

Michael Paulmeno
Roberts-LaForge Library
Delta State University
Cleveland, MS 38733

Phone Number: (845) 596-0900

E-mail address: michael.paulmeno@gmail.com

Spiceworks Profile: <https://community.spiceworks.com/people/mpaulmeno>

Education and Certifications:

- Library of Congress Digital Preservation Outreach and Education certification
- State University of New York at Albany, Albany, NY 12222
 - MA in History
 - Masters of Science in Information Science
- State University of New York at Buffalo, Buffalo, NY 14261
 - BA in History

Employment History:

Head of Discovery Services, December 2015 - Present

Delta State University, Cleveland, MS 38733

- Supervises 2.5 FTE staff and student workers in Serials/Interlibrary Loan Department
- Develops policies and procedures, coordinates schedules and staffing of the department
- Oversees the workflow for print and electronic materials and ongoing subscriptions
- Works with publishers to verify coverage and access to subscribed content
- Provides leadership in the planning, development, and management of a broad range of library electronic services, computing, and network systems
- Coordinates development and maintenance of library web pages, databases, and consortia software services
- Manages SirsiDynix Integrated Library System
- Serves as liaison with campus Office of Information Technology
- Contributes to the maintenance and development of the Library's collections
- Works as a team with a Library Technology Associate
- Other duties as assigned

Electronic Services Librarian, June 2013 – November 2015

Delta State University, Cleveland, MS 38733

- Maintained familiarity with emerging trends in information technology
- Managed SirsiDynix Integrated Library System
- Coordinated development and maintenance of library web pages, databases, and consortia software services
- Contributed to the maintenance and development of the Library's collections

Library Clerk, February 2013 – May 2013
Albany Public Library, Albany, NY 12210

- Received materials previously ordered
- Labeled books for shelving

Intern/Volunteer, May 2012 – May 2013
Rensselaer County Historical Society, Troy, NY 12180

- Was responsible for Processing archives of Samaritan Hospital School of Nursing, Troy, NY
- Other duties as assigned

Intern, January 2012 – April 2012
New York State Archives, Albany, NY 12230

- Assigned microfilming variety of historical documents
- Performed quality control for electronic database
- Performed data entry for Archives Management System

Technical Processing Assistant, January 2011 – December 2012
New York State Library, Albany, NY 12230

- Checked in periodicals
- Performed holdings maintenance tasks
- Digitized journal articles for Interlibrary Loan
- Assisted with other resource management activities

Intern (seasonal employment), August 2010 – August 2011
USS Slater, Albany, NY 12202

- Planned and carried out ship tours
- Researched ship's history
- Met and greeted visitors
- Was responsible for addressing visitors' queries and providing interpretative history and anecdotes about USS Slater
- Conducted ship restoration work

Volunteer, July 2009 – August 2010
Historical Society of Rockland, New City, NY, 10956

- Cataloged documents
- Assisted with exhibit preparation

Booth Crew Operator, April 2008 – July 2010
AMC Entertainment, Inc ,West Nyack, NY, 10994

- Operated projection booth
- Exercised tact and diplomacy when dealing with customers
- Worked collaboratively with other theater personnel

Skills:

- Library: Knowledge of Ebscohost database platform (including Ebsco Discovery Service), OCLC Online Services Center, SirsiDynix Symphony

Library Management System, SirsiDynix Enterprise, and Past Perfect Collections Management System

- Computer: Proficient with Microsoft Office suite, Microsoft Windows Server , and Linux Operating Systems; knowledge of HTML, CSS, JavaScript, and PHP
- Interpersonal: History of working effectively under pressure; experience in being sensitive to peoples' needs; practiced in listening effectively; ability to speak persuasively; practiced in effective teamwork
- Management: Project Management Experience, Supervisory Experience

Finding Aids:

- Tarky Lombardi Jr. Papers :
<https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap261.xml>
- Lawrence Cabot Papers:
<https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap234.xml>
- Henry Curran Papers:
<https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap237.xml>
- Samaritan Hospital School of Nursing Collection, held at the Rennselaer County Historical Society

Publications

- Paulmeno, Michael. "Archival Education from the Student Perspective." *Archival Outlook*, March/April, 2014.
- Paulmeno, Michael. "The Digital Public Library of America: Building a National Digital Library." *Mississippi Libraries*, Summer 2015.
- "Using Fotor: A Free Image Editing Tool" :
<http://libguides.deltastate.edu/fotorguide>
- "Checking Out an e-Book": <http://www.youtube.com/watch?v=VES2h1Rhjtg>

Oral Presentations:

- Paulmeno, Michael, Sami Norling, Rebecca Weintrub, Paul Conway, Jackie Dooley, Adam Speirs. "Archival Education from the Student Perspective." Presentation at Society of American Archivists Annual Meeting, New Orleans, LA, August 14 -17, 2013.
- Paulmeno, Michael, John Bence, Rick Fitzgerald, Polina Ilieva, Benn Joseph, Rosalie Lack, Anna Perricci, Meg Tuomala, Olga Virakhovskaya, Jennifer Wright, Jane Zhang. "From Crawling to Walking: Improving Access to Web Archives." Presentation at Society of American Archivists Annual Meeting, Washington, D.C., August 13 – 17, 2014.
- Paulmeno, Michael. "Keeping the Door Open: Ensuring Library Materials Are Accessible to All." Presentation at the 2016 Mississippi Library Association Conference, Vicksburg, MS, October 19-21, 2016.
- Paulmeno, Michael. "Saving Your Stuff: Personal Digital Archiving For Faculty Members." Presentation to Delta State University Faculty Members, Cleveland, MS, November 16, 2016.

Poster Presentations

- Paulmeno, Michael. “A Clean Transformation: Redesigning the Home Page of the Roberts-LaForge Library.” Poster Session at the 2014 Mississippi Library Association Conference, Vicksburg, MS, October 15-17, 2014.
- Ivey Susan, Michael Paulmeno, and Jennifer Nabzdyk. “DPLA: Digital Public Library of America.” Poster Session at the 2014 Mississippi Library Association Conference, Vicksburg, MS, October 15-17, 2014.
- Paulmeno, Michael. “Keeping the Door Open: Ensuring Library Materials Are Accessible to All.” Poster Session at the 2016 Mississippi Library Association Conference, Vicksburg, MS, October 19-21, 2016.

Professional Activities:

National

- Member, Society of American Archivists (2010 – 2015)
- Speaker, 2013 Society of American Archivists Annual Meeting.
- Member, Best Practices/Toolbox Committee, Web Archiving Roundtable, Society of American Archivists (2013 – 2014)
- Assistant Editor, INALJ (2013 – August 2015)
- Content Editor, INALJ (August 2015 – December 2015)
- Member, American Library Association (2014 – present)
- Member, Archiving Committee, New Member Roundtable, American Library Association (2014 – 2015)
- Speaker, 2014 Society of American Archivists Annual Meeting
- Member, Web Coordinating Committee, Library Information Technology Association (October 2015 – present)
- Vice-Chair, Web Coordinating Committee, Library Information Technology Association (June 2016 – present)

State

- Vice-Chair, Mississippi SirsiDynix Users Group (2013 – 2014)
- Chair, Mississippi SirsiDynix Users Group (2014 -2015)
- Member Mississippi Library Association Conference Hospitality Committee (July 2015 – October 2015)
- Member, Mississippi Library Association Web Committee (November 2015 – present)

University

- Volunteer, DSU Wiley Community Garden (June 2013 – Present)
- DSU Gender Studies Group Media Coordinator (September 2014 – September 2015)
- DSU Gender Studies Group Vice Chair (October 2015 – May 2016)
- DSU Gender Studies Group Chair (May 2016 – present)
- Faculty Senate proxy, Library (April 2015 – March 2016)
- Faculty Senator, Library (April 2016 – present)