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### **Education**

#### **San Jose State University**

San Jose, CA

Masters in Library and Information Science (MLIS) with 9 credit hours in Archives and Records Management

5/2023

#### **Florida Southern College**

Lakeland, FL

Bachelor of Science in History

5/2014

*Summa Cum Laude*

### **Professional Development**

#### **Preservation and Identification of 20th Century Visual Materials**

Presented by the Society of American Archivists

Florida Southern College

July 2015

#### **Western Archives Institute**

Hosted by the Society of California Archivists

Santa Clara University

July 2017

#### **Symposium on Emergency Planning in Libraries and Archives**

Webinar hosted by Loyola University in New Orleans College of Law

July 2020

#### **HTML Essential Training**

LinkedIn Learning Module presented by Jen Simmons

June 2022

#### **Managing Teams (2018)**

LinkedIn Learning Module presented by Daisy Lovelace

June 2022

## **Library Conditions and Services in the Contemporary Ukraine**

Symposium hosted by San Jose State University

July 2022

## **HTML: Images and Figures**

LinkedIn Learning Module presented by J. David Eisenberg

July 2022

## **The Effectiveness and Durability of Digital Preservation and Curation Systems**

Webinar presented by ASERL (Association of Southeast Research Libraries)

November 2022

## **Community-Driven Archives: Empowering historically marginalized communities.**

Webinar hosted by the Arizona State University Library

March 2023

## **Film Inspection and Handling 101**

Webinar hosted by the University of Illinois at Urbana-Champaign Library

April 2023

## **Redesigning a Library Website**

Webinar hosted by Association of Southeastern Research Libraries

August 2023

## **Experiments Using ChatGPT with Archival Collections**

Webinar hosted by FromthePage

August 2023

## **An Endless Game of Catch-up: Exploring the Impact of ChatGPT on Research and Learning in Higher Education**

Webinar hosted by Association of Southeastern Research Libraries

August 2023

## **ChatGPT for Libraries and Archives**

Webinar hosted by Lyris Learning

September 2023

## **Professional Experience**

### **Archivist Specialist**

Florida International University

Miami, FL

March 2022-Present

In this role I am responsible for reviewing, processing, and arranging the Special Collections and University Archives records. I perform high-level research for the organization and description of archival records according to standard archival practices and procedures to provide access to archival materials. Processing collections includes appraisal, arrangement, research and description, re-housing as necessary and providing access. Archival collection finding aids are entered into the ArchivesSpace records management system and made available for research. I also review previous entries for errors and consistency of format. I provide in-person and online reference assistance to patrons using Special Collections and the University Archives material.

As the custodian of the University Archives, I support the Records Management Liaison Officer (RMLO) in the creation and presentation of training materials, as well as consultations and assessments. I am responsible for ensuring that records deemed to be of archival value are transferred to the University Archives in a timely manner.

I am occasionally asked to serve on library and university committees as needed and contribute to other relevant activities and events. I currently serve on the Archives Day Planning Committee for the South Florida Archivists Collective and the Awards Committee for the Society of Florida Archivists.

## **Projects and Accomplishments, Florida International University**

### *Current Projects:*

I am currently involved in a major project to weed and shift files within the University Archives record groups. With the assistance of work-study students, I am reviewing files for historical significance and weeding those which do not meet any permanent retention criteria. Typical preservation techniques are applied as needed as well as the removal, cataloging, and re-housing of multimedia items. Additionally, I am physically shifting and entering the information into ArchivesSpace. This has been an ongoing project for a little over a year, and to date I have eliminated over 150 linear feet of material.

### *Past Projects:*

**Reno Family Collection.** The items in this collection are largely related to the parents and siblings of Janet Reno, as well as Ms. Reno's life prior to becoming the District Attorney in Dade County and subsequently U.S. Attorney General. Her parents were both prominent newspaper reporters in Miami from the 1920s through the 1960s, and one of her brothers was a longtime columnist for *Newsday*.

**The Mickey Wolfson Theatre Collection,** which includes playbills and programs of fine arts performances from around the world.

**The Franklin Adams Collection** and the **Cesar Becerra Logging Industry Collection**, both of which deal extensively with the history of industry conservation efforts in the Florida Everglades.

**The Elena Kurstin Cuban Memorabilia Collection**, which contains artefacts and ephemera related to Cuba in the years prior to the 1959 revolution.

The **Maks Dikarev Naval Covers Collection**, which consists of postal covers depicting the U.S. Asiatic Fleet during the 1930s, as well as the first generation of nuclear submarines.

**The Michael Heintl Collection**, which includes photographs, print materials, and artwork from the late eighteenth century through to the late twentieth century. The photograph series contains images of Haiti from two periods: the U.S. occupation (1915-1934) and 1957-1971. Both sets have a strong focus on matters of military and diplomatic interest. The print materials include rare books, pamphlets, and letters, most of which are concerned with Haitian history. The art collection includes maps, prints, paintings, and drawings, including a number from colonial Saint Domingue.

**The Timothy Long Collection**, which contains the tape-recorded notes compiled by Timothy Long during the production of "Escape to Dreamland: The Story of the Tamiami Trail," a documentary about the stretch of US Highway 41 that was cut through the Everglades.

**The Melody Moorehead Papers** were processed by a graduate student under my supervision. The materials in this collection reflect the subject's participation in Lesbian, Gay, Bisexual, Transgender (LGBT) activism and interest in psychotherapy for the LGBT community. The bulk of the collection contains correspondence, news clippings, interviews with Moorehead, autobiographical information, and photos.

**The Bennet Roth Collection**, which contains records and correspondence of a local attorney and activist who was involved in the Social Justice movements of the 1940s through 1990s.

**Evening Library****Assistant**

Florida Southern College

Lakeland, FL 33801

12/2019-09/2020

In this role I was responsible for providing excellent customer service to patrons by answering informational and directional reference queries, supervising student assistants, and performing circulation duties (check-in/out, holds requests, etc.) As the staff member on duty, I was responsible for securing the library during closing and responding to emergencies. Finally, I used my archives experience to assist the College Archivist on projects, such as the creation of a “this day in college history” database and the digitization of the college newspaper.

**Archives Volunteer**

Florida Southern

College Lakeland, FL

33801 10/2019-

09/2020

24 Hours per Week

In this role I was responsible for sorting, arranging, and describing selected collections utilizing accepted archival standards.

**Archives Technician**

Florida Southern

College Lakeland, FL

33801 8/4/2014-

10/26/2018

As the Archives Technician, I inventoried, arranged, processed, and described collections within the archives utilizing accepted archival standards. I also provided excellent customer service by communicating with college administration and faculty in order to provide reference assistance and make sure that their objectives were achieved. I communicated with independent researchers to understand goals and provided access to holdings using accepted standards.

From 2014-2017, I provided a poster printing service for students and faculty. I processed requests and handled payments for service. I also trained student assistants on the use of the poster printer which allowed for more efficiency on the part of the archives. We typically printed approximately 200 posters per semester.

I was responsible for the direct supervision of Federal Work-Study student assistants assigned to the archives. This included leading a small team in the processing of archival collections. I assessed the collection and devised an intellectual arrangement, either maintaining provenance or in a historically logical order. Upon approval of the initial arrangement from the College Archivist, I distributed sections of processing to student assistants. My job was to monitor workflow and workloads, including making sure that quality standards and deadlines were met. Additionally, I participated in the hiring process of these students and managed their daily schedules.

I developed contents listing by writing and maintaining box lists, item inventories, and finding aids for archival collections. Examples can be provided upon request. I was the primary point of contact for scheduling and set-up of the archives building for meetings, events, and tours as well as maintenance issues.

I assisted the College Archivist with accessioning new collections and accretions. I also assisted the College Archivist in the creation of metadata and entered metadata into the ContentDM information management system. I tracked archival use statistics and submitted these to the Circulation Supervisor for inclusion in the overall library statistics. I designed and published digital exhibits relating to the archival collections. Examples can be provided upon request. I designed, curated, and arranged visually interesting and educational gallery displays. Finally, I occasionally presented papers or presentations at academic conferences relating to archival work or specific collections.

On an as-needed basis, I provided coverage for the library circulation desk.

### **Accomplishments, Florida Southern College**

From August, 2014 through January, 2015 I was the primary staff member in the archives while the college was involved in a search for an Archivist. I was responsible for the day-to-day operations of the archives and the supervision of 10 student assistants. I designed a logical arrangement for the College Archives holdings which reduced by a minimum of 50% the amount of time archives team members spend searching for materials and answering inquiries

I planned a session and served as a discussant for the 2015 Florida Conference of Historians held at Florida Southern College. I assisted the College Archivist in designing a training program for student assistants. I processed the James A. Haley Congressional Papers (166 linear feet of material); the Andy Ireland Congressional Papers (47.5 linear feet), which included extensive work with materials that had been water-damaged; and the Ludd M. Spivey Presidential Papers (30 linear feet).

I also arranged and conducted an oral history interview with former congressman Andy Ireland. During my time as a volunteer during the COVID-19 Pandemic, I started and maintained blog for the archives.

## **Additional Professional Experience**

### **Florida Southern College**

Federal Work-Study Student Assistant-

Archives 5/2013-12/2013

### **United States Air Force**

Aircraft Mechanic (Aerospace Maintenance Craftsman)

Active Duty/Reserves: 6/1996-6/2004

Air National Guard: 4/2009-5/2012 Pay Grade: E-5 (Staff Sergeant)

## **Skills**

- ArchivesSpace content management system
- Microsoft Office Suite.
- Sierra and Polaris ILS
- ContentDM
- PastPerfect Museum Software
- EBSCO and Encore Discovery
- Adobe Lightroom and PhotoShop
- I have a basic familiarity with HTML, JavaScript, and CSS styling.

## **Papers and Presentations**

2014 Florida Conference of Historians: *Defending Dixie: James A. Haley and the American Civil Rights Movement*

2015 Florida Conference of Historians: Session Discussant: "Exploring Collections in the McKay Archives"

2016 Florida Conference of Historians: *Mentoring and Training Undergraduate Students in the Archives*

2022 South Florida Archives Collective Archives Day: *Celebrating Our Histories: Institutional Anniversaries in Archives and Special Collections*

## **Professional Memberships and Affiliations**

Society of Florida Archivists

South Florida Archivist

Collective

PEN-America

Foundation for Individual Rights  
and Expression

## **Personal Memberships and Affiliations**

Experimental Aircraft

Association

Polish American Club of Miami