

# JAMES HOLMES

4222 SE 26th Ave • Portland, Oregon • 97202

503 • 975 • 9416 cell

holmesj@reed.edu

## WORK HISTORY

### *Director of Access Services • Reed College • Portland, OR • 2012-present*

- Head of Access Services division of the library with additional supervisory duties of Access Services Department (5 FTE) overseeing circulation, Summit, Inter-library Loan, and class reserves.
- Systems Librarian. Administrator for Innovative Millennium/Innopac Integrated Library System and OCLC WorldCat Local OPAC interface.
- Liaison for Chinese and Russian Departments.
- Additional duties as outlined below in previous position as Technology and Media Resources Librarian.

### *Technology and Media Resources Librarian • Reed College • Portland, OR • 2011-2012*

- Administrator of Student Multimedia lab .
- Assistant Systems Librarian.
- Supervisor for library computing including Computer Technician (1 FTE).
- General reference and instruction.
- Additional duties as outlined below in previous position as Instructional Media Center Manager.

### *Instructional Media Center Manager • Reed College • Portland, OR • 2007 – 2011*

- Department manager for the Instructional Media Center, which houses the library's media collection, language lab, video viewing room, and music classroom.
- Duties include collection development, acquisition, cataloging, and circulation of library media resources.
- Budget proposal and spending for the combined IMC/AV Departments.
- Hire, train and supervise a student staff of 8-12 workers responsible for circulation, course reserves, and inventory.
- Supervision of Audio-Visual Department (2 FTE). Design and installation of educational and performance technologies for the Reed College campus.
- Assist in administration of the language lab, a computer lab consisting of 21 iMacs with a variety of language, video, audio, and core curriculum software.
- Assist in bibliographic and technology instruction for the performing arts and language classes.

### *Audio-Visual Services Coordinator • Reed College • Portland, OR • 2000-2007*

- Head of Audio-Visual Services, a division of the Reed College Library Instructional Media Center. Supervisory duties of (1 FTE) and 8-12 student workers.
- Responsibilities included design, purchase, installation, operation, and maintenance of all audio-visual equipment on campus.
- Other duties included recording and editing events for archival/broadcast, budget proposal/spending, equipment training, inventory control, systems consulting.

### *Manager • Windy City Sound & Lighting • Chicago, IL • 1994-1999*

- Professional audio/lighting sales and consulting. Specialization in mobile systems, club, corporate, and recording studio installation.
- Live sound engineer performing front of house and monitor duties. Thoroughly knowledgeable in all areas of sound and lighting production.
- Two years management experience consisting of full administrative duties with respect to: basic accounting, employee management, company asset management, marketing, customer service.

## **EDUCATION**

- Emporia State University – Portland, OR • Master of Library and Information Science • 2010
- Columbia College – Chicago, IL • Bachelor of Arts • Audio Engineering • 1994
- Innovative Interfaces – Millennium System Coordinator & Reports and Statistics for System Coordinators certificates • 2011

## **AWARDS AND AFFILIATIONS**

- Recipient of Reed College 2003 Staff Excellence Award, an annual award given to an employee as nominated by students, staff, and faculty – elected by the Excellence Award Committee.
- Member of OLA, ACRL-OR, NW/MET and CCUMC

## **COMMITTEE APPOINTMENTS, WORKGROUPS & TASKFORCES**

- ACRL Oregon Board Member – Private Colleges Representative
- ACRL Oregon – Reed College liaison
- ACRL Task Force on Guidelines for Media Resources in Academic Libraries
- Reed College Committee for the Performing Arts Center
- Reed College Digital Media Delivery Workgroup
- Reed College Library Communication Workgroup
- Reed College Library Web-usability Group
- Reed College Committee on Supervisor Development Planning
- Several Reed College hiring committees including: Performing Arts Librarian, Collection Development Librarian, Electronic Resources Librarian, Shared ILS Librarian, Director of College and Events Planning, AV Technician.

## **VOLUNTEER PROJECTS**

- Molly Raphael - ALA campaign, 2010 – website design and maintenance.
- [Circulate PDX](http://theramjac.com/circulatepdx/) – online librarians' guide to Portland, 2009 – cooperative website design and maintenance. <http://theramjac.com/circulatepdx/>
- Karen Searcy – Community Jazz Recording Project, 2007 – recording engineer.

## **CONFERENCE PRESENTATIONS**

- ACRL OR/WA – A retrospective look at the future of libraries (2010)
- Online Northwest – Using text-to-movie for library tutorials (2011)

## **PUBLISHING AND REVIEW**

- Review committee member – Journal of Computer Mediated Communication (2010-2012)
- ACRL Guidelines for Media Resources in Academic Libraries  
[http://www.ala.org/acrl/files/standards/media\\_resources\\_draf.pdf](http://www.ala.org/acrl/files/standards/media_resources_draf.pdf)

## **COMPUTER SKILLS**

- Library applications – III Millennium/Innopac, OCLC Connexion,
- Audio/Video/Image editing – ProTools, Audacity, FinalCut, iMovie, Photoshop, Flash, various media extraction programs.
- Web software – Dreamweaver, Fetch, Library à la Carte, various Content Management Systems
- Office production software – MS Office, OpenOffice, Filemaker