferring, and preserving a wide variety of born-digital archival material. Due to my digital preservation expertise, I often consult with other colleagues across campus on topics such as outdated file formats, migration of files, and storage strategies to prevent data loss. I solicit born-digital material from university-related entities that are not covered by retention schedules, such as student groups. I have also taken a strong leadership role in advocating for digital preservation measures of library-held content. In my capacity as Digital Archivist, I work very closely with UC Libraries (UCL) Digital Collections and Repositories on collaborative work involving digitized and born-digital special collections materials.

Job Development

Records Management

When I began my current position, all records retention schedules were issued at the department level, resulting in major duplication of work. I **initiated creation of a General Records Schedule for the entire University** in order to bring about better efficiency and compliance. This schedule addressed the most common records held by most campus offices in order to provide clear and consistent advice on how long records should be kept, and how they should be subsequently destroyed or transferred to University Archives.

Over nearly two years, I worked with General Counsel, Internal Audit, Human Resources, and other important stakeholders with an interest in campus recordkeeping. My success in securing approval of the Office of General Counsel and Internal Audit was a significant achievement, as it required a high-level of communication and trust with those office's leaders. Following a successful presentation of the General Records Schedule to the President's Cabinet in summer 2016, I released the General Records Schedule in October 2016.

The General Records Schedule replaced over 400 individual departmental schedules across the University. The long-term impact since introducing the General Records Schedule two years ago has been uniform and publicly-available guidance for University records, renewed awareness of records policies, improved relationships with various compliance offices, and increased cooperation with expectations around records destruction and transfer of records to University Archives.

I have also **developed unique records schedules for various areas of the University** with recordkeeping needs that exist outside of the General Records Schedule. This requires me to carry out significant investigation into the legal, regulatory, compliance, accreditation, and administrative factors associated with writing records retention schedules. Since 2013, I have created or made significant revisions to records schedules for major units including Human Resources, Public Safety, Export Control, and University Health Services, as well as dozens of smaller units.

Communication and outreach are important parts of the Records Management program. I maintain the Records Management webpages and campus listserv, and have written several issues of *Records Quarterly*, the campus records management newsletter. I teach several “Introduction to Records Management” workshops every year to UC staff. The workshops are typically an hour long and generally have between 15-30 attendees. I often co-teach these workshops with a staff member from the Office of Information Security.

Finally, I carry out **extensive internal consultation and liaison activities** when University units require my expertise as University Records Manager regarding purchase of recordkeeping software, development of new policies, or hiring specialized personnel. My liaison and consulting activities have led to strong relationships with many administrative, compliance, information technology, and educational departments at the University, especially with the Office of General Counsel and the Office of Information Security. In 2014, I reviewed the draft bid that Campus Photographic Services prepared for a new digital asset management system, and made extensive recommendations concerning its revision. In 2015 I served on a search committee for the Office of Information Security’s Multi-Factor & Endpoint Protection Administrator position. In 2016, I advised the eLearning Blackboard Course Retention Policy Working Group and the Provost’s Office as they prepared for the Higher Learning Commission Reaccreditation. In 2017, I served on the search committee for the first Public Safety Records Manager. I am currently working with General Counsel to advise the implementation of records retention capabilities within the University’s OnBase document management system, and participating in the newly formed UCit Office365 implementation team to determine appropriate retention policies for campus email systems.

Digital Archives

Prior to my appointment, there was no active management of born-digital archives. USB drives and CDs were placed into boxes with no long-term plans for content migration. No active planning was in place for cloud transfer of electronic records to the Archives and Rare Books Library. Born-digital archives were at significant risk of degradation or total loss without active management. After experimental processing of large born-digital collections, I **developed workflows** for acquiring, accessioning, processing, migrating, reformatting, describing, creating

metadata for, transferring, and preserving born-digital content held by, and designated for transfer to, the Archives and Rare Books Library.

In 2014, I wrote an internal **proposal to build a forensics-capable digital processing workstation** that was funded by previous Associate Dean Steve Marine. On this workstation, I preview born-digital content on removable media, screen it for potential sensitive information that cannot be released due to legal or administrative restrictions, prepare it for ingest into our local storage environment, and perform processing work on archival content.

As methods for processing born-digital archives evolve, I learned how to use a wide variety of open-source software tools and command-line functionality through workshops, hands-on teaching from colleagues, and self-guided tutorials. These include BitCurator, BulkExtractor, Bagger, robocopy, rsync, and many others. I created instruction documentation for the accessioning and processing of born-digital archives within the Archives and Rare Books Library. Documentation is an important part of building scalable program capacity for new activities within the libraries.

As Digital Archivist I **work very closely with UCL Digital Collections and Repositories department**. Many of these activities reflect my commitment to continued collection stewardship in a frequently changing organization. I took an active role in representing the needs of special collections at many stages of Hydra/Samvera repository development. Shortly after I began, I was appointed to the then-Digital Repository Task Force and was active in several Scholar@UC working groups, including Early Users, Communications, Digital Preservation, and Use Cases. I chaired the Use Cases working group, and created use cases articulating needs for the repository in order to guide the software development team. I learned how to document and push material to GitHub, a version control system for computer code and other forms of documentation widely used by much of the library profession, including the UCL software development team. Following the departure of the Digital Content Strategist, I took over the Digital Preservation working group and led the drafting of a Digital Preservation Policy to inform future planning efforts.

I took the role of **product owner in 2016 for UCRATE**, an endeavor to develop repository capacity to manage library content held by the current legacy repositories (the Digital Resource Commons and LUNA). As product owner, I developed use cases that articulated the specific needs of special collections materials, and the workflow needs of the archivists and curators who steward the content. Following the departure of the Digital Content Strategist I became lead product owner. This means that I am the primary point of contact with the software development team in charge of UCRATE, which is now merging into the larger Scholar@UC repository.

I am increasingly involved in the APTrust community as a representative of UC's membership, and attended an APTrust member meeting in 2017. I recently completed training to send born-digital content from the Archives and Rare Books Library to APTrust for offsite digital preservation purposes.

I serve as the **main point of contact for all matters related to ARB's digitization partnerships** with Digital Collections and Repositories. I participated in the DigitizeUC

strategic initiative, and oversee the training and use of the Epson scanner deployed to ARB as part of UCL's decentralized digitization model. I have trained students and interns on proper handling, scanning, and metadata creation of digitized ARB items for upload into the repository. I oversaw many transfers of materials with Digital Collections and Repositories, including 95 years of commencement programs for digitization from 2016 to 2017. I digitized and created metadata for many ARB holdings, including selected materials from the Neil Armstrong collection, the Ted Berry collection, the Marian Spencer collection, and others. I assisted with the descriptive collection-level metadata for several digital collections, including the Hamilton County Morgue records, the House of Refuge records, and the City Engineer (Subway) collection website. In 2016, I served as the archivist supervisor for a Kent State library school student who was hired by a DAAP professor to assist him with processing digitized video and metadata creation for ingest of works into the Scholar@UC repository. I supervised her work in preparing the files for ingest and metadata creation.

Professional Development

I have a long record of engagement with a wide variety of leadership and technology professional development opportunities. Since 2014, I have received five Faculty Development Council grants in support of my professional development activities. Shortly after I began my position, I joined the University's Center for the Enhancement of Teaching and Learning's New Faculty Institute, a two-year pilot program. I completed the required number of workshops for the Society of American Archivists **Digital Archives Specialist certificate, and passed the examination in 2014**. I continue to take SAA DAS workshops to work towards renewal of my certification.

In 2014, I attended the **Humanities Intensive Learning and Teaching Institute (HILT)** for a weeklong intensive workshop **focused on digital forensics for archival materials**. I gained an enormous amount of theoretical and practical hands-on knowledge from this week that I was able to apply immediately to my work as Digital Archivist.

In 2016, I applied for and was **accepted during a competitive process into the Archives Leadership Institute (ALI) 2017 cohort**. During the weeklong institute at Berea College, I learned skills related to project management, strategic planning, professional ethics, and advocacy. Attending ALI helped me improve the way I have approached long-term planning for many digital archives related projects, such as documenting student activism at UC.

Scholarly or Service Accomplishments

I have *significant* achievement in two areas of accomplishment required for promotion with a grant of tenure to Associate Senior Librarian: Publishing or creative work, and Professional service.

Publishing or Creative Work

My primary areas of research publication include the impact of climate change on archives, environmental regulatory recordkeeping, and the historical professionalization of librarians and archivists. I have published several articles in peer-reviewed journals. I am a single author on

Eira Tansey, 2018 Tenure & Promotion

four articles published since 2015 (with a fifth currently in press), and co-authored an article in a highly-ranked journal on climate change adaptation. As my work is of significant interest to many outside of the profession, I prioritize publishing my work in high-quality open-access publications as much as possible.

My work analyzing the **effects of climate change on archives is groundbreaking** and noteworthy. I was one of the first American archivists to begin writing in the reviewed literature about the impacts of climate change on archives, starting with an article published in *Sustainability: Science, Practice, & Policy* in 2015. This work expanded to a collaboration with several co-authors from Penn State University (Ben Goldman, Tara Mazurczyk, and Nathan Piekielek), in which we mapped climate change risks including sea-level rise, storm surge, and future temperature and humidity extremes to a data set of 1,200 US archives. This article is the first published effort to quantify future climate change risks to United States archives. This research has been profiled in national news outlets, including *Pacific Standard* and *Publishers Weekly*.

The latest efforts in my archives and climate change research led to a realization that better data was needed on the locations of US archival repositories. With my primary research collaborator Ben Goldman (of Penn State University, serving as principal investigator), **we applied for and received a Society of American Archivists Foundation \$5,000 grant** to build a comprehensive data set of all known US archival repositories. I worked with Ben and the research assistant he hired to develop a data collection standard, review all data and documentation, assist with communications to the Foundation and external organizations, and promote our work through the project blog (<https://repositorydata.wordpress.com/>) and conference presentations at the Rare Books and Manuscripts Section of the American Library Association, and the Society of American Archivists. I am responsible for disseminating all of the data through our project's GitHub repository, ensuring proper version control of all final released data, and working with the Society of American Archivists to transfer long-term stewardship of the data to their oversight. This is the first comprehensive data set created of all US archives, regardless of their size or audience. Our research found that there are at least 30,000 archives in the United States – a stark contrast to the previous available data set, which only documented 1,200 archives. The data has enormous potential for public impact, such as its use for disaster preparation and planning. During the last two hurricane seasons, I made maps with locations of archival repositories displayed against hurricane paths to demonstrate the potential risks to coastal archives.

My peer-reviewed research is **cited in national and international journals**, including *American Archivist*, *Archivaria* (published by the Association of Canadian Archivists), *Australian Feminist Studies*, *First Monday* (a journal of research about the internet), and *Sustainability*. My article on the visibility of archival labor was selected for an Australian archivists reading group, and my work is routinely assigned in North American library and information school syllabi. I have presented my research at over a dozen library and archives or academic conferences, including Association of Moving Image Archivists, Midwest Archives Conference, Rare Books and Manuscripts Section of the American Library Association, Society of American Archivists, Society for the History of Technology, and other forums and colloquia.

As a well-known leader on the topic of archives and climate change, I gave the keynote for the Digital Library Federation/National Digital Stewardship Alliance Digital Preservation Forum in 2017. I was asked by the *Journal of Critical Library and Information Studies* to serve as one of the co-editors for an upcoming special issue dedicated to libraries and archives in the Anthropocene (a term often used to indicate the period of time in which humans have made distinctive and permanent changes to the planet).

I wrote over 50 blog posts on the UC Libraries blog, blogs affiliated with the Society of American Archivists, and independent archivist blogs including Reading Archivists (dedicated to exploring the writings of archivists) and ProjectARCC (Archivists Responding to Climate Change).

Professional Service

I have extensive service at the national level, much of it within the Society of American Archivists (SAA), with which I have been active for nearly a decade. In 2014, I was **elected to the national Nominating Committee** in a competitive race in which over 1,200 ballots were cast. Nominating Committee is one of the most important bodies within SAA, as it identifies and recruits the full slate of candidates to stand for election for association leadership, giving it significant influence on shaping the direction of the association.

In 2014, I was elected as a steering committee member, and in 2016 as **vice-chair/chair-elect, to SAA's Records Management Section**. Counting over 1,300 members, this section is one of the most active and visible within the association. As chair I oversaw the alignment of our Section's work with SAA's strategic plan, supervised numerous public outreach and educational offerings, and worked with SAA staff and elected leadership. In 2018, the **Vice-President of SAA appointed me to SAA's national Committee on Public Policy**. This committee prepares issue briefs and recommendations for SAA's elected leadership and staff on recordkeeping policy issues in the news. COPP has recently advised the association on matters ranging from law enforcement body cameras to FOIA to legislative advocacy for funding national grant programs that support libraries, archives, and museums.

I have a record of service with regional archives organizations, most notably with the Midwest Archives Conference (MAC). From spring 2016 to 2017, I was a member of the MAC program committee that selected proposals for the 2017 annual meeting in Omaha. As **MAC program committee co-chair from spring 2017 to spring 2018**, I coordinated the development and planning of the conference program for the 2018 annual meeting in Chicago. I developed the theme for the conference, set up and oversaw the voting system for all committee members to evaluate proposals, arranged multiple conference calls during the year, handled audiovisual needs of the plenary speaker, coordinated with the speaker's bookseller, and assisted with all on-site logistics and troubleshooting.

I am affiliated with other national and state archival service initiatives. I am active in ProjectARCC (Archivists Responding to Climate Change), a coalition of archivists working on environmental and climate change issues within the profession. I am one of the **founding members of ProjectSTAND (Student Activism Now Documented)**, an initiative of college and university archivists that began in 2017 to share information about campus-based activism

archives at our institutions. STAND recently received a major Institute of Museum and Library Services (IMLS) grant to host four forums across the country related to student activism archives; I am chairing a student engagement group to ensure representation of student perspectives in the forums. I was **appointed to the Ohio Electronic Records Committee** in 2014, and assisted in revision of guidelines, including co-authoring the Recordkeeping System Procurement tip sheet. I participate in the Inter-University Council of Ohio's Records Management group, and have provided feedback on recent discussions concerning buying a state-wide records management software program.

I round out my national professional service activities through serving as a peer reviewer for journals and grant programs in my field, and mentor to new professionals. I have served as a reviewer for articles in journals including *American Archivist*, *Archivaria*, *Provenance*, and *In the Library with the Lead Pipe*, and in 2015 I served as a reviewer for the National Historical Publications & Records Commission Access to Historical Records grant program. I was a mentor to a new archivist in Kansas through the Society of American Archivists mentoring program from 2016 to 2017, and I mentored the UC Libraries Digital Literacy Fellow from 2016 to 2018.

Within UC Libraries, I **chaired the UCL Faculty Travel Committee** from 2014 to 2016. Towards the end of my term I developed and carried out a survey to better understand faculty travel funding needs and expenditures. I was **elected to the UCL faculty Executive Committee** for a two-year term in 2017. I have also served on several UCL search committees.

University Service

In 2015, I was **elected as one of two faculty representatives to the UCit Information Security and Compliance Committee**, which regularly reviews all information security policies applicable to the entire University. I was re-elected for a second term in 2017.

I served as **UC Libraries faculty co-chair for the annual Faculty and Staff campaign** in the first half of 2018. My co-chair and I planned three events together, and **exceeded our fundraising goal**, achieving a final participation rate of 76%.

Conclusion

I am confident that my review statement, CV, letters, and documentation demonstrate that I have more than exceeded the requirements as outlined in the *Criteria* for tenure at the rank of Associate Librarian, and promotion to the rank of Associate Senior Librarian which is accompanied by a grant of tenure. I have excellent job performance encompassing Level Two and Three responsibilities. I continue to make exceptional strides in leading the records management program at UC and developing new efforts to manage born-digital archives. I have achieved considerable job development and continually participate in professional development activities. I have significant publications and professional service achievements. I have clearly demonstrated that I have met the criteria for promotion, and will continue to meet the criteria for tenure.