

KIMBERLY JACKSON

Librarian & Archivist

EDUCATION

MLISc | 2015

UNIVERSITY OF HAWAII'

- Nominated as member to Beta Phi Mu honor society by LIS faculty (2015);
- Hawaii Library Association Scholarship (2015);
- Beta Phi Mu Scholarship (2015);
- Graduate Student Organization Grant (2015);
- Student Member, Society of American Archivists student chapter (2012 – 2015);
- Webmaster, SLA-ASIST student chapter (2012 – 2015);
- Student Leadership Council, Leadership Representative (2013 – 2015);
- Team Captain and Webmaster, LIS Web Team (2013 – 2014); and
- Graduate Student Organization representative (2013 – 2014).

GRADUATE CERTIFICATE, HISTORIC PRESERVATION | 2015

UNIVERSITY OF HAWAII'

DIGITAL ARCHIVES SPECIALIST | 2016

SOCIETY OF AMERICAN ARCHIVISTS

B.A., Anthropology | 2010

CALIFORNIA STATE UNIVERSITY, FULLERTON

- Dean's List, Spring 2008
- Lifelong Member, Lambda Alpha Honor Society

A.A. | 2004

RIVERSIDE COMMUNITY COLLEGE

- Majored in Humanities & Fine Arts
- Focused in Computer Information Sciences

SOFTWARE & HARDWARE

Regular use of the following software and hardware:

- iOS
- Windows OS;
- Extensis DAM;
- ArchivesSpace;
- ContentPro DAM;
- DSpace;
- Sierra ILS;
- Voyager ILS;
- OCLC Connexion;
- LibGuides;
- SpringShare;
- Mosio, Library H3lp and LibChat;
- LibInsight;
- Blackboard;
- Forensic Recovery of Evidence Device (F.R.E.D.);
- Forensic Toolkit (FTK)
- Content Transfer System (CTS);
- Baggit;
- Various flat bed, slide and book scanners;
- Microsoft Office Suite (Word, Excel, Outlook, Access, PowerPoint, and Visio)
- Adobe Photoshop;
- Adobe Acrobat Pro;
- Adobe Lightroom;
- iMovie;
- TinkerCad for 3-D printing;
- WordPress;
- HTML;
- SSH/SFTP;
- Como Mobile App design; and
- Guide by Cell audio tours.

ACADEMIC & LIBRARY EXPERIENCE

ADJUNCT LIBRARIAN | *March 2017 – present* **IRVINE VALLEY COLLEGE**

Responsible for providing reference assistance and instruction to students, faculty and other library patrons in the use of the on-line public access catalog, reference materials and general library collections. This includes bibliographic searches and recommendations for sources of information as appropriate, teaching library orientation workshops and being solely responsible for closing procedures during evening shifts.

ADJUNCT FACULTY LIBRARIAN | *August 2016 – present* **CYPRESS COLLEGE**

Responsible for providing reference assistance and instruction to students, faculty and other library patrons in the use of the on-line public access catalog, reference materials and general library collections. This includes bibliographic searches and recommendations for sources of information as appropriate, teaching library orientation workshops and being solely responsible for closing procedures during evening shifts.

GENERAL LIBRARIAN | *November 2015 – present* **LONG BEACH PUBLIC LIBRARY**

Responsible for serving any of the twelve (12) City of Long Beach Public Library locations by providing reference assistance to the general public in person, telephone, text and Internet. Assist readers in selection of library materials using integrated automated system and electronic databases including the Internet and reader advisory lists. Participate in outreach programs, prepare statistical reports, and supervise interns and volunteers at Reference Desk and Archival Collections. Provide eBook Workshops in the Makerspace Studio, follow protocol during safety and disruption issues as well as head librarian closing procedures at the branches, which includes safety checks, cash handling and cash register verification. Additionally, I work as an archivist for the Long Beach History Collection wherein I accession, inventory, re-house, digitize and create metadata for archival collections.

GRADUATE ASSISTANT | *June 2013 – May 2015* **UNIVERSITY OF HAWAII, MUSEUM STUDIES GRADUATE PROGRAM**

Responsible for assisting the Director in the day-to-day administration of the program which included facilitating special programs and activities, researching grants, coordinating student site visits, talks and guest speakers, coordinating workshops, symposia, training undergraduate students, website and mobile app design consultation and implementation, website creation and maintenance and social media management. Required collaboration with various University of Hawaii units and IT staff.

DIGITIZING PROJECT SUPPORT | *January 2013 – June 2013*
UNIVERSITY OF HAWAI'I, HAMILTON LIBRARY, Desktop Network Services

Assisted in the Hawai'i Geothermal Project by reformatting print materials and creating metadata to all digital records to be hosted on the University of Hawai'i Scholar Space digital repository. This required scanning of print materials using an overhead scanner, performing OCR conversions, reformatting and cleaning up digital files in Adobe Pro and Photoshop and the creation of detailed metadata using information gathered from the materials.

RESEARCH ASSISTANT | *August 2012 – January 2013*
UNIVERSITY OF HAWAI'I, Department of Anthropology

Responsible for all phases of research and archiving designed to organize, digitize and disseminate a range of research materials including analog records, print material, photographs, photographic negatives and slides, field notes and analog audio recordings. This included processing the collection, indexing, identifying records needing preservation and rehabilitation action, digitization of print materials and reformatting of analog audio to digital and finally the creation of a spreadsheet with detailed information which linked to digital records.

ARCHIVES & SPECIAL COLLECTIONS EXPERIENCE

PRESERVATION DIGITAL TECHNOLOGY INTERN | *June 2015 – August 2015*
LIBRARY OF CONGRESS, PRESERVATION REFORMATTING DIVISION

Collaborated with staff with investigating and executing digital reformatting techniques and technologies for media relevant to ongoing and new Preservation Reformatting Division projects. This included brittle books reformatting and deaccessioning, streamlining workflows in Visio, reformatting all obsolete media through the Forensic Recovery of Evidence (F.R.E.D.) system and Forensic Toolkit (FTK) as well as bagging digital records for ingest using Bagit, and editing master record entries in Voyager ILS using MARC. Internship ended in the completion of a streamlined process, which was outlined in a Tangible Media Project Guide. I then trained all PRD staff on new processes.

DIGITAL ASSET MANAGEMENT INTERN | *January 2015 – May 2015*
NATURAL HISTORY MUSEUM OF LOS ANGELES COUNTY

Responsible for ingest, organization and descriptive metadata attribution for digital records in various file formats (TIFF, JPEG, JPEG2000, video files) relating to the collections and design projects for the Marketing and Creative Services Department of the Natural History Museum of Los Angeles County. This required knowledge of digital asset management, metadata schemas, Content Management Systems, taxonomies and folksonomies. Outcomes included detailed research of unknown collections, assignment of controlled vocabulary and metadata to 600 born digital records, and the creation of 82 new control vocabulary terms.

HISTORIC PRESERVATION INTERN | *January 2015 – May 2015*
UNIVERSITY OF HAWAI'I, SCHOOL OF ARCHITECTURE HAMILTON LIBRARY,
JEAN CHARLOT COLLECTION

Responsible for researching the existing collections for photographs, inventories, appraisals, journals and literature relating to the Jean Charlot historic museum home to gather descriptive metadata. Established a file naming convention, reformatted analog materials to digital format and linked digital objects to the entries in a database.

ARCHIVES INTERN | *November 2013 – September 2014*
HAWAI'I STATE ARCHIVES

Processed approximately 13 linear feet of the State of Hawai'i and Territory of Hawai'i Legislative records. My activities included assessing the collection, computer inventory, re-housing, arranging materials in file folder and series levels under a predetermined arrangement scheme as well as assisting archivists in accessioning records, identifying records in need of preservation and rehabilitation action, and performing basic preservation techniques where necessary.

SKILLS OVERVIEW

- Comfortable working in a virtual environment.
- Experience creating and teaching library instruction workshops for the general public and students aged 18 and above.
- Experience in assisting with planning, developing, launching, and supporting digital collections.
- Highly skilled in reference, library workshop instruction, archives, special collections, and digitization projects.
- Strong working knowledge of library tools, methods, and/or practices for collections, cataloging, indexing, copyright, security, and archiving.
- Demonstrated knowledge in a range of electronic resources standards, formats, and systems, included, but not limited to: MARC, Sierra ILS, Voyager ILS, OCLC Connexion, Extensis, ContentPro, and DSpace.
- Experience using library chat technology including Library H3lp; Mosio, and LibChat (SpringShare) as well as LibInsight to record reference statistics.
- Proficiency with Microsoft Office, Google Docs, and Google Analytics and technical knowledge and skills in web site development, coding languages (HTML and PHP), database development and management.
- Strong organizational, interpersonal, communication, and time management skills.
- Proven flexibility and problem-solving abilities to accommodate changes in direction and to strategize solutions to emergent issues.
- Self-starter with proven capability of establishing and maintaining cooperative working relationship with those contacted in the course of work.