

Liz Muller

107E John M. Olin Library
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EDUCATION

M.S., Library and Information Science
Graduate Certificate in Special Collections
University of Illinois at Urbana-Champaign, Illinois, 2008

M.A., History of Architecture and Urbanism
Cornell University, Ithaca, New York, 2005

Graduate coursework, Architecture
University of Michigan, Ann Arbor, Michigan, 2000-2002

A.B., History
Princeton University, Princeton, New Jersey, 1996

EMPLOYMENT HISTORY

Library Experience

Metadata Librarian

Cornell University Library, Ithaca, New York, 2009-present

- Provide metadata consultation, design, and development services for library projects.
- Work with the department head to plan projects and grants within the unit.
- Consult with faculty and staff on metadata and information organization needs.
- Participate in the library's research and development efforts relating to access, retrieval, description, preservation, and management of objects in digital library systems.

Rare Book Cataloger

Cornell University Library, Ithaca, New York, 2008

- Performed original cataloging for printed materials, sound recordings, and bound manuscripts housed in the Rare and Manuscript Collections.
- Cataloged maps.
- Reconciled local serial holdings with OCLC records for WorldCat Local project.

Rare Materials Copy Cataloger

Cornell University Library, Ithaca, New York, 2008

- Performed cataloging and catalog maintenance following inventory of History of Science materials housed in the Rare and Manuscript Collections.
- Cataloged maps.
- Completed cataloging and inventory of the Harris Collection.

Harris and Native American Collection Copy Cataloger

Cornell University Library, Ithaca, New York, 2006-2007

- Carried out cataloging and inventory of the Harris Collection.
- Developed overall project workflow and maintained statistics.
- Trained and provided functional supervision of project assistant.
- Cataloged Native American serials received from the Huntington Free Library.

Catalog Management Assistant

Cornell University Library, Ithaca, New York, 2005-2006

- Processed transfers of Rare and Manuscript Collections materials from Olin Library for the “medium rare” project.
- Added special fields to trace provenance and binding in bibliographic and holdings records.

Teaching and Research Experience

Research Assistant

Cornell University, Prof. Bonnie MacDougall, Department of Architecture, Ithaca, New York, 2005

- Performed independent research on Indian architectural sites.
- Selected images for inclusion in the Knight Visual Resources Facility collection.

Teaching Assistant

Cornell University, Department of Architecture, Ithaca, New York, 2003-2005

- Introduction to the History of Architecture and Urbanism I and II
- Modernism from Europe to the Americas
- Three Generations of Modernists
- Architecture as a Cultural System

Research Assistant

Encyclopaedia Iranica, Prof. Susan Babaie, Ann Arbor, Michigan, 2002

- Conducted research on Persian architectural monuments.
- Compiled list of sites for inclusion in reference volume.

Graduate Student Instructor

University of Michigan, Department of Architecture, Ann Arbor, Michigan, 2001-2002

- History of Architecture II
- Design Fundamentals I
- Understanding Architecture

Visual Resources and Archives Experience

Archival Assistant

University of Michigan, Asian Art Archives, Department of History of Art, Ann Arbor, Michigan, 2001, 2002

- Duplicated photographic slides related to East and South Asian art and architecture for distribution to academic institutions.
- Scanned slides and formatted digital images of Chinese art for distribution on image CDs.
- Performed various administrative tasks related to the American Council for Southern Asian Art (ACSAA) Color Slide Project and Asian Art Photographic Distribution (AAPD).

Archival Assistant

University of Michigan, Bentley Historical Library, Ann Arbor, Michigan, 2000

- Prepared copies of archival documents and images to fulfill patron requests.
- Shelved materials in library stacks.

Project Assistant

Five College Archives Digital Access Project, Amherst, Massachusetts, 1999

- Scanned and performed OCR on archival documents relating to women's education at Amherst College and the University of Massachusetts.
- Wrote inventories and descriptions of collections for posting online.

Project Assistant

ArtLook, Inc., Champaign, Illinois, 1997-1998

- Edited and formatted historical text for *Eyes of the Nation* CD-ROM based on archival images and other media from the Library of Congress.
- Tracked project for graphic designers and programmers.

TECHNICAL SKILLS

Standards

Data structure (MARC, MODS, VRA Core, DC, EAD, TEI, DDI, METS), data content (AACR2, DCRM(B), DACS, CCO), data value (LCNAF, LCSH, AAT, ULAN, RBMS Vocabularies), classification (LC)

Languages

Markup (XML, HTML), natural (French, Spanish)

Software

XML editing (oXygen, XMetaL), cataloging (Voyager, OCLC Connexion), content management (Greenstone), image editing (Photoshop), web design (Drupal, Dreamweaver, SeaMonkey), administrative (Word, Excel, Access, PowerPoint)

PROFESSIONAL ACTIVITIES

Committee Participation

Cornell University Library, Ithaca, New York

- Metadata Working Group Steering Committee, Member, 2009-present
- Visual Resources Working Group, Member, 2009-present
- WorldCat Local Technical Services Implementation Team, Member, 2009-present
- Documentation Committee, Member, Co-chair, 2009-present
- Mann Digital Repository Steering Group, Member, 2009-present
- Fuerst Awards Committee, Member, 2009-present

Memberships

American Library Association (ALA), Member, 2007-present

- Association of College and Research Libraries (ACRL), Member, 2008-present
University Libraries Section (ULS)
Rare Books and Manuscripts Section (RMBS)
- Association for Library Collections and Technical Services (ALCTS), Member, 2009-present
Cataloging and Classification Section (CCS)
- New Members Round Table (NMRT), Member, 2009-present

Conferences and Workshops Attended

Summer Institute for Humanities Data Curation, University of Illinois at Urbana-Champaign, 2009

Electronic Texts and Images, Rare Book School, University of Virginia, 2009

Documenting Data Using DDI 3.0, Inter-university Consortium for Political and Social Research (ICPSR),
Cornell University, 2009

Awards

RBS Scholarship, Rare Book School, University of Virginia, 2008

Sage Fellowship, Cornell University Graduate School, 2002-2003