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## Assistant Librarian

Rachel Bomberger

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## **Rachel Anne Bomberger**

Electronic Resources Librarian, Collections & Discovery  
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### **EDUCATION:**

**01/04-05/05 MA in Library and Information Science (GPA 3.87)**  
American Library Association accredited university  
University of South Florida, Tampa, FL 33620

**08/87-05/91 BA in American Studies**  
University of Notre Dame, Notre Dame, IN 46556

### **EMPLOYMENT, INTERNSHIPS and PRO BONO WORK:**

**02/20-present Electronic Resources Librarian, Collections & Discovery, USF Libraries, University of South Florida**

- Participate in development of strategic plan for department
- Work with e-resources unit to create LibGuides and web page content to improve department's external communication
- Participate in assessment of e-resources in relation to University metrics in support of Library Strategic Direction
- Work with the department and fiscal unit to acquire and maintain access to electronic resources
- Maintain data tracking measures for process, content, cost, and usage for e-resources with an emphasis on serials
- Participate in ebook purchasing and Ebooks for the Classroom+ for textbook affordability support
- Coordinate with Metadata & Cataloging and Discovery & Access units

**10/12-07/18 USSOCOM (United States Special Operations Command) Library Director, Joint Special Operations University (JSOU); contractor under Streamline Defense 10/01/12 – 07/31/17 and under Metis Solutions 08/01/17 – 07/20/18**  
**Held a Top Secret Clearance.**

- Oversaw daily functions of the USSOCOM Research Library
- Created and reviewed library policies, processes and its strategic plan
- Created library's annual budget
- Compiled usage statistics and created annual report
- Selected and acquired library materials to include print and electronic books and databases
- Cataloged library materials
- Oversaw library management system and website
- Provided reference to patrons
- Taught online research, database usage and principles of copyright
- Presented library briefings to senior staff
- Website: <http://jsou.libguides.com>

- 01/12-09/12 Library Research Planner for USSOCOM Library, JSOU; contractor under SAIC 01/01/12 – 06/30/12 and under Streamline Defense 07/01/12 – 09/30/12**
- Reviewed and revised Collection Development and other library policies and processes
  - Designed floor plan for the library in preparation for the moving of the library from its old facility to a brand new building
  - In order to provide online access, researched and implemented a new integrated library system (ILS), EOS.Web, and an online infrastructure using LibGuides which would serve as the library's first website <http://jsou.libguides.com>
  - Researched and implemented an e-book collection and new online databases to be added to the library's new website
  - Learned the military and government processes that are necessary to achieve the above tasks
- 10/11-12/11 Volunteer, Tampa Bay History Center**
- Cataloged a collection of cartographic books into PastPerfect
  - Scanned a collection of slides for online access and preservation purposes
- 02/09-09/10 Metadata/Catalog Librarian, McKay Archives, Florida Southern College**
- Scanned, processed, researched and created online metadata for an archival collection of photographs, newspapers and correspondence that pertained to the construction of the *Child of the Sun* architectural structures designed by Frank Lloyd Wright and built on the *Florida Southern College* campus using content management software CONTENTdm and the library and archival standards DACS, AACR2, MARC and LCSH
  - Re-housed scanned materials for preservation purposes
  - Trained student workers
  - Location of collections online: <http://archives.flsouthern.edu/cdm/>
- 05/07-01/09 Content Manager, Florida Center for Community Design + Research**
- Researched, uploaded and reviewed water-related documents, photographs and websites relevant to the websites designed under *The Water Atlas Program*
  - Performed html coding
  - Compiled web statistics
  - Trained clients on the use of the websites
  - Website: <http://wateratlas.usf.edu/>
- 05/06-07/06 Assistant Director, Temple Terrace Public Library**
- With the director, oversaw and trained employees
  - Worked on library budget and quarterly reports
  - Scheduled programs and events
  - Performed reference, circulation, acquisition and cataloging services
  - Taught computer and youth programs
- 02/06-02/10 President, The Carl E. Koch Foundation, Inc., Pro Bono (<https://www.thekochfoundation.org>)**
- Oversaw board meetings
  - Created and revised grant processing protocols, job descriptions and the employee manual

**01/06-05/06 Librarian II, Temple Terrace Public Library**

- As Adult Programs Reference Librarian, provided reference services
- Worked circulation desk (ILS: HORIZON)
- Trained other employees
- Taught computer and youth programs
- Participated in library event planning
- Acquired new materials for the library's collection

**06/05-08/05 Intern, Archives Center, National Museum of American History**

- Scanned, cataloged and preserved black and white photo negatives in the *Addison Scurlock Collection* using the software HORIZON and the library and archival standards DACS, AACR2, MARC and LCSH
- Trained other interns
- Location of online collection:  
[https://amhistory.si.edu/archives/scurlock/about\\_portraits/credits.html](https://amhistory.si.edu/archives/scurlock/about_portraits/credits.html)