

# Jacqueline Samples

For home address, phone number, and reference information,  
please send an email to: jacquie-samples@uiowa.edu

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## Education

University of Iowa School of Library and Information Science  
1999-2002     Master of Arts in Library and Information Science

University of Iowa Center for the Book  
2002-     Graduate Certificate Program enrollee

University of Iowa English Department  
1991-1993     30 credit hours of course work toward Ph.D.

State University of New York College at Brockport, Department of English  
1988-1991     Bachelor of Science, Summa Cum Laude

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## Experience

### **University of Iowa Libraries, Serials Section, Serials Cataloging Library Assistant IV**

March 2002- present

Perform complex copy cataloging of new serial titles and retrospective conversion of all types of serial titles. Re-catalog titles to update records. Train and supervise 3 full-time staff members, and assist in supervision of cataloging student assistants. Triage problems. Design and document procedures as well as update the Serials Section intranet pages. Problem solving skills and bibliographic knowledge of foreign languages are very important. Test functionality of updated library system. Knowledge of AACR2, MARC records, and pre-AACR2 cataloging rules are essential. Process title changes and supplementary material. Self directed decision making and problem solving skills are necessary.

*Special Project* August 2002-present — Design and document workflow for all levels of staff in the processing of records which need dual linkage between two or more bibliographic records. Hire, train, supervise 20 part-time student employees plus one half-time LA II to create dual linkage for approximately 120,000 serial and monographic analytic records.

*Special Project* October 2001 to August 2002 — Analyzed implementation of Unicode, with special consideration of diacritic issues. Wrote Unicode 3.0-ANSI/NISO Z39.47 crosswalk.

*Special Project* October 2001 to October 2002 — Participated, as a member of the Authority File Task Force, in the integration of the complete Library of Congress Authority File into the University of Iowa Libraries' authority file. Defined standards and specifications for the merger of records. Reviewed data to ensure that load and merge programming accomplished our goals. The Task Force consisted of seven professionals from the Library and Information Technology Services and one other support staff.

**University of Iowa Libraries,  
Preservation Department, Practicum Course**

Spring semester 2002; Continued as a Volunteer May 2002-August 2002

The current Preservation Department consists of three units: Conservation, Assessment/Reformatting and Binding/Marking all under the administrative head of the Preservation Librarian. Worked with the University Libraries' Preservation Librarian, Nancy Kraft. Gained an overall perspective and practical experience in preservation planning, environmental issues, disaster preparedness, book repair and housing, reformatting, and basic conservation techniques. Special project: assessed the University of Iowa Geosciences Library's atlas collection, recommended changes in housing and shelving for improved storage conditions to reduce wear and tear on the collection.

**University of Iowa Libraries,  
Serials Section, Serials Cataloging Library Assistant III**

August 1999 – March 2002

Responsibilities divided between the copy cataloging of new serial titles with an acceptable level of copy in addition to retrospective conversion of all types of serial titles. Self directed decision making and problem solving skills are necessary.

*Special Project:* October 1999-August 2000 — Participated, as a member of the Data Conversion Team, in the data migration project for the University of Iowa Libraries during the conversion from a NOTIS-based system to the Aleph 500 system. Defined conversion standards and specifications. Worked as liaison to other migration teams to ensure thorough data testing, especially of character conversion. The DCT consisted of nine professionals from the Library and Information Technology Services and myself.

*Special Project:* July 2000-February 2001 — Participated in a Serials Section-wide project to create caption and pattern records for serial titles to allow for predictive check-in.

**University of Iowa Libraries,  
Serials Bibliographic Processing Team, Retrospective Conversion Library Assistant III**

December 1996-August 1999

Responsibilities were to retrospectively convert all analyzed serial titles (except those in Slavic and East Asian languages), as well as the retrospective conversion of other serials and analytics as required. Attention to detail, knowledge of old and new cataloging rules, accuracy and speed were essential components of this position. Ability to work independently and problem solving skills were important aspects of the duties.

**University of Iowa Libraries,  
Monographic Bibliographic Processing Team, Library Assistant II**

June 1994-December 1996

Responsibilities included monographic copy cataloging of materials with LC-based copy with potential complications. Sorted incoming materials and redistributed among team members according to level of copy. Attention to detail, knowledge of AACR2 guidelines and national authorities standards in relation to local practices, accuracy and speed were essential components of this position. The position required the ability to work independently and problem solving skills.

**University of Iowa Libraries,**  
**Monographic Acquisitions Team, Library Assistant II (.5 FTE)**  
**Serials Acquisitions Team, Library Assistant II (.5 FTE)**  
 November 1992-October 1994

Requirements of the position included processing materials ordered for the collections, searching national databases for acceptable cataloging copy, creating acquisitions and brief bibliographic records on the local system and recording the arrival of materials so that they could be accessed. Position required a fine attention for detail and accuracy. Trained and supervised student assistants. Set own and students' work priorities. Other duties were to log the arrival of journal and serials titles into the online system, noting any irregularities in titles and numbering. Processed invoices for payment. Self directed decision making and problem solving skills were necessary. Consistently exceeded performance goals.

## **Presentations and Professional Development**

Workshop Presentation

"Discovering Unicode."

University Libraries workshops to develop awareness and skills in the Unicode environment. Designed workshop documentation. Co-developed and presented workshop with Steve Wickelhaus. August 6 and 7, 2002.

Peer Reviewed Presentation

"Reading The Cherokee Phoenix: Cherokee Literacy, 1828-1835."

ALA Library Research Round Table, Graduate Student Research Panel. ALA Annual Conference, Atlanta June 15, 2002.

North American Serials Interest Group (NASIG) Pre-conference, June 22, 2000.

"Understanding MARC Format for Holdings Data"

Bibliographical Center for Research (BCR) Workshop, November 1-2, 2001.

"Cataloging: Basic Serials Cataloging"

## **Skills and Competencies**

- Knowledge of AACR2, LCRI, CONSER, MARC21, ANSI/NISO Z39.47 and Z39.71
- Bibliographic Utilities - RLIN, OCLC
- Catalogers' Desktop
- Technical Writing
- ProCite, Word for Windows, PowerPoint, Access, Excel
- Web Authoring and Design - Dreamweaver, Flash, Fireworks

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## Academic and Professional Honors and Awards

- 2002 ALA Student-to-Staff Program to Attend ALA Annual in Atlanta, Georgia. Included working for ALA Information Technology & Telecommunication Services for twenty hours at the Internet Café.
- 2001 Jack E. Tillson Scholarship. Awarded by the Iowa Library Association.
- 2001 Mary Jo Small Staff Fellowship. Awarded by the University of Iowa Office for Staff Development and Training.
- 2000 Fritz Schwartz Serials Education Scholarship. Awarded by the North American Serials Interest Group (NASIG) and the Serials Industry Systems Advisory Committee (SISAC).
- 1999-2000 University of Iowa Associated University Women's Career Development Award.
- 1991 School of Letters and Sciences Award, State University of New York, College at Brockport.
- 1990 Sigma Tau Delta, National English Honor Society.

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## Professional Organizations and Committees

- North American Aleph Users Group, Serials Enhancements Committee, 2000-2001.
- American Library Association (ALA), 2000- ; ALCTS, 2001-
- ALA New Members Round Table (NMRT), 2000-
- North American Serials Interest Group (NASIG), 2000-
- ALA NMRT Self-Study and Resource Committee, 2001-
- ALA Map and Geography Round Table (MAGERT), 2001-
- Iowa Library Association (ILA), 2001-

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## Other Organizations

- Native American Cultural Center, Rochester, NY, 1999-
- Library and Information Science Student Organization (LISSO), August 1999-  
President, May 2002-December 2002.
- Embroiderers Guild of America, Plum Grove Chapter, 1997-  
Vice President, 2000-2001; President 2002-
- Historic Needle Workers Guild, 1998-
- Bicyclists of Iowa City, Inc. (BIC), 2001-