

Keondra Bailey

keonbai@gmail.com
hello-yall.github.io

SUMMARY

I am an experienced library professional with a focus in digital libraries. Skilled with research and development of standards and best practices and monitoring assets throughout the digital object lifecycle.

SPECIALIZATIONS

- Digital Librarianship
- Metadata
- Cataloging
- Electronic Resources
- Open access advocacy
- Digital preservation and repositories

TECHNICAL KNOWLEDGE

- HTML | CSS | XML | SQL | Command Line | JSON | PHP
- Git
- MySQL
- Samvera Hyrax | CONTENTdm

ACADEMIC BACKGROUND

Master of Library Science

North Carolina Central University, 2019

- Concentration in Digital Libraries

Bachelor of Arts in History

Virginia Commonwealth University, 2013

Associate of Science in Social Science

J Sargeant Reynolds Community College, 2009

CAREER BACKGROUND

User Services and Technical Services Assistant (Senior Library Assistant)

Duke University - Medical Center Library & Archives, 2017-present

- Provide informational assistance regarding library policy, resources, and materials, and assist with resolving technology issues and patron concerns.
- Work with Electronic Resources and Acquisitions Manager to troubleshoot problems with databases and e-books/journals such as patron access and loss of coverage work with vendors to resolve errors.
- Organize and document descriptive metadata for over 100 resources within MEDSpace, the library's open-access digital repository.

Executive Assistant to the Dean

School of Library and Information Sciences (SLIS)

North Carolina Central University, 2016-2017

- Managed the Dean of SLIS's calendar by scheduling appointments, coordinating meeting logistics, and creating/distributing agendas.
- Managed grant discovery, proposal submission, project tracking, and administrative reporting.
- Wrote, edited, and helped publish Dean's Office communications and SLIS marketing materials.

Keondra Bailey

keonbai@gmail.com
hello-yall.github.io

Library Customer Service Associate

University of Richmond, 2014-2016

- Digitized and uploaded over 50 faculty publications to the university's open-access digital repository, including performing preparatory research and liaising with Technical Services and Interlibrary Loan departments.
- Edited library webpage using Drupal and created digital signage for use on monitors throughout the library to notify patrons of changes to library hours or policy.
- Provided instruction, guidance, and reference interviews to patrons, including students, faculty, and the public.

Special Collections and Archives Intern

Virginia Commonwealth University - Tompkins-McCaw Library, 2013-2013

- ASERL Project: Digitally transcribed the medical records of Civil War soldiers treated at the Medical College of Virginia.
- Conducted research and prepared essays based on introductory readings of entry-level to professional level archival topics.
- Organized and re-filed existing photographic collections within the department.

Circulation/Microfilm Assistant (Volunteer)

Library of Virginia, 2009-2010

- Used ALEPH to perform such functions as: inputting newly registered patrons, checking in/out materials, taking holds off requested materials, checking patrons for overdue materials and/or fines, and barcoding/bindery preparation of materials.
- Provided instruction and guidance to patrons on the use of microfilm readers and printers.
- Registered new patrons, distributed library cards, and informed new registrants of the library's Code of Conduct.

PROFESSIONAL ASSOCIATIONS

MAC/MLA, 2018-present

NASIG, 2018-present

- Executive Board - Member-at-Large, 2019-2021