

JULIE CARMEN

*Curriculum Vitae (updated August, 2016)*

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## EDUCATION

**Masters of Library Science, with Certificate in Archives**, May, 2009 School of Library and Information Management, SLIM Emporia State University, Emporia, Kansas Phi Kappa Phi, inducted May, 2007

**Bachelor of Arts**, May, 1991  
Saint Mary of the Plains College, Dodge City, Kansas  
Interdisciplinary Studies in Science and Music Dean's Honor Roll

**Associate of Arts**, May, 1982  
Colby Community College, Colby, Kansas  
General Studies  
Re-Entry Scholarship Recipient, 1987

**High School Diploma**, May, 1980  
Golden Plains High School, Rexford, Kansas

## EXPERIENCE

**Research Librarian, Central Washington University** **08/2016-present**  
James E. Brooks Library, Ellensburg, Washington

- Training for report creation, including courses on Beginning and Advanced Word, and Excel-2013.
- Research specific areas of concern to academic libraries as assigned by Associate Dean.
- Embedded librarian for four CWU departments, including, Accounting, Economics, Physics, and World Languages.
- Reference: Served on average of 2 to 6 hours a week for reference services within the Academic Research Commons (ARC) within Brooks Library. In addition to answering reference questions, logged onto chat system for the Washington State Ask a Librarian program, to answer any questions posted by CWU students.
- Work closely with Associate Dean and grant-writing staff to research and match appropriate projects to grants for the library and possible partners.
- Assist in teaching UNIV101 for a variety of departmental classes on campus, teaching information literacy.

**Head of Cataloging and Digital Initiatives, Central Washington University** **10/2014-07/2016**  
James E. Brooks Library, Ellensburg, Washington

- Supervise cataloging and digital programs
- Cataloging  
Completed original cataloging and classification of books and other library materials in the OCLC system and the Library Catalog, using Ex Libris-Alma. Performed maintenance of catalog and authority files, managed many bibliographic records, and supervised others who also catalog. Tools used to process cataloging included: Classification Web, RDAToolKit, Library of Congress Catalog, Cutter Table, and Subject Headings. Created original master records within OCLC, exported records into Alma, and added holdings or portfolios depending on item type. Worked closely with campus Archivist to establish procedures for materials from the Archives and Special

Collections. Materials included planetary globes, relief globe, relief map, city maps, professional posters, Government Publications, electronic theses, special collections including archival materials, DVDs, and new purchase monographs

- Responsible in reporting statistical line items and entering those line items into Brook Stats monthly.
- Digitization  
Managed project workflows for digital collections, faculty work profiles, and electronic graduate theses submission. Trained staff including student employees to digitize or scan theses using Adobe Pro software and open-book scanner, quality check procedures, and using Excel spreadsheets to track projects. Ensured the preservation and integrity of Archives digital material and collections, training staff on using archival boxes and acid-free tissue paper to help protect newspapers and theses.
- Budget  
Maintained budget within the department, ordering supplies and equipment, server space, as needed. Responsible for providing reports and statistical data on activities of the Cataloging and Digital Initiatives department which include developing usability studies related to digital collections and access.
- Management of Digital Repository  
Uploaded theses and research papers onto ScholarWorks, worked closely with Graduate Studies on protocols and procedures for uploads, embargos, and quality check. Worked with local symposium materials for the Symposium of University Research & Creative Expression (SOURCE) to upload conference proceedings, edited ScholarWorks wiki for staff use, and was point of contact for Organizational Effectiveness, College of Business, and copyright needs within the Brooks Library in relationship to the Digital Commons institutional repository. Effective January 1, 2016, these digital repository duties were assigned to incoming Scholarly Communications Librarian. Created original records for born-digital theses within OCLC and Alma cataloging systems.
- Reference  
Served on average of 2 hours a week for reference services within the Academic Research Commons (ARC) within Brooks Library. In addition to answering reference questions, logged onto chat system for the Washington State Ask a Librarian program, to answer any questions posted by CWU students.
- Instruction  
Assisted in teaching various classes the library's UNIV101 in which I taught information literacy to first year students.
- Embedded Librarianship  
Served as liaison for several departments including: College of Business, Economics, Physics, and World Languages. Attended faculty meetings, attended some of their classes to teach information literacy, as well as worked closely with each department on collection development needs for their area of study. Also gave tours of the library for Summer Orientation, and consulted with Film students to develop information videos for a local non-profit organization.
- Service  
Continue to serve on library, campus, and community committees to help fund-raise, network, inform, and raise awareness. Served on several library committees including cataloging, reference, library events, Scholarworks, and Library Council.  
Library events Committee keeps me busy year round to provide services to the students, campus, and community. I currently serve on a regional archival journal editorial board, and also work to create other non-profit organizations on campus and the community as they are deemed needed.
- Scholarship  
Consistently research, write, present on scholarly projects such as cataloging, archival projects, book reviews, and medieval tapestry history.
- Grant-Writing  
Trained on all updates for 2013 Microsoft Office to enhance better technical writing. Navigated and searched on PIVOT database, and other grant resources.

Reported any related grants or prospective donors to the Dean and the Associate Dean of Libraries.

**Owner, Carmen Information Consulting** **2008 – 2014**  
**Opened in Longmont, Colorado and moved to Lakewood, Colorado, Closed in 2014**

- Evaluated and wrote proposal for archives organization at Denver Unitarian Church
- Accessioned rare collections at Summit County Historical Society (SHS).
- Cataloged SHS records of rare maps, photos, and manuscripts on Summit County Library's Millennium III-Sierra catalog system, as part of the Marmot Library Network.
- Served as archivist consultant for SHS, including grant applications assistance and communication liaison between the Summit County Library and SHS.
- Researched science grants for third party federal contractor.
- Created presentation about the collaboration between SHS and Summit County Library, and presented at the combined conference of The Colorado Wyoming Association of Museums (CWAM) and the Society of Rocky Mountain Archivists (SRMA), April 25, 2013, in Golden, Colorado. Presentation: *Disseminating Summit County History: A Collaborative Effort*.

**Research Librarian, Colorado School of Mines (CSM)** **2009 - 2014**

Arthur Lakes Library, Tell Ertl Oil Shale Repository, Golden, Colorado

- Managed the special collections within the Tell Ertl Oil Shale Repository (TEOSR).
- Served as library liaison to the Center for Oil Shale Technology and Research (COSTAR).
- Offered reference to CSM faculty, staff, students, and oil shale researchers worldwide.
- Supervised and trained student employees in digitization standards, re-housing and preservation standards, and inventory of rare map collection.
- Served on several library committees including cataloging, reference, assessment, and student welcoming events.
- Developed a strategic plan for the Tell Ertl Oil Shale Repository, including policies, procedures, and training instructions for internal projects.
- Collaborated with Systems Librarian and Cataloging Committee to develop workflows and standards for the oil shale digital initiative.
- Collaborated with Legal Services and Director of COSTAR to design a Non-Exclusive, Royalty-Free form.
- Researched, located, and requested permissions to digitize from copyright holders.
- Managed confidential and copyright issues within special collections.
- Created metadata for digital objects on Fedora Commons open source digital repository within the template designed in the repository.
- Created metadata for DigiTOOL digital repository utilizing XML Editor and Notepad.
- Facilitated quality control for all digitized objects.
- Cataloged on specialized Voyager database, including adaptive and original cataloging in all formats, such as print, physical non-print, electronic materials, digital and archival items.
- Provided educational outreach at annual Oil Shale Symposium hosted by CSM by presenting professional posters, presentations, and papers about the oil shale repository, COSTAR, and the history of the oil shale industry.
- Obtained monetary gifts for the oil shale repository for digitization of rare Beta tape film, an educational display, and archival supplies.

**Financial Service Center Specialist, Old Main Financial Service Center** **2007 - 2009**

Arts & Sciences Department, University of Colorado – Boulder, Colorado

- Offered customer service to clients including over nine departments.
- Administered records management for eight departments, including weeding, shredding, and description of records for storage and filing access.

- Provided budget advice, procurement and payroll service to customers.
- Utilized Microsoft Office Suite 2007 on a daily basis.
- Proficient use of Adobe Reader, Adobe PhotoShop, Filemaker Pro, Open Office, and Dream Weaver.
- Completed Personnel and Payroll Liaison (PPL) Program.

**Library Intern, Special Collections (EAD training) 2008**

Special Collections, University of Colorado – Boulder, Colorado

- Created an Encoded Archival Description Finding Aid for five special collections.
- Utilized Oxygen XML Editor and Notepad to create the online finding aids.
- Uploaded finding aids onto the Rocky Mountain Online Archive.
- Re-housed special collections into acid-free containment.
- Utilized Describing Archives (DACs) for descriptions in finding aids.

**Library Intern, Government Publications 2007 - 2008**

Government Publications, University of Colorado – Boulder, Colorado

- Created original catalog records using MARC format for Rocky Flats scientific reports, including Superintendent of Documents (SuDoc) numbers on records.
- Copy cataloged records of Rocky Flats scientific papers via Online Computer Library Center (OCLC).
- Utilized Millennium Innovative Interfaces Inc. to upload bibliographic and item records onto the library catalog.
- Created a training manual for the GovPubs department for future students and volunteers to learn the department's cataloging policies for special collections.
- Attended Government Publications Interest Group (GoPIG) meetings.
- Trained at reference desk by directing patrons to areas of the library and pulling items from shelves as requested.
- Learned how they diagnosed the needs of their patrons, then retrieved, interpreted, and repackaged the relevant information resources.

**Library Intern, Archives in the Park Class 2007**

School of Library and Information Management, Emporia State University

- Participated in a one-week intensive course provided by collaborative efforts of ESU professors, the Rocky Mountain National Park Service Museum and Library, Estes Park Public Library, and the Estes Park Museum.
- Cataloged various museum and library collections.
- Encapsulated and cleaned rare maps at NPS.
- Accessioned, arranged, and described various collections at museums and libraries.
- Participated in public history walks at NPS.
- Created paper about the course, describing the history of its past nine years and giving a copy to the Rocky Mountain National Park and Emporia State University for their archives.
- Published paper about this course in the Colorado Libraries Journal in 2008. The article is entitled: *Networking for Preservation*.

**NIST/CIP Coordinator, Career Services 2005 – 2006**

Career Services department, University of Colorado – Boulder, Colorado

- Managed a multi-million dollar grant for student and post-doc recipients of the National Institute of Standards and Technology (NIST).
- Produced detailed html document for the PREP/CIP Coordinator Desk, streamlining a 45+ hour a week job and designing it into a part-time work assignment.
- Acted as liaison for the department and NIST, negotiating a clearer understanding of state

rules and federal rules between NIST and the University of Colorado.

- Developed appropriate policies and procedures for this position within the department.
- Spearheaded environmental efforts for the Willard Building via the Buff Energy Star program.
- Directed, as Project Manager, the internal moves and painting projects within the department.
- Initiated and set up educational display about the “Just in Time Fair” for the department within the Norlin Library.

**Box Office Coordinator and Assistant to the Director, Fiske Planetarium** **2003 – 2005**

Fiske Planetarium, University of Colorado – Boulder, Colorado

- Managed front desk and box office activities by overseeing cash flow, reporting monthly budgets to director, and ordering supplies for store inventory.
- Utilized Photoshop to process legal documents, using Photoshop and saving a digital copy onto hard drive and separate thumb drives.
- Supervised 8 student employees to organize, index, and re-shelf books and magazine collections for both the educational class room and sound room.
- Supervised 15 students/volunteers to pack, move, and store materials from a storage room loft, allowing the area to be renovated into a functional audio/visual room.
- Supervised 25 volunteers/students for major events such as: Astronomy Day, Lunar Eclipse, and open observing special events.
- Used Microsoft Office Suite 2003 on a daily basis.
- Managed the “Friends of Fiske” membership.
- Co-founded the Boulder Astronomy and Space Society (BASS), an amateur astronomy organization.
- Coordinated three separate star parties at the University of Colorado Research Station.
- Collaborated with director and volunteers to create a fund-raising gala and silent auction to celebrate the 50<sup>th</sup> anniversary of the Sommers-Bausch Observatory.
- Participated in educational outreach via two astronomy club memberships.
- Utilized telescopes, binoculars, books, and planispheres to educate school children about night sky observing.
- Completed The Accounting and Budget Services Financial Management Guide at CU-Boulder.
- Completed The Accounting and Budget Services Accounting 101 Series at CU-Boulder.

**Library Outreach volunteer, Norlin Library** **2002 – 2005**

Norlin Library, University of Colorado – Boulder, Colorado

- Collaborated with the Library Outreach Librarian to organize five exhibits within the Norlin Library. Two of the exhibits were for the Fiske Planetarium, one for Career Services, one for Disability Services, and one of my own.
- Created an exhibit entitled *The Living Arts of the Middle Ages* collaborating with local non-profit organizations to display and demonstrate their arts to the campus community.
- Exhibited in various areas of the library, showing cultural games, music, and the arts from the Middle Ages.
- Received many positive comments from the community of the educational value of the exhibit.
- Exhibited my fiber art pieces from *Las Cantigas de Santa Maria*.

**Alternative Technology Lab Coordinator, Disability Services** **2002 – 2003**  
Disability Services, University of Colorado – Boulder, Colorado

- Assisted a counselor to set up an exhibit on Deaf Awareness Month within the Norlin Library.
- Supervised 15 multi-cultured volunteers and students to record books on tape, print out Braille text utilizing Braille printer and software, and check for upgrades to various software.
- Ordered and gathered book materials for students as needed.
- Processed Braille for vision-impaired students.
- Proctored tests for students.
- Processed travel vouchers for staff and credit card revenue for annual conference.
- Utilized Microsoft Access to develop a property accounting database to help with inventory of computer software and accessories.
- Ordered all texts study materials for students with disabilities.
- Processed student employee payroll.

### **Administrative Assistant II, CU Imaging Services**

**2001 – 2002**

Imaging Services, University of Colorado – Boulder, Colorado

- Processed accounting databases including Peoplesoft.
- Assisted with payroll and Acard processes.
- Processed parking, petty cash, and cash fund needs for the department.
- Utilized Microsoft Office Suite for all of my processes.
- Processed direct billing, interdepartmental billing, Acard billing, and journal entries.
- Supervised one student employee for filing and billing for the department.
- Matched invoices with Standing Purchase Orders for al paper and equipment orders and rental agreements.
- Ran several copiers and fax machines for copying orders.
- Processed student employee payroll.

### **Administrative Assistant II, Quad Hall-Residence Life**

**1999 – 2000**

Residence Life, University of Colorado – Boulder, Colorado

- Managed daily operation of Quad Hall, offering student customer service for over 500 students.
- Processed daily cash register operations, deposits, and record keeping of student organizations' budgets.
- Processed judicial correspondence, data entry, and filing.
- Maintained hall directors' calendar and scheduled appointments.
- Supervised several student employees for cash register and service to student residents.
- Operated multi-line phone system.
- Organized key inventory of five residence halls.
- Organized the opening/closing of halls and Main Campus Summer Conferences.
- Processed student employee payroll.

### **Live-in Counselor/Host Home Provider Developmental Disabilities Center**

**1993 - 2005**

DDC (Boulder, Colorado) and Imagine! (Lafayette, Colorado)

- Maintained safe, organized home for one high-functioning adult woman.
- Recorded daily activities including educational events and daily life processes.
- Observed and documented individual's behavior.
- Collaborated with case manager and psychiatrist for better understanding of medication and side-effects.
- Attended monthly and quarterly trainings about treatment and understanding of those with special needs.
- Organized and purchased medication for individual.

- Transported individual to her appointments including all doctor appointments.
- Organized vacations and social interactions for individual.
- Supplied all documentation to supervisor, nurse, and doctors.

**Customer Service Representative, Neodata**

**1997**

Customer Service Rep and digital tech, Longmont, Colorado

- Provided customer service to Newsweek customers
- Answered phone calls from Newsweek customers.
- Maintained updated contact information.
- Processed subscription orders.
- Edited digital marketing ads with digitization department.

**Certified Nursing Aide, Boulder Community Homecare**

**1993**

Colorado Homecare, Boulder, Colorado

- Provided direct care as a CNA to ill and recovering individuals in their homes.
- Applied lotions and ointments for skin care.
- Observed and documented individual's behavior on medical charts.
- Administered bed baths, range of motion exercises, and hydrocollator treatment.
- Processed bowel and bladder scheduled programs.
- Other home chores as needed by patient.
- Supplied all documentation to supervisor, nurse, and doctors.

**Certified Nursing Assistant, Columbine Health Systems**

**1992**

Columbine Care Center West, Fort Collins, Colorado

- Processed charting of direct care.
- Assisted with range of motion exercises.
- Assisted with bowel and bladder programs.
- Transferred patients to bath area for whirlpool bathing.
- Administered lotions and ointments for skin care.
- Assisted patients with feeding programs.
- Assisted with transfers and bed baths.

**Case Manager, Community Living Opportunities**

**1991 - 1992**

Community Living Opportunities, Lawrence, Kansas

- Maintained safe, organized home for two individuals with special needs.
- Recorded daily activities including educational events and daily life processes.
- Implemented each caseload's personal programs, including medication supervision and documentation to nurses.
- Observed and documented any changes in behavior or signs/symptoms from medication dosage.
- Collaborated with director and psychiatrist for better understanding of medication and side-effects.
- Attended trainings about treatment and understanding of those with special needs.
- Supplied all documentation to supervisor, nurse, and doctors.

**Personal Care Coach, Arrowhead West Incorporated**

**1990-1991**

Arrowhead West Incorporated, Dodge City, Kansas

- Taught clients to cook and clean independently.
- Assisted clients with personal hygiene care.
- Taught clients to read and write.
- Transported clients to and from work.
- Assisted clients in communication skills including American Sign Language.

- Supplied all documentation to supervisor, nurse, and doctors.

**Assistant Director, Dodge City Area Arts Council**

**1988-1990**

Carnegie Center for the Arts, Dodge City, Kansas

- Organized meetings, membership mail-outs, and correspondence.
- Organized and gave docent tours of the art gallery.
- Supervised volunteers for docent tours and educational events.
- Provided office skills such as typing forms, filing, and grant application assistance.
- Assisted with organization of musicians, artisans, and entertainment for the annual Dodge City Days Arts Festival.
- Provided classical guitar at some Juried Art Shows.
- Assisted with various Juried Art Shows at the Carnegie Center.
- Provided correspondence for media coverage for all events and meetings.
- Provided monthly reports to Board of Directors.

**Executive Secretary, Colby Area Chamber of Commerce**

**1985-1988**

Colby Chamber of Commerce and Tourism, Colby, Kansas

- Organized meetings, membership mail-outs, and correspondence.
- Created and printed monthly newsletters.
- Assisted with all fund-raising projects and community events such as the Colby Gun & Coin Show, Colby Balloon Festival, and Santa's Workshop.
- Provided office skills such as typing forms, filing, and budget reports.
- Processed all mailings and bills for the office.
- Provided monthly reports to Board of Directors.
- Worked closely with Colby Diplomats and Colby Ambassadors.
- Supplied tourism brochures to several outlets within the city of Colby, for the Colby Tourism and Convention Committee.
- Processed forms on Apple IIe computer.

**Secretary, Colby Steel, Inc.**

**1985**

Colby Steel, Inc., Colby, Kansas

- Processed all correspondence.
- Answered telephone calls.
- Processed payroll and timesheets for all employees.
- Provided office skills such as typing forms, filing, and budget reports.
- Processed all mailings and bills for the office.

**Clerk, Holiday 50% Off Store**

**1984**

Retail store, Colby, Kansas

- Processed all stocking and inventory.
- Answered telephone calls.
- Used positive public relations to provide customer service to customers.
- Processed retail transactions at cash register including cash returns and payments.

**Front Desk Operator, Ramada Inn**

**1984**

Hotel, Colby, Kansas

- Managed telephone system.
- Processed reservations.
- Processed deposits and reported incoming monies to budget.



- Ran night audits.
- Processed activities on IBM computer.

**Checker, Larry's IGA****1982-1983**

Grocery store, Colby, Kansas

- Priced and shelved grocery items.
- Operated cash register in purchase transactions.
- Provided customer service to customers including carry-out service.

**Clerk, Colby Community College Bookstore****1981-1982**

Campus Bookstore, Colby, Kansas

- Ordered and priced books.
- Provided positive public relations to customers.
- Managed cash register.
- Processed reservations for the Student Union.

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**RESEARCH, TEACHING INTERESTS & SPECIALTIES**

Archives and Special Collections

History and Art History

Rare Books and Manuscripts

Special Library Organizations

Academic Library Organizations

Leadership

Information Policy

Digital Initiatives

Grant Writing and Fund Raising research

Information Infrastructure

Medieval Fiber Art

Language and Literature

The Changing Scholarly Communication System

Community Information Needs Assessment

Copyright and Author Rights Management

Policy and Procedures for Digital Repositories

Primary Resources

Open Access Publishing Policies

Library Publishing

Educational Outreach

Instruction/Reference

Curation of Local Content

Medieval Screens

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**RESEARCH & SCHOLARLY ACTIVITIES: PUBLICATIONS, PRESENTATIONS & POSTERS**
**Articles**

International

Fu, P. and Carmen, J. (2015) A Case Study of the Next-generation ILS Migration: Alma/Primo at Central Washington University. *Chinese Librarianship: an International Electronic Journal*. Fall Quarter, 2015, online.

**Invited Articles**

Carmen, J. (2014). *Advances in the Tell Ertl Oil Shale Repository: Highlights of the Archive and an Interactive Review of Oil Shale Retorts*. 33<sup>rd</sup> Annual Oil Shale Symposium Proceedings.

Carmen, J. (2012) *Tell Ertl Oil Shale Repository Update*. *GeoScience Information Society Newsletter*, Number 253, March 2012.

Carmen, J. (2008). *Networking for Preservation*. *Colorado Libraries Journal*, Volume 34, Number 3.

Carmen, J. (1999). *The Guitar in the Middle Ages. Tournaments Illuminated*, 129, (Winter).

### **Peer-Reviewed Conference Presentations**

#### National

Carmen, J. (2013). Advances in the Tell Ertl Oil Shale Repository: Highlights of the Archive and an Interactive Review of Oil Shale Retorts. *Meeting: The 33<sup>rd</sup> Oil Shale Symposium*. October 14-16, 2013. Golden, Colorado.

Carmen, J. (2012). Using the Tell Ertl Oil Shale Repository to Bring Historical Focus to Today's Efforts. *Meeting: The 32<sup>nd</sup> Oil Shale Symposium*. October 15-17, 2012, Golden, Colorado.

### **Peer-Reviewed Poster Presentations**

#### National

Carmen, J. (2011). Tell Ertl Oil Shale Repository: Delving into Content. *MEETING: 31<sup>st</sup> Oil Shale Symposium*. October 17-20, 2011. Golden, Colorado.

Carmen, J. (2010). Digitization and Accessibility Challenges for an Oil Shale Repository. *Meeting: 30<sup>th</sup> Oil Shale Symposium*. October 18-22, 2010. Golden, Colorado.

Carmen, J. (2010). Digitization and Accessibility Challenges for an Oil Shale Repository. *MEETING: Joint Meeting of the Society of American Archivists, the Council of State Archivists, and the National Association of Government Archives and Records Administrators – DC2010. August 10-16, 2010. Washington D. C.*

Carmen, J. (2010). COSTAR & Mines: Collaborative Efforts to Create a Digital Repository. *MEETING: Colorado Academic Library Summit (CALC)*. May 20-21, 2010. Denver, Colorado.

### **Other Presentations**

#### Local

Carmen, J. (2015). The Medieval Screen - A Work in Progress. *Meeting: The Symposium of University Research and Creative Expression (SOURCE)*. May 21, 2015. Central Washington University, Ellensburg, Washington.

#### Regional

Carmen, J. (2013). Disseminating Summit County History: A Collaborative Effort. *MEETING: The Colorado Wyoming Association of Museums (CWAM) and the Society of Rocky Mountain Archivists (SRMA)*. April 25, 2013, Golden Colorado.

Carmen, J. (2010). COSTAR and Mines: Collaborative Efforts to Create a Digital Repository. *MEETING: Colorado Association of Academic Libraries Summit*. May, 2010. Denver, Colorado.

Carmen, J. (2009). Digitization and Accessibility Challenges for an Oil Shale Repository. *MEETING: Colorado Association of Libraries Annual Conference*. November, 2009. Loveland, Colorado.

Carmen, J. (2008). Archives in the Park: an Example of Networking for Preservation. *MEETING:*

*Colorado Association of Libraries Annual Conference*. November, 2008. Denver, Colorado.

Carmen, J., DelPo, A., Mascarenas, P., Stevens, J., Trimm, N. (2007). Colorado Digitization Project. *MEETING: Colorado Association of Libraries Annual Conference Get RadiCAL!* November 8-10, 2007. Denver, Colorado.

National

Carmen, J. (2014). *Copyright Issues for Digital Collections, Association for Library Collections & Technical Services (ALCTS) Webinar*. September 3, 2014, online.

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## COURSEWORK STUDIED IN LIBRARY SCIENCE

**LAIS370 History of Science:** This class taught the history of how science has developed from Aristotle through to the present. Many writing projects were assigned, with a large paper due at the end of the semester. This class helped me see how human thought does develop and also returns to previous ideas. I also learned how easy it is to lose or forget our combined knowledge over time.

**IRLS424/524 Information Resources Evaluation:** This course was the study of the methods of evaluation of information resources used in society and of particular concern to library and information professionals. Development of terms for evaluation functions, specific topics included: evaluation of reference and information sources and services, specific types of reference and information tools, reference interviews and instruction, and the management of reference and information services. Learning was from lectures, reading exercises, and a term project.

**IRLS501 Organization of Information:** This was my first library science class in which I was instructed to develop a 3-ring notebook, breaking down as many resources as I could for the research of beads. I learned about the various databases, search engines, indexes, thesaurus, and web sites to search for the taxonomy and nomenclature of beads. I learned about the Library of Congress subject headings and used the LC web site to find MARC tags and keywords to add to my organization of information regarding beads. Boolean search was ingrained, as was the ability to identify a web site from a search engine. I thoroughly loved the research of information, learning the difference between subject and keyword searches, and the process of organizing the found resources that I decided to take Controlled Vocabularies

**IRLS504 Foundations of Library and Information Services:** This one-week intensive class in Tucson, Arizona, was my introduction to the library world. I went to their technology labs within their stellar library, and checked out books, periodicals, and newspapers, went to the scanner and produced my first functional PowerPoint poster. This was my first introduction to Dreamweaver, and I could see how web sites can be created as useful tools in organizing and sharing information. Throughout the training we had several lectures in which we wrote reflective papers every day. We had all four library types (Academic, Public, School, and Special) represented in these lectures as well as information Brokers to speak about their responsibilities and job requirements. The experience left me saturated with library language, perspectives, and solicitous for the library world.

**IRLS506 Research Methods:** Research methodology, research design, and elementary statistics. The course approached the term research from a scholarly perspective, giving students the opportunity to become discriminating consumers of research found in common information and library science periodicals and journals. This course taught students the necessary tools to determine the quality and accuracy of research and to the ability to critique work in a knowledgeable manner. Included the understanding of the difference between qualitative and quantitative research approaches.

**IRLS630 Controlled Vocabularies:** This course was inspirational as not only did I get to create a

thesaurus, I got to learn about Open Access. The instructor had each student create a thesaurus about Open Access. We learned about publishing on an open access web site. This was the first time I learned about peer-reviewed research and free access to information. The software we used was freeware to create the thesaurus, and I even learned 3 different ways to pronounce thesaurus. This was an incredible learning experience and today I understand how indexes and thesauruses work.

**Volunteer Exhibits with Community Outreach:** The Educational Outreach Librarian at Norlin Library (CU Boulder) invited me to create an exhibit. I coordinated an exhibit of local non-profits that meet to create some sort of art work that we know existed in the Middle Ages. Calligraphy, weaving, Morris-Dancing, beadwork, book-making, and musical guilds were invited to participate. I learned how to use good fonts and foam board to create great informational labels for the art pieces loaned for the exhibit. With the help of the library staff, I arranged small exhibits of art work and items which represented actual items used in the middle Ages. I conducted a small survey and had a comment book available for the campus community to leave their thoughts. It was the first time I had my embroidery exhibited and I learned how important it is to keep all items clean and safe. The title of this exhibit was: *The Living Arts of the middle Ages*. Notes in the comment books were encouraging as visitors to the exhibit expressed their approval of seeing the arts, the demonstrations, and the information on how to contact these local guilds to learn about their art form. I felt that I was able to bring off-campus groups to the campus community and introduce the campus community to these educational and artistic groups. It was a very rewarding experience, and I appreciate the librarian and her staff who were very supportive of my efforts.

**LI801XC Foundations of Information Transfer:** Introduction to the philosophical underpinnings of the information professions and the role of information professionals in society.

**LI802XC Theoretical Foundations of Service Diagnosis & Customization:** An approach to diagnosis and customization of information services which seeks to apply cognitive and psychological theories. Understanding individual personality, learning styles, communication styles, and characteristics of human information use will serve as a framework for the subsequent creation and development of individualized, user-centered services. In this course we learned to assess the information literacy learning outcomes and various pedagogies used in the instruction classroom.

**LI803XC Information Transfer and the Knowledge Society:** This course examines the significance, context, and dynamics of the information transfer process. Various models and frameworks for understanding are presented and examined, as well as the consequences for libraries and information centers. This course taught students to identify and explain the Information Transfer Model, namely the creation, production, dissemination, diffusion, utilization, organization, and preservation or destruction of information; to understand the role of paradigms as agents of change and their applications to contemporary issues of information policy; to describe some of the sociological and cultural parameters which affect successful information transfer; discuss the implications of contemporary social, political, economic, and technological changes for library and information management professionals; to understand the relationship between technology and culture; to understand the impact of environmental and policy contexts on the processes of information transfer and the use of libraries and information systems; and to understand the dimensions of paradigmatic shifts upon the role of information transfer in society.

**LI806XC Global Information Infrastructure:** The course reviewed the concepts, principles and models of information infrastructures. It analyzes the essential elements of an information infrastructure and the role of political, cultural and socio-economic, and technological factors in the development of national, regional and global information infrastructure models. Issues related to the roles of government and non-governmental organizations as well as local, national and international organizations will be explored in an information transfer context.

**LI809 Intro to Archives:** This course gave me the opportunity to visit other archives, to see how

collections are arranged, described, preserved, and cataloged. I saw archival collections in the best conditions and in poorer conditions. I got to talk to several librarians and archivists about their work, which enhanced my dedication and passion to preserve and save special collections. This class reassured me that adding the focus of archiving to my MLS was the right direction for me.

**LI811 Assessing Information Needs and Evaluating Information Services:** Students were introduced to the concepts, tools and methods for defining and analyzing the information needs of communities, and evaluating the library and information services and systems designed to meet those needs. Students learned to use and apply tools and methods in analyzing communities and evaluating library programming and services. The assessment process of studying a library and its collection development was fascinating to me. I worked with a group in which we assessed a department in a large academic library. I took this project a bit further, and created a 25-page document listing books, periodicals, web sites, databases, webzines, and video sources to add to the library for the professor of Native American and Indigenous cultures. He asked if he could write me a letter of recommendation and continually tells me that I found some great resources for him and that he continues to go to the list for more ideas. Searching for more reference material or research resources for this professor and his students was a complete joy and I look forward to doing more similar work in the future.

**LI812 Online Information Retrieval:** This class gave me more insight to information retrieval from not just web sites, but databases and search engines. I thoroughly enjoyed the practices on DIALOG and LEXUS NEXUS. Most importantly, I assessed the need of one grad student, and was able to build a 3-ring notebook designed for her. I thoroughly went through the library catalog, search engines, and databases, creating links and educational steps designed to teach this student how to find her most relevant resources for her English PhD thesis. When it came time for her to write her thesis, she emailed me to thank me again for giving her so much instruction. She had previously thought that her topic was so rare that she would find very little to support her thesis. Evidently, thought my assistance, she was able to find more than enough primary sources for her thesis and she graduated in May, 2008.

**LI827 Preservation Strategies:** This course gives a general introduction to library preservation issues and provides basic preservation information that all librarians should know. The sections as listed below cover both broad preservation topics and specific conservation treatments that are part of a preservation program whether the student will serve in a public, school, academic, or special library. Current best practices were reviewed as well as the role of electronic resources in the future of preservation. Course taught the following approaches: course overview & introduction to preservation, fundamentals of a preservation program, environmental control & preventive preservation, disaster preparedness, response & recovery, collections care, understanding paper and books and their conservation, conservation treatment options, conservation treatment practicum, photographic media & non-paper media & their conservation, digitization as preservation and preservation of digital resources, and future of preservation. This class taught me had to confidently design a disaster plan, purchase the right products to monitor temperature, humidity, off gas chemicals, and the best lighting practices for special collections. I learned about using products in cataloging that will not bleed ink or dye onto library materials, how to keep pests away from materials, and how to educate the library community to handle library materials more carefully. My research in this class opened my eyes to the ethical aspect of preservation in regard to religious artifacts. My part of a group presentation was the ethical preservation in which I had networked with archivists from across the nation to learn about this alternative approach. Due to the insight I gained from my research paper on ethical preservation, I have been invited to publish a paper.

**LI844 Database Design:** This course develops the ability to build a powerful, working tool for libraries. Assessment was taught to understand the needs of one non-profit organization, learning what they wanted from this database, which was mostly to calculate funding contributions and memberships, and sort out the different mailing lists that they needed for their different mailings. I came away with a stronger

knowledge of how databases work, and that if I want a database to work for me, I must know explicitly how to assess what is needed and draw out the plan well in advance before ever creating the database.

**LI855 Collection Development and Management:** Examination of the principles, policies, and procedures associated with evaluating, selecting, and acquiring print, non-print, digital, and multimedia materials and resources. Students also learn about developing, organizing, and managing these collections in libraries, archives, special collections, museums, and other similar institutions, paying attention to ethical, philosophical, social, and political applications, using specific methodologies and diverse approaches.

**LI861 Archives in the Park:** This one-week intensive internship offered me hands-on experience with professional archivists, museum curators, librarians, and conservators. I learned to mend rare maps and blueprints with wheat paste and Japanese paper, accessioned collection pieces for a museum, scanned, described, and digitized a rare post card collection for another museum, as well as cataloged rare books for a library. I saw first-hand what a community can do to support this educational collaboration between volunteers, Nation Park Service, libraries, and museums. I wrote the history of this course from its inception throughout its first nine years. This documentary was later published as an article in the Colorado Libraries Journal.

**LI863 Fund-Raising for Information Systems:** This class inspired me to envision creative solutions to bring educational ventures to the community by assessment, understanding how grants and foundation agents communicate, and how to combine corporate, non-profit, and government monies together to raise funding to develop valuable collaborations for libraries. Communication, ethical fiscal responsibility, and professionalism were key concepts that were ingrained in me. I feel empowered with this knowledge of how to apply for grants in a professional manner to obtain needed funding for libraries and archives.

**LI870 Practicum GovPubs:** I learned how to apply cataloging tags to a rare collection in order to build access points on a library catalog. I utilized search engines to find more information to build this collection. I observed and trained at the reference desk. This experience has given me all the professional outcomes and values listed from the School of Library and Information Management program. I was given the opportunity to add information on library web pages about the special collections I was cataloging for. I also created an educational manual for the department to teach students, staff, and volunteers the cataloging needs of the GovPubs department. I attended meetings and workshops within this academic setting, and learned how to use OCLC with Millennium III to search and retrieve related materials. I performed original and copy cataloging for this project and built friendships within the university libraries that I will always value.

**HI790 Directed Readings (Independent Study):** This Independent Study was my history aspect of the archives certificate. My professor had me create a reading list that covered: copyright, blog development, and history. She then added public history reading to this list. After reading each book or web site, I wrote a report of what I learned and how it would apply to an educational blog. I searched the Internet, and assessed pages on the World Wide Web. I found that a social network which brings historians and artisans together was needed. Incorporating my own art work inspired by a medieval manuscript, I was able to put my creative ideas out to the world, in hope of finding more people who are doing art based on medieval manuscripts. This type of social networking is certainly of value, offering education and resources to artisans and historians. I also learned about public history education, and applied those values to the blog.

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## SERVICE & LEADERSHIP

## Regional

Colorado Association of Libraries (CAL) 2005-2014

Colorado Association of Special Libraries (CoASL), 2010-2013, Served three years as: President-Elect, President, and Past-President. Arranged online meetings on Adobe Connect, hosted by the Colorado State Library. Researched a new event of a bus tour of five special libraries for a fund-raiser.

Colorado Association of Libraries Conference Program Review: served one year.

Society of Rocky Mountain Archivists, 2005-present.

Member-at-Large Board Member, Preservation, 2013-2014

## Emporia State University – School of Library and Information Management

Dean's Student Advisory Council, Spring Semester -- 2013

### Colorado School of Mines, Arthur Lakes Library

Library Assessment Committee – 2009-2014

Judge at Graduate Student Association Research Fair 2009-2013 2011 - 2013

Co-founded the CSM Science Fiction & Fantasy Student Organization 2010 2009

Volunteer for Faculty and Staff Thank-a-Thon, 2013 February, 2013

Administrative Faculty Committee, worked fund-raiser events 2009

Assisted with annual Book Sale at Arthur Lakes Library 2009 - 2013

Volunteer at Celebration of Mines 2009 - 2013

Volunteer for Student Move-in Day 2011 - 2013

Digital Initiative Committee, working with Legal Services to create a CSM Non-Exclusive, Royalty-Free Form

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## PROFESSIONAL DEVELOPMENT

### Continuing Education

Advanced Word-2013. Course via CWU-Central Learning Academy. August, 2016.

Beginning Word-2013. Course via CWU-Central Learning Academy. August, 2016.

Beginning Excel-2013. Course via CWU-Central Learning Academy. August, 2016.

Advanced Excel-2013. Course via CWU-Central Learning Academy. August, 2016.

Expanding discovery and visibility of all your library's collections: A demo of WorldCat Discovery Services and WMS. Webinar-OCLC, Summer, 2016.

Arms Open Wide: Library Outreach to Customers with Print Disabilities, webinar presented by The Association of Specialized and Cooperative Library Agencies, March 8, 2016

Unconscious Bias: The Hidden Barrier Live Event, at CWU, March 8, 2016.

Librarian as Advisor, Concierge, Press Agent: A Case Study on Faculty Profile Services, webinar offered by BePress-Digital Commons, March 3, 2016.

ALA Webinar: How to Articulate your Library's Value, February 3, 2016.

Getting Started Writing Winning Grant Proposals, all all-day workshop taught by Grant Writers' Seminars and Workshops, LLC, at Central Washington University, January 23, 2016.

2016 Open Labs at Brooks Library, faculty teaching each other on the following topics: Academic Publishing; Post-Instruction Survey & Learning Outcomes; The Legislative Process for Government Documents reference, Using GOBI Alerts for Embedded Librarianship.

GRS #60 - APIs Webinar: This webinar was provided by the U.S. Government, in which we were shown how to gain access to more data via Application Programmer Interface (API)s on government databases, July 26, 2016.

Orbis Cascade Alliance Technical Services Open-Call meetings, attended call-in meetings monthly, sometimes weekly, to understand the processes and issues arising from the migration to Ex Libris-Alma and Primo from Millennium Innovative Systems, 2015-2016.

Center for Creative Leadership. *Leadership Coaching: Coaching Skills Workshop*. June 17-19, 2015 Retrieved from [http://solutions.ccl.org/Coaching\\_for\\_Greater\\_Effectiveness](http://solutions.ccl.org/Coaching_for_Greater_Effectiveness)

Central Washington University. *Supervisor Training Certificate*. December 15, 2014

Techsoup for Libraries. *Adult Library Programs Gone Mobile*. July 30, 2014. [Workshop broadcasted through the web]. Retrieved from <https://cc.readytalk.com/cc/s/meetingArchive?eventId=ah3p4ybc1tk9>

Connecting to Collections Online Community. *Caring for Books*. July 17, 2014. [Workshop broadcasted through the web]. Retrieved from



<http://www.connectingtocollections.org/caring-for-books/>

Techsoup for Libraries. *Welcoming Mobile Devices in Your Library: Space & Staffing*. July 16, 2014. [Workshop broadcasted through the web]. Retrieved from

<http://www.techsoupforlibraries.org/events/welcoming-mobile-devices-in-your-library-space-amp-staffing>

CSL (Colorado State Library) in Session. *We're All Tourists Sometime: Learning from libraries who serve both tourists and residents* July 16, 2014. [Workshop broadcasted through the web].

Retrieved from

<http://cslinsession.cvlites.org/past/were-all-tourists-sometime-learning-from-libraries-who-serve-both-tourists-and-residents/>

South Central Regional Library Council. *Healthy Libraries, Healthy Communities: Introduction to Pilates*. June 24, 2014. [Workshop broadcasted through the web]. Retrieved from <https://scrlc.org/Introduction-to-Pilates>

Colorado State Library. *Engaged, Embedded, and Enriched Creative Community Connections*. June 17, 2014. [Workshop broadcasted through the web]. Retrieved from <http://cslinsession.cvlites.org/past/engaged-embedded-and-enriched-creative-community-connections/>

U.S. Government Printing Office. *U.S. National Oceanographic Data Center (NODC): An Ocean of Data and Information at your Fingertips (FDLP Certificate received)*. May 28, 2014. [Workshop broadcasted through the web]. Retrieved from [http://icohere-meeting.net/WebConference/RecordingDefault.aspx?c\\_psrId=EB52DE83894A](http://icohere-meeting.net/WebConference/RecordingDefault.aspx?c_psrId=EB52DE83894A)

Colorado State University – Pueblo. *Workshop on Artifact Preservation*. May 16, 2014. Pueblo, Colorado.

Association for Library Collections & Technical Services (ALCTS). *Preserving Scrapbooks and Making New Scrapbooks That Last*. May 1, 2014. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/webinar/050114>

Techsoup.org. *Online Job Search Assistance*. April 30, 2014. [Workshop broadcasted through the web]. Retrieved from <https://cc.readytalk.com/cc/s/meetingArchive?eventId=sufz3e78ormn>

CSL in Session. *Wildly Successful Meetings: Impossible Dream or Easy Peasy Reality?* April 17, 2014. [Workshop broadcasted through the web]. Retrieved from <http://cslinsession.cvlites.org/past/wildly-successful-meetings-impossible-dream-or-easy-peasy-reality/>

Colorado State Archives. *What Records Are Available to Water Researchers and Where Are They?* March 26, 2014. [Workshop broadcasted through the web]. Retrieved from

<https://www.colorado.gov/pacific/archives/water-records-consortium>

Techsoup.org. *Public Tech Instruction: Internet Safety*. March 26, 2014.

[Workshop broadcasted through the web]. Retrieved from

<http://www.techsoup.org/community/events-webinars/public-tech-instruction-internet-safety-2014-03-26>

Connecting to Collections. *Digital Collections: A Future for Small Museums*. March 25, 2014. [Workshop broadcasted through the web]. Retrieved from

<http://www.connectingtocollections.org/digitization/>

U.S. Government Printing Office. *NCDC-The World's Largest Climate Data Archive (FDLP Certificate received)*. February 26, 2014. [Workshop broadcasted through the web]. Retrieved from

[http://icohere-meeting.net/WebConference/RecordingDefault.aspx?c\\_psrId=EB50DA80834E](http://icohere-meeting.net/WebConference/RecordingDefault.aspx?c_psrId=EB50DA80834E)

Association for Library Collections & Technical Services (ALCTS). *RDA: Revising, Developing, and Assessing*. February 19, 2014. [Workshop broadcasted through the web]. Retrieved from

<http://www.ala.org/alcts/confevents/upcoming/webinar/021914>

Rocky Mountain SLA Virtual Lunch. *Discovering Grey Literature Sci-Tech Resources*.

February 13, 2014. Workshop broadcasted through the web]. Retrieved from

<http://www.slideee.com/slide/finding-sci-tech-grey-literature-information>

Association for Library Collections & Technical Services (ALCTS). *How to Present a Webinar*. February 5, 2014. [Workshop broadcasted through the web]. Retrieved from

<http://www.ala.org/alcts/confevents/upcoming/webinar/031009howto>

American Library Association. *ALA Webinar : How to Teach Online*. January 16, 2014.

[Workshop broadcasted through the web]. Retrieved from

<http://www.ala.org/news/press-releases/2013/12/how-teach-online-beginners-guide>

University of Colorado – Denver, Auraria Campus, and the Institute of Museum and Library Services. *Assuring Long Term Access to Digital Collections: Introduction to Digital Preservation*. November 14, 2013. Denver, Colorado.

Association for Information Science and Technology (ASIS&T): *SIG III: Getting Published in Reputable International Journals and Other Publications*. September 4, 2013. [Workshop broadcasted through the web]. Retrieved from

<https://www.asis.org/Conferences/webinars/Webinar-SIGIII-9-4-2013.html>

University of Colorado – Boulder. *Science Boot Camp for Librarians West*. June 19-20, 2013. Boulder, Colorado.

Association for Library Collections & Technical Services (ALCTS). *Technical Services Librarians Matter at Your Library: Finding a Career in Technical Services*. April 17, 2013. [Workshop broadcasted through the web]. Retrieved from

<http://www.ala.org/alcts/confevents/upcoming/webinar/pres/041713>

University of Cincinnati. *Digital Preservation in Theory and Practice: A Preservation and Archiving Special Interest Group (PASIG) Boot-Camp Webinar*. February 12, 2013.

[Workshop broadcasted through the web]. Retrieved from <http://libapps.libraries.uc.edu/blogs/dlc/2013/02/08/digital-preservation-in-theory-and-practice-a-preservation-and-archiving-webinar/>

Digital Transitions. *Cultural Heritage Workflow Optimization*. February 5, 2013. [Workshop broadcasted through the web]. Retrieved from <http://www.dtdch.com/event/event/webinar-cultural-heritage-workflow-optimization>

Society of Rocky Mountain Archivists. *Tour, National Archives and Records Administration New Building*. January 24, 2013. Broomfield, Colorado.

National Renewable Energy Laboratory. *Zotero workshop*. January 23, 2013. Golden, Colorado. <https://github.com/adam3smith/zotero-workshops/commit/57184eca141e12af9f4fd2abcd964a1218f5bfa8>

Resource Description & Access (RDAP). *RDA Toolkit Essentials Webinar*. January 16, 2013. [Workshop broadcasted through the web]. Retrieved from <http://www.rdatoolkit.org/blog/513>

Colorado State University – Fort Collins. *Google Search and Earth Seminar*. January 10, 2013. Fort Collins, Colorado.

Colorado State Library. *Volunteer as Reference Librarian, Ask Colorado/Ask Academic*. June – October, 2012. Online access to the library's catalog and databases.

Colorado Association of Special Libraries. *August Virtual Meeting, Colorado State Library and Colorado Libraries Consortium (CLIC)*. August 15, 2012.

Colorado Association of Special Libraries. *July Virtual Meeting, Creative Commons presentation by Greg Grossmeier*. July 25, 2012.

Oxford University Press and Library Journal. *Authority, Connectivity, and Discovery: The Evolving Role of Reference in the Wiki Age*. June 14, 2012. [Workshop broadcasted through the web]. Retrieved from <https://event.on24.com/eventRegistration/EventLobbyServlet?target=registration.jsp&eventid=462517&sessionid=1&key=67590F730BBF54C0DB5A508813F81A32&sourcepage=register>

Colorado State University – Pueblo. *ACRL Scholarly Communication Road Show*. May 9, 2012. Pueblo, Colorado.

Fort Collins Museum of Discovery. *Tour of Archives and Facility Networking Event*. May 3, 2012. Fort Collins, Colorado.

Association for Library Collections & Technical Services (ALCTS). *Data Access and Management: The Library's Role*. March 26-27, 2012. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/e-forum/032612>

National Endowment of the Humanities. *Applying to NEH's Preservation Assistance Grants*. March 12, 2012. O. [Workshop broadcasted through the web]. Retrieved from <http://resource.aaslh.org/view/applying-to-nehs-preservation-assistance-grants/>

Association for Library Collections & Technical Services (ALCTS). *The Black, White, and Gray Areas of Licensing: A Review and Update for Librarians and Publishers*. February 29, 2012. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/webinar/022912>

Colorado Association of Special Libraries. *February Virtual Meeting, Stephen Abram, presenter*. February 8, 2012.

InfoPeople, Helping Libraries Think Differently. *Building Digital Communities through Blogs and Social Networking*. December 7, 2011. [Workshop broadcasted through the web]. Retrieved from <https://infopeople.org/civicrm/event/info?id=148&reset=1>

Ex Libris. *Let's Take a Deep Dive: Alma Demo*. October 25, 2011. Arthur Lakes Library, Golden, Colorado.

Florida Library Training. *Ten Tips for Basic Cataloging*. July 12, 2011. [Workshop broadcasted through the web]. Retrieved from <http://www.floridalibrarytraining.com/index.php/2011/05/31/ten-tips-for-basic-cataloging-online/>

Grant Space, a Service of the Foundation Center. *What Story Does Your Financial Statements Tell About Your Organization?* June 30, 2011. [Workshop broadcasted through the web]. Retrieved from <http://grantspace.org/classroom/training-calendar/San-Francisco/What-Story-Does-Your-Financial-Statement-Tell-About-Your-Organization-2011-06-30-San-Francisco-CA>

Association for Library Collections & Technical Services (ALCTS). *An Evening with National Public Radio (NPR)*. May 24, 2011. [Workshop broadcasted through the web]. Retrieved from [http://www.asis.org/Chapters/asispvc/may\\_24\\_2011/index.html](http://www.asis.org/Chapters/asispvc/may_24_2011/index.html)

Grant Space. *Pro Bono Day Live Chats @ GrantSpace!* May 23, 2011. [Workshop broadcasted through the web]. Retrieved from <http://grantspace.org/Multimedia/Live-Chats/Pro-Bono-Professional-Services-for-Nonprofits-2011-05-23>

Society of American Archivists, *Archon Workshop: Archon...making it work for you!* May 12, 2011. University of Colorado, Boulder, Colorado. Handouts found here: <http://saa.peachnewmedia.com/store/seminar/seminar.php?seminar=7391>

Purdue University, Colorado State University – Fort Collins, The Alliance, and the Institute of Museum and Library Services. *Data Curation Workshop*. April 29, 2011. Fort Collins, Colorado <http://guides.lib.purdue.edu/content.php?pid=214801&sid=1787114>

Association for Library Collections & Technical Services (ALCTS). *Preserving Your Personal Digital Memories*. April 28, 2011. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/webinar/pres/042811>

Association for Library Collections & Technical Services (ALCTS). *Future Access Now: Models for Preserving Digitized Books and Other Content at Cultural Heritage Organizations*. April 27, 2011. [Workshop broadcasted through the web]. Retrieved from

<http://www.ala.org/alcts/confevents/upcoming/webinar/pres/042711>

Association for Library Collections & Technical Services (ALCTS). *Accidents Happen: Protecting & Saving Family Treasures*. April 26, 2011. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/webinar/pres/042611>

University of North Texas Lifelong Education @ Desktop (LE@D) project. *Ten Tips for Web Searching and Finding with Kit Keller*. March 17, 2011. [Workshop broadcasted through the web].

Retrieved from

<http://www.screencast.com/users/pattern-research/folders/Default/media/58e82361-efc4-453a-82f6-560524ad4b23>

Association for Library Collections & Technical Services (ALCTS). *RDA Ask the Experts free Webinar*. February 17, 2011. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/webinar/cat/021711>

Association for Library Collections & Technical Services. *Open Access Initiatives in Scholarly Communications*. February 16, 2011. [Workshop broadcasted through the web]. Retrieved from <http://www.ala.org/alcts/confevents/upcoming/e-forum/021611>

Library Webinars. *Ten Tips to Effectively Serve the Genealogy Searcher*.

February 9, 2011. [Workshop broadcasted through the web]. Retrieved from

<http://neflin2.blogspot.com/2011/02/ten-tips-to-effectively-serve-genealogy.html>

Connecting to Collections. *E-Gov: Make It Work @ your library Webinar*. December 10, 2010. [Workshop broadcasted through the web]. Retrieved from

[http://www.ala.org/onlinelearning/servicedelivery/classes/publishing/eGov\\_webinar\\_American\\_Libraries\\_ORIS](http://www.ala.org/onlinelearning/servicedelivery/classes/publishing/eGov_webinar_American_Libraries_ORIS)

Connecting to Collections. *Getting the Most from Your Bookshelf: Care of Paper, Photographs, and Audiovisual Collections*. December 9, 2010. [Workshop broadcasted through the web]. Retrieved from <http://learningtimeevents.org/c2c/session6/>

Connecting to Collections. *Public Outreach and Collections Care*. December 2, 2010. [Workshop broadcasted through the web]. Retrieved from

<http://learningtimeevents.org/c2c/session5/>

Connecting to Collections. *Funding for Collections Care*. November 22, 2010. [Workshop broadcasted through the web]. Retrieved from

<http://learningtimeevents.org/c2c/session4/>

National Center for Atmospheric Research. *Next Generation Science Librarianship Panel*. November 17, 2010. [Workshop broadcasted through the web]. Retrieved from

<http://news.syr.edu/syracuse-ischool%E2%80%99s-jian-qin-presents-on-escience-panel-in-denver/>

Connecting to Collections. *Getting the Most from your Bookshelf: Care of Art and Objects*. November 4, 2010. [Workshop broadcasted through the web]. Retrieved from

<http://learningtimeevents.org/c2c/discuss-bookshelf/>



Connecting to Collections. *Telling the Story of Your Collections to the Press*. October 28, 2010. [Workshop broadcasted through the web]. Retrieved from <http://learningtimeevents.org/c2c/session1/>

Connecting to Collections. *Using Social Media to tell Your Collections' Stories*. October 28, 2010. [Workshop broadcasted through the web]. Retrieved from <http://learningtimeevents.org/c2c/session2/>

American Library Association. *RDA Tool Kit Webinar*. June 24, 2010. [Workshop broadcasted through the web]. Retrieved from <http://blog.lib.umn.edu/cgi-bin/mt-search.cgi?search=RDA&IncludeBlogs=10003&limit=10&page=3>

Colorado Association of Libraries. *Technical Services & Automation Division Workshop*. May 25, 2010. Denver, Colorado.

Colorado Association of Libraries. *Colorado Association of Academic Libraries Summit*. May 20-21, 2010. Denver, Colorado.

Connecting to Collections. *Mold Prevention and Remediation Webinar*. May 13, 2010. [Workshop broadcasted through the web]. Retrieved from <http://learningtimeevents.org/c2c/session2/>

Wake Forest University and American Library Association Preservation Week. *Dealing with Suppliers of Archival Products Webinar*. May 11, 2010. [Workshop broadcasted through the web]. Retrieved from <http://cloud.lib.wfu.edu/blog/pd/2010/05/11/alcts-webinar-archival-101-dealing-with-suppliers-of-archival-products/>

Alvernia University. *Libraries and Copyright in the Digital Age*. July 29, 2009. [Workshop broadcasted through the web]. Retrieved from <http://lists.minitex.umn.edu/pipermail/mtx-ref/2009-July/000483.html>

Society of American Archivists. *Encoded Archival Description workshop by Kris Kiesling and Michael Fox*. June 11-12, 2009. University of Denver. Denver, Colorado.

Colorado State University. *Future of Cataloging RDA Resource Description and Access*. November, 2009. Denver, Colorado. <https://www.msu.edu/user/robin179/VVL/EADTraining.htm>

Western State and Territories Preservation Assistance Service (WESTPAS). *Disaster Planning Workshop: Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery*. September 16, 2009. Naropa University/Nalanda Campus, Boulder, Colorado

Western State and Territories Preservation Assistance Service (WESTPAS). *Disaster Planning Workshop; Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery..* July 16, 2009. University of Colorado, Norlin Library, Boulder, Colorado

## Conference Attendance

2016

Unconference, University of Washington, Seattle, Washington, August 12, 2016.

AskWa Conference, Highline Community College, Des Moines, WA, March 18, 2016.

Primo Reference & Instruction Meeting, Whitman College, Walla Walla, WA, March 14, 2016.

2015

Island Info Lit conference, Spokane, Washington, November 6, 2015.

2014

Connecting Collections, Cultures, and Communities, 77<sup>th</sup> ASIS&T Annual Meeting, October 31-November 5, 2014, Seattle, Washington.

Colorado Association of Academic Libraries (CAL). (2014, June 18-19). *CoALA Online Summit* [workshop broadcasted through the web]. Retrieved from <https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2014-06-18.0932.M.BC014A9B0F27D15B98BBB1D24533E9.vcr&sid=2008095>

2013

Colorado Association of Libraries Conference: *Full Steam Ahead!* October 17-19, 2013. Loveland, Colorado.

Colorado School of Mines. *33rd Oil Shale Symposium*. October 14-16, 2013. Golden, Colorado.

Society of Rocky Mountain Archivists. *2013 Fall Meeting, What's Up with Water?* September 20, 2013. Colorado State University Morgan Library, Fort Collins, Colorado.

23rd Annual Meeting of the Society for Crypto-Judaic Studies. July 28-30, 2013. Colorado Springs, Colorado.

University of Colorado – Colorado Springs. *Copyright Conference*. June 4, 2013. Colorado Springs, Colorado.

Colorado-Wyoming Association of Museums (CWAM) and the Society of Rocky Mountain Archivists. *Joint Annual Meeting and Conference*. April 25, 2013. Golden, Colorado.

2012

Colorado Association of Libraries Conference: *Ready, Set, Go! Innovating Colorado Libraries*. October 18-20, 2012. Keystone, Colorado.

Colorado School of Mines. *32nd Oil Shale Symposium*. October 15-17, 2012. Golden, Colorado.

Society of Rocky Mountain Archivists: *Fall Conference: Oral History: Preservation & Access in the Digital Age*. September 14, 2012. Lakewood Cultural Center, Lakewood, Colorado.

University of Colorado – Boulder. *Six State Virtual Government Information Conference*. August 8-10, 2012. [Broadcasted through the web]. Retrieved from <http://ucblibraries.colorado.edu/govpubs/conference/WesternState2014/2012archive.htm>

Society of Rocky Mountain Archivists: *Spring Conference: Spring Smorgasbord*. June 1, 2012. Pueblo, Colorado.

2011

Library 2.0. The Library 2.011 worldwide virtual conference. November 2-4, 2011. [Broadcasted through the web]. Retrieved from <http://www.library20.com/page/2011-conference>

Colorado School of Mines. *31st Oil Shale Symposium*. October 17-19, 2011. Golden, Colorado.

Colorado Association of Libraries Conference 2011: *Team Up! Powering Library Partnerships*. October 13-15, 2011. Loveland, Colorado.

Society of Rocky Mountain Archivists: *Spring Conference: Check, please! Archives and Financial Sustainability*. May 20, 2011. Cardinal Stafford Library, Denver, Colorado.

Association for Information Science and Technology (ASIS&T): *2<sup>nd</sup> Research Data Access and Preservation (RDAP) Summit*. March 13 - April 1, 2011. Denver, Colorado.

Colorado Association of Special Librarians. *Brainstorming and Networking Gathering*. February 26, 2011. Denver Institute of Art, Denver, Colorado.

2010

Geoscience Information Society. *Geoscience Librarianship 101 Seminar*. October 30, 2011. Denver, Colorado.

Colorado School of Mines. *30<sup>th</sup> Oil Shale Symposium*. October 18-20, 2010. Golden, Colorado.

Society of Rocky Mountain Archivists. *Archival Outreach in the Modern Era! : Certificate of Completion*. October 15, 2010. American Heritage Center, Laramie, Wyoming.

Colorado Association of Libraries Conference 2011: *Illumination & Transformation*. October 7-9, 2010. Denver, Colorado.

Colorado School of Mines. *NREL/ANU Symposium*. August 30, 2010. Golden, Colorado.

Colorado Association of Special Libraries. *Spring Workshop, Be a Superhero: Advocate for your Special Library!* June 4, 2010. Denver Federal Center, Denver, Colorado.

Colorado Association of Libraries. *Technical Services and Automation Division Spring Workshop*. May 25, 2010. Denver, Colorado.

Colorado Academic Library Summit (CALC). *Collaborate Like You Mean It!* May 20-21, 2010. Denver, Colorado.

Prospector. *Inter-Library Loan Prospector Preconference*. April, 27, 2010. Stanley Hotel, Estes



Park, Colorado.

University of Denver. *Colleague Connection*. April 7, 2010. Denver, Colorado.

Denver Art Museum and the University of Denver. *2010 WebWise Conference: Imagining the Digital Future. Digital Repository Management Uncovered WebWise 2010 Pre-Conference #2*. March 3-5, 2010. Denver, Colorado

The Alliance. *All Alliance Conference: Digital Repositories, Data Curation, and the Cloud*. January 28-29, 2010. Denver, Colorado.

University of Denver. *STELLA Un-conference*. January 8, 2010. Denver, Colorado.

2009

Colorado Association of Libraries. *Power On: Avenues for the Future: CAL 2009 Annual Conference*. November 19-21, 2009. Denver, Colorado.

Colorado School of Mines. *29<sup>th</sup> Oil Shale Symposium*. October 19-21, 2009. Golden, Colorado.

Society of Rocky Mountain Archivists. *Web 2.0: Archives, Social Media, and Opportunities for Reference, Access, and Outreach: Certificate of Completion*. October 9, 2009. American Mountaineering Center. Golden, Colorado.

Society of Rocky Mountain Archivists. *Encoded Archival Description: Certificate of Continuing Education*. 1.5 continuing education units and 10 archival recertification credits. June 11-12, 2009. Denver, Colorado.

American Library Association. *2009 Midwinter Meeting*. January 23-28, 2009. Denver, Colorado.

2008

Colorado Association of Libraries. *Communities and Libraries: CAL 2008 Conference*. November 6-8, 2008. Denver, Colorado.

Society of Rocky Mountain Archivists. *Digitization: Concepts and Best Practices: Certificate of Completion*. October 10, 2008. Aurora History Museum.

Mountain and Plains Para Professionals. *Mountains and Plains Paraprofessionals Libraries Are Special 17<sup>th</sup> Annual Conference*. August 1, 2008. Denver, Colorado.

Institute of Museum and Library Services, Connecting to Collections. *Collaboration in the Digital Age*. June 24-25, 2009. Denver, Colorado.

Society of American Archivists. *Project Management for Archivists: Certificate of Continuing Education*. Awarded 0.75 continuing education units and 5 archival recertification credits. June 12, 2008. Denver, Colorado.

American Institute for Conservation of Historic and Artistic Works. *AIC 36<sup>th</sup> Annual Meeting: Creative Collaborations*. April 21-24, 2008. Denver, Colorado.

Colorado Association of Special Librarians (CoASL). *2009 Spring Workshop, Step into the Future*

@ *Your Special Library!* April 3, 2009. American Alpine Club Library, Golden, Colorado.

Colorado Association of Law Libraries (CoALL) and Rocky Mountain Special Libraries Association. *Spotlight on your Career 2008: Travel Tips for the Road to Success*. February 23, 2008.

2007

Colorado Association of Libraries. *Get RadiCAL!: CAL 2007 Conference*. November 8-10, 2007. Denver, Colorado.

Special Libraries Association. *98th Annual Meeting Special Libraries Association*. June 3-6, 2007. Denver, Colorado.

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## HONORS AND AWARDS

Colorado Association of Libraries' Leadership

Institute, 2010 - 2011 Initiation into

Phi Kappa Phi, May 16, 2007

Recipient of the John Valeta, and Richard Richel Scholarships, 2007

4-H Youth Leadership, Citizenship Washington D. C. Field Trip, 1980

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## PROFESSIONAL MEMBERSHIPS

### National

American Association of University Women (AAUW) – Longmont Branch, 2008-2010

American Association of University Women (AAUW), 2016-present

American Institute for Conservation of Historic and Artistic Works (AIC), 2008-2009

Association of Independent Information Specialists, (AIIP), 2008-2010, 2014

Association for Information Science and Technology (ASIS&T), 2011-2012, 2014-Present

American Records Management Association, 2008-2010

Association for Recorded Sound Collections, (ARSC), 2009-2010

American Library Association (ALA), 2005-2010,

Current member of ACRL, ALCTS, LITA, WESS, LHRT, and LIRT

American Records Management Association (ARMC), 2007-2009

Heritage Preservation, 2009-2010

The Medieval Academy of America, 2014-Present

Online Audiovisual Catalogers, 2016

Society of Medieval Feminist Scholarship, 2015-Present

### Regional

Pacific Northwest Library Association, 2016-Present

Rocky Mountain Special Library Association, (RMSLA), 2005-2009

GeoScience Information Society, 2012-2013

Phi Kappa Phi, 2007-2010 Pacific Northwest Library Association, 2016-present

Society of American Archivists (SAA), 2007-2010

Participated in GODART

Society of Rocky Mountain Archivists (SRMA), 2007-2014

Served as Preservation – Board Member at Large

Special Library Association, (SLA), 2005-2009

Participated in RUSA, DMAH

## **State**

Washington Library Association, 2016-present

Washington State Chapter of the Association of College and Research Libraries, 2015-Present

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## **SERVICE**

### **Academic**

Book Reviewer, for Rutgers' Journal of Electronic Resources in Medical Libraries (JERML), 2016

Article Reviewer for the Journal of Western Archives, 2016

School of Library and Information Management, Emporia State University

Participated on Panel for ESU-SLIM Librarian class, 2011

Regis University Library, Denver, Colorado

Participated in the Baby Boomer Focus Group, 2011

### **Community**

Kittitas Valley Amateur Astronomer's Club

Secretary-Treasurer, 2015-Present

Kittitas County Friends of Animals, serve as Chairperson-Fund Raising, 2014-2016

Longmont Astronomical Society, 2006-2008

2006 – 2008

Served as Secretary and organized 3 separate Star Parties for local astronomy groups, CU faculty, staff, and students at the University of Colorado Mountain Research Station.

Boulder Astronomy and Space Society (BASS),

Co-founder, served as Membership Chair and Board Member-at-Large, 2007-2008

Society for Creative Anachronism, 1999-2001

Served as organizer to the Longs Peak Scottish-Irish Highland Festival, Inc. Organized demonstrations of medieval culture for the History Row, involving over 38 volunteers. Demos included: fencing, heavy-weapons, weaving, candle-making or wax working, musical instruments, calligraphy, and books displays.

Organized a demonstration at University of Colorado – Boulder, August, 2002

## **Regional**

Society of Rocky Mountain Archivists, 2009-Present  
 Board-Member-at-Large for Preservation, 2013-2014  
 Journal of Western Archives, reviewer and editor, 2015-2016

## **State**

Colorado Association of Special Libraries (CoASL)  
 Past-President, 2012-2013  
 President, 2011-2012  
 President-Elect, 2010-2011  
 Secretary, 2008-2010

Heart of Denver Romance Writers

Served as reviewer/judge for Aspen Gold writing competition, 2011

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## **REFERENCES**

Dr. Jeremy “Jerry” Boak, Director  
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 Golden, CO 80401  
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