

## KATHLEEN M. BURLINGAME

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### ❖ LIBRARY AND INFORMATION SCIENCE EXPERIENCE

Folger Shakespeare Library, Washington, DC  
Manuscript Cataloger, Fall 2007-Winter 2010  
Conducted original and retrospective conversion cataloging for manuscripts in a variety of languages pertaining to the history of Shakespearean scholarship and dramatic production. Contributed authorities to NACO. Physically processed and created EAD finding aids for manuscript collections concerning 19<sup>th</sup> and 20<sup>th</sup> century scholarship and magazine publishing. Developed an online portal for finding aid discovery and display. Collaborated with curatorial staff to develop local cataloging standards. Supervised intern assistants and non-professional staff on a project basis. Participated in institutional fundraisers and public events. Co-curated Folger exhibition "The Curatorial Eye," Summer 2009.

The Morgan Library & Museum, New York, NY  
Intern-Printed Books/Cataloging, Summer 2007  
Converted information from the Census of Bookbindings on Incunables to MARC format in Voyager ILS. Assigned subject genre headings and added entries based on national standards and Morgan practice.

Indiana University Herman B. Wells Library,  
Bloomington, IN  
Collection Management and Development  
Assistant III- Folklore, Anthropology, Sociology,  
and Social Work, Fall 2006-Spring 2007

Selected and purchased materials with a collection budget totaling \$75,240. Searched online dealer inventories for rare books to fulfill a \$20,000 Mellon Grant for the folklore special collection. Created budget requests for fiscal year 2007-2008. Conducted collection evaluations for acquisition and digitization planning. Performed in-person and e-mail reference service for students and faculty. Developed subject area guides, websites, and public displays.

Lilly Library (IU Special Collection),  
Bloomington, IN  
Public Services Assistant, Spring 2006-Fall 2006  
Provided patrons with information about exhibitions, events, library collection, and reading room procedures. Monitored reading room security and coordinated paging service. Answered basic reference requests and assisted with research-intensive queries.

SLIS, Indiana University, Bloomington, IN  
Faculty Research Assistant, Fall 2005-Fall 2006  
Aided in data collection and the testing of prototype systems for information retrieval and citation analysis projects. Compiled and edited over 5,000 bibliographic records for the Kurdistan Digital Library.

### ❖ PUBLISHING EXPERIENCE

Sterling Publishing, Inc., New York, NY  
Assistant Sales Manager, 2004-2005  
Specialty Retail Associate, 2004  
Special Sales Assistant, 2003

HarperCollins Publishers, New York, NY  
Digital Assets Archivist Assistant, Fall/Winter 2002

Em Literary Magazine (Blue Barnhouse Press),  
San Francisco, CA/Asheville, NC  
Grant Writer/Assistant Editor, 2001-2002

### ❖ EDUCATION

M.L.S. Rare Books and Manuscripts  
M.A. English and American Literature  
Indiana University, Bloomington, IN, 2007

B.A. English Literature and Philosophy  
Oberlin College, Oberlin, OH, 2002  
Semester at University College, Cork, Ireland

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### ❖ NON-DEGREE COURSES AND TRAINING ❖ SKILLS

- Advanced TEI Seminar, MITH/Women Writers Project
- Digitizing the Historical Record, Rare Book School
- Digital Preservation Training, Folger Shakespeare Library
- Western Manuscripts and Documents, 1500-2000, Rare Book School
- Paleography, Folger Shakespeare Library
- Name Authority Cooperative Program (NACO) Training
- Collecting and Appraising Rare Books, NYU
- Bookbinding I, NY Center for Book Arts
- Book Repair and Conservation, NY Center for Book Arts
- French I, The Cooper Union
- Platforms: Windows, Mac OS X, UNIX
- Software: MS Word/Excel/Access/Frontpage, Adobe Acrobat Professional, ACT
- Web Development: HTML, CSS, Dreamweaver, Photoshop, Illustrator, Flash
- Metadata, Cataloguing, etc.: AACR2, MARC21, RDA, LCSH, DCRM(B), DACS, XML:EAD/TEI, OCLC Connexion, Voyager, Archivist's Toolkit, oXygen
- Bibliographic and ILS tools: Unicorn Workflows, Dialog, Blackwell Collection Manager, Endnote
- Foreign Languages, etc.: Spanish, bibliographic French, Middle English, music notation, early modern secretary hand

### ❖ REFERENCES

Heather Wolfe, Curator of Manuscripts  
Folger Shakespeare Library  
(202) 675-0325, hwolfe@folger.edu

Jim Kuhn, Head of Collection Information Services  
Folger Shakespeare Library  
(202) 675-0334, jkuhn@folger.edu

Deborah J. Leslie, Head of Cataloging  
Folger Shakespeare Library  
(202) 675-0369, djleslie@folger.edu

### ❖ PROFESSIONAL ACTIVITIES AND AWARDS

- Rare Book School Scholarship, 2009
- Merit Scholarship, IU SLIS, 2005-2006
- Webmaster, Progressive Librarians Guild-Indiana University Student Chapter, 2006