Albert Joseph Salatka, Jr.

423-243-6742 | albert-salatka@utc.edu | he/him/his

EDUCATION

M.S., Information Science, University of Tennessee, August 2020
B.A., History and Philosophy, Loyola University Chicago, May 2015

WORK EXPERIENCE

Cataloging and Metadata Librarian, March 2022-present
UTC Library, University of Tennessee Chattanooga, Chattanooga, TN

Develop, maintain, and advise on cataloging and metadata policies and procedures for UTC Library materials in all formats. Manage format-specific metadata application profiles and configure our instance of Ex Libris's Alma to ensure compliance for MARC records. Train and oversee departmental faculty, staff, and student assistants on copy cataloging workflows using the Metadata Editor within Alma. Serve as administrator for Alma's Resource Management and Primo VE's Discovery operations. Develop and maintain local standards for bibliographic and holdings record creation of circulating equipment from the UTC Library's Check Out Desk and Studio and manage lifecycle of item records. Perform original cataloging on UTC theses and dissertations.

Coordinate projects related to new technologies and releases features in the Ex Libris suite of products, batch loading and global editing of local bibliographic and metadata records, and remediation of known issues related to data migration, harvesting, and syncing. Oversee the collection and dissemination of cataloging and metadata statistics for library and campus stakeholders through the creation and maintenance of reports using Oracle BI analytics tools. Manage gift and donation processing for circulating materials. Staff Check Out Desk at least 1 hour per week.

Collection Specialist, Resource Sharing and Electronic Resources, August 2016-March 2022
UTC Library, University of Tennessee Chattanooga, Chattanooga, TN

Managed and led interlibrary loan (ILL) and document delivery operations and services: utilized ILLiad to manage OCLC Worldshare ILL and RapidILL borrowing and lending requests. Conducted iterative review of ILL service, policies, processes, and documentation. Managed internal and external ILL policy and workflow documentation. Developed custom ILL statistics to assist in collection development and track common ILL statistics for use in reporting and service improvement. Managed student assistants assigned to ILL and train library faculty and staff on ILL and document delivery services. Performed basic accounting functionalities by tracking IFM costs and oversaw lost and overdue billing. Managed the library's Buy Not Borrow purchase on demand program. Managed packaging, mail services, and courier service. Collaborated with the Director of Acquisitions and Content Management on development of department and ILL goals and objectives.

Assisted with procurement and management of electronic resources with Alma and Primo VE. Led on acquiring e-book purchase requests and selection of single title e-books from approval plan lists. Created purchase order lines and invoices for e-book purchases and oversaw activation and access. Utilized Oracle BI analytics tools and COUNTER reports to gather and report monthly and yearly statistics. Copy cataloged monographs and physical media and performed original cataloging on new acquisitions with insufficient bibliographic records. Managed the library's course reserve collection. Staffed Check Out Desk at least 1 hour per week.

Collection Specialist, Stacks & Student Management, Electronic Resources and Processing, May-August 2016
UTC Library, University of Tennessee Chattanooga, Chattanooga, TN

Managed departmental student assistants by providing oversight, training, and timesheet entry. Assisted with development of policies and stacks maintenance processes. Assisted with e-resource management tasks including statistics gathering, cyclical review, access management, and marketing. Managed library and departmental mail and deliveries.

Page, Circulation Department, August 2015-April 2016
Forest Park Public Library, Forest Park, IL
Worked collaboratively with colleagues to ensure timely and accurate shelving of recently returned books, physical media, and children's floor materials among various classification schemes. Performed stacks maintenance tasks of shelf-reading and shifting while identifying and tracking problematic areas. Provided customer service to patrons browsing stacks by locating materials and referring them to other units for assistance.

Intern, *The Ellacuria Tapes: A Martyr at Loyola* , Digital Exhibit, May-August 2014
Loyola University Chicago, Department of History, Chicago, IL
Led content development and co-designed *The Ellacuria Tapes: A Martyr at Loyola* digital exhibit hosted by the Cudahy Library at Loyola University Chicago. Determined Dublin Core fields used to describe digital artifacts for exhibit materials and entered metadata on the Omeka platform. Collaborated with lead curator and project manager on design framework for exhibit and wrote copy for exhibit materials providing historical context of the Salvadoran Civil War and United States foreign policy on Latin America. Demonstrated value of initial contributions to this project to secure one-year funded research fellowship through the Loyola Undergraduate Research Opportunities Program.
http://www.lib.luc.edu/specialcollections/exhibits/show/ellacuria-tapes

PRESENTATIONS

Salatka, Albert. "A One Stop Shop for Resource Sharing: UTC Library's Move to Alma Resource Sharing for RapidILL and OCLC Request Management." SERS (Southeastern Resource Sharing Conference) 2022 Conference, Nashville, TN, *forthcoming*.

Salatka, Albert. "The Ellacuria tapes: A martyr at Loyola." ILASSA (The Institute of Latin American Studies Student Association) 35. Austin, TX. February 2015.

PROFESSIONAL ORGANIZATIONS

American Library Association, member, July 2022-present
- Core: Leadership, Infrastructure, Futures
    - Access and Equity Section
    - Metadata and Collections Section
- Rainbow Round Table

SERVICE

UTC LIBRARY

Alma Analytics Community of Practice, January-April 2019, August 2021-present, co-chair beginning August 2022

Search Committee, UTC Library, Collection Specialist, June 2022

Ex Libris Committee, May 2022-present

UTC Library E-Resources Committee (LERC), August 2016-May 2020

Search Committee, UTC Library, Processing Archivist, November 2018

Search Committee, UTC Library, Budget Coordinator and Assistant to the Dean, February 2018

UNIVERSITY OF TENNESSEE CHATTANOOGA

ReSEARCH Dialogues, The Office for Undergraduate Research and Creative Endeavor, volunteer, 2022

UTC SafeZone Program supporting LGBTQ members of campus community, 2017-present

UNIVERSITY OF TENNESSEE, SCHOOL OF INFORMATION SCIENCES

University of Tennessee School of Information Sciences Director's Council, September 2019-May 2020

COMMUNITY

Chattanooga Clean & Green Volunteer, 2016-2019

Chattanooga ZineFest 6, representing UTC Library Studio, May 2019

Tennessee Suicide Prevention Network, QPR training participant

AWARDS AND ACCOLADES

Academic Achievement Award, University of Tennessee School of Information Sciences, 2020

Distinguished Staff Performance, UTC Library, 2018, 2019

Graduated *magna cum laude* , B.A., History and Philosophy, Loyola University Chicago, May 2015

Cudahy Library Undergraduate Research Paper Award, runner-up, May 2015
  – *"'Doffing their Izod Shirts and Designer Jeans for Sandinista Berets': How Newspaper Reporters Covered Activism against Reagan's Latin American Foreign Policy, 1980- 1983"*

Social Justice Research Fellow, Loyola Undergraduate Research Opportunities Program, August 2014-May 2015

Newberry Library Undergraduate Research Seminar Fellow, Chicago, IL, January-May 2014

SKILLS AND COMPETENCIES

LIBRARY SYSTEMS
Ex Libris Alma, Primo VE, OCLC Connexion, ILLiad, OCLC Worldshare ILL, RapidILL, OCLC Worldshare Management Services, WorldCat Local, Omeka

Forthcoming: Alma Administration Certification, MarcEdit, OpenRefine

STANDARDS

MARC, AACR2, RDA, LCSH, LCC, Dublin Core, AAT, OpenURL

OTHER SYSTEMS AND SOFTWARE
Microsoft Office Suite, Microsoft Teams, MediaWiki, Google Drive, QuestionPro, LibGuides