

SARA M. KAPAROS

EDUCATION

UNIVERSITY OF ALABAMA

TUSCALOOSA, AL

Master of Library and Information Studies, May 2023

Certificate in Archival Studies; EBSCO Audiovisual Preservation Scholar

UNIVERSITY OF ALABAMA IN HUNTSVILLE

HUNTSVILLE, AL

Bachelor of Arts, May 2021

Majors: English and Writing; Minor: Ancient & Medieval Studies

WORK EXPERIENCE

PROJECT ARCHIVIST

AUGUST 2024 – PRESENT

University of Tennessee at Chattanooga

- Developing a processing plan for the approximately 125 linear feet of records in the *Tommie F. Brown papers* as part of an NHPRC funded project
- Appraising, weeding, and arranging the *Tommie F. Brown papers*
- Creating a finding aid for the collection in ArchivesSpace
- Supervising and training a student worker to assist in processing and finding aid management
- Promoting the grant-based project through regular social media updates

ASSISTANT PROJECT ARCHIVIST

NOVEMBER 2023 – JULY 2024

Yellowstone Heritage and Research Center, Gardiner, MT

- Physically processing, appraising, and arranging a large backlog of facilities records to be incorporated into an existing record group
- Authoring and editing finding aids in ICMS
- Fulfilling in-person and online research requests

ARCHIVAL INTERN

AUGUST 2022 – MAY 2023

WLRH Public Radio Station, Huntsville, AL

- Reviewing, organizing, and describing digital and analog audio recordings in an AAPB and Library of Congress AV preservation project
- Converting analog audio reel to digital files
- Editing and normalizing audio with Adobe Audition
- Creating modified PBCore metadata adhering to AAPB standards
- Generating checksums and proxy files in command line

GRADUATE RESEARCH ASSISTANT

AUGUST 2021 – MAY 2023

University of Alabama, School of Library and Information Studies Tuscaloosa, AL

- Communicating with institutions and researching to locate, amass, and manage digital copies of silent films and related records
- Supporting metadata cleanup for the Amateur Movie Database (AMDB)
- Budgeting equipment for an audiovisual archiving lab
- Overseeing the shipping of records to and from collection donors

MAPPING MARSHALL NOTABLES STUDENT RESEARCHER

JUNE 2020 – AUGUST 2020

UAH Research or Creative Experience for Undergraduates, Huntsville, AL

- Compiling and tagging descriptive metadata on Marshall Space Flight Center employees in the Apollo Era
- Creating a virtual map exhibit using Omeka and Neatline software
- Developing and presenting a poster detailing project methods and results

ARCHIVAL AIDE

SEPTEMBER 2019 – MAY 2021

VOLUNTEER

AUGUST 2022– NOVEMBER 2023

UAH Special Collections and Archives, Salmon Library, Huntsville, AL

- Arranging and describing archival materials according to workflows and creating finding aids for these materials in ArchivesSpace
- Digitizing archival materials and creating descriptive metadata using Dublin core standards and Library of Congress subject headings
- Managing digitized records within the content management system Omeka

PRESENTATIONS

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

Kaparos, Sara and Boden Wilson. "Bulk Imports and Cloud-Based Collaboration: Populating Finding Aids for Large Collections." Virtual presentation delivered at the ArchivesSpace Virtual Member Forum, March 26, 2025.

PROFESSIONAL SERVICE

Invisible Histories Project, Emergency Response Network, Volunteer, December 2024-February 2025

Society of Tennessee Archivists, 2024-2025 Articles of Organization Ad Hoc Committee, Member, December 2024-Present

PROFESSIONAL DEVELOPMENT

Lyrasis. "Data Cleanup and Maintenance for Long Time ArchivesSpace Users." 0.5 day training attended virtually, November 6, 2024.

Society of Tennessee Archivists. "Working Across Divisions: Dismantling Barriers and Sustaining Partnerships." 1 day attending presentations at the 2024 Society of Tennessee Archivists Annual Meeting, University of Tennessee at Chattanooga, Chattanooga, Tennessee, October 15, 2024.

Society of American Archivists. "Preserving Digital Archives #2502." 1 day course attended as a pre-workshop to the 2024 Society of Tennessee Archivists Annual Meeting, University of Tennessee at Chattanooga, Chattanooga, Tennessee, October 14, 2024.

Kyriakidis, Amy. "The Columbia-Suicide Severity Rating Scale." 2 hour course on the importance and the application of the Columbia-Suicide Severity Rating Scale, University of Tennessee at Chattanooga, Chattanooga, Tennessee, September 19, 2024.

Kyriakidis, Amy. "QPR Suicide Prevention Gatekeeper Program." 1 hour training on the Question, Persuade, and Refer method of intervening and encouraging those at risk of suicide to seek help, University of Tennessee at Chattanooga, Chattanooga, Tennessee, September 19, 2024.

University of Tennessee at Chattanooga Prism Center. "Aspiring Ally Safe Zone Training." 0.5 day course on fostering a supportive environment for LGBTQQIA campus members by providing education, resources, and advocacy regarding gender and sexual diversities, University of Tennessee at Chattanooga, Chattanooga, Tennessee, September 5, 2024.

"Preserving Amateur Cinema: International Team Workshop on Global Amateur Cinema Cultures." 3 day workshop attended on preserving and cataloguing amateur films, Gorizia, Italy, June 21-23, 2022.