

SUMMARY OF SKILLS

- Metadata Processes: Content description, data transformation, and information organization across diverse content and format types.
 - MODS, TEI, Dublin Core, EAD, RDF
 - XML/XPath, XSLT, XQuery
 - MARC21, RDA, AACR2, LCSH
- Platforms & Systems: Islandora, ArchivesSpace, Digital Commons, various ILS's
- Digital Projects: From coordinating project teams to preparing ingest packages
- Documentation, Training, and User Support

PROFESSIONAL EXPERIENCE

Metadata & Digital Strategies Librarian, LSU Libraries

Baton Rouge, LA, February 2016 - present

Louisiana Digital Library development, migration, and administration:

- Implement MODS schema for Louisiana Digital Library, and create application profiles, guidelines, and tools to facilitate metadata creation throughout the consortium
- Design and execute metadata transformation processes, including 2016-2017 CONTENTdm to Islandora migration
- Represent user groups in planning and prioritizing with development team
- Conduct training, provide help desk support, and maintain documentation for content contributors

Digital repository projects:

- Develop and implement cross-departmental workflows and policies
- Standardize and manipulate descriptive metadata for digital assets
- Prepare ingest packages for digital repositories
- Perform light scripting to facilitate automation of repetitive processes

Digital Scholarship Lab collaborations:

- Provide metadata consultation and support
- Perform data transformations for scholarly investigations and for digital publication

Library Research Analyst, General Dynamics Information Technology

Suffolk, VA, January 2015 - November 2015

Established a standing research capability for US Joint Staff J-7, Future Joint Forces Division.

Conducted topical research assistance in support of projects related to national security challenges.

Assistant Librarian, South University

Virginia Beach, VA, April 2014 - January 2015

Supported a campus community of 900 students, faculty, and staff, with a focus on promoting research skills. Performed traditional library instruction, reference, cataloging and collection management duties.

Librarian, Henry E. Eccles Library, Naval War College

Newport, RI, February 2011 - December 2011

Converted analog records of archival primary source materials to digital format, adding controlled, authorized access points.

Librarian, Dudley Knox Library, Naval Postgraduate School

Monterey, CA, March 2010 - December 2011

Led the effort to set up and open the Special Collections and Archives physical space and public service point.

Additional Experience

- Library Aid, MWR Library, Commander Fleet Activities Sasebo, Sasebo, Japan, 2012
- Library Technician, Dudley Knox Library, Naval Postgraduate School, Monterey, CA, 2008 - 2010
- Circulation Clerk, Jacksonville Public Library, Jacksonville, FL, 2008

EDUCATION

Florida State University

Tallahassee, FL, 2009

Master of Science, Library and Information Science

University of North Carolina

Chapel Hill, NC, 2004

Bachelor of Art, Anthropology

Certifications & Professional Education

- Digital Scholarship Institute, ARL, January 2018
- Fundamentals of Preservation, ALCTS, September 2017
- Certificate in XML and RDF-Based Systems, Library Juice Academy, July 2017
- Western Archives Institute, Society of California Archivists, 2010

PROFESSIONAL ORGANIZATIONS

- American Library Association, 2009 - Present
 - ALCTS, LITA, & ACRL division member
- Louisiana Library Association, 2016 - Present
- Society of Southwest Archivists, 2018 - Present

SERVICE

- LITA Forum 2019 Program Planning Subcommittee, 2019
- ALCTS Planning Committee, 2018-2020
- ALCTS Cataloging and Metadata Management Section, Policy and Planning Committee, 2017-2019
- LDL Steering Committee, 2016-present
- Louisiana Digital Consortium, non-voting meeting attendee 2016-present
- LSU Library Faculty Policy Committee, 2017-2019
- LSU Libraries screening committees (2)
- LSU Office of Diversity, Office of Multicultural Affairs, Safe Space certified, March 2018

PUBLICATIONS

Stein, Z., Key, C., and Woods, C. (2018, August). Digitization on a Budget: Tips and Tricks for Digital Archives and Digitization. *Louisiana Libraries*. (Accepted for publication)

Key, C. (2018, May). The Louisiana Digital Library: Redesigned & Revitalized. *Southwestern Archivist*, 41(2), 24.

PRESENTATIONS

Key, C. (2018, October). *Using DevOps Tools for Migrating the Louisiana Digital Library*. Presentation at 2018 Digital Library Federation Forum, Las Vegas, NV.

Ziegler, S. and Key, C. (2018, September). *More than Just a Pretty Interface: The Louisiana Digital Library as a Data Hub*. Presentation at 2018 LOUIS Users Conference, Baton Rouge, LA.

Key, C. and Waugh, M. (2018, April) *Creating a Reproducible Metadata Transformation Pipeline Using Technology Best Practices*. Presentation at 2018 Digital Initiatives Symposium, San Diego, CA.
<http://digital.sandiego.edu/symposium/2018/2018/33/>

Key, C., Stein, Z., and Woods, C. (2018, March). *Digitization on a Budget*. Presentation at 2018 Louisiana Library Association Conference, Alexandria, LA.

Key, C. (2018, March). *Teaching with the Louisiana Digital Library*. Presentation at 2018 Louisiana Library Association Conference, Alexandria, LA.

Conlin, W. and Key, C. (2018, March). *The Process of a Completed Digitization Project: Ingest*. Preconference workshop at 2018 Louisiana Library Association Conference, Alexandria, LA.

Costello, G. and Key, C. (2017, October). *Louisiana Digital Library Update*. Presentation at LOUIS Membership Meeting, Baton Rouge, LA.

Kelly, E., Key, C. and Waugh, M. (2017, October). *Teaching with the Louisiana Digital Library*. Presentation at 2017 LOUIS Users Conference, Baton Rouge, LA.

Key, C. and Waugh, M. (2017, October). *The Louisiana Digital Library*. Presentation at Baton Rouge Area Library Club meeting, Baton Rouge, LA.

Key, C., Peak, J., Tanglao, K., and Waugh, M. (2017, April). *Building a New Louisiana Digital Library*. Presentation at State Library of Louisiana Tech Fest, Baton Rouge, LA.

Key, C. (2017, March). *Migrating the Louisiana Digital Library*. Presentation at 2017 Louisiana Library Association Conference, Lafayette, LA.

Key, C. (2016, October). *An Islandora Get-Away*. Presentation at 2016 LOUIS Users Conference, Baton Rouge, LA.

AWARDS

LOUIS Certificate of Award for Best Customized System, for work on Louisiana Digital Library. Presented October 2017 at LOUIS Users Conference, Baton Rouge, LA.

RECENT PROJECTS

Joseph Watson Correspondence

Louisiana Digital Library collection

<http://louisianadigitallibrary.org/islandora/object/lsu-sc-watson:collection>

Pintado Papers

Louisiana Digital Library collection

<http://www.louisianadigitallibrary.org/islandora/object/lsu-sc-pintado:collection>

The Broadway Journal: A Digital Edition

LSU Digital Scholarship Lab

<https://broadway.dsl.lsu.edu/>

LDL Metadata Documentation

Metadata application profiles for LDC consortium (a current effort; draft in progress)
(Markdown generated from MAP encoded in XML)

Full field list:

https://github.com/lsulibraries/ldl_metadata_docs/blob/master/ldl_metadata_guidelines.md