“JUST ONE, I’M A FEW”:
lone arranging when you wish you could clone yourself

Nadia Dixson, City of Somerville, @ionphase
Genna Duplisea, Salve Regina University, @historivist
Jaimie Fritz, Bentley University, @inkpapertime
INTERNAL MANAGEMENT

“I’m not in control of the muse.”

- Alison Hendrix
DEFINING YOUR SCOPE

• Confronting the Hedonic treadmill
• What are your core functions?
  • Find areas where your professional knowledge enhances the work of your colleagues
  • Learn what will have the greatest impact on your environment
• Your vision of your repository has to include how it is currently used and how it will be valuable to your current stakeholders
TIME MANAGEMENT

- Use your calendar better – track all of your activities, not just meetings
  1. Only build what people want.
  2. Build some of it before you build all of it.
  3. Plan your work in sprints.
  4. The Stand Up, state explicitly what you are working on and what is blocking you
**PRODUCTIVITY**

- Assess the importance and time consumption of your tasks.
- There are so many tools to help you do this! The tools themselves are less important than a system that works for you
  - Trello
  - Evernote
  - Bullet journaling
  - Habitica

<table>
<thead>
<tr>
<th>High Impact, Low effort</th>
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• “Day 2 #PlanWithMeAugust…” Claire (minishorts) on Flickr. https://www.flickr.com/photos/minishorts/20202534406/. 2015. CC BY-NC-ND 2.0
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LEARNING WHAT YOU NEED TO LEARN

• Budgets & purchasing
• The letter of the law and how it applies to you
  • Public records
  • Copyright
  • Repatriation
  • Gifts and contracts
• RFPs
• Negotiation
LEARNING ALL THE THINGS

Professional development doesn’t have to mean champagne dreams, lemonade pockets

Courses & Useful Info
- Copyright for Educators & Librarians (self-paced): https://www.coursera.org/learn/copyright-for-education
- LYRASIS online courses (not free)

Webinars
- Vendors
- Coalition to Advance Learning in Archives, Libraries & Museums: http://www.coalitiontoadvancelearning.org/, @LAMcoalition

Learning + Web 2.0
- Zotero.org
- RSS & reading apps – Feedly, Readability, Instapaper, &c.

Go Beyond LIS & Archives
- Udacity.com
- Harvard Business Review
EXTERNAL MANAGEMENT

“Stop asking why; start asking who.”
- Beth Childs
WHO ARE YOUR STAKEHOLDERS?

• Allies in unlikely places
• Invest in relationships that work for you
• It’s okay not to make friends in high places
• Who actually uses your archives or records? Who else do you want to include?
• Do you have stakeholders outside your organization? If not, do you want to expand to serve them?
OPPORTUNITIES FOR ADVOCACY

• Learn your institutional culture – where are you welcome?
• Go to events outside your unit; introduce yourself
• Seek out feedback at meetings held by other offices or departments
• Be patient if people don’t understand what it is that you do, but also don’t be afraid to set them straight
• If you can predict or respond to a need that someone else doesn’t know you can solve, you are on to something
• Social media is (usually) your friend
• If you can, have your meetings in your archives – especially if you have space issues
GRANTS

- The myth of the magical grant that fixes everything
- Finding grant writers in your institution
- Looking beyond national, large-scale funders
  - State library associations
  - Corporate grantors
  - SHRABs
  - State humanities foundations
  - Community Preservation Act & other hyper-local resources
REPORTING

• Not just what you did, but what you didn’t have the time or resources to do
• Time-tracking can give you leverage when you know your organization is allocating your time ineffectively
• Report to yourself – wikis, internal blogging or documentation
• Update your job description with your supervisor regularly
THE WORK ITSELF

“Dude, that’s complex.”
- Cosima Niehaus
LABOR ISSUES

• We have all performed some free labor, but we must be mindful of the potential of exploitation when it comes to
  • Interns
  • Volunteers
  • Undergrads
• Opportunities:
  • Classes you’re already teaching
  • Providing value to community organizations through partnerships
PRESERVATION & CONSERVATION

- Stable & damaged > neglected & deteriorating
- Archives Damage Atlas
  (http://www.nationaalarchief.nl/sites/default/files/docs/nieuws/archives_damage_atlas.pdf)
- DIY Humidification Chamber
  http://www.srmarchivists.org/resources/preservation-publications/how-to-flatten-folded-or-rolled-paper-documents/
- Preservation Self-Assessment Program from Uillinois: https://psap.library.illinois.edu/
- Triage kits
- NEDCC conservation resources
  - dPlan http://www.dplan.org/
- Connecting to Collections webinars:
  http://www.connectingtocollections.org/

RECYCLE YOUR WORK

• Keep responses to reference requests
• Put together your own reference materials the organization’s history, research about collections, and your department’s history
• Standardize handouts and forms
• Make templates
• Reuse & remix displays
Communication & Outreach
• Slack - team communication tool
• Social Media Guidance from NARA

Technology
• AutoCrat - Google Sheets extension
• California Digital Library’s EAD Templates:
  http://www.cdlib.org/services/access_publishing/dsc/contribute/ead_webtemplates.html
• Zoho Creator: https://www.zoho.com/creator/
• Archival Training Collaborative, Louisiana Archivists:
  http://louisianaarchivists.org/atc/archival-training-resources-online.html

Digital Preservation
• Conservation Center - Preserving A/V Media videos:
  http://www.ccaha.org/education/videos
• Guide to Digital Preservation Tools http://digitalpowrr.niu.edu/
• Retention Schedule with a Guide to Format Types:
  http://www.sec.state.ma.us/arc/arcpdf/October-2013-02-11-supplement.pdf
• Electronic Records Guidelines

Let’s add to this!
FIND YOUR PEOPLE

Twitter Chats
- #snaprt – SAA Students & New Professionals Roundtable
- #critlib – CritLib.org – critical librarianship
- Track conference hashtags

Newsletters
- Data is Plural
- MIT h + d insights
- News and Information from UCLA Digital Humanities

Podcasts
- The Audio Signal
- More Podcast, Less Process
- Stuff You Missed In History Class

Trust us. We’re from the Internet.
WE MUST TALK.

let’s eliminate tweeting into the void or cold-calling for help

Nadia: @ionphase
Genna: @historivist
Jaimie: @inkpapertime