

6.5 Appendix E

Organizational Chart and Project Staff

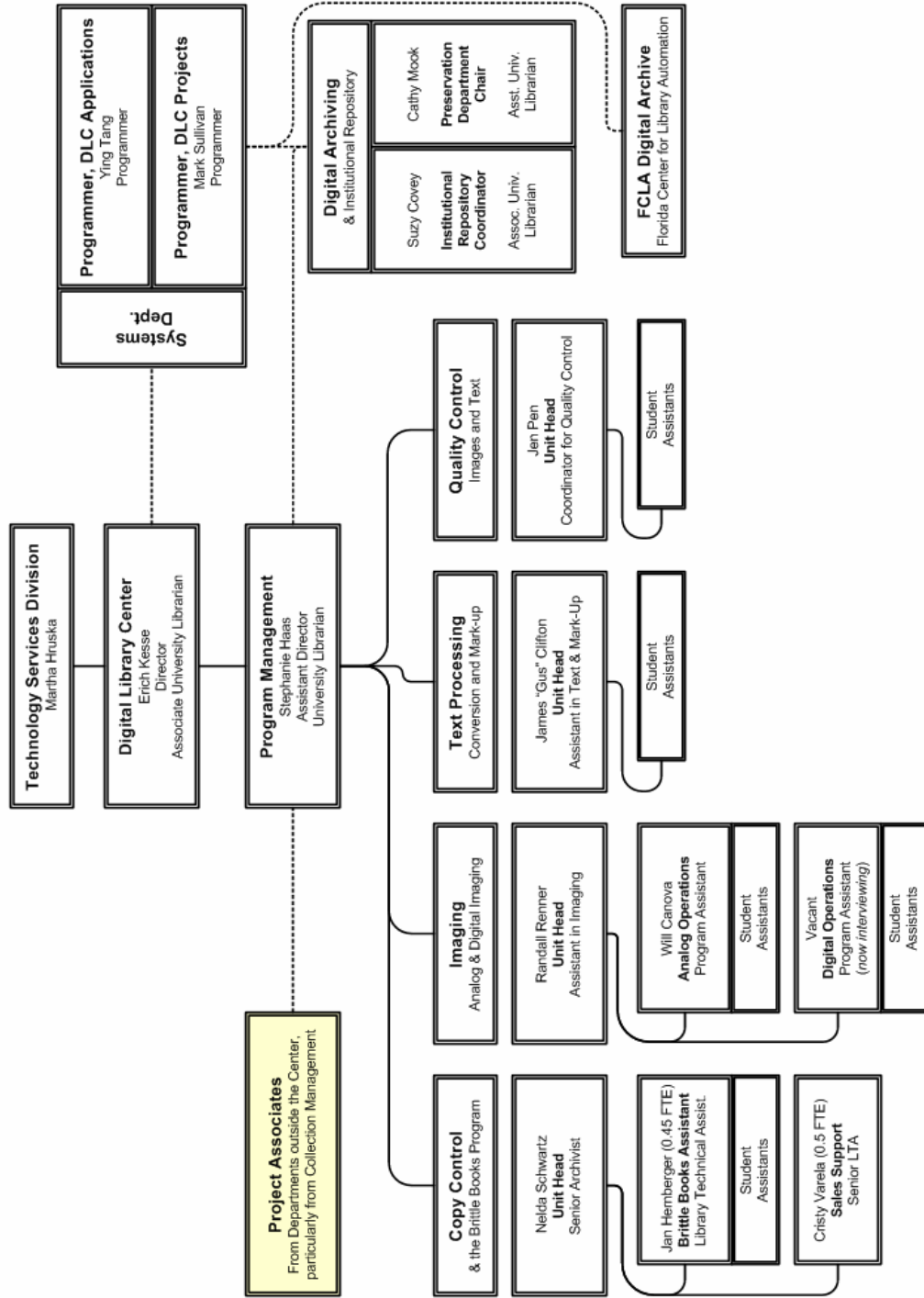
Project staff is based primarily at University of Florida's Digital Library Center (DLC) in collaboration with the Florida Center for Library Automation (FCLA) and the Division of Library Technology at Florida State University Libraries.

The University of Florida's DLC is the digitization service bureau for the University of Florida, including its Libraries, Institutes and Museums, offering analog and digital imaging, text-conversion, mark-up, indexing, and geo-referencing services. UF's DLC is also the digitization service bureau for Florida Agricultural & Mechanical University (FAMU) and the University of North Florida (UNF), and is the text-conversion and mark-up agency for the University of the Virgin Islands. It provides metadata services to the Southwest Florida Library Network's digital imaging project, and provides large format image compression services to the Monroe County Public Library for its *Mile Markers* digital library (<http://www.mile-markers.org/>). The Center also works with Florida International University to continue building Florida Environments OnLine (<http://palmm.fcla.edu/feol/>) and with its Latin American and Caribbean Information Center to coordinate with Caribbean institutions in building a *Digital Library of the Caribbean*.

FCLA is a Title-1 Center of the State of Florida that is charged with providing library automation services to the State's universities. Its Digital Library Services Division (<http://www.fcla.edu/dlini/dlinipg.html>) administers the centralized technologies and services driving the PALMM Collections.

The Division of Library Technology at the Florida State University Libraries is comprised of the Electronic Resource Management Department, the Library Technology Department, the New Media Center, and FSU's Digital Library Center. The Electronic Resource Management Department is responsible for the entire University Libraries' web presence as well as for all electronic resource acquisition and distribution. In the past the FSU Libraries' Electronic Resource Management Department has been a part of the interface redesigns for Metalib version 3 (Ex Libris, Ltd.) as well as for extensive Web site redesigns for the University Libraries' web presence and for FSU's Digital Library Center. These redesign projects have utilized both iterative and user centered design processes.

Appendix E
Organizational Chart and Project Staff



Appendix E
Organizational Chart and Project Staff
(continued)

Lu Ai

Florida Center for Library Automation,
5830 NW 39th Avenue Gainesville, FL 32606
Phone: 352-392-9020
Email: lua@ufl.edu

EDUCATION

- Master of Science in Information Resources Management, Syracuse University, Syracuse, NY, 8/2001
- Master of Management in Library Science, Peking University, Beijing, P. R. China, 07/1999
- Bachelor of Arts in Library Science, Peking University, Beijing, P. R. China, 07/1996

TECHNICAL SKILLS

- Metadata scheme: USMARC/Marc21, Dublin Core, EAD, SURTS
- ILS: Innovative
- OCLC: Passport, CatMe, Connexion
- Information Retrieval Protocol: Z39.50, OAI
- Operating Systems: MS Windows, UNIX, Linux
- Programming: Java, C, VB, Perl, ASP, Java script, VB script, XML&XSLT
- DBMS: SQL Server, MS Access
- Web Design: HTML, Macromedia Flash, Dreamweaver, Firework, Adobe Photoshop

PROFESSIONAL EXPERIENCE

Systems Librarian, Digital Library Services, Florida Center for Library Automation, Gainesville, FL
10/2003- present

Coordinate the design, implementation, and support of the PALMM Textual Collections;
Coordinate the design, implementation, and support of the State University Libraries ETD
program for electronic theses and dissertations;

Coordinate the implementation of the Florida Electronic Library program;

Coordinate migrating PALMM catalog records from NOTIS to Aleph in collaboration with LMS
group;

Develop localized metadata related specifications following national standards METS, MODS,
etc.

Information Architect/Cataloger, Wallace Library, Rochester Institute of Technology, Rochester, NY
10/2001- 9/2003

- Oversaw the design, development and implementation of the metadata schemes in library's digital projects, including formation of policies, metadata standard and authority profile selection, workflow design, and technology recommendations;
- Implemented a digital image database project, "Zapf Typography Exhibition Collection (ITC)", using EAD, Dublin Core, XML, XSLT, etc.
- Collaborated with system staff and responsible for subject category customization, resource cataloging, resource configuration and Z39.50 gate configuration in current MetaLib/SFX implementation project;
- Created original and complex copy cataloging records for various materials in MARC formats following AACR2, LCRI, LCSH & LC classification;
- Performed authority control and maintain the integrity of the online catalog database (Innovative);
- Provided general reference services for faculty, students, and staff.

Database Consultant, Onondaga Community College (OCC), Syracuse, NY
05/2001-9/2001

- Provided strategies for OCC student data warehouse implementation.
- Developed a database solution, associated processes and reporting mechanisms according to customers' specific requirements.
- Designed and implemented a relational database using ACCESS2000&VB.
- Imported and converted legacy data from old SIS system into the new database.
- Developed stored procedure to output dynamic reports in Excel spreadsheet using VBA

Metadata Cataloger, ERIC Clearinghouse on Information & Technology, Syracuse University,
Syracuse, NY

Project **GEM** (Gateway to Educational Materials)
06/2000-05/2001

- Cataloged Internet resources using the GEMCat cataloging module;
- Reviewed and edited GEM catalog records created in Dublin Core and GEM metadata set;
- Created style sheets for cataloging Internet-based educational resources;
- Maintained and updated GEM cataloging training materials and GEM project website;
- Assisted in "Vocabularies Mapping Project", researching semantic models for the keywords and subjects;
- Maintained internal GEM consortium members' contacts database (MS ACCESS).

PROFESSIONAL ACTIVITIES

ALA Member, 2004-

CONTINUING PROFESSIONAL EDUCATION

- Style Sheets for EAD—Delivering Your Finding Aids on the Web, Society of American Archivists Workshop, 2002
- Cataloging Print Serials, NYLINK Workshop, 2002
- Cataloging Electronic Serials, NYLINK Workshop, 2002
- Coldfusion, Rochester Regional Library Council Workshop, 2003
- Cascading Style Sheets, Rochester Regional Library Council Workshop, 2003

Appendix E
Organizational Chart and Project Staff

(continued)

PRISCILLA CAPLAN
<http://www.fcla.edu/~pcaplan>
pcaplan@ufl.edu

EMPLOYMENT

FLORIDA CENTER FOR LIBRARY AUTOMATION. *Assistant Director for Digital Library Services.* 8/99-

UNIVERSITY OF CHICAGO LIBRARY. *Assistant Director for Library Systems.* 8/93-7/99.

HARVARD UNIVERSITY LIBRARY, Office for Information Systems. Cambridge, MA. *Head, Systems Development Division, 7/85-7/93. Systems Librarian, 8/79-7/85.*

SELECTED PROFESSIONAL ACTIVITY

Co-chair, OCLC/RLG PREMIS (Preservation Metadata: Implementation Strategies) Working Group, 2003-

Member, IMLS Digital Collections and Content Steering Committee, 2003-

Co-chair, NISO/EDItEUR Joint Working Party on the Exchange of Serials Subscription Information, 2002-

Contributing Editor, *Smart Libraries Newsletter* (formerly *Library Systems Newsletter*), 2002-2004

Member, CrossRef Library Advisory Board, 2001-

Chair, Institute of Museum and Library Services (IMLS) Digital Library Forum, 2001-2002

Member, ALCTS Task Force on the Library of Congress Action Plan for Bibliographic Control of Web Resources, 2001-

National Information Standards Organization (NISO) Standards Development Committee, Chair 1997-2002; Member 2002-, NISO Board of Directors, 1998-2002

Member, Dublin Core Advisory Committee, 1998-2000. Co-Chair, Dublin Core Standardization Working Group, 1999-2000.

Lecturer, Dominican University, School of Library and Information Science. 7/98-7/99.

Director, CUIP Digital Library, Chicago Public Schools/University of Chicago Internet Project, 11/97- 7/99.

Member, Digital Library Federation, Architecture Committee, 1998-1999.

ALCTS/LITA/RASD Machine-Readable Bibliographic Information Committee (MARBI). Member 1991-1993, 1993-1995 terms. Chair 1995-1996.

SELECTED PUBLICATIONS

"Building a digital preservation archive: tales from the front," *VINE*, v.34 no.1 (2004).

"Stretching ONIX for Serials: The Joint Working Party on the Exchange of Serials Subscription Information," *Against the Grain*, v.15: no.1 (2003/2004).

"International initiatives in the implementation of metadata standards" in G.E. Gorman, ed., *International Yearbook of Library and Information Management 2003-2004: metadata applications and management*, Scarecrow Press, 2004.

"Patents and Open Standards," *Information Standards Quarterly*, v. 14: no.4 (October 2003). Also available as a NISO White Paper at http://www.niso.org/press/whitepapers/Patents_Caplan.pdf.

"A PALMM Grows in Florida: The Publication of Library, Archival and Museum Materials Program." *Resource Sharing and Information Networks* The Haworth Information Press, v.16 no.1 2002.

Metadata Fundamentals for All Librarians. Chicago: American Library Association, 2003.

"A Lesson in Linking", *Library Journal NetConnect*, Fall 2001.

"Linking to the Appropriate Copy: Report of a DOI-based Prototype", *D-Lib Magazine*, v. 7, no. 9 (September 2001). With 9 co-authors.

"Taking Stock of the Virtual Library: Services and Standards", *Information Standards Quarterly*, v. 13, no. 3 (July 2001).

"Reference Linking for Journal Articles: Promise, Progress and Perils." *portal: Libraries and the Academy*, v. 1, no. 3 (July, 2001).

"International Metadata Initiatives: Lessons in Bibliographic Control." Paper prepared for the Library of Congress Bicentennial Conference on Bibliographic Control, 2000. http://lcweb.loc.gov/catdir/bibcontrol/caplan_paper.html

"Oh What a Tangled Web We Weave: Opportunities and Challenges for Standards Development in the Digital Library Arena." *First Monday* 5:6 (June 5, 2000).

"Linking Florida's Natural Heritage: Science & Citizenry." *First Monday* 5:6 (June 5, 2000). Co-authored with Stephanie Haas.

"Metadata 101: a primer" in *The Cybrarian's Manual 2*. Pat Ensor, ed. Chicago: American Library Association, 2000.

"Reference Linking for Journal Articles." *D-Lib Magazine* 5:7/8 (July/August 1999). Co-authored with William Yeo Arms.

"Casting the Net." Various columns for *Public Access Computer Systems Review*, 1992-1998. (<http://info.lib.uh.edu/pacsrev.html>)

"Metadata for Internet Resources: The Dublin Core Metadata Elements Set and Its Mapping to USMARC." *Cataloging & Classification Quarterly* (The Haworth Press, Inc.) 22:3/4 (1996) 43-58. Co-authored with Rebecca Guenther.

"U-R-Stars: Standards for Controlling Internet Resources." *The Serials Librarian* (The Haworth Press, Inc.) 28:3/4 (1996) 239-246.

"Controlling E-Journals: The Internet Resources Project, Cataloging Guidelines, and USMARC." *The Serials Librarian* (The Haworth Press, Inc.) 24:3/4 (1994) 103-111.

"Local Systems." In *Format Integration and Its Effect on Cataloging, Training, and Systems*. Karen Coyle, ed. Chicago: American Library Association, 1993.

"Implementation of the USMARC Format for Holdings and Locations at the Harvard University Library." In *USMARC Format for Holdings and Locations: Implementation and Use*. Barry B. Baker, ed. NY: Haworth Press, 1988.

"A Technique for Evaluating Automatic Term Clustering." *Journal of the American Society for Information Science*. 31:2 (1978) 89-96. Co-authored with Martin Dillon.

Appendix E
Organizational Chart and Project Staff
(continued)

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

Appendix E
Organizational Chart and Project Staff

(continued)

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

Appendix E
Organizational Chart and Project Staff

(continued)

Vita of: Martha Hruska
Director for Technology Services
Associate Librarian

Work Experience:

University of Florida Smathers Libraries	March 1992—Present
Director for Technical Services & Associate Director of Libraries	
Acting Director for Technical Services	Aug. 1990 – Feb. 1992.
Chair, Catalog Department	July 1989—August 1990
Acting Chair, Catalog Department	Oct. 1987—August 1988
Acquisitions Librarian	Jan. 1987—Sept. 1987
Assistant Chair, Catalog Department	Nov. 1981—Dec. 1986

Rutgers University, New Brunswick, New Jersey
Technical Services Librarian positions 1972—October 1981
Beginning with a student librarian ranking, assisted in supervising, then later headed the Copy Cataloging unit, the Bibliographic Control unit, and the Catalog Maintenance unit. Promoted to Librarian IV (Assistant Librarian equivalent).

Education:

BA in Philosophy, Douglass College, Rutgers University	1972
MLS in Library and Information Science, Rutgers University	1976
Ph D. coursework in Library and Information Science, Rutgers University	1978-1981

Continuing Education:

Librarian Evaluation Workshop, March 2004
Association of Research Libraries (ARL) Culture of Assessment workshop, June 2002
ARL/University of Michigan, Preservation Conference, "Preservation, Shaping New Solutions, Forging new Partnerships", March 2002.
ARL "Collections & Access for the 21st Century Scholar: A Forum to Explore the Roles of the Research Library", Washington DC, Oct. 2001.
ACRL/Harvard Leadership Institute July 30 – Aug. 4, 2000
Sabbatical leave August 1988-June 1989 to study effect of preservation microfilm cataloging on Technical Services organizational arrangements and to visit Yale, Harvard, and MIT Technical Services Departments.

Languages:

French

Refereed Publications:

Arsenault, Kathy and Hruska, Martha, "Building the Florida Research Library Consortium (FLRC)", in Creating New Strategies for Cooperative Collection

- Development, New York, Haworth Press, 2000. Paper presented at the Center for Research Libraries' Nov. 1999 Conference.
- Hruska, Martha, "CONSER: A Member's Perspective of an Evolving Program", Serials Librarian, v. 29, no. 3/4, 1996.
- Hruska, Martha, "Internet Serials in the OPAC?", Serials Review, v. 21, no. 4, 1995.
- Book Review: "Beyond the Book: Extending the MARC Format", Information Technology and Libraries, v.10, no. 4 (December 1991), p. 339-340.

Papers, Speeches, Presentations:

Invited

- Arsenault, Kathy and Hruska, Martha, "Building the Florida Research Library Consortium (FLRC)", in Creating New Strategies for Cooperative Collection Development, New York, Haworth Press, 2000. Paper presented at the Center for Research Libraries' Nov. 1999 Conference.

Grants: (funded only)

- US Newspaper Project: Florida, Phase 2. Principal Investigator, 1997- 2001, NEH, \$625,828 (total grant awarded).
- Mellon Foundation, "Caribbean Newspaper Imaging Project, Phase 2, Principal Investigator, 1999. \$12,100.
- Project for National Database Access to Library Resources for Latin American Studies, Title IIC and NEH funding, joint project with Indiana; Hoover Institution, Indiana; Texas; Wisconsin; Yale; and administered by Stanford, served as UF Principal Investigator 1989-1991. \$200,000.
- Strengthening Library Resources: Retrospective Conversion of the Baldwin Library Collection, Title IIC NEH funding. Served as Principal Investigator Oct. 1989-June 1991, \$64,000.

National Organizations:

- Member, CONSER Membership Task Force, 2003
- Co-Chair, National Institute of Standards Organization (NISO) AL Committee, Holdings Statements for Bibliographic Items, Z39.71, 1994-1999. Appointed.
- Co-Chair, Funding Task Force of the Policy Committee of the Program for Cooperative Cataloging (PCC), 1998. Appointed.
- Chair, Cooperative Online Serials (CONSER) Membership Task Force, 1995-96. Appointed.
- Chair, CONSER Policy Committee, 1992-1994. Elected.
- Chair, ALA/Library and Information Technology Section (LITA) Membership Committee, 1992-1993. Member, 1990-1992. Appointed.
- Member of American Library Association (ALA), Association for Library Collections and Technical Services (ALCTS), and Library and Information Technology Association (LITA)
- Coalition for Networked Information (CNI) Task Force representative.

Regional/ State Organizations

- Member, Aleph Implementation Steering Committee (Joint Florida University/Community College committee), 2002- Appointed.

Member, SUS University Digital Library System Review Committee, 1997- 2001.
Appointed.
Co-Chair, SUS (State University System) Technical Services Planning Committee,
1995-1997. Elected.

University and Library Service

Participated in planning for Library wide Faculty Evaluation workshop
Oversight of Library web site, 2002-
University of Florida Information Technology Advisory Committee – Academic
Technology Subcommittee, 2001- Member.
University of Florida Directory Services Steering Committee, 2002 Member.
University of Florida Web Policy Group, 2000. Member.
University of Florida Electronic Theses & Dissertations Committee, 1997-1999.
Member.
University of Florida Campus Wide Information System (CWIS) Policy
Implementation Committee, 1994-1996. Chair.
Oversight University of Florida Web site, 1994-1999.
Standing Committee on Network and Telecommunications of Council on
Information Technologies and Services, 1992-1996. Member.
Northeast Regional Data Center (NERDC) Instruction & Research Users Committee,
1992- 2003. Member.
UF Library Electronic Theses & Dissertation (ETD) Implementation Group, 1998-
Charged Library Web Advisory Group, 2002-
Charged Library Web Design & Policy Review Group 1998-2002.
Charged Domestic Approval Plan Review Group, 1998
Charged Library System Needs Assessment Review 1991-1993.
Charged Serials Policy and Operational Committees, 1991-
Library Management Group, 1985-2002. Member.
Library Council, 2002- Member.
Technical Services Management Group, Chair.
Technical Services Steering Committee, established 1993- Chair.

Appendix E
Organizational Chart and Project Staff

(continued)

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 Oppenhiemer 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.

Appendix E
Organizational Chart and Project Staff

(continued)

Robert H. McDonald

NSF Style Vita

Professional Preparation:

- 1993 B.Mus. Music Composition - University of Georgia 1996 M.Mus. Music Composition - University of Georgia
- 1998 M.L.I.S. Library & Information Science - University of South Carolina

Appointments

- 2002-2004 - Assistant Director of Libraries, Division of Library Technology – Florida State University Libraries, Tallahassee, FL.
- 2002-2003 - Interim Head Communications/Publications Department, Florida State University Libraries, Tallahassee, FL.
- 2002-2002 - Head, Media Center, Florida State University Libraries, Tallahassee, FL.
- 1999-2002 - Information Technology & Digital Projects Librarian, Auburn University Libraries, Auburn, AL.

Publications

a. Closely Related Publications

- McDonald, Robert H. "ViDe - Video Streaming Cookbook." Chapters on
- Intellectual Property and Digital Rights Management (forthcoming online publication - <http://www.vide.net/workgroups/sv/index.shtml>).
- McDonald, Robert H. and Catherine Jannik. "From Web Server to Portal: One Library's Experience with Open Source Software." *Journal of Library Administration* (forthcoming August 2004).
- Campbell, Nicole, ed. 2001. "Usability Assessment of Library-Related Web Sites: Methods & Case Studies." Chapter 4 *Building a User-Centered E-Presence at the Auburn University Libraries* by Robert H. McDonald. ALA, Chicago, IL.
- McDonald, Robert H. "Why Your Library Needs a .Com, .Org, and .Net." *Computers in Libraries* 21(8): 34-8.
- McDonald, Robert H., Cindy Mitchell, and JoAnn Sears. "Footballs and URLs: Marketing Your Library and its Online Presence." *Computers in Libraries* 20(8): 44-50.

b. Other Publications

- McDonald, Robert H. [Book Review] Review of *Licensing Digital Content: A Practical Guide for Librarians* by Leslie Ellen Harris. *Portal* 3(2): 352-53.
- McDonald, Robert H. [Book Review] Review of *Interest Groups, Lobbying, and Participation in America* by Kenneth M. Goldstein. *Journal of Government Information* 28(1): 136-38.
- McDonald, Robert H. [Book Review] Review of *Majority Rule or Minority Will: Adherence to Precedent on the U.S. Supreme Court* by Jeffrey L. Segal and Harold J. Spaeth. *Journal of Government Information* 27(2): 257-59.

Synergistic Activities

- Robert McDonald is a co-founder of the Southeastern Digital Library Coalition.
- He is also one of the founding members of the Video Streaming Working Group of the SURA sponsored Video Development Initiative.
- With Chuck Thomas he developed and started the Digital Library Center at the Florida State University Libraries and they have created an online institutional repository called D-Scholarship (<http://dscholarship.lib.fsu.edu>).
- With Carolyn Klatt and Bridgett Turnipseed he participated in the user interface redesign of Metalib version 3, an Ex Libris, Ltd. metasearch product.

Collaborators and Co-Editors

- Nicole Campbell, Washington State University – Vancouver
- Toby Graham, University of Georgia
- Martin Halbert, Emory University
- Chris Hodges, University of Tennessee
- Catherine Jannik, Georgia Institute of Technology
- Amos Lakos, University of California – Los Angeles
- Eric Morgan, Notre Dame University
- Beth Nicol, Auburn University
- Anthony Smith, University of Tennessee
- Chuck Thomas, Florida State University
- Tyler Walters, Georgia Institute of Technology

Graduate Advisors

- Dr. Patricia E. Feehan – University of South Carolina
- Dr. Robert V. Williams – University of South Carolina
- Dr. Lewis Nielsen – Oberlin College (formerly at the University of Georgia)

Appendix E
Organizational Chart and Project Staff

(continued)

Marilyn N. Ochoa
1810 NW 23rd Boulevard
Apartment 242
Gainesville, FL 32605
(352) 374-4681
marilyn.ochoa@gmail.com

PROFESSIONAL EXPERIENCE

University of Florida, George A. Smathers Libraries, Gainesville, FL

Assistant University Librarian, April 2003-Present

Instructor University Librarian, October 2001-March 2003

- Provide professional, comprehensive reference service to patrons of the Humanities and Social Sciences Services collection in person and through the Libraries' virtual reference service, RefeXpress
- Manage email reference for Smathers Libraries, including the QuestionPoint Ask a Librarian service
- Serve as backup Coordinator for RefeXpress virtual reference service
- Maintain and manage Library Instruction Computer Classroom
- Teach research and information literacy skills to students in undergraduate English classes, lead tours, and participate actively in other library instruction activities
- Teach research and information literacy skills, resource evaluation skills, and HTML to interdisciplinary honors class (Spring 2004)
- Prepare and update instructional and bibliographic guides in print and online for general and specialized audiences concerning library resources
- Select and manage access to print and online-reference works and databases in African American and other areas of multicultural studies; general humanities & the social sciences, etc.
- Assist with implementation and preparation of new technology initiatives, such as installing new operating system and other software programs, creating web pages, and managing computers and connectivity

Carnegie Library of Pittsburgh, The Library Center, Pittsburgh, PA

Special Projects Volunteer, May 2001-July 2001

- Performed weeding and other collection maintenance tasks for public and academic library environments
- Provided reference services and helped manage public access computers
- Processed audio-visual materials and serials

University of Pittsburgh, School of Information Sciences, Pittsburgh, PA
Graduate Student Assistant, August 2000-August 2001

- Served as Editorial Assistant to Dean Toni Carbo for Volumes 32(2000) and 33(2001) of the *International Information and Library Review*
- Created effective tracking and retrieval tools for special collections
- Developed website for the Robert L. Chartrand Collection of national information policy documents
- Prepared materials for the annual University of Pittsburgh Board of Visitors Meeting and other events

United States Department of Commerce, Office of the General Counsel,
Washington, DC

Ethics Program Specialist, July 1998-July 2000

- Served as liaison between human resource management offices and Ethics Division
- Prepared and maintained databases of public and confidential financial disclosure report filers
- Researched and drafted opinions applying Government-wide Standards of Conduct regulations and criminal conflict of interest statutes to activities of Department of Commerce employees
- Reviewed and certified public and confidential financial disclosure forms to determine conflicts of interest
- Resolved potential conflicts of interest by executing disqualification statements and certificates of divestiture
- Worked in a team to develop Corel Presentations slideshow for training of Department employees
- Recruited and interviewed candidates for Ethics Division program specialists and attorneys
- Researched and analyzed the use of the new financial disclosure form of no new interest

EDUCATION

University of Pittsburgh, Pittsburgh, PA

Master of Library and Information Science Degree, Graduated August 2001

La Salle University, Philadelphia, PA

Bachelor of Arts Degree, Political Science and English, Graduated cum laude May 1998

HONORS AND PROFESSIONAL MEMBERSHIP

Honors

Beta Phi Mu, inducted 2001

ACRL National Conference Scholarship Recipient, Spring 2003

Professional Membership

American Library Association, Member, 2000-Present
Association of College and Research Libraries
Member, Ethics Committee, 2002-2004
Member, Government Relations, 2004-Present
Member, Instruction Section, 2002-Present
Member, National Conference Subcommittee for Poster Session, 2004-Present
Intellectual Freedom Round Table
Library Instruction Round Table
Member, Liaison Committee, 2002-Present (second appt begins June 2004)
New Members Round Table
Director, Member Services, 2003- 2004
Member, Editorial Board, *Footnotes* newsletter, 2003-2004
Co-Chair, Liaison Coordination and Support Ad Hoc Committee, 2002-2003
Conference Mentor, ALA Annual Conference 2003 and 2004
Member, Publicity Committee, 2001-2002
Liaison for Reference and User Services Association, Machine Assisted
Reference Section, 2003-Present
Library and Information Technology Association, Member, 2000-2002
Reference and User Services Association, Member, 2003-Present
Southeastern Librarian, Manuscript Reviewer, 2002-Present
Special Libraries Association, Member, 2000-Present

UNIVERSITY AND LIBRARY SERVICE

University Service

- Graduate and Professional Student Forum, Faculty Judge, Spring 2002
- Horizons Campus Awareness Day, UF Libraries Table Staff, Spring 2002
- PK Yonge Developmental Research Lab Children's Book Club, Discussion Leader, Spring 2002
- University of Florida Women's Health Research Center, Member, Spring 2002-Present
- University Minority Mentor Program, Mentor, Fall 2002-Present

Library Service

- Digital Video Taskforce, Member, 2002-Present
- FISH Committee, Member, 2002-2003
- Humanities and Social Sciences Instruction Team, 2003-Present (formally introduced 2003)
- Information Commons Ad Hoc Group, Member, Fall 2002-Present
- RefeXpress Planning Group, Member, 2002-Present
- Staff Recognition Awards Committee, Member, 2002; Co-Chair, 2003
- Systems Liaison (departmental computer support), Member, 2002-Present

- Florida Agricultural History and Rural Life Project, Digital Library Center, Librarian Volunteer, Spring 2002
- Information Technology Coordinator Search Committee, Humanities and Social Sciences Services, Member, Fall 2002
- Library School Recruitment Initiative, Presenter/Interviewer, April 2003
- People Awareness Week Committee, Member, Fall 2002, 2003

PUBLICATIONS

- Ochoa, Marilyn. "Become a Liaison." *NMRT Footnotes* 32.3 (April/May 2003): 4.
- Ochoa, Marilyn. "Passport to Success: Library Orientation and the First Year Florida Program." *Library Instruction Round Table News* 26.1 (September 2003): 7, 15.
- Di Trolio, Trudi; Erika Nelson, and Marilyn Ochoa. "Gone FISHin': Maintaining Good Customer Service and Job Satisfaction during Times of Change and Transition." *Journal of Access Services* 2.1 (2004): 3-10.
- Ochoa, Marilyn and Toni Carbo. "Foreword to a Special Issue of IILR." *International Information and Library Review* 33.2/3 (2001): 127-128.
- United States. National Commission on Libraries and Information Science. "Appendix 32. A Bibliography of National Information Policies." Bibliography updated by Marilyn Ochoa in 2001 in Volume 3-Supplementary Reference Materials (Appendices 13-34) of the U.S. National Commission on Libraries and Information Science Report and Appendices Comprehensive Assessment of Public Information Dissemination (in PDF format), June 2000 - March 2001. <http://www.nclis.gov/govt/assess/assess.appen32.pdf> (2 August 2001).

WEB PAGES

Information Sources for Current Issues, 2002

<http://web.uflib.ufl.edu/hss/ref2/currentresearch.html>

Compiled with Mimi Pappas; maintain this electronic pathfinder which lists book and article databases in the Libraries for current issue research.

Resource Guide for Multicultural Studies: *General, African American, Asian American, Latin American, Native or Indigenous People, Gender Studies, Miscellaneous Studies*, Spring 2002-Present

<http://www.uflib.ufl.edu/hss/ref/minstudies.html>

Compiled and maintain this electronic pathfinder which lists reference materials and article databases in the Libraries for research in multicultural studies. Printed pathfinder is also available.

QuestionPoint Documentation, Fall 2002-2003

<http://www.uflib.ufl.edu/hss/qp/qpdocument/qp321.html>

Developed the QuestionPoint policy and guidelines with Erika Hirsch and Carol Turner; maintain the electronic handbook of the QuestionPoint Ask a Librarian service for QP staff use. (Was used as an example of best practices in Alison Morin's presentation at Virtual Reference Desk, "Approaching Best Practices and Guidelines for Digital Reference" in 2003. As of January 2004, the UF Libraries did not renew its subscription to participate in this service.)

Web Resources for Multicultural Studies: *General, African American, Asian American, Latin American, Native or Indigenous People, Gender Studies, Miscellaneous Studies*, Spring 2002-Present

<http://web.uflib.ufl.edu/hss/ref/webminstudies.html>

Compiled and maintain this electronic pathfinder which lists web resources for research in multicultural studies. Printed pathfinder is also available.

CONFERENCE REPORTS

Ochoa, Marilyn. "ACRL National Conference Report on *The Next Step in Reference and Education*." *College & Research Library News* 64.7 (July/August 2003): 446-447.

Ochoa, Marilyn. "ALA Annual 2002 Conference Report on *Fish, Fungus, and Photos: Librarians As Metadata Collaborators*." *ALCTS Newsletter Online*.
http://ala.org/alcts/alcts_news/news/news_volunteer.html (7 October 2002).

Ochoa, Marilyn. "ALA Midwinter 2002 Conference Report on *Distance Education Law and Copyright Issues OITP*." *Library Instruction Round Table News* 25.3 (March 2003): 7.

Appendix E
Organizational Chart and Project Staff

(continued)

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.

Appendix E
Organizational Chart and Project Staff

(continued)

Randall David Renner
1103 N.W. 4th Street Apt. A

Gainesville, Florida 32601

H. 352.316.3499

W. 352.846.0129

renner@ufl.edu

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.

Appendix E
Organizational Chart and Project Staff
(continued)

Nelda M. Schwartz

2503 N.E. 11 Ter., Gainesville, FL 32609
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.

Appendix E
Organizational Chart and Project Staff

(continued)

1918 NW 3rd Ave,
Gainesville, FL 32603

352-682-9692
MarkSull@bellsouth.net

Mark Vincent Sullivan

Experience	<i>2004 – Current</i>	<i>Digital Library Center, UF Libraries</i>	<i>Gainesville, FL</i>
	Systems Programmer – Ephemeral Cities Project		
	<ul style="list-style-type: none">- 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.		
	<i>2002 – 2004</i>	<i>Digital Library Center, UF Libraries</i>	<i>Gainesville, FL</i>
	Internet Server Manager and Database Developer		
	<ul style="list-style-type: none">- 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.		
	<i>1999-2001</i>	<i>MCI Worldcom [MCIW]</i>	<i>Tampa, FL</i>
	Implementation Consultant		
	<ul style="list-style-type: none">- 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.		
	<i>1997–1999</i>	<i>MCI Worldcom</i>	<i>San Francisco, CA</i>
	Global Service Consultant		
	<ul style="list-style-type: none">- 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.		

**National Digital Newspaper Program (NDNP):
Florida Newspapers, 1900-1910**

87

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.

Appendix E
Organizational Chart and Project Staff
(continued)

Bridgett Y. Turnipseed
NSF Style Vita

Professional Preparation:

- 2002 B.A. English Language & Literature – Florida Agricultural & Mechanical University
- 2004 M.L.I.S. Information Architecture – Florida State University

Library Experience

- 2004 – Electronic Resources and Metadata Librarian, Division of Library Technology – Florida State University Libraries, Tallahassee, FL.
- 2002-2003 – Electronic Resources Management Assistant, Florida State University Libraries, Tallahassee, FL.
- 2001-2002 – Senior Library Technical Assistant Supervisor, Florida State University Libraries, Tallahassee, FL.
- 2000-2001 – Library Technical Assistant, Florida State University Libraries, Tallahassee, FL.

Synergistic Activities

- Bridgett Turnipseed collaborated on a usability analysis of travel agency websites within the Tallahassee area.
- She was a member of the team that developed the latest version of the Florida State University library website.
- With Robert McDonald and Carolyn Klatt implemented Metalib an Ex Libris metasearch product at Florida State University.
- With Robert McDonald and Carolyn Klatt participated in the redesign of the user interface for Metalib version 3 an Ex Libris metasearch product.
- Participated in a Usability Lab study for the PLGDB (Public Library Geographic Database) Map Project.

Graduate Advisors

- Dr. Misook Heo – Florida State University
- Dr. Paul Marty – Florida State University
- Dr. Keith Belton – Florida State University

Appendix E
Organizational Chart and Project Staff

(continued)

Position Description for Vacant Digital Imaging Supervisor
(now interviewing)

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

Prepares archival and library materials for digital imaging, supervises the imaging process using flat-bed, high-speed scanners and microfilm and, as necessary images materials.

WORKING TITLE: Program Assistant (Scanning Supervisor [Flatbed & Microfilm])

ESSENTIAL FUNCTIONS OF THE JOB

35% PREPARES ARCHIVAL AND LIBRARY MATERIALS FOR DIGITIZATION

1. Responsible for receiving, tracking, and returning materials that are digitized by the Digital Library Center, University of Florida Libraries.
2. Collaborates with the Preservation Department Conservator (Conservation Unit Head) and the appropriate curator/owner to negotiate physical repairs and treatments in advance of, during and after digitization;
3. Accurately collates materials, correctly targets missing or incorrectly paginated items and, as possible, acquires copies of missing items in a timely fashion;
4. Coordinates with the Imaging Unit head and the project management team to determine the appropriate digitization methods, techniques, resolution, etc. requirements of project resources and, as appropriate, individual items; and
5. Coordinates workflow with the quality control department to establish effective production procedures that will assure high quality, cost effective imaging projects.

40% SUPERVISES DLC FLAT-BED & HIGH-SPEED IMAGING STAFF

1. Hires, schedules, trains, and supervises the OPS digitization staff in both scanning and metadata creation, according to DLC standards;
2. Sets workable goals and timetables for DLC digitization staff and provides timely and objective supervision and evaluation of individual performance; and
3. Provides preliminary inspection of images and imaging metadata created by DLC flat-bed and high-speed imaging staff.

10% MAINTAINS DIGITAL PRODUCTION WORKSTATIONS

1. Maintains appropriate hardware and software associated with scanning workstations to assure production level capabilities;
2. Trouble shoots basic scanning workstation problems;
3. Learns operations of new equipment, e.g., microfiche to digital image, and trains support staff as appropriate; and
4. Serves as main system liaison for all scanning .

10% PROFESSIONAL DEVELOPMENT

- Conducts reading in digitization related to creation of digital resources for library and archives use;
- Attends training sessions as opportunities arise;
- Monitors professional discussion lists and participates in professional meetings for digital library services – in particular, monitors ImageLib (*listserv*); DigiNews, D-Lib and related print and electronic publications; and the work of groups supporting discussion of developing standards for digital library services, including: the American Library Association, the Association for Information and Image Management, the National Information Standards Organization, and the Digital Library Federation.

5% As needed, performs the function of reviewing and approving time worked for student employees in the PeopleSoft system

REQUIRED

- Ability to pay attention to detail
- Demonstrated ability to maintain production levels, learn quickly, and work independently;
- Working knowledge of Windows computers and graphical software used in the production and manipulation of graphical images
- Familiarity with metadata concepts
- Competent in image quality assessment
- Experience using automated databases
- Ability to communicate effectively to teach automated systems to employees
- Ability to work independently
- Ability to be flexible and adjust to occasional periods of high stress

PREFERRED

- Demonstrated experience using flatbed scanners with archival and library materials
- Previous supervisory experience

IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:

Randall Renner, Assistant in Imaging, LPN 821580

REVIEWING AUTHORITY NAME AND TITLE:

Stephanie Haas, Assistant Director, Digital Library Center
Erich Kesse, Director, Digital Library Center