

Education

University of Illinois Urbana-Champaign, IL

School of Information Sciences

Master of Library and Information Science

May 2024

Highlighted coursework: Advanced Bibliographic Metadata; Bibliographic Metadata;
Instructional Strategies; Metadata in Theory and Practice; Reference and Information Services

Duquesne University, Pittsburgh, PA

McAnulty College and Graduate School of Liberal Arts

Bachelor of Arts, Classical Latin and History

May 2021

Minors: Art History; Classics; and Medieval and Renaissance Studies
Duquesne in Rome study abroad program, Fall 2018
Catholic University of America, intensive Attic Greek, Summer 2020

Professional Experience

Xavier University

Cincinnati, OH

Metadata and Cataloging Librarian, McDonald Library

June 2024 – present

- Coordinate the processes and procedures of metadata and cataloging areas
- Develop, implement, and maintain workflows, procedures, and documentation for all metadata management
- Prepared records for migration to Ex Libris Alma from III Sierra with go live in June 2025
- Perform original cataloging and MARC record enhancement for print and electronic resources
- Develop, implement, and assess metadata policies and procedures at Xavier, collaborating with University Archives and Special Collections, Institutional Repository, and Collection Services on metadata projects
- As a member of the professional librarian team, act as the liaison to the Williams College of Business and Health Administration providing library support and instruction

University of Illinois Urbana – Champaign

Champaign, IL

Photo Documentation Coordinator, Conservation, University Library

August 2022 – Nov 2024

- Documented items before, during, and after receiving treatment from conservators by taking pictures from specified viewpoints using a copy stand, tripod, and magnetic grey wall
- Edited pictures in Adobe Photoshop to ensure color accuracy and consistency of all images
- Updated and maintained the conservation controlled vocabulary within four categories dedicated to format, damage, treatment, and materials for metadata creation
- Assigned descriptive metadata terms using the controlled vocabulary to historic special collections treatment reports for ingest into the Digital Library
- Prepared treatment documentation reports for ingest to the Digital Library using proper workflows and file naming conventions
- Mended flat paper objects using locally established humidification and flattening workflows

University of Illinois Urbana – Champaign

Urbana, IL

Graduate Assistant, Grainger Engineering Library and Information Center

August 2023 – May 2024

- Conducted reference interviews in person, on the phone, and via chat using RUSA guidelines, with training in science-specific databases including Scopus, Engineering Village, and ASTM
- Supervised the library building and undergraduate workers during weekend and evening shifts
- Cataloged 1950s technical reports which describe research from US governmental agencies digitized on microcard as a part of the cooperative efforts for the Technical Report Archive and Image Library (TRAIL) based out of the University of North Texas
- Curated pop-up displays using the library's popular fiction and nonfiction collections around central themes using a variety of materials
- Promoted use of the library and the Innovation and Design in Engineering and the Arts (IDEA) Lab at outreach events on campus and in the broader Champaign-Urbana community
- Developed and led programs for library-wide midterm and finals week DeStress Fest to promote student success and wellbeing
- Coordinated semesterly library instruction workshops by reaching out to faculty, staff, and graduate assistants for topic ideas and presenters; scheduling workshops throughout the semester; reserving rooms; and looking over instructional materials
- Consulted with business and mechanical engineering capstone groups as they conducted literature reviews and gathered sources of information
- Led workshops on a variety of topics including file management and the IDEA Lab MakerSpace
- Developed documentation and instruction for the IDEA Lab MakerSpace Cricut Maker 3

University of Illinois Urbana – Champaign

Urbana, IL

Cataloging Assistant, Acquisitions & Cataloging Services, University Library

May 2023 – July 2023

- Performed copy and enhanced cataloging for 19th century pamphlets in Latin and Attic Greek using RDA and MARC standards
- Reviewed and corrected cataloging records in OCLC Connexion
- Processed items for long-term storage at the Oak St Library Facility

Champaign Public Library

Champaign, IL

Library Associate, Adult Services

July 2022 – May 2023

- Curated item lists for digital and physical displays in Polaris ILS
- Answered reference questions in person, on the phone, and via chat
- Advised use of library databases like JobNow, Gale Business, and Reference Solutions

Cincinnati and Hamilton County Public Library

Cincinnati, OH

Library Customer Adviser, Sharonville Branch

May 2021 – June 2022

- Managed circulating materials using Sierra to assist patrons with checking-out, returning, or retrieving library materials
- Conducted reader's advisory and reference work using library databases like NoveList, Consumer Reports, and Academic Search Ultimate
- Provided technology instruction on cell phones and digital library tools like Libby and Hoopla
- Maintained new adult nonfiction and teen fiction collections for customer use

Duquesne University

Pittsburgh, PA

Latin Tutor, Department of History

August 2017 – May 2021

- Tutored Latin students at all levels with custom materials
- Cataloged the Classics Library and tagged study abroad pictures

- Assisted student research by finding relevant material within the Classics Library
- Developed methods to maintain engagement and interest in material

Carnegie Museum of Natural History

Pittsburgh, PA

Collections Management Intern, Department of Anthropology

June 2019 – December 2019

- Constructed storage mounts for artifacts in the South American pottery collection
- Photographed and labeled artifacts for data entry
- Trained in EMu collection management system

Awards

George Stout Scholarship	American Institute for Conservation	2024
University of Illinois Tuition Waiver	Champaign Public Library	2023
Stubblefield Scholarship	iSchool, University of Illinois	2022
Award for Outstanding Research	Office of Research, Duquesne University	2021
Clio Award for Undergraduate Research	Department of History, Duquesne University	2021
Excellence in Classics Award	Department of History, Duquesne University	2020, 2021
Women's Advisory Board Scholarship	Duquesne University	2021
Vincent L. St. Johns Endowed Scholarship	Duquesne University	2018, 2020
Erik Gerhard Student Resource Grant	Department of History, Duquesne University	2020
Outstanding Research Poster Award	Phi Kappa Phi, Duquesne University	2020
Undergraduate Research Award	Department of Classics, Duquesne University	2018, 2019
Susan S. Scheerer Scholarship	National Senior Classical League	2018
Excellence In Latin Award	Department of Classics, Duquesne University	2018
Top 500 Most Valuable Student Scholarship	Elks National Foundation	2017
Maureen O'Donnell Book Award	National Latin Exam	2017

Skills

Library & Instruction: Ex Libris Alma and Primo; Sierra; Polaris; Springshare Suite (LibAnswers, LibCal, LibGuides, LibInsight, LibStaffer); Communico; Bibliocommons; OCLC Connexion; ClassWeb; MarcEdit

Office: Adobe Acrobat, Bridge, and Photoshop; Microsoft Office Suite; Google Suite; Canva; Wixsite; WordPress

Languages:

- Classical Latin
 - Reading: professional working proficiency
 - Oral: elementary proficiency
- Attic Greek
 - Reading: limited working proficiency
 - Oral: elementary proficiency

Presentations

Conference Presentations

Teper, Jennifer Hain, Ferris, Quinn Morgan, **Cardinal, Julia**. "Demystifying Our Metadata: Making Conservation Documentation Accessible in the Digital Library at the University of Illinois." American Institute for Conservation. May 2024, Salt Lake City, UT.

Role: Co-presenter. Slides and content co-developer.

Poster Presentations

Cardinal, Julia, Darling, Laurel, Eskin Shapson, Benjamin, Graf, Miki, Lucci, Skylar, Roman, Tanisha, Carroll, Monica. "Gaming, SolarPunk, and Afrofuturism: experimenting with themed pop-up collections in Grainger Engineering Library." American Society for Engineering Education North Central Section. March 2024, Kalamazoo, MI.

Role: Literature review and recommendations

Cardinal, Julia. "Refugees, Exiles, and Citizenship in the Late Republic to Early Roman Empire." Duquesne University Undergraduate Research and Scholarship Symposium. April 2021, Pittsburgh, PA.

Cardinal, Julia. "Latin Graffiti as a Tool for Political Campaigns." Duquesne University Undergraduate Research and Scholarship Symposium. April 2020, Pittsburgh, PA.

Cardinal, Julia. "The Negative Effects of Romanticizing the RMS Titanic." Duquesne University Undergraduate Research and Scholarship Symposium. April 2019, Pittsburgh, PA.

Cardinal, Julia. "The Music of Hildegard of Bingen." Duquesne University Undergraduate Research and Scholarship Symposium. April 2018, Pittsburgh, PA.

Selected Instruction

Adding Tools to Your Toolkit with the IDEA Lab. Grainger Engineering Library and Information Center. Urbana-Champaign, IL. 22 March 2024.

Role: Co-instructor.

Cricut Maker 3 Services for IDEA Lab Staff. Grainger Engineering Library and Information Center. Urbana-Champaign, IL. 19-21 February 2024.

Role: Sole instructor. Sole organizer and content developer.

File Organization and Information Management. Grainger Engineering Library and Information Center. Urbana-Champaign, IL. 30 January 2024.

Role: Lead instructor. Revamped slides and script.

Professional Service

Professional Affiliations

American Library Association (ALA)

Member

2022 – present

Ohio Library Council (OLC)

Member

2022 – present

American Institute for Conservation (AIC)

Member

2024

Disciplinary Affiliations

National Senior Classical League (NSCL)

Member

2017 – present

- Contest Judge, 2018 – 2019
 - Sight Latin Reading, Dramatic Interpretation, Latin Recitation
- Track Co-chair, 2018 – 2019

Ohio Senior Classical League (OSCL)

Member

2017 – present

- Secondary Advisor, 2025 – present
- Interim Parliamentarian, 2023
- Vice President, 2019 – 2020
- Parliamentarian, 2018 – 2019