

## CONSTANCE BROOKS

### LIBRARY EXPERIENCE

**Director of Library Services, Kyle Public Library.** January 2008-December 2015. Guided the growth of the Kyle Public Library through interactions with the City Council, the Library Board, and the community. Oversaw the construction of a new library building which opened to the public in April 2012.

**Library Preservation Consultant.** August 2006-January 2008. Taught "Introduction to Preservation" at the School of Information, University of Texas at Austin, fall 2007 semester. Worked with the Council on Library and Information Resources to define and implement preservation initiatives; provided preservation expertise for the CLIR white paper, "Preservation in the Age of Large-Scale Digitization," published in February 2008. In the summer of 2008, wrote a successful grant application to NHPRC for the preservation of the historical papers of the Longue Vue House and Gardens in New Orleans. Served on a panel funded by the Andrew W. Mellon Foundation to investigate and make recommendations about the CSC mass deacidification process.

**Head, Preservation Department. Stanford University Libraries and Academic Information Resources.** 1989–August 2006

Redesigned the Preservation Department to include preservation of digital objects, digitization, and media preservation. Combined disparate preservation functions into a comprehensive Preservation Department and integrated preservation activities throughout the libraries. Improved the efficiency of commercial binding preparation. Increased staffing for conservation of special collections. Raised funds for a Conservation Endowment of over \$500,000; facilitated endowment of a conservation position. As part of the Technical Services Redesign Team, shaped and implemented a completely different way to perform technical services at SUL. Managed seven microfilming grants, four of which I had a major role in preparing. Mentored 3 Mellon Preservation Administration Interns. Allocated resources for the continued development of Conservation OnLine. Managed personnel and fiscal resources for a department of 18 FTE staff and an annual budget of more than \$1.5 million.

In September 2004, all digital initiatives throughout SULAIR were gathered into a single unit within Academic Information Resources. I retained a consultative and liaison role, but no longer directly supervised digital and media preservation. I was the liaison to the Google project.

**Manager, Stanford Digital Repository. Stanford University Libraries & Academic Information Resources.** 2003-2004  
Tasked with bringing the developing Stanford Digital Repository to full production by coordinating the activities of staff distributed throughout Stanford University Libraries & Academic Information Resources who were working on the full range of service definitions, workflow processes and operating procedures related to ingestion, preservation, and dissemination activities for the repository.

**Acting Head, Access Services Department. Stanford University Libraries and Academic Information Resources.**  
May–December 2002

Managed Access Services Department while recruiting for the positions of Head of Access Services and for Assistant Head of Access Services. Planned for collection moves to new high-density shelving facility.

**Visiting Associate for Preservation, Member Services, Research Libraries Group.** December 1995–April 1996  
Facilitated the planning process and writing of a five-year strategic plan for PRESERV program.

**Associate in Library Services (Conservation). Division of Library Development. New York State Library.** 1985–1988  
Was first full-time coordinator of nation's first statewide preservation program, including three grant programs totaling \$1.84 million annually and a preservation education and outreach program targeting all institutions in New York State collecting

library research materials. Designed, administered, and monitored the application and review process for the three grant programs. Answered questions about proposal development, prepared explanatory materials, and developed workshops to aid potential applicants. Actively collaborated with colleagues within the Office of Cultural Education, especially from the State Archives and Records Association and the State Museum to ensure that outreach extended beyond libraries to archives and historical societies. Gave numerous presentations about the program at professional meetings and to groups of potential applicants. Oversaw and had an active part in developing and evaluating: discretionary grant application workshops that dramatically improved both the quality and quantity of applications received; a long-range preservation curriculum for NYS; a disaster preparedness pilot project for the state; *Fighting Slow Fires*, a one-hour teleconference on preservation and the NYS Conservation/ Preservation Program; and making selected preservation videotapes and books available at reduced prices. Successfully applied for a grant of \$141,338 from the National Endowment for the Humanities with matching money from the Mellon Foundation. Had a major role in the National Endowment for the Humanities project jointly sponsored by the Division of Library Development and the State Archives and Records Administration that culminated in the conference and report, "Our Memory at Risk: Preserving New York's Unique Research Resources."

**Andrew W. Mellon Preservation Administration Intern. The New York Public Library. 1985**

Updated and implemented the disaster plan. Prepared proposals on environmental monitoring and on the use of volunteers to preserve the menu collection. Coordinated a task force on the automation of the Conservation Division.

**Assistant Book Conservator. Harry Ransom Humanities Research Center. The University of Texas at Austin. 1980-1985**

**Library Assistant, Manuscripts Department. Harry Ransom Humanities Research Center. The University of Texas at Austin. 1978-1980**

**Clerk-typist, Manuscripts Department. Harry Ransom Humanities Research Center. The University of Texas at Austin. 1976-1978.**

**LANGUAGES**

Spanish (competent); Italian and French (reading ability)

**EDUCATION**

M.L.S., The University of Texas at Austin, 1980

Honors: Outstanding Student Award; Beta Phi Mu; Phi Kappa Phi

B.A. Magna Cum Laude in Spanish, Mount Holyoke College, 1975

Honors: Phi Beta Kappa; Outstanding Spanish Senior; Excellence in Beginning Italian

**SELECTED PUBLICATIONS**

"Videotape Preservation: Ethical Considerations." In Playback 1996: Video Preservation Round Table. San Francisco: Bay Area Video Coalition, 1998.

Brooks and Reich, Vicky, et al. "Electronic Discussion Lists and Journals: A Guide for Technical Services Staff." Library Resources & Technical Services, v. 39, no. 3 (July 1995), pp. 303-319.

Review of *Advances in Preservation and Access*, v. 1., ed. by Barbara Buckner Higginbotham and Mary E. Jackson. Resource Sharing & Information Networks, v. 9, no. 2 (1994), pp. 173-176.

Disaster Preparedness. One of a series of resource guides for the Preservation Planning Program funded by the National Endowment for the Humanities and administered by the Association of Research Libraries. Washington, D.C.: Association for Research Libraries, February 1993.

"Preservation of Library Materials Section: 1989-90 Annual Report," Library Resources and Technical Services, v. 34, no. 4 (October 1990), pp. 516-518.

Brooks and Shubert, Joseph F. "The New York State Program for the Conservation and Preservation of Library Research Materials." The Bookmark, a publication of the New York State Library, spring 1987.

"Cooperative and Regional Disaster Preparedness." In The Book and Paper Group Annual, v. 5. AIC Book and Paper Group, 1986.

### **SELECTED PRESENTATIONS**

Many disaster preparedness workshops in northern California for the California Preservation Program, 2001-2006.

"Update on Digital Repository Certification," a presentation to the Preservation Administrators' Discussion Group of ALA, January 2006.

"The Role of Technical Services in Digital Preservation," a presentation to the Northern California Technical Processes Group, April 2004.

Moderator of "Large-Scale Solutions for Artifacts" panel at Redefining Preservation, Shaping New Solutions, Forging New Partnerships, a conference sponsored by the University of Michigan University Library and the Association of Research Libraries, March 2002.

"Preventive Preservation," Stanford-California State Library Institute on 21<sup>st</sup> Century Librarianship, August 2000.

"Videotape Preservation: Ethical Considerations," Playback 1996: Video Preservation Round Table, a conference sponsored by the Bay Area Video Coalition, Media Alliance New York, the Getty Grant Program, and the Andy Warhol Foundation, March 1996.

"The Future of Preservation Training," Graduate School of Library and Information Science, University of Texas at Austin, August 1995.

Presenter at Disaster Preparedness Institute sponsored by American Library Association, May 1992.

Many presentations concerning the New York State Program for the Conservation and Preservation of Library Research Materials, 1985-1988.

### **SELECTED ACTIVITIES**

- Frye Leadership Institute, June 2003
- RLG and NARA Task Force on Digital Repository Certification, December 2002-2006
- National Film Preservation Foundation, Mellon Guide Project, 2003. Assessed needs for and reviewed guides to introduce motion picture preservation to American libraries, museums, archives, and other historical repositories.
- Council on Library and Information Resources, 2003. Advised on survey of audio collections in academic libraries.
- Library of Congress Advisory Committee for the MDEP 3 Paper Strengthening Program, April 2002-Present
- Library of Congress Committee on Modeling of Preservation Processes and Activities, member, 2000-2001
- California Preservation Task Force, member, 2001-2006
- New York Public Library, consultant, 1996
  - As part of three-member team, analyzed and advised about how to restructure The New York Public Library preservation program
- ARL/OMS Preservation Planning Program; consultant to University of Colorado at Boulder, 1990
- Advisory Council member for the Conservation & Preservation Studies Program at the Graduate School for Library and Information Science at The University of Texas at Austin, 1993-1996
- American Library Association
  - ALCTS International Relations committee, member, 2001-2004
  - PARS Intellectual Access committee, member, 1996-1997
  - PLMS Management Committee, chair 1994-1995
  - Preservation of Library Materials Section (PLMS); vice-chair/chair-elect, 1988-1989;
  - chair 1989-1990
  - PLMS Policy and Planning Committee, chair 1991-1992
  - PLMS Education Committee, chair, 1987-1988
  - ALCTS Membership Committee, 1990-1992
  - Reproduction of Library Materials (RLMS), Publications Committee; member, 1987-1989

- American Institute for Conservation (AIC)
  - Book and Paper Group Program Chair, 1986–1988
  - Professional Associate, 1990–Present
- Research Libraries Group
  - Preservation Steering Committee, 1990–1991
  - Preservation Committee Needs Assessment Task Force; member 1989–1991
- Reviewer
  - Institute of Museum and Library Services, reviewer, March 2002–2008
  - National Endowment for the Humanities Division of Preservation and Access, reviewer, 1986–2008
  - New York State Program for the Conservation and Preservation of Library Research Materials, reviewer, 1991–2008