

José G. "Memo" Córdova Silva

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Profile

Experienced and skilled provider of research and reference services to diverse user populations through person-to-person and synchronous electronic sources utilizing a vast array of print materials, bibliographic databases, multimedia, and web resources in academic, public, and corporate library environs.

Professional Experience

Reference Librarian/Assistant Professor

7/06 – present

Boise State University Library, Boise, ID

- Provide reference services and instructive research skills to students and faculty in using library's online catalog, subject-specific databases, and print bibliographic resources. Manage collection development in four major subject areas; responsible for 1-credit library skills course and maintain various online library services.

Public Services Librarian

Nampa Public Library, Nampa, ID

9/04 – 6/05

- Provide reference services to broad user-base in high traffic public library. Responsibilities include webmaster, youth story time presenter, outreach services, interlibrary loans, and Spanish collection development.

Library Assistant

Hawley Troxell Ennis & Hawley, Attorneys at Law, Boise, ID

6/04 – 9/04

- Assist law librarian and attorneys in research and general administrative support in using corporate library and law-based databases.

Graduate Research Assistant

University of Washington, Seattle, WA

2001 – 2003

- Develop and maintain online human rights film directory project; review, critique, and update films for inclusion in database.
- Provide reference services and assistance to students and faculty in researching library's collection in Odegaard Undergraduate and Suzzallo Graduate Libraries; provide instruction and research skills in using library's online catalog, subject-specific databases, and print bibliographic resources.
- Provide reference assistance in Microfilm & Newspaper Collection (Micnews).

Senior Library Assistant/Dept. Specialist

Boise Public Library, Boise, ID

1992 – 2001

- Provide reference services and research strategies to library patrons in using library's catalog, print collection, and research databases; developed library's telephone reference as stand-alone operation.
- Provide supervisory assistance in Adult Services department to library pages.
- Responsible for maintaining and coordinating library's meeting rooms.
- Maintain and update library's Community Resource Module.
- Provide circulation, audiovisual, and branch services to patrons; and backup services in interlibrary loans and Information desk.

Education

- Master in Library and Information Science
University of Washington, Seattle, WA
2001 – 2003
- Bachelor of Fine Arts
Boise State University, Boise, ID
1986 – 1991

Skills

- Knowledgeable in database research, management, development and integration; bibliographic and subject-specific database research (EBSCOhost, ProQuest, OCLC, WebSpirs, HWWilsonWeb, Westlaw, LexisNexis, Dynix systems, and Inmagic's DB TextWorks)
- Committed to quality public service in all aspects of library service; strong work ethic and focused drive to achieve employer objectives. Sound management skills with proven supervisory experience; proactive problem solver with adaptable office and administrative skills
- Knowledgeable in numerous aspects of library and public service: adult reference services, circulation, reader's advisory, newspapers and microfilm/fiche, serials, interlibrary loan, and government document resources; Versed in DDC and LC classification systems, and Dynix library automation system; cataloguing practices, and branch management services
- Experienced webmaster and designer with an in-depth knowledge of graphic design applications (RealDRAWPro, Adobe PhotoShop and Illustrator); skilled web editor (Macromedia Dreamweaver MX and MS FrontPage); versed in HTML and various interactive web design tools; knowledgeable in desktop publishing, word processing, and spreadsheet applications
- Fluent in Spanish