

Emily Stratford
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Education

San Jose State University, Masters of Library & Information Science, December 2011

University of California, Santa Cruz, Bachelor of Arts, Literature, 2008

Sorbonne University, Paris, French Language and Culture, Summer 2008

University Utrecht, The Netherlands, Dutch Language and Culture; Literature, Fall 2006

Professional Experience

University Readers

Digital Librarian Assistant, October 2012-Present

- Provided reference consultations for professors ordering course readers
- Performed research in an array of academic fields using University Readers database

Mill Valley Public Library

Reference Librarian, January 2012-May 2013

Library Assistant, January 2010-January 2012

- Provided in-person, telephone and e-mail reference services, including reader's advisory
- Instructed patrons on computer, catalog and database use, Internet research, and e-books
- Selected books for In Demand collection
- Assisted with short-term reference collection project, including weeding and re-cataloging items
- Facilitated access to materials, processed new library cards, and provided a range of circulation services to patrons
- Assisted in promoting, planning and executing teen programming, including the First Thursday event series, scrabble tournaments and teen late night study halls

Asian Art Museum, C. Laan Chun Library, San Francisco

Cataloging Intern, May 2011-September 2011

- Applied knowledge of MARC, AACR2 and LCSH to create original and copy catalog records using OCLC
- Performed bibliographic research and record maintenance
- Processed newly cataloged materials

San Rafael Public Library

Outreach Volunteer, March 2009-March 2010

- Selected and delivered materials to outreach patrons

Law Office of Robert Derham, San Anselmo
Legal Assistant, February 2009-August 2010

- Read and summarized court transcripts for criminal appeals attorney
- Performed research and wrote opening briefs

Personal Information and Skills

- Possess strong written and oral communication skills
- Competent with Mac and Windows operating systems, Microsoft Office programs, and a wide range of databases and search engines
- Experienced in working as an effective member of a team
- Hard-working, detail oriented, energetic and responsible
- Advanced French language ability

References

Cara Brancoli, Head of Reference
Mill Valley Public Library
(415) 389-4292 ext. 4729
cbrancoli@cityofmillvalley.org

Gail Jones, Former Head of Reference
Mill Valley Public Library
(415) 686-2710
gjones@cityofmillvalley.org

John Stucky, Museum Librarian
Asian Art Museum, C. Laan Chun Library
(415) 581-3692
jstucky@asianart.org

Marilyn Boatright, Outreach Librarian
San Rafael Public Library
(415) 485-3317
marilyn.boatright@cityofsanrafael.org

Robert Derham, Attorney at Law
(415) 847-5216
rhderham@gmail.com