

MADELINE NEWQUIST

(203) 414-6000 ❖ mcnewquist@gmail.com

Brooklyn, NY

EDUCATION

Current: Pratt Institute, School of Information

Master of Science in Library and Information Science

Expected Graduation: December 2020

Past: University of Chicago Class of 2015, 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

- Provides reference service to patrons in person and via telephone, email and chat; often giving demos and tours of the library stacks
- Provides circulation support and workflow oversight
- Supports outreach projects, such as participating in library-wide events and exhibitions
- Executes patron requests, such as Special Collection paging, Interlibrary Loan holds, and METRO library access
- Provides support for alumni and community members through the Friends of the Library program
- Assists with de-duping projects and provides suggestions for de-accessioning particular copies
- Participated in a Collection Development task force to create an outreach plan for the online collection during the COVID-19 pandemic; created a social media campaign, wrote a blog post for the library's website, and created a newsletter highlighting digital collections for the new, remote-learning semester

Pratt Institute Libraries, Brooklyn, NY

GA, E-Resource Management, June 2019-present

- Creates LibGuides for students, faculty, and library staff on a variety of subjects, including ebooks & open access resources
- Works within EBSCOhost and the Discovery Layer to create digital records of the library's print periodical collection
- User-tested the Map It feature in the catalog before its launch
- Routinely ensures smooth usability between records in the catalog and their full-text access in the Discovery Layer
- Provided additional OA and temporary open resource research, downloaded records from OCLC, and reworked LibGuides to be more user-friendly and accessible during the library's closure during the pandemic
- Participated in an audit of the digital periodicals in the face of pandemic-caused budget cuts

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, sending overdue notices, assisting at events, and working in conjunction with the larger Center staff
- Aids in acquiring new members, by processing in-person payments and gift memberships, and giving tours of the library to interested parties
- Assesses and processes material for de-accession, providing reports on authors which incorporate circulation statistics, WorldCat availability, and resale price on online marketplaces

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Brooklyn, NY

- Reads and evaluates submissions for the Center for Fiction Emerging Writers Fellowship

The Center for Fiction, Brooklyn, NY

Library & Archive Intern, June-Dec. 2019

- Provided original cataloging for both contemporary and 19th-century archival titles
- Responsible for pulling titles for visiting authors and signing events
- Worked with the collection, via re-shelving and shelf-reading, and providing re-labeling and re-wrapping for older titles
- Attended webinars & NYC librarian events for collection development purposes

ADDITIONAL EXPERIENCE

Dutton Books, PRH, New York, NY

Publisher's/Editorial Assistant, Sept. 2015- Jan. 2019

- Created reading group guides and book club kits for promotional use and in printed titles
- Built and carried out successful endorsement campaigns
- Wrote sales, promotional, and flap copy for hardcover and paperback titles
- Attended apprenticeships, interdepartmental trainings, and workshops as the editorial representative
- Communicated directly with authors regarding deadlines, production queries, and other tasks
- Aided a new executive editor in learning the routines of the imprint and beginning to build a title list
- Assisted two associate editors in the production process of the Publisher's title list

Chicago from the Lake, Ltd., Chicago, IL

Crew Member, Summer 2014

- Interacted directly with passengers to ensure safety and contribute to a positive experience on tours
- Researched and wrote docent biographies for architectural boat tour company

National Guitar Museum, Fairfield, CT

Launch Assistant, 2011–2014

- Led inventory management through creation and maintenance of spreadsheets, mailings, and labeling systems
- Strengthened public outreach through implementation of social media program

PROFESSIONAL ORGANIZATIONS & DEVELOPMENT

Memberships: ALA; PLA; NYLA; League of Awesome Librarians; ALA Rainbow RT; ALA Games & Gaming RT; ALA Social Responsibility RT; #LIBREV; SAA, ASIS&T, EMP (Pratt chapters).

Conferences: In 2020, I attended the Library Collective Annual Gathering; Urban Librarians Conference; LJ Fall Day of Dialog; ABOS Virtual Conference.

SKILLS

Collections Management, Databases, and Software Systems: Sierra; LibApps/Answers/Guides; Caiasoft; Follett Destiny; EBSCOHost Admin; ILL/Rapid ILL; SQL; OCLC Connexion; OCLC Worldshare Metadata; MARC21; AACR2 & RDA; DublinCore; Microsoft Office; Google suite; HTML/CSS; JavaScript; Python/JSON; SAP contracts; FileMakerPro

Languages: Proficient in French and Latin; basic understanding of Ancient and Modern Greek, and Middle Egyptian. Learning American Sign Language!