

EDUCATION

Digital Archives Specialist (DAS) Certificate, 2016
Society of American Archivists

MS, Library and Information Science, Archival Studies concentration, 2013
Drexel University

MMus, Music Performance, 2005
Wichita State University

BMus, Music Performance, 1999
Ithaca College

PROFESSIONAL EXPERIENCE

Oregon Health & Science University, 2016 – present

University Archivist

- Responsible for the day-to-day management and long-term development of the archives program, including accessioning, arrangement, description, preservation, and storage of collections
- Seek new ways to build collections, enhance access, and engage audiences
- Identify, appraise, and acquire archives, manuscripts, university publications, and artifacts in all formats
- Develop collection management data, EAD finding aids, and other access tools
- Teach classes, workshops, and instructional sessions; assist researchers through reference and instruction; and conduct exhibits, tours, special events, and other outreach activities
- Consult with the university community on records management policy and practices
- Represent OHSU library in the Orbis Cascade Alliance Archives & Manuscripts Service
- Supervise a staff of 1.5-3.0 FTE, mentor student assistants

Library Grants

- Project Supervisor, 2016 – 2017
Library Service and Technology Act Grant, \$34,540 - Year 2 Funding
“Public Health in Oregon: Accessing Historical Data for Scientific Discovery”
Supervised digital project assistants in developing a digital resource to provide open access to historical records on public health in Oregon. Key features of this project are providing access to both scans of original materials, with redacted patient health information, as well as data transcribed into downloadable electronic files that can be used for data analysis.

Institutional & Organizational Service

- Library
 - Digital Collections Committee, *Chair elect* (FY2018)
 - Assessment Committee, *Member* (FY2018)
 - Weeding Project Work Group, *Member* (FY2018)
 - User Experience Committee, *Member* (FY2017)
- Orbis Cascade Alliance Service
 - Archival Collection Management Standing Group (2018)
 - Creative Commons Licenses in Archives West Project Group (2017)
 - Archives & Manuscripts Service, *Institutional representative* (FY2017 – present)

- Content Creation & Dissemination, *Institutional representative* (FY2018), *Interim institutional representative* (November 2016 – March 2017)

University of Florida, 2015 – 2016

Processing Archivist

- Physically and intellectually arranged archival materials in diverse collection genres, subject areas, and formats (including born digital)
- Employed standards to create descriptive metadata and produce finding aids (in EAD) and catalog records
- Managed descriptive and other collection information using Archivists' Toolkit software
- Researched holdings, produced processing plans, established processing priorities in consultation with collection managers and other personnel, and established efficient workflows and schedules to reduce backlog of unprocessed accessions
- Participated in appraisal decisions, completed preservation assessments, and made digitization recommendations

Institutional & Organizational Service

- Library
 - Assessment Committee, *Member* (FY2016 – FY2017)
- University
 - Diversity Committee, *Member* (FY2017)

National Park Service, 2014 – 2015

Project Archivist

- Arranged and described the records of the Wrangell-St. Elias National Park and Preserve according to professional standards
- Streamlined processing plan and updated arrangement of records to reflect current archival methods
- Combined previously processed and unprocessed materials into one coherent collection
- Answered reference requests relating to the collection

Drexel University Archives, 2014

Records Management Assistant

- Created and implemented a collections survey, discovering roughly 7 TB of digital media
- Conducted institutional functional analysis, findings from which were used in targeted outreach and marketing materials to strengthen the archives' holdings, as well as in future budget requests
- Processed collections of electronic records

PACSCL/CLIR Hidden Collections Processing Project, 2013 – 2014

Archives Processor

- Minimally processed collections of 19th to 21st century archival materials using principles of MPLP, maintaining an average processing speed of 4 hours per linear foot
- Wrote EAD-encoded finding aids in Archivists' Toolkit for previously inaccessible collections
- Processed collections at repositories of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL), including work completed at Temple University's Special Collections Research Center, Drexel University College of Medicine's Legacy Center Archives, and the College of Physicians of Philadelphia

Allentown Symphony Orchestra, 2004 – 2006

Assistant Librarian

- Reorganized complete library holdings, creating an Access database of materials and filing them in an easily accessible way
- Copied, arranged, edited, and distributed music to orchestra members
- Purchased or rented music as needed

PRESENTATIONS

Nemmers, John and **Steve Duckworth**. “Managing Museum Artifacts in an Archives: The Panama Canal Museum Collection at the University of Florida.” Society of American Archivists Annual Meeting, Portland, OR, July 28, 2017. <http://dx.doi.org/10.1080/23257962.2017.1407749>. Additional resources: [doi:10.17605/OSF.IO/9BP5W](https://doi.org/10.17605/OSF.IO/9BP5W)

Duckworth, Steve, Grayce Mack, and Kate Thornhill. “The Trouble with Legacy Public Health Data.” Poster, RDAP Summit, Seattle, WA, April 19, 2017. [doi:10.17605/OSF.IO/UJHN2](https://doi.org/10.17605/OSF.IO/UJHN2)

Nemmers, John, **Steve Duckworth**, Lourdes Santamaria-Wheeler, and Jessica Marcetti. “Museum as Archives/Archives as Museum: The Panama Canal Museum Collection at the University of Florida.” Society of Florida Archivists and Society of Georgia Archivists Joint Annual Meeting, Savannah, GA, October 14, 2016. [doi:10.17605/OSF.IO/9BP5W](https://doi.org/10.17605/OSF.IO/9BP5W)

O'Dell, Allison J. and **Steve Duckworth**. “The Fancy Finding Aid: Makeover your Collections with HTML5, Responsive Design, RDFa, Circulation Management, and Visual Content.” Talk presented at the Code4Lib Annual Conference, Philadelphia, PA, March 7-10, 2016.

Duckworth, Steve, Annalise Berdini, Jessica Hoffman, Alina Josan, Amanda Mita, and Evan Peugh. “Reprocessing: The Trials and Tribulations of Previously Processed Collections.” Poster at the Annual Meeting of the Society of American Archivists, Washington, DC, August 10-16, 2014.

PUBLICATIONS (reverse chronological order)

Nemmers, John, **Steve Duckworth**, Jessica Belcoure Marcetti, Lourdes Santamaría-Wheeler. “From Museum to Archives: Managing the Panama Canal Museum Collection.” *Archives and Records: The Journal of the Archives and Records Association* Special issue on ‘Archives and Museums’ (Spring 2018).

Duckworth, Steve and Steve Ammidown. “Guns, Access, and Records: What Archivists Can Do About Firearms Tracing Data.” *Archival Outlook* November/December (2016): 8-9, bluetoad.com/publication/?i=358515

Antracoli, Alexis, **Steve Duckworth**, Judith L. Silva, and Kristen Yarmey. “Capture all the URLs: First Steps in Web Archiving.” *Pennsylvania Libraries: Research & Practice* 2, no. 2 (2014): 155-170, [doi:10.5195/palrap.2014.67](https://doi.org/10.5195/palrap.2014.67)

Samples of finding aids authored are available at stevenduckworth.com/archivist/projects; blog posts are available at stevenduckworth.com/archivist/blog.

TEACHING

- Student advisor for independent study, Emporia State University, Fall semester, 2017.
- “Using OpenRefine for Cleanup.” Training video for the Orbis Cascade Alliance in support of data migration from Archivists’ Toolkit to ArchivesSpace, September 2017. Available at <https://www.orbiscascade.org/using-openrefine-for-cleanup/>.
- “How to Get a Job.” (with Maija Anderson and Meg Langford), OHSU Library presentation for student workers on resumes, cover letters, and interviewing, April 25, 2017.
- “Researching in historic and archival collections” (with Meg Langford) for “Research Methods in Bioinformatics & Computational Biology” course (Dr. Eilis Boudreau), January 27, 2017.

PROFESSIONAL ASSOCIATIONS and SERVICE

- *The Public Historian* (journal)
 - Peer reviewer (2017)
- Northwest Archivists, Inc. (2014 – present)
- Society of American Archivists (2013 – present)
 - Mentor (2017)
 - *Issues and Advocacy Section*
 - Steering Committee member (2017 – 2020)
 - On-Call Research Team (2016 – 2017)
 - Diversity Committee (2015 – present)
- Society of Florida Archivists (2015 – 2016)
- Mid-Atlantic Regional Archives Conference (2014)
- Delaware Valley Archivists Group (2013 – 2014)
- Drexel University Society of American Archivists (2013 – 2014), *President*

VOLUNTEER SERVICE

- Cascade AIDS Project, Portland, OR (2017)
 - Arrange and describe archival records, assist with digital preservation
- John J. Wilcox, Jr. LGBT Archives, Philadelphia, PA (2013)
 - Processed archival collections, arranged and described materials, created finding aids in accordance with DACS for improved access
- Drexel University Audio Archives, Philadelphia, PA (2013)
 - Cataloged sound recordings