

## PROFESSIONAL EXPERIENCE

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*July, 2019 – Present (full-time)*

**Metadata and Discovery Librarian**, Berenson Library, Villa I Tatti, Florence.

- Continuous evaluation and improvement of quality and efficiency of library services.
- Training and supporting colleagues through changes in software and workflows.
- Configuration, implementation, testing and troubleshooting of library information systems.
- Management of library remote storage facility and related systems and documentation.
- Oversight of serials acquisitions work and budgets.
- Supervision and training of library assistant.
- Reporting, matching and analysis of library data for collection development and management, metadata clean-up using SQL-based Cognos reports and Alma analytics.
- Special digital projects, e.g. development of the technical infrastructure for Linked Open Data manuscript discovery tool using Omeka S.
- Provision of public reference services and special collections reading room invigilation.

*September, 2013 – July, 2019 (full-time)*

**Serials and Continuing Resources Librarian**, Berenson Library, Villa I Tatti, Florence.

- Serials and continuing resources acquisitions, from receiving new materials to invoice processing.
- Management of acquisitions budgets for serials and continuing resources.
- Creation of RDA, MARC21 metadata for purchased, licensed and open access content.
- Negotiation with vendors, publishers to optimise value and services for digital and print materials.
- Induction, training, personalised enquiries services for I Tatti appointees and external library readers.
- Delivery of Alma training to all library colleagues upon transition from Aleph to Alma.
- Management of online ticketing system for library reference assistance requests.

*March, 2013 – September, 2013 (part-time)*

**Assistant Cataloger**, Berenson Library, Villa I Tatti, Florence.

- Cataloging auction catalogs to MARC21/AACR2 standards and creating order records on ALEPH ILS.
- Searching, importing, and upgrading OCLC records using Connexions and ALEPH.
- Receiving serials, cataloging new journals and monographic issues.

*February, 2013 – September, 2013 (part-time, maternity cover)*

**Librarian and web manager**, British Institute of Florence.

- Promotion of library services and events to a bilingual, diverse audience.
- Managing four part-time staff; recruiting, coordinating and overseeing library volunteers.
- Devising events and user engagement activities to increase library attendance and revenue.
- Curation and development of institutional website, overseeing transition to responsive website.
- Strategic and budgetary planning for the library; fundraising support.
- Completing finance/accounting duties relating to library donations, events, memberships and fines.
- Providing and overseeing circulation, reception and enquiries services.

*February, 2012 – February, 2013 (full-time)*

**Assistant Librarian**, Balliol College Library, Oxford University, Oxford.

- Providing reference and enquiries support to students, staff and external researchers.
  - Cataloging modern/early printed books to MARC21, AACR2, DCRM(B) standards in ALEPH.
  - Instruction and outreach to promote library resources, e-journals, online databases and subject portals.
  - Documenting and streamlining circulation and other reader services procedures.
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- Managing and developing online presence, including library webpages and rare books blog.
  - Monitoring and improving security for working and special collections.
  - Serials management.

*June, 2011 – February, 2012 (full-time)*

**Early Printed Books Cataloger**, British Library, London.

- Cataloging English, French, Italian and Latin books on ALEPH to MARC21, DCRM(B) standards.
- Meticulously identifying and documenting physical damage.
- Liaising with colleagues within and beyond the Library to obtain bibliographic/linguistic information.

*September, 2010 – February, 2012 (part-time)*

**Library Assistant**, London School of Hygiene and Tropical Medicine (LSHTM), London.

- Staffing the Enquiries desk, supervising the Reading Room and securing library at closing.
- Cataloging and editing serials records in Sirsi Dynix ILS.
- Answering enquiries about databases and journal access over the telephone, by email and in person.

## **EDUCATION**

*September, 2010 – September, 2011*

**Masters in Library and Information Studies**, University College London, passed with distinction.

- Courses included Cataloging and Classification; Historical Bibliography; Digital Resources in the Humanities; Management; Collection Management.

*October, 2003 – October, 2007 (conferred June, 2008)*

**Ph.D. in medieval and Renaissance Literature**, Trinity College, University of Dublin.

- Dissertation entitled *Narrative authority and truth claims in late medieval and early modern accounts of travel to Jerusalem*, supervised by Professor Eiléan Ní Chuilleanáin.