

ERIC MILENKIEWICZ

EDUCATION

Master of Library and Information Science, San José State University

Specialization: Archives

2005-2007

Beta Phi Mu Honor Society (Omega Chapter) inductee

Bachelor of Arts, University of California, Riverside

Major: Psychology

1995-1999

EXPERIENCE

University Archivist, California State University, San Bernardino John M. Pfau Library

January 2020 – present

- Provide leadership for the selection, description, and preservation of the Archives
- Implement policies, procedures, and standards for effective operation and maintenance of the Archives
- Develop and preserve collections
- Design and build access tools for archival collections
- Direct work on both preservation and access digitization
- Contribute to the development of the main library collections
- Promote the Archives to the campus and local communities
- Provide reference and instruction services to the campus community

Digital Initiatives Program Manager, UCR Library Digital Library Division

June 2017 – December 2019

- Lead the library program to generate, manage, and preserve born-digital and digitized assets
- Manage library digital programs and services including digitization, digital asset management, web archiving, and digital forensics
- Convert library special collections materials including archival collections and rare books from analog to digital format
- Collaborate with internal and external stakeholders on digital project planning, workflows, and implementation
- Provide project management in support of library products and services involving cross-departmental and -functional teams
- Assemble and direct project teams, design project plans, schedules and workflows, and manage project budget and resources
- Monitor project status to ensure compliance with established timeline and budget, standards and best practices, and relevant policies and procedures
- Hire, train, and supervise support staff responsible for preparing materials for digitization, the image capture process, file naming, post-capture processing, and descriptive metadata creation

Archivist, UCR Library Special Collections & University Archives

September 2007 – May 2017

- Performed selection, appraisal, acquisition, arrangement, and description of library archival collections including University Archives materials
- Formulated policies, procedures, workflows, and guidelines pertaining to the management and use of archival collections
- Provided reference, instruction, and outreach on archival collections and related departmental rare book holdings
- Created intellectual access to archival collections through EAD finding aids, MARC records, and other methods as appropriate
- Managed finding aids, subjects, agents, locations, and user accounts in ArchivesSpace and Archivists' Toolkit
- Managed web captures, associated metadata, and user accounts in Archive-It
- Developed, wrote, and administered grants seeking extramural support for projects that support the library's mission
- Worked with staff, faculty, and donors on the development of departmental holdings
- Coordinated the conservation and preservation of materials in archival collections with the appropriate personnel

Library Assistant III, UCR Library Special Collections & University Archives

September 2001 – August 2007

- Collection management
- Public services
- Staff/student supervision
- Reference assistance
- Acquisition searching/processing

SERVICE

Society of California Archivists

Nominations Committee (2020-2021); Chair

Awards Committee (2020-2021)

President (2019-2020)

Vice President/President Elect (2018-2019)

Program Committee (2018-2019); Chair

Site Selection Committee (2015-2018); Co-chair

Executive Board / Membership Director (2011-2015)

Membership Committee (2011-2015); Chair

Western Archives Institute Site Selection Committee (2011); Chair

Society of American Archivists

Collections Management Tools Roundtable (2014-2016); Steering Committee / Web Liaison

CSU Libraries

CSU Libraries Digital Repositories Steering Committee (2021-2022)

CSU Libraries Digital Archives Working Group (2020-2022); Chair

CSUSB Library Professional Awards Committee (2020-2022)

CSUSB Community Engagement Faculty Task Force (2021-2022)

CSUSB Faculty Professional Development Coordinating Committee (2020-2021)

CSUSB Library Librarians' Council (2020-)

UC Libraries

UC Digital Reformatting Guidelines Project Team (2019)
UCR Digital Preservation Working Group (2019)
UCR Digitization Services Steering Committee (2018-2019); Chair
UCR ILMS Implementation Team (2017-2018)
UC DLFx Conference Steering Committee (2017-2018)
UC Calisphere Exhibitions Advisory Board (2017-2019)
UC Libraries Digital Collection (UCLDC) Product Stakeholders Group (2013-2019)
UCR Special Collections Aeon Implementation Team (2014)
UCR Strategic Planning Task Force (2013-2014)
UC SAG 2: Access, Discovery, & Infrastructure (2013-2015)
UC NGTS POT 1 LT3A: Identification/Analysis of Existing Digital Collections (2012-2013); Chair
UC NGTS POT 1: System wide Infrastructure for Digital Collections (2012-2013)
UCR Web Development Management Committee (2010-2014)
UC Digital Library Services Task Force 2 (2010-2011)
UC NGTS: New Modes for Access Group (2010)

Other

Riverside County Archives Commission (2020-2025)

PUBLICATIONS

Elnabli, S., Fogel, P., Milenkiewicz, E., Chesley Perry, S., Rissmeyer, C., & Tashjian, H. (2020). *University of California Libraries Digital Reformatting Guidelines*. UC Office of the President: University of California Systemwide Libraries. <https://escholarship.org/uc/item/2rq679qx>

Milenkiewicz, E. (2020). Documenting the CSUSB COVID-19 Experience. *Peacock-John M. Pfau Library Newsletter*, Fall, 2.

Milenkiewicz, E. (2021). *Guidelines & Resources for Digital Preservation at the CSU Libraries*. CSU Library Spaces. <https://calstate.atlassian.net/wiki/spaces/DRC/pages/2226257925/Guidelines+Resources+for+Digital+Preservation+at+the+CSU+Libraries>

Dekker, H., Dooley, J., Kozbial, A., Lin, E., Milenkiewicz, E., Mix, L., ... & Turner, A. (2010). *Next-Generation Technical Services (NGTS): New Modes for Organizing and Providing Access to Special Collections, Archive, and Digital Formats*. UC Office of the President: University of California Systemwide Libraries. <https://escholarship.org/uc/item/1sz1f058>

Milenkiewicz, E. (2013). William 'Bill' Rotsler. *Eaton Journal of Archival Research in Science Fiction*, 1(2) 117.

PRESENTATIONS

"Together/Apart: CSU Archivists Documenting COVID-19." Society of California Archivists' Annual General Meeting (2021)

"Appraisal and Description of Social Media Collections." UC DLFx Conference (2018)

“Hot DAM: Migration and Implementation Strategies for Digital Asset Management Systems.”
Society of California Archivists’ Annual General Meeting (2017)

“Doing Digital Archives in Public.” *Society of American Archivists’ ARCHIVES*RECORDS Conference (2016)*

“Collaborations Across Disciplines and Platform: An Historian and an Archivist Talk About Building a Digital Collection.” *UCLA Digital Humanities Infrastructure Symposium (2016)*

“Locating & Using Online Resources.” *National History Day Learning Lab (2015)*

“Open the Floodgates: Using the Los Angeles Aqueduct Digitization Project as a stimulus for developing a Digital Library Program.” *Society of California Archivists’ Annual General Meeting (2014)*

GRANTS

Principal Investigator

\$6,100 CSUSB Office of Academic Research

Faculty Professional Development grant to capture historical documentation of notable stories, events, milestones, and people from CSUSB’s African American community that have been preserved digitally in university publications (2021-2022)

Co-Principal Investigator & Project Director

\$376,191 Council on Library and Information Resources (CLIR)

Digitizing Hidden Special Collections & Archives grant to support the project “The Sherman Indian Museum Digital Collection: Increasing Access to American Indian Off-Reservation Boarding School Archives” (2017-2019)

Principal Investigator

\$16,840 National Film Preservation Foundation (NFPF)

*Preservation grant to restore the film *Fidel!* by Saul Landau (2011)*

PROJECT MANAGEMENT

“The Sherman Indian Museum Digital Collection: Increasing Access to American Indian Off-Reservation Boarding School Archives” Digitization Project (2017-2019)

*Collaborative project with the California Digital Library (CDL) on the first UC systemwide non-book mass digitization pilot project to digitize images from the *Jay Kay Klein photographs and papers on science fiction fandom (2017)**

Special Collections & University Archives Archival Collection Backlog Processing Project (2015-2016)

Metabolic Studio grant-funded project to digitize and provide online access to historical materials on the Los Angeles Aqueduct (2013)

Council on Library and Information Resources (CLIR) collaborative grant with the California Digital Library to support archival processing for the project “Uncovering California’s Environmental Collections” (2010-2012)

*Local History Digital Resources Project (LHDRP) to digitize and provide online access to images from the *Avery E. Field collection (2008-2009)**

**SOFTWARE &
TECHNICAL SKILLS**

Content/Digital Asset Management Systems

ArchivesSpace, Drupal, WordPress, Nuxeo, CONTENTdm, and Bepress Digital Commons

Integrated Library Management Systems

Ex Libris Alma, Ex Libris Primo, III Millennium

Special Collections/Archives-based Software

Atlas Systems' Aeon, Omeka, Archive-It, Conifer, BitCurator, FTK Imager, Oxygen XML

Productivity Software

MS Office, Mac Apps, Google Apps, and Adobe Creative Cloud

Data Structure and Content Standards

Dublin Core, DACS, EAD, MARC, XML

Project Management and Documentation Software

JIRA, Pivotal Tracker, Basecamp, Slack, and Confluence