Kylene Kristine Hutchinson

kylenekristine@gmail.com
87 Rochambeau Ave., Providence, RI 02906
978-798-8052

Education

2016-2018 Clarion University
Master of Library Science

2008-2012 Lesley University College of Art and Design
Bachelor of Fine Art, major in Illustration

Experience

Brown University Library, Providence, RI, 2018 - Present
Senior Library Specialist, Metadata
Assists with the sustained maintenance of the metadata of Brown University Library. Analyzes metadata workflows and vendor records, then recommends solutions for integrating metadata efficiently and accurately. Enhances, improves, or fixes large quantities of metadata across systems.

• Research and keep up to date with metadata standards (MARC, MODS, etc.)
• Identifies areas that could be improved in the Brown University Library (BUL) metadata and present information to the Metadata Management Librarian to determine best course of action.
• Applies changes to the BUL holdings and introduces or updates automation wherever possible.
• Generate and reviews monthly reports in order to correct errors in metadata.
• Upload and download files monthly or weekly from vendors in order to update, add to, or remove metadata records from BUL holdings.
• Improve vendor metadata to fit BUL metadata policies and fully integrate across systems.
• Batch upload thousands of vendor metadata records into the ILS.
• Document BUL and vendor metadata practices, procedures, and projects.
• Add and Remove Authority records as needed.

New England College of Optometry, Boston, MA, 2014 - 2018
Librarian Assistant
Performs a variety of duties related to the support and provision of the library services, including circulation, course reserves, interlibrary loan/document delivery, serials management, work study students, archival processing and website maintenance.

• Maintained, received, and processed serials.
• Hired, trained, and supervised a team of 25 student workers.
• Requested and maintained a yearly budget for employing student workers.
• Maintained electronic resources on Moodle and Google Drive.
• Maintained and coded webpages.
• Researched and obtained articles for doctors and residents.
• Worked closely with professors to obtain reference for our collection.
• Frequently searched for and purchased new editions of Course Reserves materials.

Lesley University, Sherrill Library, Cambridge, MA, 2008 - 2012
Student Supervisor (2009-2012); Circulation Assistant (2008-2009)
Under the supervision of the Access Service Manager and/or Librarian, staffed a public services desk. Main duties included: circulating material to faculty, staff, students, administrators, and consortia partners; assisting patrons in the use of library collections; and securing and maintaining library collections.

- Supervised and trained a team of 15 student workers.
- Processed Interlibrary Requests.
- Performed computer maintenance for 25+ public and staff computers.
- Performed upkeep of Patron Registry.
- Assisted patrons with locating books and searching various databases for articles.
- Organized and processed books and journals.

Professional Development

RECENT WEBINARS

New Concepts in RDA Workshop Series, 2019
Maxwell, R. L., Sprochi, A. K., & Brenndorfer, T.

From MARC to BIBFRAME: Linked Data on the Ground - Enhanced, 2018
Cannan, J., Frank, P., Hess, K., McCallum, S., Bell, J., Lorimer, N., Billey, A., Wacker, M., elSherbini, M., & McGee, M.

Introduction To Python and PyMARC, 2017
Magnuson, L.

RECENT & UPCOMING CONFERENCES

Electronic Resources & Libraries, 2020
Austin, TX

Innovative Users Group Conference, 2019
Phoenix, AZ

New England Technical Services Librarians Conference, 2018
Worcester, MA

Proficiencies

ILS:	Sierra, Millennium, Ex Libris Voyager
Schemas:	MARC21, MODS, DC
Markup:	XML, HTML, CSS
Programming Languages:	SQL, RegExp, JSON, Python, AutoIt
Discovery Services:	EBSCO Discovery Service, ProQuest, Ex Libris Primo
Other Services:	MARCEdit, OCLC Connexion, Z39.50, OAI-PMH, OpenRefine, REST API
Foreign Languages:	Reading Comprehension of Spanish

References

Provided upon request.