

RICHARD V. SZARY
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Professional experience

Carrie S. Beinecke Director, Manuscripts and Archives, and University Archivist, Yale University Library, New Haven, Connecticut (December 1991-present)

Responsible for planning, implementation, and management of the department's programs and activities, including donor relations; collection definition, development, and management; reference services; public programs; and administration.

University Archivist and Assistant Head, Manuscripts and Archives, Yale University Library, New Haven, Connecticut (February 1988-December 1991)

Responsible for development and management of the records and historical documentation program for Yale University; assisted in administration of the department; planned and coordinated all manuscript and microform processing and cataloging, preservation work, and automated systems activities.

Program manager (March 1986-February 1988) and Assistant project manager, (March 1985-March 1986), Office of Information Resource Management, Smithsonian Institution, Washington, D.C.

Systems administrator and deputy project manager for the Smithsonian Institution Bibliographic Information System, responsible for contract monitoring, vendor liaison, user support, operations, project administration, and system development and implementation.

Associate Archivist (1979-1985) and Assistant Archivist, (1975-1979) Smithsonian Institution Archives, Washington, D.C.

Responsible for analysis, planning, and implementation of automated and manual information systems for the Archives; overall processing program of the Archives; planning overall Archives program for handling of non-traditional media (e.g., photographic, magnetic).

Directed the Archives program in the Smithsonian Astrophysical Observatory, the National Museum of History and Technology, and the Cooper-Hewitt Museum, including records surveys, appraisal, and scheduling; preparation and review of finding aids; and providing reference services. Surveyed, appraised, and processed records of the National Museum of Natural History. Surveyed manuscript collections in the National Museum of History and Technology, published a guide to those collections, and assisted in planning new Archives Center for the Museum of American History.

Education

University of Illinois, Urbana, Illinois (1972-1974)
M.A., Asian Studies, 1974

DePaul University, Chicago, Illinois
B.A., History, 1972

Selected publications and papers

"Archives 300 at Yale: Building a sustainable program." *IFLA Section on Rare Books and Manuscripts Newsletter* (Winter 2002): pp 9-10.

"Encoded Finding Aids as a Transforming Technology in Archival Reference Service." In *Encoded Archival Description on the Internet*, edited by Daniel V. Pitti and Wendy M. Duff. New York: The Haworth Information Press, 2001.

"Tapping the Power of Provenance: Standards for archival authority information in descriptive systems." Paper delivered at the annual meeting of the Society of American Archivists, September 2, 2000.

"SGML Finding Aids at Yale: Reference Service Transformed." Paper delivered at the annual meeting of the American Society for Information Science, October 23, 1996.

"Improving Access to Finding Aids: the Encoded Archival Description Project." *NEA Newsletter*, October 1996.

"In Search of Model Reference and Instructional Services: Laying the Foundation for a New Reference Center." Paper presented at the annual meeting of the Society of American Archivists, August 29, 1996.

"The Development of Archival Authority Control in the U.S." Paper presented at annual meeting of the Society of American Archivists, August 31, 1995.

"The Future of Archival Description." Paper presented at annual meeting of the Association of Canadian Archivists, September 12, 1992.

"Archival Applicability of External Guidelines for Data Structures." *American Archivist*, winter 1990.

"Archival Descriptive Standards: Scope and Criteria." *American Archivist*, fall 1989.

"Criteria and Matrix for Evaluating Descriptive Standards." Paper presented at annual meeting of the Society of American Archivists, October 27, 1989.

"Design Requirements for Archival Authority Systems." Paper presented at annual meeting of the Society of American Archivists, October 2, 1988.

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Selected publications and papers (continued)

Review of Toward Descriptive Standards. *American Archivist*, spring 1987.

"Beyond Authorized Headings, Authorities as Reference Files in a Multi-disciplinary Setting," with David Bearman. In "Authority Control Symposium." Occasional Papers of the Art Libraries Society of North America, No. 6 (Tucson: Art Libraries Society of North America, 1987).

"Information Systems for Libraries and Archives: Opportunity or Incompatibility?" Journal of Library Administration, summer 1986.

"Expanding the Role of Authority Files in the Archival Context." Paper presented at annual meeting of Society of American Archivists, November 1, 1985.

"Adaptability of Automated Library Systems to Archival Uses." Paper presented at semi-annual meeting of Mid-Atlantic Archives Conference, April 1984.

"Archival Systems, Institutional Priorities, and National Archival Networks." Paper presented at annual meeting of Society of American Archivists, 1983.

"Storage and Retrieval of Photographs at the Smithsonian Institution using Videodisc Technology." Paper presented at annual meeting of Society of American Archivists, 1981.

Professional activities

Convener, international meeting on standard structure for contextual information in archives, Toronto, Canada, March 2001.

Instructor, Society of American Archivists workshop on Encoded Archival Description, 1999-

Convener, international meeting on archival authority records, New Haven, CT, December 1998.

Society of American Archivists, Awards Committee. Co-chair, 1994-1996.

Society of American Archivists, Committee on Archival Information Exchange. Member, 1985-present; chair, 1988-1990.

Society of American Archivists. Liaison to Library of Congress's Network Advisory Committee, 1988-1993.

Society of American Archivists, Standing Reporting Task Force. Member, 1981.

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Professional activities (continued)

Mellon Research Fellowship for the Study of Modern Archives, 1992.
for research into the structure of archival authority information

Mellon Research Fellowship for the Study of Modern Archives, 1990.
for research into a standard information systems architecture for archival repositories

Mellon Research Fellowship for the Study of Modern Archives, 1987-1988.
for research into the design of a prototype provenance-based archival information system

Awards

Fellow of the Society of American Archivists, 2000.