

JOAN SCHUITEMA
604 Sheridan Rd. Unit 2W
Evanston, IL 60202
Cell: 773/255-9026; **Home:** 847/491-0592
Office: 312/442-4446; **Email:** j_schuitema@msn.com

Job History and Major Accomplishments:

Northeastern Illinois University, Chicago, IL (August 2010-)

Coordinator of Technical Services (Tenure & promotion to Associate Professor, 5/2013)

- Coordinate and manage all aspects of the Acquisitions and Cataloging units, including the supervision and training of 5 FTE staff
- Oversee database development activities for materials from the general collection
- Coordinate database development activities with materials for other library collections, including electronic resources and authority control
- In consultation with other Technical Services Librarians, develop, implement and coordinate policies and processes related to all library systems
- Prepare original cataloging, edit existing cataloging copy, assign call numbers and resolve conflicts for cataloging of monographs and music materials
- Function as system administrator for selective systems that support acquisitions and cataloging functions, including Voyager system administrator

Music Librarian

- Select library materials and information resources in music; manage the expenditures for the respective funds
- Consult and work with chairs, liaisons and faculty in the music department concerning library resources, services and library instruction/information literacy needs
- Develop information literacy programs and promote group instruction on the use of library resources in music
- Prepare and conduct library/information literacy instruction sessions for music patrons
- Provide extended reference/research consultations with music patrons

Committee appointments and special assignments

- Member, Collection Development Committee (ongoing)
- Member, Outreach Committee (ongoing)
- Interim Head of the Serials and Government Documents Department (12/2010-6/2012)
- Chair, Search & Screen for Electronic Resources & Serials Management Librarian (2012)
- Appointed mentor of the new Electronic Resources & Serials Management Librarian as part of the University's New Faculty Mentoring Program (2012-2013)
- Member, Discovery System Task Group (2013)
- Member, OCLC WorldCat Local Implementation Team (2013)
- Actively participated in efforts led by Cannon Design to develop a master space plan for the library's near and long-term future (2013)
- Secretary, Resource Professional Departmental Personnel Committee (DPC) (2012-2013)
- Appointed member (University Administration), Screening Committee for the Dean of the College of Graduate Studies and Research (Spring 2013)

- Elected by university faculty to serve on:
 - Faculty Advisory Committee to the Library (9/2011-8/2013)
 - Faculty Council on Academic Affairs (9/2012-8/2016)
 - Vice-Chair, 9/2014-
- Appointed member (University Administration and Faculty Bargaining Unit), Excellence Awards Committee for Teaching and Resource Professionals (2014)

University of Illinois at Chicago (May 2005-July 2010)

Catalog Librarian (Head of Cataloging), Clinical Assistant Professor (5/2005-7/2010)

Co-Coordinator of Acquisitions (3/2009-7/2010)

Head, Resource Acquisition & Management Dept, Clinical Assistant Professor (1/2010-7/2010)

- Administered all operations associated with the acquisition, cataloging, processing, and record management for print and electronic resources for the Richard J. Daley Library, Science Library, and 4 regional medical library sites (Chicago, Rockford, Peoria, Urbana)
- Managed all OCLC services related to technical services activities
- Supervised 4.8 FTE librarians, 1 FTE academic professional, and 18 FTE support staff

Committee appointments and special assignments

- UIC project manager, OCLC WorldCat Local beta test (for the CARLI environment)
- Project manager, OCLC WorldCat Local implementation at UIC
- Member, CIC Google Project Task Group
- Member, Workflow Efficiency Coordinating Team
- Member, Collections and Technical Services Council
- Member, Library Steering Committee
- Member, Library Strategic Planning Committee
- Member, Voyager Systems Administration Group
- Member, Joint University of Illinois Task Force on Bibliographic Services, 2005-2007
- Supervised 1 FTE Systems Librarian and 1 FTE Programmer, 11/2005-12/2007
- Supervised 1 FTE Digitization Librarian, 12/2006-12/2007
- Managed Maps Department (2 FTE), 05/2007-11/2007

Loyola University Chicago (May 1998-April 2005)

Head of Cataloging

- Administered the processing of monographs in all formats for 4 libraries in the Chicago area and Rome, Italy
- Oversaw authority control and maintenance of the Voyager online catalog
- Selected, trained, and supervised 2 FTE librarians and 3.5 FTE support staff, with an additional staff of 6 student assistants
- Planned, organized, and monitored operations of the department
- Managed OCLC budget for cataloging, union listing, telecom, and ILL
- Oversaw all outsourcing activities within the department

Committee appointments and special assignments

- Member, Integrated Library System Selection Team
- Data conversion manager for Voyager implementation
- Chair, Cataloging Functional Team for Voyager implementation/maintenance

- Chair, Cataloging Policy Board
- Member, Library Planning Council
- Member, Bibliographic and Access Services Department Management Group

Northwestern University, Evanston, IL (December 1988-April 1998)

Music Technical Services Librarian

- Administered the cataloging, binding, and marking of books, scores and serials
- Selected, trained, and supervised 2 FTE senior library assistants, with an additional staff of 7 student assistants
- Supervised 1 FTE professional sound recordings cataloger and oversaw all sound recordings cataloging for 1 year
- Provided reference services 6-10 hours per week
- Selected materials in early music and sacred music for the permanent collection

Committee appointments and special assignments

- Assembly of Librarians
 - President, 1995-1996
 - Vice-president/President-elect, 1994-1995
- Hearings and Appeals Committee, 1992
- Voyager Implementation Team, 1997-1998
- Retrospective Conversion Project Task Force, 1993-1998
 - Participated in planning and implementation of the University Library's conversion of 500,000 monographic records
 - Responsible for negotiating and managing separate contract with OCLC for music scores (23,000 titles)
- NOTIS Transition Team
 - Testing Coordinator for transition from the local to commercial version of NOTIS, 1991-1992 (Music Library officially released a third of my time for this assignment)
 - Cataloging Task Group member
 - Acquisitions Task Group member
- OCLC Transition Team
 - Member, 1989 (for the NU library's move from RLIN to OCLC)
- Cataloging Policy Committee
 - Instrumental in its formation and served as member, 1993-1988

OCLC Online Computer Library Center, Inc., Dublin, OH (June 1985-December 1988)

Product Support Specialist (1988)

- Product Manager for PRISM searching
 - Led design effort for PRISM search engine
 - Assisted with the design of computer-based training package for PRISM searching

System Support and Training Specialist (1985-1988)

- Supported OCLC customers using cataloging and authorities products and served as music expert
- Designed and presented training workshops around the country in MARC tagging for music materials and other cataloging products
- Pioneered concept of "funnel projects" as alternative means for OCLC libraries to participate in NACO
 - Negotiated implementation with the Library of Congress
- Product manager for the Linked Systems Project authorities system
- Product manager for the addition of Library of Congress Subject Heading records into OCLC's online authority file
- Coordinator of OCLC's Cataloging Advisory Committee

Southern Methodist University, Dallas, TX (August 1979-May 1985)

Music Cataloger (1980-1985)

Music Library Circulation Assistant (1979-1980)

Professional Service:

Library of Congress

Program for Cooperative Cataloging (PCC)

- Standing Committee on Standards, 1995-2000; 2007-2009
 - Chair, 1997-2000; 2007-2009
- PCC Policy Committee member, 1997-2000; 2007-2009
- PCC Operations Committee member, 1999-2000; 2007-2009
- PCC Task Force on the Internationalization of the Authority Files, Co-Chair, 2008-
- PCC liaison to CC:DA, 1998-2000
- Faculty member for BIBCO Train-the-Trainer, 10/13-15/1999
- Faculty member for Cataloging Now! workshops, 1998
- BIBCO trainer:
 - Northwestern University, 8/1996
 - Sibley Music Library, 11/1997
 - Stanford Music Library, 11/1997
 - Vanderbilt University, 12/1997
 - Center for Research Libraries, 4/1998
- Chair, Core Record for Music Task Group, 1994

American Library Association

Association for Library Collections & Technical Services (ALCTS), 1985-

- Cataloging and Classification Section
 - Executive Board, 2006-2009

Library Information and Technology Association (LITA), 1988-

- LITA/ALCTS:CCS Authority Control in the Online Environment Interest Group
 - Vice-chair/Chair/Past-chair, 1991-1994
 - Chair, Ad hoc Committee on Linking Authority and Bibliographic Records, 1990-1991

Joint Steering Committee for Revision of AACR

- Format Variation Working Group
 - Member, 2001-2002

Consortium of Academic Research Libraries in Illinois (CARLI)

I-Share Acquisitions and Serials Team

- Member, 2012-2013

I-Share Cataloging and Authority Control Team

- Member, 2006-2009

Committee on Institutional Cooperation (CIC)

Technical Services Directors Group

- Member, 2006-2010

Preservation Officers Group

- Member, 2006-2007

Heads of Cataloging Group

- Member, 2005-2010

Library Heads of Acquisitions Group

- Member, 2009- 2010

Music Library Association

Bibliographic Control Committee

- OCLC Liaison, 1985-1988
- Chair, Working Group on Authority Records, 1990-1991
- Chair, Authorities Subcommittee, 1991-1994
- OCLC Liaison, 1985-1988

Midwest Chapter, 1977-1978; 1985-1998, 2012-

Texas Chapter, 1978-1985

- Chair, 1981-1982

Music OCLC Users Group

OCLC Liaison, 1985-1988

NACO Music Project Participant, 1991-1998

NACO Music Project Executive Board, 1994-1995

Vice-chair/Chair-elect, 1984-1985

Amigos representative to OCLC Network Advisory Council, 1984-1985

Publications:

- Schuitema, J. (In press). The current cataloging landscape: A therapist's perspective. In S. Wright & L. Gullickson & L. Vandecreek (Eds.), *Psychology of librarianship*. United States: Scarecrow.
- Schuitema, J. E. (2010). The future of cooperative cataloging: Curve, fork, or impasse?. *Cataloging & Classification Quarterly*, 48(2-3), 258-270.
- Schuitema, J. E. (1998). Demystifying core records in today's changing catalogs. *Cataloging & Classification Quarterly*, 26(3), 57-71.
- Schuitema, J. (1988). Cataloging activities using LSP: Authority records. In J. J. Fenly & B. Wiggins (Eds.), *The linked systems project: A networking tool for libraries* (91-95). Dublin, OH: OCLC Online Computer Library Center, Inc.

Grants:

- Collaborated with NEIU's Social Sciences Librarian on an ALA/NEH grant proposal for the Bridging Cultures Bookshelf: Muslim Journeys (awarded Spring 2013)

Awards:

- Program for Cooperative Cataloging Certificate of Recognition for "outstanding leadership as Chair of the Standing Committee on Standards, for bringing the core record standards to fruition, and for her strong advocacy of the PCC's basic principles" awarded July 9, 2000

Presentations:

- "Outsourcing in Technical Services: Trends in Academic Libraries." Illinois Library Association Annual Conference, Springfield, IL, 10/2014
- "The Current Cataloging Landscape: A Therapist's Perspective." Music Library Association Midwest Chapter Annual Meeting, Naperville, IL, 10/2012
- "The Current Cataloging Landscape: A Therapist's Perspective." Illinois Association of College & Research Libraries (IACRL) Annual Conference, Oak Brook, IL, 03/2012
- "Bridging the Library Ethics Gap: The Nature of the Gap." Medical Library Association Annual Meeting, Chicago, IL, 05/2008
- "An Introduction to Gary Strawn's Cataloger's Toolkit." CARLI I-Share Cataloging and Authorities Control Team Forum, Springfield, IL, 11/2006
- "Recent LC Decisions and Their Influence on Cataloging." Served as facilitator of this discussion. CARLI I-Share Cataloging and Authorities Control Team Forum, Springfield, IL, 11/2006
- "Fluidity of Standards." PCC membership meeting, San Antonio, TX, 01/2000
- "Demystifying Core Records." Music Library Association annual meeting, 02/1998

- "Creating Core Records and the Cataloging Values They Reflect." ALA midwinter meeting, 1997 (Read in absentia)
- "The Core Bibliographic Record for Music: From Concept to Implementation." Two-hour presentation for general Library of Congress staff, 09/28/1994
- "Searching OCLC Music Records Cost-Effectively." Library of Congress Special Materials Cataloging Division, 09/27/1994
- "Editing OCLC Records in National Library Enhance Mode." Library of Congress, Special Materials Cataloging Division, 09/28/1994
- "The Evolution of the Cooperative Cataloging Council and the Core bibliographic Record Concept." ALCTS AV Committee, ALA annual meeting, 1994
- "Training Staff to Search OCLC Cost-Effectively." Music OCLC Users Group annual meeting, 1994
- "The Future of Music Technical Services." Music Library Association annual meeting, 1994
- "The Cost and Value of Authority Control." LITA/ALCTS CCC Authority Control Interest Group, ALA annual meeting, 1992
- "The NACO Music Project." Music OCLC Users Group annual meeting, 1991
- "OCLC on NACO." Institute entitled The Linked Systems Project and the Library Community. San Francisco, 06/25-26, 1987
- "The Linked Systems Project and Music Libraries." Music Library Association annual meeting, 1986
- "Consumer Activism for Online Users." Music OCLC Users Group annual meeting, 1985

Consulting

LYRASIS Consulting, 2010

- Retained to provide an analysis of the technical services workflows at Warsaw Community Public Library in Warsaw, IN.

Library of Congress Special Materials Cataloging Division, 1994

- Provided an analysis of the current state of cataloging policies and workflow used for processing music, books, and sound recordings. Many of my recommendations for changes to increase production were implemented.

American Theological Library Association, 1992

- Assisted with planning and implementing the ATLA's NACO funnel project.

Professional Memberships

American Library Association

Association for Library Collections and Technical Services

Music Library Association

Music Library Association Midwest Chapter

Additional Professional and Community Activities:

Community Counseling Center (in conjunction with United Church of Rogers Park)

- Helped to plan and set up a community counseling center in the Rogers Park neighborhood, 12/2008-8/2012
- Serve as the primary therapist on staff, 10/2009-06/2012

Illinois Wesleyan University

- Alumni Technology Advisory Group, 10/2007-

Evanston Northwestern Healthcare Integrative Medicine Department

- Counseling internship, 2004-2005

OCLC

- Listserv manager for OCLC's PromptCat listserv, 2000-2005

Research Library Group

- Served as reviewer for the Vision Project, a collaborative effort of the Visual Resources Association Data Standards Committee and RLG, 1998-1999

Association of Research Libraries, Office of Management Services

- Participated in "Library Management Skills Institute I: The Manager," 1998

Dominican University, Graduate School of Library and Information Science

- Guest lecturer on Music Technical Services, Summer 1993, 1996, 1997
- Instructor for independent study in music cataloging, Spring 1992
- Supervisor for a practicum in cataloging, Summer 2001
- Guest Lecturer in Marjorie Bloss's Introduction to Organization of Knowledge course, 2009-

Music Library Association

- Referee for MLA's *Technical Reports*, 1990-1992
- Quality Control Monitor for the AMLG Title II-C Retrospective Conversion Project, 1988-1992.

Education:

- 2005 **Loyola University Chicago**
M.A. Pastoral Counseling
- 1981 **Southern Methodist University**, Dallas, TX
M.M., Harpsichord Performance; summa cum laude
- Graduate assistant for Dr. Larry Palmer
- 1978 **University of Illinois at Urbana-Champaign**
M.S., Library Science
- Research assistant for Dr. D.W. Krummel
- 1977 **Illinois Wesleyan University**, Bloomington, IL
B.M., Piano Performance; summa cum laude