

Maria Lee

Columbus, OH | library.lee.maria@gmail.com

Education

Master of Science, Library and Information Science

Simmons University | January 2022 – December 2023

Concentration: Archives Management

Bachelor of Arts, Geography, magna cum laude

University of Minnesota – Twin Cities | September 2012 – May 2016

Minors: Park and Protected Area Management; Outdoor Education

Graduated with high honors and distinction as a Community-Engaged Scholar

Research Interests

Information equity, information policy, marginalization and information seeking, organizational culture in libraries, research data management, critical data studies, service-learning, community-engaged scholarship.

Library Experience

The Ohio State University – Libraries, Content and Access

Columbus, OH | August 2023 to Present

Electronic Resources Access Coordinator, Full-time

- Respond to broken link reports and provide individualized troubleshooting support to faculty, staff, and students via email, zoom, and phone.
- Collaborated with teaching and learning staff to create resources on troubleshooting electronic resources and provide instructional sessions to student workers on basic troubleshooting strategies for access issues to databases, eBooks, journals, streaming media, and other electronic resources.
- Manage use statistics of electronic resources for IPEDS, ACRL, and ARL reporting.
- Supervise an undergraduate student worker and provide training on library systems (Sierra ILS, WorldCat, EZproxy, etc.) to carry out technical services projects.

National Institute of Health – National Library of Medicine, National Center for Data Services

Washington, DC (remote) | June 2023 to August 2023

Data Librarianship Intern, Part-time

- Co-authored a data curation primer for the Data Curation Network on Git and GitHub to help data curators evaluate the preservation needs of code, software developed for research, and related ephemera.
- Attended Data Curation Network's Specialized Data Curation Workshop to learn the CURATED model and identify opportunities for better open science workflows.
- Contributed to the sense of community within an internship cohort designed to introduce students of color to data librarianship.

Axiom Data Sciences

Anchorage, AK (remote) | May 2023 to August 2023

Data Librarianship Intern, Part-time

- Reviewed and evaluated the quality and completeness of metadata related to earth, oceanographic, or environmental sciences research.
- Coached PIs on metadata and research data management best practices in service of fulfilling research data deliverables outlined in their funding and publishing agreements.
- Packaged acoustic data for ingest at the National Centers for Environmental Information.
- Investigated the feasibility of developing cyberinfrastructure that incorporates data sovereignty principles.

Harvard University – Harvard Radcliffe Institute, Arthur & Elizabeth Schlesinger Library

Cambridge, MA | August 2022 to August 2023

Manuscripts Assistant, Part-time

- Solo processed two collections that amount to approximately 30 linear feet and 15 GB of born-digital material and wrote DACS-compliant, EAD-encoded finding aids that highlighted the material's historical relevance for researchers.
- Wrote processing plans for the Head of Manuscripts to review to outline work tasks, timelines, materials, and conservation needs before starting work on new collections.
- Researched collection subjects to write authoritative biographical and historical sketches for finding aids.
- Obtained descriptive metadata for memorabilia items and completed data entry in the memorabilia database (FileMaker Pro).

United States Department of Transportation – National Transportation Library

Washington, DC | June 2022 to August 2022

Digital Library Intern, Full-time

- Completed original and repair cataloging of grey literature and federally funded transportation research for public access in the Repository & Open Science Access Portal.
- Conducted subject analysis research to inform in-house indexing terms to enhance the precision of terms used to describe groups of people and social phenomena related to transportation. Wrote term proposals and submitted proposals to the Transportation Research Thesaurus.
- Participated in interagency workgroups on archiving websites and content systems like SharePoint and OneDrive and reported back relevant work to the broader team.
- Audited National Transportation Library content in the Internet Archive for 508 Accessibility compliance and established workflow for remediation based on usage statistics.

City of St. Paul – St. Paul Public Libraries, George Latimer Central Library

St. Paul, MN | January 2022 to May 2022

Library Associate, Part-time

- Provided reference and material loan service to library patrons both in person and via phone and email.
- Led outreach effort and contracting process with three local artists to create craft kits for summer reading programming managing a \$20,000 budget.
- Restarted sensory story hour in partnership with a local public school program for students with developmental disabilities. Planned and executed biweekly programming engaging students' interests and ideas in the content.
- Created book displays, book lists, and passive programming to engage library patrons with the collection.
- Liaison to the Children & Nature Network for Nature Smart Library programming and funding.
- Wrote a successful grant to the Minnesota Health Department for \$1,000 dedicated to enhancing the Central Library's lactation spaces.

Research Experience

Independent Study, School of Library and Information Science, Simmons University

September 2023 – December 2023

Investigated the state of data services in community colleges through web analysis and key informant interviews. The goal of this independent study was to better understand how data publishing requirements impact students and faculty outside of the R1 environment. Advised by Dr. Adam Kriesberg.

Graduate Research Assistant for the School of Library and Information Science, Simmons University

January 2023 – May 2023

Produced literature reviews and annotated bibliographies for Dr. Kyong Eun Oh's work on how cloud storage impacts personal information management habits and scholarly communication.

Graduate Research Assistant for the School of Library and Information Science, Simmons University

January 2022 – December 2022

Reviewed digitization policies, conducted literature reviews, transcribed interviews, and cleaned data for Dr. Ann Graf's work on using race and identity descriptions for objects that represent people (such as dolls and figurines) in heritage institution catalogs and digital asset management systems.

Relevant Professional Experience

City of Minneapolis – Department of Civil Rights, Civil Rights Equity Division

Minneapolis, MN | November 2020 to December 2021

Employment Equity Analyst, Full-time

- Created and initiated recruitment plans for two commissions that the Civil Rights Department supports, yielding an increase in applications from residents residing in historically underrepresented wards and an overall increase in racial diversity among appointed commissioners.
- Drafted research and study framework for the Police Conduct Oversight Commission's audit on the underreporting of hate crimes against trans and gender nonconforming people, conducted an environmental scan, and managed a collaborative relationship with the City's Trans Equity Council.
- Provided instruction on accessing the Oversight Commission's published audits and data about police misconduct complaints. Communicated complex information on what is and is not publicly available.
- Maintained website content for all divisions of the Civil Rights Department using plain language and meeting accessibility guidelines. Conveyed complex legal information about the department's work on discrimination, police misconduct, labor standards, and contract compliance to the public.

City of Minneapolis – Department of Civil Rights, Civil Rights Equity Division

Minneapolis, MN | November 2017 to November 2020

Administrative Analyst I, Full time

- Coordinated operations of the City's flagship summer internship program which involved recruiting, interviewing, and hiring 150 college students into positions in all 20 City Departments.
- Presented supervisor training to provide program logistics, orient supervisors to the anti-racism mission of the internship program and provide support for project scoping.
- Staffed 100-hour professional curriculum and delivered content on professional development topics including public speaking, working in teams, organizational culture, diversity and inclusion, Microsoft 365, excel for beginners, and digital accessibility.
- Re-launched alumni ambassador program to help build alumni engagement and recruit new applicants yielding an increase in overall applications and increased application quality.
- Developed and implemented a comprehensive alumni database and normalized data across program years for more standardized reporting.
- Founded and co-chaired an Employee Resource Group (ERG) for employees who identify as Asian or Pacific Islander. Recruited an executive sponsor from City Leadership and drafted charter documents for the Chief Human Resource Officer's review and approval.

Presentations

- **Research Data Access & Preservation Summit** | March 2024
Presentation: Balancing technical skills with grand challenges in data curation
- **Midwest Data Librarians Symposium** | October 2023
Lightening Talk: Engaging Student Interns with Data Curation Primers
- **Progressive Librarians Guild, Simmons University Chapter** | October 2023
Panel Moderator: Labor Unions in Libraries
- **Transportation Librarians Roundtable** | August 2022
Presentation: Student Transportation Internship Program for Diverse Groups Recap

Service

The Ohio State University Libraries

Inclusivity, Diversity, Equity, Accessibility and Social Justice Committee | Appointed Member | 2023

Simmons University

Student Advisory Board | Appointed Member | 2023

Students of Color at SLIS | President | 2023

Awards

- Kaleidoscope Scholar, Association of Research Libraries | 2023
- Archie Motley Memorial Scholarship, Midwest Archives Conference | 2023
- Spectrum Scholar, American Library Association | 2022
- Spectrum Scholarship, New England Library Association | 2022
- Graduate Student Assistantship, Simmons University – School of Library and Information Sciences | 2022
- Morris K. Udall and Stewart L. Udall Scholar | 2015

Professional Membership

- American Library Association (ALA)
- Asian Pacific American Library Association (APALA)
- Midwest Archives Conference (MAC)
- Ohio Academic Library Association (ALAO)