

# Aaron M. Kilgore

358 Hillsdale St.  
Hillsdale, MI 49242

[aa.kilgore@gmail.com](mailto:aa.kilgore@gmail.com)  
Cell: (719) 339-2470

## EDUCATION

---

**University of Michigan School of Information**, Ann Arbor, MI  
Master of Science in Information 2017  
Specialization: Library and Information Science

**Hillsdale College**, Hillsdale, MI  
Bachelor of Arts, *magna cum laude* 2012  
Major: Classical Studies  
Cumulative GPA: 3.692  
Major GPA: 3.837  
Dean's List (7 semesters)  
Concentrations: Latin and Greek grammar and texts

**High School Degree**, Homeschool, Colorado Springs, CO

## WORK EXPERIENCE

---

**Systems and Acquisitions Librarian**, Alex Mossey Library, Hillsdale College, Hillsdale, MI (June 2019 – Present)

- Maintained and updated the college's integrated library system, managing the public catalog and interface
- Oversaw acquisition of monographic print and audiovisual materials for the library's collections, approving faculty recommendations
- Responsible for cataloging and processing of library materials in accordance with national best practices and standards
- Managed technical services staff involved in cataloging duties
- Hired and supervised team of technical services student workers
- Actively assisted in planning, implementing, and evaluating library policies
- Served as a voting member of the college's faculty, participating in faculty functions
- Served in a reference capacity at least one night a week, assisting in research by the public as needed

**Archive Project Manager**, Hillsdale College, Hillsdale, MI (April 2017 – May 2019)

- Planned and implemented a metadata collection policy and tools for the college's archive project
- Managed a team of graduate and undergraduate students
- Oversaw digitization initiative
- Arranged for and coordinated with appraisal services
- Collaborated with ITS personnel to design and launch an online archive
- Coordinated the acquisition of new collections and archival items
- Budgeted for project financing and material expenditures
- Responded to inquiries about college archival holdings from interested parties

**User Information Services Assistant**, University of Michigan Library Learning & Teaching Department, Ann Arbor, MI (September 2015 – April 2017)

- Resolved resource access issues

- Assisted users with research strategies
- Interpreted and explained library policies
- Instructed users in the use of library and computing resources
- Directed users to appropriate campus resources and services
- Evaluated new resources and database subscriptions
- Completed short-term projects as assigned

**Manager of George Washington Fellowship Program**, Hillsdale College, Hillsdale, MI (July 2014 – August 2015)

- Oversaw research and work-hours requirement of 18 student Fellows
- Scheduled special events with guest speakers for the Fellows
- Managed \$20,000 discretionary budget

**Research Assistant**, Hillsdale College President's Office, Hillsdale, MI (January 2013 – August 2015)

- Examined original documents pertaining to the life of Sir Winston Churchill
- Prepared document volumes to accompany Sir Martin Gilbert's biography of Churchill
- Investigated digitization options for growing college archival collections
- Conducted research into various topic for college president's speeches and projects
- Processed and organized office correspondence and documents in a digital database
- Oversaw office work and work-hours of 11 student workers

**Library Worker**, Hillsdale College Mossey Library, Hillsdale, MI (September 2010 – August 2012)

- Manage circulation and reference desks
- Conduct inventory of library collection
- Revise organization of books and other media
- Ensure cleanliness of facilities

**Camera Operator**, Hillsdale College, Hillsdale, MI (September 2009 – May 2012)

- Set up camera and sound equipment
- Record college events, including concerts and performances

**Temporary Clerk**, El Paso County Clerk and Recorder's Office, Colorado Springs, CO (July 2010 – August 2010)

- Assist ITS department in office maintenance
- Prepare computers, voting machines, and ballot boxes for election season
- Train precinct delegates in voting process
- Test and perform ballot counting process

**Greeter**, El Paso County Department of Motor Vehicles, Colorado Springs, CO (May 2009 – August 2009)

- Welcome customers, determine their needs, direct them to correct locations
- Organize and file paperwork and mailings

## **SKILLS**

---

**Research Skills:** Library Reference, Writing, Editing, Publishing

**Management Skills:** Event Planning, Scheduling, Budgeting

**Professional Skills:** Cataloging, Classification, Subject Analysis, Library of Congress Call Number Assignment

**Technical Skills:** Microsoft Office, Python, Search Engines and Databases, SQL, HTML, CSS, JavaScript, MARC data format, Dublin Core metadata standard, ArchivesSpace, Omeka, Google Drive, Golden Thread, Golden Touch, Oxygen XML Editor, MARC Edit, ResCarta

## **ACTIVITIES and HONORS**

---

**Association of Library Professionals** (July 2023 – Present)

- Secretary of Academic Library Section (April 2024 – Present)
- Secretary of Executive Committee (September 2023 – Present)
- Founding Member (July 2023)

**American Library Association** (February 2020 – Present)

**American Library Association**, University of Michigan Student Chapter (September 2015 – April 2017)

- Executive Officer (November 2015 – December 2016)

**Informative Gamers**, University of Michigan (September 2015 – April 2016)

- Conducted user design and interface testing and evaluation for independent developer “Ghost Roadhouse”

**Mu Alpha**, Men’s Music Honorary (Spring 2010 – Spring 2012)

Member of Executive Committee (Fall 2011 – Spring 2012)

**Eta Sigma Phi**, Classics Honorary (Spring 2009 – Spring 2012)

- Organize promotional events
- Attend research trips, national conventions, and on-sight translation competitions

**Honors Program** (Fall 2008 – Spring 2012)

- Achieve high academic standards
- Complete Honors curriculum and graduation requirements
- Compose and defend an interdisciplinary thesis

**Hillsdale Hepcats Swing Club** (Fall 2008 – Spring 2012)

- Weekly instruction and dancing

**Tulloch Ard Pipes and Drums Corp** (Fall 2008 – Spring 2011)

- Perform on the bagpipes with drummers in concerts

**Boy Scouts of America** (April 2001 – August 2008)

- Eagle Scout, Bronze Eagle Palm, Assistant Scoutmaster

## **INTERESTS**

---

**Narrative and Storytelling**

- Prose composition
- Narrative style and various media
- Writing short stories and novels

**Film**

- Scriptwriting
- Filming and acting
- Producer, actor, and writer for feature-length mini-series *Roland*

**Linguistic Studies**

- Latin: 4 years competency
- Greek: 2 years competency
- Spanish: 2 years competency
- Constructed languages

**Music and Dance**

- Singing
- Clarinet
- Bagpipes
- Swing dance
- Ballroom dance

## PROJECTS

---

### **Digitization of Al Blixt, Sr. Records of Motor City Speedway (Detroit), 1932-1951** (January 2017 – April 2017)

- Served as a member of a 5-person graduate student team. Team consulted with client Albert B. Blixt, Jr. in order to construct an organizational framework for the digitization of his father's historical auto racing collection. Collection covered the history of the Detroit Motor City Speedway from the years 1932-1951. Material formats included print photographs, negatives, scrapbooks, and race track programs.

### **Research Experience for Masters Program** (May 2016 – August 2016)

- Served as a research assistant to a University of Michigan professor. Conducted a literature review on the topic of robots and teamwork, discussing findings with professor and doctoral student. Supervised and aided in IRB-approved human subject experiments examining the topic. Formulated an independent research question and devised a series of studies to explore the question.

### **Ascending Advisors** (January 2016 – April 2016)

- Served as Project Manager of 4-person graduate student team. Team consulted with University of Michigan President's Office, assessing the office's electronic filing system. Conducted Contextual Inquiry process and interviews to analyze system's workings and examined possible improvements or a replacement.

### **American Library Association QuasiCon Planning Committee** (October 2015 – February 2016)

- Served as a member of a planning committee and event planning subcommittee for the University of Michigan ALA student chapter. Set agenda, reserved space, arranged for speakers and presentations, and constructed website for a daylong conference-style event taking place in January 2016.

### **American Library Association 35<sup>th</sup> Anniversary Planning Committee** (September 2015 – December 2015)

- Served as a member of a planning committee for the University of Michigan ALA student chapter. Set agenda, reserved space, arranged for speakers and presentations, and arranged food for an organizational celebration and networking event taking place in December 2015.

### **Sarkisian Archive** (October 3, 2015)

- Organized, inventoried, and catalogued over one hundred boxes belonging to the African music collection of Leo Sarkisian, broadcaster of Voice of America from 1963-2012. Materials included tapes of his show *Music Time in Africa* spanning from 1966-2009.