

Susan Rishworth's resume

Employment

Archivist, 2001-2013

American College of Surgeons (ACS), Chicago

Develop, administer and manage College's Archives Program and advise staff and membership on all College functions related to history of surgery and records retention. Devise arrangement scheme, oversee processing and cataloging of archival collections and develop collaborations with other institutions and archivists. Provide in depth responses to reference requests. Market and promote collections to the Fellowship and research community. Manage one part time professional assistant.

History Librarian/Archivist, 1994-2001

American College of Obstetricians and Gynecologists (ACOG), Washington, D.C.

Continue all duties of previous position and additionally, develop and implement system for arranging and describing ACOG written, photo, audiovisual and artifactual historical records according to established archival procedures. Edit Historical Perspectives column of ACOG Clinical Review. Serve as liaison to ACOG Departments and staff committees. Staff Committee on History and Archives. Design programs and exhibits for ACOG's 50th anniversary in 2001. Oversee move from 6th floor quarters to expanded quarters in building.

History Librarian, 1990-1994

American College of Obstetricians and Gynecologists, Washington, D.C.

Develop and promote historical collection, supervise and assist users, catalog all books, (including completion of retro-conversion of records), coordinate preservation and conservation activities, respond to reference questions and manage collection development in specialized area, and manage student assistants. Administer oral history project, ACOG/Ortho History Fellowship award program and the SIG in the History of Obstetrics and Gynecology, donations, historical displays, disaster planning. Mount exhibit on the History of Cesarean Section at the National Library of Medicine, 1993 and produce its booklet, "Cesarean section—a brief history."

Director of the Library, 1987-1990

Southeastern University, Washington, D.C.

Direct and supervise staff of 5 professionals and 9 support staff in both technical and reader services and all other aspects of small (36,000 vols.) University Library operation, including reference and bibliographic instruction, circulation, reserves, ILL, serials acquisitions and maintenance, book acquisitions, cataloging, book processing, stack and card catalog maintenance, AV scheduling, equipment maintenance, gifts and budgeting. Develop policies and procedures to support University's programs of instruction, establish and maintain financial policies and procedures, and deal with vendors. Represent Library at Administrative Council, Academic Council and Faculty Assembly. Supervise the move of 8000 volume reference collection. From October 1989 oversaw partial reduction in services, but most of same functions with only ½ of the staff. Produce videotape on "How to use the Library," July 1980.

Reference Librarian/Associate Director for Reader Services, 1983-1987

Southeastern University, Washington, D.C.

Beginning as weekend Reference Librarian and supervisor of the Reading Room, promoted to Associate Director in September 1985 and directed doubling of collection from 17,000 volumes to 32,000 volumes in two-year period, quadrupled ILL activity, greatly expanded bibliographic instruction program and supervised growth of reference staff from one to four full time professionals. Inventory collection, manage library functions of serials, circulation, reserves, hiring and training of personnel, and reference services. Manage technical services in absence of full time cataloger. Prepare self-study reports for accrediting agencies.

Acting Director/PT for Library Services, March-November 1985

University of Maryland University College, College Park, MD

Liaison with other University of Maryland system Library Directors of the College Park /Baltimore/ Baltimore Co./ and Eastern Shore campuses on cooperative ventures, particularly OPACS. Guide and direct adult students in using libraries in their areas. Coordinate, manage and teach classes in bibliographic instruction for individual instructors. Administer a 1 credit course in B.I., and manage and perform online bibliographic searches. Administer all functions of small staff library.

Reference Librarian and Bibliographer, 1970-1974

African Section, Library of Congress, Washington, D.C.

Compile definitive bibliographies (planning scope and content, determining classification scheme, selecting and evaluating references, arranging entries) for publication and distribution to government agencies and research institutions; perform research in preparing replies to written inquiries, advise researchers on African collection in the Library; order research materials in a given field.

Librarian for African Studies, 1968-1970

Michigan State University

Build a research collection in African Studies and act as a specialized reference librarian for questions pertaining to Africa. Analyze, inventory and process large private collections acquired by the Library. Undertook a 2 ½ month's library acquisitions tour through ten African countries as the representative of Midwestern Universities Consortium for International Activities to purchase materials and make contact with book dealers and libraries. Supervise one assistant, one secretary and three student assistants.

Education

M.A. American Social History, University of Maryland, College Park, MD, 1998

Modern Archives Institute, Washington, D.C., 1995

History, West Indian, University of West Indies, St. Kitts, W.I., 1981-82

History, African, work towards M.A., Michigan State University, 1968-70

M.L.S., Indiana University, Bloomington, IN, 1968

B.A., History/African Studies, University of Wisconsin, Madison, WI 1967