



October 2020

Coordinator of Library Operations

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SILVIA ONAC

Access & Discovery Coordinator
University of South Florida Libraries
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EDUCATION

University of South Florida

MA in Library and Information Science, December 2019

“Babes-Bolyai” University, Cluj-Napoca, Romania

PhD in Biology, 2005

“Babes-Bolyai” University, Cluj-Napoca, Romania

BS in Biology, 1986

WORK EXPERIENCE

University of South Florida, Tampa Library

Library Operations Coordinator/Access & Discovery Coordinator (January 2019 – Present)

- Maintain A-Z Databases and update vendor information in the library’s Electronic Resource Management system (Zoho);
- Assist with the administration of the library’s discovery tool, EBSCO Discovery Service EDS;
- Contribute to catalog quality control;
- Assist with library’s Patron Driven Acquisition (PDA) and Evidence-Based Acquisition (EBA) programs;
- Identify and solve access issues; troubleshoot access problems reported in LibAnswers;
- Manage online resources (databases, e-book collections, electronic references): set up new e-resources; maintain existing online collections, including remote access through EZproxy;
- Collect online resources usage statistics per fiscal year.

University of South Florida, Tampa Library

Collections Specialist (September 2010 – December 2018)

- Acquisition: reviewed renewals; created requisitions in FAST; processed invoices for payment; ran budget reports and maintained spreadsheets to track subscription expiration dates;
- Managed online resources (databases, e-book collections, electronic references);
- Maintained MetaLib and updated vendor information in the library’s Electronic Resource Management system (Zoho);
- Managed and oversaw the Patron Driven Acquisition (PDA) program;
- Coordinated e-resources processing and maintenance projects in Basecamp;
- Identified and solved access issues; troubleshooted access problems reported in Knowledge Tracker;
- Coordinated MetaLib Updating Project;

- Examined SFX monthly reports and updated thresholds;
- Organized references in RefWorks for the library's GOSIC project;
- Collaborated with colleagues to create the USF Library's version of 23 Things on A Stick.

University of South Florida, Tampa Library

Library Assistant (January 2007 - June 2007)

- Verified the USF Herbarium Library collection and added book holdings in the USF Libraries Catalog, using OCLC Connexion.

“Lucian Blaga” University Library, Cluj-Napoca, Romania

Librarian (September 1990 - December 2006; July 2007 - August 2010)

- Original cataloging of books, serials, and off-prints, using Aleph Integrated Library System;
- Routinely worked with Name Authority File (NACO) and Subject Authority File (SACO) using RAMEAU subject indexing language;
- Developed Biology Collections according to department's curricula by periodically acquiring relevant library materials;
- Developed subject databases in accordance with department's requirements, using Pro-Cite;
- Interacted with students, faculty, and researchers within the Natural Sciences departments;
- Participated in international library projects supported by the World Wildlife Fund and the Poniecki Foundation, and partially sponsored by the United States Agency for International Development;
- Created and managed the *Studia Universitatis Babes-Bolyai*, *Biology* journal website.

Suncuius High School, Bihor, Romania

Teacher (September 1989 - August 1990)

- Taught Biology and Chemistry.

Bixad Middle School, Satu-Mare, Romania

Teacher (September 1986 - March 1989)

- Taught Biology.

SKILLS

- Operating Systems: Windows, Mac
- Microsoft Office Suite
- Library systems/tools: LibGuides, Aleph Integrated Library System, MarcEdit, OCLC Connexion
- FAST Financial Accounting System
- Basic HTML
- Content Management Systems: Weebly, WordPress, Wix.com

Foreign Languages

- French, Italian

SERVICE

FLVC Collection Management and E-Resources Standing Committee (CMESC): 2020-2022
USF Libraries LibGuides Committee: 2019
USF Libraries Hiring/Search Committees: 2015; 2019
E-Resources Management Working Group for the implementation of the next-generation ILS
Sierra and Encore Duet discovery interface: 2017

LIST OF PUBLICATIONS

Books:

- Onac, S., & Buz, Z. (2000). Thematic bibliographic index for "Studia Universitatis Babeş-Bolyai, Biologia" journal (period 1957 to 1997). Cluj-Napoca: Cluj University Press.
- Onac, S. (2005). *Research on the influence of heavy metals from Cavnic mine spoils on physiological processes in plants*. PhD Thesis, Babeş-Bolyai University. Cluj-Napoca, 161 pp.

Chapter in books:

- Onac, S. (1993). Directory listings for Romania. In C. J. Grycz, & B. K. Rodes (Eds.), *Libraries and Environmental Information Centers in Central Eastern Europe: A locator/ directory* (pp. 249-295). El Cerrito, CA: n.p.
- Onac, S. et al. (1994). Scientific activity of faculty and researchers in the Department of Biology between 1987 and 1992 (pp. 1-97). Cluj-Napoca.
- Onac, S. et al. (1998). Scientific activity of faculty and researchers in the Department of Biology between 1993 and 1996 (pp. 1-77). Cluj-Napoca.
- Onac, S. et al. (1999). Scientific activity of faculty and researchers in the Department of Biology in 1997 (pp. 159-205). Cluj-Napoca.
- Onac, S. et al. (2000). Scientific activity of faculty and researchers in the Department of Biology in 1998 (pp. 147-179). Cluj-Napoca.
- Onac, S. et al. (2003). Scientific activity of faculty and researchers in the Department of Biology in 1999 (pp. 125-162). Cluj-Napoca.
- Onac, S. et al. (2003). Scientific activity of faculty and researchers in the Department of Biology in 2000 (pp. 135-207). Cluj-Napoca.
- Onac, S. et al. (2003). Scientific activity of faculty and researchers in the Department of Biology in 2001 (pp. 177-210). Cluj-Napoca.
- Onac, S. et al. (2003). Scientific activity of faculty and researchers in the Department of Biology in 2002 (pp. 122-164). Cluj-Napoca.
- Onac, S. et al. (2004). Scientific activity of faculty and researchers in the Department of Biology in 2003 (pp. 81-129). Cluj-Napoca.

Journals:

- Buz, Z., & Onac, S. (1995). Plant Physiology Library. *Philobiblon*, 1(1), 31-34.
- Onac, S., & Trifu, M. (2002). Accumulation of some heavy metals from mine spoils by soybean plants. *Studia Universitatis Babeş-Bolyai, Biologia*, 47(1), 61-70.
- Onac, S. (2002). The growth and seed production of soybean plants cultivated on mine spoils. *Studia Universitatis Babeş-Bolyai, Biologia*, 47(2), 43-53.

- Onac, S., Bercea, V., & Trifu, M. (2003). Accumulation of photosynthetic pigments and proteins in the leaves of soybean plants cultivated on mine spoils. *Studia Universitatis Babeş-Bolyai, Biologia*, 48(1), 39-47.
- Onac, S., Cristea, V., Keul, M., Báthory, D., & Trifu, M. (2004). Peroxidase activity, stomatal conductance, and carbohydrate metabolism in soybean plants under heavy metal stress. *Studia Universitatis Babeş-Bolyai, Biologia*, 49(1), p. 37-46.
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