

Sheila A. Bair
Metadata & Cataloging Librarian
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EDUCATION

Master of Library and Information Science
University of Wisconsin-Milwaukee, 2005

Bachelor of Arts in Communication Arts and Sciences
Western Michigan University, Kalamazoo, Mich., 1972

PROFESSIONAL EXPERIENCE

Metadata and Cataloging Librarian
University Libraries, Western Michigan University, June 2006-present

Interim Co-Head Cataloging/Processing
University Libraries, Western Michigan University, Jan. 2005-June 2006

PUBLICATIONS

Bair, S. and Carlson, S. 2008. Where keywords fail: Using metadata to facilitate digital humanities scholarship. *Journal of Library Metadata*, 8(3): 249-262.

Bair, S. and Pamela Cowart. 2007. Digitization projects and metadata. *Against the Grain*, 19 (1): 1-20.

Bair, S. and Pamela Rebarcak. 2006. Metadata: The magic behind the scenes. *Gatherings*, 38 (Summer): 1-2.

Bair, S. 2005. Toward a code of ethics for cataloging. *Technical Services Quarterly*, 23 (1): 13-26.

PRESENTATIONS

Introduction to Metadata
University Libraries

Kalamazoo, Michigan, August 28, 2009

Metadata for Medievalists I: Introduction to Metadata Formats

44th International Congress on Medieval Studies

Kalamazoo, Michigan, May 7, 2009.

Inventing a Web 2.0 Catalog: VuFind at Western Michigan University

(with Birong Ho)

Michigan Library Association Annual Conference 2008

Kalamazoo, Michigan, October 22-24, 2008

Metadata Planning for Digitization (part of ***Digitization of Primary Materials for Medievalists***)

43rd International Congress on Medieval Studies

Kalamazoo, Michigan, May 9, 2008.

Cooperation, Communication, and Collaboration: 3 C's of Workflows at WMU University Libraries' TSD (with George Boston and Randle Gedeon)

Michigan Library Consortium Technical Services Conference

Lansing, Michigan, April 15, 2008.

Beyond Access: Transforming Primary Sources

Michigan Academy

Kalamazoo, Michigan, March 7, 2008

Metadata Planning: Keys to Communication

Acquisitions Institute at Timberline

Timberline Lodge, Oregon, May 21, 2007

Morimondo Digitization Project and the Institute of Cistercian Studies

42nd International Congress on Medieval Studies

May 11, 2007

POSTER SESSIONS AND ROUND TABLE DISCUSSIONS

Catch the Wave: Building a Digital Image Library without Wiping Out (with Miranda Howard)

American Library Association Annual Conference

Anaheim, California, June 28, 2008.

Beyond Access: Transforming Eight Civil War Diaries

2nd Chicago Colloquium on Digital Humanities and Computer Science

Chicago, Illinois, October 21-22, 2007.

Prologue to Metadata: What You Need to Know Before You Digitize (with Pam Cowart)

Charleston Conference
Charleston, SC, November 8-11, 2006.

DIGITAL PROJECTS

Liturgy O.C.S.O. Journal of Gethsemani Abbey. Metadata planning, creation, supervision.

<http://digitalcollections-wmich.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp15032coll3>

United States Civil War Collection. Metadata planning, creation, supervision, TEI markup, template creation and mapping to Dublin Core for CONTENTdm version.

<http://quod.lib.umich.edu/c/civilwar1/>

<http://digitalcollections-wmich.cdmhost.com/cdm4/browse.php?CISOROOT=/p124301coll6>

Index Map Collection. Metadata planning, creation, supervision.

<http://luna.library.wmich.edu:8180/luna/servlet/view/all?pgs=50&res=1&cic=WMUwmu~73~73>

Early Americas Digital Archive Contributions. TEI markup

Núñez Cabeza de Vaca, Alvar. Relación general.

http://www.mith2.umd.edu/eada/html/display.php?docs=cabeza_ms1.xml&action=show

Núñez Cabeza de Vaca, Alvar. Comentarios.

http://www.mith2.umd.edu/eada/html/display.php?docs=cabeza_ms2.xml&action=show

Image Catalog. Metadata planning, creation, supervision.

<https://login.libproxy.library.wmich.edu/login?auth=luna&qurl=http://luna.library.wmich.edu:8180/luna/servlet/view/all?pgs=21&res=1&cic=WMUwmu~74~74>

EDITORSHIPS

Member, Editorial Board, *Journal of Library Metadata*

Edited the February 2007 issue of *Against the Grain*

WORK ON GRANTS

Currently working with the Kalamazoo Institute of Arts on a successful Institute of Museum and Library Services grant as part of the Museums for America Collections Stewardship Program. I am providing guidance in the creation of metadata, and will be creating the metadata best practices manual for the project. (successful: 2009)

Contributed the technical and metadata portion of the grant narrative for a Council on Library and Information Resources (CLIR) grant, Cataloging Hidden Special Collections and Archives: Building a New Research Environment. This grant would have provided monies for training and hiring a graduate assistant for the creation of Encoded Archival Description (EAD) electronic finding aids. (unsuccessful: 2008)

Worked with professors Pablo Pastrana-Pérez and Catherine Julien on the metadata portion of a National Endowment for the Humanities grant to mark up, in the Text Encoding Initiative (TEI), several medieval Spanish documents (Attachments 2.23; unsuccessful 2008).

Contributed the technical and metadata portion of the grant narrative for Cistercian Scriptorium: Texts and Contexts, grant application to NEH/IMLS program for Knowledge Advancement (unsuccessful: March 2007)

Provided technical information and consultation for the Library of Michigan Digitization for Preservation and Access Grants for Michigan Libraries grant application for the grant titled Lighthouse Keeper Logbooks Digitization. This work was done in collaboration with Dr. Sharon Carlson, University Archivist, Bettina Meyer, Assistant Dean for Resources, and Paul Howell of the Systems office (unsuccessful: December 2006).

Provided technical information toward the Library of Michigan Digitization for Preservation and Access Grants for Michigan Libraries grant titled Civil War Diaries written by Bettina Meyer, Assistant Dean for Resources, and I co-wrote the metadata portion of the final grant report (successful: June 2005).

SERVICE

CONTENTdm Metadata Working Group

Member, 2009

Group comprised of metadata librarians interested in creating a 'best practices' guide for sharable CONTENTdm-housed Dublin Core metadata.

International Education Council

Western Michigan University, 2009-2012

Summon Beta Technical Working Group

Western Michigan University Libraries, 2009

Group of representatives from Technical Services and Systems working with Serial Solutions to improve the web-scale discovery service Summon and set it up for use at the WMU Libraries.

VuFind Task Force

University Libraries, Western Michigan University, 2008-present

Vufind Formats Working Group, 2008-2009

- As part of the VuFind Task Force I have worked with a team to identify formatting recommendations for the basic and advanced search pages, including the search and search limit drop-down box choices. I have also helped to identify

problems and offer recommendations for improved functionality. As part of this project, Michael Whang, Birong Ho, and I did preliminary usability testing of VuFind with a group of UL staff and faculty. We then developed questionnaires, consent forms, and procedures for conducting usability tests on VuFind and WestCat, obtained approval from the Human Subjects Institutional Review Board, and completed two rounds of usability testing with groups of WMU undergraduate students, graduate students, and faculty.

Executive Committee

University Libraries, Western Michigan University, 2008-present
Co-Chair 2009-present

Search Committee for Head Technical Services

University Libraries, Western Michigan University, 2008

Preservation Committee

Chair, Disaster and Response Subcommittee

University Libraries, Western Michigan University, 2007-present

MEMBERSHIPS

American Library Association, 2003-

Association for Library Collections & Technical Services, 2003-

Library & Information Technology Association, 2003-

HONORS

Member Beta Phi Mu