

Rick C. Mason

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A library team member who accurately performs duties, keeping customer and co-worker service a top priority. Takes on and completes projects with an eye towards improving procedures, quality, and efficiency.

PROFESSIONAL EXPERIENCE

Library Acquisitions Assistant (February 2007 – July 2011) Blackmore Library, Capital University, Columbus, Ohio

Worked with librarians and staff to order library materials; manage shipments; maintain records for invoices and purchase orders; and reconcile financial transactions between Millennium ILS and university accounting systems.

- Prepared and managed Fiscal Close operations on an annual basis.
- Created and maintained a variety of databases to aid in reporting of exported ILS data.
- Operated Millennium Acquisitions, Serials, Circulation and Cataloging modules.
- Created LibWiki, a collaborative staff policies and procedures resource utilizing MediaWiki.
- Created a database of staff/faculty contact information for a campus directory.

Library Assistant – Circulation (1993 - 2006) Kishwaukee College Library, Malta, Illinois

Oversaw day-to-day operations of circulation including: circulating library materials, supervising computer lab, creating student IDs, and maintaining course reserves.

- Assisted in most areas of Technical Services, including Acquisitions, Cataloging, and Serials.
- Involved in the hiring, training, and supervision of support staff and student aides.
- Developed and led training program for Circulation staff and student aides.
- Generated SQL queries and reports to provide information from Voyager ILS including detailed statistics, shelf lists for program reviews, and inventories.
- Created batch files and web pages for student and staff use.
- Organized two separate inventories of a 40,000+ library collection; including coordinating scanning teams and generating reports and statistics.
- Helped select and implement Voyager ILS, served as vendor contact, primary troubleshooter, and assistant system administrator.

Consultant, DeKalb, Illinois area (2004 - 2006)

Consultant for small businesses, libraries and individuals on a variety of computer-related projects.

- PC and network troubleshooting/repair/training.
- Purchase and install computers and related hardware and software.
- Website design.
- Selection, installation, and configuration of ResourceMate ILS for rural community library.

RECOGNITION

2009 Recipient, ALAO-SSIG Award Of Excellence

Awarded annually to an Ohio library support staff member.

**RELATED
EXPERIENCE****St. Patrick's Episcopal Church (2007 – present)**

Dublin, Ohio

- Library: Installed and maintain OpenBiblio ILS for 1,500 item collection (2009-).
- Webmaster: Installed and maintain Wordpress-based parish website (2015-).
- Server Administrator: Maintain Linux web and mail servers for parish (2016-).

Reaching Forward South (RFS) – Conference for Library Support Staff (2002 - 2006)

Springfield, Illinois

Served as part of a group directorship overseeing an annual state-wide conference. Created conference website, including two revisions incorporating online registration and payment.

- Moderator Chair (2002-2005).
- Webmaster (2003-2006).
- Vice-Chair/Treasurer/Registration (2005-2006).

Kishwaukee College Health and Safety Committee (2004 - 2006)

Malta, Illinois

- Co-chair of the recycling sub-committee, which was responsible for analyzing and submitting a detailed report of the college's waste stream to the State of Illinois in 2005.
- Participated in establishing campus-wide disaster planning procedures in 2006.

Delaware County Board of Elections (2011 – present)

Delaware County, Ohio

- Served as Precinct Election Official , including Voting Location Manager, for multiple elections.

PUBLICATIONS**Libology Blog (2006 - 2014)**

Originally called LibrarySupportStaff.org blog, Libology Blog was a discussion of libraries, technology, and related ideas (ISSN 1946-1852).

**PRESENTATIONS
& WORKSHOPS****Creating Batch Files for Automating Tasks in the Voyager ILS** (Great Lakes User Group Meeting, 2003).**Open Source Software and Libraries** (RFS, 2004 & 2005; Rolling Prairie Library System, 2006).**Creating and Running A Conference for Library Support Staff** (co-presenter, ALA 2005).**Create a Website on the Cheap!** (Rolling Prairie Library System, 2006).**Open Source Software and You** (Kishwaukee College, 2006).**Moderator : Banned Books Week Panel Discussion on Censorship** (Kishwaukee College, 2006).**Metasearch / APIs / Facebook for Libraries** (One Big Library Unconference, Toronto, 2008).

**TECHNOLOGIES
SUMMARY****Operating Systems** (Linux, Microsoft Windows, Google Chrome).**Office Suites** (Microsoft Office, including Access; OpenOffice & LibreOffice, including Base).**Integrated Library Systems** (OpenBiblio, Millennium, Voyager, ResourceMate).**Web Technologies** (HTML5/CSS3, Server administration, MediaWiki, WordPress, MySQL DB).**Hardware** (Installation and management of a wide range of PC and related hardware).