

ERIC MILENKIEWICZ

EDUCATION

Master of Library and Information Science, San José State University

Specialization: Archives

2005-2007

Beta Phi Mu Honor Society (Omega Chapter) inductee

Bachelor of Arts, University of California, Riverside

Major: Psychology

1995-1999

EXPERIENCE

Head of Special Collections & University Archives, CSU San Bernardino John M. Pfau Library

July 2024 –

- Serve as the administrator for Special Collections and University Archives, participating in and overseeing daily operations, including research, reference, access services, instruction programs, collection development and management, preservation, budgets, program development and execution, and outreach
- Hire, supervise, train, coach, and provide professional guidance to direct reports
- Establish policies and priorities for collection development of digital and physical special collections, creating a body of resources that support original scholarship, innovative learning, and the University's academic mission
- Identify, analyze, and initiate new collecting areas based on University programs/initiatives
- Identify special collections materials to be digitized and oversee the process to make these materials accessible online
- Participate in the creation of physical and digital library exhibits
- Participate in donor development, fundraising, and grant-writing efforts, in collaboration with the library dean and university development officers
- Represent Special Collections & University Archives and the library at conferences, consortia, and other organizational/professional events
- Establish partnerships with campus departments, museums, CSU system-wide special collections departments, and units within the library to maximize support and increase the visibility of special collections materials
- Build collaborative and strategic relationships with institutional and community partners

University Archivist, CSU San Bernardino John M. Pfau Library

January 2020 – June 2024

- Provide leadership for the selection, description, and preservation of the Archives
- Implement policies, procedures, and standards for effective operation and maintenance of the Archives
- Develop and preserve collections
- Design and build access tools for archival collections
- Direct work on both preservation and access digitization
- Contribute to the development of the main library collections

- Promote the Archives to the campus and local communities
- Provide reference and instruction services to the campus community
- Hire, train, and supervise support staff

Digital Initiatives Program Manager, UC Riverside Library Digital Library Division

June 2017 – December 2019

- Lead the library program to generate, manage, and preserve born-digital and digitized assets
- Manage library digital programs and services including digitization, digital asset management, web archiving, and digital forensics
- Convert library special collections materials including archival collections and rare books from analog to digital format
- Collaborate with internal and external stakeholders on digital project planning, workflows, and implementation
- Provide project management in support of library products and services involving cross-departmental and -functional teams
- Assemble and direct project teams, design project plans, schedules and workflows, and manage project budget and resources
- Monitor project status to ensure compliance with established timeline and budget, standards and best practices, and relevant policies and procedures
- Hire, train, and supervise support staff responsible for preparing materials for digitization, the image capture process, file naming, post-capture processing, and descriptive metadata creation

Archivist, UC Riverside Library Special Collections & University Archives

September 2007 – May 2017

- Perform selection, appraisal, acquisition, arrangement, and description of library archival collections including University Archives materials
- Formulate policies, procedures, workflows, and guidelines pertaining to the management and use of archival collections
- Provide reference, instruction, and outreach on archival collections and related departmental rare book holdings
- Create intellectual access to archival collections through EAD finding aids, MARC records, and other methods as appropriate
- Manage finding aids, subjects, agents, locations, and user accounts in ArchivesSpace and Archivists' Toolkit
- Manage web captures, associated metadata, and user accounts in Archive-It
- Develop, write, and administer grants seeking extramural support for projects that support the library's mission
- Work with staff, faculty, and donors on the development of departmental holdings
- Coordinate the conservation and preservation of materials in archival collections with the appropriate personnel

SERVICE

Society of California Archivists

Nominations Committee (2020-2021); Chair
Awards Committee (2020-2021)
President (2019-2020)
Vice President/President Elect (2018-2019)
Program Committee (2018-2019); Chair
Site Selection Committee (2015-2018); Co-chair
Executive Board / Membership Director (2011-2015)
Membership Committee (2011-2015); Chair

Society of American Archivists

Collections Management Tools Roundtable (2014-2016); Steering Committee / Web Liaison

CSU

CSUSB Honors Committee (2022-2024)
CSU Libraries Digital Repositories Steering Committee (2021-2022)
CSUSB Community Engagement Faculty Task Force (2021-2022)
CSU Libraries Digital Archives Working Group (2020-2022); Chair
CSUSB Faculty Professional Development Coordinating Committee (2020-2021)
CSUSB University Art Advisory Council (2021-)
CSUSB Library Librarians' Council (2020-)

UC

UC Digital Reformatting Guidelines Project Team (2019)
UCR Digitization Services Steering Committee (2018-2019); Chair
UC DLFx Conference Steering Committee (2017-2018)
UC Calisphere Exhibitions Advisory Board (2017-)
UC SAG 2: Access, Discovery, & Infrastructure (2013-2015)
UC NGTS POT 1 LT3A: Identification/Analysis of Existing Digital Collections (2012-2013); Chair
UC NGTS POT 1: System wide Infrastructure for Digital Collections (2012-2013)
UC Digital Library Services Task Force 2 (2010-2011)
UC NGTS: New Modes for Access Group (2010)

Community

Robert and Frances Fullerton Museum of Art Board of Advocates (2023-)
Riverside County Archives Commission (2020-2025)

PUBLICATIONS

Milenkiewicz, Eric. "Leveraging the *Protocols for Native American Archival Materials* to Support Indigenous Digital Collections: A Case Study from the Sherman Indian Museum Digital Project." *Journal of Western Archives* 15, no.1 (2024): 1-19.

Milenkiewicz, Eric. "Increasing Access to American Indian Off-Reservation Boarding School Archives: Sherman Indian Museum Digital Project." *The Public Historian* 45, no.4 (November 2023): 26-46.

Milenkiewicz, Eric. "The Bridges That Carried Us Over: Documenting Black History in California's Inland Empire." *Archival Outlook* (July/August 2022): 4-5, 17.

Dhillon Brar, Manpreet, and Eric Milenkiewicz. "Toolkit for Diversity, Equity, and Inclusion in Community Engagement Activities." *CSUSB Scholarworks Diversity, Equity and Inclusion 1* (2022). <https://scholarworks.lib.csusb.edu/dei/1/>

Elnabli, Stefan, Paul Fogel, Eric Milenkiewicz, Susan Chesley Perry, Chrissy Rissmeyer, and HannahTashjian. "University of California Libraries Digital Reformatting Guidelines." University of California Systemwide Libraries - UC Office of the President (2020). <https://escholarship.org/uc/item/2rq679qx>

PRESENTATIONS

"Utilizing the Protocols for Native American Archival Materials for Indigenous Digital Collections" *Northwest Archivists Annual Meeting* (2024)

"Diversifying the Archives: Archival Projects Delivered Through a Diverse Lens" *Society of Southwest Archivists Annual Meeting* (2023)

"Together/Apart: CSU Archivists Documenting COVID-19" *Society of California Archivists' Annual General Meeting* (2021)

"Appraisal and Description of Social Media Collections" *UC DLFx Conference* (2018)

"Hot DAM: Migration and Implementation Strategies for Digital Asset Management Systems." *Society of California Archivists' Annual General Meeting* (2017)

"Doing Digital Archives in Public." *Society of American Archivists' ARCHIVES*RECORDS Conference* (2016)

GRANTS

Principal Investigator

\$32,640 John Randolph Haynes and Dora Haynes Foundation

Archival grant to transcribe, process, and provide access to oral history interview recordings from the Bridges That Carried Us Over and South Colton oral history projects documenting the experiences of underrepresented communities in the Inland Empire (2023)

Co-Principal Investigator & Project Director

\$376,191 Council on Library and Information Resources (CLIR)

Digitizing Hidden Special Collections & Archives two-year grant to support the project "The Sherman Indian Museum Digital Collection: Increasing Access to American Indian Off-Reservation Boarding School Archives" (2017)

Principal Investigator

\$16,840 National Film Preservation Foundation (NFPF)

*Preservation grant to restore the film *Fidel!* by Saul Landau* (2011)

AWARDS

Recipient of the 2022 Society of California Archivists' Sustained Service Award

In recognition for prolonged and quality service to the organization over a period of 12 years demonstrated through substantive contributions and demonstrated leadership