

Matthew Codey

MLIS · Academic Librarian

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PROFESSIONAL SUMMARY

MLIS professional with more than fifteen years in academic libraries, pairing hands-on library-systems expertise with a user-centered, equity-minded approach to reference and instruction. Ex Libris Alma Certified Administrator experienced in large-scale metadata management, discovery-service enhancement, and staff supervision, with a record of collaborative service and governance leadership.

EXPERIENCE

Senior Library Assistant — Wilson Dental Library, USC

Oct 2014 – Present

Los Angeles, CA

- Coordinate the full serials lifecycle—ordering, receiving, processing, claims, and vendor and subscription-agent correspondence.
- Provide in-person and virtual reference (LibChat, LibAnswers), guiding students and faculty through research strategies, database navigation, and access to physical and electronic resources.
- Oversee quality control of the ILS (Alma): maintain the bibliographic database and correct records; audit e-resources for link integrity and access.
- Recruit, train, supervise, and schedule student workers; manage timecards and performance.
- Designed and delivered an accessibility workshop as part of the ABC Committee; compile circulation and collection statistics and reports.
- Service & leadership: Staff Professional Development Committee, Staff Council, ABC Committee, and Chair of the Culture Committee.

Library Assistant III — Geisel Library, UC San Diego

Aug 2007 – Sep 2014

La Jolla, CA

- Staffed the main circulation desk and managed processing of returned materials within Access Services.
- Hired, trained, and supervised 30–40 student assistants.
- Led the searching unit: resolved lost and missing items and claims returns, coordinating with billing on fines and fees.
- Partnered with the Metadata Department on records-maintenance projects.

EDUCATION

Master of Library & Information Science — San José State University, 2018

Concentration: Web Programming & Information Architecture

B.S., Cognitive Science — University of California San Diego, 2007

Specialization: Human-Computer Interaction

TECHNICAL SKILLS

Library systems: Ex Libris Alma (Certified Administrator) & Primo—normalization jobs, batch processing, Analytics dashboards & reporting; EZproxy administration.

Metadata & cataloging: MARC, BIBFRAME, RDA, and current cataloging standards.

Programming & web: Python, PHP, JavaScript, SQL, HTML, CSS, Git, Visual Basic.

Reference & instruction: Point-of-need instruction and reference (in-person, LibChat, LibAnswers); research strategies, database navigation, information literacy.

PRESENTATIONS & AFFILIATIONS

Thompson, A. M., Codey, M., Lyle, C., & Davis, R. O. (2017). *Do We Dare Discard? Retention of Print Serials in a Digital Age*. Poster session, MLA '17 Annual Meeting, Seattle, WA.

Medical Library Association (2014–Present) · Beta Phi Mu Honor Society, Omega Chapter (2019–Present) · ELUNA 2019 & 2020.