

EDUCATION

Master of Library and Information Studies, June 2020

University of California, Los Angeles

- *Honors:* [Showcase Portfolio](#), "The False Promise of the Keyword Search: Optical Character Recognition in Digital Collections"
- *Professional Memberships:* Special Libraries Association, San Gabriel Valley User Experience, ASIS&T (Association for Information Science and Technology)

Bachelor of Arts in English Literature and Italian Studies, May 2012

University of California, Berkeley

- *Honors:* Phi Beta Kappa, Departmental Citation for Top Undergraduate Student in Italian Studies

LIBRARY, ARCHIVE, AND INFORMATION MANAGEMENT EXPERIENCE

UNC CHARLOTTE, ATKINS LIBRARY

Charlotte, NC

Digital Scholarship Librarian (40 hours/week)

1/19/2021 – Present

- Maintains and develops Niner Commons, UNC Charlotte's institutional repository of scholarly works. Support includes ingesting items, metadata planning and remediation, and outreach and promotion.
- Manages open access digital publishing efforts, including scholarly journals, monographs, exhibits, and conference proceedings. Onboards projects and conducts outreach and consults.
- Advocates for a culture of open access on campus, developing informational resources, conducting outreach, and building relationships with stakeholders.
- As part of the DEIA Descriptive Practices Working Group, reviews metadata within Niner Commons for problematic and outdated terminology, suggesting new terms and practices.
- Collaborates with other librarians on digital humanities outreach, consultations, and instruction.
- Oversaw usability updates to Niner Commons to encourage use of the service and improve resource discovery, including visual design updates, streamlining content, and metadata remediation.
- Secured three grants for book publishing projects with UNC Press, along with an Inclusive Excellence Grant from UNC Charlotte to support a DEIA usability study for metadata review.
- Supported the onboarding and launch of three journals, conducting trainings on Open Journal Systems and Adobe InDesign, advising the journals on workflows, and securing ISSNs.
- Advocated for and secured unique identifiers (DOIs for journal articles and Handles for repository items) in order to support long-term digital preservation and facilitate metrics for journals.
- Helped organize the Digital Humanities Institute 2022, a two-day hybrid conference. Assisted with coordinating logistics for speakers, participant registration, and event marketing.
- Developed documentation, policies, and assessment plans for Niner Commons to ensure consistent service and best practices.

PRO UNLIMITED @ FACEBOOK

Los Angeles, CA

Assistant Taxonomist (40 hours/week)

10/5/2020 – 1/15/2021

- Built taxonomies from a flat list of terms, designing for intuitive customer browse.
- Mitigated user data risk by updating associated metadata, flagging items related to sensitive data.

LOYOLA MARYMOUNT UNIVERSITY LIBRARY

Los Angeles, CA

Digital Initiatives Assistant (20 hours/week)

8/17/2020 – 1/15/2021

- Collaborated with faculty and instructors on digital scholarship assignments, building out models for digital content as well as consulting on learning objectives and assignment parameters.
- Uploaded digital assets into online repositories, generating and remediating metadata.

UCLA LIBRARY, DIGITAL LIBRARY PROGRAM

Los Angeles, CA

Digital Collections Assistant (12 hours/week)

6/18/2019 – 6/10/2020

- Assisted in the migration and description of thousands of digital assets: created metadata, cropped and renamed assets, converted file types, and reviewed MODS metadata files for accuracy.
- Supported outreach, identifying professors that could integrate collections into their instruction.

- Tested digital collections for functionality and usability, advising on design, search, and metadata.
- Conducted research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the digital collections.
- Designed and created promotional materials using Adobe Photoshop and Canva.

UCLA LIBRARY, SPECIAL COLLECTIONS

Los Angeles, CA

E-Reference Scholar (8 hours/week)

4/8/2020 – 6/11/2020

- Assessed email reference services, recommending changes that would make the service more user-oriented, transparent, and sustainable. Report included workflow diagrams and SWOT analyses.

Reference Desk Assistant (8 hours/week)

6/26/2019 – 4/8/2020

- Provided research assistance for students, faculty, and the public. Helped readers find materials, navigate the collections, and place requests through the catalog.
- Created documentation of technical programs to help users access born-digital and digitized materials. Documentation covered programs like HxD Hex Editor, Gephi, and Fusion.

GO FOR BROKE NATIONAL EDUCATION CENTER

Los Angeles, CA

Community Archives Fellow (12 hours/week)

9/25/2019 – 6/12/2020

- Processed archival collections, creating finding aids with ArchivesSpace.
- Supported digitization projects with partner institutions, creating metadata for digitized items that follow project standards while also capturing complex parent/child/grandchild relationships.
- Audited digital archival asset usage, interviewing staff and evaluating thousands of assets to draft a report identifying needs and best practices for storage, ingest, metadata, and workflows.

GETTY RESEARCH INSTITUTE

Los Angeles, CA

Vocabularies Intern (12 hours/week, academic credit)

3/30/2020 – 6/4/2020

- Translated and integrated Italian terminology into the Art & Architecture Thesaurus (AAT), developing a deep understanding of thesaurus governance while making AAT more accessible.

Metadata Intern (12 hours/week, academic credit)

10/1/2019 – 12/5/2019

- Assessed, cleaned, and reconciled legacy metadata in OpenRefine, preparing metadata for transformation to linked open data. Implemented controlled vocabularies.
- Defined and documented data content rules that would best support user research and discovery.
- Defined and documented metadata workflows to aid future cleaning and reconciliation efforts.
- Created a reference sheet of GREL syntax for editing metadata to facilitate ongoing data cleaning.

UNIVERSITY OF SOUTHERN CALIFORNIA

Los Angeles, CA

Research Data Intern (12 hours/week)

6/28/2019 – 9/13/2019

- Supported data reuse by creating a Drupal reference library of publications and datasets.
- Designed a Drupal survey to expedite the data request process. Integrated survey design best practices to ensure accurate and consistent data collection as well as ease of use for survey takers.

THE FOWLER MUSEUM

Los Angeles, CA

K-12 Student Educator (10 hours/week)

9/26/2018 – 6/6/2019

- Led interactive, hands-on gallery tours, art workshops, and story hours for K-12 students, fostering active learning and visual literacy. Developed instructional material tailored to different age groups.
- Taught groups of up to 25 students at a time, for an approximate total of 1,400 students during my tenure, employing group management to ensure safety and cohesion.
- Developed a comprehensive plan for the Fowler Library: identified issues in collections management and circulation practices and provided concrete recommendations for best practices and next steps.

CORONADO HISTORICAL ASSOCIATION

San Diego, CA

Collections Intern (5 hours/week)

5/21/2018 – 7/30/2018

- Conducted internal/external research related to readers' requests, pulling relevant archival material.
- Developed and led a training session to a team of 10 new volunteers, covering topics like archival research strategies, collections management systems, and professional visitor interaction.

ADDITIONAL PROFESSIONAL EXPERIENCE

WATER ENVIRONMENT FEDERATION

Washington, DC

Books Production Specialist (30 hours/week)

6/12/2017 – 8/3/2018

- Maintained a database of book products, ensuring consistency and accuracy. Edited the e-commerce website, adding SEO-friendly descriptions and product metadata to bolster web presence.
- Ensured deadlines were met across different departments, freelancers, and vendors. Shepherded 6 titles through production in just 3 months, a record for the organization in over 10 years.

THE WYLIE AGENCY

New York, NY

Literary Assistant (40 hours/week)

5/16/2016 – 4/28/2017

- Pitched book ideas to major publishers. Analyzed deal terms, supporting negotiations.
- Directly assisted clients, answering queries on the phone, in person, and by e-mail.

Contracts Assistant (40 hours/week)

3/10/2015 – 5/13/2016

- Negotiated and drafted contracts for book and magazine deals, interfacing with major publishers.
- Analyzed dozens of contracts daily to answer permission requests, negotiating and issuing licenses.

THE DEPARTMENT OF JUSTICE

Washington, DC

Paralegal Specialist, Antitrust Division (40 hours/week)

9/10/2012 – 7/11/2014

- Conducted legal research and analyzed market concentration of various technology industries to approve mergers, utilizing company filings, Westlaw, and LexisNexis to draft memoranda.
- Managed the document review effort for the Anheuser-Busch/Modelo investigation, supervising a team of 20 paralegals and increasing review volume by over 50,000 documents in two months' time.

SERVICE

LIBRARY SERVICE

Committees and Working Groups

- Scholarly Communications Committee, Co-Chair, 2021 - present;
- Niner Commons Subcommittee, Chair, 2021 - present
- Strategic Planning Committee, 2021 - present
- Assessment Committee, 2021 - present
- Steering Committee, 2021 - present
- Professional Activities Committee, 2022 - present
- Library Faculty, Secretary, 2021-2022
- DEIA Descriptive Practices Working Group, 2021 - present
- Digital Humanities Working Group, 2021 - present
- Cataloging Working Group, 2021 - present

Search Committees

- Student Success Librarian, 2021
- Discovery and Systems Librarian (two rounds), 2021-2022
- Discovery Cataloger, 2023
- Copyright and Licensing Librarian, 2023

UNIVERSITY SERVICE

- Faculty Employment Status Committee, 2022-present
- Campus Affordable Textbook Task Force, 2021 - present
- Critical Media Literacy Collaborative, 2021 - present
- Three Minute Thesis (3MT) Judge, Center for Graduate Life and Learning, 2021

SERVICE TO THE PROFESSION

- Digital Humanities Collaborative of North Carolina, Executive Board, 2021-2023
- UNC University Library Advisory Council (ULAC) Open and Affordable Resources Committee (ORAC), 2021 – present; ULAC ORAC, OER Development Subcommittee, 2021 - present
- ULAC Scholarly Communications Working Group, 2022 – present
- The Association for Computers and the Humanities, Affiliation & Liaisons Committee, 2022-2023

SCHOLARSHIP

Peer-reviewed articles

- Joseph Nicholson and **Savannah Lake**. 2023. "Implementation of FAST in Two Digital Repositories: Breaking Silos, Unifying Subject Practices." *Cataloging & Classification Quarterly*, April, 1–21. <https://doi.org/10.1080/01639374.2023.2193572>.

Book chapters

- Forthcoming fall 2023: **Savannah Lake**, Joseph Nicholson, and Jenn Brosek. "One Step at a Time: Using Targeted Pilot Projects to Achieve Meaningful and Scalable Metadata Reparation." In *Inclusive Cataloging: Philosophical Questions and Case Studies in Reparative Cataloging*. ALA Editions.

National presentations

- "[Forging the Future of a Growing Institutional Repository: Leveraging Citation Databases as a Tool for Outreach](#)," Association of College & Research Libraries, March 2023
- "[Supporting Professional Development and Work-Life Balance: A New Approach to Conferences](#)," Association of College & Research Libraries, March 2023
- "[Data Visualization and Museum Collections](#)," Keystone Digital Humanities Conference, July 2021

Regional presentations

- Forthcoming October 2023: "The Open Access Author Toolkit: Growing a campus community and practice of open access scholarship," North Carolina Library Association 65th Biennial Conference
- "[Rethinking Resources: Personalizing Open Access Outreach by Discipline](#)," Wisconsin Association of Academic Librarians and Technical Services Section Conference, August 2023
- "[Legacy ETDs with Legacy Problems: Changing ETD Workflows to Improve Discoverability](#)," North Carolina Library Association Resources and Technical Services Fall Virtual Poster Session, October 2022
- "[In-Person, Remote, or Hybrid? Planning a Conference that Works for All](#)," ACRL-NC Chapter and NCLINE's "Virtually Together: Enlightening the Future," September 2022
- "[Culture of Collaborative Creation](#)," Library Association at the University of North Carolina at Chapel Hill Conference, March 2022
- "[Engaging Faculty in Open Access Publishing: Strategies for Success](#)," Association of Southeastern Research Libraries Scholarly Communication Unconference, March 2021

DIGITAL PROJECTS AND CURRICULA

EXPLORATION & INQUIRY (<https://explorationandinquiry.github.io/digitalcollections/>)

Digital teaching resource that aims to connect students with UCLA Library's digital collections, teaching the information literacy skills necessary to navigate digital collections and evaluate their resources.

CREATIVITY + CONTEXT (<https://savannahlake.github.io/dh201/>)

Digital humanities project that uses data visualizations to interrogate the diversity of museum collections. Required extensive data cleaning and web development, utilizing OpenRefine, Tableau, HTML, and Git.

SKILLS

Languages: Italian (proficient)

Systems and Software:

- *Library, Archives, and Collection Management:* CONTENTdm, Omeka, PastPerfect, Aeon, Quartex, ArchivesSpace, Archivematica, Open Journal Systems, Open Monograph Press, Islandora, Oxygen XML Editor
- *Data:* OpenRefine, ArcGIS StoryMaps, Gephi, Voyant, Tableau
- *Languages:* HTML, CSS, GREL, SQL, Python, Jupyter Notebook, Git
- *Office and Project Management:* Jira, Confluence, Microsoft Office (Word, Excel, SharePoint), Zotero
- *Learning Management Systems:* Moodle, Canvas
- *Graphics and Image Editing:* Adobe Bridge and Photoshop, Canva

Standards and Thesauri: MARC 21, RDA, AACR2, LCSH, FAST, AAT, TGN, Dublin Core, MODS

PROFESSIONAL DEVELOPMENT

Conferences and Symposia:

- Association of College & Research Libraries (March 2023)
- Open Access Scholarly Publishing Association (September 2022)
- Open Education Network Summit (June 2021)
- ALA Midwinter (January 2021)
- Special Libraries Association Conference (October 2020)
- Teaching with Primary Sources Unconference (August 2020)
- Lifelong Information Literacy Conference (July 2020)
- OmnichannelX (June 2020)
- Information Architecture Conference (April 2020)
- Sustaining Visions and Legacies: The Future of Special Collections Libraries, UCLA (March 2020)
- World Information Architecture Day (February 2020)
- Henry Stewart Digital Asset Management San Diego (November 2019)
- UCLA Library Outreach Unconference (August 2019)
- Processing Community Day (January 2019)
- Symposium on Displacement, Diaspora, and Documentation, UCLA (October 2018)

Workshops and Trainings:

- Library Management Skills Institute: The Learning Organization (March 2021)
- SAGE Exchange: Get Data Savvy, Sage Publishing (July 2019)
- Library Carpentry, The Carpentries (July 2019)