

NATHAN TALLMAN

ntallman@gmail.com

www.nathantallman.org

EDUCATION

University at Buffalo, The State University of New York

Master of Library Science with coursework in Archival Studies, June 2009

Bachelor of Science in Business Administration, Magna Cum Laude, February 2005

RELEVANT COURSEWORK

Introduction to Archives Management; Records Management; Selection, Acquisition, and Management of Non-Book Materials; Digital Libraries; Organization and Control of Recorded Information I; Government Information; and Database Management

ARCHIVES EXPERIENCE

Herschell Carrousel Factory Museum, North Tonawanda, NY

Project Archivist, 5/09 – 7/09

- Surveyed collection and conducted needs assessment for processing and preservation
- Processed collection of company records on carrousel and amusement ride manufacturing
- Arranged and preserved paper records, motion picture film, photographs, blueprints, and other formats
- Described collection to professional standards in finding aid
- Created MARC record for collection and worked with New York State Archives staff for inclusion in the Historical Document Inventory and OCLC.
- Established control plan for other collections held by the Museum
- Advised Museum staff on policies and procedures for accessioning and providing access to collections

University Archives, University at Buffalo, Buffalo, NY

Processing Assistant, 10/07 - Present

- Process collections by surveying materials, identifying an organizational structure, arranging materials, conducting basic preservation work, and describing collections in finding aids
- Preserve several formats and objects including photographs, slides, microfilm, video cassettes, audio cassettes, phonographs, CD-ROMs, DVDs, artifacts, maps, and exhibit materials
- Create finding aids and follow professional standards such as *Describing Archives: A Content Standard* (DACS)
- Encode finding aids into Encoded Archival Description (EAD) using XMetal and NoteTab, edit code and validate to local best practices and principals
- Collaborated on an online digital collection of over 600 Love Canal images, including image selection, subject analysis, and metadata collection and input
- Staff Special Collections reference desk to assists researchers

Special Collections Reference Practicum, 1/09 – 5/09

- Researched archival collections to provide concise and informative responses to reference inquiries
- Provided reference services in person, via telephone, and email
- Created pathfinders of University resources for commonly consulted reference topics
- Staffed reference desk in the Special Collections Research Room to assist researchers and monitor security

Town of Nunda, Nunda, NY

Volunteer Archivist, 7/08 – 1/09

- Surveyed town historian's collection of documents, monographs, photographs, textiles, and ephemera
- Developed organizational structure that highlights the materials and allows researchers easy access
- Arranged physical materials while performing basic preservation work
- Created a finding aid for collection using professional standards

OTHER EXPERIENCE

Bryant & Stratton College, Amherst, NY

Adjunct Instructor, 9/09 – Present

- Design and instruct the following courses for differentiated instruction: *Introduction to Information Literacy and Research* and *Introduction to Computer Science*
- Teach students from all age groups, including recent high-school graduates and non-traditional students
- Use combination of lecture, class exercises, videos, lab exercises, and homework assignments to educate

Finger Lakes Developmental Disabilities Service Office, Rochester, NY

Student Assistant, 6/07 – 8/07, 12/07 – 1/08

- Created Microsoft Access databases tracking environmental modifications and consumer information to more accurately track numbers and provide reports to the director
- Served on committees and provided input into environmental modification projects to be supported and paid for with Medicaid funding for developmentally disabled consumers

Keshequa Central School District, Nunda, NY

Substitute Teacher, 12/06 – 6/07

Tutor, 3/06 – 6/07

- Taught public school students of all ages using emergency lesson plans
- Created new lesson plans when none available

Pioneer Credit Recovery, Inc., Perry, NY

Human Resources Generalist, 8/06 – 11/06

- Advised managers on employee relations issues such as discipline and performance appraisals
- Answered employee questions and concerns on labor laws, policy and procedure, compensation and benefits
- Taught new-hire orientations, benefits orientations, and other classes
- Created reports using Human Resources databases for internal uses and month-end reports for management

LEADERSHIP ACTIVITIES

Department of Library and Information Studies (DLIS), Graduate Student Association, University at Buffalo

President, 5/08 – 5/09

- Provided student representation at Department, Graduate School, and University levels
- Advocated student interests at DLIS Council (a group of faculty, staff, and students that oversees DLIS operations) to ensure students' opinions were heard
- Served on Accreditation Steering Committee for DLIS' ALA accreditation review
- Mentored new and incoming students on the DLIS program, department, and career planning
- Worked to establish a professional-to-student mentoring program to connect students with professionals in the field to foster career-lasting mentoring relationships
- Organized student forum to gather the student response to faculty, accreditation, and other departmental issues and record information into a report to present at DLIS Council
- Served on Graduate School of Education Student Symposium Planning Committee

Secretary and **Webmaster**, 9/07 – 5/08

- Recorded minutes and participated on committees
- Maintained and updated organization website using Adobe Dreamweaver

American Libraries Association – Student Chapter, University at Buffalo

Vice President, 12/07 – 5/08

- Organized University at Buffalo reception at ALA Midwinter to provide networking opportunities to students
- Planned book-drive for creation of a lending library at Chautauqua County Jail

PROFESSIONAL MEMBERSHIPS

- American Library Association, 2007 - Present
Meetings attended: Midwinter Meeting, 2008
- Mid Atlantic Regional Archives Conference, 2008 - Present
Meetings attended: Spring Conference, 2008, Volunteer
- New York Library Association, 2007 - Present
Meetings attended: Annual Conference, 2007, Volunteer
- New York Archives Conference, 2009 – Present
Meetings attended: Annual Conference, 2009, Scholarship Winner
- Society of American Archivists, 2008 - Present