Paul M. Hoffman
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Education

May 2006   **M.S. in Library & Information Science, Simmons College, Boston**

Dec. 1997   **Bachelor of General Studies, University of Michigan, Ann Arbor**
Areas of study: Linguistics, Computer Science, and Romance Languages.

Work experience

Bowdoin College, Brunswick, Maine

January 2007–present
Assistant Collections Librarian
Perform collection analysis of library holdings. Develop college-wide and consortial approval plans with the Collections Librarian and the assistance of subject liaisons. Serve as collections liaison to Africana Studies, Classics, and Computer Science departments. Serve as reference and instruction liaison to Africana Studies and Philosophy. Provide reference and information assistance to library users.

January–March 2006
Language Media Center Assistant (interim)
Perform format conversions, help faculty and staff with video and audio editing, supervise student employees, and perform related duties.

Simmons College, Boston, Massachussetts

October 2006
Guest Lecturer
Conduct two continuing education workshops: *Introduction to Perl programming for information professionals* and *Intermediate Perl programming for information professionals*.

October–November 2005
Research Assistant
Contribute to the design and implementation of a research study analyzing the content of e-mail requests to a video archive. (Principle investigator: Gary Geisler.)

Taubman Medical Library, University of Michigan, Ann Arbor, Michigan

1997–2004   **Manager, Technical Processing (Programmer Analyst II)** (1999–2004);
Computer Programmer II (1997–1999)
Manage daily operations of the Technical Processing office in a large academic biomedical research library. Hire, train, and supervise three permanent staff and several hourly employees.

Develop web applications to support collection development and access to library materials, including: a serials management system encompassing e-journals control, subscription prices, and print and electronic holdings; a recurring comprehensive study to measure in-house use of print journals; and a system to manage approval books and outstanding firm orders in order to facilitate timely

acquisition of materials while avoiding duplication. Provide general programming and technical support for library staff. Create and maintain a web site for office staff. Assist library staff and users with complex questions on serials holdings, bibliographic records, and other problems.

1987–1996   **Technical Library Assistant I** (1992–1996);
Catalog Maintenance (Library Assistant II and III) (1987–1992)
Perform binding preparation, catalog maintenance (card catalog and NOTIS), and book and journal repairs. Train and supervise two permanent staff positions and several hourly employees who perform serials check-in, binding preparation, and monograph acquisitions. Design and implement the local component of a University Library–wide project to convert serials check-in from Kardex cards to online records. Document office procedures and write the University Library binding operations manual. Answer staff and patron questions and solve problems as they arise. Identify library automation needs and devise solutions.

Knowledge and skills

Proficient in HTML, XHTML, XML, and CSS. Strong content management skills, including the production of template-based, data-driven web sites. Experience using a variety of image-editing and illustration applications.

Advanced programming in Perl, including the release of several open-source Perl modules. Working knowledge of several other programming languages. Experience with CGI, JavaScript, and other web application programming.

Proficient in relational database design and SQL.

Knowledge of MARC bibliographic records for serials and monographs, LCC, LCSH, Dublin Core, and FRBR.

Experience searching a variety of bibliographic systems, including OCLC, RLIN, DOCLINE, PubMed, and Dialog. Extensive experience with the NOTIS ILS; thorough knowledge of Ex Libris's Aleph and Innovative Interfaces' Millennium.

Working knowledge of French and Spanish. Transliteration of Russian and Greek. Familiarity with German, Italian, and Latin.

Committees and collaborative work

Bowdoin College Library
Member, Collections Team

University Library, University of Michigan
Chair, Health Sciences Libraries Communications Committee
Member, Aleph Binding Implementation Subcommittee
Member, Library Binding Task Force
Member, Public Services Communications Task Force

Selected Web portfolio

http://hoffmancommapaul.com/
Primary professional Web site

http://hoffmancommapaul.com/tgdt/
Searchable thesaurus of typography and graphic design

http://hoffmancommapaul.com/photos/
  Photo gallery demonstration site (all original XHTML, CSS, and JavaScript)

http://sorjuana.simmons.edu/ayer/
  Digital scrapbook; contributed content templates and provided custom Perl programming

References

Available upon request.