Jeff Gerhard

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Master of Library and Information Science ▪ University of Maryland ▪ 2017 December
Bachelor of Science, Foreign Service ▪ Georgetown University ▪ 1999 December

Career Overview

I'm a librarian with extensive experience in **technology, metadata, and digital libraries** and a record of continuous growth in skills, responsibilities, and results. Expertise includes:

- Digital repository administration
- Coding, scripts, data transformation
- Metadata schemas and control
- Digital preservation strategies
- Managing and training staff members
- Project management and implementation
- Integrated library systems
- Library technical services operations

Professional Experience

Digital Initiatives Department
GEORGETOWN UNIVERSITY LAW LIBRARY, Washington, DC

2020/01 to present	**Head of Digital Initiatives**
2018/05 to 2019/12	**Digital Initiatives Librarian**
2015/09 to 2018/04	**Digital Initiatives Coordinator**

With increasing levels of responsibility, I manage the Digital Initiatives Department that is responsible for **ongoing production digitization** of library materials and **facilitating access to digital representations**. I have also been the technical lead in implementing a **controlled digital lending** pilot program, the department's top priority. During my tenure, the department has grown so that I **supervise two full-time direct reports** along with a Scanning Team composed of library staff, temporary employees, and student workers. After a position review indicated that I was acting in the capacity of a department head, my title was formally changed as of 2020.

- Develops departmental goals and priorities, and creates policies and procedures to meet those goals. Assigns and reviews tasks, provides feedback, monitors work quality, and identifies solutions for workplace challenges.
- Manages digitization, systems integrations, file management, and metadata reconciliation for controlled digital lending pilot program. Acts as a liaison to external parties interested in this project, sharing technical solutions and innovations.

- Establishes workflows, writes original code, administers a MySQL database, and builds out documentation for meeting the department's data, statistics, and project-tracking needs. Trains staff and direct reports on use of such technology. Actively seeks out new technology solutions and consults with colleagues internally and externally for ideas and advice.
- Acts as one of a team of collection managers for Digital Georgetown, a DSpace-based institutional repository shared with main university library. Administers library's Internet Archive collections. Acts as technical coordinator with Internet Archive collaborators in Controlled Digital Lending.
- Provides leadership and service by participating in library-wide committees and forums. As a department head, assists in making library-wide decisions.
- During extended vacancy of Head of Cataloging position (July 2019 to present), assists with library metadata projects and serves on Washington Research Libraries Consortium Metadata Committee. Represents Digital Initiatives and Special Collections departments' metadata interests in Alma and Primo implementation. During library transition from Sierra to Alma, co-managed bibliographic data migration.

Cataloging and Metadata Services Department
GEORGETOWN UNIVERSITY LAW LIBRARY, Washington, DC

| 2004/11 to 2015/09 | **Cataloging and Metadata Services Technician** |

> As an expert cataloger, provided general oversight of department operations, reviewed teammates' cataloging work, managed workflows and projects, manipulated and loaded vendor records, assisted in electronic resource management.

- Cataloged print, electronic, audiovisual, and microform materials according to appropriate standards (RDA, DCRMB, local practices) and contributed original records to OCLC's catalog at a Regular Enhance level.
- Developed original OCLC Connexion Client macros for departmental use; used specialized data manipulation software like MarcEdit; achieved high level of competency with Innovative's Sierra ILS including advanced reporting, editing, and import/export features.
- Participated in training and early testing for BIBFRAME linked-data platform.
- Specialized in foreign-language cataloging (particularly in German) and cataloging of rare and historic books.

FOREIGN LANGUAGE TEACHER TRAINING COLLEGE, Łomża, Poland

2002/08 to 2004/07　　　　**Teacher**

> Developed curricula and taught courses in English to future English teachers.

Delphi International Program / Program for International Development and Training
WORLD LEARNING, Washington, DC

2000/03 to 2002/07　　　　**Program Associate**

> Planned and administered U.S. State Department International Visitor programs.

Technical Skills

Programming:	Python (advanced); SQL, spreadsheet design (intermediate); batch scripts, PHP, Javascript (basic)
Web design:	HTML5/CSS (advanced); WordPress (outdated)
Systems:	MySQL database design, Windows system administration (intermediate); Linux server management (basic)
ILS Systems:	Sierra (intermediate); Alma (advanced)
Data science:	Social network analysis (intermediate)
Foreign languages:	German (intermediate); Polish (basic)

Professional Engagement

Teaching assistant:

- *Computer Programming for Lawyers.* Georgetown Law Center, Spring 2020.

  > Lectured in weekly lab sessions, assisted students in office hours, scored homework for this course that teaches Python to law students.

Scholarly publications:

- Golbeck, J., Gerhard, J., O'Colman, F., O'Colman, R. (2018). Scaling up integrated structural and content-based network analysis. *Information Systems Frontiers, 20*(6), 1191–1202. https://doi.org/10.1007/s10796-017-9783-x

Other publications:

- Gerhard, J. (2019 Summer). A new (Apple) skin: thoughts on D.C., technology, and the Carnegie Library Apple Store. *Law Library Lights, 62*(4), 27-29.
- Gerhard, J. (2019 Spring). Balancing act: the tension between access and accountability as the real work in digital archives. *Law Library Lights, 62*(3), 27-29.
- Gerhard, J. (2019 Winter). So you want to be a law library technologist? How to fake it and make it with GitHub. *Law Library Lights, 62*(2), 11-12.
- Gerhard, J. (2018 Fall). Codebreaking: teaching technology to teach critical thinking. *Law Library Lights, 62*(1), 18-19.

Conference participation:

- Presentation. *Technical implementation of Controlled Digital Lending.* Symposium on Controlled Digital Lending. Washington, DC, 7 April 2020.
- Planning team. Symposium on Controlled Digital Lending. Washington, DC, 7 April 2020.
- Planning committee. Code4Lib DMV (DC-Maryland-Virginia) Regional Meetup. Baltimore, MD, 15 August 2019.
- Presentation. *Ringers of Jupyter: The Jupyter Notebook As Faux Web App.* Code4Lib 2019, San Jose, CA, 21 February 2019. https://doi.org/10.17605/osf.io/65cb9
- Panel presentation. *Deep Dive: APIs: What They Are and How to Use Them.* American Association of Law Librarians Annual Meeting, Baltimore, MD, 15 July 2018.
- Invited student observer. Measures That Matter data summit, Baltimore, MD, September 2017.

Committee service:

- Washington Research Libraries Consortium. Metadata Committee, 2019-
- Washington Research Libraries Consortium. Special Collections Metadata Interest Group, 2018-
- Digital Libraries Federation. Assessment Interest Group. Metadata Assessment Group, 2020-

Memberships:

- American Association of Law Librarians
- Law Librarians' Society of Washington, D.C.
- Progressive Librarians Guild