

Dakota Cotton

720.224.2333 • Dakota.Cotton@Colorado.edu • www.TatteredTome.com

Education:

2017: **Kent State University**, College of Communication and Information

- Master's Degree in Library and Information Science

2014: **University of Colorado at Boulder**, College of Arts and Science

- Bachelor's Degree in History

Summa cum laude, Best Honors Thesis Award:

Cotton, Dakota, "When Big Science Fails: The Hubble Space Telescope Flaw and Implications for the Space Program in the Post-Cold War Era" (2014). *Undergraduate Honors Theses*. 70. http://scholar.colorado.edu/honr_theses/70

- Bachelor's Degree in Sociology
- Certificate in Digital Media

Experience:

January 2018 – Present: **Athens State University, University Archivist & Librarian** (Athens, Alabama)

- Process, manage, and maintain existing archival collections and solicit new donations.
- Evaluate and update archival policies, procedures, and workflow.
- Manage Archives budget, staff, volunteers, and student workers.
- Create and produce archival brochures, guides, finding aids, and other tools to enhance collection accessibility.
- Develop and update Archives web page and social media presence.
- Direct digitization initiatives for archival material. Investigate, plan, and coordinate the technology required to facilitate the efficient retrieval of and access to archival information.
- Conduct research and prepare reports on University history for faculty, students, administration, and community patrons.
- Plan and create historical displays for showcases and University special events. Conduct historical tours and presentations for students, employees, and community groups.
- Represent Athens State on local and statewide archival-related committees.
- Teach college level courses in person and online – *HU 321: Research Sources & Skills*.
- Serve as embedded librarian for undergraduate and graduate level courses in various disciplines.
- Provide reference and research services to campus and community users.
- Manage, maintain, and provide access to three campus museums.
- Serve on Athens 2022 Bicentennial Planning Committee & Promotions Subcommittee, coordinating collaborative projects with Archives & external groups.

January 2017- April 2017: **Arizona Historical Society, Graduate Intern** (Tempe, Arizona)

- Complete processing, arrangement, and description of complex archival materials for the St. Mary's Foodbank Collection culminating with the composition of an accessible finding aid available online. Collection includes personal correspondence, administrative materials, publications, photos, newspapers, artifacts, and other media.

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St. Mary's Foodbank Collection, PPMS 257, Arizona Historical Society-Papago Park,
http://www.arizonahistoricalandsociety.org/wp-content/uploads/library_StMarys-FoodBank.pdf

June 2015- March 2017: **Phoenix Public Library Cesar Chavez Branch, Library Assistant**
(Phoenix, Arizona)

2016 Merle Earnshaw Memorial Scholarship Recipient

- Providing reference desk assistance to the public including research and database use, accessing community resources and library materials, as well as the full range of circulation duties. Assist with collection management and maintenance of materials.
- Act as librarian-in-charge as needed, serving as the responsible party and supervisor for the entire library facility, staff, and programs. Duties include but are not limited to: opening & closing of building, supervision of staff & volunteers, emergency & conflict resolution, etc.
- Conduct range of family services and programs including story times for all ages, STEAM activities, and teen programming. Create original marketing materials, promotions, and displays for library programs and resources.
- Plan curriculum and conduct technology classes for patrons, and lead in daily technical assistance to patrons on public computers, eReaders, cellular devices, etc.

July 2015- December 2015: **Mesa Community College, Archives Assistant** (Mesa, Arizona)

- Conducted inventory of all materials in collection to help establish scope and condition of the archive. Compiled data by conducting a hands-on assessment of all materials in the archive in order to assist the supervising librarian with deaccessioning and preservation decisions.
- Gained expertise in contents of the archive in order to assist librarian with the creation of archives schedules and finding aids, as well as conducting deaccessioning. Established descriptions and organizational plan of collection materials to make the archives more accessible and consistent with the goals and mission of the program.

August 2014- July 2015: **Mesa Community College at Red Mountain, Assistant to the Library Information Technology Program; Circulation Attendant** (Mesa, Arizona)

- Utilized SirsiDynix Symphony, circulation duties and maintenance of reserve collection as well as providing customer service, general reference, and computer/technology assistance for community college students.
- Assist librarian with projects for library programs, instructional sessions, and other activities including designing and implementing displays and flyers, conducting & compiling research, and other clerical tasks.

August 2014- June 2015: **Phoenix Public Library Ironwood Branch, Circulation Attendant**
(Phoenix, Arizona)

- Regular use of Polaris ILS, answering general library policy and reference questions.
- Providing customer service, technical assistance, addressing account inquiries, and cash handling services with a high volume of public patrons.
- Shelving, checking materials in and out, weeding materials, addressing damages and claims returned items, assisting with library outreach materials and other various tasks.

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January 2014-May 2014: **University of Colorado Norlin Library, Friends of the Library Fellow** (Boulder, Colorado)

- Weekly research desk assistance working directly with students and public patrons to help with research questions, technical questions, and general reference.
- Assisted in planning instructional sessions for research and use of library databases and other resources. Attended a variety of inter-departmental library meetings and developed skills for communicating and developing programs in a library setting.
- Engaged in media promotion and public outreach for the library including social media outlets such as Facebook and Twitter as well as print materials and posters to promote the library.

July 2011-May 2014: **University of Colorado Norlin Library, Preservation Dept. Student Assistant** (Boulder, Colorado)

- Repair and conservation of circulating and non-circulating books and documents, including special collections and archival items.
- Experience with a variety of both simple and advanced repairs including: re-casing of text blocks, Japanese tissue mends, spine mends with PVA and cloth tape, heat-set page repairs, tape removal and mold cleaning, creating enclosures for fragile materials, pamphlet and textblock sewing, re-inserting loose pages, among others.
- Other duties include: Checking books in and out using the integrated library system Millennium/Sierra. Use of the Colibri cover system to make custom covers for books, locating items according to call number, labeling books as well as scanning and copying.

Skills:

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| <ul style="list-style-type: none">• ILS: Millennium/Sierra, Polaris, and SirsiDynix Symphony• Principles of RDA, MARC, EADS• DSpace & Wiki development• Microsoft Office, Open Office Suites, 60 wpm• Adobe Photoshop, Dreamweaver, iMovie, Camtasia• Android, iOS, Fire OS, Windows | <ul style="list-style-type: none">• HTML, CSS, and Processing• eProcurement• Experience with principles of graphic design, print design, and data visualization• Academic databases, Boolean search methods, academic citation methods, Library of Congress classification system |
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Kent State University, Key Coursework: 2016-2017(cumulative GPA 3.9):

- Archival Description: DACS EAD & MARC
- Digital Preservation
- Digital Libraries
- Information Technology
- Management of Information Centers
- Leadership in Libraries
- Designing Successful Grant Projects
- Marketing the Library

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Professional Development & Service:

Memberships:

- Society of American Archivists
- American Library Association
- Society of Alabama Archivists
 - Archives Months Committee
- Huntsville – Madison County Historical Society
 - HOPE (History Outreach Program for Educators), Educational Resources Coordinator

Attendance:

- **2018 Alabama Women Student Leadership Conference** (3/2/18 Athens, Alabama)
- **2018 Open Educational Resources Conference** (2/2/18 Athens, Alabama)
- **2017 Society of Alabama Archivists Annual Meeting** (10/13/17 Tuscaloosa, Alabama)
- **2016 Arizona Archives Summit** (Tempe, Arizona)
- **2016 National History Day, Arizona: Judge** (Glendale, Arizona)

June 2017 – December 2017, **University of Alabama, Huntsville:**

- Archives & special collections volunteer – Roberts Collection Digitization Project

July 2017 – December 2017, **Alabama Constitution Village:**

- Local history tour guide

2017 – 2018, **NASA in the Park Annual Event**, Downtown Huntsville

- Orbital ATK/ Northrop Grumman educational outreach volunteer

2016, **City of Phoenix, Classwork:**

- Homeless Outreach & Resources
- How to Start a Coding Club
- 3D Printing
- Customer Service, Difficult Customers