**Heather L. Mitchell**

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EDUCATION

**Rutgers University New Brunswick, NJ**

Master of Library Science, May 2014.

**Rutgers University Camden, NJ**

Master of Arts, Liberal Studies, May 2001.

**Rutgers University Camden, NJ**

Bachelor of Arts, Urban Studies, May 1997.

EXPERIENCE

**Rutgers University Law Library Camden, NJ**  
*Technical Services Librarian*, Librarian of Practice II, September 2014-Present

* Supervise and evaluate work of seven full time library assistants across two campuses.
* Manage expenditures of the departmental book budget of $800k and gift accounts.
* Process invoices for payment, resolve billing issues with vendors and the University.
* Catalog both print and non-print materials according to AACR2 and RDA standards.
* Handle the maintenance of both print and online subscriptions.
* Work with public services staff to resolve bibliographic record problems in the online catalog.
* Coordinate with Rutgers University Libraries’ Central Technical Services to maintain the newly merged integrated library system, including quality control and bibliographic maintenance projects.
* Train librarians and staff to use the advanced features of Alma.
* Assist in collection analysis.
* Compile usage statistics for collection development purposes.
* Prepare annual budget and statistical reports for the Library Director and the University.

**Rutgers University Law Library Camden, NJ**  
*Technical Services Supervisor*, September 2002-September 2014

* Supervise and evaluate work of five full time library assistants.
* Manage expenditures of the departmental book budget.
* Process invoices for payment, resolve billing issues with vendors and the University.
* Catalog both print and non-print materials according to AACR2 and RDA standards.
* Handle the maintenance of both print and online subscriptions.
* Maintain the integrated library system (Millennium) including system upgrades.
* Train librarians and staff to use the advanced features of Millennium.
* Compile usage statistics for collection development purposes.
* Prepare annual budget reports for the Library Director.

**Rutgers University Law Library Camden, NJ**  
*Library Assistant II*, August 1997-September 2002

* Processed incoming serials.
* Updated library holdings in the Innovative system.
* Updated printed subject materials.

PUBLICATIONS

**Articles**

* Mitchell, Heather. (2017). The Times, They Are Changing. *Technical Services Quarterly,* 34 (2) <http://dx.doi.org/10.1080/07317131.2017.1286838>.

**Book Reviews**

* Mitchell, Heather. Review of *Cataloging Legal Literature 4th edition*, edited by Melody Busse Lembke and Melissa Beck. Library Resources & Technical Services, 61 (4), 2017. <http://dx.doi.org/10.5860/lrts.61n4.239>.

**Column**

* Mitchell, Heather. Favorite Apps 4 Clicks – Zotero. *AALL Spectrum*, 22 (3), January/February 2018.

PRESENTATIONS

* **"It’s not a question of IF, but WHEN: Migrating to a Next Generation ILS."** American Library Association Annual Conference, Orlando, FL. June 25, 2016.
* **“Continuing the conversation of system migrations” – OBS-SIS Hot Topic.** American Associations of Law Libraries Annual Meeting, Washington DC, July 15, 2019.

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

* Best of Ex Libris Knowledge Days Webinar Series (June/July 2021)
* Alma Certified Administrator (September 2019)
* Library of Congress BIBFRAME Progress (March 2019)
* Creating sustainability through innovation (December 2015)
* Simplifying access while realizing efficiencies in a law library (November 2015)
* Ready, Set, GO: Making the move from FirstSearch to WorldCat Discovery (September 2015)
* AALL annual meeting (2015-19)
* CALI (Center for Computer Assisted Legal Information) conference (2015)
* ALA Annual Meeting (2013-2020)
* ALA Mid-Winter (2014, 2017-18)
* Innovative Interfaces – Managing Technical Services (March 2011)
* RDA for Administrators: Managing the Transition in Your Library (October 2010)
* OCLC Cataloging Basics for New Users of Connexion Client (September 2007)

PROFESSIONAL AFFILIATIONS

* ALA member since 2011
  + ALA Membership Committee Member (2016-2018)
  + ALCTS member since 2014
    - ALCTS intern/affiliate (2019-2020)
* AALL member since 2016
  + TS-SIS Acquisitions Committee Member (2017-18)
* NJLA member from 2012-2014
* Innovative Users Group member from 2010-2015