

# JACQUELINE K. BARLOW

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\*\*Please note that for privacy reasons, some personal information such as address, phone number, work status and citizenship has been excluded from this PDF.

## EDUCATION:

2008. **Master of Library and Information Studies (Librarianship)**, School of Information Studies, McGill University, Montréal, Québec, Canada.

- An ALA-accredited graduate program with a strong focus on evaluation of online resources, electronic data retrieval, and academic libraries.
- Completed optional IT courses in Database Design and Web Design.
- Completed a course in Cataloguing and Classification and an optional course in Descriptive Bibliography.
- Practiced the reference interview and discussed effective ways of dealing with the public.

2004. **Bachelor of Arts, Honours (Philosophy)**

- University of Winnipeg, Winnipeg, Manitoba, Canada.

## COMPUTER EXPERIENCE:

### Library Management Software

- **Heritage:** Cataloguing, Circulation, Acquisition, Enquiry, Management, Reports
- **Aleph:** Circulation

### Database design

- **Relational database** training with **Microsoft Access 2003**
- **SQL** programming language

### Web design

- Effective implementation of **XHTML** and **CSS** for library websites

### Other

- Completed Microsoft Office certification course, including **Word**, **Excel**, **Access** and **PowerPoint**, University of Winnipeg, 2004

## LANGUAGE PROFICIENCY:

- Advanced French and Spanish, written and spoken.

## **WORK EXPERIENCE:**

March 2010 – present. **Peter Symonds College, Winchester, Hampshire.**

### **Librarian.**

- Provide a reference and enquiry service for students and staff.
- Assist with subject training sessions for students and staff in the library facility.
- Instruct other staff in issue desk procedures and overseeing where necessary.
- Order books and other media.
- Liaise with the local authority over inter-library loans.
- Classify, catalogue and process new material.
- Carry out a periodic review and revision of stock.
- Carry out a yearly stocktake using Heritage Library Management Software.
- Develop and maintain procedures for library routines, facility discipline, tidiness, shelving of books and periodicals.
- Assist in the production of library publicity materials and promotions
- Deputise for the LRC Manager in their absence.
- Provide a friendly, welcoming and well-equipped library.

September 2008 – October 2009. **Freelance, Seville, Spain.**

### **Private English tutor.**

- Tutored students aged 7 to 50 years old in English grammar and usage
- Advertised my services online and via word of mouth
- Researched and planned lessons according to each student's particular needs
- Set my own class and payment schedules

June 2007 – August 2008. **Osler Library of the History of Medicine, McGill University, Montréal, Canada.**

### **Special Projects Librarian (May – September, 2008).**

- Applied metadata - e.g. location, date, temporal period, and subjects - to newly-created digital images, using Digitool user interface
- Supervised the digital reproduction of photographic and textual materials
- Researched depictions and descriptions of locations, individuals, and events
- Composed introductions and descriptions for the online photographic gallery
- Coordinated work with a team of 4-6 co-workers

### **Library and Archives Assistant (June 2007 – April 2008).**

- Provided reference service
- Retrieved and shelved rare and archival materials
- Weeded newly-received archival acquisitions
- Updated archival finding aids

2006-2008. **MSPN Multilingual Children's Library, McGill University, Montréal, Canada.**

### **Volunteer Member.**

- Compiled data for Post-Graduate Students' Society grant application
- Assisted in the purchase and processing of new materials

## **MEMBERSHIPS AND ACTIVITIES:**

- February 2011 – present. **Author and editor**, That's Not Online!, a blog about un-digitized information <<http://thatsnotonline.tumblr.com>>
- October 2009 – present. **Associate Member**, Chartered Institute of Library and Information Professionals
- February – March, 2010. **Volunteer Fundraiser**, Cancer Research UK
- January – March, 2010. **Volunteer**, British Heart Foundation
- 2006-2008. **Contributor and Editor**, *The Marginal Librarian*, student journal of the McGill Library and Information Studies Students' Association.

## **INTERESTS:**

- Literature, crochet, philosophy, travel, yoga, cinema, new media.

## **REFERENCES AVAILABLE UPON REQUEST.**