

Anupama Kumari

Metadata Librarian

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Objective

Experienced Library professional with over 3 years experience at the **ISB** and **IIM Ahmedabad.** Proficient in resource and knowledge management, user support services and academic support, with a strong commitment to applying knowledge practices that enhance workplace efficiency and support organizational goals.

Experience

Clarivate Metadata Librarian (Clarivate-ProQuest) Oct. 23- Present

Use MARC rules, cataloguing rules, Library of Congress authority files, and Dewey Decimal System to create MARC records. Import records from various sources,Acquisition following the rules of automated content ingestion, to maintain the catalogue. Use validation programs, following team documentation, in the quality assurance process. Assist in answering customer questions as needed.

Library Professional Assistant

Indian School of Business (ISB)

- Resource Acquisition and technical processing using VTLS.
- Managed course content by compiling cases, **negotiations, procurement,** updating readings, and creating Course Packs (HBP)
- Support in Utilization of **databases** such as Capital IQ, CMIE, Prowess IQ/DX, CRISIL, EMIS, Euromonitor, Frost & Sullivan, etc.for research support services
- **Metadata enrichment** of various resources using **MARC21,** and other standards

Library Professional Trainee

Oct 22 - Aug23

Indian Institute of Management Ahmedabad (IIM)

- Experienced in resource Procurement process, metadata creation, technical processing using **Koha**, **LMS**
- Applied keyword search strategies and explored databases for information retrieval for users need
- Managed **patron records, circulation statistics, and issue/return operations**
- Created and managed **digital repositories** in **DSpace** by filling **metadata elements.**

Education

Master's in Library & Information Science, Central University of Gujarat	2020 - 22
Master's in Science (Physics), Vinoba Bhave University	2017 - 19
Bachelor's in Science (Physics), Vinoba Bhave University	2014 - 17

Computer Proficiency

- Advance Diploma in Computer Application from New Gurukul Institute in August 2020

Achievement

- Qualified UGC NET (National Eligibility Test) for Assistant Professor

Research Experience

- Presented research findings on “Social Media and Academic Libraries: Insights from Top B-Schools” at ADINET conference, IIM Ahmedabad — Mar 23
- Comparative Study of Indian Institutes of Science Education and Research (IISERs) Library Websites: A Web content analysis — Jul 22
- Presented poster on “Sustainable Development in Academic Libraries: With Reference to CUG Library” at ADINET conference, CEPT University — Aug 22

Skillsets

Koha, Libsys, VTLS, DSpace, Eprint, Subjects Plus, Zotero, Mendeley, Metadata Management, MARC 21,

WordPress, Microsoft Office, Canva

Reference

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