

KAYA N. BURGIN



EDUCATION

Master of Library and Information Science | University of Pittsburgh 2011

Bachelor of Arts, History | Miami University 2010

Bachelor of Science, Social Studies Education | Miami University 2010



EXPERIENCE

Adult Services Librarian | Westerville Public Library

MARCH 2012 – PRESENT

- Provides reference and instruction services to library patrons at all ages and from all backgrounds via email, in person, and by phone
- Provides support for a variety of devices, including tablets, e-readers and smartphones
- Create displays of library materials and reader's advisory materials, including offering digitally-based services via social media.
- Fostered a partnership with the Legal Aid Society of Columbus to provide legal services to library patrons
- Develop new programs and teach classes for adults
- Serve on the Makerspace Committee
- Oversees and coordinates the library-wide Staff Picks Collection
- Streamlined test proctoring appointments, resulting in significant improvements in processing.
- Serves as librarian-in-charge as assigned

Library Service Assistant | Public Library of Cincinnati & Hamilton County

OCTOBER 2011 – FEBRUARY 2012

- Performed reader's advisory and reference work.
- Shelved returned materials.
- Searched for requested materials.
- Read shelves to assure correct order and assist with weeding.
- Used library automated circulation system to circulate materials to library users including checking materials in and out, process hold, registering borrowers, and collecting fines and fees.

Graduate Reference Intern | Hillman Library, University of Pittsburgh

AUGUST 2010 – JULY 2011

- Staffed the Reference Desk at Hillman Library (main library at the University of Pittsburgh)
- Assisted patrons answering various reference questions via in-person, phone, email, and IM utilizing both print and online resources
- Conducted an instruction session for my fellow Hillman Interns, using American Song as the database of choice

Student Circulation Manager | Miami University

SEPTEMBER 2006 – MAY 2010

- Assisted patrons in checking in/out library materials including books, electronic equipment, and study rooms
- Retrieved and distributed materials for OhioLink universities

- Assisted Interlibrary Loan office using the PS 7000 book scanner to digitize a variety of documents and sending them via Ariel and Odyssey
- Trained new student circulation staff on the circulation rules and procedures



SKILLS

- Communication
- Active Listening
- Humor
- Adaptability
- Creativity
- Positivity
- MS Office Suite
- WordPress
- Google Drive
- Photoshop
- Programming
- Encore ILS



ACHIEVEMENTS

2015 Emerging Leader | American Library Association

- Project Team J was tasked by Public Library Association (PLA) with identifying the needs and interests of early career public librarians as they relate to professional associations. The projects collected data and analyzed the data to provide PLA with recommendations for attracting early career public librarians.



CERTIFICATIONS

- Ohio Public Librarian Certification
- Mental Health First Aid Certification



MEMBERSHIPS

Member | American Library Association

Member | Public Library Association

Member | Ohio Library Council

- Chair of OLC Intellectual Freedom Committee



CONFERENCES/PRESENTATIONS

Poster

- PLA Membership Engagement, Emerging Leaders Poster Session, ALA 2015.
- Passive Programming for Adults, OLC Convention & Expo, OLC 2015

Oral

- Paint Night, OLC Chapter Conference, OLC 2016
- Puzzles in Patron Privacy, OLC Chapter Conference, OLC 2016
- Something for Everyone, OLC Chapter Conference, OLC 2016
- Multilevel Communication, OLC Chapter Conference, OLC 2017

Webinar

- Paint Night, Northeast Ohio Regional Library System, 2016



REFERENCES

Available Upon Request