

Jennifer Cwiok, MLIS
Systems/DAMS Librarian
jrcwiok@gmail.com - 917-940-0189

EMPLOYMENT

AMERICAN MUSEUM OF NATURAL HISTORY, RESEARCH LIBRARY – NEW YORK, NY

Digital Systems Librarian

May 2010 - Present

- Project lead for the enterprise DAMS implementation and management.
- Applications administrator: Cortex DAM, Sierra, DSpace, ArchivesSpace, xEAC and custom applications.
- Manage and synthesize digital projects by creating efficient workflows through enforced authority control for digitization, metadata, and shared ontologies.
- Administer Linux production and development servers.
- Deployed and managed the Digital Special Collections portal using the LAMP web-publishing platform, OMEKA.
- Supervise the Museum's Digital Archivist and interns.

MARVEL ENTERTAINMENT, INC., NEW YORK, NY

Archivist/Information Architect

Feb. 2008 – April 2010

- Responsible for enterprise data model and system integration model development.
- Created and managed enterprise-wide taxonomy and metadata standards for web portals and databases.
- Developed and maintained document management sites in Microsoft SharePoint on behalf of the Enterprise Architecture and Special Projects groups.
- Managed digital media and print cataloging projects for inclusion in searchable databases.
- Implemented naming convention and file structure standards for the Digital Media Archive.
- Interviewed, hired, and managed a team of interns.

THE GRANGER COLLECTION, NEW YORK, NY

Metadata Librarian

Feb. 2005 – Jan. 2008

- Managed all IPTC metadata in the DAMS by implementing and effectively communicating those standards for image description to catalogers.
- Implemented quality assurance measures to improve data integrity and streamline digitization projects.
- Established and maintained a controlled vocabulary for keywords and taxonomy by monitoring search logs and consulting best practice standards to enhance search.
- Interviewed and trained researchers and assistant librarians.

FAIRCHILD/CONDÉ NAST PUBLICATIONS, NEW YORK, NY

Library Associate

Nov. 2003 – Jan. 2005

- Cataloged digital media and print publications for corporate and public access.
- Formulated, executed, and managed the preservation project for original artwork and digital media.
- Conducted visual research and provided user instruction for staff and corporate clients.
- Developed and conducted library orientations for art and editorial staff.
- Interviewed, hired, and managed a team of interns.

LAZARD FRÈRES & CO. LLC, NEW YORK, NY

Library Assistant

Feb. 2003 – Nov. 2003

- Cataloged print and digital periodicals, managed subscriptions, and conducted research.
- Reviewed and acquired print and electronic resources according to necessity and budget.
- Managed library's website by updating and managing content to reflect the library's assets.

MORRIS-JUMEL MANSION, NEW YORK, NY

Cataloging Project Intern

Jan. 2000 – June 2003

- Cataloged The Gladys Brooks Foundation of Commemorative Archives collection using PastPerfect software.
- Physically reorganized the collection and addressed immediate preservation issues.

UNIVERSITY OF GEORGIA LIBRARIES, ATHENS, GA

Serials Technical Cataloging Assistant

Sept. 1997 – Jan. 2003

- Cataloged and edited records in OCLC using AACR2/MARC and CONSER standards.
- Converted bibliographic and holdings information from cards to MARC format.
- Resolved data discrepancies resulting from a library-wide data conversion from GALIN to Voyager.
- Interviewed, hired, and managed a team of interns.

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EDUCATION

Master of Library & Information Science, Long Island University, Brookville, NY, May 2003 – Aug. 2004
B.A. in English and Certificate in Women's Studies, University of Georgia, Athens, GA, Sept. 1993 – June 1997

TEACHING AND PANELS

Pratt Institute School of Information - Visiting Assistant Professor *Spring 2018 - Present*
Museum Information Management: Collection Cataloging & Digital Technology

Creating a Repository of Relationships: The Road to DAM at the American Museum of Natural History – Presentation at Henry Stewart DAM New York 2019: The Art and Practice of Managing Digital Media *May 3, 2019*

Presentation of Metadata Methodology in Digital Special Collections to metadata groups at Columbia University and broadcast to Cornell University *Jan. 20, 2015*

A Case Study: Library Digital Special Collections at the American Museum of Natural History – Presentation at the Omeka Workshop hosted by the New York City Digital Humanities Group (NYCDH) and Bard Graduate Center *June 18, 2014*

Digital Ethnology and Cultural Heritage: Library Digital Special Collection at the American Museum of Natural History Presentation at Technology and the Cultural Heritage Object: An Introduction to Local Projects hosted by the New York Metropolitan Chapter of the Art Libraries Society of North America (ARLIS/NY) at the Metropolitan Museum of Art *April 11, 2014*

The Archives of Museums, Libraries and Universities: A panel discussion about techniques involved in managing digital assets for museums, libraries and universities at the Createasphere Digital Asset Management Conference, New York, NY *Sept. 24, 2010*

PUBLISHED WORK

Cwiok, Jennifer; Lee, Iris. "Paving the way: The American of Natural History Research Library's road to digital asset management." *Journal of Digital Media Management*, © Henry Stewart Publications 2047-1300 (2020) Vol. 8, 4 1–14.

Cwiok, Jennifer. "The Defining Element – A Discussion of the Creator Element Within Metadata Schemas." *Metadata: A Cataloger's Primer*. Ed. Richard P. Smiraglia. Binghamton, N.Y.: Haworth, 2005. (Published simultaneously as *Cataloging & Classification Quarterly*, vol. 40, nos. 3/4, 2005).

SKILLS

Proficient on the command line in Mac, Linux and UNIX environments
Languages: Ruby on Rails, PHP, CSS, Python, JavaScript, HTML, XML
Databases: MySQL, Postgres
Metadata standards: Dublin Core, IPTC, VRA, EAD, PBCore, MARC, RDF etc.