

Jennifer D. Miller

jdmiller@gmail.com • <http://jdmiller.info>
Champaign IL 61820 • 217-649-7791

Education

MS, Library and Information Science, University of Illinois at Urbana-Champaign, 2009

Special Collections Certificate, University of Illinois at Urbana-Champaign, 2009

BA, Anthropology, with Honors, University of Wisconsin at Madison, 2000

Professional Experience

Visiting Cataloging and Metadata Projects Librarian, Visiting Assistant Professor of Library Administration, June 2009 to Present

Content Access Management Unit, University of Illinois at Urbana-Champaign Library

Lead project to catalog 36,000-item children's literature collection. Evaluate and create efficient workflows, document policies and procedures in shared wiki, create relevant cataloging macros. Collect and evaluate project statistics. Report on project status to various Library stakeholders.

Perform original and complex copy cataloging of monographic and continuing resources, including rare, special, and non-print materials (microfilm, realia, digital books), adhering to local and national standards. Develop workflows and use batch processes to perform catalog maintenance. Perform NACO work. Serve on Library working groups. Work on metadata projects as assigned.

Hire, train, and supervise up to 10 hourly workers on various projects: complex copy cataloging of monographic resources, enhancing and updating existing bibliographic metadata, holdings maintenance of continuing resources, application of Dewey and local classification schemes, LC subject heading analysis.

Digital Projects and Metadata Specialist, October 2008 - May 2009

Content Access Management Unit, University of Illinois at Urbana-Champaign Library

Led project to update barcodes, holdings, and bibliographic metadata of 300,000 volumes of non-English monographic and continuing resources (predominantly Cyrillic texts) identified as candidates for Google Book Search Digitization Project. Hired, trained, and supervised up to 6 hourly workers to update bibliographic records and enhance existing metadata of selected materials.

Performed complex copy cataloging of monographic and continuing resources, including rare materials. Assessed print materials for preservation needs, performed basic repairs and stabilization. Evaluated, created, and documented efficient workflows, cataloging policies, and procedures in shared wiki. Created and maintained extensive database to track records needing enhancement or replacement. Evaluated batch processing procedures to update records. Communicated and coordinated work with leaders of other parts of Google Book Search Digitization Project.

Graduate Assistant, Aug 2007 - October 2008

Content Access Management Unit, University of Illinois at Urbana-Champaign Library

Performed complex copy cataloging of monographs using OCLC Connexion and Voyager. Applied Dewey Decimal and local classification schemes. Analyzed and applied LC subject headings. Trained fellow graduate assistants in complex copy cataloging. Managed metadata for digitized Russian illustrations collection using CONTENTdm.

Practicum, Motley Collection of Theatre and Costume Design, Jan 2008 - May 2008

Rare Book and Manuscript Library, University of Illinois at Urbana-Champaign Library

Developed data dictionary and best practices guide for digitized portion of Motley collection, based on Qualified Dublin Core. Assessed preservation needs of physical portion of Motley collection: costume drawings, slides, videos, manuscripts. Managed digitized Motley resources using CONTENTdm. Completed an inventory of 10,000 slides.

Library Consultant, Jan 2007 - Feb 2008

Family Resiliency Center, Urbana, IL

Defined requirements for the management of the FRC's special library. Evaluated variety of ILS systems that met requirements of library. Installed and configured Koha (<http://www.koha.org>). Created classification system based on local needs. Authored best practices guide for local cataloging procedures and basic collection management.

Graduate Assistant, Aug 2006 - Aug 2007

Information Processing & Management Unit, University of Illinois at Urbana-Champaign Library

Processed electronic reserve materials for courses. Updated catalog records for media and reserves materials. Assisted with copy cataloging media collection items. Created queries and reports for electronic reserves database. Maintained equipment inventory.

Other Relevant Experience

Library Assistant, Oct 2004 – Aug 2006

Media and Reserves Center, Undergraduate Library, University of Illinois at Urbana-Champaign Library

Processed electronic reserve documents for courses, including digitization of documents. Updated catalog records for media and reserve materials. Assisted instructors in submitting electronic reserve materials. Created database for equipment maintenance and inventory. Supervised student workers at busy circulation point. Provided basic reference assistance to remote and on-campus patrons.

Library Assistant, 1999 – 2002

Meadowridge Branch, Madison Public Libraries, Madison, WI

Taught patrons basic computer skills. Supervised and trained library circulation clerks, pages, and volunteers. Provided basic reference services. Used Dynix ILS to circulate materials.

Professional Affiliations

- American Society of Information Science and Technology
- American Library Association
 - Library and Information Technology Association
 - Association for Library Collections and Technical Services

Selected Professional Development

- CONTENTdm Upper Midwest User Group meeting, October 2009.
- CONTENTdm 5.1 Workshop – University of Wisconsin at Madison, October 2009.
- UIUC ASIS&T Student Chapter, Treasurer 2007 – 2008.
- TEI Workshop – Brown University (hosted by UIUC Graduate School of Library and Information Science), 2006.
- ALA Annual Conference Staff Scholarship Award, June 2006.

Skills and Proficiencies

- Metadata schemas: CDWA Lite, Dublin Core (simple and qualified), MODS, MARCXML, TEI. Familiarity with METS, VRA Core 4.0, EAD.
- Vocabularies and Thesauri: LCSH, GSAFD genre terms, AAT, TGM, TGN.
- Descriptive standards: AACR2r, LCRI, OCLC Bibliographic Formats and Standards, DCRM(B), CCO. Following RDA closely.
- Integrated Library Systems: Experience using Voyager (circulation, cataloging, media scheduling), Koha, Dynix.
- Experienced using CONTENTdm, oXygen, MarcEdit, Greenstone. Familiar with Dspace.
- Professional understanding of Semantic Web and linked data standards, including RDF.
- Working knowledge of OAI-PMH.
- Proficient with MARC21, LC Classification Web, LC Cataloger's Desktop, OCLC Connexion, WebDewey, Dewey Decimal Classification. Working knowledge of LC Classification.
- Trained in NACO work.
- Experienced in XSLT, Python, MySQL, MSAccess, ER and UML diagramming, DTD creation. Familiar with Perl, PHP, JavaScript.
- Experienced in XHTML, CSS, W3C standards.
- Installed and maintained Apache server, basic knowledge of UNIX commands.
- Experienced in wide variety of word processing software, wiki applications, blogging software, and other social networking platforms.

Languages

- Read, write, speak Russian (functional) and English (native).
- Basic reading knowledge of Old Church Slavonic.
- Experience in performing complex cataloging of monographs and continuing resources in Eastern and Central European languages (Bulgarian, Croatian, Czech, Polish, Serbian, Slovakian, Ukrainian) and Western European languages (French, German, Italian, Spanish).