

MERLYNE WELLINGTON
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OBJECTIVE: Seeking a challenging assignment as Reference/Instruction Librarian

HIGHLIGHTS OF QUALIFICATIONS:

- M.L.S. degree,
- Years of experience in reference at an academic research library
- Experienced in user education and instruction
- Excellent computer skills, including database searching
- Efficient in collection development, circulation and abstracting
- Highly effective in Team work
- Proficient in handling windows

REFERENCE/INSTRUCTION SKILLS:

- Trained users in searching databases including OPAC, ProQuest, MLA Bibliography, Dissertations Abstracts, Social Science Index, etc.
- Performed reference service, both by email and in person interacting with good number of clients on a day to day basis
- Regularly trained staff and oriented users in searching electronic databases, Internet and print resources, one to one basis, groups and supervised customer service activities
- Experienced in training volunteers/Interns in various departments of the library

INFORMATION MANAGEMENT SKILLS:

- Catalogued and Classified on a daily basis books and non-book materials (microfilms, microfiche, records, slides, audio and video cassettes)
- Processed on a daily basis requests for mailing books from out-station clients
- Periodically prepared annotated bibliographies on demand
- Managed Circulation Desk and worked in an environment which required active contact and cooperation with research scholars from India and abroad
- Managed Technical Services including classification and cataloging of print and multimedia resources.
- Supervised a number of projects and activities in research library environment and managed a large user base.
- In-charge of publishing in-house magazine: Library Update (quarterly).
- Arranged Book Sales and helped in other promotional activities of the library

PROFESSIONAL EXPERIENCE:

Indo-American Center for International Studies, (formerly known as American Studies Research Centre), Osmania University Campus, Hyderabad, India

Full-time staff for 22 years (in the following positions) in the Library	1979-2002
• In-charge Technical Services, Classification and Cataloguing	1999-2000
• In-charge Reference & Public Services	1997-1999
• In-charge Special Collections – Rare Books	1996-1997
• Project Associate, Library Automation	1994-1996
• Circulation In-charge	1989-1994
• Worked in Technical & Acquisition Sections	1984-1989
• Worked as Secretary to the Library Director	1979-1984

NISC Export Services Private Limited, Hyderabad

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As FTL (Full-text-Link) Customer & Publisher Relations, Jr. Manager 2002

ACADEMIC QUALIFICATIONS:

• Master in Arts (English) Osmania Univ., Hyderabad	1996
• M.L.S. Osmania Univ., Hyderabad	1994
• B.L.S. B R Ambedkar Univ. Hyderabad	1987
• Diploma in Library Science, Academy of Lib. Sc., Hyderabad	1985

TECHNICAL QUALIFICATIONS:

Higher Typewriting & Lower Shorthand 1978

COMPUTER KNOWLEDGE:

MS Office Packages, MS Word, Excel, Power point, Access, Internet Browsing

REFERENCES:

- 1) Ms. Sreenidhi Iyengar, Former Library Director, American Studies Research Centre, #3-4-797, Kachiguda, Hyderabad 500 027. INDIA
Tel. 0091 40 27562862.(R) 0091 40 27002104(O) (sreenidhi@nisc.com)
- 2) Dr. S.D.Vyas, University Librarian, Central Library, Banasthali Vidyapith, Rajasthan, INDIA.
Tel: 0091 01 438 28501(O), 28310 ® (sdvyas@yahoo.com)
- 3) Dr. Mohamed Taher, Information Specialist, Ontario Multifaith Council
789 Don Mills, Suite 208 Toronto MTC IT5. CANADA.
Tel No: 01 (416) 422-1490: ext. 214 (O), Fax: 01 (416) 422-4359. Toll free 1-888-837-0923 (mt2222@yahoo.com)

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