Timothy R. Ream
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Summary of Qualifications

- Experience providing reference services using print and digital materials
- Experience teaching for-credit courses in library science at the community college level
- Experience teaching non-credit library instruction sessions and workshops
- Extensive experience creating and editing online subject and course guides (using LibGuides by Springshare)
- Extensive experience working with computer hardware, software, and websites (see **Technical Skills**)
- Experience training Librarians, staff, administrators, student workers and patrons on new technologies
- Experience meeting with Librarians, staff members, administrators, vendors, consultants, and other stakeholders to plan, budget, and develop technology projects
- Experience using Alma/Primo VE to perform reference, circulation, and cataloging functions.
- Experience using Alma Analytics to run reports and provide statistical analysis
- Experience in managing, processing and digitizing archives using OCLC's CONTENTdm digital asset management system

Education

Additional coursework: **Santa Monica College 2018, 2019**
Courses included: JavaScript/JQuery, CSS

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

- Library lead on Library Services Platform (LSP) migration from Voyager to Alma/Primo VE
- Library lead on Alma/Primo VE administration and training
- Administrator for EBSCO Discovery Service
- Co-administrator for Library website (Wordpress)
- Collection Development Librarian for Paralegal Studies and Computer Science
- Teach regular Library instruction sessions across disciplines
- Troubleshoot ongoing technical issues in conjunction with campus and district IT support services

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

Technical Skills

- Certified Alma and Primo VE administrator.
- Certified to provide online instruction in Canvas through the Fullerton College Online Teaching Certification
- 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, LibAnswers, LibWizard Lite, Desktracker, DeepFreeze, MarcEdit
- Experience developing and maintaining websites using HTML, XML, CSS, PHP, and JavaScript
- 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**
- **Children's and YA Program Volunteer,** Santa Monica Public Library **2009 – 2012**
- **Crisis Counselor,** Didi Hirsch Community Mental Health Center **2006 – 2009**
- **History Room Volunteer**, Santa Ana Public Library **2001 – 2002**

Professional Memberships

- **CCC Library Services Platform Project**
  Discovery and UX Work Group (Current)
  Systems Workgroup (2019-2020)

Systems Work Group Liaison to Cataloging Work Group (2019-2020)

- **American Library Association (ALA)**
  Member of the Library and Information Technology Association (LITA) Division (Current)
  LITA Forum Planning Committee (2019)
- **CARL (California Academic & Research Libraries)**
  Member and Website Manager for CARLDIG-S (California Academic Reference Librarians Discussion Interest Group—South) (Current)
  Member of SCIL (Southern California Instruction Librarians)
- **ACRL (Association of College and Research Libraries)**
  Member of the Distance Learning Section (DLS) Web Committee (Current)
  Member of Community and Junior College (CJCLS) Libraries Section Membership Committee (Current)
  Co-Chair of the Distance Learning Section (DLS) Web Committee (2018)
  Member of Editorial Board for Resources for College Libraries (RCL) (2018-2020)
- **CLA (California Library Association)**
  Member of Steering Committee for Technology Interest Group (Current)
- **LILi (Lifelong Information Literacy)**
  Member (Current)
  Advisory Board Member and Co-Webmaster (2017-2019)
- **Orange County Historical Society**
  Member (Current)

Academic Committees

- Honors Committee (Member, Current)
- CALWEST Systems Advisory Group/LSP Fridays (Current)
- Program Review Committee (Volunteer Reader, Spring 2018)
- LA Southwest College Library Advisory Committee (Chair, 2017)
- LA Southwest College Academic Technology Committee (Co-chair, 2016)
- Member of LA Southwest College Educational Master Plan Committee (Member, 2016)

Workshops/CE Events/Conferences

- LSP Fridays (Current)
- CCLC Wednesday Webinar Series (Current)
- Ex Libris Knowledge Acceleration Series (Current)
- ELUNA Learns-Alma Developer Deep Dives (October 13, 2020)
- Alma Fall 2019 Workshops
- Alma/Primo VE Administrator Certification (2019)
- LSP Kick-Off Event (February 1, 2019)
- American Library Association Annual Meeting (June 2018)
- Online Teaching Certificate (Summer, 2018)
- Fullerton College New Faculty Seminar (2017-2018)

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 at 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