

Candice H. Larson

clarson@westga.edu

Education

- Master of Library and Information Sciences** Expected 2019
University of Washington (Seattle, Wa.)
- Masters of Arts in History** December 2015
University of West Georgia (Carrollton, Ga.)
Thesis: *Victims and Viragos: Contemporary Perceptions of Aristocratic Women during the Wars of the Roses*
- Bachelor of Arts in History, cum laude** December 2012
University of West Georgia (Carrollton, Ga.)
Senior Paper: *United States Foreign Policy and the Demise of a Dictatorship: Rafael Trujillo and the Dominican Republic*
- Georgia Educator Certificate** December 2012
Certified to teach History and Social Studies grades 5-12
-

Professional Experience

- Instructor (Part-time)** August 2016 – Present
History Department
University of West Georgia (Carrollton, Ga.)

Duties include: Teaching, development of class lectures and discussions, and assisting students.

- Archivist (Temporary)** January 2016 – July 2016
Irvine S. Ingram Library – Special Collections
University of West Georgia (Carrollton, Ga.)

Duties include: Archival processing, preservation of rare materials, teaching, reference, overseeing the work of Graduate Research Assistants and volunteers, and outreach.

Accomplishments:

- Processed and updated over sixty collections held in Special Collections and then input those collections into Archivists' Toolkit, resulting in a documented increase in visits to the Special Collection's EAD Finding Aids site
- Assisted Graduate Research Assistant in the curation of the exhibit, *African America/Black Student Experiences at UWG*
- Oversaw the transition of special collections materials, including a large political collection, to an off-site storage facility
- Regularly assisted a variety of researchers, both individuals from campus and outside scholars and journalists

- Supervised and instructed Graduate Research Assistants on how to process collections, handle special collections materials, and use Archivists' Toolkit
- Oversaw the work of a Graduate Research Assistant who was working on preparing books for cataloging, including barcoding of materials held in Special Collections
- Prepared books for binding as part of preservation activities
- Reviewed sources for collection development
- Created a metadata application profile to use for electronic records, using elements from both DPLA and MODS
- Utilized archival management software, Archivists' Toolkit, to enable public discovery of finding aids.

Graduate Research Assistant

January 2013 – December 2015

Irvine S. Ingram Library – Special Collections
University of West Georgia (Carrollton, Ga.)

Duties include: Archival processing, preservation of rare materials, teaching, reference, exhibit creation, and outreach.

Accomplishments:

- Over two years of experience processing a variety of collections including the Bob Barr papers, the Alternative student publications collection, AIDS and Substance Abuse Speakers Network (ASASN) records, W. C. Adamson letter, and kNow Justice, kNow Peace photographs
- Prepared books separated from the Anne Ingram papers for cataloging
- Conducted research on the Holland family from Carroll County in order to acquire papers from a donor for our collections
- Transcribed letters from the Benjamin F. Holland letters, a collection dating from the late nineteenth-century
- Utilized archival management software, Archivists' Toolkit, to enable public discovery of finding aids.
- Utilized software, Oxygen XML Editor, to reformat the Bob Barr papers, a large political collection, into smaller collections
- Preparation of press releases for the exhibits: *Bowden College: Athens of the West* and *Bill Roll: Contributions to Parapsychology*
- Assisted in the event planning of the *Bowden College* exhibit reception held in July 2015
- Regularly assisted Special Collections researchers, including outside scholars and journalists
- Supervised and instructed fellow Graduate Research Assistants on how to process collections, handle special collections materials, and use Archivists' Toolkit
- Regularly participated in basic preservation of Special Collection materials

Student Teacher

August 2012 – November 2012

Paulding County High School

- Instructed a diverse classroom of sophomores on the first portion of World History
- Assumed all responsibilities of regular classroom teacher
- Collaborated with cooperating teacher to design curriculum and lesson plans
- Attended weekly staff meetings
- Provided individual assistance to students, as needed

Awards

<i>MLIS Dean's Scholarship</i>	Autumn 2016 - Spring 2017
<i>Brenda S. Banks Educational Workshop Scholarship</i>	July 2016
<i>Worthy Presidential Scholarship</i>	April 2012
<i>Phi Alpha Theta</i>	Inducted March 2011
<i>Dean's List</i> (earned each semester)	Fall 2008 - Fall 2012
<i>HOPE Scholarship</i> (earned each semester)	Fall 2008 - Fall 2012

Teaching Experience

HIST 4400 *Introduction to Public History* (Dr. Julia Brock), guest lecturer on handling special collections, identifying and requesting special collections, and analyzing primary sources from our university archives, February 18, 2016.

HIST 2302 *Methodology* (Dr. Colleen Vasconcellos), guest lecturer on understanding primary sources and special collections, February 2, 2016.

HIST 3363 *African-American History Since 1865* (Dr. Larry O. Rivers), assisted students with archival research, October-November 2015.

Volunteer Service

Distance Liaison, Society of American Archivists-UW Chapter	2017-2018
Distance Representative, Association of Library and Information Science Students (ALISS)	2017-2018

Exhibitions

Bill Roll: Contributions to Parapsychology, co-curated along with fellow graduate student, Sally Hildreth, under the supervision of Blynne Olivieri, Head of Special Collections. Thomas B. Murphy Reading Room, September 2015 - January 2016.

Faculty Publications, curated under the supervision of Blynne Olivieri, Head of Special Collections. Thomas B. Murphy Reading Room, January - April 2015.

Bowdon College: Athens of the West, curated under the supervision of Blynne Olivieri, Head of Special Collections. Thomas B. Murphy Reading Room, May - August 2014.

Happy 90th Birthday, Speaker Murphy!, curated under the supervision of Blynne Olivieri, Head of Special Collections. Thomas B. Murphy Reading Room, March - May 2014.

Professional Growth

Archives and the Law, SGA workshop taught by Joshua Kitchens, Atlanta History Center, July 2016.

RightsStatements.org: Why We Need It, What It Is (And Isn't) and What Does It Mean for the DPLA Network and Beyond, DPLA webinar, May 2016

Safe Zone Training, University of West Georgia, April 2016.

Engage West! Staff Edition: Professional Growth, Development and Leadership (Cultural Differences in a Working World), University of West Georgia, March 2016.

Engage West! Staff Edition: Professional Growth, Development and Leadership (When Your Passion Meets Your Purpose), University of West Georgia, March 2016.

Community Outreach and Events

Participant, *UWG Freshman Orientation*, an event where incoming freshman and their parents are presented information from various department on campus and the library, June 2016.

Participant, *Poetry Jam*, a student led event held in the Thomas B. Murphy Reading Room in conjunction with the exhibit, *African American/Black Student Experiences at UWG*, February 2016.

Co-organizer, *Bowdon College Reception*, an evening event with speakers in conjunction with the Bowdon College exhibit, July 2014.

Participant, *White Gloves Event*, a public event held in the Special Collections Reading Room which showcased 11 notable items from our collections, March 2014.

Scholarly Work

Publications

Larson, Candice H., "Brenda S. Banks Educational Workshop Scholarship Report," *SGA Newsletter*, vol. 48 no. 3, Summer 2016, page 8.

Conference Presentations

“Civilians in the Wars of the Roses,” presented at the University of West Georgia History Graduate Symposium, February 2014.

Language Proficiencies

Spanish, Intermediate reading

Latin, Beginner reading

Professional Associations

Society of American Archivists (SAA)

Society of Georgia Archivists (SOGA)

American Library Association (ALA)

Georgia Library Association (GLA)