

Nicole Marie Gaston

Central Library
National University of Laos
PO Box 7233
Vientiane, LAO PDR
T +856 20 501 1908
nicole.gaston@mail.mcgill.ca

Education

Master of Library and Information Science - 2008

Specialization in Archival Studies, McGill University, Montreal, Canada

Bachelor of Arts in French - 2003

University of Illinois at Chicago, USA

Experience

Information Literacy Project Coordinator, Central Library of The National University of Laos, Vientiane, LAO PDR, 2008

Assisted in design and implementation of University Information Literacy Education Plan. Provided assistance with website maintenance and use of "PMB" open-source integrated library software.

Reference Assistant, Education Library of McGill University, Montreal, Quebec 2006-2008

Provided reference services and assistance for undergraduate and graduate students, faculty, and alumni. Assisted and instructed students in using library resources including the catalogue, electronic article indexes and databases, and other internet resources. Participated in a collection weeding & updating project of over 10,000 items, including creating shelf reports, identifying de-selection criteria, and flagging items to be withdrawn, as well as the physical and electronic removal. Assisted with special projects as needed, including displays, subject guides, collection maintenance.

Rural Community Health Volunteer

US Peace Corps, Athiémé, Benin , West Africa, 2003-2005

A full description of service is available upon request. Trained over 500 women and families in community health issues in a rural West African community. Organized a summer reading and education program for local primary school students. Trained new Peace Corps volunteers in Community Health Education techniques.

PC Lab Assistant

Library Technician

Archival Assistant

Rush University Library & Archives, Chicago, IL 1999-2003

Managed circulation of audio-visual materials to faculty, staff and students. Catalogued periodical publications. Assisted and instructed students and faculty with audiovisual and computer equipment use. Participated in a collection weeding project updating OCLC and MARC records. Cataloged archival documents and photographs using DB Textworks. Digitized and organized archival documents and photographs to aid faculty research.

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Assistante/Librarian, L'Institut Américain Universitaire, Avignon, France, 2002

Created computerized system for cataloguing books in MS Access . Organized and added entire library of over 1,500 items to electronic database. Assisted students and faculty with research activities.

Serials Desk Associate, Schaumburg District Library, Schaumburg, IL, 1995-1997

Assisted in circulation and processing of periodicals. Assisted patrons with microfilm, microfiche, and online serials databases. Performed clerical and filing tasks.

Volunteer Experience

McGill University Committee of Librarians Without Borders Co-Chair, Montreal, Quebec, 2006-2008

Duties included organizing meetings, fundraising, publicity, marketing, as well as various other tasks related to the goal of promoting libraries in developing countries.

Library Assistant, Bibliotheque David M. Stewart, Musée Stewart, Montreal, Quebec, Summer 2008

Assisted librarian and rare books curator with duties as needed, including cataloguing, shelving, digitization, and other tasks.

Skills

English and French, fluent written and spoken; Computer Software: MS Windows, MS Office, Mac OSX, Adobe Photoshop, Inmagic/DB Textworks, Filemaker Pro, EndNote, familiarity with OCLC, ALEPH, MARC, AACR2, other library software systems, web design (XHTML, CSS), experience writing grant proposals.

References

Marilyn Cohen
Head, Education Library,
McGill University
3700 McTavish Street
Montreal, Quebec H3A 1Y2
Marilyn.Cohen@mcgill.ca, (514)398-4687

Sara Holder
Education Liaison Librarian
McGill University
3700 McTavish Street
Montreal, Quebec H3A 1Y2
Sara.Holder@mcgill.ca, (514)398-2763

Heidi J. Butler, MSLS, CA
College Archivist
Kalamazoo College
1200 Academy Street
Kalamazoo, MI 49006
Heidi.Butler@kzoo.edu, (269) 337-7151