

Tammy Zavinski

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EDUCATION

San Francisco Center for the Book	6/10 to 7/15	Bookbinding Core Certificate
Camberwell College of Arts, London	7/07 to 8/08	MA Conservation (Paper)
San Jose State University	9/99 to 12/01	Master of Library and Information Science,
University of California, Los Angeles	1/87 to 4/89	Bachelor of Arts, Psychology honors

TEACHING EXPERIENCE

1/6/03 to 2/6/03	Sociology Intensive	San Joaquin Valley College, Visalia, CA
1/89 to 4/89	Teaching Assistant Abnormal Psychology	UCLA Dept. of Psych., Los Angeles, CA

PUBLICATIONS AND PRESENTATIONS

Jordan, T. (2011). Using magnets as a conservation tool: a new look at tension drying damaged vellum documents. *The Book and Paper Group Annual*, 30, 47-55.

Online at: <http://cool.conservation-us.org/coolaic/sg/bpg/annual/v30/bp30-06.pdf>.

Presented at the 39th Annual AIC Conference, Philadelphia, PA. Slated to present at the Western Association of Art Conservation (WAAC) Annual Meeting, September 2015.

Zavinski, T. (2015). It's Your Anniversary: Resource Guidelines for Planning your FDLP Anniversary Celebration! Slated Ignite presentation at the California Library Association's Annual Conference, November 2015.

Zavinski, T. (2014). Using magnets as a conservation tool: a new look at tension drying damaged vellum documents. Presented at the Western Association of Art Conservation Annual Meeting, Monterey, CA

EMPLOYMENT

9/2018 to present

Head Librarian, Technical Services & Systems Administration, Oxnard Public Library

Reporting directly to the Library's director, I am responsible for overseeing all aspects of the general operation of the technical services unit of a three-branch library system. I manage the acquisitions, cataloging, vendor relations and systems maintenance. I train new staff and volunteers, clarify performance expectations and plan work schedules. I maintain staff Polaris accounts and allocate system permissions based on assigned duties. I set up vendor EDI ordering software to communicate with our system and revise selections and acquisitions workflow as needed. I administer the integrated library system to increase discoverability and contribute to a more positive user experience. I sit on the library leadership team where I share information with other unit heads and collectively make policy recommendations to our library's director. I work on the public service desk approximately five to six hours per week.

9/2017 to 9/2018

Branch Manager Portsmouth Public Library, Cradock Branch

Reporting directly to the Library's director, I am responsible for overseeing all aspects of the general operation of the Cradock branch. I manage the branch's collection budget, train new staff and volunteers, clarify performance expectations and plan work schedules. I monitor and gauge the condition of the branch's facilities and equipment and respond as needed. I partner and coordinate with the Cradock Historical Association, the Cradock Business Association, the Friends of the Portsmouth Public Library and the Virginia Cooperative extension to bring our users a variety of programs and resources. I provide required assistance to library patrons in locating and utilizing library services, equipment and materials. I participate in continual professional development and trainings to

improve my understanding of modern library practices and the performance of my duties. I inform others of and strictly comply with library policies and procedures and require the same of library staff and patrons.

4/2016 to 9/2017

Conservation Specialist I

New York State Office Of Cultural Education

Abiding by the American Institute for Conservation Code of Ethics and Guidelines for Practice, I examine, treat, document, and house high-priority paper artifacts and prepare items for exhibition and transport. I participate in collection stewardship activities and teams, including: environmental monitoring programs such as data loggers, reporting of data and collaboration with facilities management and building engineers to improve conditions emergency planning and response, including staff training, maintenance of supplies, protection of collections from hazards, immediate response to disasters and evaluation of damaged collections provide advice, assistance and training to staff as needed and deliver presentations and demonstrations illustrating conservation principles to government customers and the public

7/2012 to 4/2016

Senior Librarian

California State Library

Managed and coordinated the Federal Depository Library Program for California state libraries and the California State Library Federal program. Acted as one of two leads in the Government Publications Section, training, assigning work, creating workflow and providing feedback to the federal publications team. Interviewed to fill positions as needed. Assisted government personnel and the public at the research room public service desk and remotely.

12/2011 to 7/2012

Senior Librarian

California Department of Corrections

Managed all aspects of a small school library and provided library services to incarcerated youth ages 13 to 24. Followed State protocol for ensuring safety while providing excellent information services. Developed and implemented living unit sub-libraries for learning and recreational reading. Maintained a law reference section and provided assistance with both academic and legal research. Provided access to reading materials upon request for confined youth. Implemented and used integrated library software for circulation tracking of materials. Welcomed classes to the library and trained both teachers and youth in library procedures and resources.

4/2011 to 12/2011

Archives Assistant (term position)

United States Dept. of the Interior

Sequoia Kings Canyon National Park

Organized and rehoused unprocessed materials in the Sequoia Kings Canyon archival collections.

7/10/2008 to 2/25/2011 Etherington Conservation Services

Assistant Conservator, Paper lab

Prepared treatment cost estimates for clients, made treatment and preservation housing/framing decisions for works on paper, vellum and photographic prints; including those with mold issues, water soluble media, prior lamination, embedded glass and brittle, friable supports. Carried out full treatment independently on art objects including solvent treatment, surface cleaning, aqueous alkalization, stain reduction, non-aqueous alkalization, mends, fills and lining. Conducted off-site field service collection survey evaluations and estimates. Met with clients to discuss treatment issues.

11/2007 to 7/2008

Student Conservator

P&O Steam Navigation Company, Ltd.

Cleaned, flattened, rehoused and created condition reports for historic photographic and print collections

4/2005 to 8/2007

Archivist II

Houston Metropolitan Research Center,

Houston Public Library

Researched, processed arranged and preserved archival collections. Provided reference and research services to the public and scholars worldwide for the library's research collections. created EAD finding aids in XML markup for the Texas Archival Resources Online website http://www.lib.utexas.edu/taro/browse/browse_houpub1.html

Created finding aids for archival collections to improve access. Managed the Oral History Collection and coordinated transcription and access. Worked several hours each week in the conservation lab surface cleaning, repair, resewing and recasing texts from the Research Center's special collections.

2/2002 to 3/2005

Special Collections Librarian

Annie R. Mitchell History Room,

Tulare County Library

Managed local history room policies, staff, volunteers and collections. Coordinated storage of aerial map collection. As part of the San Joaquin Valley Library System cooperative, coordinated photographic digitization project for this jurisdiction; including setting up equipment, training, creating workflow and checksums.

12/2003 to 3/2005

Adjunct Faculty Librarian (on-call)

Porterville College, Library Media Center

Provided research and circulation services to community college students.

12/4/2000 to 3/2005

Reference Services, Adult and Children's

Tulare County Library

I facilitated access to resources within the library and the larger community to the public and scholars. I provided assistance to library staff remotely with their more difficult reference questions, sources and strategies to branch staff; prepared annual and monthly statistical reports; responded to questions from the SJVLS library consortium and other jurisdictions. I was in charge of interlibrary loan materials, requests and records; packing high and low priority paper-based materials for transport. I assisted patrons in locating materials in the general collection and the Annie R. Mitchell History Room. I managed the Annie R. Mitchell History Room collections in accordance, developed procedures and four staff/volunteers. I conducted tours, tailoring instruction to the needs of the group-including use of the integrated library system and periodicals databases. I budgeted and selected for a number of collection areas. I acted as staff member in charge during evening hours. I worked with other librarians as a team and alerted them to policy/procedural changes. I conveyed library policies to patrons and staff (6%). Headed the San Joaquin Valley Digitization Project for the Tulare County Library jurisdiction. I completed copy and original cataloging of Annie R. Mitchell History Room material. I developed children's story times by topic including feelings such as grief, building friendships, and being different.

4/2000 to 11/14/2000

Librarian I part-time

Anaheim Public Library, Sunkist Branch

Reference and information services to the public and children's story times throughout each Friday

5/2000 to 8/2000

Archives Assistant

**Disney Feature Animation, Animation
Research Library**

Organized Disney art in various media, followed company procedures for the preservation and conservation of Disney art, assisted the contracted Getty conservator in humidification and adhesive removal. Researched and reported on the life and work of Mary Blair, identified and separated Ms. Blair's works for exhibit.

4/99 to 12/99

Library Technician

Alisal High School, Salinas Union High School District

7/98 to 11/98

Library Technician

City of Salinas, John Steinbeck Public Library

Supervised, trained, monitored and evaluated the job performance of library pages and library aid.

3/96 to 7/98

Legal Typist, Domestic Violence Unit

Monterey County District Attorney's Office

Prepared case files for deputy district attorney's court calendars, obtained certified copies from the courts and evidence from law enforcement agencies, amended complaints and arrest warrants, searched CLETS the California online information database to obtain criminal background information and DMV records. Generated court ordered subpoenas. Carefully followed procedures and policies working with confidential and sensitive information.

12/94 to 6/95

Library Assistant, Youth Services

Guilford Public Library

2/1994 to 8/1994
Library Page

Multnomah County Public Library

9/1990 to 8/1991

Orange County Probation Department

Probation Counselor (extra help)

Juvenile Court Work Program

I assigned jobs to minors on work crews for diversion program, instructed on the use and basic safety of using work tools, transported minors to work sites, communicated with Senior Probation Counselor via radio, was aware of potential disciplinary problems and addressed them as needed, graded minors on their work performance and made recommendations to probation officers.

2//1990 to 8/1990
Child Care Worker

Brady Children's Home

6/1989 to 12/1989

Boys Republic

Caseworker II

Counseling position in 20-bed community treatment facility for male juvenile offenders. I wrote quarterly reports for probation officers assessing progress, was aware of and reported any unusual occurrences or behavior, attended probation conferences, directed group for daily routine, intervened in potential disturbances as needed, lead 7-10 member discussion groups, assisted residents with reintegrating back to their home or community.

6/1988 to 1/1990

UCLA Family Life Project
Research Assistant

UCLA Dept. of Psychology

Interviewed children of divorced families for a study on attribution theory.

2/1988 to 6/1989

Bridges Center for Adolescent Treatment and Development

Milieu Counselor

Counseling position in residential treatment facility for teens with various emotional problems. I organized the residents to prepare for work and appointments, supervised the household on week-ends and maintained a routine, prepared meals and taught cooking skills, communicated in writing and verbally as a team with other staff members, planned and participated in off-site activities with the residents, established an accepting and relaxed environment, participated in weekly supervision meetings.

11/1987 to 2/1988

Gateways Hospital and Mental Health Center

Milieu Counselor

Overnight and week-end position at a residential hospital.

PROFESSIONAL ORGANIZATIONS

Guild of Bookworkers	Member	2004 to 2005
American Library Association	Member	1999 to present
Institute of Conservation	Student Member	2007 to 2008
American Assoc. of Artistic and Historic Works	Associate Member	2009 to 2018
Western Assoc. of Art Conservation	Member	2015 to 2016
American Psychological Association	Student Member	1987 to 1989
Virginia Library Association	Member	2017 to 2018

COMMITTEES

ALA-GODORT Rare and Endangered Government Publications Liaison	2015-2016
ALA-ALCTS-PARS-Preservation Practice and Standards Committee	2015-2016
AIC-CIPP-Connect2Collections Care Preservation Consult List	Jul/Aug 2015 and

December 2017