

## Work experience

### Digital Projects Librarian

2019 to 2024

*Providence Public Library*

*Providence, RI*

- Designed ProvLibDigital (PPL's digital repository)'s interface and structure, digitization, metadata creation, and file management guidelines, and collection ingest workflows.
- Collaboratively developed and implemented the library's digital preservation strategies with the Technology and Information Services and Special Collections departments.
- Supported digitization and digital library projects, including grant funded, cross-institutional initiatives like the Digital Public Library of America, National Digital Newspaper Project, and the Statewide Reference Resource Center.

### Reference Librarian

2019 to 2020

*Community College of Rhode Island*

*Providence, RI*

- Provided research guidance, readers' advisory, and database instruction to patrons.
- Led bibliographic instruction workshops reviewing the library's offerings and research methods, tailored to the particular needs of the class.

### Digital Imaging Technician

2019

*Rhode Island Historical Society*

*Providence, RI*

- Generated high-resolution digital images of original items, film negatives, and objects within the Rhode Island Historical Society's graphics, museum, and special collections, while populating RIHS' databases and catalog with image metadata.
- Responded to researchers' requests for such images, ensuring proper reproduction rights for use and timely, quality fulfillment of orders.

### Library Commons Assistant

2016 to 2019

*Providence College*

*Providence, RI*

- Provided access services to students and faculty through circulating books and computer technology, updating course reserves and new book displays, and assisting in digital access of networks and databases in a learning commons setting.

### Intern, RISD Archives

2017

*Rhode Island School of Design*

*Providence, RI*

- Processed a collection of materials from the Teaching + Learning in Art + Design graduate department, and developed an online exhibition highlighting the collection's holdings.
- Created and published an XML encoded finding aid for the collection on the Rhode Island Archival and Manuscripts Collections Online (RIAMCO) database.

### Scanning Technician

2016

*Providence Public Library*

*Providence, RI*

- Digitized historical photographic prints in the Rhode Island Collection for an online repository of high-resolution images, created using a flatbed scanner and DSLR with copy stand.
- Populated metadata fields associated with each image, adhering to DACS best practices and Library of Congress vocabulary authorities.

### Intern, Visual Resources Library

2015

*Rhode Island School of Design*

*Providence, RI*

- Migrated records and files for visual materials to Artstor Shared Shelf and Digital Commons database management systems.
- Constructed, edited, and updated database of images and image metadata from RISD's Visual Resource Collection, Museum Archives, and Special Collections according to VRA Core standards.

## Jeremy Ferris

jferris237@gmail.com | 518-810-7361

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### Statewide Reference Resource Center Project Assistant

2013 to 2014

*Community Libraries of Providence*

*Providence, RI*

- Provided administrative support for AskRI.org, Rhode Island's digital reference library, including the scheduling of classes and lectures, expanding social media and promotional efforts, and coordinating communication and support of online databases.
- Trained and managed on-call librarians staffing an online chat reference service.

### Education

#### M.L.I.S. with concentration in Archives Management

2019

*Simmons School of Library and Information Science*

*Boston, MA*

#### B.S. in Brain & Cognitive Sciences

#### B.A. in Studio Arts

2011

*University of Rochester*

*Rochester, NY*

### Certifications and appointments

#### Planning Committee

*RISD Unbound Book Fair*

2024

#### Union Negotiating Committee

*United Service and Allied Workers of Rhode Island*

2021 to present

#### Union Steward

*United Service and Allied Workers of Rhode Island*

2022 to 2023

#### Certificate in Digital Repository Design

*Library Juice Academy*

2022

#### Artist and Researcher in Residence

*Prelinger Library*

2019

### Technical expertise

#### Expert

Adobe Acrobat, archival arrangement, audio digitization, CSS, cursive handwriting, Dublin Core Metadata Standard (DCMS), Epson flatbed scanners, film and photograph digitization, HTML, Mekel microfilm scanner, Metadata Object Description Schema (MODS)

#### Advanced

Adobe Photoshop, Describing Archives: A Content Standard (DACS), Markdown, SSH protocols and clients, Islandora, Microsoft Remote Desktop, Unix command line, WordPress, XML

#### Proficient

Atiz Mark II book scanner, copy stand, Docker, FADGI standards, Git control, MARCXML, mounting and paper conservation best practices, Omeka, YAML

#### Competent

Adobe Lightroom, Amazon AWS, JSON, Microsoft Access, Microsoft Visual Studio Code, Oxygen XML Editor, PHP, VRA Core Metadata Schema, Windows command line

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