

# SAM MEISTER

Maureen and Mike Mansfield Library  
University of Montana  
32 Campus Drive  
Missoula, MT 59812  
(406) 243 - 4036  
sam.meister@umontana.edu

## EDUCATION

Master of Library and Information Science, May 2009  
San Jose State University, San Jose, CA, with concentration in Archival Studies  
Thesis: Recordkeeping in a Small Nonprofit Organization

Bachelor of Arts, 2003  
University of California San Diego, La Jolla, CA, Visual Arts, with concentration in Digital Media

## EXPERIENCE

Digital Archivist, Assistant Professor  
Maureen and Mike Mansfield Library  
University of Montana  
08/2011 - present

Develop strategies and workflows for ingest, management, and preservation of born-digital materials acquired by Archives & Special Collections. Develop the Library's instance of Archive-It. Develop workflows for digitization, ingest, metadata, and preservation of Archives and Special Collections digital content placed in an Institutional Repository

Archival Consultant, Digital Archive of the Birth of the Dot Com Era Project  
University of Maryland  
National Digital Information Infrastructure and Preservation Program, Library of Congress  
2009 - 2011

Developed strategies and workflows for the selection, collection, management, and preservation of digital and paper records from failed startup businesses. Designed and implemented research project framework including data collection, analysis, report and summary preparation, conference presentations, and article publication. Performed archival duties including collection assessment, selection and appraisal, and production of policies and procedures for managing records

Archival Consultant, Machine Project  
Los Angeles, CA  
2010 - 2011

Developed workflows for the capture, description, management, and preservation of digital media assets. Researched and developed recommendations for collections management software

Acquisitions Assistant, UCLA Film and Television Archive  
Los Angeles, CA  
2007 - 2009

Migrated descriptive metadata from physical card catalog to database. Processed Hearst Metrotone Newsreel collection, including basic film preservation and re-housing in preparation for long-term storage. Conducted online research to match unidentified films with corresponding catalog records. Performed supervisory duties through project tasks instruction to temporary workers

## PUBLICATIONS

Meister, Sam and Kirsch, David, "Sherwood Archive Project: Preserving Private Records of Public Interest" iPRES 2010: the Seventh International Conference on Preservation of Digital Objects Conference Proceedings

## PRESENTATIONS & LECTURES

Meister, Sam and Kirsch, David. "The personal in the organizational: A discussion of the issues and implications of personal data embedded in the records of failed business" (speaker) Personal Digital Archiving 2011, San Francisco, CA, February 2011

Meister, Sam. "Archival theory and practice: a brief history of thinking from around 1898 to the present" (guest speaker) The Artist and the Archive with Rebecca Baron, California Institute of the Arts, January 31, 2011

Meister, Sam. "Looking for the archive elsewhere: Machine Project as a site of new investigations in archival practice" (speaker) Reimagining the Archive Symposium, Los Angeles, CA, November 2010

Meister, Sam. (guest speaker) Preservation Salon, LIBR 259 Preservation Management with Victoria McCargar, School of Library and Information Science, San Jose State University, November 3, 2010

Meister, Sam and Kirsch, David. "Sherwood Archive Project: Preserving the private records of public interest (poster) IPRES 2010: the Seventh International Conference on Preservation of Digital Objects, Vienna, Austria, September 2010

Meister, Sam and Kirsch, David. "Sherwood Archive Project: Preserving the private records of public interest" (speaker) Research Forum, Society of American Archivists, Washington D.C., August 2010

Meister, Sam. "Recordkeeping in a small nonprofit organization" (speaker) Research Forum, Society of American Archivists, Austin, TX, August 2009

Meister, Sam. "Electronic records: Case study at a small nonprofit organization" (poster) Society of American Archivists, San Francisco, CA, August 2008

## PROFESSIONAL ASSOCIATIONS

Society of American Archivists, Member  
2007 - Present

## TECHNICAL SKILLS

Applications: Microsoft Office, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Final Cut Pro, Pro Tools, Filemaker Pro

Operating systems: Mac OSX, Windows

Collections / Content Management: CONTENTdm, Wordpress, Archivist's Toolkit

Metadata: DACS, EAD, MARC21, DublinCore, AACR2, PREMIS, MODS, METS

Web Languages / Programming: XML, XSLT (basic), XHTML, CSS, PHP