

Shannon Willis

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EDUCATION

Master of Library Science, 2012

University of North Texas, Denton, TX

Major: Library and Information Science

Master of Arts, 2009

Emory University, Atlanta, GA

Major: Film Studies

Thesis: *Forging Divinity: Warner Bros.' Role in the Creation of the James Dean Icon*

Bachelor of Arts, 2007

Baylor University, Waco, TX

Major: University Scholar (Film Studies Concentration)

Thesis: *Out from the Shadow: A Reevaluation of the Works of Orson Welles*

EXPERIENCE

Digital Projects Lab Manager, Associate Librarian, November 2015 – Present

Digital Libraries Division, University of North Texas, Denton, TX

- Responsible for the overall activities of the Digital Projects Lab including digitization and quality control activities, training, and digital projects development and management.
- Oversees a digitization lab of 28 workstations, including 14 separate scanners and camera-based capture systems.
- Coordinates and collaborates with Digital Projects staff and others in the Libraries to manage and complete digitization projects for internal and external partners.
- Provides training for students, staff, and librarians related to digital imaging workflows and digital project management.
- Supervises up to 10 imaging student assistants, including one Graduate Services Assistant.
- Evaluates, revises, and improves departmental standards for imaging. Ensures digitization project outputs consistently meet department standards.
- Prepares born-digital content for upload to repository systems.
- Continually assesses operations of the Digital Projects Lab to ensure best use of technology and staff, including prioritization of projects.
- Works with library IT department, as well as digitization software and hardware vendors, to ensure that hardware and software are performing optimally.
- Maintains thorough documentation on all imaging workflows, digitization projects, and technical infrastructure.
- Collects and analyzes relevant data related to digitization activities in the lab to identify areas for improvement.

Primary Literacy Specialist, Peace Corps Volunteer, June 2014 – May 2015

Peace Corps Eastern Caribbean – St. Vincent and the Grenadines, Owia, SVG

- Ran, managed, and developed the primary school library at Owia Government School.

- Facilitated library times for grades K through 6 and conducted reading remediation classes for grades 1 through 3.
- Cataloged entire circulating collection, enabling subject, title, and author access.
- Provided library assistance and guidance for other volunteers on island and throughout the Eastern Caribbean post.

Youth Development Specialist, Peace Corps Volunteer, March 2013 – June 2014

Peace Corps Ukraine, Krymka, Ukraine

- Co-taught lessons on English language, American culture, HIV/AIDS, information literacy, and healthy lifestyles at Krymka Village School
- Led three weekly English and American Culture clubs at Krymka Village School
- Led lessons on film studies, professional development, project design and management, leadership, and teamwork as a team counselor and project mentor at Camp CACTUS 2013
- Taught at trainings, workshops, and mini-camps throughout Ukraine
- Served as Secretary of Safety and Security Council for Peace Corps Ukraine

Graduate Library Assistant, September 2011 – March 2013

Imaging Assistant, September 2010 – August 2011

Digital Projects Unit, Digital Libraries Division, University of North Texas Libraries, Denton, TX

- Managed [TRAIL \(Technical Report Archive and Image Library\) project](#), creating and implementing a specialized workflow.
- Supervised student worker, processed images, and reviewed metadata records.
- Created, reviewed, and corrected metadata records, including authority control.
- Performed quality control of digital images of various resource types.
- Compiled weekly statistics and reports.
- Performed initial and final inventories of materials.
- Updated and created training and assignment pages on departmental wiki.
- Digitized wide variety of items of various formats and resource types.

PUBLICATIONS

Willis, S., McIntosh, M. (2021). The perils of complexity: A multi-stage study to determine necessary images for digitized scrapbook representation. *Visual Resources Association Bulletin*.n <https://digital.library.unt.edu/ark:/67531/metadc1828570/>

McIntosh, M., **Willis, S.** (2018). The Production Log: A Digital Imaging Capacity Replication Project. *Journal of Digital Media Management*. <https://digital.library.unt.edu/ark:/67531/metadc1475507/>

McIntosh, M., **Willis, S.** (2018). Double Double: Methods for Shared Management of a Digitization Lab. *Against the Grain*. <https://core.ac.uk/reader/323312510>

PRESENTATIONS

Willis, S. (Author & Presenter), McIntosh, M. (Author & Presenter), Visual Resources Association Annual Conference, "The perils of complexity: A multi-stage study to determine necessary images for digitized scrapbook representation," Visual Resources Association, United States of America. (March 2021). <https://digital.library.unt.edu/ark:/67531/metadc1783011/>

- Willis, S.** (Author & Presenter), McIntosh, M. (Author & Presenter), Digital Library Federation Forum, "What Have We Learned?: A Reflection on a Scrapbook Representation User Study," Digital Library Federation, Baltimore, MD, United States of America. (November 2020).
- McIntosh, M. (Author & Presenter), **Willis, S.** (Author & Presenter), Texas Conference on Digital Libraries 2020 - CANCELLED, "Done!: Scrapbook Digitization User Study Post-Mortem," Texas Digital Library, Austin, TX, United States of America. (May 2020).
- Willis, S.** (Author & Presenter), McIntosh, M. (Author), Visual Resource Association Annual Conference - CANCELLED, "The perils of complexity: A multi-stage study to determine necessary images for digitized scrapbook representation," Visual Resource Association, Baltimore, MD, United States of America. (March 2020).
- Willis, S.** (Author & Presenter), McIntosh, M. (Author), Digital Library Federation Forum 2019, "Adventures in Determining a Digitization Lab's Capacity," Digital Library Federation, Tampa, FL, United States of America. (October 2019).
<https://digital.library.unt.edu/ark:/67531/metadc1616561/>
- Willis, S.** (Author & Presenter), Texas Conference on Digital Libraries, "Tiny Tweaks: Small Interventions to Help Improve Student Worker Performance," Texas Digital Library, Austin, TX, United States of America. (May 2019). <https://digital.library.unt.edu/ark:/67531/metadc1506766/>
- Willis, S.** (Author & Presenter), McIntosh, M. (Author & Presenter), Multi-Disciplinary Information Research Symposium, "What do the people want? A user study to establish cultural heritage scrapbook digitization practices," University of North Texas, Denton, TX, United States of America. (April 2019). <https://digital.library.unt.edu/ark:/67531/metadc1506770/>
- Willis, S.** (Author & Presenter), McIntosh, M. (Author & Presenter), Digital Library Federation Forum 2018, "User Directed Scrapbook Digitization," Digital Library Federation, Las Vegas, NV, United States of America. (October 2018).
<https://digital.library.unt.edu/ark:/67531/metadc1310105/>
- Willis, S.** (Author & Presenter), McIntosh, M. (Author & Presenter), Cross Timbers Library Consortium Conference, "Collaborative Management in Libraries," Texas Woman's University, Denton, TX, United States of America. (August 2018).
<https://digital.library.unt.edu/ark:/67531/metadc1531982/>
- Andrews, P. (Author & Presenter), **Willis, S.** (Author & Presenter), McIntosh, M. (Author), Texas Conference on Digital Libraries, "Exploring our Collections: The Many Colors of the UNT Digital Library," Austin, TX, United States of America. (May 2018).
<https://digital.library.unt.edu/ark:/67531/metadc1164524/>
- McIntosh, M. (Presenter), **Willis, S.** (Presenter), Texas Conference on Digital Libraries, "Piloting Photogrammetry in Digital Libraries," Austin, TX, United States of America. (May 2018).
<https://digital.library.unt.edu/ark:/67531/metadc1164513/>
- Willis, S.** (Author & Presenter), Texas Conference on Digital Libraries, "I am not a photographer: one librarian's journey toward understanding FADGI, image quality, and digitization best practices," Texas Digital Library, Austin, TX, United States of America. (May 2017).
<https://digital.library.unt.edu/ark:/67531/metadc980817/>

- McIntosh, M. (Author & Presenter), **Willis, S.** (Author & Presenter), Texas Conference on Digital Libraries, "Replicating Processes: Testing the Project Points System at UNT Digital Projects," Austin, Texas, United States of America. (May 2017).
<https://digital.library.unt.edu/ark:/67531/metadc980809/>
- McIntosh, M. (Author & Presenter), **Willis, S.** (Author), DPLAFest, Digital Public Library of America, "Professional Opinion vs User Directed Digitization, Round 1," DPLA, Chicago, Illinois, United States of America. (April 2017).
<https://digital.library.unt.edu/ark:/67531/metadc987476/>
- McIntosh, M. (Presenter), **Willis, S.** (Presenter), Digital Library Federation Forum 2016, "Training Games: A Method for Digitization Skills Refreshment and Certification," Milwaukee, WI, Canada. (November 2016). <https://digital.library.unt.edu/ark:/67531/metadc991041/>
- Willis, S.** (Author & Presenter), Cross Timbers Library Collaborative Conference, "Standardizing Quality Control and Visual Evaluation of PartnerCreated Content," Fort Worth, TX, United States of America. (July 2016). <https://digital.library.unt.edu/ark:/67531/metadc861696/>
- McIntosh, M. (Presenter), **Willis, S.** (Presenter), Cross Timbers Library Consortium 2016 Conference, "Training Games: A Method for Digitization Skills Refreshment and Certification," Cross Timbers Library Consortium, Fort Worth, TX, United States of America. (July 2016).
<http://digital.library.unt.edu/ark:/67531/metadc861709/>
- Willis, S.** (Author & Presenter), Texas Conference on Digital Libraries, "Rethinking 'But This is How We've Always Done It!'," Texas Digital Library, Austin, TX, United States of America. (May 2016). <https://digital.library.unt.edu/ark:/67531/metadc848637/>
- McIntosh, M. (Presenter), **Willis, S.** (Presenter), Texas Conference on Digital Libraries (TCDL), "The Training Games Program: A Method for Digitization Skills Refreshment and Certification," Austin, TX, United States of America. (May 2016).
<http://digital.library.unt.edu/ark:/67531/metadc861709/>

POSTERS

- Ekberg, S. (Author), **Willis, S.** (Author), Texas Conference on Digital Libraries - CANCELLED, "Saving the Byrds: A Workflow for the Digitization of Photographic Materials," Texas Digital Library, Austin, Texas, United States of America. (May 2020).
- Gamez-Herrera, M. (Author), **Willis, S.** (Presenter), Texas Conference on Digital Libraries, "Hidden Gems: A Partnership Between the Digitization Lab and Photography Studio Art at UNT," Texas Digital Library, Austin, TX, United States of America. (May 2019).
<https://digital.library.unt.edu/ark:/67531/metadc1506777/>
- Tarver, H. (Author & Presenter), **Willis, S.** (Author), Texas Conference on Digital Libraries, "Scanning TRAIL Project Technical Reports: A Workflow for a Large-Scale Collaborative Digitization Effort [poster]," Texas Digital Libraries, Austin, Texas, United States of America. (May 2013).
<https://digital.library.unt.edu/ark:/67531/metadc159538/>

GRANTS

Gieringer, M. D. (Principal), **Willis, S.** (Co-Principal), "Byrd Williams Photography Digital Archive - Phase II," TexTreasuries Grant sponsored by Texas State Library and Archives Commission, State, \$25,000.00. (September 1, 2020 – August 31, 2021).

Gieringer, M. D. (Co-Principal), **Willis, S.** (Co-Principal), "Byrd Williams Photography Digital Archive," TexasTreasuries Grant sponsored by Texas State Library and Archives Commission, State, \$25,000.00. (September 1, 2019 – August 31, 2020).

Willis, S. (Principal), McIntosh, M. (Supporting), "Cost and Feasibility of FADGI Compliance for the Digital Projects Unit," Dean's Innovation Grant sponsored by University of North Texas, University of North Texas, \$2,441.00. (September 1, 2016 – August 31, 2017).

SELECT SERVICE

Professional Service

Texas Digital Library Imaging Group (December 2018 – Present)
Co-founder and Co-Chair

Digital Library Federation Assessment Interest Group Cost Working Group (October 2018 – Present)
Co-facilitator (January 2020 – Present)
Member (October 2018 – December 2019)

Digital Library Federation Forum Planning Committee 2021
Fellowship Committee, Committee Member (September 2021 – October 2021)
Reviewer, Conference Proposals (June 2021)

Digital Library Federation Forum Planning Committee 2020
Community Committee, Committee Member (March 2020 – November 2020)
Reviewer, Conference Proposals (August 2020)

Digital Library Federation Forum Planning Committee 2019
Scholarship Committee, Committee Member (May 2019 – July 2019)
Reviewer, Conference Proposals (April 2019 – May 2019)

Texas Library Association Annual Conference 2018
Volunteer (April 2018)

University Service

UNT Libraries Career Development Committee (September 2017 – Present)
Chair (September 2021 – Present)
Secretary (September 2020 – August 2021)
Program Officer (September 2017 – August 2020)

The Portal to Texas History Research Fellowship Selection Committee (2016 – Present)

Hiring Committee for Repository Librarian for Scholarly Works (June 2019 – February 2020)

Hiring Committee for the Special Collections Supervisory Archivist (June 2018 – November 2018)

Hiring Committee for the Digital Projects Library Production Associate. (December 2017 – April 2018)

CERTIFICATIONS

Phase One Certified Cultural Heritage Specialist, Digital Transitions (2017).

Supervisory Building Blocks Certification. University of North Texas Human Resources (2018).

Institutional Review Board Certification

The National Institutes of Health Office of Extramural Research (2015).

Collaborative Institutional Training Initiative Program (2019).

PROFESSIONAL MEMBERSHIPS

Visual Resource Association. (July 2019 – Present).

Society for Imaging and Science Technology. (May 2017 – Present).

OTHER SKILLS

Software

Capture One, Adobe (Photoshop, Lightroom, Bridge, Camera Raw), Silverfast, BasICColor, OpenDICE, JEdit, ACDSee, Scan Tailor.

Programming

Basic knowledge of Command line, Python, Bash.

Languages

Russian- Fair proficiency in spoken Russian. Knowledge of written Russian.

French- Fair proficiency in spoken French. Fair proficiency in reading and writing.

Italian- Limited proficiency in reading and writing.

References

Mark Phillips, PhD

Associate Dean for Digital Libraries

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Ana Krahmer, PhD

Director of Digital Newspapers Unit

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Hannah Tarver

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