Michael Paulmeno
Roberts-LaForge Library
Delta State University
Cleveland, MS 38733
Phone Number: (662) 843-4432
E-mail address: mpaulmeno@deltastate.edu
Skype Name: michael.paulmeno

Education:

- State University of New York at Albany, Albany, NY 12222
    - Enrolled in Information Studies/History dual degree program
    - Concentration within the Information Studies program was Archives and Records Management
    - Information Studies Courses included: Electronic Records Management, Digital Libraries, Archival Theory, Records Management, and Preservation
    - MSIS Conferred in August 2012
    - MA in History conferred in December 2012

- State University of New York at Buffalo, Buffalo, NY 14261
    - Masters in History
    - Minor in English
    - BA conferred in February 2008

Internships and Other Work Experience:

Head of Discovery Services, December 2015 - Present
Delta State University, Cleveland, MS 38733

- Supervises Three FTE staff and student workers in Serials/Interlibrary Loan Department
- Develops policies and procedures, coordinates schedules and staffing of the department
- Oversees the workflow for print and electronic materials and ongoing subscriptions
- Works with publishers to verify coverage and access to subscribed content
- Provides leadership in the planning, development, and management of a broad range of library electronic services, computing, and network systems
- Coordinates development and maintenance of library web pages, databases, and consortia software services
- Manages SirsiDynix Integrated Library System
- Serves as liaison with campus Office of Information Technology
- Contributes to the maintenance and development of the Library's collections
- Works as a team with a Library Technology Associate
- Other duties as assigned

Electronic Services Librarian, June 2013 – November 2015
Delta State University, Cleveland, MS 38733

- Maintains familiarity with emerging trends in information technology
- Manages SirsiDynix Integrated Library System

- Coordinates development and maintenance of library web pages, databases, and consortia software services
- Contributes to the maintenance and development of the Library's collections

Library Clerk, February 2013 – May 2013
Albany Public Library, Albany, NY 12210

- Received materials previously ordered
- Labeled books for shelving

Intern/Volunteer, May 2012 – May 2013
Rensselaer County Historical Society, Troy, NY 12180

- Responsible for Processing archives of Samaritan Hospital School of Nursing, Troy, NY
- Other duties as assigned

Intern, January 2012 – April 2012
New York State Archives, Albany, NY 12230

- Assigned microfilming variety of historical documents
- Performed quality control for electronic database
- Performed data entry for Archives Management System

Technical Processing Assistant, January 2011 – December 2012
New York State Library, Albany, NY 12230

- Checked in periodicals
- Performed holdings maintenance tasks
- Digitized journal articles for Interlibrary Loan
- Assisted with other resource management activities

Intern (seasonal employment), August 2010 – August 2011
USS Slater, Albany, NY 12202

- Planned and carried out ship tours
- Researched ship's history
- Met and greeted visitors
- Responsible for addressing visitors queries and providing interpretative history and anecdotes about USS Slater
- Conducted ship restoration work

Volunteer, July 2009 – August 2010
Historical Society of Rockland, New City, NY, 10956

- Cataloged documents
- Assisted with exhibit preparation

Booth Crew Operator, April 2008 – July 2010
AMC Entertainment, Inc ,West Nyack, NY, 10994

- Operated projection booth
- Exercised tact and diplomacy when dealing with customers
- Worked collaboratively with other theater personnel

Skills:

- Library: Knowledge of Ebscohost database platform (including Ebsco Discovery Service), OCLC Online Services Center, SirsiDynix Symphony Library Management System, SirsiDynix Enterprise, and Past Perfect Collections Management System,
- Computer: Proficient with Microsoft Office suite, Microsoft Windows Server 2012, and Debian Linux Operating System; knowledge of HTML, CSS, Javascript, and PHP
- Interpersonal: History of working effectively under pressure; experience in being sensitive to peoples' needs; practiced in listening effectively; ability to speak persuasively; practiced in effective teamwork
- Management: Project Management Experience, Supervisory Experience

Finding Aids and Publications:

- Tarky Lombardi Jr. Papers : https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap261.xml
- Lawrence Cabot Papers: https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap234.xml
- Henry Curran Papers: https://library.albany.edu/speccoll/findaids/eresources/findingaids/apap237.xml
- Samaritan Hospital School of Nursing Collection, held at the Rennsselaer County Historical Society
- Paulmeno, Michael. "Archival Education from the Student Perspective." *Archival Outlook,* March/April, 2014.
- Paulmeno, Michael, Sami Norling, Rebecca Weintrub, Paul Conway, Jackie Dooley, Adam Speirs. "Archival Education from the Student Perspective." Presentation at Society of American Archivists Annual Meeting, New Orleans, LA, August 14 -17, 2013.
- Paulmeno, Michael, John Bence, Rick Fitzgerald, Polina Ilieva, Benn Joseph, Rosalie Lack, Anna Perricci, Meg Tuomala, Olga Virakhovskaya, Jennifer Wright, Jane Zhang. "From Crawling to Walking: Improving Access to Web Archives." Presentation at Society of American Archivists Annual Meeting, Washington, D.C., August 13 – 17, 2014.
- "Using Fotor: A Free Image Editing Tool" : http://libguides.deltastate.edu/content.php?pid=595564
- "Checking Out an e-Book": http://www.youtube.com/watch?v=VES2h1Rhjtg
- Paulmeno, Michael. "A Clean Transformation: Redesigning the Home Page of the Roberts-LaForge Library." Poster Session at the 2014 Mississippi Library Association Conference, Vicksburg, MS, October 15-17, 2014.
- Paulmeno, Michael. "DPLA: Digital Public Library of America." Poster Session at the 2014 Mississippi Library Association Conference, Vicksburg, MS, October 15-17, 2014.
- Paulmeno, Michael. "The Digital Public Library of America: Building a National Digital Library." *Mississippi Libraries*, Summer 2015.

Professional Activities:

- Member, Society of American Archivists (2010 – 2015)
- Speaker, 2013 Society of American Archivists Annual Meeting.
- Member, Best Practices/Toolbox Committee, Web Archiving Roundtable, Society of American Archivists (2013 – 2014)
- Assistant Editor, INALJ (2013 – August 2015)
- Content Editor, INALJ (August 2015 – December 2015)
- Member, American Library Association (2014 – present)
- Member, Archiving Committee, New Member Roundtable, American library Association (2014 – 2015)
- Vice-Chair, Mississippi SirsiDynix Users Group (2013 – 2014)
- Chair, Mississippi SirsiDynix Users Group (2014 -2015)
- Speaker, 2014 Society of American Archivists Annual Meeting
- DSU Gender Studies Group Media Coordinator (September 2014 – September 2015)
- DSU Gender Studies Group Vice Chair (October 2015 – Present)
- Member Mississippi Library Association Conference Hospitality Committee (July 2015 – October 2015)
- Member, Web Coordinating Committee, Library Information Technology Association (October 2015 - present