**Kathleen Hughes**

Harry A. Sprague Library

Montclair State University

Montclair, NJ 07043

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**Professional Experience:**

Montclair State University 1979-to date

Upper Montclair, NJ 07043

**Interim Associate Dean for Technical Services July 2016-to date**

* + Coordinated the activities of the Technical Services Division (Acquisitions, Cataloging, Access Services and Government Documents) in the interim period between the resignation of the Associate Dean for Technical Services and the hiring of her replacement.
	+ Chaired the Search Committee for the Associate Dean for Technical Services position.

**Librarian I/Associate Professor 1988-to date**

Head of Cataloging, Metadata and Archive Services Dept.

* Supervise a department of professional catalogers, support staff and occasional student help in the Department’s mission of:
* cataloging and processing of Library books, e-books, and government documents in all formats;
* maintaining the bibliographic and authority databases in the Library’s integrated library system (ILS);
* exploring and implementing Library digitization projects;
* organizing and providing access to the Sprague Library Archives.
* Compile annual statistics of the Library's holdings.
* Set goals and procedures for the Department.
* Co-ordinate the Department's work with other departments, e.g. Acquisitions & Access Services.
* Participate in the planning, implementation and on-going maintenance and enhancement of the Library’s online systems.
* Participate in the planning, implementation and on-going maintenance and enhancement of the Library’s institutional repository.
* Develop Research Guides to aid in the comprehensive search and discovery of Library resources in paper and electronic formats.
* Act as Library Liaison to the Cali School of Music and the Department of Theatre & Dance.

Special Projects:

Institutional Repository (2016-to date)

Migration to OCLC World Share Management System (2013-2014)

LeBrun Library, Montclair Art Museum gift (2008 – to date)

* + Planned & implemented move of 20,000+ volumes from the Museum to Sprague Library
	+ Organized & oversaw the cataloging & processing of each volume, using personnel from five Library departments
	+ Evaluated the shelving needs for the additional volumes

Inventory of the Sprague Library Collection (2008 – 2012)

* + Planned & implemented the procedures for taking an inventory of the Library’s collections

Second Life Project (2008-2011)

* Created a virtual library in Second Life working in collaboration with A.J. Kelton

Database Clean-up Project (1999-2000)

* + Planned & implemented the procedures to replace approximately 30,000 defective bibliographic records in the catalog database.

**Acting Head of Acquisitions Dept. 2005-2006**

* Performed duties of the Acquisitions Dept. head, while continuing to perform cataloging duties.

**Acting Assistant Director for Technical Services 1999-2001**

* + Coordinated the activities of the Technical Services Division (Acquisitions, Cataloging and Circulation Depts.) in the interim period between the retirement of the former Assistant Director and the hiring of the Associate Dean for Technical Services.
	+ Oversaw the operation of the Library’s online system:
	+ Planned the migration to a web-based catalog
	+ Obtained a New Jersey state grant of $30,000 to support the migration
	+ Implemented the outsourcing of the hardware support to the Bergen County Library System (BCCLS)

**Librarian II/Assistant Professor 1982-88**

**Librarian III/Instructor 1979-82**

* Cataloging of books, music scores, sound recordings, videotapes (& other forms of audiovisual material) using the OCLC system, AACR2, LC classification and subject headings.
* Maintenance of the bibliographic database of the CLSI circulation system.

**Adjunct Professor 1982-1994**

Taught the course "Fundamentals of Cataloging & Classifying of Education Materials" for the Reading & Educational Media Department of Montclair State University.

Sarah Byrd Askew Library

William Paterson States University

Wayne, NJ 07470

**Videorecording Cataloger** (part-time) 1990-91

**Sound recording Cataloger** (part-time) 1987-89

Paul Klapper Library

Queens College Library

City University of New York

Flushing, NY

**Reclassification Librarian (part-time) 1983-88**

**Education**

***M.A.***, New York University (1987)

In Liberal Studies

***M.L.S***. Rutgers University, School of Library Science (1978)

Emphasis: Library technical services

***A.B.***, Bryn Mawr College (1977)

Major: Music

Honors: Magna cum laude, with Honors in Music

Continuing Education: "Knowledge Access Management - Concepts for Next Generation Catalogers". An OCLC Institute offered 1998. (1.5 C.E.U.s)

**Awards**

Recipient of the New Jersey Association of Library Assistants’ Recognition Award, 2009

**Professional Presentations & Workshops**

*Evaluating Use of Purchased Books Using Circulation Information* SNRG 2011 (Sirsi Northeast Regional Users Group Conference) (Franklin & Marshall College, June, 2011)

MarcEdit Workshop : a Beginner’s (with a dash of Intermediate) Introduction

Co-presenter (VALE Bibliographic Control & Metadata Committee, The College of NJ – August, 2010)

VALE Last Copy Program Workshop Co-presenter (Rutgers University – November, 2009)

*Building a Library in Second Life* (Sirsi Northeast Regional Users Group (SNRG) Conference (Lehigh University – June, 2008)

*Library Collection Reports using Canned Sirsi Reports* (Sirsi Northeast Regional Users Group (SNRG) Conference (Lehigh University – June, 2008)

VALE Last Copy Program Workshop

Co-presenter (Rutgers University – April, 2008)

*Technical Services Functions in NJ Academic, preliminary survey results (*VALE Annual Conference, Rutgers Univ. -- January, 2007)

*9xx Ordering with Sirsi* SNRG (Sirsi Northeast Regional Users Group Conference) (Mount Allison University, Sackville, NB Canada – June, 2006)

*Taming the Electronic Wilderness*

Panelist/Presenter, (Rutgers SCILS Colloquium – April, 2004)

**Invited Presentations**

*Collection analysis for music using the WorldCat Analysis Tool* (VALE Cooperative Collection Development Committee, Seton Hall University – December, 2009)

*MarcEdit, or, “Whew! How I loaded 500 bib records and linked their items in 2 minutes*”, Co-presenter with Chris Snyder of Bucks County Free Library (New Jersey Library Association Workshop, Morris County Library – September, 2009)

Second Life in Libraries (New Jersey Association of Library Assistants 23d Annual Conference, Mt. Laurel, NJ – June, 2009)

Arguments for Second Life as a Learning Tool, Panelist (New Jersey Library Association “FutureTech for Libraries Symposium” - The College of New Jersey – June, 2008)

*Future of Print in Academic Libraries Conference*, Co-Presenter – (Fairleigh Dickenson University – October, 2007)

Authority Roundtable, Co-Presenter on Name Authority Control, (Sirsi Northeast Regional Users Group (SNRG) Conference - Duquesne University – June, 2005)

**Poster Sessions**

*A Second Life for the Montclair State Library* -- Palinet08 Vendor Fair (Philadelphia., PA – October, 2008)

**Publications**

Hughes, K. (2013) A Review of “Staff Development: A Practical Guide”, *Journal of Electronic Resources Librarianship*, 25:4, 334-335,

DOI: 10.1080/1941126X.2013.847729

Hughes, K. (2014) A Review of “Managing Digital Audiovisual Resources: A Practical Guide For Librarians”, *Journal of Electronic Resources Librarianship*, 26:3, 226-227, DOI: 10.1080/1941126X.2014.939047

Hughes, K. (2017) Managing Creativity: The Innovative Research Library (review), *Journal of Electronic Resources Librarianship*, 29:3, 201-202,

DOI: 10.1080/1941126X.2017.1340743

**Surveys**

The Status of Cataloging Assessment in New Jersey Academic Libraries Principal Investigator (VALE Bibliographic Control & Metadata Committee , Research Sub-Committee -- Fall, 2009)

**Professional Memberships**

American Library Association

* Association of College & Research Libraries
* Resources & Technical Services Division

SNRG 2012 Conference Planning Committee (2011-2012)

VALE Bibliographic Control & Metadata Subcommittee (2002-2009)

* Research Sub-committee, Chair (2006-2009)

State Academic Library Catalogers Committee of New Jersey (SALCC-NJ) (2001)

New Jersey Academic Library Network: Bibliographic Control Committee (1985-2001)

* Secretary, 1987-1988
* Chair, 1988-1991; 1996-1998

NJVid cataloging sessions (VALE Bibliographic Control & Metadata Committee, Rutgers Univ. – Sept. 5, 2008 & Oct. 29, 2008)

VALE WorldCAT Users Group (2008-2009)

**Harry A. Sprague Library (Montclair State University)**

Committees:

Institutional Repository Committee, Member (2016 – to date)

Research Guide Committee, Chair (2012 – to date), Chair

Collection Resources Management Team (2002 - to date)

Archives Committee (2012 – to date)

Library Strategic Planning Committee (1998, 2003, 2016 – to date, Chair)

University Authors Celebration (2009 – 2015)

Library Building Steering Committee, Chair (1989-92)

Exhibits Committee Library Exhibits Committee. Chair (1979-1983; 2002 – 2016)

Library OPAC Committee (2001 – to date)

Personnel Advisory Committee, Member and Chair

Library Middle States Self-Study Committee (1995-96)

**Campus Activities**

AFT Local 1904

* Vice President for Personnel (2011 – 2016)
* Library Negotiations Coordinator (2010 – 2012)
* Local Negotiations Team (1989 - 2000)

Access & Security Committee (2005-6)

University Senate (1989 – 2001 ; 2003 -2005)

* Academic Affairs Council
* Administrative Affairs Council
* Executive Board
* Negotiations Agent Liaison
* Recording Secretary
* Vice-President

University Planning Committee (1996-2000)

Learning Environment Impact Committee (1989)

Facilities Masterplan Committee (1989)

Facilities & Space Allocation Committee (1988-1990)

Academic Library Committee (1980-84)

**Community Service:**

Bloomfield Public Library Board of Trustees 2011-to date

 Treasurer 2012-2014

 President 2014-2016

 Secretary 2017-to date