

NENITA B. BUENAVENTURA

Access Services Librarian

Long Beach City College Library

Liberal Arts Campus

4901 East Carson Street

Long Beach, CA 90808

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E-mail: nbuena@lbcc.edu

Education:

[San Jose State University](#), San Jose, CA 95192

Master of Library and Information Science, May 1996

[Palomar Community College](#), San Marcos, CA 92069

Library Technology, 23 Units, 1987-1990

Graduate School, [University of the Philippines](#),

Quezon City, Philippines

Leading to Master of Arts in Educational Technology, 24 Units, 1982-1984.

Graduate School, National Teachers College,

Manila, Philippines

Master of Arts in Library Science, March 1984

National Teachers College, Manila, Philippines

Bachelor of Science in Education, Oct 1976

Major: **Library Science** Minor: **Mathematics**

Languages:

English, Tagalog, and some reading knowledge of Spanish

EXPERIENCES:

March 2001 – August 2002

Library Department Head

[Long Beach City College Library](#)

Long Beach, CA 90808

Under the leadership of the appropriate instructional dean or Dean of Counseling and Student Support Services, the department head shall provide leadership and organizational support to the faculty in maintaining and enhancing academic quality and in reviewing the curriculum and planning a balanced program to meet current and future needs. In addition, the department head shall provide operational support in implementing and maintaining appropriate college policies, procedures, and systems.

Functions:

- Serves as an ombudsman and as the first-level problem solver for problems concerning faculty and students within the department.
- Prepares and recommends schedules of classes. Recommends the assignment of faculty based upon prior consultation with tenured, probationary and hourly faculty.
- Participates in the recruitment and selection of hourly faculty, contract faculty, classified employees, substitutes, and student employees.
- Develops, recommends, and monitors the department operating budgets and professional conference budget.
- Prepares, prioritizes, and recommends capital outlay requests.

- Submits, or causes to be submitted, routine requests and forms, such as those required for supplies, service, maintenance, and equipment.
- Participates in obtaining substitutes as needed.
- Chairs the evaluation committee for tenured/probationary faculty
- Coordinates the evaluation of hourly faculty with the assistance of designated departmental representatives.
- Rates appropriate classified employees with the assistance, when necessary, of designated departmental representatives.
- Approves faculty textbook requisitions for bookstore use.
- Initially reviews and approves, where appropriate, instructional requests and forms, such as Credit Examination, Honors, Independent Study, Change of Grade, Change of Location, Field Trips, and Guest Speakers.
- Recommends, and periodically reviews, in consultation with the department faculty, course outlines, previously reviewed by unit members, as well as course additions, deletions, modifications, catalog changes, curriculum guides, and graduation/general education requirements.
- Assists the Coordinator of School and College Relations with the articulation of course and program offerings with other schools and colleges; also assists in articulation with outside agencies and/or advisory committees.
- Schedules and conducts department meetings as needed during the academic year.
- Serves as a consultant to the special programs of the college, such as Community Services, Employment Training Program, Refugee Assistance Program, and Grants and Projects.
- May consult or recommend, as determined by the appropriate instructional dean or student services dean, curriculum and staffing for all Contract Education courses.
- As a department head, and spokesperson for the department, serves on various institutional committees/advisory committees and attends required meetings of department heads.

1998 - Present

Access Services Librarian
[Long Beach City College Library](#)
Long Beach, CA 90808

Manages, plans, coordinates, evaluates daily operation of the units within Access Services of Long Beach City College Library including Circulation, Periodical, Interlibrary Loan, Course Reserves, Stack Maintenance, CD ROM and Electronic Online Resources. Responsibilities include:

- Establishes annual and long-range departmental goals and objectives.
- Plans, monitors, and evaluates current policies, procedures and activities of the Access Services Department.
- Maintain and update manuals of policy and procedures for Circulation, Reserve, Stack Maintenance, Serial and Microforms operation
- Explore, evaluate, plan, and implement new services and technologies in Access Services.
- Manages the Library's participation in consortium resource sharing programs (CSULB) and cooperative purchasing program for electronic information resources (CCL-EAR).
- Prepares reports on activities, problems, challenges, and accomplishments of each department.
- Maintains established departmental standards.
- Supervises, serves as their advocates, and support the staff development of 6 full time and part-time support staff, and 22 student assistants.
- Participates in review and evaluation of library staff and student assistants.
- Create necessary tools for effective operation and management of the various service units of the departments.

- Provide reference service as schedules and as needed with the use of library's print collection, online catalog, (Voyager), CD ROM databases, and online databases (ProQuest Direct, Newsbank, Health Reference Center Academic, CQ Researcher, Facts on File, Facts.com, A Matter of Fact, Ethic NewWatch, Gender Watch, Encyclopaedia Britannica, College Source, Books In Print, and SIRS Databases.
- Provide bibliographic instruction and orientation sessions for specific classes or subject areas.
- Conducts online database searching workshop and Internet workshop for both faculty and students.
- Help in developing and maintaining library's online website with use of Claris.
- Act as library liaison to the Allied Health Department.
- Participates in collection development and evaluation of library materials.
- Coordinate and teach library instruction, LIB 210 Web Health Resources.

1996 - 1998

Intermittent Reference Librarian
County of San Diego, [Poway Public Library](#)
Poway, CA 92064

Supervised busy branch library. Responsibilities included:

- Managed the library during evening and weekend hours of operation.
- Provided reference service to patrons.
- Supervised clerical staff and volunteers.
- Assisted patrons with research and conducted bibliographic instruction in the use of electronic and printed reference sources.
- Searched printed and electronic information sources to resolve patrons reference questions using the Internet, CD-ROM databases, and on-line systems such as on-line catalog, Dialog, and OCLC.
- Participated in collection development projects including book selection, purchase, discarding of materials to maintain the integrity of the collection.
- Evaluated gifts for addition to the collection.

1996 - 1998

Part time Associate Librarian
[MiraCosta College](#), San Elijo Campus
Cardiff, CA 92007

Managed and supervised the library during weekend hours of operation. Responsibilities included:

- Provided reference assistance to students, faculty and staff, as well as community patrons.
- Instructed patrons in the use of both printed and electronic reference sources in the Arts and Humanities, Social Science and Science.
- Instructed patrons in the use of electronic reference sources -- ProQuest, News Bank, Eureka and on-line catalog
- Helped faculty member in the use of variety of computing tools from word processing to Email, from LISTSERVS to remote catalogs.
- Sent requests to Intra-library loans to Oceanside Campus and Interlibrary loans to other libraries.
- Prepared and presented comprehensive Library/LRC orientations and bibliographic instruction: General and Subject specific using appropriate technologies.
- Answered directional questions such as locating materials, services and classes.

- Supervised student assistant.
- Worked at the Circulation desk as needed.
- Maintained equipment as needed, such as copier, computers: VTLS, ProQuest, Newsbank, etc.
- Reshelf materials.
- Substituted for other librarians as requested.

1991 - 1998

Head, Interlibrary Loan Department
California State University San Marcos Library
San Marcos, CA 92096-000

Responsible for Interlibrary Loan operations and Faculty Reserve materials which aid to locate and acquire, whenever possible materials not owned by CSUSM for the educational, research and general needs of the university community and to support other institutions through the lending of CSUSM materials and to provide document access through reserve materials. Responsibilities included:

- Formulated borrowing and lending policies for interlibrary loan.
- Wrote and updated the procedures manual for processing reserve and ILL materials as necessary.
- Trained, scheduled, and supervised students assistants, clerks and Library Assistant I in both ILL, Reserve and Circulation departments.
- Maintained ongoing contact with patrons, student, staff and faculty and ILL departments at other libraries in order to expedite requests and provide consistent service.
- Prepared ILL monthly reports and statistics using SAVEIT.
- Maintained Reserve circulation statistics and returned personal items to faculty.
- Sent letters and semestral lists of Reserve materials to particular faculty for there semester revisions.
- Put together guidelines to comply with the copyright law regulations.
- Processed copyright records and prepared statements for copyright clearing center.
- Answered reference questions.
- Gave library tours and orientation to freshman students and new faculty member of the CSUSM.

1990-1991

Library Assistant I, Interlibrary Loan & Reserve
California State University San Marcos Library
San Marcos, CA 92096

Responsible for ILL and Reserve department operations, which included:

- Acquired book and non- book materials from faculty, in-house collection or through Interlibrary loan.
- Operated computers accessing OCLC, CSU's and UC's catalog and other tools like Netscape and Mosaic to determine location of publications and non-print media needed by students, faculty and staff.
- Verified bibliographic information data elements for both serials and monographs, as necessary to locate specific materials, which requires the use of reference items or such tools as NUC, CALLS, CULP, CD-ROM indexes, ULRICHS, CARL Uncover, etc. to verify citations.

- Provided interlibrary borrowing once location is established using FAX, ALA form, Ariel and OCLC.
- Informed patrons of ILL policies and practices.
- Notified students, faculty, and staff regarding arrival of requested ILL materials.
- Checkout and renewed ILL requests.
- Processed invoices and maintained billing records.
- Processed outgoing parcels and prepared materials for return to other libraries.
- Informed and alerted mailroom to requests for special handling, packing, and insurance.
- Maintained the department borrowing and lending files.
- Typed correspondence, use Macintosh Apple computer and other word processing equipment to prepare reports and updates department records.
- Co-initiated the idea of using the electronic mails to make ILL request.
- Answered telephones and provided telephone assistance.
- Processed faculty requests for materials in the Reserve Book room.
- Maintained database of all Reserve materials from the main collections.
- Collated materials into folders for use by patrons of the Reserve Book Room.
- Kept materials in order on shelves by course.
- Established circulation specifics with faculty, circulated Reserve materials, including computer software.
- Conducted an inventory of Reserve materials, and reported any missing materials to faculty and supervisors.
- Assisted in the Circulation desk and course reserve as necessary and worked on the weekend hours as schedule.
- Assisted students and patrons in using periodical indexes, reference materials and other library resources.
- Instructed patrons in the use of microfiche/film readers, listening equipment, CD-ROM indexes, CARL Uncover and Innopac.
- Assisted in processing incoming materials such as microfiche, periodicals, newspapers and general mail.
- Assisted in shelving books and processing fines for students and patrons.
- Performed other duties as assigned.

OTHER EXPERIENCES:

1987-1990

Library Media Technician I
[Palomar Community College](#)
San Marcos, CA. 92069

Responsible for ILL and Reserve department operations. Assisted in the opening and closing of library. Answered routine questions by phone and in person about library services, resources, locations and campus events. Assisted students, faculty and the public to locate, select and use books, card catalog, periodicals, reference materials, and library equipment, facilities, resources, and services and media materials. Performed variety of specialized duties related to assigned library functions such as: circulation, filing, shelving, typing, and searching. Provided assistance in Film booking as necessary such as: preparation of forms and materials for film distribution, ordering of films and making arrangements for renewals from county consortium. Informed instructors as to the status of film requests. Operated variety of equipment and machines, including computer terminals, microcomputers, word processors, printers, typewriters, media equipment's and copiers.

computers for word processing and summer reading program. Evaluated gifts for addition to the collections and marked all volumes in the reference collection "request exempt" in their catalog.

Volunteer Work:

January 1996 – October 1998 Cataloging/Technical Services
[MiraCosta College Library](#)
One Barnard Drive
Oceanside, CA 92056-3899

Under the general direction of the Technical Services Librarian.

Original cataloging: Assigned subject heading and classification; Chosen access points, and verified authority records. Adaptive/copy cataloging: edited DLC, CIP and member copy.

PROFESSIONAL ASSOCIATIONS (MEMBERSHIP)

[American Library Association](#) (ALA)
[Association of College and Research Libraries](#) (ACRL)
Association of Specialized and Cooperative Library Agencies (ASCLA)
Library Administration and Management Association (LAMA)
Library and Information Technology (LITA)
Reference and User Services Association (RUSA)
[California Library Association](#) (CLA)
[REFORMA](#)
[California Teachers Association](#) (CTA)
[Community College Association](#) (CCA)
[Long Beach City College-CCA](#) (LBCC-CCA)
[National Education Association](#) (NEA)
[Southern California Technical Processes Group](#) (SCTPG)

Reference:

Available on request