

## **UNIVERSITY LIBRARY STAFF QUALIFICATIONS**

### **Library Dean**

The management and supervision of the University Library is under the leadership of the Library Dean. The Library Dean holds a Ph.D. in Library Science from Texas Women's University, a Master's of Library Science and Information Studies Degree from Atlanta University, and a Bachelor of Science Degree in Sociology from Tuskegee University. The Dean has a total of 32 years of professional library experience including management and supervision of the University Library since 1993. The Dean has teaching experience as Adjunct Professor in the School of Library and Information Studies (SLIS) at the University of Alabama and as an Assistant Professor in the Library Education Media (LEM) program at Alabama State University. The Dean has been at the forefront of planning and implementing digitalization initiatives at Alabama State University Library and at other Historically Black College and Universities (HBCU's) across the United States. The Dean has also received numerous awards such as the Texas Women's University's Distinguished Alumnae Award, Alabama Library Association's Distinguished Service Award, Alabama Library Association's Outstanding Research Award, Library Journal Mover's and Shaker's Recognition, along with Special Congressional Recognition for work with the National Center for the Study of Civil Rights and African American Culture. The Dean has served in numerous professional organizations including Chairman of the Network of Alabama Academic Libraries; President of the Alabama Library Association; Co-founder of the Historically Black College and University (HBCU) Library Alliance; and Chairman of the Digital Initiative for the Historically Black College and University Library Alliance. The Dean has also served as an onsite reviewer for the Southern Association of Colleges and Schools (SACS) in Florida in 2006 and in Louisiana in 2007. The Dean is directly assisted by an Administrative Secretary who has 13 years of service at Alabama State University and holds a Bachelor's of Science Degree in Finance. The Administrative Secretary is highly skilled in working with Microsoft Office software applications, the Voyager Library Management System Media Scheduling Module, and various other software packages. The Administrative Secretary received the Staff Member of the Year award in 2000 and 2007 as well as the Random Acts of Kindness in the Library (RAKIL) Award in 2006.

### **University Library's Leadership Team**

The University Library's Leadership Team assists the Library Dean with mid-level management, supervision, budgeting, facilities planning, and strategic planning. The Leadership Team is composed of five individuals including the Library Dean, the Coordinator of Public Services (directly manages the Public Services Department), the Coordinator of Technical Services (directly manages the Technical Services Department), the Access Services Librarian (directly manages the Circulation Department, Reserves Department, Document Delivery and Interlibrary Loan Department, and reports to the Coordinator of Public Services for these services), and the Computer Systems Network Coordinator (directly manages the Library Automation Systems Office, and the Library Media Center). The qualifications of these individuals will be discussed within the area they supervise.

### **Coordinator of Public Services**

The Coordinator of Public Services has a total of 44 years of library experience including service as the Interim Library Director at ASU from December 1992 – July 1993. The Coordinator of Public Services provides management and supervision for the Reference Department, Circulation Department, Special

Collections Department, Archives Department, Information Literacy Department, Serials Department, Health Sciences Department, Education Doctorate Department, Masters of Accountancy Department, Curriculum Materials Center, and the microbiology program. The Coordinator ensures that high quality reference, research, serials, information literacy, and access services are provided for library patrons in all public service areas. The Coordinator of Public Services holds a Master's of Science Degree in Administration and Supervision, a Master's of Science Degree in Library and Information Studies, and a Bachelor's of Science Degree in Education. She is tenured and holds the rank of Assistant Professor of Library Education Media and has taught many years in the program. She has been elected to many terms on the Faculty Senate as well as being elected and appointed to other faculty committees. In addition, the Coordinator of Public Services was awarded a one-year management internship to Eastern Michigan University for administrators of predominantly black college and university libraries by the Andrew W. Mellon Foundation and the Association of College and Research Libraries. The Coordinator of Public Services published an in-depth history of the University Library entitled, "Levi Watkins Learning Resources Center, Alabama State University, 1873-1988" in The History of Alabama State Academic Libraries From Their Establishment Through 1988, published by the Birmingham Public Library Press in 1991. The Coordinator of Public Services has also received several recognitions including Dictionary of International Biography 1972 and 1998-99; Personalities of the South 1978-79; World Who's Who of Women in Education 1978-79; Who's Who in the South and Southwest 1997-98; Who's Who in America 2004 and 2006; and Who's Who Among American Women 2006-2007.

### **Professional Librarians in Public Services**

The professional librarians in the Public Services Department provide outstanding services for reference, research, circulation, interlibrary loan, serials, information literacy, archives, and for specialized subject areas in health sciences, accountancy and education. Each librarian possesses training and experience that allows them to deliver exceptional library services. The Access Services Librarian has 14 years of library experience and provides direct supervision for the Access Services Department which includes circulation, reserves, document delivery, and interlibrary loan functions. The Access Services Department is organized under Public Services and Technical Services Departments. The position reports to each area for services in the respective department. The Access Services Librarian serves as member of the library's Leadership Team and holds a Master's of Library Science Degree, a Master's of Arts Degree in Linguistics, and a Bachelor's of Arts Degree in Literature/Language. The Access Services Librarian has extensive training and expertise in cataloging, metadata, the Online Computer Library Center (OCLC) software applications, the Anglo-American Cataloging Rules (AACR2), the Library of Congress Classification System, Library of Congress Subject Headings (LCSH), and access services. Furthermore, the Access Services Librarian is very knowledgeable of resource sharing, database management, digitalization, library automation, computer hardware and software, Microsoft Windows, Microsoft Office software applications, and the Voyager Library Management System. The Access Services Librarian is fluent in English and Chinese. The Head Circulation Librarian has a total of 5 years of library experience including his current position at the University Library and experience as an intern and library technician at several other institutions. The Head Circulation Librarian holds a Master's of Library and Information Science Degree, a Bachelor's of Arts Degree's in Telecommunications Sales and Management, and a Bachelor's of Arts Degree in English Language Writing and Literature. The Head Circulation Librarian has expertise in Microsoft Office software applications, Netscape Composer, HTML/Web publishing, PastPerfect software, and TWAIN imaging software applications. The Head Librarian received the 21<sup>st</sup> Century Librarians Grant at Wayne State University. The Information Literacy Librarian has 3 years of library experience and holds a Master's of Library and Information Science Degree and a Bachelor's of Arts Degree in Social Work. The Information Literacy Librarian received a full scholarship to attend the Information Literacy Leadership Institute at Johnson C. Smith University in 2007 and received the H. W. Wilson Scholarship in 2005. The Information Literacy Library

has expertise in electronic databases, Microsoft Windows, Microsoft Office software applications, WebCT, WebCT Vista, Statistical Package for the Social Sciences (SPSS), and Ariel software. The Information Literacy Librarian published “Confessions of a New Librarian” in the November 2005 issue of the CUSTodian (newsletter of the College, University, and Special Libraries Division of the Alabama Library Association). The Assistant Circulation Librarian and the Assistant Reference Librarian positions are currently vacant. However, both positions are advertised for recruitment at the American Library Association (ALA) Placement Center at the annual conference scheduled for June 26 - July 2, 2008. Another group of Public Service Librarians are the Title VI program subject specialists who are represented by the Business Reference Librarian, Health Sciences Librarian and the Interim Education Doctorate Librarian. Each of the Title VI subject specialists has extensive knowledge and expertise in their respective subject areas. The Business Reference Librarian has 3 years of library experience and holds a Master’s of Library Science and Information Studies Degree and a Bachelor’s of Arts Degree in Business Administration. The Business Reference Librarian has extensive expertise in working with computers and web-based technology. The Business Reference Librarian has expert skill-set with Microsoft Office software applications, Adobe Acrobat Pro, Mosaic Firefox, Netscape Navigator, MS-DOS, and Windows NT. The Business Reference Librarian has advanced skill-set with Macromedia Dreamweaver MX, QuickBooks, (SPSS), LiveText, WebCT, Blackboard, File Transfer Protocol, Ethernet, TCP/IP, Wireless LAN’s, and WAN’s. The Business Reference Librarian holds membership in the Association of Collegiate Business Schools and Programs (ACBSP), and the Business Reference and Services Section of the Reference and User Services Association of the American Library Association (ALA). The Business Reference Librarian was awarded Librarian of the Year at the University Library in 2007. The Health Sciences Librarian has a total of 24 years of library experience including work with health sciences collections at the University Library, the Health Sciences Library at the University of Maryland, Baltimore, and the National Epilepsy Library and Resources Center at the Epilepsy Foundation of America in Landover, Maryland. The Health Sciences Librarian holds a Master’s of Library Science Degree and a Bachelor’s of Arts Degree in Literature and Language. The Health Sciences Librarian has expertise in Microsoft Office software applications and Dreamweaver. The Health Sciences Librarian coauthored papers for the Medical Library Association’s annual meeting in 1988 entitled “Access and Creative Staffing for Reference,” and “Seeing Ourselves as Others See Us.” The Health Sciences Librarian was awarded the University Library’s Librarian of the Year in 2000, 2001, and 2002. The Interim Education Doctoral Librarian has 1 year of experience at the University Library and 5 years of experience working as a Library Media Specialist, Assistant Youth Services Librarian, and Circulation Clerk at other institutions. The Interim Education Doctoral Librarian currently holds a Master’s of Education in Library Media/Technology (M.Ed.) and a Bachelor’s of Science in Early Childhood Education. The Interim Education Doctoral Librarian is currently working on a Master’s of Library and Information Studies Degree at the University of Alabama in Tuscaloosa, Alabama. The Interim Education Doctoral Librarian has expertise in Microsoft Office software applications, FrontPage, Dreamweaver, and HTML. The Interim Education Doctoral Librarian has published numerous book reviews in School Library Journal and a newsletter entitled, “The Ribbit Reader: News for Kids,” while employed with the Auburn Public Library in 2004-2005. The Interim Education Doctoral Librarian holds membership in the American Library Association (ALA), Alabama Library Association (ALLA), Alabama Education Association (AEA), and the Alabama Instructional Media Association (AIMA). The Interim Education Doctoral Librarian speaks basic conversational Spanish language.

### **Paraprofessional Staff in Public Services**

The paraprofessional staff members in the Public Services Department have comprehensive educational backgrounds, and several of them hold more than one degree. The paraprofessionals are also highly trained and provide outstanding customer services within their respective areas. One of the Serials Assistants has 11.7 years of library experience and holds a Bachelor’s of Science Degree in Early

Childhood Education, a Master's of Education Degree in Early Childhood Education, and a Master's of Education Certification Library Media Specialist Degree. The other Serials Assistant has 6 years of library experience and holds a Bachelor's of Arts Degree in History. Both Serials Assistants are highly skilled in working with the Voyager Library Management System Serials Module, Microsoft Office software applications, and micrographic reader printer equipment. The Circulation Assistant has 8 years of library experience and holds a Bachelor's of Science Degree in Management. The Circulation Assistant also has comprehensive knowledge and experience in working with the Voyager Library Management System Circulation Module. The Circulation Assistant received the University Library's award for Staff Member of the Year in 2002 and 2003. The Library Assistant for Graduate Programs has 8 years of library experience and holds a Bachelor's of Arts Degree in Communications. Moreover, the Library Assistant for Graduate Programs has expertise in Microsoft Office software applications and Corel Word Perfect. The Library Assistant for Graduate Programs received the University Library's award for Staff Member of the Year in 2001. The Library Assistant for Graduate Programs provides support for the Title VI Health Sciences programs in the areas of physical therapy, occupational therapy, and health information management. Along with the paraprofessionals, a Library Assistant is employed part-time to provide reference and research services for the Public Services Department. The Library Assistant has 8 years of experience at the University Library working in the Reference Department and the Special Collections Department. The Library Assistant holds a Bachelor's of Science Degree in Specific Learning Disabilities, a Master's of Science Degree in Mental Retardation, and an Education Specialist (Ed.S.) Degree in Collaborative Teaching.

### **Coordinator of Technical Services**

The Coordinator of Technical Services manages the Technical Services Department which includes the Collection Development Department, Acquisitions Department, and the Cataloging Department. The Coordinator of Technical Services ensures that all library materials are selected, ordered, and processed in a timely manner for patron access. The Coordinator of Technical Services holds a Master's of Library Science Degree and a Bachelor's of Arts Degree in Library Science. The Coordinator of Technical Services has a total of 29 years of experience including six years as a School Media Specialist. The Coordinator of Technical Services has a wide variety of experience in budgeting, collection development, collection assessment, acquisitions, reference, inventory control, electronic database searching, electronic database contract negotiation, and statistical surveys. Moreover, the Coordinator of Technical Services has extensive training and expertise in the Financial Requisition System (FRS), Microsoft Windows, Microsoft Office software applications, and the Voyager Library Management System. The Coordinator received an award for the University Library's Manager of the Year and Employee of the Year in 1997.

### **Professional Librarians in Technical Services**

The professional librarians in the Technical Services Department are highly skilled in providing specialized services for collection development, acquisitions, and cataloging. All the librarians have expertise and specialized skills in providing outstanding technical services functions. The Collection Development Librarian has 7.4 years of library experience and holds a Master's of Library Science Degree, a Master's of Arts Degree in Linguistics, and a Bachelor's of Art Degree in International Studies. The Collection Development Librarian has expertise in collection assessment, collection survey analysis, electronic database negotiation, Microsoft Office software applications, ASU Financial Requisition System (FRS), and HTML. The Collection Development Librarian is a contributor to the Collection Assessment Manual, which was published by the Network of Alabama Academic Libraries (NAAL). The Collection Development Librarian is very active in the Alabama Library Association, having served as chairman of the Collection Development Roundtable from 2002-2005 and is currently serving as

chairman of the Technical Services and Systems Roundtable during 2008-2009. The Collection Development Librarian is proficient in Spanish, Russian, and Chinese languages. The Acquisitions Librarian has 4.7 years of library experience and holds a Bachelor's of Arts Degree in English. The Acquisitions Librarian is currently working on a Ph.D. degree in the field of education. The Acquisitions Librarian possesses a collegiate level proficiency in reading, writing, and speaking Spanish language. The Acquisitions Librarian has expertise in the ASU Financial Requisition System (FRS), Microsoft Office software applications, HTML, JAVA, C++, and Unix. The Acquisitions Librarian also has expertise in the procurement, accounts payable, and accounts receivable procedures established by Alabama State University's Office of Fiscal Affairs. The Assistant Cataloging Librarian has 2.5 years of library experience along with a Master's of Library and Information Science Degree and a Bachelor's of Science Degree in Electronics Engineering. The Assistant Cataloging Librarian is very knowledgeable of cataloging functions including the Online Computer Library Center (OCLC) software applications, the Anglo-American Cataloging Rules (AACR2), the Library of Congress Classification System, Library of Congress Subject Headings (LCSH), Dublin Core, Machine Readable Cataloging (MARC), Millennium System, Horizon System, and the Voyager Library Management System. The Assistant Cataloging Librarian has technology expertise in Microsoft Office software applications, Windows XP, Adobe Photoshop, Perl, CSS, C++, UNIX, JavaScript, HTML, and Macromedia Dreamweaver. The Assistant Cataloging Librarian is fluent in English and Chinese languages.

### **Paraprofessional Librarians in Technical Services**

The paraprofessional staff members in the Technical Services Department have very comprehensive educational backgrounds and extensive training in their respective areas of service. The paraprofessional staff members provide high quality services to order, catalog, and process all library materials in a very timely manner. One of the Cataloging Assistants has over 29 years of library experience and holds a Bachelor's of Science Degree in Business Administration and a Master's of Science Degree in General Counseling. The other Cataloging Assistant has 10 years of library experience and holds a Bachelor's of Arts Degree in English. This Cataloging Assistant is also fluent in English and Chinese languages. Both Cataloging Assistants are very knowledgeable of Microsoft Office software applications, Microsoft Windows, the Online Computer Library Center (OCLC) software products, the Library of Congress Classification System, Library of Congress Subject Headings (LCSH), Machine Readable Cataloging (MARC), the Anglo-American Cataloging Rules (AACR2), and the Voyager Library Management System Modules. The Acquisitions Assistant has 1.6 years of library experience and holds a Bachelor's of Science Degree in Computer Science. The Acquisitions Assistant has expertise in working with the Voyager Library Management System Acquisitions Module, C, C++, COBOL, Microsoft Office software applications, and the ASU Financial Requisition System (FRS). The Acquisitions Assistant serves as an advisor for Career Services and was recognized as honoree for the Career Services Faculty and Staff Appreciation Luncheon in 2008. The Technical Services Department also employs one part-time Collection Development Library Assistant with 13 years of library experience. The Collection Development Library Assistant holds a Bachelors of Science Degree in Interdisciplinary Studies Administrative Science and a Master's of Education Degree. The Collection Development Assistant has several years of experience working in the public school system in Alabama as a Library Media Specialist.

### **Special Collections and Archives Staff**

The Special Collections and Archives Department is staffed with a University Archivist, Special Collections Librarian, and two part-time Library Assistants. Each staff member has unique expertise, experience, and educational background to support the services of the Special Collections and Archives



Department. The University Archives is a repository for the preservation of school records and historical documents of permanent value pertaining to the life of the University and that of the community. The Special Collections and Archives Department holdings include a variety of formats, such as rare books, pamphlets, manuscripts, newspapers, audio tapes, theses, books, videos, CD's, electronic databases, microforms, and oral histories. Several prestigious collections are housed in the Special Collections and Archives Department including the following: the Ollie L. Brown African-American Heritage Collection, the E.D. Nixon Collection, the Collection of the Montgomery Improvement Association, the Papers of James U. Blacksher, the Rep. John F. Knight Collection, the Zelia Stephens Evans Collection, the John Busky Collection, as well as ASU's Oral History Collection. The University Archivist holds a Ph.D. Degree in American History, a Master's of Arts Degree in American History, and a Bachelor's of Arts Degree of Arts Degree in Communications. The University Archivist has three years of archival experience at Alabama State University and he served as archival consultant at the Ralph Mark Gilbert Civil Rights Museum from 1998-2003. The Archivist has training in multimedia and television production. Furthermore, the Archivist has published several book reviews in the Alabama Review and three biographies in the Booker T. Washington Encyclopedia. The Special Collections Librarian has a total of 28 years of library experience including archival and special collections experience at the Hollis Burke Frissell Library at Tuskegee University. The Special Collections Librarian holds a Master's of Library Science and Information Studies Degree and a Bachelor's of Arts Degree in Sociology. The Special Collections Librarian is currently working on a Master's of Education Degree at Alabama State University. The Special Collections Librarian is a member of Kappa Delta Pi and the Alabama Education Association (AEA). The Special Collections Department employs a part-time Library Assistant with over 18 years of library experience. The Library Assistant also has 33 years of experience in the public school system and is very knowledgeable of local history. The Archives Department also employs a part-time Library Assistant who brings a wealth of knowledge and experience to the position due to this individual's current employment as she is currently employed with the Alabama Department of Archives and History. The Library Assistant also has very valuable expertise in preservation and digitalization which benefits the library's digitization initiatives.

### **National Center for the Study of Civil Rights & African-American Culture Staff**

The National Center for the Study of Civil Rights and African-American Culture documents and preserves memorabilia of the civil rights period, local history of Montgomery, and the history of Alabama State University. The National Center employs a full-time Staff Associate to provide preservation services, reference, research, and programming activities. The Staff Associate has 6 years of experience with the National Center and holds a Bachelor's of Science Degree in Textiles, Clothing and Related Art. Furthermore, the Staff Associate has experience in working with Microsoft Office software applications, the ASU Financial Requisition System (FRS), journalism, marketing, creative writing, tour coordinating, and display management. The Staff Associate has also written reviews and other articles for book columns in the Montgomery Advertiser Newspaper. The National Center just recently hired another full-time staff member to assist the Staff Associate with preservation, research, and programming activities along with one part-time staff member.

### **Curriculum Materials Center Staff**

The Curriculum Materials Center (CMC) staff consists of the Library Assistant for Curriculum Materials, the Curriculum Materials Assistant, and one part-time Library Assistant. The CMC staff has extensive experience, expertise, and outstanding educational credentials which is very beneficial for the CMC clientele. The Curriculum Material Center houses a K-12 collection which contains fiction books, non-fiction books, reference materials, curriculum guides, motion pictures, LPs, lesson plans, transparencies,

textbooks, school report forms, bulletin board materials, file folder games, educational games, dictionaries, encyclopedias, kits, CD-ROMS, VHS tapes, DVD's, and equipment. The CMC is organized into five chief areas: the Curriculum Textbook collection, the Curriculum Juvenile collection, the Curriculum Stax collection, a Vertical and Picture File, and the University's Media Collection. A portion of the University's Media Collection has recently been moved to the Circulation Department to make it easier for patrons to browse and checkout non-education related media items. The Library Assistant for Curriculum Materials has 1 year of library experience and holds a Bachelor's of Science Degree in Psychology with a minor in Early Childhood/Sociology. The Curriculum Materials Assistant has 6 years of experience and holds a Bachelor's of Science Degree in Marketing. The Curriculum Materials Assistant received the Random Acts of Kindness in the Library (RAKIL) Award in 2007. The Library Assistant for Curriculum Materials and the Curriculum Materials Assistant both have expertise in working with Microsoft Office software applications along with the Voyager Library Management System Circulation Module and OPAC Module. The CMC part-time Library Assistant has 10 years of library experience at the University Library along with over 32 years of library experience in the public school system in the State of Alabama. A former teacher as well, the part-time Library Assistant also taught language arts skills. The CMC part-time Library Assistant holds a Bachelor's of Science Degree and a Master's of Arts Degree. While employed at the University Library, the Library Assistant has gained expertise in working in Public Services and Technical Services. The Library Assistant also has acquired extensive experience in working with interlibrary loan services and has provided on-the-job training in interlibrary loan services for several other library staff members. The Library Assistant is a member of the Tallassee Education Association, the National Education Association (NEA), and the Alabama Education Association (AEA).

### **Media Center Staff**

The Library Media Center (LMC) provides a variety of services designed to meet the teaching and learning goals of the University. The LMC manages the library's collection of audio-visual equipment, requests for delivery of audio-visual equipment, and equipment borrowing. The department provides laminating/ transparency services, as well as recording and dubbing of audio and videotapes for educational purposes. Video projectors and other electronic equipment may be checked out at the Media Circulation Desk on the fifth floor of the University Library. The Library Media Center provides off-the-air taping services of campus-related activities and programs. The Library Media Center staff employs two Media Technicians, both of whom graduated from Alabama State University with Bachelors of Arts degrees in Communications, and a Media Secretary. Both Media Technicians have over twenty years of experience at ASU, and they are highly skilled in providing radio, television, and video production. They have extensive experience with various software applications including Microsoft Office and various Adobe software packages. One of the Media Technicians holds professional memberships in the 4Ever Group Video Production, Wedding and Event Videographers Association (WEVA), Public Relations Council of Alabama (PRCA), and the National Association of Black Journalists (NABJ). One of the Media Technician also received the PRCA Star Award in 2005. The Media Secretary has 1.5 years of library experience and holds a Bachelor's of Science Degree in Business Management. The Media Secretary has expertise in working with Microsoft Office software applications, digital imaging software, and types 60 words per minute.

### **Technology Staff**

The technology staff consists of the Computer Systems Network Coordinator, the Network Support Manager, and one part-time Microcomputer Applications Programmer. The Computer Systems Network Coordinator holds a Master's of Business Administration degree and a Bachelors of Science Degree in

Management. The Network Coordinator also serves as a member of the library's Leadership Team which is the middle management team. The Network Coordinator manages and supervises the Library Automation Systems Office (LASO) which is responsible for all the library's computer and technical operations including a total of over 100 computers. The Network Coordinator has thirteen years of experience at the University Library and is highly skilled in set-up, administration, and maintenance of integrated library systems; LAN network administration, LAN set-up and problem determination; website design, development, and decoding; Solaris, Windows 2003 application and web server administration; CONTENTdm digitalization application; technology needs assessment; workstation/server repair and problem determination and skilled in the use of Microsoft Windows/Office software applications. The Network Support Manager holds a Bachelor's Degree in Computer Science and has nine years of experience working with the Library Automation Systems Office. The Network Support Manager also manages and supervises the library's computer lab located on the second floor. The Network Support Manager has extensive expertise working with Windows XP OS, Windows Vista Desktop OS, Windows Server OS, Microsoft Office software applications, and HTML. The part-time Microcomputer Applications Programmer has extensive expertise in webpage design which has benefitted the library immensely.

### **Security Officer Staff**

The security staff currently consists of one full-time security officer and one part-time security officer. The full-time security officer holds a Bachelor's of Science degree in Sociology. The full-time officer also spent seventeen years with the Alabama Department of Corrections prior to working with Alabama State University's security office. The full-time security has been working for the University Library for eight years during which time they have completed Weapons Qualifications Training during each four month cycle. The part-time security officer has been employed with the University since the fall semester in 2007.