

Karalyn Mark

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Education

Pratt Institute | August 2016 – May 2018 | New York, NY

- M.S., Library and Information Science (M.S.L.I.S.)
 - Advanced Certificate in Archives; Advanced Certificate in Conservation and Digital Curation
 - Concentration in Archives, Special Collections, Rare Books, and Digital Curation

Ithaca College | August 2011 – May 2015 | Ithaca, NY

- Roy H. Park School of Communications
- B.S., Cinema & Photography (Concentration in Still Photography), *Magna cum Laude*
 - Lambda Pi Eta, National Communication Association Honor Society; Phi Kappa Phi, National Honor Society; Alpha Kappa Delta, International Sociology Honor Society

Experience

Manchester Community Library | Manchester Center, VT – *Collection Development Librarian*

January 2020 – March 2021

- Oversaw the selection, acquisition, cataloging, and processing of all print library materials and electronic resources for the Adult Collection
 - Researched current trends in collection development and ensured collection relevance through continuous review, evaluation, and weeding using query-based collection analysis in Koha ILS
 - Managed the acquisitions budget for the adult collection, including creating purchase orders, invoice approval, and vendor discount and terms of service negotiations
 - Completed copy cataloging of library materials according to current bibliographic standards and batch record updating
- Managed Koha ILS (LibLime) and online catalog:
 - Served as project manager in migrating the library's ILS from Follett to Koha including data extraction and transfer, data mapping, reviewing and correcting data loads, configuration of administrative settings, and coordinating staff trainings
 - Analyzed circulation and patron data through creating reports using SQL reporting tools
 - Supported the daily operations of the library through the use of Koha ILS data queries and analysis; prepared reports on the usage of library services and resources
- Contributed collections-based content to member e-newsletters and social media channels
- Co-lead the development of the library's Curbside Lending program and composed procedural documentation

**Sterling and Francine Clark Art Institute Library | Williamstown, MA – Library Fellow
for Collections Management**

July 2018 – December 2019

- Gained a comprehensive knowledge of collections management in an art library, including collection assessment and preservation, library systems management, and metadata creation and enrichment
- Developed a project centering on the identification, preservation, and bibliographic enrichment of photographically illustrated books and photographic material in the library's collections
 - Surveyed the library collections for books illustrated with original mounted photographs and photomechanical reproductions by reviewing relevant bibliographies and performing extensive searches in Sierra ILS
 - Enriched bibliographic records with descriptive cataloging including identifying the photographic and photomechanical processes present in each volume using Graphics Atlas
 - Evaluated photographically illustrated books from the stacks collections survey and transferred 145 volumes to the library's Rare Book Collection in collaboration with the Collection Development Librarian
 - Conducted preservation assessments for all materials and selected approximately 80 volumes for digitization at Boston Public Library (Internet Archive)
- Completed a project to enhance and disambiguate print and digital surrogate records for the library's David A. Hanson Collection of the History of Photomechanical Reproduction
- Performed original and complex copy cataloging of records for backlog and special collections materials using OCLC Connexion Client and Sierra ILS
- Contributed authority records for personal and corporate names to the LC/NACO Authority File

Thomas J. Watson Library, The Metropolitan Museum of Art | New York, NY – Library Fellow

August 2017 – May 2018

- Recipient of a two-semester Fellowship supported by Pratt Institute School of Information
- Oversaw a digitization project of early photography trade catalogs and technical manuals for addition to the Thomas J. Watson Library Digital Collections
- Digitized a selection of photographic trade literature using Zeutschel and Atiz BookDrive Pro scanning equipment, assigned metadata in CONTENTdm, and updated catalog records
- Completed complex copy cataloging of gifts to the library, monographs, and auction catalogs in Sierra ILS and OCLC Connexion Client
- Assisted all research library visitors during regular shifts at the Registration desk
- Gained insight into library digitization workflows by attending and contributing to weekly Digitization Project Management meetings

Aperture Foundation | New York, NY – Library & Archive Work Scholar

August 2016 – July 2017

- Provided reference services for patrons of Aperture Foundation's in-house Library focusing on photography and the visual arts, in addition to the Institutional Archive
- Performed original cataloging, complex copy cataloging, and bibliographic record enrichment of monographs, auction catalogs, and serials with Koha
- Accessioned recently published Aperture titles into the collection and updated inventories for the Master Library collection of Aperture publications
- Maintained and updated Aperture backlist bibliographic reference guides and PhotoBook Awards Shortlist reference materials
- Coordinated a re-housing and inventory project to preserve early issues of *Aperture* in archival document boxes
- Aided in organization and circulation activities including shelving books, and maintaining library stacks and archival storage areas

Green Mountain Club | Waterbury, VT – Archives Intern

July 2015 – August 2016

- Surveyed, processed, described, and preserved the Club's archival materials and incoming gifts
- Managed all archival collections for a non-profit organization including photographic materials, publications, and ephemera
- Maintained and revised Finding Aids (Microsoft Access) with a goal of accomplishing accessibility and enabling increased use of these resources
- Digitized photographic prints and negatives for the Green Mountain Club's website, digital archive, and publications
- Collaborated with the History and Archives Committee to develop policies and advised on best practices for the archive

Skills & Abilities

- Reading knowledge of Spanish
- Facilitating the acquisition, processing, arrangement, description, and preservation of library and archival materials
- Original and copy cataloging in accordance with current bibliographic standards and physical materials processing for a wide range of resource types
- Knowledge of nationally accepted standards, tools, and best practices for archival description and processing
- Applying conservation theory and practice to library and archival collections
- Adherence to digitization standards and best practices for both file and metadata creation (Atiz BookDrive Pro, Zeutschel Scanners, Hasselblad Flextight, FlexColor)
 - Books, documents, photographic negatives and prints, printed matter, and ephemera
- Standards: MARC21, RDA, AACR2, LCC, DDC, LCSH, Dublin Core, DACS, EAD
- Sierra (Innovative Interfaces), Koha, OCLC Connexion, CONTENTdm, Archivists Toolkit, Omeka, AtoM

- Software/Tools: Adobe Photoshop, Adobe InDesign, Adobe Acrobat Pro, WordPress, Squarespace, Canva, Microsoft Office Suite, Google Suite, Microsoft Access, Airtable, Smartsheet
- Programming: HTML & CSS
- Conceptual Models: OAIS, LRM, Linked Data

Honors & Awards

- Rare Book School: William T. Buice III Scholarship, 2020
- Rare Book School: Director’s Scholarship, 2019
- The Metropolitan Museum of Art: Thomas J. Watson Library Fellowship, 2017 – 2018
- Pratt Institute School of Information: Endowed Scholarship, 2017 – 2018
- Pratt Institute School of Information: Two-year Merit Scholarship, 2016 – 2018
- Green Mountain Club: Special Recognition Volunteer Award, 2016
- Ithaca College: Cinema, Photography & Media Arts Program: Still Photography Senior Award, 2015
- Ithaca College: James B. Pendleton Photography Award for Project Completion, 2015

Continuing Education

- Rare Book School, July 2021
 - “The Photographic Book since 1843”
- Rare Book School, June 2019
 - “The Identification of Photographic Print Processes”

Selected Writings & Publications

- “A Lens into Photographic Trade Literature,” *In Circulation*, 2018
 - <https://www.metmuseum.org/blogs/in-circulation/2018/photography-trade-literature>
- “Hack Your Art Librarianship Program: Pratt Institute,” ArLiSNAP Blog, 2018
 - <http://arlisnap.arlisna.org/2018/03/hack-your-art-librarianship-program-pratt-institute/>

Professional Affiliations

- Vermont Library Association, VLA (2020 – 2021)
- Art Libraries Society of North America, ARLIS/NA (2018 – 2019)
 - ARLIS New England Chapter (2018 – 2019)
- American Library Association, ALA (2017 – 2019)
 - Association for Library Collections and Technical Services, ALA/ALCTS (2018 – 2019)