

# Katelyn Legacy-Roulston

## ARCHIVIST AND INFORMATION SCIENCE PROFESSIONAL

[hello@something-treasured.com](mailto:hello@something-treasured.com) | Potsdam, NY

### PROFESSIONAL SUMMARY

---

I am an archivist with expertise in cultural heritage photography and digital archives. I focus on serving individuals as well as small and medium institutions to preserve their community memory. My work in small institutions has resulted in a wide range of experiences including collection management, records management, facility management, digitization, public outreach, and instruction. My superpower is a love of learning that allows me to tackle any project I face given resources and a little time.

### EDUCATION

---

**Simmons College**, Boston, MA 09/2016 – 05/2018

*M.L.I.S. in Archives Management*

- Studies centered around the organization, care, and management of archival materials (analog and digital), records management, and providing access to these materials through the creation and maintenance of discovery tools

**SUNY Potsdam**, Potsdam, NY 08/2012 – 05/2016

*B.A. in History and Mathematics, General Honors, summa cum laude*

Minor: Museum Studies

- Studies centered around public history, museum, and archival work including conducting oral histories, conducting research with primary sources, curating exhibits, and the management and use of local history collections

### PROFESSIONAL EXPERIENCE

---

**Something Treasured**, Potsdam, NY

ARCHIVIST, CONSULTANT, CULTURAL HERITAGE PHOTOGRAPHER, OWNER 2024 – Present

- Provide instruction for individuals and institutions about archival practices for physical and digital preservation of their materials
- Collaborate with clients to assess and create work plans for their materials
- Perform collection care tasks, for physical and digital collections, on behalf of clients including inventory creation, accessioning, rehousing, processing, collection database management, and discovery tool creation
- Consult with clients about planning and management including policy development/updates, facility care (pest and environmental), disaster planning, and outreach efforts
- Digitize archival and special collection materials

**Northern New York Library Network** 07/2024 - Present

SPECIAL COLLECTIONS CONSULTANT

- Design and deliver educational presentations to support members' needs re: archival and special collections
- Assist members one on one with projects targeting shared digital platforms
  - Serve as regional liaison for Empire ADC finding aid cooperative & NY Heritage
- Organize and support peer-to-peer group meetings re: archival and special collections work among members
- Lead writer for NEH National Digital Newspaper grant, 2025-27 Cycle

**Occidental College, Special Collections and College Archives, Los Angeles, CA**

09/2022 – 07/2023

#### ARCHIVIST

- Provided leadership to the College in matters of records management, historical records retention, and transference to the department
- Served as primary point of contact for the College archives, providing reference, consultation, and instructional services for internal and external constituencies
- Served as key point of contact between donors and the College
- Selected, acquired, arranged, described, digitized, preserved, curated, and provided access to archival materials in various formats
- Recruited, trained, and supervised student assistants and interns
- Assessed and maintained the collection management database, digital files, and administrative records
- Researched and developed a digital asset management strategy for the department
- Created/updated policies, workflows, and procedures for collection management to provide consistency, accuracy, and discoverability
- Managed College's records management program as it pertained to the department including maintaining policies, procedures, departmental relationships, and schedules for ingesting, managing, and providing access to college archival materials in multiple formats
- Co-instructed sessions for information literacy and primary source research
- Conducted outreach, developed relationships, and nurtured existing partnerships with the local cultural heritage community partners and served as lead in creating and managing community-based projects and programs
- Engaged in interpretive projects designed to showcase collection materials such as exhibitions, programs and presentations
- Committee Service: Digital Archive and Institutional Repository Working Group, Digital Archive Working Group, Communications Committee

#### Special Projects

- Researched, developed, and established a digital asset management program
  - Advocated for and presented need, research, and solutions to College leadership
  - Piloted and tested multiple platforms working with vendors and archive peers along the way
  - Secured annual funding (\$21,000/yr) from the College
- Provided leadership to the College in matters of records management, historical records retention, and transference to the department

**North Andover Historical Society, North Andover, MA**

01/2021 – 07/2022

#### CURATOR & ARCHIVIST

- Ensured proper physical care, handling, display, storage, and preservation of the permanent collection
- Served as the key point of contact between donors, lenders, community groups, and the Society
  - Co-Instructed Workshop for Andover Memorial Hall Library Genealogy Club
  - Archival consultations for care of North Andover Garden Club materials

- Assessed and maintained the collections management database, object files, and essential records
- Provided research services for patrons, onsite as well as virtually, and conducted research on their behalf
- Supported use of the collections in exhibitions and educational programming
- Provided “how to” instruction for the care and use of special collections, as requested
- Created content for Society publications and digital platforms: social media and website
- Recruited, trained, and supervised interns and volunteers

#### Special Projects

- Upgraded collection management system including clean-up of data and creation of workflows for consistent entry and discovery
- Relocated the Society’s collections to new facilities which included designing the new spaces, collection inventory, packing, and secure transport
- Implemented a digitization program including equipment, workflows and training
- Exhibit curation
  - “North Andover Art and Artists”, 2022.

#### **Northeast Document Conservation Center, Andover, MA**

06/2018 – 11/2021

##### **COLLECTIONS PHOTOGRAPHER**

- Digitally captured archival and special collection materials using high quality, medium format camera systems
- Performed post-capture image adjustments such as rotation, cropping, neutralizing color, stitching oversized materials, digital restoration, inverting and enhancing tones/contrast in transparent materials as needed
- Rehoused special collections and captured metadata, as requested by the client
- Designed/managed projects, tracked project status, and submitted daily production reports
- Performed quality control checks of other photographers’ work
- Trained new hires on imaging systems and software

#### Special Projects

- Introduced standardized documentation for project workflows and image capture procedures, in collaboration with colleagues, to ensure a consistent and high-quality product
- Maintained technology within department: system backups, upgrades, provided technology support to colleagues

#### **Massachusetts Center for the Book, Boston, MA**

01/2018 – 05/2018

##### **PROGRAM ASSISTANT FOR DIGITAL INITIATIVES**

- Created trails for the discovery and promotion of literacy across the state of Massachusetts for Mass Book Trails website and app
- Built walking tours in collaboration with Massachusetts libraries for use by patrons, community members, and tourists that are available through Mass Book Trails website and app

#### **John F. Kennedy Library Foundation, Archives Processing Unit, Boston, MA**

05/2017 – 08/2017

##### **ORAL HISTORY INTERN**

- Digitized oral history transcripts and assigned metadata for each
- Created an oral history packet for each interview containing administrative information and transcript
- Researched access and use restrictions for each interview

- Uploaded contents to website based on deed of gift information

**New England Historic Genealogical Society**, Boston, MA

09/2016 – 11/2016

**PROCESSING INTERN**

- Organized, arranged, and processed a family collection
- Created a finding aid for the processed collection

**Potsdam Public Museum**, Potsdam, NY

01/2016 – 05/2016

**MUSEUM STUDIES INTERN**

- Created a cemetery record database for the township of Potsdam
- Curated an exhibit based on my cemetery research
- Attended a professional conference

**Chateaugay Historical Society**, Chateaugay, NY

05/2015 – 11/2015

**MUSEUM STUDIES INTERN**

- Digitized and added metadata to photographic collection
- Assisted in installation of an exhibit
- Contributed article and served as an editor for a quarterly newsletter
- Assisted in move of historic collections to a new facility
- Attended monthly board meetings

**SUNY Potsdam, Crane School of Music**, Potsdam, NY

01/2014 – 05/2016

**CAMPUS COMMUNITY BAND LIBRARIAN**

- Organized, distributed, and assigned folders and music to band members
- Organized and checked scores to ensure all parts were present and properly filed
- Collected folders and music at the end of the semester for refileing
- Created social media content and served as administrator

**CERTIFICATIONS**

---

**Digital Archives Specialist Certification**

Society of American Archivists

Issued 01/2024

Expires 01/2029

**DT Digitization Certification:** Level 101 – Intro to Modern Digitization

Digital Transitions Cultural Heritage

04/2020

**PROFESSIONAL TRAINING**

---

**“Copyright and Access in the Remote Digital Era”** presented by Kyle K. Courtney, Esq.

Digital Initiatives Symposium, Copley Library, University of San Diego, CA

04/2023

**“Equity-Centered Instruction: Strategies for the Library or Classroom”**

Library Journal

03/2023

**CONFERENCE TALKS**

---

**Society of California Archivists**

*CO-PRESENTER, 2023 Annual General Meeting, Sacramento, CA*

“Accessibility and Mentorship: How Community Partnerships Can Reveal Collections and Inspire a New Generation of Cultural Heritage Professionals”

04/2023

**OUTREACH & INSTRUCTION**

---

**Occidental College**, Los Angeles, CA

**CO-INSTRUCTOR**, Summer Undergraduate Research Program Workshop

06/2023

“Introduction to Archival Research”

**LA as Subject**, University of Southern California, Los Angeles, CA 10/2022  
**EXHIBITOR**, 17<sup>th</sup> Annual Archives Bazaar

**North Andover Historical Society**, North Andover, MA 10/2021  
**CO-INSTRUCTOR**, Memorial Hall Library Genealogy Club Workshop  
 “North Andover: Preserving the Past for the Present”

**SUNY Potsdam**, Potsdam, NY 2017, 2018, 2021  
**GUEST LECTURER**, History Department

- Spread awareness of the archive profession through presentations to individual classes as well as panel discussions with undergraduate students

## MENTORING

---

**Occidental College**, Los Angeles, CA 2023  
**LIBRARY MENTOR**, Summer Undergraduate Research Program

- Mentored undergraduate students from a library perspective on their projects and connected them with resources

**UCLA**, Los Angeles, CA 2023  
**FIELD WORK MENTOR & SUPERVISOR**

- Hosted an archives track MLIS graduate student with a focus on processing at Occidental College

**Simmons University**, North Andover, MA 2021  
**INTERNSHIP MENTOR & SUPERVISOR**

- Hosted an archives track MLIS student internship placement in processing at North Andover Historical Society

**SUNY Potsdam**, Potsdam, NY 2020, 2021  
**MENTOR**, Women Gender & Leadership Program

- Mentored undergraduate students with an interest in the library/museum profession

## VOLUNTEER EXPERIENCE

---

**Chateaugay Historical Society**, Chateaugay, NY 12/2015 – Present  
**BOARD OF TRUSTEE MEMBER**

- [Webmaster](#) – create digital content and update pages to expand our digital presence and offerings
- Maintain photographic collection by cataloging, digitizing, and adding metadata to collection
- Committee Service: Acquisitions, Budget, Facilities, Finance, Historic Sites, and Publications
- Attend and contribute to monthly organizational meetings

**Self-Directed**, Multiple Locations 2020 – 2023  
**ARCHIVAL CONSULTANT**

### *Advising*

- Speak with private individuals, families, and small institutions to provide guidance and professional recommendations to best care for their records, including digital initiatives

### *Digital Restoration*

- Image and digitally restore photographs for private individuals

### *Family History Digitization Projects*

- Organize, rehouse, and digitize archival content for individual families including but not limited to photos, home videos in various formats, bound and manuscript materials

**PUBLICATIONS**

---

Legacy-Roulston, Katelyn. (2024). History in the Making: A Total Eclipse of Chateaugay. *Chateaugay Historical Society Newsletter*, XVIII(1), 2-8.

Legacy, Katelyn. (2016). Much More Than a Farm: Memories of Growing Up on a Family Farm. *Chateaugay Historical Society Newsletter*, X(4), 16-20.

Legacy, Katelyn. (2016). Winter Play. *Chateaugay Historical Society Newsletter*, X(1), 8-9.

Legacy, Katelyn. (2015). Chateaugay’s Booming Businesses: A Small Town in the 1950s. *Chateaugay Historical Society Newsletter*, IX(3), 15-21.

**AWARDS & GRANTS**

---

<b>Future Digital Leader Program Awardee</b> , DAM LA 2023 Henry Stewart Events	03/2023
<b>Professional Development Award</b> , \$491.00 SCELC: Southern California Electronic Library Consortium	2022
<b>Birgit Weaver Award for Excellence in Museum Studies</b> SUNY Potsdam, Department of Anthropology	2016
<b>Robert and Katherine Briggs Scholarship</b> SUNY Potsdam, Department of History	2015

**PROFESSIONAL MEMBERSHIPS**

---

- Bet Phi Mu: The International Library and Information Studies Honor Society**
- New England Archivists**
- Society of American Archivists**

**SKILLS**

---

**Archival Standards:**

- Describing Archival Content Standards (DACS)
- Dublin Core
- Encoded Archival Description (EAD)
- MARC
- Library of Congress Subject Headings (LCSH) and Authority Files
- Nomenclature for Museum Cataloging

**Technology:**

- Adobe Creative Suite
- AppleScript
- APTrust
- ArchivesSpace
- Audacity
- Capture One
- ExLibris Alma/Primo Library Services Platform
- Extensible Markup Language (XML)
- FileMaker Pro
- Google Suite
- HTML & CSS
- JSTOR Forum
- Microsoft Suite
- PastPerfect Museum Software
- PT GUI
- Springshare
- Squarespace

**Languages:**

- English
- French, limited working proficiency
- Music