

LORRAINE A. DONG

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EDUCATION

- **Ph.D. in Information Studies, expected May 2012**
University of Texas (UT) at Austin
- **M.S.I.S. in Information Studies, Certificate of Advanced Study in Preservation Administration, Aug. 2008**
UT Austin
- **M.Phil. in Renaissance literature, Oct. 2005**
University of Cambridge, United Kingdom
- **B.A. with highest honors in English, May 2004**
University of California (UC) at Berkeley
Minor in Education

WORK EXPERIENCE

- **Conservation Technician, Architecture & Planning Library, UT Austin, Aug. 2008-present**
 - Determine damage to library items and conduct repairs; requires frequent communication with library staff to order conservation materials and to maintain workflow
 - Monitor pests using sticky traps
- **Teaching Assistant and Graduate Assistant, School of Information, UT Austin, Aug. 2007-May 2008**
 - Editor for the Association of North American Graduate Programs in the Conservation of Cultural Property (ANAGPIC); published annual conference papers and posters on the website and the School of Information digital repository, DSpace
 - Redesigned website for the Kilgarlin Center for Preservation of the Cultural Record
 - Designed and presented PowerPoint presentations to graduate-level classes on various topics such as cost analysis and batch processing materials for DSpace
 - Prepared class readings and syllabi for online accessibility; included readying websites and developing batch processes for digital migration workflows
 - Researched and prepared précis for professor on topical subjects such as campaign record appraisal and text analyses software
 - Organized and led volunteer team for two-day symposium, "From Gray Areas to Green Areas" (Nov. 2007); included soliciting gifts from local organizations, preparing handout materials, and assisting speakers

- **Preservation intern, Smithsonian Institution Libraries (SIL), Washington, D.C., July-Aug. 2007**
 - Conducted a needs assessment to determine the commercial binding requirements of the 18 SIL branches and over 5,500 serial subscriptions
 - Involved a literature review and external and internal surveys
- **Cataloguing Assistant, Southwest Educational Development Laboratory, Austin, TX, Sept. 2006-July 2007**
 - Reviewed and organized over 40 years (approximately 102 linear feet) of archival materials for non-profit corporation
 - Created more than 3,000 entries in internal database in accordance with the Library of Congress classification system
- **Conservation/Preservation Hourly, University of Illinois at Urbana-Champaign, Nov. 2005-Aug. 2006**
 - Constructed preservation binders, performed tissue paper mends, and made encapsulations for the Carl Sandburg collection
 - Repaired hundreds of general stacks materials; procedures included guarding, leather reconstruction, and re-casing
 - Assessed and measured thousands of brittle folios and government serials for preservation boxing; prepared and issued box orders; re-housed and shifted materials
 - Prepared books and orders for access-copy facsimiles; assessed quality of products received from facsimile company
- **Dean's Assistant, UC Berkeley Letters & Science (L&S), June-Aug. 2004**
 - Actualized special projects including the reorganization of nearly 800 faculty files
 - Facilitated public inquiries directed to the dean
 - Delivered written communications between the university and L&S staff

VOLUNTEER EXPERIENCE

- **Riding assistant with Thoughtful House Equestrians, Austin, TX, 2006-2009:** lead disabled children in physical therapy and speech therapy activities; maintain upkeep and well-being of horses
- **Volunteer photo archivist and conservator at Harry Ransom Humanities Research Center (HRHRC), UT Austin, Jan. 2007-May 2007**
 - Applied intellectual control to the standard-sized Eugene Omar Goldbeck photo collection
 - Surveyed the Goldbeck panorama collection for future humidification project
- **Tutor with the Cal Literacy and Skills Project, Berkeley, CA, 2003-2004:** instructed university employees in reading, writing, and conversational skills through one-on-one tutoring; managed CALS Project library
- **Research intern, UC Berkeley Undergraduate Research Apprenticeship Program, Sept. 2003-May 2004:**
 - Compiled data on untracked high school English classes for Professor Sarah Freedman's research study
 - Collaborated with team members to analyze data

- **Swimmer with the Special Needs Aquatic Program, Berkeley, CA, 2003-2004:** led disabled children in physical therapy activities
- **Conversation partner for YWCA's English-in-Action program, Berkeley, CA, 2002-2003:** tutored foreign UC Berkeley extension student to improve her English language skills
- **Tutor at the Richmond, CA, YMCA, 2002:** instructed elementary-aged children on math and language arts homework
- **Teacher at LaFayette Elementary School, Oakland, CA, 2001:** developed, organized, and supervised weekly science lessons as the leader of a four-person team for kindergarten class

RELEVANT COURSE PROJECTS

- **2008:**
 - Developed the content and design for a [website](#) to promote the architectural significance and history of Battle Hall, one of most renowned buildings on the UT Austin campus
 - Wrote an updated [annotated bibliography](#) for *Promoting Preservation Awareness in Libraries* (1997) by Jeanne Drewes and Julie Page
- **2007:**
 - Conducted a conservation assessment of the O. Henry Museum in Austin, TX
 - Migrated the Sir Arnold Wesker digital collection for preservation and access purposes at the HRHRC
 - Wrote a suggested grant for the Russell Lee negative collection at the Center for American History at UT Austin; researched relevant granting agencies for recommendation
- **2006:**
 - Processed the Betty Wilke Cox collection at the Austin History Center
 - Conducted a preservation needs assessment for the Blake Alexander slides at the Alexander Architecture Archive, UT Austin

PAPERS & PRESENTATIONS

- Society for American Archivists 2009 Conference: will present a poster titled: "The Parallel Paper and Digital Preservation Practices of Paul N. Banks: A Case Study"
- Kim, Sarah, Lorrie Dong, and Megan Durden. (2006.) Batch Archival Processing: Preserving Arnold Wesker's Digital Manuscripts. *Archival Issues* 30(2), 91-106.
- ANAGPIC 2008 Conference: presented a [poster](#) titled, "Assessing Commercial Binding at the Smithsonian Institution Libraries"

COMPUTER SKILLS

Microsoft Word, Excel, Adobe Photoshop, HTML, CSS, PowerPoint, Vprism, Access, FileMaker Pro, EAD, MARC, XML, Dreamweaver, DSpace, GLIFOS, Audacity, Sound Forge

HONORS AND AWARDS

- Archival Education and Research Institute Conference Scholarship, 2009
- IMLS Doctoral Preservation Fellowship, 2008
- Council on Library and Information Resources' Rovelstad Scholarship in International Librarianship, 2007
- Billie Grace Herring Endowed Scholarship, 2006
- Houston Endowed Presidential Scholarship, 2006
- Cambridge Overseas Society Fellow, inducted 2005
- Cambridge Overseas Trust bursary, 2004
- Phi Beta Kappa, inducted 2004
- Dean's Honors List, Spring 2003 and Spring 2004
- Golden Key International Honor Society, inducted 2002
- National Society of Collegiate Scholars, inducted 2001
- Edward Frank Kraft Scholarship, 2001