

Jessica Craig

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EDUCATION

- Master of Library and Information Science expected June 2021
Specialization in Informatics
University of California, Los Angeles
- Graduate Certificate in Digital Humanities expected June 2021
University of California, Los Angeles
- Bachelor of Arts in Art, Art History emphasis May 2019
Summa Cum Laude
California State University, Channel Islands

EXPERIENCE

UCLA LIBRARY

Arts Library

Library Reference Assistant

September 2019 – July 2021

- Provide guidance in the use of physical and digital resources for researchers in the disciplines of fine art, art history, animation, film, television, theater, architecture, museum studies, and design.
- Conduct reference interviews in-person and online to recommend research strategies and sources. Entered and evaluated reference metrics to improve virtual reference services.
- Use digital reference chat platform (LibChat) to assist researchers around the world.
- Created special topic digital research guides (LibGuides) for accessibility on the UCLA Library website.
- Curated a digital exhibit using digital collections and developing a narrative with the use of Adobe Spark.

Resource Acquisitions and Metadata Services

Cataloging Intern

September 2020 – June 2021

- Create and enhance original MARC catalog records within OCLC Connexion software client and the UCLA Library's Voyager ILS for incoming foreign-language monographs (Spanish, French, and German).
- Assign descriptive bibliographic metadata to catalog records based on national standards, such as RDA and the Library of Congress Program for Cooperative Cataloging Policy Statements.
- Attach Library of Congress Subject Headings and LC Classification to catalog records for optimal searching and discoverability of collection resources.
- Perform LC-PCC compliant authority work by creating and updating authority files based on NACO and SACO training and guidelines.

LAW LIBRARY OF CONGRESS

Digital Resources Division

Remote Metadata Intern

September 2020 – Present

- Lead as the project coordinator; assign metadata projects, review work of 12 interns, assist onboarding and training, ensure organized team workflow and collaboration.

- Parse through digitized U.S. Statutes at Large documents and perform subject analysis for several thousands of enacted laws.
- Assign metadata to each law according to local standards to facilitate their subsequent access on congress.gov.
- Perform metadata clean-up within spreadsheet software for large digital files.

Junior Fellow

May 2020 – July 2020

- Worked to maximize the user experience of the Law Library of Congress website by using graphic and web design principles to promote global access to the library's digital resources and services.
- Enhanced several online research guides for the discovery of digital legal resources.
- Assigned descriptive metadata to digitized historical congressional records to allow for online accessibility.
- Designed collection infographic for the online Legal Reports collection after performing collection data analysis. Presented work to the Law Librarian of Congress.

SANTA BARBARA HISTORICAL MUSEUM

Digital Resource Development Intern

June 2020 – September 2020

- Conducted primary source research to enhance collection provenance records.
- Utilized historical and genealogical digital research tools to gather biographical information about museum collection donors and illuminate women's history in the Santa Barbara-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

- Actively performed assistance to researchers using research lab resources, including the general and archival library collections, digital services and software, film and video resource equipment.
- Enhanced collection development based on departmental research areas.
- Managed collection catalog and processed new acquisitions.
- Coordinated, planned, 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 an original catalog database 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 archival preservation of print-based materials, carefully handled and rehoused objects when necessary.

CAMARILLO PUBLIC LIBRARY

Library Assistant II

December 2016 – September 2019

- Assisted a diverse range of community members by sharing helpful information regarding library collection and services based on their individual needs and interests.

- Frequently checked materials for circulation, created library accounts, and solved a variety of account issues.
- Physically handled and processed incoming materials and regularly updated the catalog's bibliographic and item records.

COMPUTER SKILLS & PROFICIENCIES

- **General software and tools:** Microsoft Office (advanced Excel skills), Google Suite, iMovie, Adobe Photoshop, Adobe Illustrator, Adobe Spark, Tableau, OpenRefine, oXygen XML Editor, Confluence, WordPress, Omeka, GitHub, Figma
- **Library and archive applications:** Voyager ILS, Polaris ILS, OCLC Connexion, MarcEdit, LC Cataloger's Desktop, LC ClassWeb, ArchivesSpace, Springshare LibApps
- **Technical programming:** SQL, XML, HTML, Unix Shell, 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

- Teaching Assistant, UCLA Department of Design Media Arts, DESMA 9: Art, Science, and Technology, Spring 2021
- Co-Instructor, "Finding Image Resources Workshop," UCLA Arts Library, April 2021 (forthcoming)
- Co-Instructor, "Finding Sources in the UCLA Library," UCLA Cornerstone Workshop Series, January 2021
- Co-Instructor, "Collecting and Citing Sources," UCLA Cornerstone Workshop Series, October 2020
- Co-Instructor, "Intro to Archival Processing," UCLA Information Studies Research Lab, March 2020

PRESENTATIONS

- ARLIS/NA Annual Conference, New Voices in the Profession session, "Computer Vision for Visual Arts Collections: Looking at Algorithmic Bias, Transparency, and Labor," May 2021
- UCLA Artifacts Conference, "Evaluating Machine Learning for Arts Collections," June 2021 (forthcoming)

PUBLICATIONS

- "Computer Vision for Visual Arts Collections: Looking at Algorithmic Bias, Transparency, and Labor," in *Art Documentation: Journal of the Art Libraries Society of North America* 40, no. 1, Spring 2021 (forthcoming)

AWARDS

- 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

CERTIFICATIONS

- UCLA Graduate Certificate in Digital Humanities, expected June 2021
- 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

- CSUCI Alumni Mentorship, Mentor, February 2020 – Present
- Camarillo Ranch House, Tour Docent, June 2016 – October 2018

RELEVANT COURSEWORK

Graduate-level coursework, UCLA, 2019 – 2021

- Archival Description and Access • Social Science Research Methods • Letterpress Laboratory: Book Arts and Structures • Digital Humanities • Cultural Heritage Preservation • Museums in the Digital Age • Values and Communities in Information Professions • Human-Computer Interaction • Descriptive Cataloging • Subject Cataloging and Classification • Metadata • Resource Description and Access • Media Description and Access • Informatics • Computer Systems and Infrastructures • Special Collections Librarianship • Digital Humanities: Designing the User-Centered Art Archive

Undergraduate coursework, CSU Channel Islands, 2017 – 2019

- Art History: Tools & Methods • Postmodern Visual Culture • Art, Society, and Mass Media • Multicultural Art Movements • The Museum: Culture, Business • The Business of Art • Visual Technologies • Art of the Ancient World • Medieval Europe 800-1400 • Intercultural Communication • Elementary French

CURRENT PROFESSIONAL INVOLVEMENT

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| ▪ Art Libraries Society of North America | Student Member |
| ▪ Artifacts, UCLA Student Organization | Website Admin |
| ▪ The Horn Press, UCLA Book Arts Student Organization | Member |
| ▪ Special Libraries Association, UCLA Student Chapter | Co-President |
| ▪ Southern California Technical Processes Group | Secretary & Treasurer |
| ▪ Society of American Archivists | Student Member |
| ▪ Society of California Archivists | Student Member |