

Damon A. McGhee

www.damonmcghee.com

QUALIFICATIONS:

An academic Librarian and Archivist with interests in paper and digital curation, collection, selection, preservation, and accessibility of digital materials. Currently working on special projects to foster comic books as valued literary works to be collected by archives.

SKILLS & EXPERTISE:

Languages

- English (native)
- Arabic (beginner reading and writing)
- French (beginner reading and writing)
- Portuguese (conversational)

Technical Skills

Expert:

- **Office:** Access, Word, Excel, Project, PowerPoint, and Outlook
- **OS:** Windows 10, 8, 7, Mac OSx (Leopard to Mountain Lion), Linux (Ubuntu)
- **Web:** Wordpress, Squarespace
- **Repository:** DSpace, CONTENTdm

Working Knowledge:

- **Code:** HTML5, CSS3
- **Office:** Adobe Acrobat
- **Video & Graphics:** Inkscape, Photoshop, Pinnacle, Movie Studio, Corel
- **Web:** Adobe Dreamweaver

LIBRARY & ARCHIVE EXPERIENCE:

Jan 2015 – Present

Librarian at South Suburban College Library

South Suburban College, Library Department, South Holland, IL 60473

Supervisor: Patrice Burton, Dean of Library Services

- Educate patrons and other users of the library on research methods
- Instruct orientation and stand-alone courses that focus use of technology in library settings
- Created iPad Lending Program for student use and to enhance library instruction
- Research and implement essential open source software that cut costs and improve library operations
- Manage in-person and virtual research and reference assistance
- Supervise, train, and evaluate Librarians and student workers

Jan 2015 – Present

Archivist at South Suburban College Library

South Suburban College, Library Department, South Holland, IL 60473

Supervisor: Patrice Burton, Dean of Library Services

- Organize and maintain historically important materials related to South Holland and surrounding communities
- Spearhead digitization projects to have all historical academic yearbooks, newspapers, and photos in digital format and uploaded to an accessible digital-repository
- Researching DSpace and ContentDM as long-term searchable archival repositories

June 2012 – Oct 2013

Middle East and North African Library Assistant at the GRC

Gelman Library, George Washington University, Washington, DC 20052

Supervisor: Oksana Prokhvacheva, Library Manager of Global Resources Center

- Provide general reference and research services to patrons
- Use Voyager cataloging system to process new acquisitions

- Answer reference queries related to Middle East and North Africa scholarship

May 2012 – Jan 2013 **National Archives and Records Administration**

National Historical Publications and Records Commission
700 Pennsylvania Avenue, NW, Washington, DC 20408
Supervisor: Lucy Barbara, Deputy Executive Director of NHPRC

- Developed a digital directory of all projects sponsored and funded by the National Historical Publications and Records Commission, the administrative affiliate of the National Archives and Records Administration
- Worked directly with NHPRC personnel to make decisions on HTML formatting, biographical descriptions, and language for the final posting of the finished project

Aug 2010 – May 2012 **Graduate Assistant at Africana Collections and Services**

International and Area Studies Library
University of Illinois at Urbana-Champaign, Urbana, IL 61801
Supervisor: Alfred Kagan, Africana Bibliographer & Professor

- Developed digital finding aids and reference guide related to Africa
- Administered and developed a digital reference guide entitled: “Current Events Guide to Democratization Movements in the Arab World (<http://uiuc.libguides.com/ArabDemocracy>)”
- Gained working knowledge of Arabic and French, and other less common languages related to Africa
- Wrote annotated bibliographies for new acquisitions, distributing finishing bibliographies to selected library staff and college departments
- Utilized Microsoft Excel and Access to monitor acquisitions and project work
- Responsible for correspondence with international researchers and patrons

Aug 2008 – May 2012 **Curatorial Intern at the Rare Book and Manuscript Library**

University of Illinois at Urbana-Champaign, Urbana, IL 61801
Supervisor: Chatham Ewing, Curator of Special Collections

- Investigated Blacklight software as a means for normalizing item and file level data
- Administered two significant collections: the Carl Sandburg, and H.G. Wells Papers collections
- Used Microsoft Excel and Access to prepare databases to be displayed in Archon, an archival information system
- Working knowledge of blogs, using internal university blogging systems to post collection information for public access

Oct 2006 – Aug 2008 **Student Assistant at the Rare Book and Special Collections Dept.**

Founders Memorial Library, Northern Illinois University, DeKalb, IL 60115
Supervisor: Lynne Thomas, Curator

- Learned basic archival and library processing skills.
- Informed supervisor of records requiring preservation and rehabilitation attention

INSTRUCTION, RESEARCH, & TECHNICAL EXPERIENCE:

Nov 2008 – Nov 2011 **Information Literacy Instructor at Urbana Free Library**

210 West Green Street, Urbana, IL 61801
Supervisor: Carol Inskeep, Librarian

- Used constructivist learning theory to develop lesson plans for teaching technology
- Facilitated information literacy workshops to support fulfilling patron research needs, informing participants of useful databases, electronic books and journals, and media databases
- Discussed and explored web design, methods for blogging, and photo-editing software
- Worked directly with diverse body of patrons from ages 15 to 60
- Taught Microsoft Excel and Access on Windows and Mac operated computers to senior patrons

Jan – Aug 2011

Web Designer for the Urbana-Champaign Independent Media Center
202 South Broadway, #100, Urbana, IL 61801

Supervisor: Diane K. Kovacs, Assistant Professor

- Produced detailed documentation for website building to be used as a spring board for ideas, a simple starting point for moving forward to make IMC services more accessible to its patrons and the growth of Internet users through the Champaign community
- Communicated effectively in writing and oral presentation the purpose and goals of the web design project to IMC members. Proposed and implemented a web design that would serve two specialized and very different purposes, the IMC as an organization, and the IMC webpage as a space for creating and disseminating news
- Achieved a design that facilitated two distinct spaces for displaying local news stories and information about the IMC organization

Nov 2010 – Jan 2012 **Instructor, East St. Louis Action Research Project (ESLARP)**
Graduate School of Library and Information Science, Urbana, IL 61801
Supervisor: Martin Wolske, Visiting Professor

- Donating more than 74 hours, taught computer technology through concepts of “digital storytelling” to local senior and teenage populations in various churches, libraries, and community centers in East St. Louis, a historically low-income, underdeveloped, and technologically marginalized community
- Youth and seniors learned to develop their personal stories, and used Adobe software, digital and video cameras, and various audio and video programs to publish produced stories on the Internet

June – Aug 2009 **Researcher for São Tomé and Príncipe Union for Promotion**
São Tomé City, São Tomé and Príncipe
Supervisor: Martin Wolske

- As a representative of the Graduate School of Library and Information Science at the University of Illinois, collaborated with São Toméan professionals to create instruction plans and map out areas to implement computer training centers
- Developed written and oral communication skills in a foreign language while immersed in a Portuguese speaking country for two months
- Did basic interpretation and translation for various interviewing assignments with local librarians
- Conducted research on and assessed the sustainability of computer technology in the tropical regions of São Tomé
- Introduced and taught components of information technologies to São Toméan youth recruits, ages eleven to seventeen. Independently wrote concise reports documenting instruction plans, processes of implementation of technology in computer centers, and the sustainability of computer systems
- Executed repairs on computers that had hardware issues, and updated security and virus scan protection

OTHER EXPERIENCE:

Jan – May 2011 **Co-Creator of Syllabus**
Graduate School of Library and Information Science, University of Illinois
501 E. Daniel Street, MC-493, Champaign, IL 61820

Donated 107+ hours in response to an administration request, co-created a syllabus on international librarianship to be taught by a qualified professor at the Graduate School of Library and Information Science at the University of Illinois. Met deadlines and contributed appropriate written materials to the assigned subjects and matters of objectives, course information and description, mission statements, and resources for proposed course. New course: “Local, Regional, and Global Intersections in LIS” was added to official course listing at the beginning of spring 2012.

Course was designed to promote essential elements of diversity that would facilitate the inclusion of all world cultures and foster the growth of an international community through student engagement with library principles.

EDUCATION & CERTIFICATES:

- 2012 University of Illinois at Urbana-Champaign, Urbana, IL
MS Library and Information Science
MS African Studies (Incomplete)
- 2008 Northern Illinois University, DeKalb, IL
BA History
- 2010 Graduate Certificate in Special Collections
University of Illinois at Urbana-Champaign, Urbana, IL

FELLOWSHIPS:

- May 2012 F.L.A.S (Foreign Language and Area Studies) Fellow for Arabic
University of Illinois at Urbana-Champaign, Urbana, IL
- Aug 2008 LAMP (LIS Access Midwest Program) Fellow
University of Illinois at Urbana-Champaign, Urbana, IL

PUBLICATIONS & PRESENTATIONS:

- Oct 2011 Presenter at L'École Nationale Supérieure des Sciences de l'Information et des
Bibliothèques, Villeurbanne, France
- Feb 2011 Presenter at BOBCATSSS Symposium 2011, Szombathely, Hungary
- "Community Engagement and the Library Professional: Cases in São Tomé and
Príncipe, and East St. Louis (USA)." Finding New Ways: Proceedings of the 19th
BOBCATSSS Symposium. Sopron, Hungary: University of West Hungary Press,
2011; 161-175.
- Jan 2009 Panelist at the American Library Association Mid-Winter Conference, Boston, MA, USA
- Oct 2008 Panelist at the Illinois Library Association Annual Conference, Chicago, IL, USA

AFFILIATIONS:

- 2011-Present Society of American Archivists (SAA)
- 2011-Present New Professionals Special Interest Group, IFLA (NPSIG)
- 2012-Present International Federation of Library Associations and Institutions (IFLA)
- 2008-Present American Library Association (ALA)