

Enerel Dambiinyam

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EDUCATION

MLIS, Kent State University, Kent, Ohio, USA, 12/2004

BA, MA Eötvös Loránd University, Budapest, Hungary, Russian Language/ Literature, 1/1999

PROFESSIONAL EXPERIENCE

Head, Collections Description Services

Columbia University Libraries, New York, NY, January 2016-present

- Supervise a team of 10 staff, a professional librarian, and a graduate student cataloging in a variety of subjects and languages in the Collections, Acquisition & Description Department.
- Review and update staff job descriptions; perform annual performance review for each staff.
- Train new library staff on the Voyager cataloging and acquisition modules.
- Plan, develop and implement Technical Services workflows and procedures.
- Assist Collections Acquisition & Description Services Director in aligning divisional planning, priorities and goals with the Libraries strategic initiatives. Maintain policies, procedures and local practices for the Database Maintenance & Copy Cataloging and the Non-Roman, Fine Arts, & PCC Cataloging units in the department.
- Participate in development and implementation of technical services policies and procedures through service on appropriate committees and task forces, including collaborative initiatives and projects with external partners.
- Consolidated duplicate vendor record loads through the Acquisition module and trained staff to do their own vendor-specific consolidations.
- Coordinate relevant workflows and procedures within the cataloging department as well as with Collections Acquisitions Services and managers in other Bibliographic Services and Collection Development Group divisions.
- Project collaboration with OSMC (Original Special Materials Cataloging) and Global Studies selectors in processing uncataloged Middle Eastern materials retrieved from ReCAP (Offsite facility) as part of the effort to expose Hidden Collections to researchers.
- Reduced cataloging backlogs of works in Central Asian, Eurasian, Hungarian, Persian and Maltese backlogs in exposing hidden collections.
- Lent Mongolian language expertise to Original Special Materials Cataloging, Rare Book Manuscripts and the Starr East Asian libraries.
- Replaced Precat / Offprecat processing with original cataloging with FAST headings.

Cataloging Librarian /Assistant Professor

Middle Tennessee State University, Murfreesboro, TN, June 2012-January 2016

- Perform database maintenance, reclassification, enhancements, and/or corrections to increase the accuracy and integrity of the bibliographic database and improve description, discovery, and access to library resources.
- Perform original and copy cataloging for print and non-print materials using MARC, RDA and Dublin Core.
- Conduct subject analysis, and classification of library resources on a variety of subjects using national and local standards and tools as needed for description, discovery, and access.
- Eliminated cataloging backlog of 2,860 monographic materials in June and July, 2012.

- Recommended the department wide adoption and use of online cataloging tools, and purchased Cataloger's Desktop, Classification Web and WebDewey.
- Initiated cataloging scores in all languages for the Music Library.
- Created cataloging guidelines for scores.
- Create name authority records following RDA (Resource and Description Access) rule.
- Reviewed existing digital collections and corrected metadata.
- Managed two graduate students in creating metadata records for digital collections.
- Liaison to the department of Foreign Languages and Literatures and responsible for collection development for the department.
- Create and maintain subject guides for the Department of Foreign Languages and Literatures using LibGuides

Librarian

International School of Twente, Enschede, the Netherlands, September 2010-July 2011

- Analyzed library needs by reviewing collection and surveying students, parents, and staff.
- Evaluated, selected, purchased, and cataloged English-language library materials for international children ages 4-11, carefully monitoring and maintaining expenditures within a \$3,500 annual budget.
- Purchased library furnishings and supplies under \$600 to maintain the budget.
- Planned weekly interactive library activities for 40 students ages 6 to 11.
- Selected library cataloging software and trained volunteers and staff on circulation procedures

Catalog Librarian

Cleveland Public Library, Catalog Department, Cleveland, OH, August 2004-July 2010

- Performed original and complex copy cataloging of Russian, Slavic, Romance and Hungarian language materials in all formats according to AACR2, LCSH, LCRI, MARC21, and LC Classification standards for the main library.
- Cleared backlog of foreign-language chess and checkers materials for the Special Collections Department.
- Provided original and copy cataloging of new bibliographic records daily for 31 CLEVNET Consortium libraries.
- Trained a new librarian in departmental procedures for providing OCLC bibliographic records and information services to all CLEVNET libraries.
- Revised and rewrote General Procedures Manual for the use of all staff in the Catalog Department.
- Reviewed and revised original cataloging performed by other catalogers to ensure it corresponds to cataloging rules and local procedures before it is added to the OCLC database.
- Trained branch staff on adding uncataloged materials to improve circulation process and client records.
- Created authority control for personal names, series and corporate bodies, according to NACO procedures.
- Saved the library approximately \$15,000 in outsourcing costs by teaching myself to transliterate and catalog Japanese, Greek, Korean, Hindi, and Marathi materials during one year of intensive self-study.
- Cataloged over 300 juvenile titles in the months of July and August of 2005 for Summer Reading program.
- Provided a library tour and interpreted for Ukrainian librarians during their cultural and professional exchange program, sponsored through the U.S. Department of Education.

Graduate Assistant

Kent State University Libraries, Reference Department, Kent, OH, May 2003-July 2003

- Worked independently to develop collection and evaluate foreign language reference materials.
- Identified and selected 33 new Russian, Japanese, and French language print reference materials for the KSU Main Library reference collection to acquire.
- Created pathfinders and websites for new translation programs in Russian and Japanese, and existing German program.

Library Assistant

Cleveland Public Library, Main Library, Special Collections Department, Cleveland, OH, July 1999-January 2000

- Implemented “dust jacket” project by reorganizing materials on chess dating from 1890-1985 using Library Services software, as well as Slavic and Indo-European language skills.
- Provided extensive in-person and telephone reference services to Russian and Hungarian patrons in finding their information needs.
- Trained individual patrons on how to use Microsoft Office programs and Internet searches.

LANGUAGES

- Native: Mongolian. Near Native-fluency: English, Russian, and Hungarian
- Working knowledge: Polish, Serbian, Croatian, Bulgarian, Ukrainian

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS

- NYTSL (New York Technical Services Librarians), Board member
 - President, July 2020-2021
 - Vice President, July 2019-July 2020
 - Program Co-Chair, 2017-2019
- American Library Association, 2012-2014
- Association for Library Collections and Technical Services, 2013-2016
 - Cataloging & Classification Research Interest Group, Vice-Chair, 2013-2014
 - Cataloging & Classification Research Interest Group, Co-Chair, 2014-2015
- American Center for Mongolian Studies, 2013-present
- Board member, Mongolian Libraries Consortium, 2012-2019

SELECTED EDUCATION/PROFESSIONAL DEVELOPMENT ACTIVITIES

Guest lecturer

Pratt Institute, New York, NY, 2018-present

- LIS 653: Knowledge Organization course. Taught a basic cataloging session/workshop to graduate students.

Conferences

- World Open Library Foundation Conference, virtual conference, June 1-3, 2021
- The Exchange: An ALCTS/LITA/LLAMA Collaboration, virtual conference, May 4, 6 & 8, 2020
- Worldcat-Global union catalog librarians online conference, Ulaanbaatar, Mongolia, September 12, 2019
- Beyond Empire and Borders: The third international conference on the Qing Dynasty and Inner Asia, Department of East Asian Languages and Cultures at Columbia University, Weatherhead East Asian Institute, New York, October 6-7, 2017
- ER&L Online Conference, April 2-5, 2017

- Cultural studies, 11th International Congress of Mongolists, Mongolian State University of Arts and Culture, Ulaanbaatar, Mongolia, August 17, 2016
- American Library Association Annual Conference. San Francisco, June 27-June 30, 2015
- American Library Association Midwinter Meeting. Chicago, January 30-February 2, 2015
- Association for Slavic, East European and Eurasian Studies. San Antonio, November 21-23, 2014
- Association for Asian Studies. Philadelphia, March 28, 2014

Select Workshops/Courses

- Leading From Within for Managers, Columbia University, December 4-5, 2018
- Unconscious Bias Training, Columbia University, March 20, 2018
- New Performance Assessment and Feedback, Columbia University, April 19, 2017
- Delivering Your Message with Impact, Columbia University, March 22, 2017
- Managing Unionized Staff, Columbia University, May 17, 2016
- Navigating Columbia University as a New Manager/Supervisor, Columbia University, April 27, 2016
- Strategic Communication: How to master difficult conversations, Columbia University, April 19, 2016
- Fundamentals of Acquisitions. ALCTS, July 20-August 28, 2015
- NACO Training Online Workshop. September 8 – September 24, 2014
- OCLC Member Forum. Nashville Public Library, December 1, 2014
- DSpace training. James E. Walker Library, MTSU, Murfreesboro, TN, October 17, 2014
- Tennessee DPLA Hub Workshop. Tennessee State Library & Archives, Nashville, TN, September 25, 2014
- Elementary Arabic I, MTSU, August-December 2012

Select Webinars

- IFLA Bibliography, Cataloguing and Subject Analysis and Access Sections: New horizons: emerging metadata standards and practices in the 21st century, May 27, 2021
- OCLC EMEARC Series, The New Model Library, April 12, 2021
- Metadata through a DEI Lens: Creating More Inclusive Cataloging in the MARC Environment, March 30, 2021
- Improve Discoverability of Non-Roman Materials, April 18, 2018
- Linked Data and Annotations: What We Stand to Gain, March 21, 2018
- Library of Congress BIBFRAME Pilot: Phase Two, March 7, 2018
- ALA's Build a Great Team Webinar Workshop, February 27, 2018
- Choosing to Lead: The Motivational Factors of Underrepresented Minority Academic Librarians in Higher Education, ACRL webinar, January 23, 2018
- Mythbusting: The Search for a Technical Services Generalist, ALCTS Webinar, April 5, 2017
- Talent Management and Succession Planning, ALCTS Webinar, March 22, 2017
- Case Studies: Residencies, Peer Training and Succession Planning, ALCTS Webinar, February 22, 2017
- New Research on Staff and Leadership Development in Technical Services, ALCTS Webinar, February 15, 2017

- Nuts & Bolts of Supervision, LLAMA webinar, January 11, 2017
- Linked Data Cataloging Workflows, ALCTS Webinar, November 16, 2016
- Modeling and Encoding serials in BIBFRAME, ALCTS Webinar, November 9, 2016
- How to get here from here to BIBFRAME, ALCTS Webinar, November 2, 2016
- Embedded URI in MARC: An essential for Linked Data, ALCTS Webinar, October 26, 2016
- Putting the Link in Linked Data, ALCTS Webinar, October 19, 2016

Presentations

- Enerel Dambiinyam, “NYTSL Virtual Spring Reception” panelist speaker, April 29, 2021
- Enerel Dambiinyam, “Cataloging is a public service” (online presentation), Worldcat-Global union catalog librarians conference, Ulaanbaatar, Mongolia, September 12, 2019
- Enerel Dambiinyam, “RDA cataloging” (presentation to library students at Pratt as part of lecture, New York, NY, September 26, 2018).
- Enerel Dambiinyam, “Tibetan manuscripts at the National Library of Mongolia” (poster session presented at the annual conference of Association for Asian Studies, Philadelphia, March 28, 2014).
- Enerel Dambiinyam, “What librarians do all day at MTSU?” (presentation to library students at Mongolian University of Arts and Culture--Library School, Ulaanbaatar, Mongolia, September 25, 2013).
- Enerel Dambiinyam, “Sharing experiences from abroad” (presentation at annual Book Fair 2013, Children’ Library, Ulaanbaatar, Mongolia, September 22, 2013).
- Enerel Dambiinyam, “Cataloging standards in U.S. libraries” (presentation at the National Library of Mongolia during nationwide professional development seminar for librarians, Ulaanbaatar, Mongolia, April 2, 2012).
- Enerel Dambiinyam, “Library fellowship experience at the National Library of Mongolia” (presentation to the Walker library staff, October 18, 2013).

Publications

- Dambiinyam, Enerel, ed. *Abridged Dewey Decimal Classification and Relative Index*, 12th edition, Mongolian translation, 2016.
- Dambiinyam, Enerel & David Nelson. “Translating information terminology into Mongolian: Issues and Considerations.” *Mongolian Studies*, vol. 35 (2014).
- Dambiinyam, Enerel. “Каталогийн нэр томъёоны тайлбар толь.” [Glossary of cataloging terminology]. *Nomyn sanch* [The Librarian], no. 4 (2013): 19-28.
- Dambiinyam, Enerel. “Мэргэжлийн орчуулга хийхэд гардаг бэрхшээл.” [Technical translation issues]. *Nomyn sanch* [The Librarian], no. 3 (2013): 44-46.

AWARDS

- 2013 Library Fellow, American Center for Mongolian Studies (ACMS). \$2,500 award. The fellowship is supported with funding from the US State Department Education and Cultural Affairs Bureau and the Council of American Overseas Research Centers, and University of Wisconsin-Madison. Trained library staff at the National Library of Mongolia on cataloging standards for Tibetan manuscripts collection. Negotiated a one year OCLC membership for free (approximately costs \$4,000) for the National Library of Mongolia.

SERVICE OUTREACH

Training

- Basic cataloging workshop using Koha, an open-source integrated library system for intern students at the American Center for Mongolian Studies and librarians of Ulaanbaatar City Public Library, June 20, 2014, Ulaanbaatar, Mongolia
- Three day training for librarians at the National library of Mongolia on contributing new bibliographic records onto OCLC Connexion in Mongolian, Tibetan and Manchu languages, June 9-11, 2014, Ulaanbaatar, Mongolia
- Trained staff at the American Center for Mongolian Studies during three-days of training in Koha cataloging interface, September 24-26, 2013, Ulaanbaatar, Mongolia
- Three weeks training for librarians at the National Library of Mongolia on the use of OCLC Connexion cataloging software and RDA (Resource and Description Access) as a part of fellowship, September 9-23, 2013, Ulaanbaatar, Mongolia
- Organized and led two cataloging workshops in Mongolia, Ulaanbaatar, May 2012 at the American Center for Mongolian Studies and Ulaanbaatar City Public Library

Professional service

- Obtained publishing rights to Mongolian translation of Abridged Dewey Decimal Classification and Relative Index, Edition 12 and editor for Mongolian translation. Liaison between OCLC Dewey Services and the Chair of Library and Information department at Mongolian State University of Art and Culture.
- Associate editor for DOAJ (Directory of Open Access Journals), 2015-2018

UNIVERSITY/LIBRARY SERVICE

- Member, PCC SCT FAST Training for PCC Task Group, July 2020-present
- Chair, Catheads, Columbia University, 2019-present
- Member, Technical Services Librarians (TSL) Planning Committee, Columbia University, 2017-2021
- Member, Task Force for Authority control services, Columbia University, 2018-present
- Member, PERC (Print Electronic Resources Committee), Columbia University, 2017-present
- Member, Search Committee: Bibliographic Assistant, Columbia University, August 2019
- Member, Search Committee: Head, Metadata Management, Columbia University, July 2019
- Member, International Education and Exchange Committee, MTSU, 2015-2018
- Member, Traffic Committee, MTSU, 2014-2016
- Judge, Scholars Week, MTSU, 2013, 2014
- Country representative for Mongolia, MTSU Culture Fest, 2012
- New faculty orientation/liaison meeting, James E. Walker Library, MTSU, August 2015
- Member, Institutional Repository task force, James E. Walker Library, MTSU, 2014
- Member, Search Committee: Digital Scholarship Librarian, James E. Walker Library, 2014
- Customs, Student Orientation, James E. Walker Library, MTSU, 2013
- Walker Library Question Tent, James E. Walker Library, MTSU, 2012-2016
- Constitution Day, James E. Walker Library, MTSU, 2012
- Library tour, International Students Orientation, James E. Walker Library, MTSU, 2012-2016
- Library Liaison for the Department of Foreign Languages and Literatures, James E. Walker Library, MTSU, 2013-2016
- Member, Search Committee: Head of CDM, James E. Walker Library, MTSU, 2012
- Member, Library External Relations committee, James E. Walker Library, MTSU, 2012-2014