

SHANNON WALKER

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EDUCATION

University of Denver

Master of Library & Information Science (MLIS), Archives/Archival Administration

University of Colorado at Boulder

Bachelor of Arts (BA), History and Anthropology

RELATED EXPERIENCE

Arizona State University

July 2020-Present

University Archivist

Serves as the main point of contact for University Archives at Arizona State University. Provides reference and fulfillment services for all inquiries. Identifies and facilitates the selection and acquisition of University Archives materials. Facilitate the arrangement, description, and preservation of materials according to professional standards. Cultivate and maintain relationships with departments on campus, alumni, donors, and community members. Promote the collections and services through outreach and engagement opportunities. Develop and oversee the web archiving program. Maintain contact with on-campus and off-campus donors and facilitate the transfer of materials. Upload digital materials, with standardized metadata, into the ASU Digital Repository. Represent University Archives on various Steering Committees and Working Groups. Maintain social media presence for ASU University Archives and Thunderbird School of Global Management.

Arizona State University

July 2017 – July 2020

Assistant University Archivist

Provide reference and information services for University Archives. Support University Archives in the selection and acquisition of archival collections. Facilitate the arrangement, description, and preservation of materials according to professional standards. Cultivate and maintain relationships with departments on campus, alumni, donors, and community members. Manage reference inquiries and duplication services. Promote the collections and services through outreach and engagement opportunities. Coordinate work with professional colleagues. Initiate, develop and maintain a web archiving program. Develop responsibilities as a contact for records management services. Coordinate management of donor files including digitization and workflow for intake process. Upload digital materials, with standardized metadata, into the ASU Digital Repository. Contribute to policies and practices regarding the acquisition, description, organization and long-term preservation of digital files. Serve on various Councils, Working Groups, Task Forces and Search Committees for the Library. Supervise student workers and interns.

Arizona State University*Archive Specialist***July 2015 – July 2017**

Directed archival operations for the Thunderbird School of Global Management and provided support to archival collections at Arizona State University. Engaged in reference services to students, staff, faculty, alumni, local media, and the general public. Arranged and described collections. Collaborated with a colleague to merge collection records from Archivist's Toolkit and FileMaker Pro to ArchiveSpace. Developed an exhibit, including digitization of photographs and writing narrative. Collected, organized, and maintained born-digital and digitized files. Oversaw the preservation, access, and promotion of the Harry Snyder Special Collection. Coordinated digitization of student newspapers and uploading of files to ASU Digital Repository. Hosted open houses in the archives and led personal tours. Increased awareness of collections to staff, students, alumni, and the community. Collaborated with Thunderbird staff and students to write articles about the School's history for newsletters and the student newspaper. Maintained a Facebook page for the Thunderbird Archives. Supervised student volunteers, workers, and interns. Member of the Arizona Archives Alliance served on the Annual Meeting Planning Committee for Arizona Archives Summit. Served on the ASU Library Web Services Advisory Board. Participated in the Hayden Library 50th Anniversary planning and event.

Thunderbird School of Global Management*Archivist***July 2010 – June 2015**

As the Archivist for Thunderbird oversaw all archival operations for the school. Responsibilities included arrangement and description of historical collections, including print, digital, audiovisual, photographs, artifacts, and works of art. Coordinated the acquisition of Archivist's Toolkit. Developed guidelines and procedures for processing collections and creating metadata. Produced finding aids (PDF) for collection navigation. Maintained physical preservation of materials. Cataloged photographs into a database maintaining bibliographic standards. Developed policy for collecting, maintaining, and storing electronic files. Coordinated projects to digitize alumni magazines, yearbooks, and photographs. Oversaw quality control of projects including metadata creation, project workflow, and online publication. Created exhibits and informative displays; selected and prepared archival materials; researched and wrote captions; purchased framing materials. Hosted open house and tours; guest speaking. Captured oral histories; created interview questions; conducted interviews; recorded and arranged for transcription service; published online. Provided reference services to students, staff, faculty, alumni, local media and the general public. Increased awareness of the collections to staff, students, alumni, and the community. Attended weekly staff lunches to network and promote the School's history. Collaborated with Thunderbird student for the weekly

“From the Archives,” article in the online student newspaper. Developed and maintained a Facebook page for the Thunderbird Archives. Managed one part-time assistant and coordinated a team of volunteers for special projects. Participated in statewide archives initiatives including the Arizona Memory Project, Cultural Inventory Project, and Arizona Archives Matrix

Private Client

Consultant

April 2008 – June 2010

Processed the personal archival collection for a client who was an important part of the Civil Rights movement in the 1950s-1960s. Responsibilities include arranging and describing the collection as well as creating a finding aid for the client.

J. Paul Getty Trust/Getty Conservation Institute

Library Consultant

September 2001-April 2004

Los Angeles, CA

Created and maintained a storage and retrieval system for in-house documents. Project included ordering and purchasing archival materials, maintaining a large database of information and providing research assistance to scientists and experts in their respective fields. Managed databases of extensive scientific bibliographies and edited them for online publication.

J. Paul Getty Trust/Getty Conservation Institute

Library Assistant

April 1992-July 1998

Los Angeles, CA

Coordinated and maintained all Interlibrary Loan transactions (borrowing and lending) for the Information Center (library) of the Institute. Arranged for the purchase of materials for the Information Center reference collection. Updated technologies for the Institute's staff, enabling them to have access to online databases and the library catalog.

SERVICE

Arizona Historical Records Advisory Board

Member

September 2016-Present

The Board serves as the central advisory body for historical records planning and for National Historical Publications and Records Commission (NHPRC) funded projects developed and carried out in the state of Arizona. The Board also serves as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in this state and as a state-level review body for grant proposals as defined in the NHPRC guidelines. Chair of the Professional Archives

Development Program committee.

National Historic Publications and Records Commission (NHPRC)

Grant Reviewer

August 2021, August 2019

Reviewed grant proposals for the NHPRC *Archives Collaborative* and *Access to Historical Records: Archival Projects* programs.

Arizona Archives Alliance

President

April 2019-Present

Arizona Archives Alliance is a nonprofit educational and support organization. It provides assistance to Arizona archival institutions and archivists and promotes the use of Arizona's archives through small grant funding opportunities, training opportunities, and a symposium series.

Project STAND Advisory Board

Member

June 2019-Present

The Advisory Board serves to direct and advise the project to achieve the stated goals of Project STAND (<https://standarchives.com/>) as well as the fulfillment of an awarded IMLS grant for a symposium series and a recently-awarded Andrew W. Mellon Foundation grant. Project STAND is an archival consortia project whose goal is to create a centralized space highlighting collections that document student activism in marginalized communities.

Arizona Archives Summit Planning Committee

Member

February 2016-Present

Serve on the planning committee for the annual Arizona Archives Summit, a meeting of archival professionals from around the state. Develop the agenda and topics of discussion, coordinate panels of experts and featured speakers. Assist in the coordination of meeting location and event budget.

PRESENTATIONS, PUBLICATIONS, AND PAPERS

Blog article, "[Web Archiving Many Voices: Documenting COVID-19 and Marginalized Communities at Arizona State University.](#)" Society of American Archivists, Web Archiving Section, May 19, 2021.

Presentation, "The AHRAB Professional Archives Development Program: What is it and how can you participate?" Arizona Archives Summit, Phoenix, AZ, February 2020

Presentation, "Archival Repositories, Renovations and Relocations: Thunderbird and ASU

Hayden Library." Arizona Archives Summit, Phoenix, AZ February 2020

Article, "[A Campus in Transition](#)" *The Southwestern Archivist*, May 2019, Volume 42, Issue 2, p28:

Magazine article, "[Preserving the Past into the Future](#)," Thunderbird Magazine (Fall 2018):

Blog article, "[Thunderbird on the Move, Part 3](#)" (March 28, 2018)

Blog article, "[Thunderbird on the Move, Part 2](#)" (February 28, 2018)

Panel presentations, "*Knowing Your Audience: Outreach and Engagement*," and "*Software Management Systems in Archives: Clearing Up the Muddle*." Arizona Archives Summit, Tempe, AZ, February 2018

Blog article: "[Thunderbird on the Move, Part 1](#)" (January 30, 2018)

Presentation, "*The Founding of Thunderbird: 1946-1949*." Thunderbird School of Global Management, Glendale, AZ, November 13, 2017

Presentation, "*Thunderbird During World War II*." Thunderbird School of Global Management, Glendale, AZ, October 18, 2017

Panel presentations, "*Shiny New Archivists*," and "*Documenting the Asian Community in Arizona*." Arizona Archives Summit, Tempe, AZ, January 2017

Exhibit, "*Thunderbird: 75 Years of Global Leadership*." Hayden Library, Arizona State University, Tempe, AZ, December 2016-December 2017

Article, "[Who are Berger and Mabel Erickson?](#)" (January 28, 2016)

Presentations, "*Shiny New Archivists: Transitioning Thunderbird to ASU*," and "*Crazy Things in My Archive*." Arizona Archives Summit, Tempe, AZ, January 2016

MEMBERSHIPS

Arizona Archives Alliance (*President*, 2019-present)
Council of Intermountain Archivists
Society of American Archivists
Society of Southwest Archivists