

JIA HE, M.L.I.S., M.I.S.

Cataloging Electronic Resources Librarian
Liaison Librarian for International Students
Room 152, Marx Library, University of South Alabama
Email: jiahe@southalabama.edu
Phone: (251) 460-7711; (251) 460-7026

EDUCATION

MLIS Master of Library and Information Science	Jan 2012- Dec 2013
School of Information Studies University of Wisconsin Milwaukee, United States	
MIS Master of Information Science	Sep 2005- Jun 2008
Department of Information Science Tianjin Normal University, China	
BA Bachelor of Archive Science	Sep 2000- Jul 2004
Department of Information Science Tianjin Normal University, China	

KNOWLEDGE AND SKILLS

Cataloging and Acquisition:

MARC, RDA, AACR2, LCSH, LCCS, DCC, LCSH, FRBR, OCLC Word Cat, OCLC Connexion System, Exlibris Voyager, MarcEdit, RDA Toolkit, Macros, Bake & Taylor Academic, GOBI

Digital Collection and Electronic Resources Management:

EAD, DACS, OXGEN XML editor, Omeka, CONTENTdm, Archive Toolkit, MarcEdit

Reference and Instruction Services:

Lib Guide, Question Point, Camtasia Studio

Computer:

Mac OS, Microsoft Windows, Microsoft Office Suite, Google Apps

Languages:

Advanced English language proficiency, Native Chinese language proficiency

PROFESSIONAL EXPERIENCE

Cataloging Electronic Resources Librarian Liaison Librarian for International Students

Sep 2014-
Present

Cataloging Department

Marx Library, University of South Alabama, AL

- Performed original and complex copy cataloging for media, electronic resources, and prints according to standards of RDA, AACR2, and local practices
- Maintained, added, and withdrew bibliographic records, holding records, and item records for media, electronic resources, and prints
- Performed bibliographic maintenance to ensure access to library resources
- Provided training and technical expertise to library staff within and outside the department
- Attended relevant conferences, workshops, and webinars for professional training and development
- Promoted liaison library services to international students
- Calculated monthly statistics for the Cataloging Department
- Attended relevant conferences, workshops, and webinars for professional training and development
- Sought opportunities for professional presentations and publication

Academic Hourly Employee

Feb 2014-
Jul 2014

Content Access Management/Electronic Resources

University Library, University of Illinois at Urbana-Champaign, IL

- Identified, selected, managed, and provided original cataloging and copy cataloging for Chinese almanacs, serials, album, monograph, journals, CD-ROMs, and DVD-ROMs according to cataloging standards of RDA, AACR2, MARC21, and FRBR
- Got authority control of records' titles, names, and subject headings. Assigned call numbers to records by using LCC, LCSH, and Macros
- Utilized various data processing functions including searching, withdrawing, updating, and transferring holding and item records to the local library integrated system
- Participated in UIUC CJK cataloging committee's workshops and webinars to update cataloging and collection management skills

Digital Collection Intern

Jun 2013-
Aug 2013

Research Center, Montana Historical Society, MT

- Scanned the Evelyn Cameron Collection (1912-1928) by operating Book Eye scanner
- Processed and uploaded 10 Cameron's diaries by CONTENTdm
- Created metadata schemas and developed workflows for digital object, metadata creation, and migrations
- Assisted electronic records archivists with collections evaluation and weeding projects

Cataloging Intern Mar 2013

Music Division, The Library of Congress, Washington, D.C.

- Identified, selected, and provided copy cataloging of music score collections including multiple-part scores, rare music scores, and special manuscript scores dating back to 1785 for the Halsey Stevens Collection, Hungary Music Collection, and Bela Bartok Collection. Cataloged materials include multiple-part scores, rare music scores with hand-written letters/notes, and special manuscript scores
- Checked, withdrew, and updated music scores records in Voyager

Electronic Records Fieldworker Jan 2013-

University of Wisconsin Milwaukee Archives, WI

May 2013

- Processed, described, and arranged electronic records by using Duke Data Accessioner, NARA File Analyzer, and Archivists' Toolkit
- Cataloged and classified electronic records in collections of Midwest Archives Conference

Diversity Service Intern Jan 2013-

Research & Instructional Support

Dec 2013

University of Wisconsin Milwaukee Libraries, WI

- Provided reference services and assisted diverse students and faculty with their technical questions in person, via telephone, email, and online chat
- Worked with business librarians to help students, faculty, and community members with their research and studies on different topics in English and Chinese
- Designed information literacy classes and provided information literacy instructions to UWM international students
- Created library guides and departmental web pages for UWM multicultural library services
- Made the promotional video to introduce UWM library services to diverse student

Assistant Head Jun 2008-

Department of Electronic Resources

Dec 2011

Tianjin Information Center, China

- Maintained databases and websites for local government information agencies
- Updated and improved workflow of metadata creation and processing for electronic resources
- Provided workshop to train newly hired employees in information reference service
- Supervised staff's job performance and monthly time sheets
- Communicated with local universities to conduct research on information retrieval, metadata creation, and election resource management

PUBLICATIONS

Peer-Reviewed Publications

- Nero, M.D., & He, J. (2020). Space reclamation: The cataloging department's role in weeding projects. *Technical Services: Adapting to a Changing Environment*, West Lafayette, IN: Purdue University Press.
- He, J. (2019). A Comparative Study of Resource and Service Needs of International Students at an Academic Library. *The Southeastern Librarian*,(67), 3-14.
- Nero, M.D., & He, J. (2018). Is it necessary: Quality control in cataloging? *International Journal of Librarianship*, 3(2), 85-95.

Accepted Peer-Reviewed Publications

- He, J. (2020?) Diversity and Inclusion: Better Serving International Students at Academic Libraries. *Hope & a Future: Perspectives on the Impact that Librarians and Libraries Have on Our World*.

Other Publications (written in Chinese)

- He, Jia (2010). The Research on How to Improve Information Service in Digital Environment. *Information System Engineering*, 3, 141-142.
- He, Jia (2009). The Discussion on Online Information Resources Organization and Distribution. *Information System Engineering*, 12, 97-98.
- He, Jia (2007). The Discussion on Digital Collections' Organization and Evaluation in Digital Libraries. *Electromechanical Archives*, 2, 56-58.

PRESENTATIONS

Conference Presentations

- He, J. (Presenter), CALA Poster Sessions at 2019 American Library Association Annual Conference, "Promoting Library Services to the International Students at the University of South Alabama," Chinese American Library Association, American Library Association, Washington, D.C. (June 22, 2019).
- He, J. (Presenter), Chinese American Library Association Southeast and Southwest Chapters Joint Online Conference, "Issues and Solutions of Cataloging Streaming Videos by MarcEdit," Chinese American Library Association. (May 15, 2019).
- He, J. (Presenter), Southeastern Library Association & South Carolina Library Association Joint Conference, "Promoting Library Services to the International Students at the University of South Alabama," Southeastern Library Association, South Carolina Library Association, Greenville, SC. (November 2, 2018).
- He, J. (Presenter), Alabama Library Association Annual Convention, "Issues and Solutions of Editing Streaming Videos by MarcEdit," Alabama Library Association, Florence, AL. (April 12, 2018).

- Nero, M. D. (Presenter), He, J. (Presenter), Alabama Library Association, "Last But Not Least: Cataloging Quality Control," Technical Services & Systems Round Table of the Alabama Library Association, Montgomery, AL. (April 20, 2017).
- He, J. (Presenter), Alabama Library Association Convention, "Promoting Library Services to the International Students at the University of South Alabama," Multicultural Information Round Table of the Alabama Library Association, Montgomery, AL. (April 20, 2017).
- He, J. (Presenter), The 6th annual South Alabama Conference on Teaching and Learning, "Promoting Library Services to the International Students at the University of South Alabama," University of South Alabama, Mobile, AL. (May 9, 2016).
- He, J. (Presenter), Alabama Library Association and Southeastern Library Association Convention, "Develop Collections for International Students in Academic Libraries," Point Clear, AL. (April 10, 2015).
- Nero, M. D. (Presenter), He, J. (Presenter), Alabama Library Association and Southeastern Library Association Convention, "Behind the Scenes: Quality Control in the Cataloging Department," Point Clear, AL. (April 9, 2015).
- He, J. (Presenter), Alabama Library Association and Southeastern Library Association Convention, "Electronic Resources: New Challenges for Cataloging and Catalogers," Point Clear, AL. (April 9, 2015).

Other Presentations

- He, J. (Presenter), 2019 Fall USA International Student Orientation, "Introduction of Library Resources and Services at Marx Library," University of South Alabama, Mobile, AL. (August 12, 2019).
- He, J. (Presenter), 2018 Fall USA International Student Orientation, "Introduction of Library Resources and Services at Marx Library," University of South Alabama, Mobile, AL. (August 14, 2018).
- He, J. (Presenter), 2017 Fall USA International Student Orientation, "Introduction of Library Resources and Services at Marx Library," University of South Alabama, Mobile, AL. (August 7, 2017).
- Nero, M. D. (Presenter), He, J. (Presenter), Cataloging Department Workshop, "OCLC Review; RDA Review; Cataloging Functions in Voyager; Cataloging Reference Tools," Cataloging Department, Marx Library, University of South Alabama, Mobile, AL. (November 17, 2015).
- He, J. (Presenter), 2015 Fall USA International Student Orientation, "Introduction of Library Resources and Services at Marx Library," University of South Alabama, Mobile, AL. (August 10, 2015).

PROFESSIONAL MEMBERSHIP

American Library Association (ALA), Feb 2019 - Present

Chinese American Librarians Association (CALA), Oct 2018 - Present

Southeastern Library Association (SELA), Sep 2016 - Present

Alabama Library Association (ALLA), Dec 2014 - Present

PROFESSIONAL SERVICE

President

Southeast Chapter

Chinese American Library Association, Jun 2019 – Jun 2020

Moderator

Technical Services & Systems Round Table

Alabama Library Association, Apr 2019 – Apr 2020

Vice President

Southeast Chapter

Chinese American Library Association, Jun 2018 – Jun 2019

Moderator-Elect

Technical Services & Systems Round Table

Alabama Library Association, Apr 2018 – Apr 2019

Secretary

College, University, and Special Libraries (CUS) division

Alabama Library Association, Apr 2018 – Apr 2019

Secretary-Treasurer

Multicultural Information Round Table

Alabama Library Association, Jun 2015 – Apr 2018

LIBRARY SERVICE

USA Libraries Forum

University Libraries, Jun 2015 – Present

Learning Commons Committee

University Libraries, Jul 2016 – July 2018

Social Science Librarian Search Committee

University Libraries, Sep 2016 – Nov 2016

Outreach Librarian Search Committee
University Libraries, Aug 2015 – Oct 2015

Liaison Librarian Committee
University Libraries, May 2015 – Present

Technology Committee
University Libraries, May 2015 – Present

Faculty Committee
University Libraries, 2015 – Present

Allocations Review Group
Marx Library, Nov 2014 – Feb 2015

Collection Development Committee
University Libraries, Nov 2014 – Nov 2015

UNIVERSITY SERVICE

Advisor
Chinese Student and Scholar Association
University of South Alabama, Jun 2015 – Dec 2018

COMMUNITY SERVICE

McKemie Place Donation Drive
Mobile, AL, Nov 2018

American Heart Association Heart Walk
University of South Alabama, Mobile, AL, Oct 2017

Martin Luther King Day of Service
University of South Alabama, Mobile, AL, Jan 2017

Food and Toy Drive for the Salvation Army of Coastal Alabama
Mobile, AL, Dec 2016

Food Drive for the Bay Area Food Bank
Mobile, AL, Dec 2015

HONORS AND CERTIFICATES

University of South Alabama

- Cataloging End Processing Training Certificate, 2016
- Certificate of New Faculty Program Skill Certificate, 2016
- Certificate of Mentorship Program Certificate, 2016
- Sakai 101 Certificate Skill/Accomplishment/Award/Certification, 2015

University of Wisconsin Milwaukee

- Archives Alternative Spring Break Award, 2013