

Nicholas Gittins

EDUCATION

University of Pittsburgh, Dec. 2025

Masters, Library and Information Science

University of Utah (U of U), July-Aug 2017

Study abroad, non-degree seeking: "Greece, from Minoan to Modern Times"

Utah State University (USU), May 2017

B.A. History, Double Minor Ancient Greek and Latin

PROFESSIONAL SUMMARY

Information professional and current MLIS student with fifteen years of experience across library services and collection environments including circulation, course reserves and media collections, digital initiatives, archives, and special collections in three different research libraries

Hard skills: MS Office Suite | Springshare/LibApps | ArchivesSpace | Preservica | WordPress | Sierra ILS | OCLC | CollectionHQ | Airtable | Slack | Google Suite | Trello | Python | VSCode

Soft skills: Cultural Sensitivity | Academic Library Management | Communication | Project Management | Collection Management | Research | Outreach Engagement | Team Work | Collaboration

PROFESSIONAL EXPERIENCE

Architecture Archives Assistant, September 2024-December 2025

Carnegie Mellon University, Special Collections, Architecture Archive, Pittsburgh, PA

Researched, processed, and shared new and legacy architecture archive collections with classes and researchers

Worked collaboratively both remotely and in person to produce a comprehensive and accurate finding aid in ArchivesSpace

Pulled, shelved, and frequently handled rare and delicate blueprints, sketches, renderings, working drawings, specifications, contracts, correspondence, photographic prints, and other special collections materials

Independently researched and processed the collection in order to share material with classes and/or solo researchers

Developed processes, workflows, and documentation for future student assistants to migrate legacy finding aid information

Created exhibit related to the Pittsburgh Urban Renewal Authority and the history of Negro League Baseball in Pittsburgh

Digital Preservation Student Assistant, January 2024-October 2025

University of Pittsburgh Libraries, Archives and Special Collections, Pittsburgh, PA

Prepare metadata for long-term preservation of digital assets by consulting with Digital Preservation Archivist and ArchivesSpace finding aids created by university archivists across disciplines

Work remotely and collaborate using Zoom and Teams to stay up to date with ongoing projects

Meticulously identify, report, and fix spelling errors and other informational discrepancies in the records of archival and preservation material

Library Assistant-Rare Books, May 2023 - January 2024

Carnegie Libraries of Pittsburgh, Rare Books and Special Collections, Pittsburgh, PA

Researched, developed, and installed exhibits featuring material from archives and rare book collections, which have included rare books, historical documents, maps, manuscripts, newspapers, and photographs

Collaborated with cataloguers, librarians, conservators, archivists and web designers to share rare books from the Oliver Room and facilitate research appointments

Managed research requests and internal communications through LibApps and associated SpringShare applications

Supported various service points including Local History & Special Collections, Reference, New & Featured, Workforce & Economic Development, and Music, Film & Audio

Library Assistant, October 2022 - May 2023

Carnegie Libraries of Pittsburgh, Squirrel Hill Branch, Adult Services, Pittsburgh, PA

Navigated and interpreted CLP policies and procedures to provide reference services and direct access to collections for customers of all ages in busy, urban library setting

Maintained various office and customer service responsibilities including managing holds, check in/out, account management, and physical management of collection

Processed and managed New Book collection in ILS (Sierra) and on physical displays

Taught classes of 10-18 community members how to use digital resources

Conducted outreach by creating Black History Month Talkback board to engage the community in important discussions about our shared histories

Used experience with LibAnswers, LibFAQS, LibCal, and other LibApps to assist with onboarding new employees and to provide excellent customer service

Open Educational Resources (OER) Program Coordinator, January 2021-June 2022
USU Libraries, Digital Initiatives, Archives, and Special Collections, Logan, Utah

Hired, trained, and supervised a team of three to four student employees on copyright checks, copyediting, database searching, and recognizing, sharing, and creating high-quality OER

Developed and implemented digital initiatives and special collections' policies, services, programs, and workflows

Identified and participated in training for myself and my staff to help us engage with groups from diverse communities about how they learn, while encouraging my staff to engage from their unique perspectives to help the entire community create educational materials that would be as inclusive and accessible as possible

Provided general assistance and quality control of digitization procedures that supported Digital Initiatives and Special Collections and Archives' mission of preserving and sharing digital learning resources system-wide across USU's eighteen regional campuses

Coordinated twenty-eight grant projects by: conducting individual and group project consultations in person and online, developing and enforcing project timelines and deliverables, establishing workflows for creating accessible resources, coordinating upload to institutional repository and other platforms, maintaining and troubleshooting e-resources, generating usage reports, providing copyright consultation, and producing events with grant recipients to promote open access

Collaborated across departments and institutions to develop calls for OER grant proposals and the associated web pages, forms, evaluation rubrics, and support for OER at USU

Course Reserves and Library Media Collections (LMC) Coordinator
USU Libraries, Circulation and Patron Services, Logan, Utah, December 2014-December 2020, full-time

Hired, trained, and mentored a team of 20-45 student employees on library policies and procedures related to circulation, shelving, collections, and research services and support

Facilitated relationships with faculty, staff, and student assistants in the library and the wider university community

Collaborated with Inter-Library Services to fulfill document delivery requests

Managed eCommerce transactions and fine payment through PayPal in collaboration with library business manager

Created and maintained bibliographic and item records in Sierra for course reserve collection

Assisted in the installation of exhibits featuring archival and special collections material and student work

Supported location-wide partnerships to develop and maintain LMC collections, policies, and services, including theater scripts, DVDs, VHS, vinyl records, music scores, kits, Course Reserves, Disability Resource Center Lab and Technology, Veterinary Medicine Collection, viewing rooms, Family Room, public computers, iPads, microfiche and microfilm readers

Night Supervisor/Lost Books and Claimed Returns, October 2013-November 2014, full-time, USU Libraries, Circulation and Patron Services, Logan, Utah

Hired, trained, supervised, and evaluated between 10 to 25 student employees on library policies and procedures as well as best practices in customer service, shelving, and looking for lost books/claimed returns

Managed lost book and claimed returns processes while also handling day-to-day operations of Circulation Department service desks and library spaces

Served as sole member of senior staff on duty during night shift● Maintained circulating laptop and iPad collection and collaborated with Library IT to update or replace circulating laptops

Developed and implemented library policies, services, and staff training

INTERNSHIPS AND COMMITTEES

Special Collections and Archives Intern, Summer 2019 – Summer 2022
USU Libraries, Fife Folklore Archives, Logan, Utah

Created metadata spreadsheets for bound and unbound texts, handwritten and typed notebook, photographs, and over 1500 hours of video content related to indigenous oral history collection in collaboration with donor and National Endowment of the Arts Award Recipient, Grant Bulltail, developing *Iwaalawiloxhbaka, How We Lived: The Grant Bulltail Apsáalooke Oral History Collection* 2019-2022. Included travel to Crow Agency, Montana to interview Grant about the created metadata.

Outreach presentation: “Intro to Special Collections at USU and the world of Open Galleries, Libraries, Archives, and Museums,” for 48 high school Latin students visiting

Special Collections, Fall 2021

Represented USU's Fife Folklore Archives at the National Cowboy Poetry Gathering, Western Folklife Center, Elko, Nevada, January 2020, by sharing our Cowboy Poetry Collection

Utah Academic Library Consortium (UALC): OER Committee Chair, Fall 2021-Summer 2022 highlights include collaborating with library faculty and staff in the Utah Education Network (UEN) to launch PressBooks OER publishing guides, provide workshops, and schedule and lead meetings of statewide higher education committee in support of the open education community

Reference Desk Assistant, Summer 2019 – Fall 2021
USU Libraries, Logan, Utah

Provided high-quality research assistance at reference desk via telephone, chat, LibAnswers, and email.

Shared information about collections and library policies and services and escalated university and public patrons to specialists as needed

SELECTION OF PRESENTATIONS, EXHIBITS, AND EVENTS

Select Edward B. Lee Sketches and Site Photographs of Greenlee Field, Home of the Pittsburgh Crawfords, Exhibit, CMU Architecture Archives, December 2025

Building Together: Connections and Community, sharing material and information about CMU's Architecture Archive with Mid-Century Modern Churchill Committee, Pittsburgh Modern Committee of Preservation Pittsburgh, Churchill, PA, September 2025

Mr. Cornelia Brierly, Expanding Representation and Context in the Architecture Archives at CMU, Mid-Atlantic Regional Archive Conference (MARAC) Harrisburg, PA, May 2025

Found Favorites, An Exhibit Containing Library Employee's Favorite Material, CLP-Main, Rare Books, 2023

Finding Your Voice: The Many Mediums of Expression, Rare Books and Special Collections, CLP-Main, Rare Books Exhibit, 2023 Including online publication and interactive exhibit

Willa Cather and Pittsburgh Exhibit, CLP-Main, Rare Books Exhibit, 2023

An assortment of rare books for visiting Geology scholars, CLP-Main, Rare Books Exhibit, 2023

None of our Business: Examining the Economics and Business Dynamics of the Library and Information Industry, Utah Library Association (ULA), Presenter, Layton, Utah, May 2022

Introduction to Pressbooks and Creating a Book, UALC OER Committee and Utah Education

Network (UEN), Organizer, host, presenter
Virtual webinar, Utah, April 2022

USU's 2022 OER Adoption, Adaptation, and Creation Grant Initiative Webinar
Organizer, moderator, virtual, Logan, UT, January 2022

Live game play: DESTroy: Connecting a Classics Community Through a Zoom-based Gaming Experience, Antiquity in Media Studies (AIMS) Virtual Conference, presenter, moderator
Virtual panel and educational game demonstration, December 2021

USU Libraries' Diversity, Equity, and Inclusion Forum
Virtual library forum, organizer, moderator, speaker, Logan, Utah, Summer 2021

USU Libraries' 3-part Land Acknowledgement Workshop
Organizer, moderator, host, virtual workshop taking place over 3 days including presentations from university faculty, graduate students, and the Vice Chairman of the Northwestern Shoshone Nation. Logan, Utah, Spring 2021

Empowering Equitable Learning with Open Educational Resources,
USU Office of Empowering Teaching Excellence, virtual webinar, Logan, Utah, Spring 2021

Iwaalawiloxhbaka, How We Lived: the Grant Bulltail Apsáalooke Oral History Collection ULA,
virtual, Utah, Fall 2020

E-Resources and Course Material Services at USU,
USU Office of Empowering Teaching Excellence virtual webinar, Logan, Utah, Fall 2020

Panel on Course Reserves and Affordable Learning Material Services in Higher Ed in Utah,
UALC, Utah, Fall 2018

The Political Invective of Gaius Valerius Catullus: An Outsider's Perspective on an Insider's World, Presenter of Best Undergraduate Paper, Phi Alpha Theta History Honor Society Regional Conference, Weber City, UT, Spring 2015

SERVICE

Utah Classics Association, DESTroy: Live Action Roleplaying Game, Community Development Team, Spring 2021-Summer 2022

USU Libraries' After-Hours Outreach Event Planning Committee, member Spring 2022-Summer 2022

USU Libraries' Student Supervisors Community of Practice, member, 2015-Summer 2022

USU Affordable Learning Resources Committee, Spring 2021-Spring 2022

USU Libraries' Harmful Language in Collections Statement Committee, Spring 2022

USU Scholarly Communications and Open Access Committee, Spring 2021-Fall 2021

USU Libraries' Diversity, Equity, Inclusion, and Accessibility Learning Circle, Spring 2021-Fall 2021

USU Libraries' Diversity, Equity, Inclusion, and Accessibility Task Force, Summer 2020-

Spring 2021

Latin Assistant Mentor, USU Classics Program, Fall 2013-Spring 2017

America Reads Tutor, Fall 2008-Spring 2012

ArtsBridge Scholar, Mentor and Tutor, USU, Fall 2010-Spring 2011

AWARDS, HONORS, SCHOLARSHIPS, AND FELLOWSHIPS

Outstanding Classics Student of the Year, USU, 2014, 2016

Outstanding Latin Student of the Year, USU, 2016

Mick Nicholls History Capstone Writing Award, USU, 2015

Best Undergraduate Paper, Phi Alpha Theta History Honor Society Regional Conference, Weber State University, 2015

Classical Association of the Middle West and South, Outstanding Accomplishment in Classical Studies, 2013-2014

Undergraduate Teaching Fellowships

Spring 2013, Dr. Frances Titchener, History and Classics, HIST 3150: "Roman History"

Fall 2013, Dr. Susan O. Shapiro, History and Classics, USU 1320: "Civ: Humanities"

Spring 2014, Dr. Frances Titchener, History and Classics, HIST 3150: "Roman History"

Fall 2015, Dr. Frances Titchener, HIST 3130: "Ancient Greek History"

PROFESSIONAL MEMBERSHIP

ACRL, 2025 - present

MARAC, 2025-current

Preservation Pittsburgh, 2025-current

ALA, 2023-current

Pennsylvania Library Association, 2023-current

Reforma, 2023-2025

OpenEducation Global, 2020-2022

Utah Library Association, 2016-2022

Utah Classical Association, 2014-2022

Classics Association of the Middle West and South, 2014-2015