

# Max Cohen

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## Education:

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### **Master's of Library Science Information Systems**

Southern Connecticut State University

Fall 2011 – Summer 2014

### **Bachelor's of Science: English Professional Writing (Cum Laude)**

Fitchburg State University

September 2004 - May 2008

## Work Experience:

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### **Reference Librarian**

Bridgewater State University, Bridgewater, MA

November 2013 – Present

- Manage reference services educate and inform students about reference services available at the University
- Assist students with research across all majors and disciplines
- Provide IT support for the library
- Provide excellent customer service to students, staff, and outside patrons
- Assist outside patrons with research needs and IT support

### **Research Information Support**

Union of Concerned Scientists, Cambridge, MA

November 2013 – September 2014

- Provide reference services for multiple science related areas to the entire organization in person, over the phone, and over e-mail
- Provide collection development and acquisitions services in regards to electronic resources and services
- Instruct staff members in how to use and access electronic resources including Lexis Nexis, ArcGIS, and Reprints Desk
- Consolidate all electronic resource subscriptions into a single department with a single budget by working with multiple vendors to renew contracts, and bring in new resources
- Catalogue and document new electronic items using current cataloguing classifications and standards
- Work with open source software in a Linux environment to create a digital library for the organization that effectively and accurately stores and maintains grey literature
  - Program digital library using Python and CSS programming languages to create a custom user interface for the staff
- Create a librarian like position within the organization by introducing librarianship and cataloguing, standards and practices
- Help scientists and analysts group chairs and human resources by providing guidance on future of research information support position and budget
- Help scientists and analysts group chairs with drafting and implementing traceability and accountability plans for the organization
- Create and maintain a research support section of the UCS intranet using Microsoft SharePoint
- Work cross programmatically to create a better user interface for the UCS intranet

### **Circulation Supervisor**

#### **Library assistant**

Chelmsford Public Library, Chelmsford, MA

October 2012 – September 2013

July 2011 – October 2012

- Supervise, manage and train 11 library assistants and 7 pages including scheduling and payroll
- Responsible for training staff and patrons in the Evergreen automated library system
- Maintain circulation operations and take steps to improve workflow in all aspects of circulation department

- Oversee repairs, replacement and weeding of the library collection.
- Organize and run gaming events for teens under the supervision of the Young Adult Librarian
- Oversee and provide Inter-library loan services
- Provide technical support in regard to automated library system and staff computers
- Communicate with other libraries to negotiate solutions to circulation issues.
- Serve as liaison for the library in Merrimack Valley Library Consortium Circulation Committee
- Collect and account for overdue donations and lost item payments
- Assist with collection development of science fiction and fantasy, and graphic novel collections
- Provide direct customer service to patrons including issuing new library cards, collecting fines, and providing readers advisory to patrons of all ages.

## **Library Technician**

July 2010 – October 2012

### *Rueben Hoar Library*

- Provided computer troubleshooting and IT support including malware removal, and HTML development
- Assisted with the procurement of books for the library collection by reviewing literary review periodicals
- Assisted with collection management by reviewing circulation statistics
- Developed, organized and ran library events and groups such as a recent series of aspiring writer meetings during the month of November
- Responsible for regular library operations such as shelving and checkout process of books in collection
- Developed and organized book displays throughout the library
- Trained staff and patrons in wide range of technical procedures
- Provided daily supervision of volunteers and library pages
- Provide direct customer service to patrons including issuing new library cards, collecting fines, and providing readers advisory to patrons of all ages.

## **Skills/Training:**

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| • Microsoft Windows Vista, 7, and 8  | • HTML  |
| • Microsoft Office Suite (Word, Excel, PowerPoint, Access, FrontPage, Outlook) | • CSS   |
| • Microsoft SharePoint   | • Python  |
| • Adobe Illustrator, Writer, Photoshop, and Publisher                          | • SQL   |
| • Debian Linux   | • Perl  |
| • LAN management   | • Dewey Decimal System                                    |
| • Evergreen integrated library system  | • Library of Congress classification and subject headings |
| • Horizon integrated library system  | • AACR2 cataloguing standards                             |
| • Invenio integrated library system  | • RDA cataloguing standards                               |
| • Millenium integrated library system  | • MARC 21 record management and construction              |
| • Sierra integrated library system   | • OCLC z39.50   |
| • Voyager integrated library system  | • Lexis Nexis   |
| • Worldcat   | • Reprints Desk   |
| • Mendeley Reference Manager   | • Science Direct  |
| • Google Earth Pro   | • ArcGIS  |
|  | • Project management                                      |