

Summary of accomplishments

I began my professional career at Oxford College of Emory University in 1999 as the Technical Services Librarian. In my role as Technical Services Librarian, I was responsible for acquisitions (ordering and processing invoices), collection development, cataloging (original and complex copy), preservation, and supervising staff and student workers. Additionally, I freelanced graphic design, metadata, and search engine optimization from 1999-2001. These experiences gave me a good foundation in time and project management, as well as a wide array of technical skills and a keen interest in web based technologies.

I joined the University of Georgia Libraries in 2001 as Head of Database Maintenance; I was promoted to Librarian II in 2005 and Librarian III in 2007. I continue to contribute to the overall mission of the Libraries and I have grown tremendously in my technical skills and expertise. In addition to my expertise with GIL, I now have a working knowledge of many Web 2.0 technologies, PHP, and CSS, in addition to my base level skills of HTML and Javascript. I serve as a resource person in the areas of database and applied Web 2.0 technology, bibliographic maintenance and labeling, throughout the Libraries and various library organizations.

I continue to facilitate access to the collection through accurate information in the online catalog, GIL, and OCLC. To accomplish this goal, the Database Maintenance (DBM) Section works as a team to identify and resolve bibliographic, holding, and item record discrepancies in GIL, a large percentage of which were created or migrated erroneously during conversion from the Libraries' previous automation software, GALIN to GIL. As a supervisor, my goal is efficient project management with a focus on quality control and training, while empowering staff to be more productive and to understand their contribution in a large organization.

Given the increasingly high level of technical expertise needed to accomplish the work of the Section, in 2006, in collaboration with the Department Head and the staff of the Section, I reorganized DBM, reclassifying many positions and adding new responsibilities. This reorganization laid the groundwork for new training of staff, providing them with the ability to resolve more of the problems they encountered. In 2010, the Marking Unit Assistant position was restructured as a hybrid position between the Marking and Maintenance Units, providing much needed support for the Maintenance Unit, helping to alleviate 2 continuing vacancies.

In 2007, I built an interactive training module for learning the basics of GIL and maintenance work which includes real time web site tutorials (using LC

call numbers, searching in the GIL OPAC, MARC crossword puzzle), as well as custom created content (searching in GIL technical module, editing in GIL, understanding records) via Flash. Available on the departmental website, **You Will with GIL** (<http://www.libs.uqa.edu/catalog/tutorial>) is meant to not only give new staff a starting point, but also provide them with resources in context (A-Z glossary, MARC cheat sheet, links to departmental resources, and more). **You will with GIL** was nominated for 2 Asset Awards for Excellence in Use of Technology. In conjunction with traditional hands on training and review, this module has accelerated the initial part of the training process, allowing staff to become more productive earlier in the training process. Not only did this tutorial speed up the training process, it helps provide an equal playing field, learning developed for many different learning styles and abilities, and has helped reduce the heavy burden on trainers.

In 2008, I began copy cataloging training with DBM staff, starting with those at higher classification levels. Currently, 4 DBM staff not only routinely copy catalog, but use that knowledge to investigate and resolve complex problems. Up-training continues on a regular basis and all staff in DBM have been trained in the basics of series verification, routine maintenance work, and marking procedures. DBM staff routinely clean up bibliographic records including correcting the now obsolete 440 field for series to be the appropriate 490/830 field pairs. Given DBM staff's training, projects such as cataloging Senator Russell's Office Library are able to be completed more efficiently, with assistance on an as needed basis by Serials Cataloging, Original Cataloging or Authorities, thus alleviating burdens on other Sections in the Cataloging Department.

Over the years, DBM has completed many projects of various complexities and size ranging from resolving 170,000 unattached item records from conversion to transferring 12,186 Music LPs to the Repository to cataloging of Senator Russell's Office. In the previous year, much of the work of DBM has focused on readying materials for move to the Special Collections Library, including barcoding all nonbarcoded material in the Georgia Room, a shelf by shelf inventory of volumes in the Georgia, and copy cataloging the Sidney Samuel Thomas Collections for the Hargrett Library.

Not only is this project a physical inventory of pieces, but each item is compared to its bibliographic and holdings records. Many problems are discovered through this inventory, including editions and copies on the wrong record, materials which are not in the Libraries' catalog, GIL, or even in the card catalog; bound-with items, for which only one title has been cataloged, missing and damaged materials, among others. As a subproject, the Georgia Room Barcoding Project, was undertaken in 2009, with completion in 2010. Although the goal of this subproject was to "just" barcode material, many bibliographic and holdings problems were discovered and corrected along the way.

In 2010, DBM began cataloging and processing the Sidney Samuel Thomas (SST) Collections for the Hargrett Library. In addition to the SST Project and the regular work of the Section, such as transfers, record cleanup, and labeling, DBM began work to withdraw all of the IPCSR Collection, which will free up considerable space in the Reference area, allowing them to repurpose space formerly reserved for shelving.

Service to the Libraries

Although I was heavily involved in planning, coordinating, and participating in these projects, I continued to remain involved professionally at all levels. As a member of Web Advisory Group (WAG) I make contributions in several key subcommittees. I serve as the Blog Chair and tech liaison with the Systems Department, keeping the News & Events (blog) up and running. I serve on the Home Page Redesign Committee, a committee to re-design and re-code the Libraries homepage. I provide feedback on the design, as well as participating in regular meetings to completely overhaul the Libraries' primary web presence.

As Web Editor for the Cataloging Department, I continue to maintain the departmental website and identify new web technologies of potential use to staff (del.icio.us, wikis, blogs). I continue to maintain the departmental Policy and Procedures Manual (P+P) and explore document management solutions.

The Cataloging Department experimented with tagging using delicious, with limited in success, due to the amount of work needed by individual staff. In the meantime, I created a Google Customized Search Engine (CSE) for the P+P, providing a better means of access than just a dropdown menu list of titles. The Cataloging Department started out with less than 10 procedures in electronic format; at last count, there are 252 documents. In August 2010, the opensource document management/knowledgebase software KnowledgeTree was installed and is in the process of being tested. I have enjoyed this project because it gives me a chance to work with organizing information, providing access, and the technical skills of web editing.

In addition to WAG and my duties as the Cataloging Department Web Editor, I have served on many Libraries committees. Most recently, I served as a member of the 10Weeks to a Web2.0 You Group, whose charge was to develop Web2.0 training. The pilot project was completed in 2010, with a followup program slated for the 2011; and with a UGA/T&D program in Fall 2011. I also Chair the Emerging Technologies Group for the Libraries, exploring new technologies, facilitating various technology groups in the Libraries and at the UGA level, and making recommendations as needed to WAG, the Mobile Group, the Home Page Redesign Group, among others.

Professional activities

On the national and state level, I have been and continue to remain involved in many committees and organizations. From 2001-2008, I reviewed resumes for the New Members Round Table of the American Library Association.

In 2001, I co-chaired the Technical Services Interest Group (TSIG) of the Georgia Library Association (GLA), which involved coordinating programs at COMO/GLA. I coordinated upkeep and maintenance of the TSIG website until 2007. In 2008, I Chaired the Professional and Continuing Education (PACE) group of GLA. I have presented at several COMO/GLA annual meetings, on topics ranging from mentoring to Web 2.0 technologies in libraries. In October 2010, Amy Watts & I will present "One Voice, Many Channels: Blogging and Tweeting for Libraries" as invited guest presenters.

I continue to remain active in a variety of professional organizations. I have attended Lyrasis/SOLINET User Group Meetings, Georgia Users Group Meeting (GUGM), GLA, and ALA, as well as non-library professional conferences, such as Social Media for Government, UXInteract (Usability conference), and DrupalCamp.

My continuing education continues to focus on three major components of my position: project management, personnel/supervision, and technical skills. From 2004-2005, I was a nondegree student in Instructional Technology program at the University of Georgia; in 2009, I audited Programming on the Web (Computer Science, UGA), as well as professional training outside of academia, including workshops in CSS and Drupal. I have completed the FrontLine Management and Managerial Leadership Series, as well as many classes through Training Development and Element K. I continue to advance my skills through a variety of opportunities from academic coursework to workshops in the Libraries.

Contributions to research and other creative activities

In addition to committee work, I have gained experience in creative ventures in writing and consulting. I have researched and written nine entries for the New Encyclopedia of Georgia (NGE), in the categories of art and entertainment.

Writing for the NGE, gives me the opportunity to write about areas of expertise, which may not be reflected in my daily work and provides me the experience of working with an editorial board. My essay, ***Why isn't my book on the shelf and other mysteries of the library***, was published in *Radical Cataloging: Challenges*

and Possibilities (McFarland, 2007).

I served as Technology/Opensource Book Reviewer for The Tech Static (2008-2009), publishing 8 book reviews. Additionally, I was the Keynote Speaker at the Georgia Public Libraries Director's Meeting in 2009 and I have guest lectured and presented on social media, emerging technologies, metadata, and digital identity for many programs, within the University or the University System of Georgia.

In 2009, Beth Thornton and I were invited to present our research on training catalogers using multimedia tools to the Academic Librarian Research Forum. This research is in the process of becoming an article, for submission to a peer reviewed journal.

In addition to writing, I have participated in a variety of metadata projects for the Digital Library of Georgia and the Civil Rights Digital Library Teacher's Domain collection. From 2004-2008, I created metadata for the Digital Library of Georgia (DLG) through assigning LC subject headings and name authority for local history databases including Hall and Troupe County photographs and Sanborn Fire Maps. These experiences have facilitated access to these unique Georgia and Civil Rights historical resources, providing a valuable service to the patrons who use these digital collections.

Working with the GALILEO Institutional Repository Groups over the years has given me the opportunity to contribute to this very special scholarly project and interact at a higher USG level. With my interests in collaborative learning, social networking, and opensource software, I believe that I am able to offer unique insights.

Service to the community

On the community level, I continue to remain active in several local charity and arts groups. Frp, 2001-2008, I was a member of the Heritage Foundation, participating in their arts related fundraising events. Additionally, I have provided community service for the Campus Cats and the Athens Humane Society participating in events, as my schedule allows. Other charity arts events that I participate in through donations of art and/or time include the Annual Mental Health Art Auction, the Habitat for Humanity Arts Auction, the Classic Center Arts Foundation Arts Gala & Fundraiser, as well as many smaller events and charities.