

MOLLY COPELAND  
Manuscripts Archivist  
University of Tennessee at Chattanooga  
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### **Education**

M.A., History, 2022, Simmons University, Boston, MA  
M.S., Library Science, 2022, Simmons University, Boston, MA  
B.A., Art History, 2016, Oberlin College, Oberlin, OH

### **Experience**

University of Tennessee at Chattanooga, Chattanooga, TN

*Manuscripts Archivist, Assistant Professor, Aug. 2023—present*

- Manages the stewardship of materials that document the cultural heritage of Chattanooga, Hamilton County, and the Tennessee Valley.
- Provides reference services, advises and assists patrons in the use of archival materials.
- Develops policies and workflows for processing, archival description, preservation, and digitization of collections.
- Interacts with donors, oversees the appraisal of potential collections, and manages ongoing gift agreements.
- Designs and manages projects for student assistants and interns to engage in processing, archival description, and metadata remediation.
- Teaches instruction sessions and designs assignment-based open pedagogy projects.
- Engages with active outreach to the university and Chattanooga communities through blog posts and exhibitions.

### **Independent Contractor**

*Historic Municipal Records Transcription, Boston City Archives, Boston, MA, Jun. 2022—present*

- Transcribes handwritten women's voter registers from 1920 and quality checks the text-searchable dataset.
- Conducts research on individuals, institutions, and places appearing in the registers to ensure accuracy of the transcription and to develop contextual knowledge about the dataset.

### **Northeastern University, Boston, MA**

*Archives Assistant, Civil Rights and Restorative Justice Project, Jul. 2022—Feb. 2023*

- Cataloged digital materials, primarily newspaper articles, from case files documenting incidents of racially motivated homicides in the Southern United States, 1930-1970.

*Archives Assistant, University Archives and Special Collections, Aug. 2019—May 2022*

- Managed an archives and special collections reading room through a framework of radical empathy, horizontal mentorship, and ethical community engagement.
- Supervised use of the collections in the Reading Room and provided reference services to the public and Northeastern affiliates at the reference desk, over the phone, and remotely.
- Performed rapid on-demand digitization services for outreach and reproduction and to promote improved accessibility of the Archives and Special Collections.
- Maintained, updated, and streamlined digital collection sites, wrote blog posts and designed contextual instruction material for digital collections.

- Assisted with processing collections and formatted accession inventories for ingest into ArchivesSpace.

University of Pennsylvania, Philadelphia, PA

*Evening & Weekend Supervisor, Museum Library, Jan. 2018—May 2019*

- Managed the circulation desk of an academic library during evening and weekend hours and supervised student workers.
- Supervised the use of Special Collections materials, communicated with patrons, and managed requests using Aeon software.
- Communicated with faculty and staff to set up course reserves.
- Fulfilled ILL and Rapid ILL scan requests for materials in multiple languages and scripts and instructed student workers on scanning equipment use, copyright, and ILL best practices.
- Assisted with collection projects, including routine shelf-reading, a collection shift, and a bulk transfer of microfilm to off-site storage.

### **Presentations & Posters**

Molly Copeland and Grace Millet. “Representing Archival Collections in Wikidata: Opportunities and Challenges Linking Records of Boston’s Neighborhoods.” Graduate Student Poster Session presented at Society of American Archivists (SAA) Annual Meeting, Virtual, August 25-27, 2022.

Molly Copeland. “Mapping Identity and Violence in the 1919 Boston Police Strike.” Presentation delivered at New England Historical Association Fall Conference, Virtual, October 17, 2020.

### **Professional Service**

Oberlin College OSCAlums, Archives Committee, Chair, 2020—present

Mary Eliza Project, Boston City Archives, Team Member & Presenter, 2020—present

### **Library Service**

University of Tennessee at Chattanooga

UX Committee, Member, 2023

### **Affiliations**

Society of American Archivists (SAA), Member, 2023—present

Society of Tennessee Archivists (STA), Member, 2023—present

American Historical Association (AHA), Member, 2020—present