

# Greta Reisel Browning, C.A.

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## Education and Certification

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| December 2012    | Master of Library Science <i>Summa Cum Laude</i><br>Academic Libraries concentration<br>North Carolina Central University, Durham, North Carolina    |
| 2002, 2008, 2013 | Certified Archivist, Academy of Certified Archivists; Recertified 2008, 2013   |
| May 1999         | Master of Arts in Public History<br>Archival Administration concentration, History minor<br>North Carolina State University, Raleigh, North Carolina |
| May 1996         | Bachelor of Arts <i>Cum Laude</i> in History, French minor<br>Washington University, St. Louis, Missouri   |
| July 1995        | Institut Savoisien d'Etudes Françaises, through Tufts University<br>Université de Savoie, Annecy, France   |

## Professional Experience

### Special Collections, Carol Grotnes Belk Library and Information Commons Appalachian State University, Boone, North Carolina

Reference Archivist/Librarian, Assistant Professor, July 2013 – present; Instructor, December 2007 – June 2013; Adjunct Instructor, October 2006 – November 2007

- Provide reference to archival, manuscript, and rare book collections for in-person and remote researchers
- Develop and teach instructional sessions focused on discovery and use of archives, manuscripts, and rare books; Collaborate with other librarians and team members in teaching; Participate in RAP (Research Assistance Program)
- Develop policies and procedures for use and security of rare collections
- Manage reference access to archives and rare books; maintain administrative files
- Lead Special Collections outreach activities through Library Web site, social media, local and statewide publications, and to campus; coordinate Special Collections events and exhibits
- Measure and assess use of archival, manuscript, and rare book collections
- Hire, train and supervise undergraduate and graduate student reading room assistants and interns
- Provide tours of Special Collections
- Create interpretive exhibits from archival, manuscript, and rare book collections

**Special Collections, Carol Grotnes Belk Library and Information Commons  
Appalachian State University, Boone, North Carolina**

Curator of Rare Books and Manuscripts, 2009 – 2016

Curator of Rhinehart Rare Book Collection on British History, 2009 – present

- Manage Rare Books and Manuscripts unit of Special Collections. Major collecting areas include British studies, American literature, historical children's literature, and classical music.
- Work with donors in donation administration, upkeep, access, and promotion of their collections
- Select items through gifts and purchase
- Work with donors and faculty members
- Assess collection needs
- Create exhibits related to the collections and manage loans of materials when necessary

**Richard B. Russell Library for Political Research and Studies  
University of Georgia Libraries, Athens, Georgia**

Head, Arrangement and Description Unit (Interim), February – July 2006

Processing and Oral History Archivist, June 2001 – July 2006

Promoted to Librarian/Archivist II, May 2004

- Appraised, arranged, described, and preserved manuscript collections; wrote descriptive finding aids according to current archival standards
- Administered oral history collections (circa 450 interviews) including transcription, auditing, and editing of transcripts; created and updated finding aids; facilitated interviews; supervised and mentored oral history interns; assisted in preservation of original recordings
- Accessioned new collections
- Provided reference for all collections
- Supervised one paraprofessional staff (oral history); undergraduate student assistants; graduate students; interns
- Assisted in development and implementation of policies, procedures, and goal-setting; updated policy and procedures manuals for unit
- Successfully managed student assistant budget for department
- Served as departmental liaison to Cataloging department: coordinated cataloging of new collections and updating of existing records according to current archival standards
- Coordinated and facilitated weekly departmental meetings

**American Dance Festival, Durham, North Carolina**

Archivist, September 1999 - May 2001

- Appraised, arranged, described, and preserved Administrative and Festival Records, 1949-1978 (circa 200 linear feet); wrote series descriptions
- Provided reference for administrative records, photographic images, and moving images
- Supervised graduate students, undergraduate student assistants, interns, and volunteers
- Assisted in development and implementation of procedures and policies
- Assisted in design and maintenance of Administrative Records MS Access database
- Co-curated archival exhibit, "Landmarks and Landscapers" in honor of the 20<sup>th</sup> and 10<sup>th</sup> anniversaries of ADF's lifetime achievement awards for choreography and teaching; designed and compiled exhibit catalog; researched and compiled selected bibliography related to individuals featured in exhibit

- Assisted in design and content of ADF Archives Web site

### **Forest History Society, Durham, North Carolina**

Project Archivist, May 1999 - September 1999 (Part-time)

- Appraised, arranged, and described manuscript and book collection of agricultural economist Marion Clawson (44 linear feet)
- Created descriptive finding aid and US MARC-AMC catalog record. Finding aid: [http://www.foresthistory.org/ead/Clawson\\_Marion.pdf](http://www.foresthistory.org/ead/Clawson_Marion.pdf)

### **Special Collections and University Archives**

#### **North Carolina State University Libraries, Raleigh, North Carolina**

Digital Projects Archivist, April 1999 - September 1999 (Part-time)

- Selected and digitized photographs, documents, and printed materials from NCSU archival collections for scholarly, educational Web site about first Raleigh research nuclear reactor. Documents available at: <http://www.lib.ncsu.edu/specialcollections/digital/text/engineering/reactor/>  
Photographs now part of: <http://images.lib.ncsu.edu:8180/luna/servlet/NCSULIB~102~3>
- Researched and wrote contextual history
- Assisted project team in Web site design

### **Missouri Historical Society, St. Louis, Missouri**

Assistant Archivist, July 1996 - May 1997

- Arranged and described manuscript and archival collections; created descriptive finding aids
- Cataloged collections in US MARC-AMC using Minaret software
- Provided reference to manuscript and archival collections in active reading room

## **Consulting**

### **Richard B. Russell Library for Political Research and Studies**

#### **University of Georgia Libraries, Athens, Georgia**

Head, Arrangement and Description Unit, July - August 2006

- Updated Processing Manual to reflect current practices
- Completed J. Roy Rowland Papers finding aid

### **Jefferson, Georgia, Bicentennial Oral History Project**

Oral history consultant, September 2005

- Advised regarding oral history section of Georgia Humanities Council grant
- Created and led oral history interviewer training session

### **Raymond W. Peters Family, St. Louis, Missouri**

Family papers archivist, June 1997 - August 1997

- Arranged family correspondence collection, circa 1890 – 1980
- Sorted, dated, arranged family photograph collection, circa 1890 – 1990

- Designed and created two sets of archival-quality photograph albums for family

## Internships and Fellowships

### Alliance for Historic Hillsborough, Hillsborough, North Carolina

Public History Fellow, North Carolina State University, August 1998 - May 1999

- Conducted and transcribed oral histories of local African-American residents
- Curated exhibit, "Tracing Hillsborough's African-American Heritage"
- Researched and compiled docent and staff handbooks for two local historic sites
- Designed and researched 1999 historic photograph calendar of Hillsborough

### Missouri Historical Society, St. Louis, Missouri

Exhibit Research Intern, May 1998 - July 1998

- Conducted primary and secondary source research regarding topics in nineteenth and twentieth-century St. Louis history for major exhibit, "Seeking St. Louis"

### History Department, North Carolina State University, Raleigh, North Carolina

Research Assistant, August 1997 - May 1998

Assisted 3 professors:

- Digitized photographs and text for online journal, "American Diplomacy"
- Researched and created bibliographies
- Designed and created course Web pages using FrontPage

## Selected Continuing Education

Rare Book School, University of Virginia, Charlottesville, Virginia

July 19-24, 2015	"Printed Book in the West Since 1800"
July 28-August 1, 2014	"Reference Sources for Researching Rare Books"
July 29-August 2, 2013	"Introduction to the Principles of Bibliographic Description"
July 7-11, 2008	"History of the Book, 200-2000"
March 24, 2015	"Flipping the Classroom to Support Student Engagement and Learning," College Star Webinar
March 20, 2015	Technology for Teaching Fair, Appalachian State University, Boone, North Carolina
April 5, 2013	Digital Humanities Symposium, Appalachian State University, Boone, North Carolina
February 9, 2012	"Information Architecture," Society of American Archivists Webinar
October 20-21, 2011	"Rare Books for Archivists," Society of American Archivists, Chicago, Illinois

August 27-28, 2007 "Copyright: The Archivist and the Law," Society of American Archivists,  
Chicago, Illinois

## Honors and Awards

University of Georgia:

- Outstanding Mentor/Trainer, ASSET Award Nominee, 2006
- Extra Mile Above and Beyond, ASSET Award Nominee, 2004
- Outstanding Supervisor, ASSET Award Recipient, 2003

Washington University:

- Graduated *Cum Laude* with Honors in History, 1996
- Member, Phi Alpha Theta, 1996-1997

## Publications

### Book Chapters

"Tablet and Codex, Side by Side: Pairing Rare Books and E-Books in the Special Collections Classroom," in *Educational Programs: Innovative Practices for Archives and Special Collections*, edited by Kate Theimer. Lanham, Maryland: Rowman & Littlefield, 2015.

With Mary McKay. "Processing Political Collections," in *American Political Archives Reader*, Lanham, Maryland: Scarecrow Press, 2009.

### Reviews

Book Review of *Forging the Future of Special Collections* (2016), edited by Melissa A. Hubbard, Robert H. Jackson, and Arnold Hirshon. In *Technical Services Quarterly*, 34:2, 227-228, DOI: 10.1080/07317131.2017.1286864

Book Review of *Managing Congressional Collections* (2008) by Cynthia Pease Miller. In *Journal for the Society of North Carolina Archivists*, v. 7, no. 1 (Summer 2009): 77-82.

Book Review of *Describing Archives: A Content Standard* (2004) by the Society of American Archivists. In *Journal for the Society of North Carolina Archivists*, v. 3 (Winter 2005): 31-34.

Book Review of *Southern Journeys: Tourism, History, and Culture in the Modern South* (2003) edited by Richard D. Starnes. In *North Carolina Historical Review*, v. 81, no. 2 (April 2004): 252-253.

Website Review of "Archives and History Centennial Celebration: 100 Years of Public History in North Carolina" (<http://www.ah.dcr.state.nc.us/centennial/default.htm>) by the North Carolina Department of Cultural Resources, Office of Archives and History. In *Journal for the Society of North Carolina Archivists*, v. 1 (Winter 2003): 66-69.

Book Review of *The Good War's Greatest Hits: World War II and American Remembering* (1998) by Philip D. Beidler. In the *North Carolina Historical Review*, v. 76, no. 2 (April 1999): 244-245.

## Papers and Presentations

### Posters

"Outreach through Collections: A Collaborative Design Project," with Alex McAllister, March 2016  
Voted "Best of Show" by attendees. ARLIS/NA + VRA Joint Conference, Seattle, Washington

"Pairing E-Books and Rare Books to Improve Student Research," E-Poster, February 2016  
Tech4Teach Fair, Appalachian State University, Boone, North Carolina

### Papers and Panel Presentations

Panelist, "Preservation Meets Public Service," Preservation Section Program, July 2017  
Society of American Archivists Annual Meeting, Portland, Oregon

"A Blessing in Disguise: Reorganization Open New Doors for Special Collections," as part of  
session: "Betting on Archival Futures: What's in Your Restructuring Wallet?" July 2016  
Society of American Archivists Annual Meeting, Atlanta, Georgia

"Combining Wargames and Archives to Teach the Historical Process,"  
with Dr. Judkin Browning, October 2008  
Society of North Carolina Archivists Fall Meeting, Boone, North Carolina

Panelist, "It Happened in Chicago: Highlights from the 2007 SAA Annual Meeting," October 2007  
Society of North Carolina Archivists Fall Meeting, Elizabeth City, North Carolina

"Brave New World of Description," January 2006  
University of Georgia Libraries, Athens, Georgia

Panelist, "A Day in the Life of an Archivist," October 2005  
University of Georgia, Athens, Georgia  
Part of Georgia Archives Week 2005.

"An Introduction to *Describing Archives: A Content Standard*," May 2005  
GIL Users' Group Meeting, Macon, Georgia

"Give Me Something To Remember You By," October 2002  
Athens-Clarke County Library, Athens, Georgia  
Part of Georgia Archives Week 2002.

## Selected Exhibits

Appalachian State University Library 4<sup>th</sup> Floor Atrium:

- "James and Louise Broyhill: Public Servants for North Carolina," 2017. Curator.
- "An Exhibit of Unexpected Finds in Special Collections," 2014. Coordinated creation and installation.
- "Black Mountain College: Innovation in Art, Education, and Lifestyle," 2013. Supervised graduate student creation and installation.
- "A New Look at Old Friends: An Exhibit of Vintage Series Books for Girls," 2012. Co-Curated with Dr. Elaine O'Quinn, English Department, Appalachian State University.
- "Let's Hold Hands Again," 2011. Co-curated with Margaret Gregor, Belk Library. Curated

one exhibit case and related exhibit in Dougherty Reading Room.

- “Promoting the Parkway: The Work of the Blue Ridge Parkway Association,” 2010. Curator.
- “Women Breaking Barriers: Selections from Special Collections,” 2008. Exhibit Coordinator.

Appalachian State University Library Rhinehart Collection Display Cases:

- “Recent Additions to the Rhinehart Collection,” 2015 and ongoing. Curator.
- “Origins of the Rhinehart Collection,” Spring 2014. Curator.
- “The Lives of Nobles: *Downton Abbey* in the Rhinehart Collection,” Spring 2014. Supervised student curation.
- Victorian Page Turners, 2014. Curator.
- “Political Unrest in Restoration England: the Rye House Plot of 1683,” 2013. Curator.
- “Architecture and Design in Britain: Selections from the Rhinehart Collection,” 2012. Curator.

Appalachian State University Campus:

“Drawing Readers In: A Glimpse into the Beulah Campbell Collection of Original Illustrations for Children’s Books,” Catherine J. Smith Gallery, Farthing Auditorium, 2010.

## Library Guides

Subject Guides

- Researching University History in the University Archives  
[http://guides.library.appstate.edu/university\\_history](http://guides.library.appstate.edu/university_history)
- Appalachian History [http://guides.library.appstate.edu/app\\_history](http://guides.library.appstate.edu/app_history)
- British Studies [http://guides.library.appstate.edu/british\\_studies](http://guides.library.appstate.edu/british_studies)
- Rhinehart Rare Book Collection on British History  
[http://guides.library.appstate.edu/rhinehart\\_collection](http://guides.library.appstate.edu/rhinehart_collection)
- Dance History, Theory, and Criticism [http://guides.library.appstate.edu/dance\\_history](http://guides.library.appstate.edu/dance_history)

Course Guides

- HIS 5106 Readings in European History – Michael Turner  
[http://guides.library.appstate.edu/readings\\_euro\\_history](http://guides.library.appstate.edu/readings_euro_history)
- HIS 3238 America’s National Parks (Creating Nature in a Campus Park Assignment)  
<http://guides.library.appstate.edu/his3238>
- HIS 4100 Britain’s Age of Reform  
[http://guides.library.appstate.edu/age\\_of\\_reform](http://guides.library.appstate.edu/age_of_reform)
- HIS 4575/5575 Introduction to Public History  
[http://guides.library.appstate.edu/his4575\\_5575](http://guides.library.appstate.edu/his4575_5575)
- UCO 1200 Narrative Art of Comics: Comics as Culture and Commentary  
<http://guides.library.appstate.edu/comics>

## Grants Received

- Martha and Nancy Lee Bivens University Library Fund, 2012 (\$1913) to attend Rare Book School

## Service

**Current Professional Service and Affiliations**

Academy of Certified Archivists, 2002-present

American Library Association, 2017-present

Rare Books and Manuscripts Section, ACRL, 2017-present

Society of American Archivists, 1997-1999; 2001-present

Congressional Papers Roundtable, 2001-present

Description Section, 2004-2007

Manuscript Repositories Section, 2001-2003, 2006-present

Oral History Section, 2001-2006

Performing Arts Roundtable, 2007-present

Reference, Access and Outreach Section, 2007-present

Member, Teaching with Primary Sources Working Group, 2015-2016

Society of North Carolina Archivists, 1998-2001, 2007-present

Board:

Member-at-Large, 2007-2008 term

Nominating Committee, 2000

Editorial:

Managing Co-Editor, *Journal for the Society of North Carolina Archivists*, 2007-2009

Editor, *The North Carolina Archivist*, quarterly newsletter, 1999-2001

Programming:

Local Arrangements Committee Chair, 2008

## **Past Professional Service and Affiliations**

ARLIS/NA, 2016-2017

Mid-Atlantic Regional Archives Conference, 2012-2014

Society of Georgia Archivists, 2001-2006

Editor, *SGA Newsletter*, quarterly newsletter, 2006

Visual Resources Association (VRA), 2016-2017

## **Selected Professional Conferences Attended**

Rare Books and Manuscripts Annual Conference

2017, June 21-23, Iowa City, Iowa

Society of American Archivists

2017, July 24-29, Portland, OR (includes Teaching with Primary Sources Unconference)

2016, August 2-5, Atlanta, GA (includes Teaching with Primary Sources Unconference)

2015, August 19-22, Cleveland, OH (includes Teaching with Primary Sources Unconference)

2007, August 26-September 2, Chicago, IL

2002, August 19-25, Birmingham, AL

2001, August 27-September 2, Washington, D.C.

Mid-Atlantic Regional Archives Conference

2013, November 8-9, Philadelphia, PA



2012, October 26-27, Richmond, VA

Society of North Carolina Archivists  
2017, March 16-17, Asheville, NC  
2011, March 31-April 1, Morehead City, NC  
2010, March 4-5, Pinehurst, NC  
2009, March 12-13, Durham, NC  
2008, October 16-17, Boone, NC  
2008, March 6-7, Raleigh, NC  
2007, October 4-5, Elizabeth City, NC  
2007, March 22-23, Elon, NC  
2006, October 12-13, Charlotte, NC

## **University Service and Affiliations**

### Appalachian State University

#### Library Committees:

Library Services Plan Task Force, 2016-present  
Services Implementation Team, 2015-present  
EDS Training Sub-team, 2015  
E-Learning Working Group, 2012-present  
Encore Synergy Implementation Project Group, 2012-2013  
Special Collections Usability Task Force, 2011  
Departmental Personnel Committee, elected 2010-2012  
Display Committee, 2008-2011  
Web Committee, 2007-2009  
Public Relations Committee, 2006-present

#### Library Search Committees:

Associate Dean (Library), 2017-  
Processing Archivist, 2015-2016 (co-chair)  
Humanities Librarian for Collection Management, 2013-2014  
Catalog Librarian, 2012  
University Archivist and Director of Records Management, 2008, 2009 (Chair both years)  
Web Librarian, 2008

#### University Committees:

History of Appalachian State University Committee, appointed 2017-  
Rhinehart Postdoctoral Fellowship in British History (2016-2017) Selection Committee, appointed 2016  
Arts and Cultural Programs Advisory Committee, 2013-2016  
Appalachian Cultural Museum Collections Committee, appointed 2011  
Research Support Fair Committee, 2011

#### University Service:

Chancellor's Four-Year Review, invited 2012

## University of Georgia

### Libraries Committees:

- Faculty Promotion Committee, 2005-2006 (Elected to fill one-year term)
- Faculty Professional Development and Research Committee, 2003-2005 term
- ASSET (Acknowledging Staff, Skills, Effort and Time) Awards Committee, 2003-2004 term
- Faculty Advisory Board's Research Time Working Group, 2002-2003 (Co-Chair)
- Archives Week Committee, 2001-2006 (Chair, 2005-2006)

### Libraries Search Committees:

- Russell Library Access and Outreach Archival Assistant, 2002