

**Stephen T. Shotwell**

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**Summary of Qualifications:**

- MLIS Degree from The University of North Texas, an ALA accredited School.
- Knowledge of archival preservation and practices.
- Experience with a variety of archival software, databases, and applications.
- Experience organizing, processing, and promoting manuscript collections.
- Fifteen years of experience working in both a museum and an academic library.
- Experience with class instruction and historical interpretation.

**Work Experience:***Special Collections Librarian 2016 – Present*

- Supervisor of SHSU Special Collections & University Archives.
- Conducting FTE & PTE staff evaluations.
- Scholarly Endeavors – Publishing & Presentations
- Administrator for Special Collections & University Archives Finding Aid Databases and department LibGuides.
- Bibliographer for SHSU Special Collections and University Archives.
- Manuscript collection processing & archival preservation.
- Leading employee and student worker orientation and training.
- Historical interpretation on the collections of the Thomason Room, University Archives, Huntsville, and Walker County.
- Staffed the SHSU Special Collections full-time and assisted students, staff, faculty, and community members with archival research and use of electronic and print resources.
- Instruction on archival practices, special collections, and rare books.
- Contact with faculty and donors.

*Library Associate, Sam Houston State University 2014 – 2016*

- Processing manuscript collections and creating finding aids.
- Archival preservation.
- Supervision of the Special Collections department. Including new employee and student worker orientation and training.
- Assisting patrons with research.
- County record research.
- Historical interpretation on the collections of the Thomason Room, Huntsville, and Walker County.
- Contact with faculty and donors.

- Instruction on archival practices, special collections, and rare books.
- Book purchasing.
- Experience with Archon and ContentDM.
- Experience resolving software problems with vendors like OCLC.

*Library Assistant, Sam Houston State University 2012 – 2014*

- Processing and maintaining University collections. Work in both the University Archives and the Special Collections department.
- Assisting patrons with research.
- Historical interpretation and instruction.
- Working with digital collections.
- Shelving books, setting up and cleaning displays.
- County record research.

*Assistant Director, Texas Prison Museum 2003 – 2012*

- Archival Preservation and Maintenance.
- Setting up and maintaining exhibits.
- Historical interpretation on Texas Prison History and Huntsville.
- Managed museum gift shop.
- Supervised employees and volunteers.
- Maintenance of Museum facility and grounds.
- Historical research using microfilm, manuscript collections, and other resources.
- Scheduling and overseeing rental and operations of the museum's conference room. Conference room operations include set up and take down for events as well as coordinating room functions and public relations.

**Education:**

*University of North Texas 2013 – May 2016*

Masters Library and Information Science – Focus on Archival Preservation and Digital Imaging  
GPA 4.0

*Sam Houston State University 2002 – 2010*

Bachelor of Science Criminal Justice  
GPA 3.49

**Additional Education**

Collaborative Institutional Training Initiative (CITI Program) – 2017

Legally Using Images (Webinar) – 2017

Texas Library Association Annual Conference Attendee – 2017

Texas Conference on Digital Libraries Attendee – 2017

NEDCC Caring for Rare Books (Webinar) - 2014

Protection and Storage of Permanent Paper Records (Webinar) - 2014

Disaster Preparedness (Webinar) - 2014  
Forming Names According to RDA (Webinar) - 2014  
MARC: An Introduction (Webinar) - 2014  
DACS - Describing Archives a Content Standard (Workshop) - 2013  
The Metadata [R]evolution: Transformative Opportunities (Webinar) - 2013

### **Honors**

*Sam Houston State University*

Dean's List Fall 2009

Dean's List Spring 2008

Dean's List Fall 2008

President's List Spring 2007

Dean's List Fall 2007

Certificate for Academic Excellence – College of Criminal Justice

*University of North Texas*

4.0 GPA Honors Graduate 2016

### **Memberships & Associations**

East Texas Historical Association 2017 – Present

*Society of Southwest Archivists* 2015 – Present

Chairman, *Library Council, Newton Gresham Library* 2013 – 2015

Secretary, *Texas Prison Museum Board of Directors* 2012 – 2015

Class 29, *Huntsville Leadership Institute* 2010 – 2011

**References available upon request.**