

Matthew J. Rutherford

Profile: Professional librarian with proven track record in reference service, information management, leadership, and analytical problem solving.

Qualifications: Seven years' experience as a respected provider of quality reference assistance and bibliographic instruction. Four years' experience developing a nationally recognized genealogical collection. Excellent organizational, communications, and project management skills.

Experience:

2009 - Present **The Newberry Library**, Chicago, Illinois
Curator of Genealogy and Local History
Reference Team Leader

Responsibilities:

- Manage public service operations of Reference and Genealogy Services section, including reference desk services (36 hours/week) and genealogical reference letters (600/year).
- Supervise Reference and Genealogy staff (one full-time and two part-time), interns, and volunteers. Train staff in current genealogical research practices.
- Oversee collection development in Genealogy and Local History, including acquisition of print and electronic material.
- Maintain and expand online genealogical sources, including ChicagoAncestors.org and genealogy web log.
- Develop tools, methods, and collection guides to facilitate use of the collections. Provide leadership in website development.
- Provide bibliographic instruction, tours, and library orientations.
- Represent Reference and Genealogy Services at local genealogy societies and conferences, on several internal committees, and through quarterly public programs.
- Speak before local genealogy societies on adoption research, searching the Social Security Death Index, non-population census schedules, and the history of the census.
- Member of Illinois State Historical Records Advisory Board (ISHRAB) and Consortium of Academic and Research Libraries in Illinois (CARLI) Public Services Working Group.

2004 - 2009 **The Newberry Library**, Chicago, Illinois
Reference Librarian, Local and Family History

Responsibilities:

- Provided reference assistance at Local and Family History reference desk eight to ten hours per week to researchers at all experience levels.
- Answered approximately 500 genealogical reference letters per year.
- Provided bibliographic instruction, tours, and library orientation to five to six visiting groups per year.

- Developed premier genealogy and local history collection in collaboration with Curator of Local and Family History through book selection and electronic resource evaluation.
- Trained and supervised departmental volunteers and interns.
- Delivered five to six public presentations per year on the Newberry Library and on genealogical research sources and methods.
- Provided humanities reference assistance at general reference desk two hours per week to patrons at all experience levels.
- Prepared pathfinders, Web log articles, Web pages, and finding aids to inform patrons and to facilitate use of the library's collections.
- Served on interdepartmental teams and committees, including Genealogy, Access Services, Organizational Effectiveness, and newsletters.

Key Projects and Achievements:

- Co-wrote and administered \$50,000 LSTA African American family history grant awarded to Local and Family History section. Updated and published African American bibliography and conducted outreach sessions at three Illinois library systems.
- Oversaw processing and indexing of the Polish Women's Alliance of America papers comprising over 50,000 insurance applications.
- Created and taught first-ever Newberry seminars and colloquia on adoption searches, Ancestry.com, pre-Fire Chicago, and Presidential materials.
- Developed genealogical librarianship skills through regular participation at national and local conferences and through online coursework. Areas of particular strength include: Bohemian, Scottish, Polish, and Native American genealogy; electronic databases; railroad records; and historical adoptions.

Education:

Dominican University, River Forest, Illinois
Master of Library and Information Science

- Member, Beta Phi Mu.

Northwestern University, Evanston, Illinois
Bachelor of Arts, Economics

Publication:

Simpson, Jack and Matt Rutherford. *A Bibliography of African American Family History at the Newberry Library*. Chicago: The Newberry Library, 2005.