

# Rachel P. Karasick

rachelkarasick.info | linkedin.com/in/rachel-karasick

## EXPERIENCE

### Library Manager

Canberra Institute of Technology

2021 - present | Canberra, ACT, Australia

Manage a comprehensive library and learning service at Reid Library; project management; staff training and capacity building; developing digital literacy programs; liaise with teaching staff to maintain and develop learning resources; contribute to the development of policies and procedures.

### Information Access Coordinator - Science Librarian

Hancock Library, Australian National University

2018 - 2020 | Canberra, ACT, Australia

Management and delivery of information and digital literacy training; staff training; protocol development; research consultation services; collection development for medical and health disciplines; oversight of reference services and staff; coordination with academic staff.

### Library Projects Coordinator

ANU Library, Australian National University

2018 - 2020 | Canberra, ACT, Australia

Coordination of collection relocation project across three branch libraries; evaluation of low-use, duplicate, and digitised collection items; development and implementation of workflows, training, timelines, and reporting.

### Research Fellow

Harvard Library Innovation Lab

Summer 2017 | Cambridge, MA, USA

Conducted independent research exploring resource sharing and access opportunities for the Library of Things; developed participatory research portal focused on catalogue record templates, data sharing, and information exchange between libraries.

### Learning Commons Librarian

Simmons University Library

2017 | Boston, MA, USA

Liaison librarian for the sciences; departmental management of the Learning Commons, including hiring and oversight of 25 staff; outreach to students, faculty, and staff; management of reference and research support online and in-person; maintenance of research tools; participation in ongoing collection assessment and review.

## SKILLS

Detail-oriented, strong writer, effective communicator, reliable team player

Wide-ranging information science experience in public and academic libraries, including: departmental management, customer service training, project management, tech services, classroom instruction, and research support.

Technology: Adobe Creative suite; web design (CMS; HTML5, CSS3, JavaScript); Microsoft 365; database management; OCLC software; video and audio editing; library systems and software (e.g. Springshare, iii, Cívica, LibStats); social media & Hootsuite; UX & project management tools.

## EDUCATION

### Simmons University

Masters' Library & Information Science

2015-2017 | Boston, MA, USA

### Oberlin College

Bachelor of Arts in Environmental Science

2005-2009 | Oberlin, OH, USA

## ENGAGEMENT

2017 - Simmons Library  
Diversity & Inclusion Working Group

2017 - Simmons University  
DERAIL Forum organiser

2014 - FLP & Drexel University  
Leadership Development Program

2007 - Oberlin College  
Academic Commons Design  
Committee

## **Library Assistant, Discovery Services**

Simmons University Library

2016 - 2017 | Boston, MA, USA

Cataloging and metadata creation including e-resources; oversight of Interlibrary Loan department; supervision of student workers; purchasing for acquisitions cycle; workflow documentation and data management; Library-wide projects.

## **Grant Writer**

Free Library of Philadelphia Foundation

2013 - 2015 | Philadelphia, PA, USA

Identify, research, and develop opportunities; track, plan, and write reports to funders, including gathering data and managing submission; program development and evaluation; monitoring outcomes between reporting periods; data entry and tracking.

Sample grants:

- MakerJawn Makerspace Grant - IMLS - \$499,974
- Teen Culinary Literacy Program - GSK Corp. - \$450,000
- READ! By 4th - Lenfest Foundation - \$450,000
- Framing Fraktur Art Exhibition - Pew Center - \$360,000

## **Communications Director**

First Unitarian Church of Philadelphia

2011 - 2013 | Philadelphia, PA, USA

Social media and webmaster; newsletter editor; press releases; memos; video and audio editing; budget preparation; database management; volunteer supervision; staff hiring and oversight.

## **Outreach Coordinator**

Corvallis Environmental Center, Americorps VISTA

2009 - 2011 | Corvallis, OR, USA

Outreach & Program Development Coordinator for urban gardening organisations benefiting low-income teens and families. Event planning; grant writing; intern coordination; promotions and outreach; hiring youth staff; financial management.

## **Art Library Assistant**

Oberlin College Libraries

2005 - 2009 | Oberlin, OH, USA

Data entry; assisting patrons; circulation; book repair; preparations; shelf reading and backspacing; special collections; research assistance; closing and opening responsibilities.

## **AWARDS & HONORS**

### **Academic Scholarships**

Alice L. Haltom Educational Fund  
Freudenthal Endowed Scholarship  
Pearl Mason Keller Scholarship  
Heneghan Endowed Scholarship  
Segal AmeriCorps Education Award

## **INTERESTS**

building and riding bicycles,  
gardening, hiking, printmaking