Timothy R. Ream
714.992.7382, tream@fullcoll.edu

Summary of Qualifications

- Experience providing reference services using both print and online materials in law, academic and health sciences libraries
- Experience serving on and chairing college committees involving topics related to both libraries and campus technology
- Experience teaching for-credit courses in library science at the community college level
- Experience teaching workshops on topics such as: library database searching, off-campus research, advanced Google functions, mobile apps for health sciences research, Macintosh basics, Endnote citation management software, and general information literacy
- Extensive experience creating and editing online subject guides and tutorials using the LibGuides platform (by Springshare)
- Extensive experience working with computer hardware, software, and websites (see **Technical Skills** section below)
- Experience training students, staff members, administrators and public members on new technologies
- Experience creating print and digital materials that promote library events, news and accomplishments
- Experience meeting with staff members, administrators, vendors, consultants, and other stakeholders to plan, budget, and develop technology projects
- Experience using SirsiDynix and EOS ILS to perform reference, circulation and cataloging functions
- Experience in managing, processing and digitizing archives using OCLC's CONTENTdm digital asset management system

Education

Post-Masters Certificate in Emerging Technologies **San Jose State University, 2014**
Courses included: XML, Drupal, SQL,Web Usability and Design

Masters in Library and Information Sciences **San Jose State University, 2006**
Courses included: HTML, PHP, Collection Development

Bachelor of Arts in Political Science **UCLA, 2003**
Courses included: U.S. Foreign Policy in Africa, Modern Political Theory, U.S. Elections

Professional Experience

Systems Librarian, Full-Time **Fullerton, CA** **Present**
Fullerton College Library

Librarian, Full-Time **Los Angeles, CA** **2015 – 2017**
Los Angeles Southwest College Library

- Provide reference services using print and online resources. This includes databases such as Academic Search Premier (EBSCO), Academic OneFile (Gale), and Lexis Nexis Academic
- Teach for-credit library science courses
- Provide scheduled and drop-in information literacy instruction across numerous academic disciplines.
- Maintain and develop library website and related online resources

- Collaborate with and act as library liaison to departments of English, Arts & Humanities, Business and Career Technical Education (CTE)
- Develop campus archives and plan for future digitization efforts
- Develop reports for annual Program Review of department
- Develop policies and procedures for library processes and services
- Maintain and troubleshoot EZ Proxy remote authentication platform
- Review new technologies, databases and products for future purchase and integration
- Supervise student workers and Library Technicians
- Provide ongoing technology support to students, staff and faculty members using library services and resources
- Attend workshops, conferences and off-site meetings for professional development purposes and as a representative of the LASC Library

Emerging Technology Librarian, Full-Time **Los Angeles, CA** **2013 – 2015**
Charles R. Drew University Health Sciences Library

- Teach courses in mobile technologies, Macintosh use, Endnote citation management software, and other topics as the need arises. This includes creating print and online materials that supplement instruction
- Provide reference services using print and online resources. This includes using databases such as PubMed, CINAHL, Ovid, and ClinicalKey
- Create online tutorials and instructional materials using screen/video capture software (Snagit and Camtasia by Techsmith)
- Provide individual instruction to students on MLA and APA citation styles, Endnote citation management software, and research fundamentals
- Create and manage all online subject guides (LibGuides). This includes training staff and faculty members on how to design their own guides and create content
- Train staff members on using new technologies for library services
- Assist students, instructors, staff, and public members with all technology needs at the library
- Work with Blackboard Administrator to help design integrated tutorials and online library resources into courses
- Create, maintain, and promote a digital archive of photographs, documents, and other materials relevant to the history and development of the University using CONTENTdm platform. This includes materials that detail the creation of a both a hospital and a health sciences university as a direct result of the social and economic disparities of South Los Angeles in the 1960s
- Create print and digital exhibits that promote library services and campus events. This includes events such as Black History Month, the 50th Anniversary of the March on Washington, and Hispanic Heritage Month
- Create a comprehensive e-books database using LibGuides and EOS ILS
- Help students, instructors, and university personnel design and print large-scale scientific posters for academic conferences and presentations
- Research and implement new technologies at an academic health sciences library
- Meet regularly with campus Webmaster to plan and discuss library website upgrades and redesign plans
- Provide networking and troubleshooting assistance for all desktop computers, laptops, printers, printer servers, AV equipment, and software for library and Learning Resource Center. This includes providing regular, on-site assistance for students and faculty and their laptops and mobile devices

- Set up and maintain AV equipment and software in an academic environment. This includes digital projectors, wireless microphones, PA systems, Smartboard technology, and lecture capture software (Camtasia)

Emerging Technology Librarian, Part-Time **Los Angeles, CA** **2012 – 2013**
Advanced Information Management

- I was on contract with Advanced Information Management to work as the Emerging Technology Librarian at Charles R. Drew University during the 2012 school year.
- My job duties were identical to those that I have stated above as a regular employee with the University

Adjunct Reference Librarian, Part-Time **Irvine, CA** **2010 – 2014**
Irvine Valley College Library

- Provide reference services using print and online materials. This includes using databases such as EBSCO (Academic Search Premier), ProQuest, JSTOR, Lexis-Nexis, and others
- Teach courses in topics such as online database searching, off-campus research, and general information literacy
- Teach courses to students regarding library research methods who are currently working on writing assignments. This involves working with IVC instructors to design library courses that meet the requirements of writing prompts, course syllabi, and overall subject relevancy
- Create online course and subject guides using LibGuides (by Springshare). This includes creating content that is used in conjunction with classroom instruction
- Work with students regarding research methods, MLA and APA style guidelines, and general assistance with writing papers
- Configure and maintain Desktracker program to capture and analyze library statistics
- Research and recommend new technologies and applications that will assist the library with providing better service to students and faculty
- Meet with campus Webmasters to discuss design of library website and possible improvements
- Use Microsoft Sharepoint 2010 to edit website content
- Create collection development policies in the social sciences. Use these policies to suggest new materials for purchase in a particular subject area
- Develop training materials for new hires
- Work with other librarians and staff to weed current library print collection

Web Librarian/IT Assistant, Part-Time **Santa Monica, CA** **2011 – 2012**
Helpguide.org

- Train website Director, writers, and office staff to use new technologies in the creation of website content for health/mental health non-profit group
- Create online database of articles, photographs, and other digital assets for mental health non-profit website
- Work with readers who wish to reuse Helpguide.org content in the interest of individual and community health
- Use Adobe Dreamweaver and Photoshop (CS5) to develop and maintain website
- Administer office network, software and hardware assets

Database/IT Administrator, Full-Time **Los Angeles, CA** **2005 – 2011**
Michael Sullivan & Associates

- Extensive experience working with IT departments, contractors, and other stakeholders to implement new software and hardware projects
- Worked closely with Executive Director to train attorneys, paralegals, administrators, and others in new software and hardware platforms
- Provided regular financial reporting and analysis
- Provided legal research services using Lexis Nexis
- Helped create and administer law firm intranet using Wikimedia platform
- Helped to provide technical and database support for attorney writing 10 volume book on Workers Compensation Law in California
- Created and maintained all law firm databases
- Responsible for setting up, maintaining, and troubleshooting desktop PCs, laptops, printers, and servers running on both Windows and Linux platforms

Law Library Intern **Century City, CA** **2005**
Akin, Gump, Strauss, Hauer & Feld LLP

- Worked with Head Librarian and Assistant Librarian in all aspects of day-to-day functioning of law firm library. This included reference work, searching online databases such as Lexis-Nexis and Westlaw, and processing incoming materials using library's OPAC
- Performed original and copy cataloging using MARC21/LOC standards

Technical Skills

- Certified to provide online instruction in Canvas LMS
- Extensive experience administering and troubleshooting desktop computers, laptops, servers, printers, mobile devices and networking equipment. This includes Windows, Apple, and Linux-based resources
- Extensive experience with MS Office 2003/2007/2010, Windows XP/Vista/7/8, Mac OSX, iOS 1-7, Android 1-4.3, Windows Server 2003/2008, Exchange Server 2007, SQL Server 2008, Active Directory, Linux (Fedora), VendPrint, LPT: One (Envisionware), Endnote X6, Endnote Web, Snagit, Camtasia, Blackboard, Etudes, Canvas, EZProxy, LibGuides, LibCal, LibInsight, Desktracker, DeepFreeze
- Experience developing and maintaining websites using HTML, XML, CSS, PHP, JavaScript, Dreamweaver and Photoshop (CS5)
- Experience with using CMS' such as Wikimedia, LibGuides, Drupal, Joomla, Wordpress and MS Sharepoint 2007/2010 to develop websites, intranets and online library resource guides
- Experience in using social networking tools, RSS, and online newsletters to share news and events

Volunteer Experience

- **SAT Tutor,** Boys and Girls Club of Santa Monica **2009 – 2010**
- **History Room Volunteer**, Santa Ana Public Library **2001 – 2002**
- **Children's and YA Program Volunteer,** Santa Monica Public Library **2009 – 2012**
- **Crisis Counselor,** Didi Hirsch Community Mental Health Center **2006 – 2009**

Professional Memberships

- **MLGSCA (Medical Library Group of Southern California and Arizona) 2013-2015**
  Webmaster and member of the Web Committee.
- **MLA (Medical Library Association) 2013-2015**
  Member of the Continuing Education Grant Jury

Member of the Educational Media and Technologies (EMTS) and Bioinformatics Sections

- **American Library Association (ALA)**
  Intern on the Committee on Research and Statistics (CORS)
  National Forum Planning Committee
  Member of the Library and Information Technology Association (LITA) division
  LITA--Program Planning Committee
  LITA--Assessment and Research Committee
- **CARL (California Academic & Research Libraries)**
  Member of CARL-IT (Information Technology)
  Member of SCIL (Southern California Instruction Librarians)
  Member and Website Manager for CARLDIG-S (California Academic Reference Librarians Discussion Interest Group—South)
  Member of the Poster Session Review Committee for April 2014 CARL Conference
  Member of the Website Re-design Committee
- **ACRL (Association of College and Research Libraries)**
  Member of the Distance Learning Section (DLS) Web Committee
  Member of Editorial Board for Resources for College Libraries (RCL)
  Member of Community and Junior College (CJCLS) Libraries Section
  Member of Instruction Section (IS)
- **CLA (California Library Association)**
  Member of Steering Committee for Technology Interest Group
- **LILi (Lifelong Information Literacy)**
  Member

Academic Committees

- Chair of LA Southwest College Library Advisory Committee
- Co-Chair of LA Southwest College Academic Technology Committee
- Member of LA Southwest College Educational Master Plan Committee

Workshops/CE Events

- **Emerging Technologies for Librarians**
  CE Class at Medical Library Association (MLA) Conference 2013
- **Infographics: A Guided Tour to Visually Presenting Data**
  CE class at Medical Library Association (MLA) Conference 2014
- **Digital Archives and Libraries**
  Workshop at UCLA on December 17, 2013
  By the Society of American Archivists
- **Managing Electronic Records in Archives and Special Collections**
  Workshop at UCLA on February 21, 2014 by the Society of American Archivists
- **Using Excel for Data Analysis**
  SCELC Research Workshop
  Part of "Workshop Day" event at Loyola Marymount University on March 3, 2014

Publications

- ***Expanding Library Services and Instruction Through LibGuides*,** Medical Reference Services Quarterly, 2016, Vol. 35, No. 3, 1-8

Presentations

- ***Expanding Library Services and Instruction Through LibGuides***
  Presented at MLA Conference poster session on May 17, 2015
- ***From the Ground Up: Building a Digital Archives Program***
  Presented at MLA Conference poster session on May 19, 2014
- ***CARL Conference 2014: Summaries and Impressions From a First-time Attendee***
  Presented on the CARL Virtual Conference on April 11, 2014

Grants and Awards

- **First-Time Conference Attendee Grant (2013)**
  Presented by SCELC
  $1,345 to attend the Medical Library Association Conference