

**Sarah Hammond**

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## **PROFILE**

A versatile, pragmatic, highly-organised, about-to-qualify librarian with broad employment and educational background. Strong academic ability backed up with considerable experience working with people of all ages and excellent interpersonal and communication skills now seeking to develop a career in librarianship in an organisation that values progression and career development.

## **SKILLS AND EXPERIENCE**

### Communication and Working with Others:

- Worked successfully in challenging environments with adults and children with a range of abilities, communicating and negotiating under difficult circumstances.
- Worked both as a committed team member and as a capable independent individual reporting to management.
- Delivered successful and popular talks on the national collection to peers, the public and school groups.
- Worked successfully in challenging environments with children and adults with a range of abilities, communicating and negotiating under difficult circumstances.
- Have won respect and trust from colleagues, pupils, patients and clients through caring, open and friendly nature.

### Organisation and Self-Management:

- Quick, analytical mind used to problem-solving and decision-making effectively: have taken the initiative to improve many aspects of the research service at the National Railway Museum (NRM) with good results.
- Designed & implemented image cataloguing projects, co-ordinated team and delivered finished listings.
- Structure and prioritise my work to maximise efficacy and efficiency.
- Progressed through employment and education to obtain good honours degree, whilst working part-time.

### Information and Communications Technology:

- Used Aleph (Ex Libris) to catalogue books in MARC21 to AACR2 standards.
- Used Windows XP, especially Internet Explorer and Office 2003: Outlook, Word, Excel, Powerpoint and Access. Use Windows Vista, Office 2007, Mozilla Firefox and Thunderbird, OpenOffice. Some familiarity with XHTML, CSS and Dreamweaver.
- Actively participate in social networking sites including blogs and Wikipedia.
- Use specialist software: iBase (image database), MIMSY XG (museum collections database) and Access Dimensions (finance software).

### Adaptability:

- Worked in a wide range of situations, both informal and formal, always maintaining professionalism.
- Thrive in busy environments that require quick thinking and initiative.
- Work well with people of all ages, abilities and backgrounds.

## **EMPLOYMENT HISTORY**

### Most recent:

National Railway Museum, York. Research Centre Assistant

### Duties:

Answering enquiries and directing research; cataloguing monographs, serials, photographs and drawings; supervising readers and retrieving research materials; processing customer orders (for copy drawings and photographs); feeding in to the operational and strategic planning of the museum's new library and archive research facility; providing information and material for display

and educational purposes; delivering talks on the collection; collecting and analysing user statistics (sometimes whilst on a steam train); researching books to purchase.

Little Apple Bookshop, York	Retail Assistant
Fishergate Primary School, York	Volunteer Teaching Assistant
Our Celebration, Mental Health Charity, York	Bookkeeper / Administrative Assistant
Canon Lee Comprehensive School, York	Pupil Support Assistant
Northern General Hospital NHS Trust, Sheffield	Physiotherapy Assistant
York District Hospital NHS Trust <i>and</i> Royal Hallamshire Hospital NHS Trust, Sheffield	Medical Records Clerk
Sheffield Space Centre, science fiction book and comic shop.	Sales Assistant

### **EDUCATIONAL QUALIFICATIONS**

MA in Librarianship – University of Sheffield

Modules taken: Management for Library & Information Services; Information Retrieval: Search Engines & Digital Libraries; Libraries, Information & Society; Information Resources & Information Literacy; Library Services for Children & Young People; Public Libraries; Human Computer Interaction; Dissertation: “How Are Public Libraries Engaging With Library 2.0?”. Representative of MA programme on Staff/Student Committee, responsible for attending meeting and representing students’ interests, feeding information back to students. Was effective and trusted representative, winning respect from peers and staff alike.

Post Graduate Certificate in Primary Education (unfinished) - College of Ripon & York St. John

BSc (Hons) in Psychology, 2:1 - University of York

BTEC OND in Science (Mathematics, Chemistry and Physics), Pass with Distinction

### **AWARDS**

Special Libraries Association (Europe) Student Travel Award, Insurance and Employee Benefits Division, 2008. Award included attendance at the SLA Annual Conference in Seattle, USA and membership of the SLA. Article published in VIP Magazine SLA 2008 Special <http://www.vivavip.com/sla/> Articles to be published in the IEB Division Journal and the SLA Europe Journal shortly.

### **FURTHER INFORMATION**

I have a current First Aid at Work certificate and in the last three years have undertaken manual handling, EvacChair and health and safety training.

I am an active member of CILIP (Chartered Institute of Library and Information Professionals) and Special Libraries Association (SLA) and attend training sessions in order to learn more about the profession and keep abreast of current issues. I have contributed articles to the newsletter of the CILIP Yorkshire and Humberside branch.

I enjoy studying in my spare time: I recently gained an A level in English Literature. I have also taken evening classes in both French and Dutch and am currently trying to master the basics of Spanish. I read widely, I particularly enjoy classic and contemporary fiction, history, historical fiction, science fiction, science and philosophy.

I keep fit by dog walking, walking in the countryside, swimming, cycling, going to the gym and doing yoga. I also enjoy travelling, museums, the theatre, live music, the cinema and socialising with friends.

When not working I have always undertaken voluntary work. Most recently I worked in primary schools as part of the ReadWrite York project, encouraging children to read and helping them to develop their literacy skills.