Dear Committee Members:

Please accept my dossier in support of my application for promotion to Librarian IV. I believe that I have demonstrated professional growth and have made positive contributions to the Libraries and to librarianship. I hope you will find this dossier highlights my qualifications, service, and professional development to allow for my promotion.

In July 1999, I began my professional career as the Technical Services Librarian at Oxford College of Emory University, with responsibilities for all areas of technical services; additionally, I taught freshman orientation classes and served 10-15 hours weekly at the Reference Desk. During my time at Oxford College, I eliminated a 6 month backlog of monographs, media and serials materials needing cataloging, as well as implementing several workflow enhancements including migrating to an online ordering system with Yankee Book Peddler.

In February 2001, I joined the University of Georgia Libraries as the Head of Database Maintenance (DBM) Section for the Cataloging Department. Since being promoted from Librarian II to Librarian III in 2007, I have continued to work hard with the staff in DBM, increasing training so that they are better equipped to deal with the diverse range of highly complex problems and projects that now make up the majority of their work. In spite of a permanent reduction of staff, the Section is able to continue to support the goals of the Libraries, especially in terms of readying materials for move to the Special Collections Building.

In 2007, DBM began the Georgia Room Inventory Project which will ensure that it is ready for the move. Not only is this project a physical inventory of pieces, but each item is compared to its bibliographic and holdings records, providing the opportunity to investigate and correct problems, such as editions on the wrong record or split between call numbers. As a subproject, the goal of the Georgia Room Barcoding Project (2009-2010) was to "just" barcode material; however, many bibliographic and holdings problems were discovered and corrected along the way.

The Georgia Room Inventory and Barcoding Projects involve a significant amount of problemsolving skills in addition to an extensive indepth knowledge of cataloging rules and local practices. Given the needs of these projects, I have been continuously up-training staff in copy cataloging, series verification, and in more complex cataloging rules and local practices.

This training reduces the burden of work that is brought to other Sections in the Cataloging Department as Database Maintenance is able to process and catalog many of the materials within a project, excluding items needing Serials or Original Cataloging. Given the ability to copy catalog within the Section, Database Maintenance completed the cataloging of Senator Russell's Office Library Collection of in 2009.

In addition to my regular duties, I continue to be active professionally and have been in involved in committee work at all levels. Libraries committee work highlights include service to the Faculty Advisory Board (2002-04, 2006-07; 2009-2011), Committee on Professional Development & Research (Chair, 2002-04); Emerging Technologies Group (Chair, 2008-); Web Advisory Group (2002-); 10Weeks to a 2.0U Group (2010-); among others.

In 2009, I Chaired the Radio Overflow Faculty Screening Committee for the Peabody Awards; previously, I served as a member of screening committees (2006, TV News; 2005, Radio Entertainment; 2004, Radio Documentaries; 2001, Children's TV). I have been involved in Faculty Learning Communities on campus including Emerging Technologies in Higher Education (2008), Shift to Visual (2009), and Storytelling (2010) and I continue to be an active member of Dweebs, the University Web Editors Group.

On the USG level, I have worked with the GILFind OPAC Committee, officially joining this group in 2010. I have also presented sessions for the USG/GIL Cataloging Committee Group, and served on several committees associated with the Institutional Knowledge Repository Project. On the state level, I am a member of the Georgia Library Association and the GLA Technical Services Interest Group (TSIG). In the past, I co-chaired TSIG, chaired PACE (Professional and Continuing Education) Committee, and served as the TSIG technical services web editor.

 I have attended many local, regional, and national conferences including ALA, GOLD/GALILEO, and COMO/Georgia Library Association conferences. I have served on and chaired a variety of committees and have presented programs ranging from mentoring to Web 2.0 technologies in libraries. I am often asked to speak on social media and emerging technologies, including serving as a Keynote Speaker at the Georgia Public Library Director's Annual Meeting in 2009, and as a guest lecturer for many classes including Gwinnett College's School Media Program, UGA/Gwinnett Master's of Internet Technology Program, UGA Mass Communication Program, and Valdosta State Master of Library & Information Science Program, among others.

 In 2009, I was approached by Lyrasis to be an Adjunct Trainer on the topics of opensource software, especially Drupal (a web design software). Most recently, I have become an Adjunct Consultant for Technical Services in Academic Libraries; additionally I serve as a Drupal resource person for the statewide Evergreen ILS project. In 2010, I was an invited speaker for Social Media for Government in Washington, D.C. and will be an invitational preconference presenter on professional networking, social media, and digital identity, for GLA/COMO for 2010.

Thank you for your consideration. I grant the Committee on Promotion permission to examine my personnel file.

Sincerely,
Robin Fay