

Jessica Craig

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EDUCATION

- Master of Library and Information Science June 2021
Specialization in Informatics
University of California, Los Angeles
- Bachelor of Arts in Art History May 2019
Premodern Global Studies Minor, Summa Cum Laude
California State University, Channel Islands

EXPERIENCE

GETTY RESEARCH INSTITUTE

Digital Art History Graduate Fellow

September 2021 – Present

- Support the Pre-Hispanic Art Provenance Initiative through archival documentation and research.
- Complete data management tasks to catalog, transcribe, standardize, and visualize provenance data.
- Create and edit records for Social Networks and Archival Context (SNAC Cooperative).
- Collaborate on and support cross-departmental LibGuide project.
- Contribute to project management documentation such as project charters, manuals, notes, and statistics.
- Recommend and implement technologies based on the current and evolving practice, trends, and standards in the broader archival research field.

UCLA LIBRARY

Resource Acquisitions and Metadata Services

Cataloging Intern

September 2020 – June 2021

- Created and enhanced original MARC catalog records within OCLC Connexion software client and Voyager ILS for foreign-language monographs (Spanish, French, and German) of various disciplines.
- Assigned descriptive and subject bibliographic metadata to catalog records based on national standards; primarily according to RDA and based on LC Subject Headings, LC Name Authorities, and LC Classification. Performed LC-PCC compliant authority work by creating and updating authority files based on NACO and SACO training and guidelines.

UCLA Arts Library

Library Reference Assistant

September 2019 – July 2021

- Conducted reference interviews in-person and online to recommend research strategies and reference sources from physical and digital resources in the disciplines of fine art, art history, animation, film, television, theater, architecture, museum studies, and design.
- Contributed metrics and assessment data to analyze and continually improve reference services.
- Utilized current library technologies to provide digital reference to assist researchers around the world (LibChat) and create special topic digital research guides for accessibility on the library website (LibGuides).
- Co-curated a digital exhibit for the UCLA Franklin D. Murphy Sculpture Garden using the UCLA Library digital collections with the use of Adobe Spark platform.

LIBRARY OF CONGRESS

Law Library Digital Resources Division

Remote Metadata Intern

September 2020 – September 2021

- Demonstrated leadership and project management skills to oversee the work of 14 interns, assisted with onboarding and training, assigned metadata tasks, created and maintained project documentation, and ensured organized team workflow and collaboration.
- Described digitized historical volumes of the U.S. Statutes at Large and performed subject analysis at the law-level for several thousands of enacted laws. Assigned metadata according to local standards and conducted metadata clean-up to facilitate access and discoverability on congress.gov.

Junior Fellow

May 2020 – July 2020

- Gathered and analyzed data for the library's online collections; prepared and presented statistical report and visual infographic to the Law Librarian of Congress and other stakeholders.
- Worked to improve user experience of the Law Library of Congress website and several LibGuides for the discovery of digital legal resources and promote global access to the library's digital resources and services.
- Assigned descriptive metadata to digitized historical congressional records to enhance online accessibility.

SANTA BARBARA HISTORICAL MUSEUM

Digital Resource Development Intern

June 2020 – September 2020

- Conducted primary source research to enhance collection provenance records. Utilized digital research tools to gather biographical information about collection donors and illuminate women's history in the area.
- Recorded and structured completed research into local ArchivesSpace collection management system.

UCLA INFORMATION STUDIES RESEARCH LAB

Reference and Research Assistant

September 2019 – March 2020

- Aided users with research lab resources, including the general, digital, and archival library collections.
- Managed collection catalog and processed new acquisitions.
- Coordinated and led practical research workshops for Library and Information Science graduate students.

ART LIFE FOUNDATION

Archives Catalog Assistant

June 2018 – February 2020

- Collaboratively developed and maintained original catalog records for the archival collection of rare artist publications and ephemera. Performed metadata quality evaluations regularly.
- Monitored, processed, arranged, described, and researched the physical archival collection.
- Performed best practices for preservation of print-based materials, carefully handled and rehoused objects.

CAMARILLO PUBLIC LIBRARY

Library Assistant II

December 2016 – September 2019

- Physically handled and processed incoming materials and regularly updated bibliographic and item records.
- Assisted a diverse range of public users by sharing information regarding library collections and services.
- Frequently checked materials for circulation, created library accounts, and solved a variety of account issues.

COMPUTER SKILLS & PROFICIENCIES

- **General software and tools:** Microsoft Office (advanced Excel skills), Google Suite, GitHub, OpenRefine, oXygen XML Editor, Tableau, Confluence, WordPress, Omeka, Figma, Adobe Photoshop and Illustrator
- **Library and archive applications:** Alma ILS, Voyager ILS, Polaris ILS, OCLC Connexion, MarcEdit, LC Cataloger's Desktop, LC ClassWeb, ArchivesSpace, Springshare LibApps, SNAC Cooperative (editor)
- **Technical programming:** XML, HTML, SQL, Git, Python (learning)
- **Metadata management:** Content Standards: RDA, DACS / Structure Standards: MARC, EAD, Dublin Core, VRA Core, MODS / Value Standards: LCSH, LCNAF, LCGFT, AAT, ULAN, TGN

INSTRUCTION / TEACHING

- Co-Instructor, "ArLiSNAP: Creating and Maintaining Professional Workshops," Art Libraries Society of North America 2022 Annual Conference, April 2022
- Teaching Assistant, UCLA Department of Design Media Arts, "Art, Science, and Technology," Spring 2021
- Co-Instructor, "Finding Image Resources Workshop," UCLA Arts Library, April 2021
- Co-Instructor, "Finding Sources in the Library," UCLA Library Cornerstone Workshop, January 2021
- Co-Instructor, "Collecting and Citing Sources," UCLA Library Cornerstone Workshop, October 2020
- Co-Instructor, "Intro to Archival Processing," UCLA Information Studies Research Lab, March 2020

PRESENTATIONS

- "Visual Literacy In and Beyond the Classroom" co-presentation, Art Libraries Society of North America 2022 Annual Conference, April 2022
- "Computer Vision for Visual Arts Collections: Looking at Algorithmic Bias, Transparency, and Labor," Art Libraries Society of North America 2021 Annual Conference, May 2021
- "Evaluating Machine Learning for Arts Collections," UCLA Artifacts Conference, June 2021

PUBLICATIONS

- "Computer Vision for Visual Arts Collections: Looking at Algorithmic Bias, Transparency, and Labor," *Art Documentation: Journal of the Art Libraries Society of North America*, Vol. 40, No. 2, pp. 198–208, doi: 10.1086/716730.

AWARDS

- 2022 Art Libraries Society of North America Howard Karno Award
- 2021 California Rare Book School Course Scholarship
- 2021 Samuel H. Kress Foundation Scholarship
- 2021 Art Libraries Society of North America Gerd Muehsam Award
- 2020 UCLA Information Studies Digital Resource Development Initiative Award

CERTIFICATES

- Library Juice Academy Cataloging and Technical Services Certificate (in-progress, expected May 2022)
- Library Juice Academy XML and RDF-Based Systems Certificate (in-progress, expected July 2022)
- ARLIS/NA & VRA Digital Stewardship of Visual Information Certificate, June 2021
- UCLA Graduate Certificate in Digital Humanities, June 2021
- UCLA Library Data Science Carpentry Certificate, February 2021
- Infopeople Data Privacy Advocacy Certificate, April 2020

VOLUNTEER SERVICE

- J. Paul Getty Museum, Instructional Gallery Docent, October 2018 – May 2020
- Library of Congress, By the People Crowdsourcing Volunteer, January 2020 – May 2020
- iFixit, Cataloging and Metadata Volunteer, April 2020
- Camarillo Ranch House, Tour Docent, June 2016 – October 2018

PROFESSIONAL INVOLVEMENT

Current

- Art Libraries Society of North America (ARLIS/NA) Ongoing Member
- Art Library Students & New ARLIS Professionals (ArLiSNAP) 2021-2023 Co-Moderator
 - Co-lead group of 11 ArLiSNAP volunteers across North America
 - Perform outreach, organize programming, collaborate with ARLIS/NA stakeholders
 - Establish strategic goals and implement planning
 - Conduct recruitment of new volunteers
 - Regularly review/update documentation and funding requests
- ARLIS/NA Strategic Planning Task Force Committee 2022 Member
- ARLIS/NA Student Advancement Awards Subcommittee 2022 Member
- ARLIS/NA So-Cal Chapter Ongoing Member
- Southern California Technical Processes Group 2020-2022 Secretary & Treasurer

Past

- Artifacts, UCLA Student Organization 2020-2021 Website Admin
- The Horn Press, UCLA Book Arts Student Organization 2020-2021 Member
- Special Libraries Association, UCLA Student Chapter 2020-2021 Co-President
- Society of American Archivists 2019-2021 Student Member
- Society of California Archivists 2019-2021 Student Member