

Katie Gresham

They/Them/Theirs

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Chicago, IL

Education

Kent State University

Master of Library and Information Science, *May 2023*

Northwestern University

Bachelor of Arts in Philosophy, *March 2020*

Experience

Access Services Desk Supervisor

May 2022-present

DePaul University Library, Loop Library- Chicago, IL

- Supervised and trained student workers in library practices and policies.
- Assisted patrons with accessing resources, including help with technology.
- Processed inter-library loan materials by finding them on the shelves and preparing them for transit.
- Edited metadata for course reserves items to reflect temporary location changes and to make them accessible for students in the course.
- Created scans of materials for course reserves and inter-library loan.
- Started an ongoing project to add subject terms from Homosaurus to OCLC records for materials held by the library.

Volunteer

April 2022-present

Leather Archives and Museum- Chicago, IL

- Processed donated books and serials, including creating records.
- Completed copy cataloging and original cataloging of books and serials according to RDA standards and local policies.
- Created acquisition and collection records for archival collections according to DACS and local standards.
- Created records for entities related to archival collections, such as people, events, and organizations.

Intern*May 2022-August 2022*

Kent State University Library, Metadata and Catalog Dept.- Kent, OH (Remote)

- Cataloged 75 electronic theses and dissertations.
- Copy cataloged materials donated to remote campuses.
- Created one Name Authority Record and edited others.
- Completed metadata maintenance on over 300 bib records.

Cashier*2017 - 2019*

Hudson Booksellers, Midway Airport- Chicago, IL

- Provided quality service to every customer.
- Organized inventory of books based on genre.
- Created and upkept location metadata for inventory of books.

Library Assistant*2008 - 2012*

Kenrick Glennon Seminary Library- Shrewsbury, MO

- Completed a project shifting the stacks to create space for new materials.
- Processed new books, including copy-cataloging, adding item records, and barcoding.
- Complete copy-cataloging of donated collection of about 500 German language books.
- Inventoried and arranged entire collection of journals.
- Created spreadsheet of where students and faculty could access materials during renovations.
- Inventoried the collection of rare books.

Relevant Coursework

- Resource Description and Access
- Subject Analysis
- Metadata
- Linked Data
- Archival Description
- Preservation and Conservation

Skills

- Excellent written communication.
- Attention to detail.
- *Languages:* reads French fluently, basic knowledge of other Romance languages
- *Standards:* experienced with cataloging according to RDA standards; familiar with DACS
- *Metadata:* experienced with MARC21; familiar with DublinCore, EAD, and EAC-CPF

- *Vocabularies:* experienced with LCSH and Homosaurus; familiar with MeSH, Getty vocabularies, FAST
- *Technology:*
 - ILS: experienced with Alma and Sierra
 - Experienced using OCLC Connexion browser
 - Familiar with ArchivesSpace, Collective Access, and ContentDM
 - Experienced with Microsoft Office Suite
 - Intermediate knowledge of HTML, CSS, XML

Conferences

- Midwest Archives Conference 2023