

# Philip James Deloria, MSI

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4034 Tower Rd  
Pellston, MI 49769  
(231) 373-3461  
philipdeloria@gmail.com

## Education

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**University of Michigan, School of Information**, Ann Arbor, MI  
Master of Science in Information (MSI); Specialization: Archives & Records Management, 2007

**University of Michigan**, Ann Arbor, MI  
BA with High Distinction and High Honors in Classical Archaeology, 2005

**North Central Michigan College**, Petoskey, MI  
2 years work toward transfer credit, 2000 – 2001

### Workshops:

- Society of American Archivists Workshop, Encoded Archival Context—Corporate Bodies, Persons, and Families, 2013
- Society of American Archivists Workshop, Managing Electronic Records in Archives and Special Collections, 2012
- Midwest Archives Conference Workshop, Taking the Lead: Creating Paths to Better Management, Collaboration, and Networking, 2011

## Publication

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Deloria, P. J. (2008). The Digital Archivist: Looking Forward to Deliver the Past. *Indiana Libraries*, 27(3), 41-43.

## Experience

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### **Besser Museum for Northeast Michigan**, Alpena, MI

Consultant, 12/17 - 7/18

- Coached Executive Director through a search process for a new Collections Manager
- Coached the Executive Director through the process of creating a work plan and progress report for Alliance of American Museums reaccreditation

### **Harbor Point Association**, Harbor Springs, MI

Archivist, 11/17 - Present

- Transferred data from PastPerfect to Excel spreadsheets for ease of layman reference
- Developed HTML resource guide to the history of the Harbor Point
- Processing an extensive collection of blueprints, plans, maps, manuscripts, and photographs documenting resorters, cottages, the lighthouse, and golf club

### **Maple River Township**, Brutus, MI

Archivist, 11/17 - 3/18

- Created a box contents list and inventory of township records in accordance with State of Michigan Township Records Retention Schedule
- Rehoused archival materials in new archival boxes to promote preservation

### **Multiple Private Clients**, Emmet County, MI

Consulting and Project Archivist, 5/17 - Present

- Consulting and execution of projects to identify, capture, preserve, and make accessible archival evidence of family, social, organizational, and industrial activity

## Experience (continued)

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### **Little Traverse Bay Historical Society, Petoskey, MI**

Archivist, 03/16 – Present

- Conducted a Survey of archival operations
- Provided findings and recommendations based on the survey
- Worked to meet the goals identified in the findings and recommendations
- Consulted regarding donor relations, budget priorities, and grantsmanship
- Captured accessions data in a database
- Inventoried all documentary collection materials

### **Harbor Springs Area Historical Society, Harbor Springs, MI**

Archivist, 03/15 – 03/19

- Conducted a survey of archival operations
- Provided findings and recommendations based on the survey
- Worked to meet the goals identified in the findings and recommendations
- Consulted regarding budget priorities and grantsmanship
- Worked to compile data regarding oral history collections
- Standardized formatting for existing oral history transcripts
- Consulted regarding cataloging and digital access systems for oral histories
- Conducted an inventory of collection and associated accession records, catalog records, and location information in PastPerfect

### **University of Baltimore, Baltimore, MD**

University Archivist, 01/12 – 07/13

- Managed a 270 linear foot collection of University records
- Designed and implemented a program to manage preservation and access environments for born digital University records including select email accounts
- Employed MPLP strategies to Process a 190 linear foot backlog of University records
- Managed Libguides and CONTENTdm environments to provide access to University records
- Provided reference service concerning local, social, and institutional history including acting as primary point of service for all reference transactions involving the University of Baltimore's Roland Park Civic League Collection
- Provided instruction services to students regarding use of archives and primary resources to address information needs
- Supervised one student worker and one volunteer to meet program needs
- Worked with upper administration to promote the development of campus records management policy
- Identified material of enduring value for accession consistent with collection policy
- Served on several working groups to improve University Library services

### **Iron Range Research Center, Minnesota Discovery Center, Chisholm, MN**

Archivist, 05/10 – 12/11

Manuscripts and Maps Archivist, 07/08 – 09/09

- Managed a collection of over 8,000 linear foot of government records and manuscripts, 350,000 photographs, and 100,000 maps
- Appraised, arranged, and described manuscript collections from 90 to .25 linear ft.
- Provided reference services for the collections addressing questions concerning local, social, industrial, and institutional history
- Managed a PastPerfect database, CONTENTdm, and Archivist's Toolkit
- Created and managed descriptive catalog records, records inventories, and finding aids
- Managed two part-time employees and a volunteer corps ranging from 8 – 16
- Managed a supplies and staffing budget
- Identified material for accession consistent with collection policy and records schedules
- Developed and maintained relationships with regional partners
- Participated in successful grant writing activities

## Experience (continued)

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### **Ball State University, Muncie, IN**

Archivist for Digital Projects and University Records, 06/07 – 06/08

- Participated in planning and management of digital projects including web pages, a digital asset management system (CONTENTdm), and an institutional repository (Eprints)
- Chaired and served on several working groups to improve University Library services
- Provided instruction to undergraduate and graduate classes on the use of archives, the history of the book, and the history of typography
- Identified material for accession consistent with our collection policy and records schedule
- Appraised, arranged, and described University Archives record groups ranging from 20 to .25 linear ft. that included cartographic, photographic, and audio-visual resources
- Provided reference services for patrons concerning university records, local history collections, and our rare book collections

### **Cranbrook Educational Community Archives, Bloomfield Hills, MI**

Student Intern Processor, 01/07 – 05/07

- Appraised, arranged, and described the records of Christ Church Cranbrook

### **Bentley Historical Library, Michigan Historical Collections and the University Archives and Records Program, Ann Arbor, MI**

Processor, 04/06 – 05/07

- Appraised, arranged, and described collections ranging from 27 linear ft to .25 linear ft.
- Provided research assistance to patrons in the reading room
- Created macro-friendly finding aids to ensure trouble-free XML conversion

### **Bentley Historical Library Conservation Lab, Ann Arbor, MI**

Volunteer Conservation Assistant, 09/06 – 05/07

- Gained experience in conserving western book bindings
- Learned paper conservation and preservation techniques such as document washing, deacidification, and encapsulation

### **University of Michigan Papyrus Collection, Ann Arbor, MI**

Collections Assistant, 04/05 – 07/05 & 02/06 – 09/06

- Assisted the papyrus conservator in the alignment and housing of papyri
- Scanned and color corrected 4 x 5 positive film images of papyri
- Developed web exhibits to educate and inform patrons about collection holdings
- Provided reference assistance and tours of the collection for patrons

### **University of Michigan Public Health Library & Informatics, Ann Arbor, MI**

Information Resources Specialist, 10/05 – 02/06

- Worked with faculty to foster adoption of new instructional technologies
- Managed and provided support for library IT resources
- Provided reference assistance to patrons

### **University of Michigan, History of Art Visual Resources Collections, Ann Arbor, MI**

Curator Assistant, 08/02 – 08/05

- Assisted Faculty in development of digital image collections
- Catalogued both analog and digital holdings
- Trained new staff

### **University of Michigan Museum of Art, Ann Arbor, MI**

Museum Preparator Assistant, 08/02 – 12/02

- Prepared exhibits designed by curators and created exhibit display signage
- Assisted registrar in conducting an inventory of the print collection

## Skills

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- **Library and Archival:** MARC, EAD, AACR2, Dublin Core, DACS, ISO, OAI standards
- **Technical:** Microsoft Windows and Mac OSX operating Systems, Microsoft Word, PowerPoint, Excel, and Access; Adobe Photoshop and Acrobat; Macromedia Dreamweaver; Archivist's Toolkit; PastPerfect; CONTENTdm; Omeka; Eprints; HTML; XML; CSS; and Javascript
- **Languages:** Reading knowledge of Latin and Classical Greek

## Professional Memberships

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- Society of American Archivists, 10/06 – present
- Midwest Archives Conference, 08/07 – 12/18

## Grant Writing

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03/2022. Petoskey Harbor Springs Area Community Foundation.

Preservation Infrastructure, \$5,000

Abstract: Funding to support the purchase of a map case and acid free folders to preserve a large volume of oversized photographic and cartographic resources.

10/2019. Petoskey Harbor Springs Area Community Foundation.

Technological Infrastructure, \$5,000

Abstract: Funding to support the purchase of a laptop and scanner to support building infrastructure for an Omeka-based digital repository.

03/2018. Petoskey Harbor Springs Area Community Foundation.

Archival Supplies and Shelving, \$5,000

Abstract: Funding to support the purchase of Archival boxes, folders, and a storage rack.

12/2010. Cleveland Cliffs Foundation.

Cleveland Cliffs Records Processing and Description, \$32,315

Abstract: Funding to support processing of 196 linear feet of records originating from Cleveland Cliffs Mining Company offices and the offices of their affiliates on the Mesabi iron range.

09/2008. Indiana State Library. Library Science and Technology Act grant

Second Life Virtual Library Project, \$5,400

Abstract: Funding to support creation of a virtual reference desk and exhibit that served as a test bed for experimentation and innovation centering on provision of digital content and library services for the expanding Ball State University patron population participating in Second Life (<http://secondlife.com>), a 3D virtual world. The project allowed librarians to develop the skills necessary to provide rich library resources and services using state-of-the-art new media in an emergent digital environment.

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