

Jennifer-Lynn Draper

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INTERESTS

My goal is to work in the Digital Library/Archives field, Reference, Collection Development, or Research, or a combination of all four.

EDUCATION

McGill University, Montreal, QC 2004

Master's of Library and Information Studies

University of Ottawa, Ottawa, ON 2002 – 2001

Bachelor of Arts, English Concentration

Sir Sandford Fleming College, Peterborough, ON 1997 – 1999
Diploma, Collections Conservation and Management

SKILLS

- Able to use most databases, operating systems, and excellent web search abilities
- Above average networking abilities and people skills
- Familiar with the fields of Archives, Libraries, and Museums
- Extensive knowledge of Digital Archives Preservation Literature and practices
- Secret Status with the Federal Government of Canada

EXPERIENCE

International Federation of Library Associations and Institutions (IFLA)

Public Libraries Committee

May 2004 – present

Researcher

- Environmental scan of best practices and literature review of current and proposed partnerships between Museums, Archives, and Public Libraries Globally.
- Management of one employee, organization and coordination with IFLA rep for budget, progress reports, and editing. Coordination of editing and translation.
- Involves collecting a large body of literature, identification of main themes, and summation of my findings into a report to be submitted to IFLA in 2005.

National Research Council, Canadian Institute of Scientific and Technical Information

May 2004 – Present

Digital Archives Information Specialist

- *Research and Knowledge Management in the area of Digital Archives Preservation (DAP). Created a small reference library on area.*
- *Organized research consultation with leaders in field for September 2004. Included facilities rental, catering contracts, registration of participants, hotel and travel arrangements.*
- Networked with local institutions in order to create an environmental scan of research in DAP.

Library and Archives of Canada

Summer 2003

Multicultural Resources and Services, Ottawa, ON

Student Librarian

- Researched and wrote content for new web portal for Multicultural resources.
- Responded to requests for specialised reference help/services.
- Completed research on granting agencies, genealogy resources and library services to Multicultural communities.

McGill University Library

Sept. 2002 – April 2003

McLennan Library, Rare Books Department, Montreal, QC

Desk Supervisor

- Assisted patrons in locating reference materials
- Library instruction: taught patrons how to use OPAC and card catalogue
- Monitored patron usage of Reading room, and enforced use policy of the closed stacks system.
- Assisted Curator in Collection Development activities. Eg. Title searches and organisation of new acquisitions.

City of Ottawa Archives

Summer 2002

Corporation of the City of Ottawa, Ottawa, ON

Archival Records Assistant

- Library Instruction of patrons (including microfiche use and OPAC), reference desk assistance, reading room monitoring.
- Research of provenance and history of materials. Accessioning donated materials.
- Circulation, shelving, archival conservation and preservation activities.

Ministry of Municipal Affairs and Housing

September 2001 - October 2001

Eastern Regional Office

Support Clerk

- File transfer. Archive culling, records and documentation duplication.

Canadian Conservation Institute

May 1999-May 2000

Department of Canadian Heritage, Ottawa ON

Assistant to the Training and Development Officer

- Intern co-ordination. Assisted in the administration of an international Internship program for conservators and conservation scientists. Involves processing of applications; corresponding with the Interns regarding accommodation, work permits and preparatory research.
- Assisted in the planning, design and implementation of National Outreach program and International Mid-career Professional Development Workshops for Conservators. Formats and created didactic materials for workshops.
- Maintained, monitored and co-ordinated the tracking of documentation to and from the Training and Development Officer.

Peterborough Centennial Museum and Archives

Jan. 1999 - April 1999

Intern

- Assisted in the implementation of education programs to children of all ages.
- Researcher on a Travelling exhibits initiative involving four Ontario museums which included materials testing; library, Internet and contact researching.
- Assistant to Curator/ Collections Manager in daily operations of a medium-sized municipal museum and archive. Exhibit creation and take-down. Donations and public relations.
- Reception and front desk duties. Included greeting visitors, performing phone duties and cashier duties for gift shop, and maintenance of exhibit area.

Sir Sandford Fleming College

1998-1999

Library, Peterborough, ON

Assistant to Librarian

- Circulation, shelving, shelf reading.
- Library Instruction of students and reference desk assistance.
- Collections and student records management.

Victoria County Historical Society Museum

Summer 1998

Collections Assistant

- Exhibit design and set-up, gave educational programs to school children

- Laboratory set-up, artefact repair and conservation. Focussed on upgrades to paper and textile storage and documentation. Condition reports and treatment recommendations
- Reception duties, secretarial duties

PROFESSIONAL TRAINING

Ottawa Public Library, Children's Department

Jan.-April 2004

Practicum Student

- Observation of Collections Development/ Selection, and participation in Staff training
- Reader's Advisory, Program participation (Young Adult, Children and Toddler)
- Weeded Non-fiction collection, created a Book Talk and Story-time and presented to Librarians

OLA Conference attendant

January 2004

ALA/CLA conference attendant

Summer 2003

Canadian Children's Literature Forum, Ottawa ON attendant
2003

Summer

OTHER WORK EXPERIENCE

- __5 years hospitality experience, 5 years retail experience 1991-2001
- 3 years museum and archives experience 1999-2001
- Summer contract at Human Resources Development Canada, Clerk 2000
- Excellent keyboarding skills
- Web Design, Database Management and Library Instruction abilities are above average

VOLUNTEER EXPERIENCE

- **McGill University** Post-graduate student society (PGSS) and representative for MLISSA (Master's of Library and Information Studies Students) 2003
- Reviewer for "**Children's Literature**" 2003
- **PGSS** representative on the: 2003
Committee for the creation of a sexual harassment and discrimination policy
- **Junior Achievement Society of Ottawa Carleton** 2003
Presenter of the "Economics of Staying in School" Program to Grade 8 students.
- **University of Ottawa** Peer Counsellor, Workshop Organiser 2002
for student club

Professional association membership: OLA, CLA, ALA