

Dana K Rigg

1905 Cedar St. Apt 102, Richmond, VA 23223

(571) 481-6901 • drigg006@odu.edu

EDUCATION

Old Dominion University - *Master of Library and Information Studies Candidate*

Darden College of Education and Professional Studies • Projected graduation Summer 2023 • 4.0 Current GPA

- Relevant Courses include: *Access and Organization of Information* - MARC records, DDC, LCSH
- *Advanced Topics in Cataloging and Classification* - Dublin Core, LCC, Authority control, MeSH, Sears, BISAC
- *Collections Management* - Semester-long collections development project based on environmental scan and emphasizing best practices
- *Preservation Management for Libraries and Archives* - Storage, display and preservation best practices for a variety of materials; disaster response; development of a restoration plan for a flooded collection

James Madison University - *Bachelor of Arts in English*

Harrisonburg, VA • Class of 2016 • Magna Cum Laude

Relevant Courses include: *Technical Communication for Computer Science Majors, Software Engineering*

WORK EXPERIENCE

Henrico County Public Schools Library Services - *Library Assistant Cataloging/Acquisitions*

August 2021 - Present

- Copy cataloging in English, Spanish and French, importing MARC records from OCLC and editing to RDA and local standards
- Placing and receiving book orders for 22 school libraries, including tracking order progress, communicating with vendor representatives and updating librarians
- Maintenance of and updates to the HCPS Library Services webpage
- Assisted with the opening of a new library collection - August 2021
- As member of the inventory team, inventoried school library collections to identify missing items and ensure accurate collection stats - Summer 2022 and Summer 2023
- Contributed updates to the HCPS Library Services Handbook - July 2022
- Installed SIRSI software onto new Windows 11 laptops for 47 school libraries - October 2022

Henrico High School Summer Academy - *Librarian*

June 2021 - August 2021

- Provided database support to Summer Academy teachers
- Collaborated with teachers to plan literacy activities which support curriculum standards

Brookland Middle School - *Library Assistant*

August 2019 - June 2021

- Created step-by-step plan and timeline for genrefication of fiction section - Jan. 2021
- Designed and developed a local catalog spreadsheet for fiction section, emphasizing searchability and accuracy - April 2021

- Assisted with the planning and preparation of BMS' *LIT at the Crib* community event - May 2021
- Covering and book repair
- Processing new and discarded books, and weeding based on circulation statistics and TitleWave Analysis reports
- Using SirsiDynix ILS and OPAC for circulation, preparing reports, and editing patron profiles

Virginia Quilt Museum, Harrisonburg - *Museum Studies Intern*

September 2015 - May 2016

- Designed a brand-new museum website using Squarespace
- Gave weekly progress updates to the museum director
- Provided tech support for computers, printers, and online resources
- Assisted with seasonal exhibit changeover

SKILLS AND PROFICIENCIES

Cataloging proficiencies - *RDA, LCC, DDC, LCSH, MarcEdit, Cataloger's Desktop, WebDewey, RDA Toolkit, OCLC Connexion, SirsiDynix*

Book covering and repair - *Paperback and hardcover covering, spine reconstruction, repairing torn pages with glue and tape methods, repairing broken hinges*

Web design - *Wordpress, Squarespace, HTML/CSS*