



Julia T.

~ SEEKING A PROGRESSIVE
VIRTUAL/REMOTE LIBRARY ROLE IN
RESEARCH & CATALOGING ~

Contact

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Profile

Resourceful and detail-oriented professional with the ability to manage cataloging and library research activities, to include original and copy cataloging of various materials (including electronic books), resolving cataloging and classification problems, while updating and maintaining the integrity of the library's integrated library system (ILS) and database, Innovative Interface's Sierra. Expertise in performing descriptive cataloging, Dewey classification, and Library of Congress subject analysis, while maintaining up-to-date knowledge of developments in cataloging standards and authority control, as well as tools and techniques for creating, managing, and delivering data.

Education

MASTER OF LIBRARY AND INFORMATION STUDIES (2014)

University of Alabama | GPA 3.9

- Organization of Information
- Research Methods
- Public Libraries
- Information Technologies
- Administration & Management
- Collection Development
- Cataloging & Classification

BACHELOR OF ARTS ~ ENGLISH

Minor: Political Science (1995)

University of Mississippi, Oxford, MS

*Experience working in academic, public,
school, and archival libraries.*

Work experience

Somewhere College, Chicago, IL / 1997 - Present

HEAD OF TECHNICAL SERVICES (7/2014-Present)

Manage and oversee all aspects of library database management, cataloging, weeding and collection benchmarking for accreditation purposes, inventory control, and serving as the library liaison to three academic departments, which includes maintaining and updating department libguides.

- Lead and supervise the daily workload and activities of 3 technical staff and one student worker.
- Ensure each department is up-to-date on monthly budget, and assist in ordering both print and electronic resources for the library that will supplement each department's teaching.
- Deliver technical services department statistics to the library director to be included in the annual report.
- Discard print journals that are available through one of the library databases, and ensure those kept in print are current on the shelves; send out print journals to be bound as needed.
- Catalog bound/electronic theses, dissertations, research papers, research projects, and honors papers.
- Ensure top priority to "rushed" materials/resources needed to be on reserve for students per faculty.
- Install and configure library software for new department staff; take advantage of webinars that help staff keep updated on the most current library trends; create database lists for other librarians.

Skills

TECHNICAL

WebDewey

ISBD Punctuation

MARC Records

AACR2 & RDA

EBSCO databases, including, but not limited to, Academic Search Premier, CINAHL Plus with Full Text, ERIC, MedLine with Full Text and PsycINFO; Non-EBSCO databases include Oxford Music Online, Proquest Dissertations & Theses A&I, and Sage Premier.

SkyRiver

Sierra (Integrated Library System)

- Serve on the reference desk rotation schedule; work as the on-site reference librarian every sixth weekend and resolve questions and inquiries via phone, text, and email.
- Participate in and provide assistance with the monthly book sale.
- Manage collection development.
- Continuously update the technical services manual; in process of creating a technical services training manual; add table of contents notes to records that need them during cataloging to make information more searchable, accessible, and user-friendly.
- Conducted aspects of copy and original cataloging, inventory, problem resolution and assistance with various library services including registering patrons, circulating materials, searching for missing items, and handling new materials.
- Promoted to department head 2 months after receiving Master's degree.

CATALOG ASSOCIATE/CATALOG ASSISTANT (5/1997-6/2014)

Conducted all aspects of copy cataloging and had experience with original cataloging in OCLC, inventory, problem resolution and assistance with various library services, including searching for missing items and handling new materials.

- Performed authority control based on weekly reports.
- Handled library weeding projects and re-shelved books as needed.
- Managed the circulation desk when needed and served as a member of the College's Staff Club.

INTERNSHIPS

Internship ~ South Jones High School Library, Ellisville, MS

1/2014-5/2014

Internship ~ Mississippi College Archives, Mississippi Baptist Historical Commission

1/2013-5/2013

- Gained experience working in a special library setting and learning about archival librarianship.