MADELINE NEWQUIST
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Brooklyn, NY

EDUCATION

Current: Pratt Institute, Brooklyn, NY
Master of Science in Library and Information Science
Past: University of Chicago, Chicago, IL
Bachelor of Arts in English Literature with Honors, Minor in Classics

WORK EXPERIENCE

Pratt Institute Libraries, Brooklyn, NY   **GA, Public Services Department,** Sept. 2019–present

- Initiated and currently helms the development of a privacy policy for the libraries
- Co-created a collection development outreach plan for the libraries' digital resources
- Provides reference and paging service to patrons in person and via telephone, email and chat
- Assists faculty librarians in their liaison and instruction roles

Pratt Institute Libraries, Brooklyn, NY   **GA, E-Resource Management**, June 2019–present

- Creates and maintains LibGuides for students, faculty, and library staff on a variety of subjects
- Works within EBSCOhost to create digital records of the library's print periodical collection
- Provided additional ERM research and maintenance during the library's initial pandemic closure
- Participated in budgetary audit of digital periodicals
- Inputs and maintains date records, contact details, and invoice information in Sierra
- Attends vendor demos and participates in vendor trials to assist in acquisition decisions

The Center for Fiction, Brooklyn, NY   **Reference Assistant**, Dec. 2019–March 2020
*temporarily furloughed due to library closure during the pandemic

- Manages the library's reference desk, providing services such as assisting patrons, providing tours, sending overdue notices, assisting at events, and working in conjunction with the larger Center staff
- Assesses and processes material for large-scale de-accession projects
- Reads and evaluates submissions for the Center for Fiction Emerging Writers Fellowship

Library & Archive Intern, June–Dec. 2019

- Provided original cataloging for both contemporary and 19th-century archival titles
- Assisted in a re-shelving project for the current collection, and provided maintenance for older titles
- Attended webinars & NYC librarian events for collection development purposes

ADDITIONAL EXPERIENCE

Yosemite Research Library, NPS   **Cataloging Intern (Remote)**, Sept. 2020–present

- Trained to catalog for all four levels of NPS LIBRIS workflow
- Performs analysis of circulation and patron statistics for management

Dutton Books, PRH, New York, NY   **Publisher's/Editorial Assistant**, Sept. 2015–Jan. 2019

- Wrote sales, promotional, and flap copy for hardcover and paperback titles
- Created reading group guides and book club kits for promotional use and in printed titles

- Built and carried out successful endorsement campaigns

PROFESSIONAL ORGANIZATIONS & DEVELOPMENT

The Library Collective   **Writing Team Member**, Sept. 2020–present

- Writes at least two articles and creates multiple community-interactive polls a month for the League of Awesome Librarians
- Attends monthly team brainstorming meetings

Journal Club Hour   **Founder & Moderator,** Aug. 2020–present

- Created a weekly virtual journal club for a group of early-career LIS/GLAM peers
- Hosts and moderates the weekly discussion, and sends weekly minutes via email

Memberships: ALA; PLA; NYLA; League of Awesome Librarians; ALA Rainbow RT; ALA Games & Gaming RT; ALA Social Responsibility RT; #LIBREV.
Conferences: In 2020, I (will have) attended the Library Collective Annual Gathering; Urban Librarians Conference; LJ Fall Day of Dialog; ABOS Virtual Conference; NYLA Virtual Conference & Trade Show.

SKILLS

Collections Management, Databases, and Software Systems: Sierra; LibApps/Answers/Guides; EOS.Web; Caiasoft; Follett Destiny; EBSCOHost Admin; OCLC Worldshare Metadata; MARC21; AACR2 & RDA; Dublin Core; Microsoft Office & Google suites; HTML/CSS; JavaScript; Python/JSON; SQL.
Languages: Proficient in French and Latin; basic understanding of Ancient and Modern Greek, and Middle Egyptian. Learning American Sign Language!