

Nicholae Cline

Contact

Tel : 812.972.1024

e-mail : nicholaecline@gmail.com

Address

405 E Cottage Grove, Apt. 18 Bloomington, IN 47408

Profile

Objective To find a fulfilling, intellectually challenging position within a library or university.

Key Skills

Subject knowledge off various kinds and genres of literature, particularly English and American literature and poetry, philosophy, sociology, and film. Knowledge of style standards, including MLA, APA, Chicago

Largely current with an array of metadata standards, including Dublin Core, and metadata markup such as TEI standards. Familiarity with range of databases and other electronic resources, and able to provide reference and instruction therein

Proficiency with computer systems and applications, including Windows 7, Vista, XP (and earlier systems); Microsoft Word, Access, and Excel; Adobe Acrobat, Photoshop, Illustrator, Flash, & InDesign

Proficiency in web programming and programming languages, including XML, XHTML, Perl/CGI, Javascript. Familiarity with Joomla, Drupal, and CMS platforms generally. Able to work with Dreamweaver

Education

2010 to 2011 **Master of Library Science – Digital Librarianship**
Indiana University, Bloomington

2006 to 2010 **Bachelor of Arts – English Literature**
Indiana University, Bloomington

Recent Work Experience

Media & Reserve Services, Herman B Wells Library Media Services Coordinator

Full-time Position
September 2012 to present

- ✓ Managing daily operations of M&RS Unit, including overseeing, facilitating, and providing access and reference services to all levels of library users. Developing and administering policies and procedures of unit toward the provision of all public services
- ✓ Supervising undergraduate hourly employees (approximately 15-18 students per semester), including hiring, training, scheduling, and evaluating performance
- ✓ Overseeing processing and handling of media reserves, including purchasing new materials in support of research and class instruction, booking and shipping of materials to the Bloomington and regional campuses for classroom instruction, and processing of items for inter-library loan services. Scheduling media showing rooms for classroom use as needed by staff and faculty
- ✓ Selecting and collection development and management for all media collections, including maintaining an extensive, diverse, and current browsing collection and corresponding with faculty to develop specialized teaching & research collections
- ✓ Overseeing various collection projects, including recent replacement cost analyses of VHS collections, in collaboration with student staff. Promoting collections to faculty, students, and general university community
- ✓ Managing hourly budget and payroll, including record-keeping and cost statistics. Preparing annual and other various fiscal, collection, and performance reports

Foster International Living-Learning Center, Indiana University Administrative Assistant

Job
September 2011 to September 2012

- ✓ Serving as head of office and assistant to Director of Foster International LLC, including setting meeting agendas, sitting on committees, taking minutes, and serving as the center representative during interdepartmental meetings. Serving as proxy during Director's absence
- ✓ Writing, designing, and facilitating student collaboration on official publications, such as brochures, weekly and quarterly newsletters, website, and blog
- ✓ General office responsibilities, including purchasing supplies, answering phone calls and e-mail messages for the center and Director, organizing files & student records, and general housekeeping
- ✓ Developing and facilitating curriculum for Foster Q100 course, which is required of all incoming students living in residential living-learning centers. Maintaining statistics, creating surveys for course
- ✓ Planning, organizing, facilitating, and promoting center-wide and collaborative events, including dinners, mixers, local and overnight trips, and film screenings, among others

Work Experience, cont.

Arts & Humanities Department, Herman B Wells Library

Part-time Job

Library Assistant

January 2010 to August 2012

- ✓ Managing collections, such as pulling pre-20th Century books for assessment and restricted circulation via ALF and the Lilly Library.
- ✓ Collection development, including creating graphic novel, African-American urban crime fiction, and Caribbean women writers sub-collections and further developing the library's literature-in-translation holdings. Selecting titles and working with approval plans through Gobi for English & American literature and Communications collections
- ✓ Leading instructional sessions on digital library resources, and designing search strategies for future sessions
- ✓ Working with and providing training for digitization projects and other digital initiatives, including collaborating on the Victorian Women Writers Project, updating guidelines for text encoding (TEI standards), and providing scanning and statistics for the Film Study Guides project. Provided troubleshooting support for Digital Humanities course co-taught by Angela Courtney, primarily through Victorian Women Writers Project forums, to graduate students

Indiana Room, Monroe County Public Library

Paid Internship

Digital Collections Intern

October 2011 to March 2012

- ✓ Collaborating with Indiana Room Coordinator and Collection Services Manager to fine-tune scope and mission statement of nascent digital library initiatives program. Developing digital collections development policy.
- ✓ Working with digital collections metadata for various projects, such as the Smithville News and "At War At Home" collections. Maintaining content for digital collections using ContentDM.
- ✓ Performing research, using primary source materials, for grant proposal. Reviewing proposal for submission

RPS Libraries, Indiana University

Management

Wright MMM Center Supervisor

August 2010 to May 2011

- ✓ Managing the daily operations of a branch library within a larger library system
- ✓ Supervising student assistants and desk attendants, including hiring, training, scheduling, and routine evaluation
- ✓ Selecting and purchasing all materials for center library in diverse formats. Providing integral input on system-wide popular titles list for Collection Development Workgroup
- ✓ Programming, including incentive programs and displays, and outreach to other branches and organizations within Residential Programs & Services

HPER Library, Indiana University Libraries

Part-time Job

Library Assistant

April 2010 to October 2011

- ✓ Overseeing daily operations and maintenance of the library and student technology center, including opening and closing standards
- ✓ Creating and updating web presence for library, including main portal and library subject pages
- ✓ General circulation duties, such as checking out and discharging items, as well as handling and cataloging course reserves (both library and personal copies) in IU ILS
- ✓ Providing reference, including locating materials, handling research queries, and answering general inquiries in person, via telephone, and online
- ✓ Leading instructional sessions on library services and electronic resources
- ✓ Training new employees

Willis Center Film Archive, Indiana University Libraries

Part-time Job

Film Testing Assistant

April 2010 to September 2010

- ✓ Testing acetate film collection for possible degradation and sorting based on condition. Storing degraded films for future preservation initiatives
- ✓ Organizing and indexing duplicate films, via spreadsheet, for withdrawal from collection

Xlibris Corporation, Bloomington

Freelance Job

Manuscript Editor

March to August 2009

- ✓ Working with manuscripts in order to ensure consistency, usage, and clarity while also maintain author's individual style and developing voice

Borders Bookstore, Bloomington

Part-time Job

Inventory Supervisor/Bookseller & IPT

October 2007 to September 2010

- ✓ Scheduling & supervising inventory processing team
- ✓ Placing, receiving, sorting, and shelving large shipments of books and other merchandise
- ✓ Working with customers to define interests and book selections, as well as handling special orders and internet requests for items
- ✓ Organizing and reorganizing section flow based on constantly updating company-wide standards of layout, design, and subject code assignments

References

Monique Threatt (812) 855.1650	Indiana University Herman B Wells Library – Head, Media & Reserve Services
Dr. John Galuska (812) 855.6215	Foster International Living-Learning Center, Director; Residential Programs & Services – Manager, Living-Learning Centers
Angela Courtney (812) 855.1891	Indiana University Herman B Wells Library - Head, Arts & Humanities Department
Christine Friesel (812) 349.3261	Monroe County Public Library – Coordinator, Indiana Room
Shawn Wilson (812) 528.1686	RPS Libraries, General Manager
Michael Courtney (812) 361.3049	Indiana University Libraries, Outreach & Engagement Librarian; formerly HPER Library – Library Coordinator
Jian Liu (812) 855.4420	Indiana University Libraries, HPER Library – Head Librarian

Activities and Interests

Book Club	Initiated, and currently lead, a reading group that focuses on minority voices and literature in translation
Traveling	Italy, England, Germany, Austria, Switzerland, and France, including working on organic vineyard in 2008.
Tribal Affiliation	Coharie of North Carolina