

William P. Collins
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**Knowledge, Skills,
Abilities**

PLANNING

Strategic & annual planning for the Copyright Office, 1997-2017
Annual planning & budget for International Baha'i Library, 1982-1990
Business Continuity Planning for the Copyright Office, 2001-2017

CONTRACTS MANAGEMENT

Writing Statements of Work, Requests for Proposal, Requests for Quotes, & acted as Contracting Officer's Representative (COR)

POLICY, RESEARCH, WRITING

Policy formulation, writing, publications, research, project coordination, communication, consultative skills
Preparation of policy statements (e.g. 1989 white paper for USSR Ministry of Religious Affairs)
Communication with users, administrators, scholars
Public speaking
Record of research and publication on libraries, archives, bibliography, religion, history, literature
Knowledge of copyright
Creation of a specialized research library at the Bahá'í World Centre
Development of scholarly programs & scholarly liaison in an expanding research institution
Member of editorial boards for the Bahá'í Publishing Trust and two Bahá'í academic journals

ADMINISTRATIVE ADJUDICATION

Recommender and reviewer of employee replies to proposed adverse actions at the Library of Congress

LIBRARIES

Worked in all areas of library work, especially during the experience of building a library from scratch at the Baha'i World Centre
Worked extensively with researchers
Knowledge of MARC21
Knowledge of metadata and cataloging standards including RDA, FRBR, AACR2, etc.
Cataloged in all formats using several cataloging codes
Experience with Library of Congress Rule Interpretations
Developed 2 specialized classifications for Baha'i materials based upon Library of Congress classification & the Dewey Decimal Classification
Worked on library database development at the Baha'i World Centre
Used OCLC, Dialog and other databases
Library facility design & planning
Collection development: Recommending Officer in Religion, Library of Congress, 1991-present

MENTORING

Mentored individuals in the Library of Congress Mentoring Program in 2000 and 2003

INFORMATION TECHNOLOGY

System analysis & database design for small systems (cataloging, acquisitions, serial-check-in), experience with many PC applications, elementary programming
Online databases of many kinds through the Library of Congress and Bahá'í International Library Familiarity with Thomson-Reuters bibliographic products (ProCite, EndNote, ReferenceManager)

INTERNATIONAL EXPERIENCE, TRAVEL

Lived in Israel, studied in Russia and Colombia. Travelled in Europe, Mediterranean, Caribbean, South America.

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Work Experience

Program Planning Officer, Copyright Office, Library of Congress, Washington, D.C., 2000-2017
Provide management support and expertise in all aspects of government planning, e.g. strategic and annual plans, linking manager performance plans to agency plans, and continuity of operations plans. Coordinate development and dissemination of internal (non-legal) policy, consistency of budget testimony and other public documentation of Copyright Office plans. Coordinate the application of the Library's Internal Control Program within the Copyright Office, using vulnerability assessments, detailed control reviews, and corrective action plans. Collate, analyze and disseminate consistent, accurate statistics of Copyright Office work. Serve as designated recipient for replies from employees against whom an adverse action is proposed; review each case and write report with recommendations to the deciding official.

Chief, Cataloging Division, Copyright Office, Library of Congress, Washington, DC, 1991-2000
Managed & directed the hundred employees of the Cataloging Division of the U.S. Copyright Office, which created over 600,000 copyright records per year; online cataloging of all copyright registrations, recordation of documents of transfer, receipt of deposits under section 407 of Copyright Law; ruled upon major problems arising from current operations; recommended changes in Copyright Office practices & policies that govern form & content of the copyright record; worked actively in national library & documentation associations.

Director, International Bahá'í Library, Haifa, Israel, 1977-1990
Established all functions, staff recruitment, policy implementation, and institutional development. Developed a specialized library classification & subject headings. Proposed & organized the new department for library & archives. Designed & implemented a new automated cataloging system. Planned and designed initial brief for future library building. Handled collection development & bibliography. Engaged in extensive online database searching.

Cataloger (History/Social Science Pamphlets), Historical Society of Wisconsin, 1976-1977

Head Catalog Librarian, Middlebury College Library, 1974-1976

Assistant Catalog Librarian, Middlebury College Library, 1973-1974

Education

M.S.Sc., Social Sciences, Syracuse University, 1995
M.S., Library Science, Syracuse University, 1973
B.A., French/Russian (minors: Spanish, Geology), Middlebury College, 1972, *magna cum laude*, Phi Beta Kappa
Certificate, Russian, Leningrad State University, 1971
Certificate, Spanish, Pontificia Universidad Javeriana, 1967

Other courses (selected)

Copyright Academy: "The Copyright Act of 1976", "The Copyright Act of 1909"
Library of Congress: "Conflict Management and Negotiation," "Sexual Harassment Awareness," "Information Security Awareness," "Managing Workforce Performance," "Business Continuity Planning, Law, and Ethics," "Budget/Performance Integration: Performance Management," "Incident Command System," "Contracting Officer's Technical Representative Training," "Facilitative Leadership," "Labor-Management Relations," "Understanding the Americans with Disabilities Act," "Dispute Resolution," "Interest-Based Negotiation," "Basic XML"
Institute for Business Continuity Training: "Effective Business Continuity Management"
Graduate Schools USDA: "Basic Statistics," "Framework for Developing Information Systems," "Performance Measurement: Financial & Program Evaluation"

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Performance Institute: “Strategic Planning in Government,” “Budget Performance Integration in Government,” “Customer Satisfaction and Citizen-Centered Government,” “Evaluating, Auditing & Improving Performance Information Systems in Government,” “Government Program Evaluation and Analysis,” “Managerial Cost Accounting”
Graphics Press LLC: “Presenting Data and Information”
Learning Tree International: “Business Process Re-engineering Fundamentals”
Meredith College: “Grantsmanship and Planning”
College of Librarianship, Aberystwyth, Wales: “Library Buildings Design”
Bahá’í National Archives: “Archival Processing”

Projects

eLCplans (electronic Library of Congress planning database) upgrade – 2012-2013): Team member subject matter expert on planning – weekly meetings, consultation, testing, feedback.

Technical Upgrades to Electronic Registration 2012-2013: Project studying upgrades to electronic systems and services based upon consultation with potential collaborators. Documentation working group member.

Public Access to Historical Records 2012-2013: Project to analyze historic paper records and recommend how to make those scanned records accessible and searchable to the public. Formulated statistical presentation of individual work groups studying copyright notice, author/claimant names, and titles.

Public Catalog Users 2012-2013: Analyze needs of users of the copyright public catalog and recommend upgrades to the online experience to meet users' needs.

Copyright Display (2012-2013): Study display space and recommend audiences, design, and content.

Copyright Office Electronic Registration and Deposit System (CORDS) video (1997-2000): Contract administrator for development of a promotional video about the system; worked with filmmaker and staff to coordinate script and filming.

Library of Congress Recommending (2000-present)

Memberships, Offices Associations: Various library and Bahá’í studies organizations; founder, World Association of Bahá’í Librarians and Archivists.

Other: Bahá’í Publishing Trust, Authoritative Text Editorial Board, 1995-1998; *Journal of Bahá’í Studies* Editorial Board, 2007; *Bahá’í Studies Review* Editorial Board, 2004-2018; Spiritual Assemblies of the Bahá’ís of Rochester, VT (1975-1976 - Treasurer), Madison, WI (1976-1977, Public Information Representative), Cary, NC (1990), Mount Vernon, VA (1992-present, General Secretary, Recording Secretary, Public Information Representative); National Bahá’í Archives Committee, 1976-1977; Member, Bahá’í Cluster Growth Team, 2005-2007; Bahá’í Area Teaching Committee, 2007-2010 (Secretary); Bahá’í Cluster Institute Coordinator, 2010-2012; Regional Bahá’í Council of the Atlantic States, 2012-2018; Ventures in Community (Route 1 Corridor interfaith social service organization), 2011-present.

Awards

Special Achievement Awards for Outstanding Performance, annually, 2001-2015
Special Achievement Award for significant contributions to the U.S. Copyright Office Strategic Plan 2016-2020 Public Draft
Special Achievement Award for contributions to the Public Access to Historical Records Project, Mar 2012-Mar 2013

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Special Service Awards (Combined Federal Campaign coordinator), 2000, 2001
Special Achievement Award for Commendable Performance, 2000
Meritorious Service Award, 2000
Special Achievement Award for Exceptional Performance in Special Assignments, 1998, 1999
Special Achievement Award for invaluable contribution to Copyright Office Electronic Registration, Recordation and Deposit System (CORDS), 1997
Award for Excellence in Baha'i Studies, 1990

Consulting

Bahá'í Publishing Trust, Wilmette, IL, 1976 (organization of collections)
Bahá'í World Centre Audiovisual Dept., Haifa, Israel, 1981-90 (organization of collections)
Bahá'í World Centre Holy Places Dept., Haifa, Israel, 1989-90 (database to record collections)
International Bahá'í Library, Haifa, Israel, 1990-2007 (Bibliographic/Collection Development Consultant)
Bosch Bahá'í School Library, Santa Cruz, CA, 1994 (organization of collections)
Louhelen Bahá'í School Library, Davison, MI, 1995 (organization of collections)
Green Acre Bahá'í School, Eliot, ME, 1997 (organization of collections)
International Baha'i Library, Haifa, Israel, 2000; 2010 (Future developments, Management, Processing)
Afnan Library, Oxford, UK, 2000 (Future developments, staffing).

Speaking, Teaching

Paper on "The Future of Baha'i Studies," Conference on Foundational Issues in Baha'i Studies, Merton College, Oxford, U.K., April 2000
Faculty: Dayspring Baha'i School, Frostburg, MD, 1995, 1999, 2009
Faculty: Wilmette Institute, Wilmette, IL, 1998-present
International Visitor Program of USIA: visitors to Copyright Office, 1997
Trainer in Facilitative Practices at Library of Congress: 1997-2005
"Moral, Ethical & Spiritual Values and the U.N." representing the Baha'i International Community, The National Assembly on the United States and the United Nations, 1 September 1995.
Talk for Bicentennial of Bill of Rights in Falls Church, VA, December 1991, given at City Hall council chamber, taped and televised on cable channels
Speech on "The Emerging World Order" at Great Falls, VA, April 1992
Presented award-winning paper at 1990 conference of Association for Baha'i Studies
Inaugural lecture at Baha'i World Centre's Research Lecture Series, April 1990
Presented paper on treatment of the Baha'i Faith in print media, 1844-1993 at Baha'i session of American Academy of Religion annual meeting, 1993
Keynote at Metro Washington DC memorial for persecuted Bahá'ís in Iran, 1998.
Interviewed on Persecution of Bahá'ís in Iran for Voice of America, 1998
Conducted interviews on *The Bahá'í Hour*, WUST 1120 AM, 1996-2000

Publications

Selected publications

Bibliography

"The Bahá'í Faith in the Eyes of the World: What the Print Media Report about the Bahá'í Faith," *The Bahá'í World, 1992-93: An International Record* (Haifa: Bahá'í World Centre, 1993), pp. 147-167.

Bibliography of English-Language Works on the Bábí and Bahá'í Faiths, 1844-1985. Oxford: George Ronald, 1990. xxvii, 521 p.

"Lev Tolstói and the Bábí and Bahá'í Faiths: A Bibliography," *The Journal of Bahá'í Studies*, v.3 no.3 (1991), pp. 1-9; with Jan Jasion.

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"Publication and Dissemination of Bahá'í Literature in English," *The Bahá'í World*, v.17, 1976-1979 (Haifa: Bahá'í World Centre, 1982), pp. 546-553.

Several other bibliographies in volumes of *The Bahá'í World* during the 1980s.

Bahá'í History and Doctrine

"Apocalypse and Millennium: Catastrophe, Progress, and the Lesser Peace." *The Journal of Bahá'í Studies*, v.12 nos.1-4 (2002), pp. 1-30.

"The Apocalyptic Upheaval Completed?," *The Bahá'í Studies Review*, v.10 (2001-2002), pp. 135-143.

"Babi and Baha'i Millennialism" with Dr. Peter Smith. In: *The Oxford Handbook of Millennialism* (Oxford; New York: Oxford University Press, 2011), pp. 474-491.

"Baha'i Faith," in *Encyclopedia of Millennialism and Millennial Movements*, ed. Richard A. Landes (London: Routledge, 2000), pp. 42-46.

"Bahá'í Family Life: Beyond the Traditional," in *Search for Values: Ethics in Bahá'í Thought*, ed. Seena Fazel, John Danesh (Los Angeles, CA: Kalimát Press, 2004), pp. 21-43 (Studies in the Bábí and Bahá'í Religions; v.15).

"Bahá'í Interpretation of Biblical Time Prophecy," *World Order*, v.30 no.2 (Winter 1998-99), pp. 9-29.

"Commentary on Christopher Buck's 'Native Messengers of God?: A Test Case for Bahá'í Universalism,'" *The Bahá'í Studies Review* 6 (1996): 97-133," *Bahá'í Studies Review*, v.8 (1998), pp. 55-58.

"Diseases, Calamities, Disasters: Divine Retribution?," *1844 Magazine*, [no.3] ([Fall 1986]), pp. 21-23.

"Fasting: The Mercy and Grace of God," *Northern Virginia Bahá'í Newsletter*, v.1995 no.3 (Mar. 1995), p. 1; reprinted *Forum : Whiti Korero o nga Bahá'í*, v.4 no.2 (1995), pp. 42-44; reprinted *The Albemarle Bahá'í*, v.2 no.2 (March 2, 1996), p.[1].

"Freedom of Religion in the U.S. Bill of rights: A Bahá'í Perspective," *World Order*, v. 28 no.3 (Spring 1997), pp. 25-32.

"Islam's Tahrif: Implications for the Bahá'í Faith," *World Order*, v.11 no.1 (Fall 1976), pp. 22-31.

"Kenosha, 1893-1912: History of an Early Bahá'í Community in the United States," *Studies in*

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Bábí and Bahá'í History (Los Angeles: Kalimát Press, 1982), pp. 225-253.

"Kenosha: The History of the Second Bahá'í Community in the United States," *Bahá'í News*, no.553 (Apr. 1977), pp. 1-9.

"Millennialism, the Millerites, and Historicism," *World Order*, v.30 no.1 (Fall 1998), pp. 9-26.

"The Millerites and Time Prophecy: Their Function as Millennial Themes in the American Bahá'í Community." M.S.Sc. Thesis, Syracuse University, 1995. i, 104 leaves.

"Preface." In: *The Vision of Shoghi Effendi* (Ottawa, Ont.: Association for Bahá'í Studies, 1993), pp. vii-ix.

"Revelation as Constitution: The Kitáb-i-Aqdas as Foundation of World Civilisation," *Bahá'í Journal*, v.10 no.7 (Nov. 1993), pp. 10-11; v.10 no.8 (Dec. 1993), pp. 10-11.

"Sacred Mythology and the Bahá'í Faith," *The Journal of Bahá'í Studies*, v.2 no.4 (1990), pp. 1-15. Winner of the 1990 Association for Bahá'í Studies "Award for Excellence in Bahá'í Studies, General Category." Translated and published in French and Italian.

"Some Remarks on Stephen Lambden's 'An Episode in the Childhood of Siyyid Ali Muhammad the Bab', Bahá'í Studies Bulletin v.1 no.4," *Bahá'í Studies Bulletin*, v.2 no.4 (Mar. 1984), pp. 58-60.

Indexing

Index to *The Summons of the Lord of Hosts: Tablets of Bahá'u'lláh* (Haifa: Bahá'í World Centre, 2002), pp. 253-272.

Libraries/Archives

"The Bahá'í World Centre Library," *Journal of Religious and Theological Information*, v.1 no.2 (1993), pp. 77-89.

A Classification for the Bahá'í Faith. Haifa: Bahá'í World Centre Library, 1988. 64 p.

"Classification for Materials on the Bahá'í Religion: A 'B200' Schedule Based on the Dewey Decimal Classification," part 1, *Cataloging & Classification Quarterly*, v.16 no.4 (1993), pp. 103-121; part 2, v.18 no.2 (1993), pp. 71-86.

"Classification of Materials on the Bahá'í Faith: Expansion of Library of Congress BP300-395," *Cataloging & Classification Quarterly*, v.8 no.2 (1987/88), pp. 99-113.

"Effects of Computerization Requirements on the Bahá'í Classification Scheme in Use at the Bahá'í World Centre," *Cataloging & Classification Quarterly*, v.11 no.2 (1990), pp. 69-83.

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"Library and Archival Resources at the Bahá'í World Centre," *Bahá'í Studies Bulletin*, v.3 no.4 (Dec. 1985), pp. 65-82.

Edited:

National Spiritual Assembly of the Bahá'ís of the United States. National Bahá'í Archives Committee (comp.). *Guidelines for Bahá'í Archives*. Wilmette, Ill.: National Bahá'í Archives, 1983. v, 59 p.

Scriptum: Newsletter for Bahá'í Librarians, Archivists and Information Professionals, 1995-2001

Mormonism

"The Bahá'í Faith and Mormonism: A Preliminary Survey," *World Order*, v.15 no.1-2 (Fall 1980/Winter 1981), pp. 33-45.

"The Bahá'í Faith and Mormonism: Further Reflections," *World Order*, v.17 no.3 (Spring 1983), pp. 25-33.

"Research Note: Mormonism and the Bahá'í Faith," *The Journal of Bahá'í Studies*, v.3 no.2 (1990), pp. 57-62.

"Thoughts on the Mormon Scriptures: An Outsider's View of the Inspiration of Joseph Smith," *Dialogue: A Journal of Mormon Thought*, v.15 no.3 (Autumn 1982), pp. 49-59.

Planning

"Choosing a Destination and Having a Good Map : Copyright Office Planning for FY 2004, 2005, and Beyond," *Copyright Notices*, v.52 no.5 (May 2004), pp. 1, 5.

"Copyright Office Continuity of Operations Plan Updated and Ready," with Megan Rivet, *Copyright Notices*, (May 2012), pp.4-6.

"Copyright Office Annual Goals for FY2000," *Copyright Notices*, v.48 no.3 (Mar. 2000), pp. 1, 7, 8.

"Copyright Office Participation in the Library Management Control Program: Ensuring Accountability and Safeguarding Assets," *Copyright Notices*, v.52 no.10 (Oct. 2004), pp. 4-5.

"New Copyright Office Strategic Plan Provides a Roadmap for the Future," *Copyright Notices*, v.50 no.3 (Mar. 2002), p. 9.

"Office Publishes Strategic Plan and Human Capital Management Plan for 2004-2008," with Donette Carroll, *Copyright Notices*, v.52 no.11 (Nov. 2004), pp. 1, 7.

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"Progress and Challenges Remain for the Copyright Office at Midyear," *Copyright Notices* (June 2009), pp. 3-4.

"Reinventing Government: Strategic and Annual Program Planning in the Copyright Office," *Copyright Notices*, v.47 no.8 (August 1999), pp. 3, 16.

Scholarship

"The Future of Bahá'í Studies," *Associate: Newsletter of the Association for Bahá'í Studies (English Speaking Europe)*, issue 33/34 (Winter/Spring 2001), pp. 6-7.

Sherlock Holmes

"It Is Time That I Should Turn to Other Memories: Sherlock Holmes and Persia, 1893," *The Baker Street Journal*, v.31 no.4 (Dec. 1981), pp. 213-223.

"League of the Heart: The Union Jack and the Stars and Stripes," *The Baker Street Journal*, v.26 no.3 (Sept. 1976), pp. 147-151.

"Norbury and Steve Dixie: Holmes and Victorian Racial Attitudes," *The Baker Street Journal*, v.27 no.3 (Sept. 1977), pp. 149-152.

"Sherlock Holmes and the Bahá'í Faith," *Herald of the South*, v.24 (July-Sept. 1990), pp. 37-42; *The Sherlock Holmes Review*, v.3 no.1 (1991), pp. 16-19.

"Two Theatre-Goers Homeward Bound," *The Medical Bulletin*, v.7 no.3 (Sept. 1981), pp. 15-18; *Baker Street Miscellanea*, v.44 (Winter 1985), pp. 30-32.

Languages

French, Spanish: Read, speak and write reasonably well (without major difficulty, but lacking native fluency)

Russian: read moderately well, speak with some difficulty.

German, Portuguese, Italian, Romanian, non-Russian Slavic languages, Greek, Esperanto: read with dictionary.

Hebrew: speak with difficulty, read with dictionary.

Arabic and Persian: use for bibliographic purposes.