

JELENA STANKOVIC

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Education

Master of Information (2016), University of Toronto, Toronto, ON

Library & Information Science

Book History & Print Culture (BHPC) Collaborative Program

Bachelor of Arts (2014), McGill University, McGill, QC

Honours English Literature

Minors: Biology (Cell & Molecular), Canadian Studies

Relevant Experience

University of Toronto Libraries, Toronto, ON September 2014 – December 2016

Chemistry Librarian, A.D. Allen Chemistry Library [June 2016 – December 2016]

- Managed student employees to ensure proper daily library function, including training, scheduling, and hiring.
- Resolved HR issues on behalf of students where possible, including reviewing and submitting timesheets.
- Taught research and information sessions in undergraduate and graduate courses.
- Provided reference, research support, and ILL services to undergraduates, graduates, faculty, and researchers at University of Toronto, members of OCUK institutions, and independent researchers.
- Liaised with faculty and graduate students to ensure relevance and quality of resources and services through both formal and informal outreach efforts and conversations.
- Participated in working groups on research data management to create resources for librarians to help facilitate discussion and outreach with university community.
- Participated in “liaison clusters” pilot project, which is striving to facilitate and encourage resource- and expertise-sharing among librarians with related liaison areas.
- Negotiated ChemDraw contract on behalf of stakeholders, ensuring a lower price than two years ago.
- Weeded materials and purchased books using GOBI3 based on use, relevance, and research trends within faculty.
- Organized well-attended event and display for Science Literacy Week with help from student assistants, collaborating with the ChemClub graduate student group.
- Worked with Chemistry Department IT team to ensure proper functioning of and access to computers, including building bridges with central ITS department to introduce new services (e.g., wireless printing).

Graduate Student Library Assistant, Engineering & Computer Science Library [September 2015 – June 2016]

- Provided reference services to undergraduates, graduates, faculty, and outside researchers.
- Taught students research skills and strategies at the reference desk, including citation management.
- Used Drupal to update website content, i.e., workshops, news.
- Created graphics to advertise resources and services on website and on digital splash screens.
- Catalogued and processed reference books and materials using SirsiDynix for weeding project that created more study space for students.
- Assisted librarians with execution of weeding project, including creating plan to verify items using Excel.

Student Library Assistant, Engineering & Computer Science Library [September 2014 – April 2015]

- Provided circulation services to students, faculty, and library visitors.
- Organized and shelved books and periodicals.
- Assisted librarians with various tasks, including processing books and periodicals for cataloguing and circulation.

Student Library Assistant, University College Library [September 2014 – April 2016]

- Opened, closed, and managed daily library operations without supervision, including dealing with facilities issues, technology issues, and theft.
- Managed daily money transactions (i.e. fines, printing payments, book sale).
- Provided reference and circulation services to students, faculty, and general public.
- Contributed to library's Twitter account, selecting books to highlight from the collection.
- Created thematic displays to encourage patron interaction, e.g. "Tall Tales: Stories about City Living" and "Contemporary Aboriginal Biography and Non-Fiction."

Ministry of the Environment & Climate Change, Toronto, ON January 2017 – June 2017

Assistant FOI Coordinator

- Analysing a variety of records and conducting risk assessments of contentious issues.
- Applying knowledge of Freedom of Information and Protection of Privacy (FIPPA) legislation, best practices, and case law in order to recommend disclosure decisions.
- Liaising with external program areas, ministries, governments, and businesses as part of due diligence in issuing disclosure decisions.
- Assisting with initial review of contentious records to mitigate the risk of disclosing sensitive information.

Ministry of Finance, Toronto, ON May 2015 – August 2015

Student Library Assistant, Ministry of Finance Library

- Implemented information organization plan on shared network to ensure proper procedure for organizing and retaining internal documents.
- Weeded and organized historic collection of documents to ensure long-term accessibility.
- Conducted weekly media scans using Infomart and created custom Storify feeds for current topics of interest and contentious issues.
- Catalogued original and derived materials in SydneyPlus using Amicus and WorldCat.
- Conducted research for Ministry employees, including historical research, and government document and legislative research.
- Created displays and outreach strategies to increase use of physical library space.

OurDigitalWorld (ODW), Toronto, ON September 2015 – January 2016

Practicum Student

- Redesigned and updated *Community Digitization Days* event planning manual, to be included in reconceptualised website.
- Researched and added content on crowdsourcing material, copyright and creative commons, and event assessment.
- Researched emerging trends in copyright, digital rights, and information-sharing, as it relates to the needs of local history and community-use.
- Collaborated with supervisor to ensure manual met both content and style requirements of ODW.

Canadian Lesbian and Gay Archives, Toronto, ON

January 2015 – August 2015

Cataloguer

- Created a process and documentation for cataloguing artefacts with supervisor in order to ensure consistency in the catalogue records.
- Catalogued artefacts (both print and objects) using InMagic, researching items for accurate identification.
- Digitized several collections of LGBTQ+ zines from the 1960s and 1970s to help with preservation and access for researchers.

Instruction

WEBINAR

Who Do I Call for That? Experiences from Early-Career Library Management (webinar) – Stankovic, J. Presented as part of the Education Institute Bright Young Minds Series, May 4, 2017

CLASSROOM INSTRUCTION

Embedding classroom instruction. [View associated LibGuide.](#)

Graduate Student Library Orientation (September 2016)

- Overview of collection, services, and facilities.
- Organizing research effectively (citation management, search monitoring, etc.)
- RDM, Open Access, TSpace, and scholarly research cycle.

Introduction to Library Research Skills (CHEM238)

- Overview of collection, services, and facilities.
- Citation searching and basic article retrieval.
- Chemistry specific research skills (ChemDraw, Reaxys, SciFinder).

Advanced Chemistry Research Skills (CHEM338)

- Chemistry specific research skills (ChemDraw, Reaxys, SciFinder).
- Advanced research skills (citation management, search monitoring, etc.)
- Scholarly research cycle and identifying scholarly sources.

Publications & Presentations

PUBLICATIONS

[“Let Slip the Dogs.”](#) – Glushko, B. and Stankovic, J. *New Critics*, November 2, 2016.

[“The Variorum Hotline Bling and Other Annotated Rap Editions: A Bibliographical Perspective on RapGenius.”](#) – Clarkson, A., King, J., and Stankovic, J., 2016.

[“Immigration Statistics in the Sessional Papers 1883-1894”](#) (finding aid) - Engstrom, A., Langrell, K., Schmidt, K, Stankovic, J., Szczesniak, L., Tiong, M. *SP Dataverse Network*, 2015.

“Negotiating Community: Multiculturalism and Intercultural Responsibilities in the Musée maitres et des artisans du Québec” – Stankovic, J. *Canadian Content: McGill Undergraduate Journal of Canadian Studies*, 2014.

PRESENTATIONS

“The Manager? Me? Lessons from an Over-Zealous New Librarian” (lightning talk) – Stankovic, J. – SLA Management and Leadership Conference, Toronto, Ontario, March 31, 2017.

POSTER PRESENTATIONS

“LARPing in the (Academic) Library: Engagement, Exploration, and Gaming in Higher Education” – Stankovic, J. – Defying Conventions iSchool Student Conference, Toronto, Ontario, March 19, 2016.

[“Uploading Memories: Community Engagement Guide for Digitization”](#) – Stankovic, J. Faculty of Information Practicum Exhibition, University of Toronto, December 8, 2015.

Service

Faculty of Information Alumni Association (FIAA), University of Toronto April 2016 – present

Social Chair

- Working with various groups within the Faculty of Information, the University, and the broader library/information community to organize and hold events, including Alumni events and holiday socials.
- Collaborating with the rest of FIAA executive to ensure events are successful and beneficial to current students and alumni.

Book History & Print Culture (BHPC) Admissions Committee, University of Toronto April 2016

Student Representative

- Reviewed applications to BHPC Collaborative Program and provided input for admission selection along with other members of the admissions committee.
- Gained experience in candidate selection process.

Special Libraries Association – Toronto Student Group, University of Toronto September 2015 – June 2016

Webmaster/Social Media Coordinator

- Managed social media accounts associated with the group (Twitter, Facebook), blog (Wordpress), and introduced Instagram account.
- Wrote blog posts and tweets to advertise events and topics of interest, focusing on exposing students to potential future careers.
- Doubled number of Twitter followers in four months.
- Created a social media policy and strategy document and trained incoming webmaster.

Hart House Library, University of Toronto January 2015 – December 2015

Collections Development and Exhibition Committees

- Collaborated with Collections Development team to: create list of possible acquisitions; rank and select titles that fit the mandate and budget; purchase and process titles.
- Developed the zine collection with the Library Director by focusing on local zines.
- Surveyed university population about their preferred magazines as part of a project that resulted in a “Magazine Browsery.”
- Created exhibitions to highlight parts of collection: “Coach House Books” and “Freedom to Read Week.”

Mentoring@iSchool, Faculty of Information, University of Toronto August 2015 – December 2016

Student Mentor

- Mentored first year students through face-to-face meetings and virtually to help them navigate their first year of the Masters program both academically and personally.

Student Representative, Master of Information Student Council (MISC) 2016

- Liaised between classmates, Professor, and MISC using surveys and email.
- Reported student comments and concerns about course (INF2331) to MISC as part of the effort of making sure courses are engaging and relevant.

Additional Training

CERTIFICATES

[Research Data Management and Sharing \(Certificate\)](#): University of North Carolina at Chapel Hill & The University of Edinburgh – Coursera – November 2016

Teaching Fundamentals (Certificate): Centre for Teaching Support & Innovation, University of Toronto – completed April 2016

Selected Workshops: Active Learning: Labs & Practicals; Critical Reading in the Sciences; Best Practices for EdTech; Promoting Pedagogical Accessibility through UID; Incorporating Writing Instruction into you Curriculum and Classroom

Copyright for Educators and Librarians: Duke University, Emory University, and the University of North Carolina at Chapel Hill – Coursera – expected May 2017

SELECTED WORKSHOPS

Teaching with Academic and Collaborative Technology (*Centre for Teaching Support & Innovation, 2016*)

Teaching Tools for Diverse Classrooms (*Centre for Teaching Support & Innovation, 2016*)

Strategies to Support Active learning (*Centre for Teaching Support & Innovation, 2016*)

Introduction to Data and Information Visualization (University of Toronto Libraries, 2016)

Introduction to Zotero (iSchool, 2016)

Records Management: Implementing File Plans (University of Toronto Libraries, 2016)

ScreenCast Tutorials: Jing and Screenr (iSchool, 2015)

10 Days of Twitter: Scholarly Communication on Twitter (University of Toronto Libraries, 2015)

Creating LibGuides (iSchool, 2014)

Skills

Operating Systems

Mac OS X
Windows

Content Management

SirsiDynix Workflows
LibGuides
SydneyPlus
RACER
Omeka
AccessPro Content Management

Citation Management

Zotero
Mendeley
RefWorks

Web Languages & CMS

Squarespace
Wordpress
Weebly
Drupal
CSS (basic)
HTML (basic)
Markdown (basic)

Databases

Engineering Village,
TechStreet, IEEE Xplore,
SciFinder, Scopus,
Ontario eLaws, ChemSpider,
Reaxys, Scifinder,
Web of Science

Software

Adobe Creative Cloud (AdobePro;
Adobe Connect; InDesign; Illustrator)
Camtasia
Techsmith Relay
Microsoft Office Suite
Tableau (basic)
SPSS, R (basic)

Social Media

Twitter
Instagram
Facebook Pages
LinkedIn
Storify