

This section highlights five competences I have showcased in the [Artifacts](#) section of this ePortfolio. To showcase my preparedness for a career as a Multimedia and Digital Collections Archivist, I developed a matrix to demonstrate my knowledge and competences through four artifacts.

### Matrix of Knowledge & Competences Demonstrated in Artifacts

Knowledge Competences	Information Literacy	Metadata	Digital Curation
<a href="#">Reference and User Services</a>	<a href="#">Scholarly ePublishing: London Travel Blog</a>		
<a href="#">Technological Knowledge and Skills</a>			<a href="#">Digital Image Capture Paper</a>
<a href="#">Preservation and Conservation</a>	<a href="#">MPA Film Practicum Paper</a>		
<a href="#">Processing and Cataloging</a>			
<a href="#">Information Management</a>	<a href="#">Management Toolkit</a>		

### Reference and User Services

**“The methods used to interact successfully with individuals of all ages and groups to provide consultation, mediation, and guidance in their use of recorded knowledge and information (American Library Association, 2009, para. 5).”**

Artifact two, [Scholarly ePublishing Travel Blog](#) demonstrates my competency in **Reference and User Services (competency one)**. Learning first-hand from publishers what their collection management techniques are and what new technologies publishers are introducing has improved my reference skills. My assistantship in the Hodges Studio also has helped me master this competency by providing technical reference assistance to undergraduates, graduates, faculty, and faculty emeritus. The competences from ALA of reference and technological skills represents my understanding.

## Technological Knowledge and Skills

**“The application of information, communication, assistive, and related technology and tools consistent with professional ethics and prevailing service norms and applications (American Library Association, 2009, para. 4).”**

Artifact two, [Scholarly ePublishing Travel Blog](#), demonstrates my competency in **Technical Knowledge and Skills (*competency two*)**. Specifically it furthered my technical skills by requiring the [journal entries and photos](#) be posted to a website. My [daily notes](#) provide information that was explained by each of the publishers. My assistantship in the Hodges Studio has also required me to be up-to-date on the latest and greatest technologies to be able to effectively assist patrons at the Studio help desk.

## Preservation and Conservation

**“Special collections professionals understand the basic principles, objectives, and techniques for the preservation and conservation of original objects in various formats, including printed works; manuscripts; photographs, prints, and other graphical works; audio-visual and digital media; and three-dimensional objects (Association of College & Research Libraries, 2008, para. 18).”**

Both the [Digital Image Capture](#) (artifact one) and the [MPA Practicum Paper](#) (artifact four) showcase my commitment to maintaining knowledge of **preservation and conservation (*competency three*)** as described in the competences from ACRL. Artifact one displays digital surrogates that were created from the original images. Artifact four demonstrates my knowledge of preservation with audiovisual materials. Specifically, the process of rehousing film illustrates my competency of preservation and conservation which I learned in my practicum experience in the Modern Political Archives at UT.

## Processing and Cataloging

**“Special collections professionals provide for the processing and cataloging of materials in all formats that are under their care. Those with direct responsibilities in these areas achieve high-level technical skills and strong working knowledge of standards, practices, and tools. They establish effective working relationships with curators, public services staff, and the library’s main technical services unit to ensure good communication and sound technical services policies for special collections. They advocate for best practices in the organization and description of primary resource materials (Association of College & Research Libraries, 2008, para. 19).”**

Artifact four, [MPA Practicum Paper](#), demonstrates my competency in **processing and cataloging (*competency four*)**. I familiarized myself with AVCC, a digital asset management system, and created metadata in order to identify and describe the films. When I was entering metadata I used my knowledge of metadata standards which I learned in [INSC 520, Information Representation and Organization](#).

## Information Management

**“Information professionals manage the entire life cycle of information services, from the concept stage through the design, development, testing, marketing, packaging, delivery and divestment of these offerings. Information professionals may oversee this entire process or may concentrate on specific stages, but their expertise is unquestionable in providing offerings that enable clients to immediately integrate and apply information in their work or learning processes (Special Library Association, 2003, para. 10).”**

To evidence my proficiency in **information management (competency five)**, I present the [management toolkit](#), artifact three. This artifact reflects the SLA competency for information management because it demonstrates my abilities to provide appropriate technology tools to deliver the best services, provide the most relevant and accessible resources, and develop and deliver teaching tools.

### References

American Library Association. (2009, August 31). Core Competencies. Retrieved from <http://www.ala.org/educationcareers/careers/corecomp>

Association of College & Research Libraries. (2008, July 1). Competencies for special collections professionals. Retrieved from <http://www.ala.org/acrl/standards/comp4specollect#preservation>

Special Libraries Association. (2003, June). Competencies for information professionals of the 21st century. Retrieved from <https://www.sla.org/about-sla/competencies/>