

Marie Elia  
Archivist for Special Collections  
University at Buffalo Libraries  
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## EDUCATION

MLIS 2008 University of Pittsburgh  
MFA 2007 Columbia University, Creative Writing: Poetry  
B.A. 2000 Allegheny College, English Literature

## CERTIFICATION

Certified Archivist, Academy of Certified Archivists  
Certificate, Arrangement and Description, Society of American Archivists  
Certificate, Introduction to Records Management, International Council on Archives

## PROFESSIONAL EXPERIENCE

2019- **Archivist for Special Collections**  
University Libraries, University at Buffalo, Buffalo, NY

Provides expert guidance and management of archival and manuscript collections, including appraisal, accessioning, preparation of processing plans, arrangement and description, and preservation of materials housed within Special Collections collecting areas, including but not limited to the Poetry Collection, the Rare and Special Books Collection, University Archives, and the Robert L. Brown History of Medicine Collection.

Leads the arrangement and description program, including establishing best practices in encoding and publishing finding aids using ArchivesSpace; training staff and students in its use; supervising archival arrangement and description work by professional, project, and student staff; setting policy and best practices for processing and descriptive work; developing program goals and metrics to evaluate work; developing processing plans; and planning and prioritizing large-scale processing projects.

2021-2023 **Interim Co-University Archivist**  
University Libraries, University at Buffalo, Buffalo, NY

Built and managed university archives record groups and unit-related digital collections, and historical manuscript collections.

Actively engaged in outreach to promote the use of the collections, particularly student use of primary source materials.

Created and coordinated exhibitions, public programs and publications that promote the university and the use of the University Archives.

Served as records manager for the University Libraries and participated in campus-wide records management activities and compliance.

**2013-2019 Processing Archivist**

The Poetry Collection, University Libraries, University at Buffalo, Buffalo, NY

Appraised, arranged, and described manuscripts and multimedia in the Poetry Collection according to local and national best practices; oversaw finding aids maintenance and retrospective conversion of legacy records for the department.

**2009-2013 Project Archivist**

The Andy Warhol Museum, Pittsburgh PA

Arranged, described, and preserved Andy Warhol's *Time Capsules*, including paper-based items, paintings, audio visual material, textiles, and cultural artifacts; served as project lead for all areas of digitization and metadata and as liaison to museum's digital asset management team; condition report for artwork and archival material; and installed and deinstalled archival material on exhibit at The Warhol and at borrowing institutions; hired, trained, and supervised interns; trained other project archivists.

**RELATED EXPERIENCE****2008 Cataloging Supervisor**

Society of Friends Meeting House Library, Pittsburgh, PA

**2008 Cataloging Librarian (volunteer), Rare Books & Manuscripts**

Carnegie Mellon University, Hunt Institute for Botanical Documentation, Pittsburgh, PA

**2007-2008 Cataloging Intern**

History of Medicine Collection, University of Pittsburgh, Pittsburgh, PA

Hispanic & Latin American Languages Division, University of Pittsburgh, Pittsburgh, PA

**2005 Cataloging Assistant, Rare Books Department**

New York Society Library, New York, NY

**TEACHING****Instructor of Record**

LIS 503: *Archives and Records: Practices and Principles*, three credit hours, Graduate School of Education, Department of Information Science, University at Buffalo: Fall 2022 (online), Fall 2021 (online), Fall 2020 (online)

LIS 570: *Archival Arrangement and Description*, three credit hours, Graduate School of Education, Department of Information Science, University at Buffalo: Summer 2023 (online), Summer 2022 (online), Summer 2021 (online)

LIS 503: *Archival Description and Processing*, three credit hours, Graduate School of Education, Department of Information Science, University at Buffalo: Summer 2020 (online), Summer 2019 (online), Summer 2018 (online)

**Course-Embedded Archives and Special Collections Instruction [selected]**

ENG649: *Black Writers and the Archive*, Dr. Nicole Morris Johnson, Spring 2023

GGs 265: *Sexuality and Cultures*, Jessica Lowell Mason, Fall 2022, Fall 2021

HIS 301: *Historical Writing*, Dr. Sarah Handley Cousins, Fall 2021

HIS 199: *Memoir and History*, Dr. Kristin Stapleton, Fall 2021

## Practicum Supervision

Site supervisor of Practicum (LIS 526), Graduate School of Education, Department of Information Science, University at Buffalo, Buffalo, NY, Spring 2023, Fall 2022

Faculty advisor of Practicum (LIS 526), Graduate School of Education, Department of Information Science, University at Buffalo, Buffalo, NY, Spring 2022, Fall 2018

## PUBLICATIONS

### Books

Elia, M. (2015). *Girlhood and Machines: Poems*. Chicago, IL: Dancing Girl Press.

### Conference papers

Elia, M. (accepted for publication). Documenting the Process: The Processing Note as Access Point. In *From Dust to Dawn: Archival Studies After the Archival Turn*. Uppsala, Sweden: Uppsala University.

### Contributions to Books

Elia, M. (2018). Note to Self. In S. Tharp and S. Browning (Eds.), *Poet-Librarians in the Library of Babel: Innovative Meditations on Librarianship* (pp. 105-113). Sacramento, CA: Library Juice Press.

### Journal Articles (Non-Refereed)

Basinski, M., Elia, M., Kuhl, N., Maynard, J., & Mesmer, E. (2014) Acts of Curation: The Curating of Poetry & The Poetics of Curating: A roundtable discussion. *The Reading Room: A Journal of Special Collections*, 1 (1), from <https://readingroom.lib.buffalo.edu/PDF/vol1-issue1/Acts-of-Curation.pdf>.

### Online Publications (Non-Refereed)

Elia, M. (2015, August 27). Silence in the Library. Available from <https://www.berfrois.com/2015/08/an-accidental-archivist/>.

## EDITORIAL ACTIVITIES

### Refereed Publications

Co-Editor, *The Reading Room: A Journal of Special Collections*: 2015-2019, available from <http://readingroom.lib.buffalo.edu/readingroom>

## EXHIBITS

Cogley, S., Elia, M., & McAlonie, K.H., curators. (2023, March). *Louise Blanchard Bethune: Every Woman Her Own Architect*. University Libraries, University at Buffalo, Buffalo, NY.

Elia, M., McNally, E., & Patton, J., curators. (2006, October). *Artifact: An Exploration of Format and Function*. University Libraries, University at Buffalo, Buffalo, NY.

## PRESENTATIONS

### International

Elia, M. (2017, November). *Documenting the Process: The Processing Note as Access Point*. Paper presented at From Dust to Dawn: Archival Studies After the Archival Turn, Uppsala University, Uppsala, Sweden.

**National**

Beene, S., Elia, M., Kohl, A., Madden, B., & McKee, M. (2017 April.) *This is How We Do It: Helping Our User Communities to Navigate Copyright, Fair Use, and Codes of Best Practice*. Panel presentation at Visual Resources Association Annual Conference, Louisville, KY.

Elia, M. (2014 March.) *Andy Warhol's Time Capsules: Cataloging Workflows and Solutions*. Presented at Visual Resources Association Annual Conference, Milwaukee, WI.

Elia, M. (2011 October.) *A Method to His Madness: An Interdisciplinary Approach to Cataloging Andy Warhol's Time Capsules*. Invited speaker at Archives Week, University of Texas at Austin.

Elia, M. and Morgan, A. (2010 October.) *Defining the Limits of Classification Research and Practice*. Presented at American Society for Information Science and Technology Annual Conference, Pittsburgh, PA.

**Regional**

Elia, M. and Cogley, S. (2014 March.) *Shifts and Shake-ups: A Conversation about ArchivesSpace Implementation*. Presented at Joint Meeting, Mid-Atlantic Regional Archives Conference and New England Archivists, Boston, MA.

**PROFESSIONAL MEMBERSHIPS AND CONTRIBUTIONS****International**

*International Council on Archives, 2019-present*

Section on University and Research Institution Archives, 2019-present

Section Meetings Attended: Annual, 2019

**National**

*Society of American Archivists, 2012-present*

Meetings Attended: Annual, 2012, 2020-2022

Technical Sub-Committee on Encoded Archival Standards, 2021-present

Lead, Encoded Archival Context for Corporate Bodies, Persons, and Families (EAC-CPF) team, 2021-present

Member, Encoded Archival Description (EAD) team, 2021-present

*Visual Resources Association, 2013-2017*

Meetings Attended: Annual, 2013-2017

Co-Chair, Development Committee, 2015-2017

Co-Chair, VRA-VRA Foundation Joint Task Force on Fundraising & Development, 2015-2017

Online Learning Task Force, 2016-2017

Archives Task Force, 2013-2015

*American Library Association, 2008-2011, 2014-2015*

Meetings Attended: Annual, 2010

Association of College and Research Librarians Rare Books & Manuscripts Section, 2014-2015

Section Meetings Attended: 2014

**Regional**

*Mid-Atlantic Regional Archives Conference, 2014-present*

Meetings Attended: Spring 2014, Spring 2015, Spring 2019

Conference Planning Committee, Spring 2019

## PROFESSIONAL DEVELOPMENT

### International

Archives and Records Association (UK & Ireland). Glasgow, UK. August 29-31, 2018

### National

Grant Writing USA Course. July 14-15, 2022

Society of American Archivists Arrangement & Description Boot Camp. Syracuse, NY. October 1-5, 2018

## AWARDS

Visual Resources Association Luraine Tansey Memorial Travel Award, 2014, 2015, 2016. Awarded travel support to attend the Visual Resources Association Annual Conference in Milwaukee, Denver, and Seattle, respectively.

Association of College and Research Librarians Rare Books & Manuscripts Section Travel Award. Awarded travel support to attend the 2014 RBMS Pre-Conference in Las Vegas. Awarded \$450.

## UNIVERSITY AND UNIVERSITY LIBRARIES SERVICE

### University Libraries

- 2022- Member, Libraries Communications Committee,
- 2021- Member, Collections Task Force of the Equality and Social Justice Advisory Group
- 2020-2022 Member, Equality and Social Justice Advisory Group
- 2021 Chair, Search Committee for Digital Archives Technician
- 2019-2020 Member, Library Systems Committee
- 2018-2020 Member, Scholarly Information Life Cycle Strategic Design Team
- 2017-2020 Member, Technology Working Group
- 2017 Member, Search Committee for Assistant Curator of the Poetry Collection
- 2015 Member, Communications Team
- 2013-2014 Member, ArchivesSpace Implementation Lightning Team

### University

- 2021- Member, Department of Information Science Advisory Board, 2021-present