

Danielle Castronovo

2380 Bryant Street, San Francisco, California 94110

Curriculum Vitae

Education

- Masters of Library Science and Archive Certificate, Queens College, Flushing, NY. June 2008.
- Masters of Fine Arts, Costume Design, Rutgers University, New Brunswick, NJ. 1999. Levin scholar.
- Bachelor of Arts with honors, Theater, Binghamton University, Binghamton, NY. 1996.

Professional Experience

Archives and Digital Collections Librarian. The California Academy of Sciences, San Francisco, CA. October 2008-Present

- Manage the Archival and Special Collections program of the California Academy of Sciences including appraising, accessioning, arranging, describing, and preserving materials.
- Provide reference service to researchers in person, on the phone, and through email.
- Supervise graduate student interns who process manuscript collections and create finding aids.
- Manage the Corsi Digital Library including project planning, workflow, metadata assignment, scanning standards and scan on demand retention schedule.
- Create exhibits of Special Collections materials for use at student, library professional, and donor outreach events.
- Migrate and assign metadata to the +18,000 legacy digital images in the Academy's Cumulus image management system. Updated the controlled vocabulary and created file naming protocol.
- Supervise two archives assistants and the Digital Projects Manager.

Project Archivist. The Shubert Archive, New York, NY. January 2008 – July 2008

Intern: September 2007 – December 2007

- Researched, processed, arranged, and described to the item level 400 watercolor sketches from the 1910s.
- Digitally scanned sketch face and verso. Created archival quality Tiff file and access Jpeg and files.
- Created metadata for sketches including extent, description, condition report, local subject headings, and research notes. Entered data into Cuadra Star database and link digital images to record.
- Re-housed sketches in acid free folders and boxes for preservation. Replaced interleaving.
- Researched and wrote biography and production list on designer Cora MacGeachy for finding aid.

Volunteer. Richard Meier & Partners Architects Archive, New York, NY. June 2007

- Rehoused and arranged by submittal number shop drawings for Peek & Cloppenburg department store in Germany.

Project Manager. Tricorne, New York, NY. August 2002 – December 2007

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- Primary liaison to award-winning designers from design inception through final delivery.
- Archived designer sketches, fabrics, sources, and yardages for over seventy-five theatrical productions including *Wicked*, *The Producers*, *Hairspray*, and *Mamma Mia*.
- Created and maintained digital photograph library; shot and cataloged over 6,000 photographs of constructed items as a reference tool, improving overall productivity of shop.
- Hired, trained, and retained a full-time shopping and reception staff in a fast paced, artistic industry.

Publications

- “Increased Access Through Digitization at The Shubert Archive”. Publication anticipated 2010. *Theatre Library Association - Performing Arts Resource Volume 27: Documenting Costume Design*.
- Contributing author. From the Stacks - Academy Library blog.
<http://www.calacademy.org/blogs/library/>

Professional Development

- SAA Understanding Digital Scanners and Cameras workshop - 2009
- Westpas Disaster Preparedness workshop - 2009
- Society of California Archivists Conservation Basics workshop - 2008
- SAA Encoded Archival Description workshop - 2008
- Metropolitan New York Library Council Grant Writing workshop - 2008

Academy Service

- Conservation Committee. 2008 - Present
- Pest Committee. 2008 - Present
- Asset Review Committee. 2008 - Present

Professional Affiliations

Member of the Society of American Archivists 2007 - Present