

Michael J. Donovan 6511 North Greenview, Apt 1, Chicago, IL 60626 773 381 9251
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profile

Successful visual resources professional with 5 years metadata cataloging experience. Experience in database implementation, collection development and management. Detail-oriented with strong communication and user service skills.

professional experience

Maclean Visual Resource Center, Art Institute of Chicago

VISUAL RESOURCE CATALOGER 2001- PRESENT

- > Produce original descriptive cataloging for slides and digital images using Visual Resource Association Core 3.0 and Cataloging Cultural Objects cataloging standards
- > Research and establish entries for authority files using Library of Congress authority records, Union List of Artist Names, and Art and Architecture Thesaurus
- > Analyze and map data sets, edit and enhance data and complete cataloging projects
- > Set priorities for cataloging, scanning and processing new images
- > Scan and process images using Adobe Photoshop CS for inclusion in digital image database
- > Conduct training sessions for faculty, students and museum education and curatorial staff in use of digital image database
- > Participate in planning future digital and technology-related initiatives
- > Specialization in classification and indexing standards appropriate to the cultural heritage domain

Ryerson and Burnham Libraries, Art Institute of Chicago

SENIOR ACQUISITIONS ASSISTANT 1997 - 2001

- > Management of acquisitions department
- > Prioritize daily and weekly workflow
- > Maintain acquisitions database
- > Oversee appropriation and spending of acquisitions accounts
- > Act as primary vendor liaison contact
- > Implement book approval plan with vendors / streamline acquisitions process
- > Hire, train and supervise assistants

special projects:

- > Created tracking system for publication exchanges with other museum libraries
- > Inventoried and created database for in-house publications
- > Located and purchased out-of-print materials for the library
- > Developed bibliographic fluency in Romance and Germanic languages

ACQUISITIONS ASSISTANT 1995 - 1997

- > Ordered, received and processed new materials for the library
- > Participated in special projects
- > Assisted technical services staff

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Fine Arts Library, University of Michigan

TECHNICAL LIBRARY ASSISTANT 1993 - 1995

- > Managed day-to-day activities of library employees
- > Assisted Head Librarian in creating and enforcing library policies and procedure
- > Hired, trained, and supervised student library assistants and maintained employee budget
- > Managed technical operations of the library including course reserves, scheduling, budgets and circulation
- > Worked with Head Librarian and staff to ensure patron requirements were fulfilled
- > Developed finding aids for various resources in the library including Ph.D. dissertations and museum catalogs

Harlan Hatcher Graduate Library, University of Michigan

LIBRARY ASSOCIATE, MONOGRAPHIC ACQUISITIONS 1992 - 1993

- > Received and verified acquisition orders for the University Library system
- > Provided technical support to staff members using various databases and programs
- > Maintained quality control of incoming materials and receiving database

professional organizations

Member, Visual Resource Association

2000 - PRESENT

Attended VRA/ARLIS-NA sponsored "Summer Education Institute"

SUMMER 2005 AT DUKE UNIVERSITY, NORTH CAROLINA

education

Oberlin College, Oberlin, Ohio

MASTER OF ARTS, ART HISTORY 1992

Wayne State University, Detroit, Michigan

BACHELOR OF ARTS, ART HISTORY 1989