

Terri M. Jordan
Fife Folklore Archives Curator
Special Collections and Archives, Utah State University Libraries
Merrill-Cazier Library, 3000 Old Main Hill • Logan, Utah 84322
(435) 797-3493 • terri.jordan@usu.edu

EDUCATION & CERTIFICATIONS

- 2015-2016 Society of American Archivists Chicago, Illinois
- Digital Archives Specialist certificate (2016)
- 2002-2005 Indiana University Bloomington, Indiana
- Master of Arts, Folklore (2005)
 - Thesis: *Filling In the Blanks: Exploring and Exhibiting the Wanamaker Collection at the Mathers Museum of World Cultures*
 - Master of Library Science (2005)
- 1996-2001 University of Oklahoma Norman, Oklahoma
- National Merit Scholar
 - Bachelor of Arts, Anthropology (2001) – *summa cum laude*
 - Minors: French, History
 - Morris E. Opler Award for undergraduate research in cultural anthropology (2001)

PROFESSIONAL EXPERIENCE

- 2020-present University Libraries, Utah State University Logan, Utah
- Assistant Librarian (Fife Folklore Archives Curator)**
- *Types of Collections:* analog and digital folklore materials, including audiovisual recordings, photographs, papers and manuscripts, and material objects and other ephemera
 - *Primary Responsibilities:*
 - Managing the Fife Folklore Archives of the Special Collections & Archives department
 - Working with local, regional, and national partners on cultural documentation efforts
 - Serving as departmental liaison to the Utah State University Folklore program
 - Providing services to the public and to the Utah State University academic community
 - *Library Service:*
 - Scholarly Communications and Open Access Team
- 2019-2020 University Libraries, Old Dominion University Norfolk, Virginia
- Library Specialist III (Digital Projects Specialist)**
- *Types of Collections:* analog and digital versions of manuscripts, correspondence, documents, scrapbooks, photographic prints, audiovisual recordings, and oral histories
 - *Primary Responsibilities:*
 - Managing the digital collections of ODU Special Collections & University Archives
 - Training and supervising staff and students in digitization standards and procedures
 - Reviving Special Collections and University Archives' oral history collecting program
 - *Library Service:*
 - Digital Advisory Team
 - Staff Development Team
 - *Special Projects:*
 - Collaboratively managing departmental transfer of Digital Collections from Digital Services & Scholarly Communications to Special Collections & University Archives
 - Completing final stage of multi-year project to make available 2,033 digitized historic videos from local TV station WTAR/WTKR
 - Developing COVID-19 Experience Collection policies and procedures, and managing incoming collection submissions

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PROFESSIONAL EXPERIENCE (continued)

- 2018-2019 Sargeant Memorial Collection, Norfolk Public Library Norfolk, Virginia
Library Associate II (Digitization Specialist)
- *Types of Collections:* analog and digital versions of photographic prints and negatives, manuscripts, scrapbooks, graphic art, genealogy records, and other local history materials
 - *Primary Responsibilities:*
 - Managing the digital local history collections of the Sargeant Memorial Collection, including digitizing physical materials and capturing and normalizing metadata
 - Serving the public, including working shifts on the public reference desk and fulfilling patron requests for digital copies of collection materials
 - Training and supervising staff and volunteers in digitization standards and procedures
 - Providing consultation on digital archiving to internal departments and external entities
- 2016-2018 Oklahoma Library for the Blind & Physically Handicapped Oklahoma City, Oklahoma
Library Technician II (Recording Studio Technician)
- *Types of Collections:* digital audio book recordings
 - *Primary Responsibilities:*
 - Monitoring and recording volunteer narrators using Hindenburg Audio Book Creator
 - Editing digital audio recordings using Adobe Audition
 - Training, supervising, and reviewing the work of volunteer audio editors
- 2015-2016 Oklahoma Department of Libraries Oklahoma City, Oklahoma
Library Technician II (Circulation Assistant)
- *Types of Collections:* public library materials (print and e-books, audio books, magazines, videos)
 - *Primary Responsibilities:*
 - Providing public reference and research services
 - Enacting basic conservation and repair procedures for circulating materials
 - Aiding in preparation of interlibrary loans
 - Updating library catalog and patron databases; maintaining Oklahoma Authors database
- 2013-2020 The O. Gail Poole Collection Norman, Oklahoma
Archival Consultant
- *Types of Collections:* fine art (paintings, drawings, sculpture), personal papers and photographs
 - *Primary Responsibilities:*
 - Cataloging, numbering, and professionally storing over 1,500 works of art by the late artist O. Gail Poole, including managing loan and exhibit documentation
 - Organizing and cataloging Poole's professional and personal papers and photographs
 - Managing the collection database, including capturing and entering metadata and creating a collection-specific controlled vocabulary
- 2011-2013 University of Oklahoma Political Communication Center Norman, Oklahoma
Curator/Archivist, Julian P. Kanter Political Commercial Archive
- *Types of Collections:* digital and analog video and audio recordings of television and radio political advertisements; collection and loan material documentation and correspondence

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PROFESSIONAL EXPERIENCE (continued)

[University of Oklahoma Political Communication Center, continued]

- *Primary Responsibilities:*
 - Managing a collection of over 100,000 audiovisual recordings, including monitoring campaigns during election seasons and documenting ads and related programming
 - Aiding visiting and long-distance researchers, media representatives, students and other patrons in searching and accessing collections and arranging for loans of material
 - Supervision of full-time Media Technician and numerous student workers
- *Special Projects:*
 - Conducted extensive research on audiovisual and advertising copyrights in order to review and revise collection management and loan policies
 - Coordinated and implemented move of entire analog collection to and from temporary off-site storage for accommodation of emergency maintenance

2007-2011 Sam Noble Oklahoma Museum of Natural History Norman, Oklahoma
Collection Manager, Department of Native American Languages

- *Types of Collections:* Native North American language materials – analog/digital audiovisual recordings, books, documents, and ephemera – as well as reference library materials
- *Primary Responsibilities:*
 - Cataloging and caring for Native American language collections and associated metadata
 - Transferring audio materials from analog to digital formats for preservation purposes and to accommodate patron requests
 - Assisting, instructing, and supervising researchers, tribal members, students, and volunteers in searching and accessing the collections
- *Special Projects:*
 - Worked as part of a team to coordinate and implement multiple years of the Oklahoma Native American Youth Language Fair, an annual event for young Native American language learners

PROFESSIONAL AFFILIATIONS

American Folklore Society (2004-present)

- Archives & Libraries Section Convener (2012-2020)
 - Section Prize Committee member (2018-2019); Section Prize Committee Chair (2020-2021)
- Co-Chair, Local Organizing Committee for original 2020 annual meeting planned for Tulsa, OK; Virtual Task Force team member for 2020 virtual annual meeting

Society of American Archivists (2011-present)

- Oral History Steering Committee (2019-2021)

Conference of Intermountain Archivists (2020-present)

Mid-Atlantic Regional Archives Conference (2018-2020)

Society of Southwest Archivists (2015-2018)

PUBLICATIONS

“The Folklorist as Archivist.” *What Folklorists Do: Professional Possibilities in Folklore Studies*. Timothy Lloyd, ed. Bloomington: Indiana University Press. (forthcoming)

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PRESENTATIONS, WORKSHOPS, AND EXHIBITS

- 2019 American Folklore Society Baltimore, Maryland
Forum Participant: "Connecting Collections & Communities Part III: Activism in Archives."
- 2018 American Folklore Society Buffalo, New York
Forum Participant: "Envisioning the Digital Folklore Archive as Process and Collaboration."
- 2017 American Folklore Society Minneapolis, Minnesota
Chaired organizing committee for pre-meeting conference *Adventures in Folklore Archiving* held at the Minneapolis Central Library on October 16-17, 2017
- Presentation at *Adventures in Folklore Archiving: "Adventures in Personal Archiving: Telling the Stories of Oklahoma Art and Artists through the O. Gail Poole Collection"*
- 2016 American Folklore Society Miami, Florida
Led pre-conference workshop "Personal Archive Collection Management for Folklorists"
- 2015 American Folklore Society Long Beach, California
Developed and led pre-conference workshop "Personal Archive Collection Management for Folklorists" with Randy Williams of Utah State University
- 2012 American Folklore Society New Orleans, Louisiana
"Campaigns, Commercials, and Copyright: Intellectual Property Issues in an Archive of Political Ads."
- 2011 American Folklore Society Bloomington, Indiana
Forum Chair: Biases and Balances: A Discussion of Neutrality in Archives, Museums, and Other Folklore Collections
- 2010 American Folklore Society Nashville, Tennessee
Panel Chair: Native Peoples of North America: Cultural Retention and Preservation
"Documenting the Irreplaceable: Collaborations between Native American Language Speakers and the Resources of a Museum Archive"
- 2009 American Folklore Society Boise, Idaho
Panel Chair: Language and Authenticity
"Weaving Words, Connecting Lives: Seven Years (and Counting!) of the Oklahoma Native American Youth Language Fair"
- 2008 American Folklore Society Louisville, Kentucky
Panel Chair: Inside Out/Outside In: Communities, Identities, & Representations of Heritage
"Negotiating Balance: Addressing the Needs of Native Language at a Museum of Natural History."
- 2006 American Folklore Society Milwaukee, Wisconsin
"Wherever You May Roam: The Folklore of Modern-Day Moving in the United States."

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PRESENTATIONS, WORKSHOPS, AND EXHIBITS (continued)

- 2005 Mathers Museum of World Cultures Bloomington, Indiana
"Filling In the Blanks: Exchanges Between Museum and Community." Virtual exhibit offered as
a part of the larger exhibit *Thoughts, Things, and Theories...What Is Culture?*
- 2005 American Folklore Society Atlanta, Georgia
"Filling In the Blanks: Exchanging Voices Between Museum and Community."
- 2004 American Folklore Society Salt Lake City, Utah
"Silk, Satin, or Synthetic? Creating Identities with the White Wedding Gown."