

Allegra Swift

Education

Master of Library and Information Science, San Jose State University
Bachelor of Arts, *Comparative Literature*, University of Southern California

Experience

June 5, 2017 to present – Scholarly Communications Librarian

University of California, San Diego

- Provide faculty and graduate student support for the UC Open Access (OA) Policies
- Lead UC San Diego Library outreach efforts to faculty, graduate students, and other campus constituencies in support of scholarly communication advances.
- Serve as a resource on the UC Open Access policies, copyright compliance, federal public access policies and open data funding mandates.
- Convene and direct the work of the Library Scholarly Communications Working Group.
- Initiate and support ongoing scholarly communication education via workshops, information sessions, events, and resources.
- Advise faculty, researchers, and students on copyright, author rights, and publishing agreements.
- Promote widespread awareness and use of OA resources and of OA publishing avenues/options for authors, researchers, and grad students.
- Serve on UC-wide scholarly communication and related groups and ad hoc committees.
- Monitor scholarly communication trends, developments and services as one of the campus liaisons to national or international efforts in this area.
- Advise and update Library administration and academic liaisons on emerging scholarly communications issues.

2013 to 2017 – Scholarly Communications & Publishing Coordinator

2015 (6 mos.) Interim Digital Curation Coordinator

Claremont Colleges Library - Claremont University Consortium

- Created and implemented vision for scholarly communication and digital publishing unit.
- Initiated library-wide discussion on scholarly communication, institutional repository, open access, digital citizenship, data management support, author rights, and outreach with a focus on liaison and instruction alignment.
- Contributed to consultant reports and the library's strategic planning in the areas involving scholarly communications challenges and opportunities.
- Developed partnerships with the Claremont Colleges' faculty and staff, departments and research units, and journal editors for collection and dissemination of the Claremont faculty and student scholarship.
- Promoted alternative publishing models and advances in scholarly communication.
- Managed eleven open access journals and the repository for faculty and student scholarship.
- Designed and implemented programmatic outreach for scholarly communication issues awareness such as Open Access Week events (since 2007)
- Offered strategic guidance on scholarly communications initiatives and programs including publishing, author rights and identity, data management services, and copyright.

2010 to 2013 - Digital Initiatives Librarian

Claremont Colleges Library - Claremont University Consortium

- Lead migration of institutional repository and journals to another digital asset management system.
- Set policy for digital initiatives and programs; facilitated growth of the digital library and expansion of publishing services.
- Responsible for the design, specification, implementation, and management of web-based services in support of digital scholarship.
- Lead implementation of campus and department senior theses deposit policies, education and outreach. Delivered curriculum integration support and digital literacy instruction for faculty and students.
- Lead and advised on open access publishing issues, retention of author rights and federal funding compliance requirements, and explore the use of bibliographic metrics and systems to evaluate personal research impact.
- Manages and coordinates CDI's social media accounts to publicize activities and current events
- Contributed to consultant reports and the library's strategic planning in the areas involving digital initiatives challenges and opportunities.

2007-2010 - Metadata and Scholarly Communications Librarian

Claremont Colleges Library - Claremont University Consortium

- Provided leadership in the management, enhancement, and ongoing assessment of existing and future digital publishing services.
- Collaborated with subject and technical specialists within the library and across the colleges to create, maintain, and steward digital collections.
- Actively sought out new content, users, and partnerships.
- Planned, designed and implemented programmatic events that engage the Claremont Colleges and library community.
- Supervised and trained a special collections cataloger and two newly re-assigned metadata librarians.
- Lead implementation of and promoted faculty participation in the institutional repository.
- Acquired and developed new digital collections created by and for Claremont Colleges' academic community.
- Created guidelines, documentation, and outreach material for Claremont Colleges Digital Library.

2006 to 2007 - Metadata Librarian

Claremont Colleges Library - Claremont University Consortium

- Created bibliographic and metadata records for the Claremont Colleges Digital Library collections.
- Provided library-wide leadership relating to metadata production for description, access, administration, and preservation of digital library materials.
- Developed workflows and train staff in non-MARC metadata creation, crosswalks, and maintenance.
- Created, edited, and maintained metadata data dictionaries and local best practices.
- Served as metadata consultant to projects around campus, including working with library and campus groups to implement metadata standards, providing tutorials and workshops.

January 2005 to July 2006 - Volunteer Intern

Special Collections - UCLA Digital Library and Music Library

- Re-housed materials according to archival best practices, arrange and describe special collections.
- Created EAD finding aids for the Online Archive of California (OAC) according to DACS.
- Scanned and digitized material, created metadata according to Dublin Core standards.
- Generated archival tiffs, jpeg and gif derivatives of digital objects.
- Uploaded digital image files and metadata to UCLA Digital Library.
- Linked digital objects to finding aid.
- Assisted with selection of materials to be used in exhibits.
- Created Special Collections building survey and site assessment for physical preservation.

January 2004 to July 2006 - Library Assistant III (Grant funded, then FTE)

Social Sciences, Humanities and Arts Acquisitions Department – UCLA Young Research Library

- Managed records for archival print copy of online journals for the University of California Shared Collection and California Digital Library (CDL).
- Prepared CDL journals for archival storage in the Shared Regional Library Facility (SRLF).
- Received incoming publications, created and maintained catalog holdings records using Marc 21 standards, created and maintained acquisitions records, and tracked and claimed missing issues.
- Collaborated with CDL staff, Cataloging Center, SRLF and Acquisitions staff in devising and implementing standards and best practices for the Shared Print Collection.
- Served on Technical Processing Advisory Committee; created predictive patterns for serials.
- Tested complex patterns for the Technical Processing Advisory Committee.

August 2003 to January 2004 -Temporary Records Management Assistant

Law Library – Arnold & Porter LLP

- Organized incoming records according to legal case and form.
- Incorporated document records into database hierarchy.
- Assigned documents appropriate file locations.
- Managed documents of assigned legal cases from receipt to request.

June 2003 to August 2003 - Library Assistant Intern

Law Library – Paul Hastings, LLP

- Assessed library holdings to identify missing physical items and cataloging needs.
- Prepare catalog records for migration by correcting and updating holdings records.
- Research and correct citations for attorney authored books and articles.

September 2002 to June 2003 - Library and Resource Center Assistant

Library – Skirball Cultural Center

- Completed copy cataloging as needed for library collection.
- Supervised computer and equipment use by patrons and staff.
- Assisted patrons and staff with online searches and reference.
- Designed and performed Children’s Storytime Hour in collaboration with Education Department.

Selected Presentations and Publications

- "Beyond the Sandbox: Student Scholarship, Digital Citizenship, and the Production of Knowledge." With Ben Hackenberger, Anna Kramer, and Char Miller forthcoming in "Scholarship in the Sandbox: Academic Libraries as Laboratories, Forums, and Archives for Student Work" (working title) Association of College and Research Libraries (2018) (Co-Editors: Amy S. Jackson and Cindy Pierard).
- "[Information Has Value: A View from Three Institutions](#)." With Dani Brecher Cook and Jessica Davila Greene. California Conference on Library Instruction. San Francisco, CA (2017)
- "[The Undergraduate as Public Scholar: Digital Scholarship and Information Literacy](#)." With Dani Brecher Cook and Jessica Davila Greene. Digital Initiatives Symposium. San Diego, CA (2017)
- "Scalar, Tensor, and Ethics in Digital Asset Management." Oberlin Digital Scholarship Conference. St Paul, MN (2016)
- "Publishing Undergraduate Scholarship: Should You Be Afraid?" Conference panel session, Library Publishing Forum (LPC). Denton, Texas (2016)
- "A Collaborative Solution to Scholarly Publishing's Challenges: Building the Lever Press." Conference panel session, Library Publishing Forum (LPC). Denton, Texas (2016)
- "Affecting Organizational Change and Connecting Subject Specialists with Scholarly Communication Roles and Responsibilities." With Natalie Tagge. Conference panel session, Advancing Research Communication & Scholarship (ARCS). Philadelphia (2015)
- "Why Open Access?" in "Open Access Publishing in Mathematics: Who?, What?, Where?, Why?, and How?" Conference panel session, Mathematical Association of America, MathFest. Portland, OR (2014)
- "New Directions for Digital Collections at Academic Libraries." NITLE webinar. (2014)
- "Challenges, Pitfalls, Opportunities, and Successes in Sharing Undergraduate Research." Conference presentation, Digital Initiatives Symposium. San Diego (2014)
- "Senior Theses and Undergraduate Research: How is Undergraduate Scholarship being Collected, Supported and Shared?" Conference presentation, USETDA Annual. Claremont, CA (2013)
- "Digital Pedagogy Integrations," Faculty seminar. Pomona College, May 2012 and 2013
- California ETD Interest Group: "What Do We Have in Common?" Statewide ETD Association Panel. USETDA Annual. Quincy, MA (2012)
- "Library Publishing Services: Strategies for Success. Session 2: Technical Infrastructure." Invited presentation, Library-Based Publishing Workshop. University of Utah, (2011)
- "Greater Reach for Your Research: A Discussion on Open Access for Senior Theses and Undergraduate Research." Panel presentation, International Open Access Week. Claremont, CA (2011)
- "Publishing Opportunities @ The Library." Panel presentation, International Open Access Week panel. Claremont, CA (2010)
- "Back Roads or Super Highway: Making Sure Your Collections Are Well Travelled." Invited presentation, CONTENT dm Southwestern Users Group Meeting. University of Houston, Texas (2011)
- "The Academic Library as Publishing Agent: Showcasing Student, Faculty, and Campus Scholarship and Publications." Panel presentation, Association of College and Research Libraries. Seattle (2009)
- "Getting the Word Out: Metadata Harvesters and Registries." Presentation, Western CONTENTdm Users Group 2nd Annual Meeting. Claremont, CA (2008)
- "Consistent Metadata from Disparate Sources." Presentation, Western CONTENTdm Users Group 1st Annual Meeting. Reed College, Oregon (2007)

- Book Review: “Digital Citizenship: The Internet, Society, and Participation.” Karen Mossberger, Caroline J. Tolbert, and Ramona S. McNeal. Cambridge, MA: MIT Press; 2008: 216 pp. (ISBN: 978-0-262-13485-9). In *Journal of the American Society for Information Science and Technology (JASIST)* (July 9, 2008): Volume 59, Issue 13, Pages 2189-2190: DOI: 10.1002/asi.20906.

Selected Workshops and Training Sessions

- “[Everything Faculty Need to Know about Copyright and Fair Use in the Classroom](#),” in collaboration with the Claremont Colleges Center for Teaching and Learning (2017)
- “[Affordable Course Materials: A Library Primer for Student Academic Success](#).” Library Professional Development (2017)
- “Managing Your Scholarly Identity: Reputation and Impact,” for Claremont Colleges faculty (2016)
- *Undergraduate research, OA, OER, Fair Use*, Library Professional Development Series (2016)
- Undergraduate theses and online reputation management (annual senior seminars since 2010)
- “Online Identity and Digital Citizenship” (2016)
- Claremont Colleges Journal Editors' Workshops, (2014 and 2015)
- “Strategies for Retaining Your (Copy)rights,” faculty author rights workshop (2014)
- *Digital Citizenship*, Pomona College Digital Pedagogy Integrations workshop (2013)
- Metadata and Copyright for Scripps College “Building Archives” history/digital humanities course (2013)
- Metadata, copyright, and info ethics for Scripps College digital humanities history course (2013)
- Dissertation, Publications, and Online Reputation Management for Claremont Graduate University Preparing Future Faculty (2013)
- “Open Publishing,” Bite of Learning, Harvey Mudd College, (2013)
- Art Resources and Online Access for Claremont Graduate University MFA (2010-2012)
- “Digital Publishing and Collection Building,” Pomona College Digital Pedagogy Integrations workshop, (2012)

Service

- Library Publishing Coalition (LPC)
 - Institution representative (2013 - 2017)
 - Board Member (2016 – 2017)
 - Research Subcommittee (2015 – present, Chair 2016-2017)
 - Program Subcommittee (2013 – 2015)
 - Directory Subcommittee (2013 – 2014)
- Statewide California Electronic Library Consortium (SCELC) Scholarly Communications Committee 2016 - 2017
- Greater Western Library Alliance (GWLA) Scholarly Communications Committee 2016 - 2017
- Reviewer for *Journal of Librarianship and Scholarly Communication (JLSC)*
- Claremont Colleges Digital Humanities Working Group
 - Mellon Implementation Grant, library grant liaison 2014 – 2015
 - Mellon Planning Grant 2012 – 2014
- Publications, Exhibitions, Programs, and Events (PEPE), committee member
- *FIVE: The Claremont Colleges Journal of Undergraduate Academic Writing*, Co-Managing Editor
- Open Access Week Chair (since 2008)