

## EDUCATION

### Master of Library and Information Studies, June 2020

University of California, Los Angeles

- *Honors:* [Showcase Portfolio](#), “The False Promise of the Keyword Search: Optical Character Recognition in Digital Collections”
- *Funding:* UCLA Digital Resource Development Initiative grant for [Exploration & Inquiry](#); Future Digital Leaders Program, Henry Stewart Digital Asset Management, 2020; Student Equity Scholarship, Information Architecture Conference, 2020

### Bachelor of Arts in English Literature and Italian Studies, May 2012

University of California, Berkeley

- *Honors:* Phi Beta Kappa, Departmental Citation for Top Undergraduate Student in Italian Studies

## LIBRARY, ARCHIVE, AND INFORMATION MANAGEMENT EXPERIENCE

### UNC CHARLOTTE, ATKINS LIBRARY

Charlotte, NC

Digital Scholarship Librarian (40 hours/week)

1/19/2021 – Present

- Maintains and develops Niner Commons, UNC Charlotte’s institutional repository of scholarly works. Support includes ingesting items, metadata planning and remediation, and outreach and promotion.
- Manages open access digital publishing efforts, including scholarly journals, monographs, exhibits, and conference proceedings. Onboards projects and conducts outreach and consults.
- Advocates for a culture of open access on campus, developing informational resources, conducting outreach, and building relationships with stakeholders.
- As part of the DEIA Descriptive Practices Working Group, reviews metadata within Niner Commons for problematic and outdated terminology, suggesting new terms and practices.
- Collaborates with other librarians on digital humanities outreach, consultations, and instruction.
- Oversaw usability updates to Niner Commons to encourage use of the service and improve resource discovery, including visual design updates, streamlining content, and metadata remediation.
- Secured three grants for book publishing projects with UNC Press, along with an Inclusive Excellence Grant from UNC Charlotte to support a DEIA usability study for metadata review.
- Supported the onboarding and launch of three journals, conducting trainings on Open Journal Systems and Adobe InDesign, advising the journals on workflows, and securing ISSNs.
- Advocated for and secured unique identifiers (DOIs for journal articles and Handles for repository items) in order to support long-term digital preservation and facilitate metrics for journals.
- Helped organize the Digital Humanities Institute 2022, a two-day hybrid conference. Assisted with coordinating logistics for speakers, participant registration, and event marketing.
- Developed documentation, policies, and assessment plans for Niner Commons to ensure consistent service and best practices.

### PRO UNLIMITED @ FACEBOOK

Los Angeles, CA

Assistant Taxonomist (40 hours/week)

10/5/2020 – 1/15/2021

- Built taxonomies from a flat list of terms, designing for intuitive customer browse.
- Mitigated user data risk by updating associated metadata, flagging items related to sensitive data.

### LOYOLA MARYMOUNT UNIVERSITY LIBRARY

Los Angeles, CA

Digital Initiatives Assistant (20 hours/week)

8/17/2020 – 1/15/2021

- Collaborated with faculty and instructors on digital scholarship assignments, building out models for digital content as well as consulting on learning objectives and assignment parameters.
- Uploaded digital assets into online repositories, generating and remediating metadata.

### UCLA LIBRARY, DIGITAL LIBRARY PROGRAM

Los Angeles, CA

Digital Collections Assistant (12 hours/week)

6/18/2019 – 6/10/2020

- Assisted in the migration and description of thousands of digital assets: created metadata, cropped and renamed assets, converted file types, and reviewed MODS metadata files for accuracy.

- Supported outreach, identifying professors that could integrate collections into their instruction.
- Tested digital collections for functionality and usability, advising on design, search, and metadata.
- Conducted research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the digital collections.
- Designed and created promotional materials using Adobe Photoshop and Canva.

## **UCLA LIBRARY, SPECIAL COLLECTIONS**

Los Angeles, CA

### **E-Reference Scholar** (8 hours/week)

4/8/2020 – 6/11/2020

- Assessed email reference services, recommending changes that would make the service more user-oriented, transparent, and sustainable. Report included workflow diagrams and SWOT analyses.

### **Reference Desk Assistant** (8 hours/week)

6/26/2019 – 4/8/2020

- Provided research assistance for students, faculty, and the public. Helped readers find materials, navigate the collections, and place requests through the catalog.
- Created documentation of technical programs to help users access born-digital and digitized materials. Documentation covered programs like HxD Hex Editor, Gephi, and Fusion.

## **GO FOR BROKE NATIONAL EDUCATION CENTER**

Los Angeles, CA

### **Community Archives Fellow** (12 hours/week)

9/25/2019 – 6/12/2020

- Processed archival collections, creating finding aids with ArchivesSpace.
- Supported digitization projects with partner institutions, creating metadata for digitized items that follow project standards while also capturing complex parent/child/grandchild relationships.
- Audited digital archival asset usage, interviewing staff and evaluating thousands of assets to draft a report identifying needs and best practices for storage, ingest, metadata, and workflows.

## **GETTY RESEARCH INSTITUTE**

Los Angeles, CA

### **Vocabularies Intern** (12 hours/week, academic credit)

3/30/2020 – 6/4/2020

- Translated and integrated Italian terminology into the Art & Architecture Thesaurus (AAT), developing a deep understanding of thesaurus governance while making AAT more accessible.

### **Metadata Intern** (12 hours/week, academic credit)

10/1/2019 – 12/5/2019

- Assessed, cleaned, and reconciled legacy metadata in OpenRefine, preparing metadata for transformation to linked open data. Implemented controlled vocabularies.
- Defined and documented data content rules that would best support user research and discovery.
- Defined and documented metadata workflows to aid future cleaning and reconciliation efforts.
- Created a reference sheet of GREL syntax for editing metadata to facilitate ongoing data cleaning.

## **UNIVERSITY OF SOUTHERN CALIFORNIA**

Los Angeles, CA

### **Research Data Intern** (12 hours/week)

6/28/2019 – 9/13/2019

- Supported data reuse by creating a Drupal reference library of publications and datasets.
- Designed a Drupal survey to expedite the data request process. Integrated survey design best practices to ensure accurate and consistent data collection as well as ease of use for survey takers.

## **THE FOWLER MUSEUM**

Los Angeles, CA

### **K-12 Student Educator** (10 hours/week)

9/26/2018 – 6/6/2019

- Led interactive, hands-on gallery tours, art workshops, and story hours for K-12 students, fostering active learning and visual literacy. Developed instructional material tailored to different age groups.
- Taught groups of up to 25 students at a time, for an approximate total of 1,400 students during my tenure, employing group management to ensure safety and cohesion.
- Developed a comprehensive plan for the Fowler Library: identified issues in collections management and circulation practices and provided concrete recommendations for best practices and next steps.

## **CORONADO HISTORICAL ASSOCIATION**

San Diego, CA

### **Collections Intern** (5 hours/week)

5/21/2018 – 7/30/2018

- Conducted internal/external research related to readers' requests, pulling relevant archival material.
- Developed and led a training session to a team of 10 new volunteers, covering topics like archival research strategies, collections management systems, and professional visitor interaction.

## ADDITIONAL PROFESSIONAL EXPERIENCE

### WATER ENVIRONMENT FEDERATION

Washington, DC

**Books Production Specialist** (30 hours/week)

6/12/2017 – 8/3/2018

- Maintained a database of book products, ensuring consistency and accuracy. Edited the e-commerce website, adding SEO-friendly descriptions and product metadata to bolster web presence.
- Ensured deadlines were met across different departments, freelancers, and vendors. Shepherded 6 titles through production in just 3 months, a record for the organization in over 10 years.

### THE WYLIE AGENCY

New York, NY

**Literary Assistant** (40 hours/week)

5/16/2016 – 4/28/2017

- Pitched book ideas to major publishers. Analyzed deal terms, supporting negotiations.
- Directly assisted clients, answering queries on the phone, in person, and by e-mail.

**Contracts Assistant** (40 hours/week)

3/10/2015 – 5/13/2016

- Negotiated and drafted contracts for book and magazine deals, interfacing with major publishers.
- Analyzed dozens of contracts daily to answer permission requests, negotiating and issuing licenses.

### THE DEPARTMENT OF JUSTICE

Washington, DC

**Paralegal Specialist, Antitrust Division** (40 hours/week)

9/10/2012 – 7/11/2014

- Conducted legal research and analyzed market concentration of various technology industries to approve mergers, utilizing company filings, Westlaw, and LexisNexis to draft memoranda.
- Managed the document review effort for the Anheuser-Busch/Modelo investigation, supervising a team of 20 paralegals and increasing review volume by over 50,000 documents in two months' time.

## SERVICE

### LIBRARY SERVICE

#### *Committees and Working Groups*

- Scholarly Communications Committee, Co-Chair, 2021 - present;
- Niner Commons Subcommittee, Chair, 2021 - present
- Strategic Planning Committee, 2021 - present
- Assessment Committee, 2021 - present
- Steering Committee, 2021 - present
- Professional Activities Committee, 2022 - present
- Library Faculty, Secretary, 2021-2022
- DEIA Descriptive Practices Working Group, 2021 - present
- Digital Humanities Working Group, 2021 - present
- Cataloging Working Group, 2021 - present

#### *Search Committees*

- Student Success Librarian, 2021
- Discovery and Systems Librarian (two rounds), 2021-2022; Discovery Cataloger, 2023
- Copyright and Licensing Librarian, 2023

### UNIVERSITY SERVICE

- Faculty Employment Status Committee, 2022 - present
- Campus Affordable Textbook Task Force, 2021 - present
- Critical Media Literacy Collaborative, 2021 - present
- Three Minute Thesis (3MT) Judge, Center for Graduate Life and Learning, 2021

### SERVICE TO THE PROFESSION

- The Association for Computers and the Humanities, Affiliation & Liaisons Committee, 2022-2023
- Digital Humanities Collaborative of North Carolina, Executive Board, 2021 - 2023; Advisory Board, 2023 - present
- UNC University Library Advisory Council (ULAC) Open and Affordable Resources Committee (ORAC); ULAC OER Development Subcommittee, 2021 - present; ULAC Scholarly Communications Working Group, 2022 - present

## SCHOLARSHIP

### Peer-reviewed articles

- Joseph Nicholson and **Savannah Lake**, "Implementation of FAST in Two Digital Repositories: Breaking Silos, Unifying Subject Practices," *Cataloging and Classification Quarterly* 61, no. 5-6 (2023): 558-578. <https://doi.org/10.1080/01639374.2023.2193572>.
- **Savannah Lake** and Joseph Nicholson, "Remediation by Degrees: Enhancing ETD Metadata to Improve Discoverability," *North Carolina Libraries* 81, no. 1 (2023): 13-19. <https://doi.org/10.3776/ncl.v81i1.5426>.
- Forthcoming spring 2024: **Savannah Lake** and Stephannie Regenauer, "Growing an Institutional Repository: Leveraging a Citation Database as a Tool for Sourcing Deposits and Conducting Outreach," *Library Resources and Technical Services*.
- Forthcoming spring 2024: **Savannah Lake**, Elizabeth Siler, Jeff McAdams, and Kate Dickson, "Behind the Curve but Moving Ahead: Advocating for an Open Access Policy as a Later Adopter," *Library Resources and Technical Services*.

### Book chapters

- Forthcoming fall 2023: **Savannah Lake**, Joseph Nicholson, and Jenn Brosek. "One Step at a Time: Using Targeted Pilot Projects to Achieve Meaningful and Scalable Metadata Reparation." In *Inclusive Cataloging: Philosophical Questions and Case Studies in Reporative Cataloging*. ALA Editions.

### National presentations

- "[Forging the Future of a Growing Institutional Repository: Leveraging Citation Databases as a Tool for Outreach](#)," Association of College & Research Libraries, March 2023
- "[Supporting Professional Development and Work-Life Balance: A New Approach to Conferences](#)," Association of College & Research Libraries, March 2023
- "[Data Visualization and Museum Collections](#)," Keystone Digital Humanities Conference, July 2021

### Regional presentations

- "[The Open Access Author Toolkit: Growing a Campus Community and Practice of Open Access Scholarship](#)," North Carolina Library Association 65th Biennial Conference, October 2023
- "[Rethinking Resources: Personalizing Open Access Outreach by Discipline](#)," Wisconsin Association of Academic Librarians and Technical Services Section Conference, August 2023
- "[Legacy ETDs with Legacy Problems: Changing ETD Workflows to Improve Discoverability](#)," North Carolina Library Association Resources and Technical Services Fall Virtual Poster Session, October 2022
- "[In-Person, Remote, or Hybrid? Planning a Conference that Works for All](#)," ACRL-NC Chapter and NCLINE's "Virtually Together: Enlightening the Future," September 2022
- "[Culture of Collaborative Creation](#)," Library Association at the University of North Carolina at Chapel Hill Conference, March 2022
- "[Engaging Faculty in Open Access Publishing: Strategies for Success](#)," Association of Southeastern Research Libraries Scholarly Communication Unconference, March 2021

## SKILLS

**Languages:** Italian (proficient)

### Systems and Software:

- *Library, Archives, and Collection Management:* CONTENTdm, Omeka, PastPerfect, Aeon, Quartex, ArchivesSpace, Archivematica, Open Journal Systems, Open Monograph Press, Islandora, Oxygen XML Editor
- *Data:* OpenRefine, ArcGIS StoryMaps, Gephi, Voyant, Tableau
- *Languages:* HTML, CSS, GREL, SQL, Python, Jupyter Notebook, Git
- *Office and Project Management:* Jira, Confluence, Microsoft Office (Word, Excel, SharePoint), Zotero
- *Learning Management Systems:* Moodle, Canvas
- *Graphics and Image Editing:* Adobe Bridge and Photoshop, Canva

**Standards and Thesauri:** MARC 21, RDA, AACR2, LCSH, FAST, AAT, TGN, Dublin Core, MODS

## PROFESSIONAL DEVELOPMENT

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### Conferences and Symposia:

- North Carolina Library Association 65th Biennial Conference (October 2023)
- Open Access Scholarly Publishing Association (September 2023)
- Association of College & Research Libraries (March 2023)
- Open Access Scholarly Publishing Association (September 2022)
- Open Education Network Summit (June 2021)
- ALA Midwinter (January 2021)
- Special Libraries Association Conference (October 2020)
- Teaching with Primary Sources Unconference (August 2020)
- Lifelong Information Literacy Conference (July 2020)
- OmnichannelX (June 2020)
- Information Architecture Conference (April 2020)
- Sustaining Visions and Legacies: The Future of Special Collections Libraries, UCLA (March 2020)
- World Information Architecture Day (February 2020)
- Henry Stewart Digital Asset Management San Diego (November 2019)
- UCLA Library Outreach Unconference (August 2019)
- Processing Community Day (January 2019)
- Symposium on Displacement, Diaspora, and Documentation, UCLA (October 2018)

### Workshops and Trainings:

- Library Management Skills Institute: The Learning Organization (March 2021)
- SAGE Exchange: Get Data Savvy, Sage Publishing (July 2019)
- Library Carpentry, The Carpentries (July 2019)