

Elizabeth Geesey Holmes

PROFESSIONAL SUMMARY

Creative, visionary librarian with over 20 years' in both academic and special libraries. Over 10 years' experience directing technical services departments, and serving as a member of the library leadership team. Strong skills in developing an inclusive collaborative work environment, and facilitating team building. Sound ability to successfully work with personnel across all departments and at various levels. Excellent skills in assessing organizational challenges and creating solutions. Strategic thinker, passionate, true leader.

EXPERIENCE

HEAD, INFRASTRUCTURE & CONTENT

HENRY E. ECCLES LIBRARY, US NAVAL WAR COLLEGE, NEWPORT, RI

1/2015 - PRESENT

KEY ACCOMPLISHMENTS

- Evaluated, revised and documented workflows to optimize efficiency and spending. Combined procedures into a departmental online resource.
- Wrote the Library's Collection Development Policy.
- Led Team of Librarians in major weeding project in preparation for move to new Learning Commons.
- Wrote an ongoing weeding plan/procedure and implemented year one of the plan.
- Initiated and led project to implement a discovery layer resulting in enhanced discovery of library resources in all formats.
- Initiated an authority control clean-up project and encouraged Cataloging Librarian to attend NACO training to enable the NWC Library to participate in the Military Funnel project.

SUPERVISORY AND HUMAN RESOURCES MANAGEMENT

Direct the work of the Infrastructure & Content department, promoting teamwork and communication. Supervise, coach and mentor three librarians, and three library technicians. Encourage and coordinate ongoing staff training, conference attendance and professional. Write employee evaluations, critical elements, and position descriptions, and assist in the hiring process. Resolve employee performance issues and provide employee input and feedback to senior management.

ANALYSIS, OPERATIONS, WORKFLOW AND PROJECT MANAGEMENT

Oversee and coordinate the operations of the Infrastructure & Content department. Analyze workflow to assure the department and the Library's efficiency and economy of operations. Continuously review programs and tasks to identify problem areas. Plan and assign work based on overall mission, objectives, priorities, skills and manpower availability. Research and keep up-to-date on developments in Acquisitions, Cataloging, Metadata, Discovery, Collection Development, and Systems in order to implement improvements and efficiencies. Identify, coordinate and lead Library wide and Infrastructure & Content projects.

LIBRARY LEADERSHIP AND MANAGEMENT

As part of the Library's Senior Staff, formulate the Library's Mission, Vision and Strategic Plan. The Management Team evaluates challenges and opportunities, plans for the future, and addresses current needs, assisting the Library Director in coordinating the work of the Library's various departments.

FINANCIAL MANAGEMENT

Oversee, manage and plan the library materials acquisition budget and purchasing procedures to efficiently manage the budget as a member of the Library's Budget Team. Serve as Accounting/Contracting Officer and Mission Resource Manager in the Deputy Director's absence, including proposing updates to the Library's spend plan and budget narrative, and approving purchases.

COLLECTION DEVELOPMENT

Serve as Collection Development Librarian leading the Collection Development Team. Responsible for coordinating collection development and weeding decisions, as well as revisions to the Library's Collection Development Policy.

COMMUNICATION

Build rapport with internal staff and external departments to improve operations and flow of information. Represent and advocate for Infrastructure & Content department.

LIBRARIAN

PARTRIDGE SNOW & HAHN, LLP, PROVIDENCE, RI
6/2007 - 1/2015

KEY ACCOMPLISHMENTS

- Completed project to inventory, classify, evaluate and weed the collection in preparation for a move to a new building which led to a more relevant and usable collection of resources for our attorneys.
- Migrated to a new library system that was more effective for managing the collection and budget.

LIBRARY MANAGEMENT

Solo Librarian responsible for managing the law firm's library and research resources. Trained, and oversaw the work of one part-time Library Assistant.

CATALOGING AND SYSTEMS

Cataloged all materials. Maintained the Library's integrated system. Webmaster for the Library's Sharepoint Intranet page. Worked closely with the Information Technology department to provide access to and security for digital resources.

RESEARCH AND REFERENCE SERVICES

Provided research and document delivery services to attorneys, paralegals and staff. Frequently working under tight deadlines.

FINANCIAL MANAGEMENT

Prepared and managed the library's annual budget. Approved invoices for payment. Tracked expenditures, and prepared reports for the Chief Financial Officer.

ACQUISITIONS AND COLLECTION DEVELOPMENT

Responsible for all Acquisitions and Collection Development decisions. Worked closely with individual attorneys and practice groups to keep current with the Firm's needs and to suggest library resources and services. Negotiated contracts with legal information vendors such as Westlaw and Lexis/Nexis.

COMMUNICATION

Maintained excellent relations with information vendors, as well as the firm's attorneys, paralegals and staff. Participated in various professional associations to learn and share best practices and to contribute to the Profession.

CATALOGING SERVICES LIBRARIAN

UNIVERSITY OF GEORGIA SCHOOL OF LAW LIBRARY, ATHENS, GA

1/2001 - 6/2007

KEY ACCOMPLISHMENTS

- Analyzed the workflows, systems and processes of the Cataloging department to create and provide streamlined and cost effective procedures for this department that had not innovated or implemented best practices in many years before my arrival as Head of the Cataloging department.
- Managed a major smart barcoding project in conjunction with the implementation of an online Circulation system.
- Reduced size of backlog by 90% by streamlining workflow, facilitating cooperation between departments, and initiating several in and out of house projects. Managed four major cataloging and classifying projects outsourced to vendor OCLC Techpro
- Planned metadata for implementation of library's digital institutional repository as part of the Digital Commons team.

SUPERVISORY AND HUMAN RESOURCES MANAGEMENT

Supervised, trained, mentored and evaluated the work of one Librarian, and three Library Assistants.

LIBRARY LEADERSHIP AND MANAGEMENT

Formulated policy and procedures to support the library's mission, provided administrative guidance and direction for the Law Library as part of the Steering Group management team

CATALOGING AND SYSTEMS

Coordinated, supervised and performed maintenance of bibliographic and authority records in the library's Innovative Interfaces Millennium integrated library system. Originally cataloged materials in all formats, using AACR2R, LCRI's, LCSH, and LC classification. Team leader for the library's Acquisition / Cataloging team. This included analyzing workflows, systems and processes to ensure they were streamlined and cost effective, and developing and maintaining innovative technologies to support building, organizing, storing, classifying, analyzing, and weeding the collections. Team leader for the library's Systems team. This included coordinating the team's work in maintaining the integrated library system, keeping abreast of best practices and new trends in design, maintenance and security of these systems, and documenting decisions, policy and procedure on the team's Intranet page.

PROFESSIONAL DEVELOPMENT

Kept up to date with, and contributed to the library profession through monitoring professional literature, attending and presenting at conferences, and participating in the work of professional organizations.

HEAD OF COPY CATALOGING AND DATABASE MANAGEMENT

HARVARD LAW SCHOOL LIBRARY, CAMBRIDGE, MA

5/1997 - 1/2001

SUPERVISORY AND HUMAN RESOURCES MANAGEMENT

Supervised and evaluated four library assistants in copy cataloging and classification of English and foreign language materials. Mentored and trained copy cataloging staff on an ongoing basis in cataloging rules and procedures. Reduced the copy cataloging backlog to zero by expanding the types of catalog records we used and enhancing the training for our copy catalogers. Wrote and maintained a comprehensive online set of procedures for the copy cataloging and database management unit of the Cataloging Services department's section of the law library intranet site

CATALOGING AND SYSTEMS

Coordinated, supervised and performed maintenance of the Library's bibliographic records in Harvard's integrated library system. Originally cataloged monographs using AACR2R, LCRI's LCSH, LC and local classification systems. Created name and series authority records for contribution to NACO. Served as the Law Library's primary liaison for HOLLIS, Harvard's integrated library system.

LIBRARY LEADERSHIP AND MANAGEMENT

Formulated policy and procedures for cataloging as part of management team for the Cataloging Services department and the Collection Services division.

CATALOG LIBRARIAN

ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW LIBRARY, BRISTOL, RI

3/1994 - 4/1997

SUPERVISORY AND HUMAN RESOURCES MANAGEMENT

Supervised, trained and evaluated cataloging assistant and library student assistants. Formulated and documented all policy and procedures for cataloging.

CATALOGING AND SYSTEMS

Originally cataloged serials and monographs using AACR2R, LCRI's, LCSH and LC classification. Responsible for database maintenance of Innovative Interfaces integrated library system.

REFERENCE AND COLLECTION DEVELOPMENT

Researched and answered reference questions 6-10 hours per week. Participated in faculty liaison and collection development programs.

TECHNICAL SERVICES LIBRARIAN

RHODE ISLAND STATE LIBRARY, PROVIDENCE, RI

3/1993 - 3/1994

CATALOGING, ACQUISITIONS, REFERENCE AND RESEARCH

Originally cataloged serials and monographs. Acquired materials for the library's collection. Directed Rhode Island State Publications Clearinghouse. Researched and answered reference questions regarding RI state law, legislative issues and history.

EDUCATION

UNIVERSITY OF RHODE ISLAND, KINGSTON, RI

MASTER OF LIBRARY AND INFORMATION STUDIES: 12/1992

- Honors: Beta Phi Mu
- Professional Field Experience in Serials Cataloging at Brown University Library (Fall 1992)

COLLEGE OF WILLIAM AND MARY, WILLIAMSBURG, VA

MA IN HISTORY: 5/1993

- Thesis: The Virginia Museum of Fine Arts: Its Founding, 1930-1936
- Internship in Archives, Special Collections & Manuscripts: College of William & Mary Swem Library, and Colonial Williamsburg Foundation Library and Archives (7/1989-6/1990)

LAFAYETTE COLLEGE, EASTON, PA

BA IN HISTORY, MINOR IN GERMAN: 6/1987

- Honors: Magna cum Laude; Phi Beta Kappa; Phi Alpha Theta, Semester abroad at University of Regensburg in Regensburg, Germany

JOB RELATED TRAINING

- **Project Management and Analysis**, 4 day course from the Graduate School USA held onsite at the Naval War College, July 2018.
- **Microsoft Excel Training Level II and III**, 12 hour course from New Horizons Computer Learning Centers, held onsite at the Naval War College, Spring 2017.
- **From MARC to BIBFRAME: Linked Data on the Ground**, series of 6 ALA/ALCTS webinars, Fall 2016.
- **Fundamentals of Project Planning and Management**, Coursera MOOC taught by Yael Grushka-Cockayne, University of Virginia, November 2016.
- **Fundamentals of Collection Development & Management**, ALA/ALCTS 4 week online course, March 2016.
- **Metadata: Organizing and Discovering Information**, Coursera MOOC taught by Jeffrey Pomerantz, University of North Carolina, Fall 2013.
- **RDA Cataloging**, 2 hours of online training introducing RDA, October 2013.
- **Digital Design for the Screen**, semester long course at Rhode Island School of Design, Spring 2012.

CURRENT PROFESSIONAL ASSOCIATION MEMBERSHIPS AND ACTIVITIES

- American Library Association / Association for Library Collections and Technical Services - Collection Management Planning Committee Member
- American Library Association / Library Leadership & Management Association – Technical Services and Systems Committee Member. Mentor 2018-present.
- New England Library Association, New England Technical Services Librarians.
- Association of College and Research Libraries, New England Chapter.
- PAJE (Program for Accreditation of Joint Education) – Accreditation Team member for National Intelligence University, Oct. 22026, 2018.

- FEDLINK (Federal Library and Information Network) -- Library Leadership Working Group Committee Member, July 2018-present.

PROFESSIONAL PRESENTATIONS

- Facilitator for session "How to Train Your Dragon", Mirror, Mirror: The HELIN/CRIARL Un-conference, June 6, 2019.
- Panelist for "Courts, schools, firms, oh my!: Law Librarianship in the 21st century", Brown bag panel presentation at Univ. of Massachusetts Law School, April 12, 2018.
- Faculty member for the seminar "Find it Free and Fast on the Net: Strategies for Legal Research on the Web" presented by the National Business Institute for RI continuing legal education credit, April 2015. Presented papers: "How To Search Like a Pro", and "Finding Free Legal Research Sites".
- Speaker for the webinar. "Internet Tips, Tools & Techniques for Administrative Professionals" presented by Lorman Educational Services on October 29th, 2014.
- Speaker for RI Paralegal Association brown bag lunch: "Using Google for Legal Research" Dec. 2013.
- Speaker for the webinar, "The Paralegal's Guide to Going Beyond Basic Search: Tapping into Google's Full Potential for Legal Research" originally presented by the Institute for Paralegal Education at the National Business Institute on June 22, 2012, also available on demand via West Legal Education Center.
- Speaker for the session: "Legal Research--Beyond Basic Research: Tapping Into Google's Full Potential for Legal Research" at the 14th Annual Paralegal Conference June 21, 2012 at the Massachusetts Continuing Legal Education Center co-sponsored by the Massachusetts Paralegal Association.
- Faculty member for the seminar "Find it Free and Fast on the Net: Strategies for Legal Research on the Web" presented by the National Business Institute for RI continuing legal education credit, June 2011. Presented papers, "Government Internet Resources", and "Finding Material on the Invisible Web".
- Speaker for firm wide training: "Search Smart: Tips and Tricks for Efficient Internet Searching", Nov. 2009.
- Faculty member for the seminar "Find it Free and Fast on the Net: Strategies for Legal Research on the Web" presented by the National Business Institute for RI continuing legal education credit, June 2008.
- Speaker for session: "Navigating Social Networking Tools: Blogs, Podcasts, Wikis, RSS Feeds & Beyond" at the Institute for Continuing Legal Education in Georgia seminar on Internet Legal Research, March 2007.
- Speaker for session: "Google and Beyond: Finding Information Using Search Engines and Evaluating Your Results" at the ICLE in Georgia seminar on Internet Legal Research, March 2006.
- Speaker at Association of Legal Professionals meeting in Athens, GA., March 2006.
- Speaker for session: "Finding Facts not Fictions: Search Engine Tips & Tricks and Evaluating Your Results" at the ICLE in Georgia seminar on Internet Legal Research, May 2005.
- Speaker for session: "Advanced Search Engine Searching" at the ICLE in Georgia seminar on Internet Legal Research, March 2004.
- Speaker for program "A Tale of Two Staffs: Reorganizing Law Libraries in the 21st Century" at the 2003 Annual Meeting of the Southeastern Chapter of the American Association of Law Libraries (SEALL).
- Faculty member at the American Association of Law Libraries (AALL) Intermediate Law Cataloging Workshop, July 19-20, 2002, Orlando, FL.
- Speaker for the program "New Roles for Catalogers: Subject Access to the Web" at the 2001 AALL Annual Meeting, Minneapolis, MN.
- Coordinator and Moderator of the program "Better than Bookmarks: Representing Internet Resources in your Online Catalog" at the 1997 Annual Meeting of the AALL, Baltimore, MD.

PROFESSIONAL PUBLICATIONS

- Author: "Beyond Basic Search: Tapping into Google's Full Potential for Legal Research". 14th Annual Paralegal Conference 2012. (pp. 205-230), Boston, MA: MCLE, 2012.
- Author: "What Do They Know?: A Summary of AALL's Law Student Research Competency Standards Task Force Online Discussion." PLL Perspectives, v. 22 no. 2 (Spring 2011) 5
- Author: "Finding Solutions Outside the Box." PLL Perspectives, v. 21 no. 4 (Summer 2010) 17
- Editor: Private Law Libraries column in Technical Services Law Librarian, 1/2009-1/2011
- Author: "Program I3: Next-Gen Integrated Library Systems Relevant Features to the Private Law Firm Library." PLL Perspectives v. 21 no. 1 (Fall 2009) 10.
- Contributing editor: TechScans column in Technical Services Law Librarian, 6/2005-8/2009
- Contributor to: TechScans blog, 10/2007-1/2012
- Editor: Classification column in Technical Services Law Librarian, 6/2005-5/2007
- Co-editor: Classification column in Technical Services Law Librarian, 1/2003-6/2005
- Author: "Public Relations from the Inside Out." AALL Spectrum v. 3 no. 9 (June 1999) 24.

SKILLS AND ADDITIONAL EXPERIENCE

- Experience with the following library systems and computer software: OCLC Connexion, Classification Web, SirsiDynix Symphony, Innovative Interfaces Millennium, DBText for Libraries (InMagic), ExLibris Summon, LibGuide / Spring Share Suite, BePress Digital Commons Repository, Microsoft Office Suite, Microsoft Sharepoint, Basic HTML, Google G Suite.
- Reading knowledge of German and French.

COMMUNITY INVOLVEMENT

- *Member* of the Providence Singers. Symphonic Chorus that performs with the Rhode Island Philharmonic, 2014-present.
- *Member* of the St. John's Episcopal Church Choir, 2009-2013, 2016-present.
- *Member* of the Vestry at St. John's Episcopal Church, 2012-2014.
- *Treasurer* for Barrington Newcomers and Neighbors, 2007-2011.