

Education

Master of Science, Information and Library Science
Pratt Institute

(Dec 2015)

Bachelor of Arts, Art History
University of Illinois at Urbana-Champaign

May 2010

Awarded departmental honors with high distinction for senior honors thesis; minor in Italian Studies; participant in the University of Illinois Undergraduate Research Symposium 2010.

Experience

Metropolitan Museum of Art
Senior Library Associate

May 2015 - Present

Responsible for ensuring reliable and effective access to Watson Library's extensive collection of electronic resources, analysis of their use, and managing subscriptions including recommending new ones and cancellations. Troubleshooting access to e-resources working with library systems and museum systems staff. Participating in library-wide assessment of services by collecting and analyzing data for all reader services functions.

New York Art Resources Consortium(NYARC)
Brooklyn Museum Web Archiving Intern

Jan. 2014- May 2015

Use Archive-It and other tools to create web collections defined by NYARC Directors; Perform Quality Control of WARC (Web ARChive format) files; Create metadata for captured content; Participate in beta testing of discovery platform; Develop workflows and best practices for implementation upon grant conclusion; Assist with interviews of curators and scholars at NYARC and elsewhere to identify current and potential uses of web content and archives in scholarly research

Artifex Press
Research Intern

March 2013-May 2015

Compose bibliographic records of literature citations related to Chuck Close; Evaluate and capture relevant information from artist's personal archives and library; Manage and edit literature and exhibition records from database back end for accuracy; Digitize and archive articles, books, exhibition catalogues and other ephemera related to the artist's career.

Pratt Institute Library
Reference and Inter-Library Loan Graduate Assistant

Aug. 2012-Dec. 2013

Provide reference assistance to the Pratt Institute community on multiple digital platforms, such as ProQuest and EBSCOHost; assist patrons in effective search strategies and use of resources in a variety of art and architecture-related research projects; support reference librarians in paging and retrieval of sensitive and delicate special collections items; execute processing, retrieval and shipping of materials lent to libraries nationally using the OCLC platform

Caitlin Harrington



Moore Strickland Legal Assistant

Mar. 2011–Aug. 2012

Compose subpoenas, notices, and other legal documents to be filed with federal and circuit courts throughout the country; support attorneys in case investigation and research and preparation for trial and depositions; organize and maintain calendar for firm, including attorneys and paralegals; manage invoice processing and payment.

University Library, University of Illinois at Urbana-Champaign Assistant Library Specialist

Aug. 2007–July 2010

Directly supported three managers in the Post-Processing, Electronic Request, and Retrieval branches of the Inter-Library Loan and Document Delivery department; executed post-processing mailings of books from over 100 schools and libraries throughout the world; organized data numerically to retrieve books and sorted and placed books based on their destination; used Ariel and Odyssey to scan and send requested texts electronically.

The Phillips Collection Library Intern

Jan.–May 2009

Created digital catalog records for more than 500 library vertical files; prepared and archived materials within vertical files, comprising up to 40 items per file; managed and edited vertical files by checking bibliographic accuracy and removing unnecessary materials; assisted library and curatorial staff in creation of an online catalog.

Presentations

“Making the Black Hole Gray,” Visualizing the Future: New Perspectives in Art Librarianship, January 17, 2015.

“Web Archive Implementation at the New York Art Resources Consortium,” Metropolitan New York Library Council 2015 Conference, New York, NY, January 15, 2015.

“Adapting Old to New: Digital Catalogues Raisonnés in the Library.” Art Libraries Society of North America 42nd Annual Conference, Washington, D.C., May 3, 2014

Skills

Proficient in Archive-It, Millennium, OCLC, ILLiad, Odyssey, Ariel, WorldCat, Adobe Photoshop, Bridge and Acrobat, Camtasia both Mac and PC platforms, and Microsoft Word, Excel, PowerPoint, Access, and Outlook; fluent in Italian reading and writing.

Professional Affiliations

Art Librarian Society of North America (and NY Chapter); Metropolitan New York Library Council