

John Arthur Barbrook

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Previous Employment History

October 2009 – December 2009

Temporary Subject Librarian – Filton College Bristol

Duties included cataloguing and purchasing in the areas of Law, Business, Construction and ICT.

Worked on improving the accessibility and value of the college's online resources through a combination of usability improvements, advertising and tracking the student's resource usage.

Also configured the OCLC/PICA Library Management System to enable e-books to be catalogued in a predictable and efficient manner.

June 2009 – October 2009

Temporary Subject and Liaison Librarian – Norwich City College

Duties involved the evaluation, purchasing, cataloguing and budgeting of the library stock for the departments of Creative Arts, Sport, Hairdressing and Essential Skills.

Required to liaise with tutors and other staff, identify new course materials and develop the library stock in preparation for the autumn term.

Responsible for the planning, organisation and delivery of induction tours and talks to all new students from the four relevant departments (Approximately 1500 Students).

Also responsible when required, for early and late library operations as well as the management of library assistants.

Also required to purchase DVDs, Music CDs and general non course specific reading materials to encourage library usage amongst the student body.

April 2009

Temporary Librarian – Bournemouth and Poole College

Employed for a period of 5 weeks to perform the classification of a backlog of hard to process materials onto the Heritage Library Management System. Was also required to identify new online information sources to provide course specific RSS feeds on the colleges internal VLE.

August 2008 – December 2008

Kleinarbieter (Small Project Worker)

Varied work that included teaching HTML and PHP programming, designing layouts for start-up art and fashion magazines and writing articles on German art and history.

April 2008 – July 2008**Technical Editor - Praktikant – Peter Delius Producing, Berlin**

Employed in the Publication and Editorial office working on the production of the “The Science Book”, published by the National Geographic Society, Washington.

Duties included the research and professional editing of the sections “Physics and Technology” and “Chemistry”. Writing short text material on relevant subjects and working with DTP software such as Adobe InDesign and Photoshop.

Also responsible for image acquisition while ensuring that the varied copyright licences were adhered to. Also created layouts for, and wrote, a significant number of professional biographies, for publishing in tandem with special editions of scientific book publications.

May 2007 – October 2007**Workshop Manager – New Berlin Free Bike Tours.**

Responsible for managing the repair, servicing and general organisation of the Berlin Free Bike tours that run during the summer throughout Berlin, ensuring the safe day to day running of tours.

August 2006 – December 2006**Temporary Subject Librarian - Leisure, Tourism and Adventure Tourism – University College Birmingham**

Responsibilities included stock selection, evaluation, purchase and the development and promotion of the enquiry service. I was also required to support and encourage students to use the library services and supervise library assistants and support staff, as well as utilise a large selection of journal and academic databases in response to student and lecturer enquiries.

I was also responsible for delivering welcome and library orientation lectures to new students, advising students on dissertation subjects and research as well as the management of the tourism and sport sections.

June 2006**Temporary Classifier - Tribal - Ratcliffe Science Library, Oxford University**

Employed for 4 weeks to assist in the movement of old book and manuscript holdings stored in the Ratcliffe Science Library.

Was responsible for assisting the various managers and agency staff in following the unique classification scheme used in the Oxford University library service, vital in ensuring that the shelves would be recreated correctly upon arrival in the new location, a salt mine in cheshire. Also responsible for handling high volumes of old, unique and valuable books in a way that would ensure minimal damage during transit.

March 2006 - May 2006**Information Project Officer - Staffordshire Council, Children and Lifelong Learning**

Employed on a two month project with the aim of performing a data audit across the IT and knowledge systems, ensuring that all regulations pertaining to the Data Protection act were adhered to. This resulted in the creation of a database used for querying the data audit and

producing reports, in order to quickly respond to Freedom of Information requests.

Was responsible for structured interviews with staff members in order to identify knowledge sources, interrogating various closed and open databases (Oracle, SQL, Access and proprietary systems), updating the classification schema and classifying identified information sources.

February 2003 - November 2005
Ceredigion Recycling and Furniture Team (CRAFT)
Manager of the 'On Your Bike' project.

Managed a busy cycle recycling project along with staff members and volunteers with varying ability levels, was responsible for purchasing, sales and budgeting, organising workshop time, managing social groups access to facilities.

Role required providing recycled bicycles at low prices to unemployed and low income families as well as providing value for money repairs on bicycles whilst offering training opportunities to young people, school excluded children and long term unemployed persons.

Other responsibilities included encouraging local healthy sports groups, promoting cycling advocacy throughout the area and campaigning for the rights of cyclists.

Also responsible for taking groups out cycling and helping to provide safe cycling training to schoolchildren

Modified, installed, managed and updated the web based 'Content Management System' for CRAFT order to supply timely information to the public.

Supervised online selling, managed CRAFT's e-mail servers, Internet access and staff access to facilities.

Planned and budgeted for the installation of a thin client network throughout CRAFT that will dramatically decrease support costs of IT throughout the organisation and decrease the environmental impact of using computers in CRAFT.

August 2001 - December 2002
Context Products
Computer Technician

Was required to plan, purchase and install computers, servers and network in a start-up book publishing company.

Was responsible for ensuring reliable Internet access, predictable printing facilities, staff desktops and software as well as configuring various IT hardware that was required. Also responsible for configuring and installing e-commerce software on local web-servers.

Was required also to plan, design and update the website, CMS and intranet.

August 2000 - July 2001
National Library of Nepal
Information Manager - Voluntary Services Overseas (VSO)

Responsible for putting in place measures and IT systems in order to efficiently create the Nepal National Bibliography from varying and conflicting library databases, some in the local devengari

script, some in Roman script Nepali and others in English.

Also located lost and non-catalogued books kept in a number of remote library sites throughout Nepal and negotiated the acquisition of library records from local university libraries as well as managed a small group of cataloguing assistants.

Also rebuilt and restocked the Nepal National Libraries Children's Section after a roof fall, locating suitable materials and surroundings as well as encouraging uptake in the library

Provided public Internet access and trained staff members in web-site design.

Received training in Cataloguing, Preservation, Library Management, Inter Library Negotiation Skills, Library Stock Acquisition and Weeding. Microfiche Preservation. OPAC's. CDS/ISIS.

June 2000 - August 2000

Nutec

Computer Support Staff

Was expected to support the Computer Manager and fill in when he was in meetings and business trips and was responsible for staff support, server administration and backups.

Main role was to catalogue the companies data stores and produce simplified and usable data storage best practice throughout Nutec, and to locate duplicates of files on local servers.

September 1998 - February 2003

Children's Activity Project

Volunteer Staff Member

Was responsible for helping run activities for 'at risk' and school excluded children as well as discussing various social, health and educational issues.

Was also required to plan sporting and educational activity's and work often long hours in often uncomfortable and challenging conditions.

Previous Qualifications

September 1997 - June 2002

Aberystwyth University - Information & Library Studies

BScEcon Information Management (2II) Hons

September 1995 - June 1997

Sutton Coldfield Technical College

National Diploma Design Technology Engineering

Other Awards and Training

Study to German B1 Level at Sprachenatelier Berlin from December 2007 – April 2008.

Between February 2007 and May 2007. Institut für Sprachvermittlung 4 month Intensive Preparatory Course for German Certification.

German History in The German Language – International House Berlin

MS-Pro 10 day Team Leader Training

Designated First Aider training

MTB Leaders Training Course, Ceredigion County Council

Microfiche Digital Preservation Training, Japanese Embassy

Other Skills

Can write HTML, PHP, a variety of mark-up languages, and administer MySQL databases.

Worked with a variety of OPAC's and Library Management Systems, including UNESCO CDS/ISIS, Horizon, Heritage and KOHA.

Can work proficiently and quickly in all popular computer environments. Windows, MacOS and Linux/Unix

Can work with DTP programs Quark and InDesign as well as the image editing software Adobe Photoshop and The Gimp.

Skilled in cataloguing, book preservation, repair and general Library duties.

Other Interests

My other varied interests include competitive cycle racing, cycle touring, mountain climbing, open source and e-book software development and voluntary children's and environmental work.

I also am also active with council workgroups and chamber of commerce meetings, due to my experiences and interests in cycle friendly road design and environmental sustainability projects.