

Appendix 3

Resumes of Project Staff

Resumes of Project staff follow:

- William H. "Will" Canova.....Newspaper Imaging Manager
- James "Gus" CliftonMark-up & Metadata Coordinator
- Kelley CunninghamFinance Manager
- Stephanie Haas.....Project Manager
- Erich KesseProject Administrator
- Cathleen L. MookDigital Archiving Manager
- Jane PenQuality Control Coordinator
- Randall Renner.....Digital Imaging Coordinator
- Nelda Schwartz.....Bibliographic Control Coordinator
- Mark Sullivan.....Programmer

William H. "Will" Canova

3510 NW 91st St. Apt. 172, Gainesville, Florida 32606
(352) 378-6958

WORK EXPERIENCE

Analog Microphotography Technician (Program Assistant)

Digital Library Center, formerly Preservation Department, George A. Smathers Libraries, University of Florida, Gainesville, Florida
September 2003 to present

Responsible for all phases of microfilm production:

- Hiring, training and supervising part-time student assistants
- Revising workflows, establishing new ones for various projects and grants
- Interacting with other micropublishers and vendors, including spending \$125,000-200,000 per year on in-house and outsourced projects, placing orders for services and processing invoices
- Supervising the duplication and storage of microfilm produced by and for the UF Libraries
- Compiling monthly and annual production statistics
- Creating and updating web-based documentation of workflow and procedures

Learning digital imaging and quality review of images produced

Sales and Distribution Manager (OPS staff, Senior Library Technical Assistant)

Preservation Department, George A. Smathers Libraries, University of Florida, Gainesville, Florida
February 2000-August 2003

Responsible for all phases of sales and distribution of UFL produced microfilm:

- Create and maintain specialized sales related databases
- Perform investigation of sales requests to determine viability and respond accordingly
- Prepare orders for positives from microfilm duplication vendors and ships completed orders to customers after re-labeling of individual film boxes and initiating invoicing procedures
- Design, write and maintain specialized distribution and sales related web pages
- Supervise student staff performing inspection, sorting and packaging of sales items
- Supervise the storage of microfilm produced by and for the UF Libraries

Animal Care Technician

Gourmet Rodent, Gainesville, Florida
September 1997-February 2000

Responsible for feeding, watering and daily care of reptiles and rodents. Performed customer service (Answered phones, took orders, and processed payments and prepared shipments)

Lab Technician (OPS staff)

Plant Pathology Department, University of Florida, Gainesville, Florida
June 1996-July 1998

Responsible for general lab work, greenhouse duties, field work, data collection, computer data entry

Technical Assistant (OPS staff)

Catalog Department, George A. Smathers Libraries, University of Florida, Gainesville, Florida USA
February 1993-June 1996

Responsible for preliminary serials cataloging, searching online databases, updating Library online Catalog, transferring holdings from card catalog to online catalog

Microphotography Technician Assistant (Student OPS staff)

Preservation Department, George A. Smathers Libraries, University of Florida, Gainesville, Florida
August 1991-February 1993

Responsible for queuing and microfilming newspapers from several collections

EDUCATION

University of Florida, 1988-1993

Within 6 credits of Bachelor's Degree

Santa Fe Community College

Associate of Arts, 1987

James R. "Gus" Clifton

1918 NW 3rd Ave, Gainesville FL 32603-1501 USA
(352) 379-4858 elwood@ufl.edu

WORK EXPERIENCE

Coordinator, Text Conversion and Mark-up

Preservation Department, George A. Smathers Libraries, University of Florida,
Gainesville, Florida USA

September 2003 to present

Responsible for all phases of text conversion from digital images and mark-up; vendor relations and text quality control assurance; configuration and utilization of PrimeRecognition OCR software; simple applications programming (PERL) and design of complex specifications for C# applications programming; and hiring and training of student assistants. Liaison with the Florida Center for Library Automation for text support services.

Microphotography Technician

Preservation Department, George A. Smathers Libraries, University of Florida,
Gainesville, Florida USA

September 1996 to 2003

Responsible for all phases of microfilm production:

- Hiring, training and supervising full-time staff as well as part-time student assistants;
- Revising old workflows and establishing new ones to fit upcoming projects and grants;
- Interacting with other micropublishers and vendors, including spending \$150,000-200,000 per year on in-house and outsourced projects, placing orders for equipment and services, and processing and tracking invoices;
- Supervising the duplication and distribution of microfilm to sales clients;
- Distributing microfilm copies to the donors of original documents;
- Compiling monthly and annual production statistics;
- Developing and managing the unit's microfilm production database;
- And creating and updating web-based documentation of library workflow and procedures.

Microphotography Technician Assistant

Preservation Department, George A. Smathers Libraries, University of Florida,
Gainesville, Florida USA

April 1993 to September 1996

Responsible for queuing and microfilming documents from several collections. Secondary assignment: digital scanning technician.

EDUCATION

May 1989 B.A., Anthropology

University of Florida, Gainesville, Florida, USA. College of Liberal Arts and Sciences

COMPUTER EXPERIENCE

Operating Systems

- Microsoft MS-DOS, Windows 3.1/95/98/2000/NT
- Apple Mac OS8.6
- UNIX and Linux: Mandrake 7.2/8.2/9.0, Debian 3.0,
- University of Florida Grove system

Office Productivity Suites

- Microsoft Office 95/97Pro/2000Pro
- OpenOffice.org 1.0

Database Management Systems

- Symantec Q&A
- Microsoft Access, macros and modules

Programming Languages

- C on UNIX and PC, some C++ on UNIX
- Perl 5.6 on PC and Linux
- Microsoft VBA (some) with Excel and Access 97/2000

Markup and Style

- HTML4/XHTML1
- XML and DTD
- CSS1 and CSS2

Training and Certification

- Advanced Microsoft Access, Fall 2000
- Microsoft FrontPage 2000, Fall 2000
- New Horizons A+ Training, August 1999

LANGUAGES

Italian, German, Latin and French
Best skilled in Italian
Currently studying Spanish

KELLEY CUNNINGHAM

1772 SW 36th Place~ Gainesville, FL 32608~ (352) 392-8049 x1215~ (352) 335-2103
Kcunn@eng.ufl.edu

OBJECTIVE: Looking for a career as a Coordinator of Research Programs Services that can utilize my customer service and grant accounting skills.

QUALIFICATIONS: Grant Accounting Experience, Interpretation of Contracts & Grants from Various Funding Agencies, CAS Compliance for Federal Grants, Adaptable, Goal Orientated, Motivated, Organized, Conscience, Flexible, Excellent Work Ethic, Compatible, Leadership Qualities, Verbal and Written Communication Skills, Enthusiastic, Detail Orientated, Team Player, Computer Literate in the Contracts & Grants Monitoring System, The Client Imaging System, as well as, Word, Word Perfect, Quattro Pro, Excel and the Internet. Completed Several of the RATS Training Sessions.

EDUCATION

1981-1985 Bachelor of Business Administration, Lambuth University, Jackson, TN

1997-1998 Child Development Associate, Sante Fe Community College, Gainesville, FL

TRAINING:

Completed the following University of Florida Human Resources Training Courses:
10/18/02- Desktop Publishing in a University Environment
08/06/03- "Swat Customer Conference"
09/23/03- "Now Hear This: Listening, Comprehending and Communicating"
10/07/03- "Project Management"
10/08/03 -"Problem Solving and Decision Making"
10/09/03 -"What To Do First When Everything is Important: Planning, Priorities and Delegation"
11/04/03-"Communicate... Assertively! Another Look at Effective Communication"
05/04- PeopleSoft, Contract & Grant Training

EMPLOYMENT

09/2001-Present: Grants Specialist, University of Florida, College of Engineering, Contracts & Grants

Responsibilities: Sets up New Accounts as awarded, Monitors Expenditures, Prepares Invoices and Financial Reports for Various Funding Agencies, which include Private, State, and Federal Agencies and Insuring Compliance for 250+ Contracts & Grants, as well as Responsible for the Close Out for all Contract and Grant Accounts for Environmental, Chemical, and Computer & Information Science Engineering.

03/2001-09/2001: Accountant, University of Florida, IFAS, Family, Youth & Community Services

Responsibilities: Monitored Expenditures for the Welfare-to-Work Grant, Prepared Budgets, Processed Travel and Payroll.

11/1999-03/2001: Grants Assistant, University of Florida, IFAS Business Services
Responsibilities: Processed Subcontracts Payments, Payment Authorizations,
ID's, and Expense Refunds for all IFAS Departments.

04/1999-11/1999: Senior Clerk, University of Florida, Personnel Services, Processing &
Records
Responsibilities: Processed Employment Verifications, Payroll Deductions,
Managed the Data Base for Terminated Files Stored Off-Site, Prepared
Order for Both Retrieval and Return of Files,
Assisted in Processing OPS Appointments into the Payroll System

REFERENCES

Ms. Linda Lilley, Coordinator of Research Programs, Florida Agricultural Experiment
Station, University of Florida, (352) 392-3150

Dr. Elizabeth Bolton, Professor, Cooperative Extension Service, Community
Development, University of Florida, (352) 392-1987

Mr. Ed Burford, Florida Crown Corp., (386) 758-0433

Stephanie Cornell Haas
Assistant Director, Digital Library Center
University of Florida Libraries, Gainesville, FL 32611-7007

Employment

Assistant Director, Digital Library Center, University of Florida libraries,
Gainesville, FL, April 2000-
Acting Chair/Marston Science Library, University of Florida, Gainesville,
FL, June 1994-June 1995
Assistant Chair/Marston Science Library, University of Florida,
Gainesville, FL, June 1993-1998
Environmental Sciences Librarian/Assoc. University Librarian, Marston Science Library,
University of Florida, Gainesville, FL 1988- (Tenure granted July 1992)
Science Librarian/Assistant Professor, Colorado State University
Libraries, Ft. Collins, CO 1987-88
Information Specialist, Professional Information Center, Southeastern
Metropolitan Board of Cooperative Services, Denver, CO 1985-87
Assistant Librarian, Denver Botanic Gardens, Denver, CO 1984-85
Department Head, Denver Museum of Natural History Library, Denver, CO 1975-1984

Selected Professional Activities

International Association of Aquatic and Marine Science and Libraries and Information
Centers

(IAMSLIC):

President, 1999-2000

25th Annual Conference Planner and Convener, 1999

President-Elect, 1997

Chair of Metadata Committee, 1996-

Newsletter editor, 2002-2004

Treasurer, 1992-1996

Member of Web site planning committee, 1995-

Site selection Committee, 1994

Florida Biotic Information Consortium, 1994-

Chair of Steering Committee, 1994-

Planned meetings for 1994 at Archbold Biological Station, 1995 at University of
Florida. Co-planned 1996 meeting held at Tall Timbers Research Station,
Tallahassee ; 1997 meeting held at NOAA in Miami; convened 2000 meeting of the
FBIC Bibliographic Database Working Group, Mote Marine Laboratory, November
2000

State Biodiversity Database Survey Committee, Fish and Wildlife Information Exchange
1996.

Assisted with soliciting information on species data from state agencies

Selected Grants

"From the Air: the photographic record of Florida's lands" funded in 2002 by LSTA. A cooperative project of the Digital Library Center and the Map & Imagery Library, UF to digitize and make available over the Internet 40,600 aerial photographs and 600 photomosaic indexes of Florida captured by the U.S. Dept. of Agriculture between 1937 and 1951.

"Identifying the Invaders: creating an online digital herbarium of invasive species" (<http://www.flmnh.ufl.edu/natsci/herbarium/cat/imagelistpoisonous.htm>) funded by Florida Department of Environmental Protection. This was a collaborative grant with the University of Florida Herbarium to digitize and make available over the Web, University of Florida herbarium specimens of Category II invasive exotics.

"Linking Florida's Natural Heritage: Science and Citizenry" (<http://www.fcla.edu/linkfl>) will create a virtual library of Florida ecological information from a set of disparate and heterogeneous databases located on computers throughout Florida. This is a model program of cooperation between the Florida Museum of Natural History; the libraries of the University of Florida, Florida International University, and Florida Atlantic University; and the Florida Center for Library Automation. The networking technologies used will conform to the latest national and international standards applicable to information system design including the Z39.50 protocol. (Funded by the Institute for Museum and Library Studies, October 1998)

Selected Publications

2003 "DARWIN and MARC: A Voyage of Metadata Discovery" Co-authored with Elaine Henjum and Mary Ann O'Daniel, FCLA and Joe Aufmuth, GIS Coordinator, UF. Library Collections, Acquisitions, and Technical Services (accepted for publication)

2000 "Linking Florida's Natural Heritage: Science & Citizenry" Co-authored with Priscilla Caplan. Published in FirstMonday: Peer-reviewed journal on the Internet.
URL: http://firstmonday.org/issues/issue5_6/haas/index.html#h1

1999 "Ecology and Ecosystem Management: Core Journals and Indexes" Co-authored with Catherine W. Lee and Anita L. Battiste. Science & Technology Libraries, v.18, no.1, p.3-24

1998 Florida's Environmental Mosaic: Balancing the Everglades and Disneyworld" Florida Libraries, v.41, no.4, p.88-89

1998 "Metadata Mania: An Overview" in Proceedings of the 23rd Annual Conference of IAMSLIC, Charleston, South Carolina, October 1997

1997 "Scientific Research on the Natural History of the Bahamas: An Overview of the Published Literature" in Bahamas Biodiversity Data Management (BDM) Report-95, Final Report, October 1997. p.96-107

1997 "Holes in the Dike: Is Cambridge Scientific Losing Water?" in Proceedings of the 22nd Annual Conference of IAMSLIC, Monterey Bay, California, October 13-18, 1996.

Selected Presentations

"Of Deserts, Springs, and Plants: a Freshwater Mosaic" presented at the 26th Annual Conference of the International Association of Marine and Aquatic Science Libraries and Information Center by Stephanie Haas, Digital Library Center, Univ. of Florida, Karen Brown, Aquatic Plants Information Center, Univ. of Florida, and Paula Wolfe, Univ. of Arizona, Victoria, B.C. 2000

"Linking Florida's Natural Heritage" presented at the Institute for Museum and Library Services Web-Wise Conference, Washington, March 2000

"Linking Florida's Natural Heritage: Science & Citizenry: A Case Study in Crossing Information Boundaries" at the session Museum Collection and Natural History Data on the World Wide Web for Special Libraries Association Annual Meeting, Philadelphia, June 2000.

"Research Metadata on the Web" presented at the 24th Annual Conference of the International Association of Aquatic and Marine Science Libraries and Information Centers, 1998.

"Florida Ecosystem Management: The Metadata Factor" poster presented at the Natural Resources Forum, 1998

"Metamania: An Overview of Metadata" presented at the 23rd Annual Conference of the International Association of Aquatic and Marine Science Libraries and Information Centers, 1997.

"Holes in the Dike: Is Cambridge Scientific Losing Water?" presented at 22nd Annual Conference of the International Association of Aquatic and Marine Science Libraries and Information Centers, 1996

"Florida Biotic Information Consortium," presented at the 6th Annual Meeting of the Natural Resources Information Council, 5-8 August 1996.

"Florida Biotic Information Consortium," presented at the Organization of Fish and Wildlife Information Managers meeting, 15 July 1996.

"Serious Science on the Web," presented at the Florida and Caribbean Chapter, Special Libraries Association meeting "Riding the Internet Waves, 2 February 1996, Gainesville, FL

Vita of: Erich Kesse
Director, Digital Library Center
Associate University Librarian

Work Experience:

DIRECTOR, DIGITAL LIBRARY CENTER.

Smathers Libraries. University of Florida, Gainesville, Florida.

July 1999 to present

Responsible for creation and implementation of digitization programs. Administration of vendor contracts and budgets. Digitization grant development and administration, as well as product marketing.

Special interest in automation issues, development of imaging management information systems

PRESERVATION OFFICER

Smathers Libraries. Preservation Department. University of Florida, Gainesville, FL

May 1987 to 30 June 1999

RARE BOOK CATALOGER

Smathers Libraries. Catalog Department. University of Florida, Gainesville, FL

April 1984 - September 1986

VOLUNTEER WORK EXPERIENCE

PRESERVATION CONSULTANT. YIVO Institute. New York, NY

January - May 1987

CATALOG LIBRARIAN. Cincinnati Historical Society, Cincinnati, OH

October 1983 - April 1984. *Part-time assignment.*

LIBRARIAN/ARCHIVIST. Taft Museum, Library, Cincinnati, OH

November 1983 - April 1984. *Part-time assignment.*

ASSISTANT IN SPECIAL COLLECTIONS. Transylvania University, Library, Lexington, KY

April - June 1983. *Part-time assignment.*

Education:

COLUMBIA UNIVERSITY. School of Library Service. New York, NY

May 1987. *Certificate of Preservation Administration*

UNIVERSITY OF KENTUCKY. School of Library and Information Science. Lexington, KY

August 1983. *Master of Science, Library Science*

XAVIER UNIVERSITY. College of Liberal Arts and Sciences. Cincinnati, OH

May 1982. *Bachelor of Arts*

Continuing Education:

CORNELL UNIVERSITY. *Digital Imaging for Library and Archives Workshop.*

Ithaca, NY November 1998.

Selected Publications:

American Library Association. Preservation and Reproduction Section. *Preservation & Digitization Actions: Terminology for the MARC 21 Field 583*. (Draft for publication in 2004 by the Association, Chicago, IL)

Served on the committee revising standard terminology and contributor to document content and structure.

Preservation and Digitisation for the University of Botswana: Education, Democracy and Development Initiative (EDDI) Project, Report to the Deputy Vice Chancellor, Academic Affairs. Gaborone, Botswana : University of Botswana, 2003.
(Copy available online: <http://web.uflib.ufl.edu/digital/Temporary/Botswana/index.htm>)

In the Halo of the Moon: Significance of AmericanSouth.Org for Research. Published in Workshop on Applications of Metadata Harvesting in Scholarly Portals (<http://metascholar.org/pdfs/MetaScholarFindingsProceedings.pdf>) Pp. 56-63. Atlanta, GA : Emory University Libraries, 2003.

Strategies for Microfilming Scrapbooks and Layered Objects. Published in: RLG Archives Microfilming Manual. Nancy Elkington, editor. (Mountain View, CA : Research Libraries Group, 1994), pp. 133-135.

RLG Preservation Microfilming Handbook. Nancy Elkington, editor. (Mountain View, CA : Research Libraries Group, 1991)
Served on the publication's editorial board for technical micrographic issues and authored sections of the guidelines for this section.

The Preservation Technical Reference Library and Access to Information. University of Florida Libraries, 1989.

Written Documentation: Forms Used In Preservation of Archival and Library Materials. University of Florida Libraries, 1989.

Papers, Speeches, Presentations, Workshops:

DIGITAL LIBRARY OF THE CARIBBEAN.

International Project White Paper (Rio Pedras, PR)

SOLINET ANNUAL MEMBERSHIP MEETING 2004.

Ephemeral Cities (Presentation : Atlanta, GA)

<http://web.uflib.ufl.edu/digital/collections/ephemeralcities/EPC2narrative.pdf>

- Presented also at: University of Kentucky. IMLS Projects Review (Lexington, KY: August 2004)
- Presented also at: Readex Digital Institute 2004 (Burlington, VT: October 2004)

Towards a Digital Library of the Caribbean: Technical Considerations. 2004 April 29. ACURIL Annual Meeting (Port-of-Spain, Trinidad)

WEB WISE 2004.

Ephemeral Cities (Presentation : Chicago, IL)

<http://web.uflib.ufl.edu/digital/collections/ephemeralcities/EphemeralCitiesPPT.pdf>

UNIVERSITY OF BOTSWANA.

Digital Imaging Workshop (Instructor)

2003 August

MONROE COUNTY PUBLIC LIBRARY. DIGITIZATION WORKSHOP.

Digital Imaging Workshop (Instructor)

2002 November

PALMM & USVI Cultural Heritage Projects. 2002 April 27.

ACURIL Annual Meeting (Ocho Rios, Jamaica)

Presentation on digitization projects in the State of Florida and the United States Virgin Islands. Co-presenters included John Ingram (U.F.) and Judith Rogers (U.V.I.)

SOLINET. PRESERVATION INSTRUCTION WORKSHOP SERIES.

Digital Library Projects Planning Workshop (Instructor)

1998 through 2002

Taught, on average, 3 paid two-day workshops per year at various institutions throughout the Southeastern United States for SOLINET.

VIRGIN ISLANDS LIBRARY ASSOCIATION. DIGITIZATION WORKSHOP SERIES.

Digital Imaging Workshops (Instructor) paid by the University of the Virgin Islands

1999 November and 2000 January

Taught 2 paid two-day workshops delivered to the librarians of the U.S. Virgin Islands Library Association toward completion of their Institute for Museum and Library Services grant funded education project.

CONSULTANCY

UNIVERSITY OF BOTSWANA.

EDDI Project Consultant For Library Preservation & Digitisation. 2003

Planning consult on for digitisation and preservation at the University of Botswana's Gaborone (Main) Campus and Harry Oppenheimer Research Centre in Maun.

UNIVERSITY OF THE VIRGIN ISLANDS.

U. S. Virgin Islands Culture and History Project. 2000 – continuing

Consult on technical issues of digitization, cataloging and metadata.

SOUTH WEST FLORIDA LIBRARY NETWORK.

Gold Coast Digitization Project (Consultant on Digitization & Metadata). 2001-2002

NORTH EAST FLORIDA LIBRARY NETWORK.

Digital Imaging of Special Collections Project (Consultant on Digitization). 2001

Grants: *(funded digital only)*

State University Libraries of Florida : Florida Heritage. 1999 – continuing

Project Co-founder.

Principal Project Director for the University of Florida.

Supported by the State of Florida via the State University Libraries.

Digitization, textual conversion, and indexing of a broad range of Florida topics and materials.

Minimum amount funded annually: \$7,500 for the University of Florida

Additional funds for projects collaborated with partner institutions (University of North Florida, Florida Agricultural and Mechanical Institution, etc.)

Baldwin Library of Historical Children's Literature. Phase II. 2004-2006.

Planning Team member and Digitization coordinator.

Supported by the National Endowment for the Humanities.

Digitization component targets color in children's literature; cf, <http://palmm.fcla.edu/juv/>

Funding: \$295,507 grant + \$102,612 state match

East Florida Papers : Digital Conversion. 2004

Co-Principal Investigator.

Supported by the St. Augustine Historical Society.

Digitization, textual conversion, and indexing of the East Florida Papers calendar documenting life in Spanish Florida.

Amount funded: \$5,000

Florida Humanities Council – Teachers' Seminars : Support Site. 2004 – continuing

Co-Principal Investigator for digitization and web site support.

Supported by the National Endowment for the Humanities, sub-contracted by the Florida Humanities Council.

Creation of web-site for teachers, their lesson plans and course content.

Amount funded: \$12,000

Ephemeral Cities. 2003-2004

P.I. and Coordinator.

Supported by the Institute for Museum and Library Services.

Multi-Institution digitization and GIS project to link library and museum resources to geographic and temporal systems interfaces via the Internet

Award: \$184,000

From the Air: Florida Aerial Photography. Phases I & II, 2002-2004

Principal Investigator.

Supported by the State of Florida, Dept. of State, Library Services & Technology Assistance Program.

Digitization and indexing of aerial photography covering Florida.

Amount funded: \$190,000 (Phase I) and \$120,000 (Phase II); Phase III (final) in planning

Baldwin Library of Historical Children's Literature. Phase I. 2000-2003.

Planning Team member and Digitization coordinator.

Supported by the National Endowment for the Humanities.

Digitization component targets color in children's literature; cf,

<http://palmm.fcla.edu/juv/color.html>

Digitization expenditures to date: \$50,000 grant + \$40,000 state match

Caribbean Newspaper Imaging Project.

Principal Investigator.

Supported by the Andrew W. Mellon Foundation.

Phase I : Imaging and Indexing Model (1996-1998)

High-speed newspaper microfilm conversion model, study of image quality (analog input & digital output).

Imaging of *Diario de la Marina* (Havana, Cuba) and *Le Nouvelliste* (Port-au-Prince, Haiti) and construction of CD-ROM distribution network.

Amount funded: \$23,000

Co-Principal Investigator.

Phase II : OCR Gateway to Indexing (1998-1999)

Examination of off-the-shelf optical character recognition, zoning methods, and other issues of text conversion and accuracy for indexing.

Amount funded: \$12,000

Linking Florida's Natural Heritage Project. 1998-

Institute of Museum and Library Services funded digitization project.

Project planning team member. Principal Investigator for reprographic sub-contract.

Amount funded: \$12,000 digitization only

U.S. Agricultural Information Network Project. Part 2 : Preservation Microfilming, 1998-1999.

Principal Investigator at the University of Florida.

Supported by the National Endowment for the Humanities; a national project, coordinated from Cornell University.

Amount funded: @ \$50,000

U.S. Newspaper Project, Florida. Phases 1 & 2 : Cataloging & Preservation Microfilming, 1996-1999.

Planning Team member and Preservation Microfilming coordinator.

Supported by the National Endowment for the Humanities; a state project, coordinated from the University of Florida.

Amount funded: @ \$50,000 funded + @ \$20,000 state match

SOLINET Preservation Microfilming Grants. 1990-1999.

University of Florida coordinator for several regional grants.

Supported by the National Endowment for the Humanities.

Microfilming of research collections, including: Caribbean history; French revolutionary history; Florida history; and Scottish Theology.

Preservation microfilming expenditures exceeded: \$500,000

Research Libraries Group *Great Collections* Microfilming Grants. 1990-1999.

University of Florida coordinator for several national grants.

Supported by the National Endowment for the Humanities.

Microfilming of research collections, including: African history; Caribbean history; and French revolutionary drama.

Preservation microfilming expenditures exceeded: \$500,000

Written Documentation: Study of Preservation Documentation. 1988.

Principal Investigator.

Funded by the University of Florida. Young Investigators Start-up funding program to assist junior faculty establish their research programs

Amount funded: \$25,000

National Organizations:

AMERICAN LIBRARY ASSOCIATION.

ACRL. Rare Books & Manuscripts Section. (1983-)

ALCTS.

Organization and By-Laws Committee. (2001-2003)

Cataloging & Classification Section. (1983-)

Preservation & Reproduction Section. (1983-)

Reproduction. Standards Committee. (1988-1990, 1991-1993, Chair 1991-1992)

Preservation. Management Committee. (1989-1991)

Intellectual Access Committee. (1994- various appointments, Chair 1998-2000)

USMARC 583 Task Force. (1996-1998; 2001-2004, Chair 1997-1998)

LITA.

ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT. (1991-1996; 1999)

Various Standards Committees; Acts as University of Florida Libraries' liaison (on Libraries' membership).

CENTER FOR RESEARCH LIBRARIES.

Collections & Services Advisory Committee. (1999-2002)

NATIONAL INFORMATION STANDARDS ORGANIZATION.

Committee AU Member (Metadata Dictionary for Still Digital Images). (2000/2002)

OCLC.

Digital and Preservation Cooperative. (2002-)
Steering Committee (2002-)
Historic Newspapers Group. (2002-)

RESEARCH LIBRARIES GROUP.

Preservation Committee/PRESERV. (1990-) University of Florida Libraries representative.
Preservation Committee. Advisory Committee. (1992-1993)
PRESERV. Advisory Committee. (1999-2001)

Regional/ State Organizations

STATE UNIVERSITY LIBRARIES/FCLA.

Digitization Projects Planning Committee. (1998-, Chair 1998-1999 and 2000-2001)
Partnership Guidelines Task Force (2002-2003)
Standards Task Force (2002-2003)

UNITED FACULTY OF FLORIDA.

Libraries representative. (1985-1986)

University and Library Service

Library Management Group/Library Council. (1987-)

Representing Preservation Dept. from 1987-1999 and Digital Library Center from 1999)

University of Florida Libraries. Search Committees. (various date)

University of Florida Libraries. Tenure & Promotion Committee. (various date)

Multi-Media Project. (2001- 2003)

Representative of the University of Florida Libraries.

Cathleen L. Mook

2046 N.E. 9th Street Gainesville, FL 32609
(home) 352-377-8172 (work) 352-392-6962 (cell) 352-281-1073
cmook@ufl.edu

Employment History

July 1999 - Present University of Florida Gainesville, FL
Head, Preservation Department

Responsible for administration of ten FTE Preservation Department staff including binding, conservation and digital preservation services. Duties include:

- Collaborate with Heads of Technical Services, Collection Management, Special Collections and the Digital Library Center to define, prioritize and implement library-wide preservation and access goals for collections, regardless of physical format
- Coordinate and allocate available fiscal, personnel and material resources to achieve annual Departmental goals consistent with Library wide strategic plan
- Write and administer microfilming grant projects such as United States Agriculture Information Network (USAIN), United States Newspaper Project (USNP), SOLINET CPMP's 4-6, Baldwin Children's Literature
- Act as liaison between Department and larger library, university and vendor communities
- Analyze Departmental statistics to evaluate Unit and individual performance
- Develop, implement and maintain disaster response, recovery and rehabilitation plans
- Serve as Functional and Administrative Web contact between Department and Web Advisory Group

June 1998 – June 1999 University of Florida
Gainesville, FL

Head, Binding Unit

Responsible for overall operation of five FTE decentralized binding unit distributed over eight buildings

June 1997 – June 1998 Tulane University
New Orleans, LA

Head, Preservation Department

Responsible for coordination of three FTE Preservation Department including binding and conservation programs

Education

December 1996 University of Pittsburgh Pittsburgh, PA
Certificate of Advanced Study in Preservation Administration
[Funded by \$15,000 1996 University Microfilm Inc. Preservation

Fellowship]

December 1995 University of Pittsburgh Pittsburgh, PA

Masters in Library Science

May 1991 University of Minnesota
Minneapolis, MN

Bachelor of Arts in History

**Professional
Memberships**

American Library Association 1995 - current

Association for Library Collection and Technical Services (ALCTS)
Membership Committee Member 1998-2001, Chair 2001 – 2002
Budget and Finance Committee Member 2005-current

Preservation and Reformatting Section (PARS)
Paul Banks and Carolyn Harris Award Committee 2002 - 2003
Reformatting Committee 2000 – current, Chair 2003 – current
Management Committee 1998 - 2000
Preservation Issues in Small to Mid-sized Libraries D.G., Chair 1997 -
1999
Preservation Internships Task Force 1995 - 1996

**Professional
Accomplishments**

National Endowment for the Humanities Grant application reviewer
Preservation and Access category 2000-2003
Preservation Assistance category 2002

Presentation to PARS Reformatting Discussion Group ALA Annual 200
"16mm COM in the digital age: Redefining options, exploring
possibilities"

**Selected
Workshops
Attended**

Digital Preservation Management Cornell/NEH 2003

Hell and High Water: Disaster Planning ALCTS Preconference 2002

Creating a Culture of Assessment ARL/OMLS 2002

Redefining Preservation, Shaping New Solutions, Forging New
Partnerships ARL/University of Michigan 2002

Preservation Options in a Digital World: to Film or to Scan NEDCC
2000

School for Scanning: Issues of Preservation and Access for paper-base
collections NEDCC Havana, Cuba 2001 New Orleans, LA 1999

Integrated Pest Management: Beating the Critter Jitters SOLINET
1999

Vita of Jane Pen

Education

2002—present: Program	<i>Santa Fe Community College, Gainesville, FL</i> Continuing education in computer science
1998-2001: Graduation Major	<i>Santa Fe Community College, Gainesville, FL</i> AAS - Spring 2002 Software Applications Technologies
1979-1983: Degree Major	<i>Tamkang University, Taipei, Taiwan</i> Bachelor of Arts Educational Media and Library Science

Work Experience

- 2001-present:** Coordinator for Quality Control. *Digital Library Center, University of Florida, Gainesville, FL*
Perform quality control on digital images; supervise student assistants; manage intermediary archive files
- 1997-2001:** Library Assistant. *Alachua County Library District, Gainesville, FL*
Assist patrons with information inquiry; resolve account problems; issue library cards; and perform customer services including data entry using SIRSI and office equipment maintenance.
- 1996-1997:** Library Assistant. *Schaumburg High School, Schaumburg, IL*
Assisted students with reference inquiry; helped media center director with material ordering, processing, and displaying. Also assisted computer lab manager with equipment maintenance and inventory.
- 1988-1996:** Senior Cataloger: *Follett Library Resources Co., McHenry, IL*
Assisted department head with cataloging and bibliographies consulting, sales support, and customer service. Reduced production cost of over \$5000 per budget year by rearranging workflow.

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Education

- 1994 - 1997 **University of Florida**, Gainesville, Florida.
Master of Fine Arts Degree in Creative Photography.
- 1987 - 1990 **Florida State University**, Tallahassee, Florida.
Bachelor of Fine Arts Degree in Photography; cum laude

Employment

- 10/2002-Present
University of Florida, George A. Smathers Libraries, Digital Library Center.
Imaging Coordinator, Computer Applications.
Supervision of daily operations of the Digital Library Center and Micrographics departments. Imaging coordinator for the Digital Library Center's flatbed scanning and large format digital planetary camera.
- 8/2001-10/2002
University of Florida, Office of Academic Technology.
Photography Department.
Photographer
Responsible for implementation and daily operation of digital imaging services for the campus wide photographic service bureau; including equipment specification, integration, quality control and pricing strategy. Additional responsibilities included photographing library special collections, artwork, 3-D models, and other subjects, both in a studio environment and on location. Other technical duties included black and white printing and processing, and E-6 processing and mounting.
- 1/2001-8/2001
University of Florida, Office of Academic Technology.
Center for Instructional Technology and Training.
Training Specialist
Responsible for conducting training seminars of graphic software programs to faculty and staff. Development and revision of new graphic software training programs, and development of the Instructional Computing Activities Training Program. Specific seminar content included: Introduction to Digital Media, Web Site Development, Introduction to Photoshop, Intermediate Photoshop, Graphics for the Web, Digital Video, Acrobat, FrontPage, PowerPoint, and The Effective Use of Laptops.
- 1999 - 2000
University of Florida, Department of Art and Art History.
Adjunct Assistant Professor
Responsible for instruction, evaluation, and curriculum development of the introductory digital arts class, Computer Art: Montage.

1998 – 2000

University of Florida Brain Institute, Teaching Lab Resources.

Audio Visual Specialist

Management of multimedia and classroom support activities within the Brain Institute, including multimedia auditorium, conference rooms, audio/video building distribution and surgical research and training lab. Coordination of scheduling, setup and maintenance of all multimedia and teleconferencing equipment. Administrative and technical management of all teleconferencing and multimedia resources including computers, digital projectors, slide projectors, teleconferencing codecs, scalars, mixers, and amx controlled systems. Performed preventive and corrective maintenance. Provide operational instruction of resources to faculty and staff.

1994 – 1997

University of Florida, Biomedical Media Services, Photography/Graphics Departments.

Photographer

Responsibilities included the design and creation of photographic and graphic media including images, text, charts, and graphs. The processing, printing and digital transfer of biomedical, scientific, and public relations subjects in both film based and digitally generated formats for teaching, research, publication and display.

1994 - 1997

University of Florida, Department of Art, Gainesville, Florida.

Graduate Teaching Assistant / Instructor

Fully responsible for instruction, evaluation and curriculum development of beginning photography courses in the Art department. Courses taught included Black and White Photography, Figure/Ground, and Image/Order/Idea.

1991 - 1993

U - Mac International Language Academy, Nishi-Koiwa, Tokyo, Japan.

Program Coordinator / Instructor

Developed specialized English language curriculum, and provided English language instruction to Japanese students of all age groups in classroom and individualized settings. Edited foreign correspondence.

1988 - 1991

Florida State University, Department of Art, Tallahassee, Florida.

Color Darkroom Manager

Designed, supervised and maintained the art department's color darkroom facility consisting of a photographic studio, a 10 workstation color darkroom, and a Durst RCP-50 dry to dry processor.

Nelda M. Schwartz

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neldas@uflib.ufl.edu
home/352.378.3219 office/352.846.0129 ext.161

EDUCATION

UNIVERSITY OF FLORIDA. Gainesville, Florida
College of Education Spring 1970. Bachelor of Science.
Major: Library Science.

INDIAN RIVER JUNIOR COLLEGE. Ft. Pierce, FL
April 1968. Associate of Arts.

WORK EXPERIENCE

Sr. Archivist

Smathers Libraries. Digital Library Center

University of Florida, Gainesville, Florida 32611-7007
August 2004 to present

Responsible for maintaining tracking database for print materials entering the DLC; cataloging preservation microforms; implementing and analyzing condition surveys; supervising, training and coordinating student assistants; developing and documenting procedures for brittle books and sales/distribution of reformatted materials; coordinating brittle books reformat preparations and materials routing.

Archivist, Sr. Archivist

Smathers Libraries. Preservation Department

University of Florida, Gainesville, Florida 32611-7007
1990 July 2004

Responsible for cataloging preservation microforms; implementing and analyzing condition surveys; supervising, training and coordinating student assistants; developing and documenting procedures for microfilming and brittle books; coordinating brittle books reformat preparations and materials routing; initiating replacement orders for brittle materials; occasional serials, theses and monograph binding.

Library Technical Assistant II

Smathers Libraries. Catalog Department
University of Florida, Gainesville, Florida 32611-7007
1975-1989

Responsible for cataloging periodicals and other serials.

Library Assistant

Smathers Libraries. Catalog Department

University of Florida, Gainesville, Florida 32611-7007
1973-1975

Responsible for distribution of materials to be cataloged; cataloging new monographic editions; bibliographic searching of serials; adds; catalog maintenance.

Clerk-Typist II,III

Smathers Libraries. Catalog Department

University of Florida, Gainesville, Florida 32611-7007

September 1970-1973

Responsible for organization and distribution of unit work; train and supervise other clerk-typists; preliminary cataloging of theses; secretarial duties.

**PROFESSIONAL
ORGANIZATIONS**

Florida Library Association (1994)

Co-organized Paraprofessional Workshop

Library Paraprofessional Development Group (1991-1995)

Co-organized three Paraprofessional Conferences having national attendance.

Developed a procedural manual for planning and hosting workshops and conferences.

Mark Vincent Sullivan

- Experience
- 2004 – Current* *Digital Library Center, UF Libraries* *Gainesville, FL*
Systems Programmer – Ephemeral Cities Project
- Implementation and design of software and database for the Ephemeral Cities Project, a grant to create geographic interfaces to browse through maps, documents, museum objects, and photographs for three Florida cities from 1884-1903.
 - Design, create, and maintain workflow applications and databases in .NET, C#, MS SQL.
 - Automation of image manipulation and creation of metadata for image class items prior to web mounting.
- 2002 – 2004* *Digital Library Center, UF Libraries* *Gainesville, FL*
Internet Server Manager and Database Developer
- Prepare and manage electronic collections of digitized images.
 - Develop automation techniques, programming in C# and Visual Basic.
 - Design databases and manage information workflows for current projects in both MS Access and MS SQL.
 - Create user interfaces to access the databases and assist students entering data.
- 1999-2001* *MCI Worldcom [MCIW]* *Tampa, FL*
Implementation Consultant
- Responsible for the PriceWaterhouseCoopers [PwC] account's installation processes, from design and pricing assistance to solving any technical issues and configuration of routers and PBX's during activations with the customer.
 - Managed projects increasing bandwidth of PwC's WAN, raising total revenue from \$16M to \$42M annually.
 - Aided the customer and MCIW in troubleshooting of all service and technical issues.
 - Partnered with PwC, as well as Home Shopping Network, to sell, price, and provide both off-the-shelf and custom data and voice solutions.
- 1997–1999* *MCI Worldcom* *San Francisco, CA*
Global Service Consultant
- Worked on the Bank of America account team with responsibilities for data and voice network implementation.
 - Assisted with general project management and customer notifications.
 - Provided seminars for the customer to educate on MCIW's products and processes.
- 1994–1996* *Preservation Dept, UF Libraries* *Gainesville, FL*
Administrative Assistant
- Aided in the selection and preservation of brittle books.
- Education
- Fall 2004* *University of Florida* *Gainesville, FL*
Completing a Bachelor's of Science in Computer Engineering with Honors, to be received December 2004.