

# 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 and Information Science, 2022, Simmons University, Boston, MA

B.A., Art History, 2016, Oberlin College, Oberlin, OH

## Experience

Manuscripts Archivist, Assistant Professor, Aug. 2023—present

*University of Tennessee at Chattanooga, Chattanooga, TN*

- Manages the stewardship of materials that document the cultural heritage of Chattanooga, Hamilton County, and the Tennessee Valley.
- Provides reference services and 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 press releases, blog posts, social media, and exhibitions.

Independent Contractor: Historic Municipal Records Transcription, Jun. 2022—April 2024

*Boston City Archives, Boston, MA*

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

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

*Northeastern University, Boston, MA*

- 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

*Northeastern University, Boston, MA*

- 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.

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

*University of Pennsylvania, Philadelphia, PA*

- 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**

Copeland, Molly, John Morton, Sara Kaparos. "Beyond Funding: Outreach Approaches for Grant Funded Projects." Panel presentation delivered at the Tennessee Library Association Annual Conference, Chattanooga, TN, April 9, 2025.

Copeland, Molly, Noah Lasley, Sarah Coffman. "From Stacks to Screen: A Streamlined and Collaborative Approach to Archival Description and Digitization Projects." Presentation delivered at Society of Tennessee Archivists Annual Meeting, Chattanooga, TN, October 15, 2024.

Copeland, Molly. "Bricklayers, Hands, Cooks, and Carpenters: Making Slavery Visible in the *Crutchfield Family papers*, a Case Study in Reparative Archival Description." Presentation delivered at Carolina Lowcountry and the Atlantic World "Archives in the Atlantic" Conference, Charleston, SC, May 16-17, 2024.

Copeland, Molly, Marta Crilly, and Laura Kitchings. "Boston Women Claim the Vote: Uncovering Stories from the 1920 Women's Voter Register." Presentation delivered at the Boston Public Library, Virtual, April 11, 2024.

Copeland, Molly, Marta Crilly, Daniela Gil Veras, and Anna Boyles. "Boston's Black Women Claim the Vote: Uncovering Stories from the Women's Voter Registers, 1897-1920." Presentation delivered at the Afro-American Historical & Genealogical Society New England Chapter Meeting, Virtual, September 16, 2023.

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

Copeland, Molly. "Mapping Identity and Violence in the 1919 Boston Police Strike."

Presentation delivered at New England Historical Association Fall Conference, Virtual, October 17, 2020.

### **Publications**

Copeland, Molly and Carolyn Runyon. “Leveraging High-Impact Practices to Create and Enhance Access to the Appalachia of Emma Bell Miles.” *Appalachian Curator* 5, no 1. (Spring/Summer 2024).

### **Sponsored Projects**

Copeland, Molly. “Preserving Digital Archives Faculty Development Grant.” University of Tennessee  
at Chattanooga Faculty Development Grant awarded in the amount of \$269.00 US to attend a continuing education course offered by the Society of American Archivists on digital preservation, October 14, 2024.

Copeland, Molly and Carolyn Runyon. “Woman’s Christian Temperance Union of Chattanooga Records Digitization Project.” Tennessee Historical Records Advisory Board (THRAB) State Board Programming Grant awarded in the amount of \$3,679.00 USD to describe, digitize and publish online materials related to the Chattanooga local chapter of the Women’s Christian Temperance Union and the Frances Willard Home, September 1, 2024—July 31, 2025.

### **Awards and Honors**

Dr. Joseph A. Jackson Library Faculty Development Award, 2025

### **Professional Service**

Society of Tennessee Archivists, 2025—present  
Nominating Committee, Chair, 2025

Mary Eliza Project  
Team Member & Presenter, 2020—2024  
Oberlin College OSCAlums  
Archives Committee, Chair, 2020—2024

### **University Service**

University of Tennessee at Chattanooga  
General Education Committee, Member, 2024—2025  
Safe Zone Program, Aspiring Ally, 2023—present

### **Library Service**

Search Committee for Cataloging and Metadata Librarian, Member, 2025  
Library Faculty Bylaws Committee, Member, 2024—2025  
Search Committee for Tommie F. Brown Papers Project Archivist, Member, 2024  
UX Committee, Member, 2023—2024

**Affiliations**

United Campus Workers Tennessee – CWA Local 3865

UTC Chapter Vice Chair, 2025—2026

Member, August 2023—present

Art Libraries Society of North America

Member, 2025—present

Society of American Archivists

Member, 2023—present

Society of Tennessee Archivists

Member, 2023—present

American Historical Association

Member, 2020—present