

GABRIELLE V. MICHALEK

Principal Archivist
Head, Archives and Digital Library Initiatives
Carnegie Mellon University
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EDUCATION

Atlantic University, Virginia Beach, VA

2015 (expected). M.A. Transpersonal Psychology. Leadership and Conflict Resolution Track.

Duquesne University, Pittsburgh, PA

1986. M.A. History. Certificate in Archival, Museum, and Editing Studies. Pennsylvania Certification, Secondary Social Studies.

State University College of New York at Buffalo, Buffalo, NY

1984. BA History. Minor in Anthropology.
New York State Certification, Secondary Social Studies.

EMPLOYMENT

Carnegie Mellon University

Director, Scholarly Publishing, Archives and Data Services, 2014 – Present

Advocates for new scholarly communication models and partners with campus colleagues to build robust mechanisms for capturing and providing access to the university's intellectual assets. Provide leadership in capturing and disseminating university history in the digital age through traditional and innovative collecting strategies. Oversee the development and execution of architectures, policies, practices and procedures that properly manage the full data lifecycle needs of the University. Supervise three faculty positions including the University Archivist, the Scholarly Communications Librarian and the Data Services Librarian. Supervise seven staff positions and two graduate interns. Supervise two Postdoctoral positions in data management. Oversee departmental budget as well as ten endowment accounts. Lead the libraries in the planning and implementation of the Library's digital preservation plan.

Head, Archives and Digital Library Initiatives, 2000–2014

Lead digital library initiatives, oversee the management of University Archives, the H. John Heinz III Congressional Archives, the Carnegie Mellon University Institutional Repository, and the University Artistic Properties Program. Supervise one faculty position, six staff positions and two graduate interns. Oversee departmental budget as well as ten endowment accounts.

Gabrielle V. Michalek

Participate in grant writing and grant management activities to support development of the digital library. Provide leadership for the University Institutional Repository including supervision and the development of policies and procedures. Lead the libraries in the planning and implementation of the Library's digital preservation plan. Establish and oversee the management of the distributed digitization laboratory. Provide leadership in capturing and disseminating university history in the digital age through traditional and innovative collecting strategies. Provide increasing accessibility to collection information and content using electronic research tools.

Carnegie Mellon University
Head of University Archives, 1999–2000

Planned and directed a comprehensive management program for Carnegie Mellon University's diverse archives: the University Archives, the H. John Heinz III Congressional Archives, and the Artistic Properties program. Oversaw the appraisal, preservation, classification, description, and cataloging of university records and artifacts, senatorial papers, historical documents, art and antiques, and archival audio and video collections. Coordinated the transition of these materials for digital access by participating in the design, development, implementation, and ongoing use of information management systems. Worked with and evaluated different digitizing technologies, e.g. Xerox Docutech and Digipath System. Managed systems start-up and management budgets. Identified outside funding sources and wrote grants for digitization projects. Served as senior personnel on the Institute of Museum and Library Services (IMLS) project to create a multimedia archives. Supervised the Archives and Art Inventory Specialist, the Senator H. John Heinz III Archivist, project staff, and graduate assistants.

Carnegie Mellon University
University Archivist, 1987–1999

Planned and directed a comprehensive management program for Carnegie Mellon University's diverse archives: the University Archives, the H. John Heinz III Congressional Archives, and the Artistic Properties program. Appraised, preserved, classified, described, and catalogued university records and artifacts, senatorial papers, historical documents, art and antiques, and audio and video collections. As director of the HELIOS project, designed and created a digital historical archive of the late Senator H. John Heinz III's congressional papers; responsible for the maintenance and long-term preservation of the actual documents. In collaboration with the Heinz Archivist, developed and designed specifications for the HELIOS electronic records management system. Created and monitored the budget, formulated strategic plans, managed the facilities, and lead the public relations effort. Supervised the Archives and Art Inventory Specialist, the Senator H. John Heinz III Archivist, project staff, and graduate assistants.

Carnegie Mellon University
Research Assistant, Carnegie Mellon Libraries, 1986–1987

Researched the university's history under guidance from faculty and archivist. Appraised and processed records, responded to research inquiries, cataloged archival material, and supervised student assistants.

Carnegie Mellon University
Project Coordinator, Carnegie Mellon Architecture Archives, January–May 1986

Appraised and processed records, responded to research inquiries, ensured preservation of the collection and coordinated a fund raising drive.

SCHOLARSHIP & CREATIVE ACTIVITY

PUBLICATIONS

Refereed Publications

Technical Report:

American National Standard for Scientific Technical Reports - Preparation, Presentation and Preservation, ANSI/NISO Z39.18-2004. Michalek, Gabrielle V. and Thibadeau, Sharon Gibbs. Chapter 4, "Components of Reports: Overview." 2004. Member of Standards Committee and contributor to revision of Scientific and Technical Reports – Elements, Organization, and Design.

Articles:

Gabrielle Michalek. "Requirements and Characteristics of a Preservation Quality Information Management System" *The Journal of Zhejiang University SCIENCE* (2010).

Available: http://works.bepress.com/gabrielle_michalek/6

Michalek, Gabrielle V. and Jennie Benford. 2009. "The Pittsburgh Jewish Newspapers Project: Digitizing Archival Newspapers for Full-Text Searching." *The Journal of the Association for History and Computing* 12 (1). Available:

<http://hdl.handle.net/2027/spo.3310410.0012.106>

Michalek, Gabrielle. 2006. "The Qatar Heritage Rare Book Project: Digitization and Online Publication of Treasures from The Arabian Gulf." *The 2nd International Conference on Universal Digital Library Conference Proceedings*. Alexandria, Egypt. Available:

<http://www.ulib.org/conference/2006/10.pdf>

Galloway, Edward A. and Gabrielle V. Michalek. 1998. "The Heinz Electronic Library Interactive On-Line System (HELIOS): An Update." *Public-Access Computer Systems Review* 9 (1): 6-19. Available:

<http://journals.tdl.org/pacsr/index.php/pacsr/article/view/6023/5652>.

Galloway, Edward A. and Gabrielle V. Michalek. 1995. "The Heinz Electronic Library Interactive On-Line System (HELIOS): Building A Digital Archive Using Imaging, OCR, and Natural Language Processing Technologies." *The Public-Access Computer Systems Review* 6 (4): 6-19. Available:

<http://journals.tdl.org/pacsr/index.php/pacsr/article/view/5994/5623>.

Michalek, Gabrielle V. 1994. "The Heinz Electronic Library Interactive On-Line System: A Multi-Disciplinary Approach." Working paper, Congressional Papers Conference, Portland, Maine.

Book:

Contributor to Schaefer, Ludwig F. 1992. *Evolution of A National Research University: 1965-1990*. Pittsburgh, PA. Carnegie Mellon University Press. Researched, selected photographs, and wrote captions.

Non-Refereed Publications

- Michalek, Gabrielle V. 2003. "Million Book Universal Library Project: Manual for Metadata Capture, Digitization, and OCR." Edited by Gabrielle V. Michalek, Carnegie Mellon University Libraries.
- Michalek, Gabrielle V. June 2002. "The Universal Library and the Million Book Project," *D-Lib Magazine*. Available: <http://www.dlib.org/dlib/june02/06inbrief.html>.
- "The Warner Years," May 1994. Video production for Carnegie Mellon University Alumni. Created the exhibit and storyboard for the video.
- Michalek, Gabrielle V. Fall, 1992. "Jerzy Plesner Designs on Poland," *Carnegie Mellon Magazine* 11 (1): 13.
- "The Baker Era," May 1992. Video production for Carnegie Mellon University Alumni. Created the exhibit and storyboard for the video.
- Michalek, Gabrielle V. February 1988. "MI-CIT Merger Completed, After Twenty Years!" Carnegie Mellon University Libraries' News, *Resources*.
- Michalek, Gabrielle V. 1987. "The Carnegie Mellon University Ring." Pamphlet. Attleboro, MA.
- Michalek, Gabrielle V. Summer 1985. "The Practical Answer." *AME Newsletter*. Pittsburgh, PA: Duquesne University.
- Associated Artists of Pittsburgh. 1985. *75 Years of Pittsburgh Art and Its Influences*. Edited by Gabrielle V. Michalek. Pittsburgh, PA: Associated Artists of Pittsburgh.
- Michalek, Gabrielle V. 1984. *Teacher's-Guide*. Washington, DC: Smithsonian Institution.

PRESENTATIONS

- ETD2014. July, 2014. Leicester, UK. Speaker. "Using the Research Data Management Workflow to Manage ETDs with Complex Digital Objects." Available: http://works.bepress.com/gabrielle_michalek/9/
- Mid-Atlantic Regional Archives Conference (MARAC). April 27, 2013. Erie, Pennsylvania. Speaker. "The Pittsburgh Jewish Newspaper Project: Supporting the Needs of an External Community." Available: http://works.bepress.com/gabrielle_michalek/8/
- Alliance for Response. March 8, 2013. Pittsburgh, Pennsylvania. Speaker. CMU Libraries Digital Assets Preservation Strategy." Available: http://works.bepress.com/gabrielle_michalek/7/
- The Oral History Association (OHA). October 19, 2008. Pittsburgh, PA. Session Commentator, "Metadata and Access to Digital Collections."
- The 2nd International Conference on Universal Digital Library. November 19, 2006. Alexandria, Egypt. Speaker. "The Qatar Heritage Rare Book Project: Digitization and Online Publication of Treasures From The Arabian Gulf."
- Carnegie Mellon University Campus. September 25, 2006. Pittsburgh, PA and simulcast to Doha, Qatar. Speaker. "Qatar Heritage Rare Book Project."
- Carnegie Mellon University Qatar Campus. November 9 & 10, 2005. Doha, Qatar. Invited speaker. "Million Book Project: Vision Becoming Reality."
- Mid-Atlantic Regional Archival Conference (MARAC). October 21, 2005. Dover, DE. Session Chair. "The NARA Approach to Web Content."
- The National Agricultural Library (NAL). September 13, 2005. Beltsville, MD. Invited speaker. "Overview of the Million Book Project."

Polytechnic University. June 5, 2005. Invited panel speaker, Building the Broadband Conference. Brooklyn, NY. "Broadband Applications that are Changing the World."

Software Engineering Institute (SEI). April 11, 2005. Pittsburgh, PA. Invited speaker. "Show Me the Value: What an Archive Can Do For You."

Carnegie Mellon University. May 21, 2004. Pittsburgh, PA. Panel speaker, Universal Library Meeting. "Scanning, Image Processing, and Optical Character Recognition."

Mid-Atlantic Regional Archival Conference (MARAC). April 25, 2003. Trenton, NJ. Invited speaker. "Turning My View Around: New Ways of Looking at Archival Practice."

National Science Foundation and Institute of Museum and Library Services Principal Investigator's Meeting. December 2, 2003. Washington, DC. Discussant. "Overview of the Million Book Project."

Office of Commonwealth Libraries, Bureau of Library Development, Western Pennsylvania Chapter. May 10, 2002. Erie, PA. Invited speaker. "The Future of Libraries: An Overview of the Million Books Project."

Computer Museum. July 30, 2002. Palo Alto, CA. Invited speaker. "Digital Archives: Into the Light."

Institute for Museum and Library Services, World-Wise Conference. 2002. The Johns Hopkins University, Baltimore, MD. Discussant. "SmartWeb and the Collections of Herbert Simon and Allen Newell."

Coalition for Networked Information. November 30, 2001. San Antonio, TX. Invited speaker. "Smart Web Exhibit: Delivering Enhanced Library and Museum Collections Online, On Target, and On Time."

Office of Commonwealth Libraries, Bureau of Library Development, Continuing Education, Technology Conference. November 5, 2001. Harrisburg, PA. Keynote speaker. "What I Wish I Had Known Before I Tried To Digitize A Million Books!"

Society of American Archivists Annual Conference. August 2001. Washington, DC. Invited speaker. "Archivists as Digital Librarians."

Mid-Atlantic Regional Archives Conference (MARAC). November 12, 1999. Hauppauge, Long Island, NY. Invited speaker. "HELIOS II: The Making of Digital Image Virtual Archive (DIVA)."

Pennsylvania Library Association Annual Meeting. October 1999. Pittsburgh, PA. Invited speaker. Paper and system demonstration. "New Applications for Metadata for Use During the Creation of Digital Collections."

Experimental Program to Stimulate Competitive Research (EPSCOR). May 1999. Washington, DC. Presented and demonstrated the efficient creation of metadata and swift digitization of monographs. "BookScan Software."

Carnegie Mellon University Women's Club luncheon. April 30, 1998. Pittsburgh, PA. Invited speaker. "Meeting the Challenges of Documenting Women's History."

Carnegie Mellon University Libraries. 1998. Pittsburgh, PA. Workshop presenter. "Service to the Libraries: Travel Policies and Procedures."

Carnegie Mellon University, Take Our Daughters To Work Day. 1997. Pittsburgh, PA. "What Is It Like To Be An Archivist?"

Society of American Archivists annual conference. August 28 1997. Chicago, IL. Session Chair. "Preserving and Presenting Context in a Digital World." Discussant. "Comments on Papers Presented by Elaine Engst, Tom LaPorte and Edward Galloway."

Duquesne University. November 1994. Pittsburgh, PA. Invited speaker. "Preparing an Archival Collection for Digitization and Preservation."

- Curator's Coalition. October 1994. Pittsburgh, PA. Invited speaker. "Overview of the HELIOS Project."
- Society of American Archivists Annual Conference. September 1994. Washington, DC. Invited speaker. "HELIOS: Preservation and Access of the Senator Heinz Collection."
- United States Senate staff. September 1994. Washington, DC. Invited speaker and system demonstrator. "HELIOS: Preservation and Access of the Senator Heinz Collection."
- Association of Nursing Anesthetists. June 1994. Pittsburgh, PA. Invited speaker. "Digital Imaging and Potential Uses in Records Management."
- Carnegie Mellon University President's Weekend. April 1994. Pittsburgh, PA. Invited speaker. "Things We Save in the University Archives Just Because They Are Neat."
- Society of American Archivists Student Chapter. March 1994. University of Pittsburgh, School of Library and Information Science, Pittsburgh, PA. Invited speaker. "What We Are Looking for in an Entry Level Archivist at Carnegie Mellon University."
- University of Pittsburgh. April 1993. School of Library and Information Science, Pittsburgh, PA. Invited speaker. "How Are Archives Different From Libraries?"
- Carnegie Mellon University Ambassador's Program. January 1992. Pittsburgh, PA. Invited speaker. "Well How Did We Get Here?"
- Curator's Coalition. January 1992. Pittsburgh, PA. Invited speaker. "Archival and Museum Practices of Poland."
- Curator's Coalition. November 1992. Pittsburgh, PA. Invited speaker. "Preservation Microfilming of the W.V.D. Bingham Collection."

EXHIBITS

Permanent Exhibits

- Michalek, Gabrielle V. 2010. *John A Pople: Noble Laureate*. Carnegie Mellon University Libraries, Hunt Library Lobby. Pittsburgh, PA.
- Michalek, Gabrielle V. and Benford, Jennie. 2003. *History of the College of Industries, Carnegie Mellon University*. Carnegie Mellon University, Baker Hall, 1st floor. Pittsburgh, PA.
- Michalek, Gabrielle V. 1998. *A Pictorial History of Carnegie Mellon University*. Carnegie Mellon University, University Center, 2nd floor. Pittsburgh, PA.
- Michalek, Gabrielle V., and Mull, Heather. 1998. *Student Life at Carnegie Mellon University, 1905–1990*. Carnegie Mellon University, University Center, Alumni Room. Pittsburgh, PA.
- Michalek, Gabrielle V. 1997. *Memorabilia in the University Archive*. Carnegie Mellon University, University Center, Alumni Room. Pittsburgh, PA.
- Michalek, Gabrielle V. 1993. *Historic Photographs of the University*. Carnegie Mellon University Alumni House. Pittsburgh, PA.

Temporary Exhibits

- Michalek, Gabrielle V. October 1998. *Archives Week Exhibit and Web Site*. Photographic exhibit displayed on the Web and in five Western Pennsylvania institutions in celebration of Archives Week.
- Michalek, Gabrielle V. 1994. *The Warner Years*. Carnegie Mellon University, Old Gym. Pittsburgh, PA.

- Michalek, Gabrielle V. 1993. *Richard Cyert, Major Contributions to Business Education*. Carnegie Mellon University, Hunt Library. Pittsburgh, PA.
- Michalek, Gabrielle V. 1993. *Doherty Heritage Event*. Carnegie Mellon University. Pittsburgh, PA.
- Michalek, Gabrielle V. 1991. *Robert Lepper and Industrial Design*. Carnegie Mellon University, College Club. Pittsburgh, PA.
- Michalek, Gabrielle V. 1990. *50th Anniversary Celebration of GSIA*. Carnegie Mellon University, Graduate School of Industrial Administration. Pittsburgh, PA.
- Michalek, Gabrielle V. 1989. *Celebrating 75 Years of Drama at Carnegie Mellon University*. Carnegie Mellon University, Hunt Library. Pittsburgh, PA.
- Michalek, Gabrielle V. 1989. *Carnegie Tech and World War I*. Carnegie Mellon University, Alumni Affairs. Pittsburgh, PA.

GRANTS

- Author, "Keeping Bill Cooper's Intellectual Legacy Alive: The Management and Preservation of the William W. Cooper Collection", January 2013. Funded at \$25,000.
- Author, "Making Available the Video Collection of Paul Goodman." June 2012. Funded at \$10,000.
- Author, "Chicago Portage Website", April 2011. Funded at \$10,000.
- Contributor, "Digitizing and Making Accessible the Y.M. & W.H.A. Weekly, The Y-IKC News, and the Jewish Community Center News", May 2011. Funded at \$31,850.
- Contributor, "Archiving and Digitization of Alan Meltzer Papers", April 2011. Funded at \$60,000.
- Author, "Chicago Portage Ledger", March 2010. Funded at \$4,000.
- Co-Author, "Online Andrew Carnegie Collection: Phase II." August 2007. Library Services and Technology Act (LSTA). Funded at \$35,000.
- Co-Author, "Online Andrew Carnegie Collection." August 2006. Library Services and Technology Act (LSTA). Funded at \$27,000.
- Advisor, "African American Oral History Project." August 2005. Funded by a grant from The Center for African American Urban Studies and the Economy (CAUSE).
- Co-Author with Benford, Jennie, "Clifford Shull: Nobel Laureate." October 2003. Funded by a grant from the American Institute of Physics (AIP). Funded at \$8,000.
- Senior Personnel and contributor, "Smart Web Exhibits: Delivering Enhanced Library and Museum Collections Online, On Target, and On Time." October 1999. IMLS National Leadership Grant Program. Funded at \$333,023.
- Co-author with Evans, David, and Lowry, Charles, "The HELIOS Archives: A Proposal for the Preservation and Use of the Professional Papers of the Late Senator H. John Heinz III." January 1994. Heinz Foundations. Funded at \$1,051,973.
- Author, "Microfilm Preservation of the Walter Van Dyke Bingham Papers." November 1992. Membership of the Society for Organizational and Industrial Psychology. Funded at \$49,000.

SERVICE

Service to Carnegie Mellon University

Oversaw conservation of Edward Hicks' artwork, "Peaceable Kingdom", 2011.

Gabrielle V. Michalek

Oversaw conservation of David Gilmour Blythe's artwork, "The Horse Market", 2011.
University Strategic Plan Committee. Member of Regional Impact Group. 2007.
University Public Art Committee. 2007 – 2012.
University Artistic Properties Committee. 1997–present.
Software Engineering Institute (SEI) Archivist Search Committee. 2005.
University Center Art Committee. 1997–2001.
Homecoming Committee. 1986–1997.
Commencement Committee. 1986–1997.
Offsite Storage Commodity Group. 1996.
Financial Records Retention Group. 1996.
Records Management Committee. 1990.

Service to the Profession

Andy Warhol Time Capsule Advisory Committee. Member. 2014-
Center for African American Urban Studies and the Economy (CAUSE). Member of Steering Committee. 2014-
International Conference on Universal Digital Library (ICUDL). Member of peer review program for ICUDL Conference in Allahabad, India. 2008.
Digital Library Federation. 1999–2008. Member of Working Group to create standardized large-scale digitization project workflows.
National Institute of Standards Organization (NISO) – Committee for the revision of ANSI/NISO Z38.18 Technical Reports. 2001–2004.
Mid-Atlantic Regional Archives Conference (MARAC). 1986–present.
Member Finance Committee. 2010-2012.
Member Nominations and Elections Committee. 2010.
Member, Steering Committee. 2006.
Elected Chair, Arline Custer Award Committee. 2004–2006.
Member of the Host Committee for the annual conference in Pittsburgh. 2004.
Nominated to run for Members at Large position. 1998.
Society of American Archivists. 1986–present.
Member, University and College Archivists Round Table. 1986–present.
Member, Electronic Records Round Table. 1990–present.
Member of the Host Committee for the annual conference in Pittsburgh, PA. 1999.

Grant Proposal Review:

National Endowment for the Humanities (NEH) – Digital Humanities Start-Up Grants.
Program in the Division of Digital Humanities Review Panel. 2009.
Institute of Museum and Library Services (IMLS) – National Leadership Grant Review Panel.
2001, 2002, 2003.
National Historical Preservation and Records Commission. 2002.
National Endowment for the Humanities. 1999, 2000.

TEACHING & OTHER PROFESSIONAL ACTIVITIES

Course-Related Instruction at Carnegie Mellon University

- “Earth Tapestry”, Science and Humanities Scholars Program, Spring Semester, 2011 and Spring Semester 2013. Supplied advice, guidance and support around long-term digital preservation to class taught by William Alba.
- “Meaning Across the Millennia” (99-042), Science and Humanities Scholars Program, March 2009. Advised and instructed students about preservation of Carnegie Mellon’s cultural memory during one session of this undergraduate seminar taught by William Alba.
- “Architecture History” (48-240), Architecture Department, November 1999. Advised and instructed two sessions of an undergraduate course in Architectural History on the use and identification of primary source material.
- “Summer Institute in History,” History Department, 1990. Advised and instructed students taking 3 credit undergraduate course entitled Summer Institute in History on the use and identification of primary source material.
- “Empirical Research Methods,” Graduate School of Industrial Administration, 1990. Advised and instructed students taking 3 credit undergraduate course entitled Empirical Research Methods on the use and identification of primary source material.
- “1968”, History Department. Contributed to the design and creation of 3 credit undergraduate course entitled “1968”, taught by Dr. Edwin Fenton.
- “History of Pittsburgh Region” (79-320), History Department, 1988. Advised and instructed students taking 3 credit undergraduate course entitled History of Pittsburgh Region on the use and identification of primary source material.

Courses & Workshops Taught at Other Institutions

- Graduate School of Chinese Academy of Sciences, Beijing, China. Designed, developed and taught workshop in standardized digitization of library materials and supporting technology for the Million Book Project. Approximately 40 Chinese librarians attended the workshop from January 10-18, 2002.
- Duquesne University, Department of History, Archives, Museum and Editing Program. Adjunct Professor. Fall semester, 1995. Designed, developed and taught 3 credit graduate course in management of archival electronic records.
- Duquesne University, Pittsburgh, PA. 1988–1999. Invited speaker, graduate class in Archives Management.
- University of Pittsburgh, School of Library and Information Systems, Pittsburgh, PA. 1991, 1992. Invited speaker, graduate class in Archives Management.

Professional Memberships

- American Association of Museum, 1998–2000.
- Curators Coalition of Western Pennsylvania, 1985–2000.
- Mid-Atlantic Regional Archives Conference, 1986–present.
- Society of American Archivists, 1986–present.