

Sawyer Magnus, CA

Velma K. Waters Library, 406, P.O. Box 3011 Commerce, TX 75429

E-mail: sawyer.magnus@etamu.edu

Education:

Master of Science in Library and Information Science, May 2018

University of Illinois at Urbana-Champaign

Special Collections Certificate

Bachelor of Science in Historic Preservation, May 2016

Bachelor of Arts in History

Minor in Spanish

Southeast Missouri State University, Cape Girardeau, Missouri

Summa cum laude

Academic Distinction, "Best Practices and Practical Applications of Outreach for Archival Institutions"

Jane Stephens Honors Program Scholar

Work Experience:

Archives, Velma K. Waters Library, East Texas A&M University

University Archivist, July 2022-present

Assistant Archivist, August 2019-July 2022

- Acquires, arranges, preserves, and describes physical and digital collections
- Writes and edits collection policies
- Creates and modifies metadata for born-digital and digitized materials following Dublin Core principles
- Uses Library of Congress Subject Headings, Name Authorities, and Art and Architecture Thesaurus for key terms
- Makes digital surrogates for oral history recordings, photographs, negatives, and documents
- Maintains web archive through Archive-It web crawler
- Leads disaster planning committee for library
- Supervises archival staff, student assistants, and interns
- Collection management
- Maintains ArchivesSpace archives repository and creates finding aids
- Assists with research questions
- Researches, diagrams, and constructs exhibits
- Conducts archives instruction sessions

Collections Care, Preservation Unit, Main Library, University of Illinois at Urbana-Champaign

Graduate Hourly/Academic Hourly, September 2016-July 2018

- Created custom enclosures and rehoused archival items
- Conducted pest management and environmental monitoring

- Triaged general collection materials for preservation/conservation
- Repaired books by tipping-in and mending pages, tightening hinges, and re-marking

Illinois History and Lincoln Collections, Main Library, University of Illinois at Urbana-Champaign

Graduate Hourly, September 2016-January 2018

Graduate Assistant, January-May 2018

- Developed policies and procedures for organizing and accessing digital collections
- Arranged and described physical collections
- Assisted with exhibit creation
- Reviewed finding aids for other students
- Completed research requests

Spurlock Museum of World Cultures at the University of Illinois at Urbana-Champaign

Practicum Intern, August-December 2017

- Organized digital images of past exhibitions
- Linked artifacts to images in museum database
- Updated locations of artifacts in related records

Center for Digital Initiatives, Abraham Lincoln Presidential Library

Digitization Project Intern, May-August 2015

- Created metadata for collection of letters
- Digitized photograph collections for online access
- Digitized historic campaign newspapers
- Created online transcriptions of permanent exhibits
- Generated markup links for person identifications with Papers of Abraham Lincoln Project

Publications:

Stein, Zachary, Kaitlin D'Amico, and Sawyer Magnus. "To Remove or Not to Remove: Scenarios of Deaccessioning from Academic and Government Archivists." *Archival Outlook* November/December 2021.

Magnus, Sawyer "Ivory and Lennie Moore Collection Now Available for Research." *The Southwestern Archivist* 44, no. 1 (2021): 25-26.

Magnus, Sawyer; Adam Northam, Josephine Rickman, and Jayson Douglas. "Latinx Lions: Creating a Campus Community Exhibition." *The Southwestern Archivist* 43, no. 3 (2020): 22-23.

Presentations:

Chair, "Opening the Archival Door: Incorporating Non-History Major Students into the Archives," Accepted for the upcoming Society of Southwest Archivists Annual Meeting, Lafayette, LA, 2025.

"Saving Your Family History: How to Preserve Your Family Heritage for Future Generations." Texas A&M University-Commerce Professional Development Day, April 2024.

Panelist, Roundtable: Connecting People with History, 27th Cotton & Rural History Conference, Audie Murphy/American Cotton Museum, Greenville, TX, Oct. 14, 2023.

Chair, "Management, What Management!: Addressing Collections Management for Accessibility Needs," Society of Southwest Archivists Annual Meeting, Albuquerque, NM, Apr. 28, 2023.

"Conducting a Collection Inventory: Steps Towards Documenting Your Historic Materials." Delta County Museum Board (Roundtable Discussion), August 2022.

"University Archives vs. State Records." TAMUC Professional Development Day, October 2022.

"Saving Your History: Basic Preservation Tips for Personal Items." Red River Genealogical Society, November 2021.

"No One Expects the Donor Deaccession: Donor-instigated Deaccessions and Its Impact on Policy Creation" Part of To Remove, or Not to Remove: Scenarios of Deaccessioning from Academic and Government Archivists (Session Chair), *Archives*Records 2021* (Society of American Archivists Annual Meeting), Virtual, August 2021.

"Establishing A Narrative: Research and Information Gathering for Exhibitions" Part of Latinx Lions: Using Collaborative Exhibitions to Highlight Diversity and Minority Groups at TAMUC (Session Chair), Society of Southwest Archivists Annual Meeting, Virtual, May 2021.

"Creating Custom Enclosures for Special Collections"
Preservation and Conservation of Special Collections Class, University of Illinois at Urbana Champaign, April 2018.

"Complexities of Custom Boxing: Creating an Enclosure for an Adelpic Society Artifact" iSchool Master's Student Showcase, University of Illinois at Urbana-Champaign, April 2018.

"Traditional and Digital Outreach for Archival Institutions"

Student Research Conference, Southeast Missouri State University, April 2016.

“Caring for Cyanotypes and Blueprints”

Archives Class Presentation, Southeast Missouri State University, April 2015.

Courses Taught:

ALIB 564/464 Archives Administration, Spring 2022 and Spring 2024

Professional Memberships and Certifications:

Society of American Archivists

Midwest Archives Conference

Society of Southwest Archivists

Certified Archivist, Academy of Certified Archivists, 2021

Academic Honors and Awards:

Beta Phi Mu Honor Society

Phi Kappa Phi Honor Society

Phi Alpha Theta History Honor Society

Sigma Pi Kappa Historic Preservation Honor Society

Omicron Delta Kappa National Leadership Honor Society

Outstanding Graduating Senior Award, Department of History, Southeast Missouri State University, 2016

Outstanding Empirical Research Project, Student Research Conference, Southeast Missouri State University, 2016

Service:

SAA Preservation Publication Award Committee

SSA Nominating Committee

ETAMU Homecoming Committee

Library Faculty Hiring Committee

Disaster Planning Committee, Velma Waters Library

SAA Preservation Section, Program Committee

SAA Preservation Section, Education Committee

History Day Regional Judge

Cotton Belt Railway Symposium videographer

Master of Arts Thesis Committee, Amy San Antonio

Related Work Experience:

“Rolling on the River: The Erlbachers on the Mississippi” museum exhibit

-Cape River Heritage Museum, Cape Girardeau, Missouri

Building condition assessment, Miller House, Bloomfield, Missouri

Preservation Condition Assessment and Grant Application, Baptist Student Center at University of Illinois at Urbana-Champaign

Collections Environment Survey and Report

Heritage education plan for Glenn House Historic Site, Cape Girardeau, Missouri

Senior thesis paper “Beneficial Bands: The Influential Roles of Union Military Bands during the American Civil War”

Oral history interview with Bill Eddleman, Provost at Southeast Missouri State University,
Volunteering in Public History