



**Society of California Archivists
Candidate's Statement for 2023 Election**

Candidate for: Nominating Committee

Years: 2023-2025 (2-year term)

Name: Hilary Swett

Institution: Writers Guild Foundation

Professional Background (begin with current position and areas of responsibility, and briefly summarize duties):

I have been Archivist at the Writers Guild Foundation for 8 years. It's a very small, private, arts non-profit and my responsibilities as the solo archivist are broad. I engage in donor relations and acquisitions, manage processing, description and access, handle all the reference and research work and supervise interns. Previously, I had a variety of short term and part time library and archives jobs in a law firm library, an academic library, a public library and archival work for individual clients. Before graduate school, I worked in administrative roles in the entertainment industry.

Educational Background (degrees and other applicable training):

MLIS, San Jose State University

BA, Film Production, Loyola Marymount University

Professional Affiliations (list organizations, dates and extent of your involvement, e.g., SCA activities, memberships, committee work):

SCA, member since 2012

Society of American Archivists, member since 2011

Lone Arrangers Section steering committee – Regional Representatives Lead, 2022-2024

Los Angeles Preservation Network (LAPNet)

Chair, 2019; Steering Committee member, 2015-present

LA As Subject, Member and Archives Bazaar Exhibitor, 2015-present

Committee Member, Archives at Risk, 2020-present

Committee Member, Archives Bazaar Virtual Exhibit, 2020

[300 words or less]

Taking into account differing levels of monetary and institutional support, how can the Nominating Committee ensure that candidates are chosen from all facets of the archival profession: lone arrangers, large institutions, government archives, academic archives, corporate archives, library, museum, and other settings?

The Nominating Committee has a responsibility to engage an array of archivists for leadership roles – those who will reflect the diversity and needs of all members. The Nominating Committee members may first look to their own colleagues and contacts in the field but they must also look outside of their circles to find and recruit a range of people. Did someone give a great presentation or webinar? Who expresses unique insights on social media or in the newsletter? Who might have a skill or quality that is needed on the board? These can be archivists with long careers and broad resumes, but they can also be recent graduates, people at small organizations, those who don't have letters after their name, and archivists who are un- or underemployed.

In an effort to recruit and consider candidates from all types of organizations and backgrounds, the Nominating Committee could revise the summaries of roles, responsibilities and expectations. An estimate of time commitment and virtual vs. in person work can be outlined. New language might speak to those who otherwise would be hesitant about perceived time or experience or capacity requirements. As a solo archivist who has taken a winding path to my job with minimal monetary and institutional support, I understand both the challenges and the benefits of service and engagement. This gives me insight into the “why” and “how” questions that many people have, including non-traditional or solo or early career candidates.

Please detail your efforts to integrate equity and inclusion practices into your work and any plans you may have for this as a member of the Nominating Committee.

In my work, I reflect on equity and inclusion regularly and hope that my practices have good results. In my special collections library, our mission is to increase opportunities for people from all backgrounds who want to get into the entertainment industry, so notoriously full of gatekeepers. Our library and archive is free and open to all for research and self-education. I have prioritized creating a welcoming physical and virtual environment with easily navigated and accessible webpages and catalog systems. I highlight the careers and collections of women

as often as I can, because they are frequently forgotten. I give all researchers my respect and attention, no matter their question or affiliation. And I try to select interns who need a little help getting their foot in the door and will benefit the most from the experience.

I will bring this same attitude to my work as part of the Nominating Committee. I hope to communicate the tangible and intangible benefits of service. Archivists are stretched thin and have to wear so many hats which makes it hard to take on more work. I want to demystify the activities of leadership so that people will know it's a manageable commitment. I want to encourage early career professionals and those in unique organizations or roles to get involved, as their perspectives can be so different from others and show where members' priorities lie. I also plan to use multiple methods to connect with SCA members, meeting people where they are.

I have been a member of the LA as Subject consortium for years and one of my favorite aspects of the group is meeting so many different kinds of archivists who are all dedicated to the same work. It's a strength that I hope to model as a member of this committee.