

MELISSA MANNON

SUMMARY

Cultural heritage and information expert with twenty years of experience promoting collaboration and professionalism among museums, libraries, historical societies, town governments, and private collections. Served as Consultant in own successful archives management firm; Served as Head of Reference in busy NH public library; Directed Archives and served as Internet Coordinator in Massachusetts library serving city population of 60,000; Freelance writer.

EXPERTISE

Collaborative collection development and community documentation
Community outreach and promoting appreciation for cultural literacy
Strategic planning
Training in archives methods and management
Management of web sites and content development, Web 2.0 strategies
Development of in-house collection guides and manuals
Authoring newsletters, articles, books pertaining to cultural heritage and information

EDUCATION

May 1993 **SIMMONS COLLEGE**, Boston MA
Master of Science in Library Science, concentration in Archives Management
Beta Phi Mu (national library honor society)

Dec. 1991 **UNIVERSITY OF NEW HAMPSHIRE**, Durham NH
Bachelor of Arts in Art History
Magna Cum Laude, University Honors in Major

EMPLOYMENT

2000-present **Archives Consultant / Owner**, Archives and Information Consulting Services www.archivesinfo.com
Consulted for cultural heritage institutions in Massachusetts and New Hampshire. Planned for the organization and preservation of archival records while preparing employees and volunteers to provide for the future care of materials. Helped towns preserve local history and culture, establish new archival facilities for the safekeeping of materials, prepare budgets for archives preservation and management. Taught staff and volunteers archives and records management principles. Provided records inventories and strategic plans. Provided structure for web sites and recommended other tools for access. Encouraged collaboration as a liaison to numerous town groups. Trained and provided ideas for collaborative outreach activities. Served as consultant for New Hampshire Local Records Education Project sponsored by Dartmouth College. Listed as consultant with Essex National Heritage committee and Massachusetts Library Association.

1998-2000 **Head of Reference and Adult Services**, Wadleigh Memorial Library, Milford, NH
Directed staff of approximately ten reference librarians and circulation assistants. Instituted professional reference standards with regular staff training and meetings. Provided reference services. Ran library programs for adults and young adults, including book groups and events. Maintained library computers and redesigned web pages. Chose books for collections.

1994-1998 **Archivist, Internet Coordinator, Reference Librarian**, Waltham Public Library, MA

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Instituted professional archives standards, while managing and budgeting for library's archives. Networked with City departments to help organize and promote local history. Designed and maintained original library web site. Provided IT services for library's word processing and Internet computers. Created computer courses for patrons with instruction in Internet use and Word Processing. Provided reference services for archives and for library reference department. Created library brochures and handouts for local history and computers. Chose local history books, art books, and general history books for collections. Wrote book about history of Waltham published by Arcadia Publishing Company.

1993-1994 **Archival Assistant**, Rowland Institute for Science, Cambridge, MA
1992-1993 **Archival Intern**, Museum of Fine Arts, Boston, MA
1993 **Archival Intern**, Isabella Stewart Gardner Museum, Boston, MA
1991 **Curatorial Intern and Outreach Assistant**, UNH Art Gallery, Durham, NH

SPEAKING AND TEACHING ENGAGEMENTS

- “Preserving Memories: Maintaining Personal Papers, Family Photographs, and Memorabilia” – touring presentation for MA and NH towns, 2009-present
- New England Museum Association - Sustaining Our Heritage: Collaborative Historical Records Projects and the Local Museum, Warwick, RI - November, 2008
- Unlock Your Creativity, Bedford Craftsman's Guild - Spring 2008
- Topsfield Archives Project – Archives Training - Town of Topsfield, Topsfield Massachusetts - 2004
- Winchester Archives Project – Archives Training- Winchester Archives, Winchester Massachusetts - 2004
- Town of Lexington Archives Project – Archives and Records Management Training – Lexington, MA - 2002
- Archives on a Shoestring - Using Volunteers and Hiring a Consultant, Museum Archives Institute, Wilbraham Monson Academy, Wilbraham, MA - June 2002
- Series: Intermediate Computers, Learning Institute at New England College, Henniker, NH - April 2002
- The Essentials of Preserving and Providing Access to Public Records, NH Local Records Education Project, Nashua Historical Society, Nashua, NH - December 2001
- Series: Computers 101, Learning Institute at New England College, Henniker, NH - October 2001
- Series of four training sessions: Shirley Historic Records Project: What is a Historic Record?; Managing Archival Collections; Preserving Historical Records; Planning for Our Future - Hazen Library, Shirley, MA - 2001
- Series of four training sessions: Finding Carlisle: Managing and Processing Archival Collections Carlisle Town Hall, Carlisle, MA, Spring - Summer 2001
- Archives Appraisal and Acquisitions, Essex National Heritage Group, Peabody Historical Society - March, 2001
- Westminster Archives Project, Westminster Historical Society, Westminster, MA - November 2000.
- Organizing Town Records: A Consultant's Perspective, Massachusetts Town Clerks' Association conference, Hancock, MA - October 2000.
- Organizing Local History Collections in Libraries, Reference and Adult Services section of the New Hampshire Library Association, Spring Conference Local History: From Clutter to Collections, Hopkinton, NH - June 2000
- Images of America: Waltham, Waltham Public Library, Waltham, MA - 1998
- Preservation in Libraries, Hillstown Librarians, Bedford, NH - 1998
- Genealogy and Preservation Series, National Archives and Records Administration, New England Region - 1997
- Gravestones: A Reflection on American Lifestyles - Stipend award recipient Undergraduate Research Opportunities Program; chosen to present thesis at the 5th National Conference on Undergraduate Research, California Institute of Technology - 1991.

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PUBLICATIONS AND WRITING

Documenting Community: A Manual for Archives, Museum, and Library Collaboration. Due out late 2010.

“From Britches to Superfund Sites: How Planning for Community Documentation Supports Cultural Heritage,” *History News*. Summer, 2010.

“Passing Family Stories through Generations,” *Parenting New Hampshire*. March, 2010.

“My Stuff, My Life: Archives - What Should I Keep?” *Lifetime Memories and Stories* (Australian blog), guest blog post. /www.lifetimememoriesandstories.com/archiving-personal-stuff/

“Preserving Memories,” *Bedford Bulletin* (monthly column)

Forms Manual for Archives Management. 2008.

The Gardener’s Soul: Nature’s Path toward Inner Peace. 2008.

ArchivesInfo Newsletter. 2000 - - 2008.

Redefining the Museum Archives: An Institutional Mission to Educate the Public. Master’s thesis

Gravestones: A Reflection on American Lifestyles - thesis paper - <http://www.mannon.org/gravestones.htm>

COMMUNITY INVOLVEMENT

- Use Web 2.0 technologies to network with colleagues and educate the public about cultural heritage
 - ArchivesInfo on Twitter @archivesinfo
 - ArchivesInfo Blog archivesinfo.blogspot.com
 - ArchivesInfo on Facebook bit.ly/9QxFht
 - Cross Professional Collaboration in Museums, Libraries, and Archives on Facebook bit.ly/b5jLV9
- Served as advisor for time capsule project of first graduating Bedford High School class (2010)
- Taught adult seniors skills for preserving personal papers through Rivier College program
- Taught adult seniors computer skills through New England College continuing education program
- Served on board of Manchester Artists Association as newsletter editor and historian
- Chaired READS (Reference and Adult Services) Programming Committee of NHLA