

Wilhelmina V. Randtke

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Florida Bar no. 60035; Admitted to the bar for the Northern District of Florida

EDUCATION **Florida State University College of Information** **Tallahassee, FL**

Masters in Library and Information Studies, August 2011

GPA: 3.9 out of 4.0

Honors & Activities: America Library Association, Student Chapter

American Association of Law Libraries

Florida Library Association

Tallahassee Bar Association

TalTech Alliance

Law Librarianship Scholarship recipient, 2009-2010

John David Marshall Endowed Scholarship recipient, 2010-2011

Florida State University College of Law **Tallahassee, FL**

Juris Doctor, May 2008, cum laude

GPA: 86 out of 100 (top 30%)

Honors & Activities: Intellectual Property Law Society – Treasurer

International Law Students Association – PR Chair

Cyberlaw Society

V89 WVFS, Voice of Florida State (radio)–News Department, Audio Production

Katzentine-Simon Scholarship recipient, 2005-2007

FSU Flying High Circus – performer: fire poi, diabolo, hand balancing

Free Culture, FSU student organization

University of Florida **Gainesville, FL**

Bachelor of Science, Zoology, May 2003

GPA: 3.6 out of 4.0, cum laude

Honors & Activities: National Merit Scholarship recipient

Golden Key National Honor Society

EMPLOYMENT **Florida Virtual Campus** **Gainesville, FL**

April 2015 - present

Digital Library Services Coordinator

The Florida university and community college library systems have a centralized organization for technology services, the online catalog, and electronic resources licensing - the Florida Virtual Campus. I support the digital library section in this organization, and work to support the statewide Islandora platform, currently powering digital libraries for 5 campuses with 11 more digital libraries in development for future launch, and Florida Online Journals, a platform implemented in Open Journal Systems (OJS) software and currently hosting 23 journals. Although not involved in selection or implementation of the new ILS, I have become familiar with the wide variety of services provided by the Florida Virtual Campus. I have also assisted in exposing digital library metadata through Mango, and am familiar with how information is shared through Aleph, Mango, and other services. 40 hrs/wk

Sarita Kenedy East Law Library, St. Mary's U. San Antonio, TX

May 2012 – April 2015

Electronic Services and Reference Librarian

Provide reference services to law students and faculty. Maintain an inventory of law school electronic resources, contact information, and access notes. Monitor status of electronic databases and troubleshoot access issues. Configure the law school's proxy server (Ezproxy) to connect to databases. Maintain and load faculty and student login information to the proxy server. Liaison with electronic resource vendors regarding all technological and access issues. Maintain Serials Solutions 360 Core information on journal subscriptions. Run reports on database coverage and overlap of existing subscriptions and potential new subscriptions. Implement the law school's first digital

collection, an institutional repository, including software installation, drafting repository policies, coordinating digitization of content and creation of metadata, and informational presentations to faculty. The repository may be viewed at <http://lawspace.stmarytx.edu>. Maintain the law library's website. Cross train the Circulation Supervisor and Library Assistant in website editing. Collect statistics on use of databases, website visitors, and circulation of print materials. Configure and maintain a library intranet. As part of the Collection Development committee, review newly published material for potential purchase. Staff the reference desk and provide legal research assistance. Present legal research workshops to law students. Screen record legal research workshops and training videos. Co-teach Advanced Legal Research. Assist in performing duties of the Faculty Services Librarian during a year-long vacancy in that position. Serve on the committee to write the library section the ABA Self Study report for accreditation review. Serve on Faculty Senate for the university. 40 hrs/wk

FSU Law Research Center (aka Law Library) Tallahassee, FL

Jan 2011 – July 2012 *Intern; Project Manager; Digital Projects*

Jan 2011 – May 2011, Intern, 18 hrs/wk: Staffed the reference desk, conducted a workshop on Florida Legal Research, prepared pathfinders using LibGuides, attended staff meetings, assisted in digitization projects.

May 2011 – Sept 2011, OPS Project Manager, 15hrs/wk: Project manager for digitization of the 1970-1983 Florida Administrative Code. Planned and paced digitization, optical character recognition, database design using MySQL and php, automated creation of metadata using Visual Basic, and auditing for mistakes or missing materials. Supervised one OPS student assistant. Documentation on this project may be viewed at www.fsulawrc.com/FACsearchengine.html.

Sept 2011 – July 2012, OPS Digital Projects, 10 hrs/wk: Contact local government agencies regarding collection development opportunities, digitize paper and audiovisual materials, optimize pdfs and webpages for discovery through search engines, index digitized materials, create web pages to allow resource discovery through browsing. Some projects are posted at www.law.fsu.edu/library/collectionmain.html

Strozier Library, Florida State University Tallahassee, FL

August 2010 – Sept 2011 *Graduate Assistant in Web Development*

Update portions of the FSU Libraries website at www.lib.fsu.edu, administer LibGuides accounts, prepare guidance material for librarians regarding electronic resource links and web editing tools, survey students and faculty regarding use of online resources. 20 hrs/wk

FSU VOSS: Virtual Scientific Teams: Life-Cycle Formation and Long-Term Scientific Collaboration Tallahassee, FL

Jan 2011 – Summer 2011 *Intern*

Observed and took notes on physicists at the National High Magnetic Field Laboratory, transcribed interviews, coded observation notes with regard to physicists' information worlds, uploaded notes and transcriptions into VOSS BaseCamp site, checked citations and provided substantive feedback for article submissions to conferences and journals (ie. ASIST, ALISE). 10 hrs/wk

Agency for Workforce Innovation Tallahassee, FL

July 2009 – Dec 2010 *Assistant General Counsel*

Completed legal tasks related to management of Department of Labor grants to Florida, including federal and state audits of grants, and reviews of procurement. Performed legal tasks related to management of a Florida agency, including reviews of contracts and data sharing agreements, advise human resources on non-routine issues, public records responses and compliance, reviews of electronic records systems for legal sufficiency, and assessment of issues regarding access to public benefits. Completed intensive searches using the Lexis-Nexis Legal database, FastCase, and various government websites. July 2009 – Aug 2010 40 hrs/wk; Sept 2010 – Dec 2010 30 hrs/wk.

FSU Law Research Center (aka law library) Tallahassee, FL

July 2008 – Dec 2009 *Florida Supreme Court Video Project*

Digitized videos of court proceedings for upload to the internet. Redacted and collated scanned documents using Adobe Acrobat Professional. Uploaded content to the Research Center's website and linked content using HTML to allow discovery by browsing from www.law.fsu.edu/library/flsupct/. Performed research on behalf of professors. July-Dec.

2008 35 hrs/wk; Jan.-June 2009 15 hrs/wk; July 2009 – Dec. 2009 5 hrs/wk.

Division of Administrative Hearings Tallahassee, FL

January 2008 – April 2008 *Judicial Extern*

The Division of Administrative Hearings is a centralized court for administrative hearings in Florida. Clerked for Administrative Law Judge Larry Sartin. Researched legal issues, observed hearings, drafted memos summarizing research. 20 hrs/wk

Legal Services of North Florida Tallahassee, FL

May 2007 – August 2007 *Summer Extern*

Interviewed clients, drafted pleadings and letters, researched legal issues. I worked most with Florida family law, probate, and real property issues. 20 hrs/wk

Kaplan Test Prep and Admissions Tallahassee, FL

March 2007 – July 2007 *LSAT Instructor*

Taught college age students in a course related to improving scores on a standardized test. Administered prepared lessons to college students preparing for the LSAT. Coached students in test taking and time management strategies. Fielded questions in class. 10hrs/wk

Duval County Public Schools Jacksonville, FL

March 2005 – May 2005 *Substitute Teacher*

Maintained a middle or high school classroom during the regular teacher's absence. 35 hrs/wk

YMCA of the Rockies Estes Park, CO

May 2003 – August 2004 *Recreation Attendant, Hikemaster, Food Service Worker*

Rotated through positions, depending on the season: Led hikes in Rocky Mountain National Park; cashiered at and monitored a roller rink and gym; Prepared and served food in a cafeteria. 40 hrs/wk

SKILLS

Languages

Fluent in English. Able to read, write, and speak German well. Able to read and understand Russian poorly.

Web Development

Understanding of electronic resource links, and proxy logins. Experience with EZproxy, and Serial Solutions 360.

Proficient in HTML, CSS, XML, Adobe DreamWeaver, Adobe Contribute, sound editing software such as Sound Forge and Audacity, and graphics editing software such as Adobe Photoshop, Adobe Illustrator, and Gnu Image Manipulation Program.

Content Management Systems (CMS)

Strong background in administration of LibGuides.

Experience with Drupal, and Wordpress, including theme development, configuration, and systems administration.

Database Administration

Proficient with XML, importing and exporting datasets, and database design.

Working knowledge of PHP and MySQL.

Digital Libraries

Knowledge of and course work in a wide variety of metadata standards, including Dublin Core, MODS, METS, RDA, EAD, and MARC. Knowledge of and coursework in controlled vocabularies and authority control, including Library of Congress Subject Headings (LCSH).

Experience with Greenstone and Digital Commons. Knowledge of other platforms including DSpace, and ContentDM.

Significant experience with Omeka: developing themes, debugging plugins, configuration, and system administration.

Good background knowledge in document preparation using Adobe Acrobat Professional including optical character recognition, redaction, and batch processing.

Experience digitizing paper, photographs, and microfilm using a variety of equipment.

Experience outsourcing digitization, including determining required specifications, and quality control.

Scripting

Working knowledge of Visual Basic Applications; some Visual Basic; coursework in C.

PUBLICATIONS

- Randtke, W., Digitizing Law School History through a DPLA Hub, Our Experiences with a Rescuing Texas History Mini-Grant, Southwestern Association of Law Libraries (SWALL) Bulletin, Fall 2014, at 10.
- Randtke, W. (2014), Without Copyrights: Privacy, Publishing, and the Public Domain by Robert Spoo (Book Review), 106 L. Library J. 445. Retrieved from <http://www.aallnet.org/mm/Publications/llj/LLJ-Archives/Vol-106/no-3/2014-24.pdf> .
- Detweiler, B., Randtke, W., & Wang, F. Custom Fabric Printing: Poster Presentations the Easy Way, AALL Spectrum, February 2014, at 12. Retrieved from <http://www.aallnet.org/main-menu/Publications/spectrum/Archives/Vol-18/No-4/fabric-print.pdf>
- Randtke, W. (2013). Automated Metadata Creation: Possibilities and Pitfalls. Serials Librarian, 64:267-284. Retrieved from <http://dx.doi.org/10.1080/0361526X.2013.760286>
- Randtke, W. and Detweiler, B. (2012). UPDATE: Research Guide on the Trading Systems in the Asian-Pacific Region: APEC, ASEAN and their Members, GlobaLex Research Guides. Retrieved from http://www.nyulawglobal.org/globalex/APEC_ASEAN1.htm
- Scholarly Video Journals to Increase Productivity in Research and Education, summary of presentation by Moshe Pritsker of the Journal of Visualized Experiments to the North American Serials Interest Group in June 2012. North American Serials Interest Group Newsletter, May/September 2012, 31. Retrieved from <http://digitalcommons.usu.edu/cgi/viewcontent.cgi?article=1451&context=nasig>
- Randtke, W. (2012). I, Digital: Personal Collections in the Digital Era edited by Christopher Lee (Book Review). Journal of Librarianship and Scholarly Communication 1(2):eP1054. Retrieved from <http://dx.doi.org/10.7710/2162-3309.1054>
- Burrell, M. D., & Randtke, W.V. (2012). Tools for Reducing and Managing Link Rot in LibGuides. Code4Lib Journal, Issue16, Spring 2012.
- Randtke, W.V. (2011). Deriving a Limit on Copyright Term from the Fixation Requirement in the U.S. Constitution. SSRN eLibrary. Retrieved from http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1908318

PRESENTATIONS

- Free and Low Cost Legal Research (presented jointly with Mike Martinez), presented at the St. Mary's University School of Law Homecoming Continuing Legal Education (CLE), March 2015, San Antonio, TX.
- Breakout Session on Management of Repositories: Issues and Concerns: Running a Law School IR on Shared Hosting, presented at Law Repositories 2015: Shaping the Future, March 2015, Williamsburg, VA.
- eBooks in Law Libraries: A Survey of National Trends (presented jointly with Stacy Fowler), presented at Electronic Resources and Libraries (ER&L) 2015, February 2015, Austin, TX.
- Goodbye Books, Hello Database: Access to Justice for Pro Se Litigants as Legal Research Goes Entirely Online, presented at the Legal Services Corporation Technology Innovation Grants Conference, January 2015, San Antonio, TX.
- Metaposter (poster presentation; presented jointly with Brian Detweiler), presented at the Annual Meeting of the American Association of Law Libraries, July 2014, San Antonio, TX.
- Core Competencies for Technology in Legal Education: A Guided Discussion (hour long guided discussion), presented at CALICon 2014: Conference for Law School Computing, June 2014, Boston, MA.
- Digital Preservation: Creating Software That Outlives Its Creator (45 minute presentation), presented at Texas Linux Fest 2014, June 2014, Austin, TX.
- Revamping Law Library Rare Books and Special Collections (45 minute presentation; presented jointly with Fang Wang), 2014 Southwestern Association of Law Libraries Annual Meeting, April 2014, Austin, TX.
- Marketing and Discovery for Law School Digital Collections (poster presentation; presented

- jointly with Fang Wang), presented at the Annual Meeting of the American Association of Law Libraries, July 2013, Seattle, WA.
- Building Digital Collections without Digitization: Using Personal Digital Archives and ILL Requests to Build a Digital Repository (poster presentation; presented jointly with Brian Detweiler), presented at the Annual Meeting of the American Association of Law Libraries, July 2013, Seattle, WA.
- Collection Development for an Institutional Repository through Collaborations between Departments (poster presentation and lightening talk; presented jointly with Brian Detweiler), presented at the 2013 Texas Conference on Digital Libraries, May 2013, Austin, TX. Poster available at <https://conferences.tdl.org/TCDL/TCDL2013/paper/viewFile/612/275>
- Open Source Software Tools for Law Libraries (45 minute presentation; presented jointly with Fang Wang), presented at the 2013 Southwestern Association of Law Libraries (SWALL) Annual Meeting, April 2013, Phoenix, AZ.
- Preserving Online Evidence (Continuing Legal Education (CLE) course for credit with the State Bar of Texas), presented at the 2013 Homecoming CLE for St. Mary's University School of Law, March 2013, San Antonio, Texas.
- Webscraping on a Shoestring with no IT Support: Libraries Preserving Access to Born-Digital Government Information (poster presentation), presented at the Annual Meeting of the American Association of Law Libraries, July 2012, Boston, MA.
- Metadata on a Shoestring (poster presentation), presented at the Annual Meeting of the American Association of Law Libraries, July 2012, Boston, MA.
- Cool Tools Cafe, AALL 2012: Adobe Acrobat Professional (mini workshop in the Cool Tools Cafe), presented at the Annual Meeting of the American Association of Law Libraries, July 2012, Boston, MA. Handout is available at <http://cssis.org/sites/cssis.org/files/RandtkeCoolToolsCafeHandoutAdobeAcrobatProfessional.pdf>
- Winning the war against entropy: FSU Libraries' Tool Kit for library website maintenance (poster presentation; presented jointly with Matt Burrell), presented at the Annual Meeting of the American Library Association, June 2012, Anaheim, CA.
- Ignite Session: Search Engine Optimization: Putting the Library Where the Users Are (lightening talk), presented at the Annual Meeting of the American Library Association, June 2012, Anaheim, CA.
- Conversation Starters: Webscraping on a Shoestring with No I.T. Support: Libraries Preserving Access to Born-digital Government Information (45 minute presentation), presented at the Annual Meeting of the American Library Association, June 2012, Anaheim, CA.
- Automated metadata creation - possibilities and pitfalls, presented at the Annual Meeting of the North American Serials Interest Group (hour long presentation), June 2012, Nashville, TN.
- Winning the war against entropy: FSU Libraries' Tool Kit for library website maintenance (poster presentation; presented jointly with Matt Burrell), presented at the Annual Meeting of the Florida Library Association, May 2012, Orlando, FL.