

Karen Saginor

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Employment

City College of San Francisco

Academic Senate President. Elected May, 2010. Re-elected May, 2011

Represent faculty recommendations on Academic and Professional matters to the Administration, Board of Trustees, and other institutional organizations. Keep faculty informed. Prepare agendas for and chair meetings, especially Academic Senate Executive Council. Provide leadership for the Accreditation Self-Study. Attend and participate in meetings of the College Advisory Council, the Planning and Budgeting Council, College Council, and numerous committees and work groups. Manage the Senate Office.

Reference Librarian. 2000 - present.

Serve at reference desk; teach instructional workshops; select and deselect materials; create web based pathfinders and other instructional materials; participate through committee work in library planning and policy recommendations.

Technical Services Coordinator. 2008 – 2010.

Coordinated functions of acquisitions, cataloging, and library automation units; support collection development and maintenance of the bibliographic database. Specific projects included implementation of semi-automated new materials list; customized usage reports on purchased materials; promotion of SFPL gift program.

Acting Coordinator of Library Instructional Services. Spring 2007.

Coordinated all aspects of 'regular' and subject specific library skills workshops; negotiated usage of R414 after closure of other labs in building and provided support for faculty using the room; promoted and managed Library Research Award.

Instructor, Library Information Technology. 1995 - 2006.

Devised curriculum and taught credit courses in cataloging, library automation, MARC format, and general library skills.

Cataloging / Acquisitions migration coordinator. 2005.

Planned data migration for bibliographic and item records from Dynix to III Millennium; coordinated first time automation of Acquisitions; received and delivered training for both modules; prepared documentation; managed authority control project.

Acting Automation Librarian. Fall, 1996.

Supervised staff of five technicians in providing and maintaining database servers, network services, software, hardware, etc. for approx. 150 workstations.

Catalog Librarian. 1991 - 2000.

Directed and participated in cataloging activity at four campus libraries; trained staff and implemented upgrades to OCLC, Dynix, and Library of Congress infobase software; managed retrospective conversion and smart barcoding.

Carlyle Systems, Inc. San Mateo, CA. Library automation company. Customers included Princeton University, NYPL research library, CLIC consortium in Minneapolis / St. Paul.

Manager, Customer Service. 1991.

Responsible for installation and maintenance of hardware and software for all system modules. Configured and tested systems; wrote documentation; provided training.

East Coast Field Engineer. 1989-90.

Maintained hardware and software at 20 libraries; installed upgrades.

Westchester County Data Processing Division. White Plains, New York.

Library and Information Systems Coordinator. 1988-89.

Negotiated with vendors and WALDO consortium librarians; set-up new libraries in online system; trained librarians; wrote specifications for new applications; promoted software enhancements; coordinated efforts with librarians, systems analysts and programmers.

Sarah Lawrence College Library. Bronxville, New York.

Catalog Librarian. 1987-88.

Performed original and copy-cataloging on OCLC in all formats; directed retrospective conversion for first time OPAC; supervised 2 employees; served on Reference desk (20%).

University of Virginia, Alderman Library. Charlottesville, Virginia.

South Asian Bibliography, Library Assistant. 1981-82, 1984-85.

Supervised 6-7 student workers in receiving shipments from the Library of Congress foreign currencies program (PL-480) and preparing materials for cataloging; re-organized procedures and redefined student tasks to eliminate 20,000 volume backlog of materials.

Cataloging/Serials Section, Library Assistant. 1981.

Copy-cataloged serials on OCLC in English and European languages.

Cataloging/Serials Section, Clerk C. 1979-81.

Received and recorded holdings for periodicals in South Asian languages; eliminated backlog of issues; searched OCLC for monographic serials in English and European languages.

Reserve Room, Clerk C. 1977-79.

Retrieved and processed materials for instructor reserves. Served students at the Reserve Desk.

Education

M.L.I.S. School of Library and Information Studies, University of California, Berkeley.
August, 1987.

B.A. (History) University of Virginia. May, 1976.

Committee work and selected projects

Member or chair of numerous committees for Tenure review, Faculty evaluation, Faculty hiring, and Administrative hiring: 1994-present.

City College Academic Senate Executive Council. 1998-2002, 2004-2006, 2007-09, 2010-12

Secretary of the Academic Senate and member of the Committee on Committees for 2008-2009.

Member of Strategic Planning team. Spring, 2010-Spring 2011.

Member of shared governance Planning and Budgeting Council from May, 2009.

Student Grade and File Review: member since April, 2009, resource 2006-2009.

Member of Multicultural Infusion Project since Fall 2008.

Past City College shared governance committees or workgroups includes: Earthday 2008 Work Group, Soccer Field Work Group, Information Technology Plan Work Group: 1994-96.

AFT 2121 Precinct Representative, 1996-2000.

Online guide for students conducting research for Health Education and Community Health courses. 2007-09: <http://www.ccsf.edu/Library/guides/health.html>

Dolma Ling Nunnery, Dharamsala, H.P. India. Provided training in cataloging and circulation functions; wrote functional specifications for English and Tibetan online catalog. (sabbatical project.) 2003.

“Fugitive Facts” online reference data list constructed with perl and html. 2003.

Interactive online exercises constructed with perl and html. (sabbatical project) 2002-2003.

‘MacroCat’: in-house software (Visual Basic/Passport) created 1997. This took files of barcode and ISBN numbers; checked OCLC database for complete LC records; output spine labels and MARC records with item information. Used until end of life for OCLC’s Passport software.