

Gaby Hale

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EDUCATION

University of North Carolina at Chapel Hill
M.S. Library Science, concentration in Archives & Records Management
Chapel Hill, NC
May 2020

Mercer University
B.A., History, minors in Latin and Southern Studies
Macon, GA
May 2018

WORK EXPERIENCE

Wilson Special Collections Library's Research & Instructional Services Dept. Chapel Hill, NC
Graduate Research Assistant August 2018 – May 2020

- Provided reference services in person, over email, and over the phone using special collections materials on topics including genealogy, campus history, undergraduate and graduate research
- Assisted patrons in the Research Room as reference staff, materials' monitor, or shift captain
- Led both one-off and semester long instruction sessions for undergraduate and graduate courses, high school and middle school classes, and other groups using special collections materials
- Collaborated with professors to set goals and expectations for class visits
- Fulfilled Interlibrary Loan (ILL) and Document Delivery (DocDelivery) requests for the library
- Assisted with donor visits that showcased the value of instruction in archives
- Received training on LibGuides, WordPress, oral histories, rare books handling and history, conservation, microfilm, working with patrons with disabilities, ancestry.com, and ILL/DocDelivery

Letters to Lex Project Chapel Hill, NC
Project Archivist January 2019 – January 2020

- Worked with one other UNC Library Science graduate student to digitize and transcribe over 400 World War 2-era family letters and 60 photographs from a private collection, nicknamed "Letters to Lex"
- Helped craft a unique identifier system in order to track each letter and photograph in Dropbox
- Created a system to document progress on the project
- Advised owner of collection on housing of the materials, including potential donation
- Checked in bi-monthly with owner and other graduate student on status of the project
- Provided suggestions on the dates of the photographs based on content of the letters

Wilson Special Collections Library's Rare Books Collection Dept. Chapel Hill, NC
Graduate Research Assistant June 2019 – July 2019

- Scanned unbound Spanish plays for upload into Hathi Trust
- Prepared bound Spanish plays for digitization by checking for and recording the copyright date, condition of materials, unopened pages, and bib/item records

Mercer University Archives & Digital Initiatives Macon, GA
Student Assistant August 2014-May 2018

- Worked hands-on with physical and digital materials related to Mercer University and Georgia Baptist history to help researchers and students, present to classes, give tours, etc.
- Collaborated with archives staff to process large accessions and re-process older collections
- Processed Eugene Mitchell Personal Papers Collection and Mercer Early Documents Collection: transcribed manuscripts, created organizational system, digitized documents
- Assisted with the de-accessioning of collections, including weeding, re-boxing, checking titles on WorldCat, updating shelf lists, etc.
- Standardized finding aids and uploaded them to Mercer's digital repository, URSA
- Aided in training new student assistants on how to navigate the special collections

Kennesaw State University Archives

Intern

Kennesaw, GA

May-July 2016

- Created inventory list for Bentley Rare Book Museum newspapers
- Assisted in processing 'Theatre on the Square' accession: refolded boxes, entered folders onto Archon system, worked with different media and financial files.
- Performed research for exhibit on history of KSU, history of cookery display, and Atlanta LGBT History digital timeline
- Met with Outreach Archivist and KSU History Professor to discuss submissions to *Marietta Daily Journal*

Mercer University Office of Housing and Residence Life

Resident Assistant

Macon, GA

August 2015 - May 2018

- Assisted in building community in apartment-style and freshman housing for 40 residents
- Mediated conflicts, designed and executed bulletin boards and programs, performed rounds of area/building, documented policy violations

ADDITIONAL EXPERIENCE

Special Collections Instruction Group

Participant

Chapel Hill, NC

August 2019 - April 2020

- Group meets once a week to discuss best practices for special collections specific instruction, including how to make students comfortable in the space, inclusivity, planning for classes, etc.

Mercer University Preceptor Program

INT 101 Preceptor

Macon, GA

August - December 2016

- Worked with first year students in INT 101 course on their writing skills
- Facilitated class discussion of assigned texts

COMMUNITY INVOLVMENT

- *Program Chair* for Society for Study of Incunabula, Manuscripts, & Rare Books May 2019 - May 2020
- *Library Science Student Representative* for SILS Masters Committee August 2019 - May 2020
- *Webmaster* for Society for Study of Incunabula, Manuscripts, & Rare Books August 2018 - May 2019
- *Student Mentor* for Apartments Hall Government September 2015 - May 2016
- *President* of Mercer University Latin Club August - December 2016

SKILLS

- Working knowledge of classical Latin
- Experience using Aeon, Sierra, ILLiad to request and track materials
- Experience handling special collections materials (including manuscripts, rare books, photographs, slides, microfilm) and instructing patrons on proper handling
- Archives & Records Management Concentration coursework on rare books, appraisal, preservation, disaster preparedness, management, More Product Less Process, description, digital curation, and electronic records management