

**Bella Karr Gerlich, Ph.D.**  
**Professor and Dean of Libraries**  
**Elmer E. Rasmuson Library**  
**University of Alaska Fairbanks**

**Education**

**University of Pittsburgh**, Pittsburgh, Pennsylvania  
MLIS Equivalent, Ph.D. Library and Information Sciences, 2006

**Carnegie Mellon University**, Pittsburgh, Pennsylvania  
Master of Public Management, 1999

**Virginia Commonwealth University**, Richmond, Virginia  
Bachelor of Fine Arts, 1985

**Employment Information**

**University of Alaska Fairbanks (UAF), Elmer E. Rasmuson Library**  
**Professor and Dean of Libraries, August 2011 - Present**

The Dean of Libraries for the Elmer E. Rasmuson Library, UAF has a leadership role within the University and the statewide library community and fosters state, regional, national and international contacts. The dean is responsible for strategic planning, budgeting, the development and assessment of library programs and services and directs library fund raising efforts. The dean actively nurtures a library-wide collegial climate based upon respect, service, transparency, and teamwork to effectively lead 11 faculty, 50 staff and 75 student employee positions. The dean acts as a consistent library spokesperson able to re-shape opportunities and understand how to develop and advocate for funds to support this work. The dean provides executive administrative leadership as a member of various policy-setting bodies, and serves in an advisory role for UAF rural campus libraries.

The libraries contain holdings of more than 1.75 million items and subscribe to approximately 170 online index/abstracting services and reference collections for the UAF campuses in support of teaching and research. The libraries provide links to a suite of 40 additional resources that are either openly accessible or are jointly purchased by the state of Alaska and the university. In recent years, the libraries have focused on acquiring access to electronic journals and books, resulting in total subscriptions of more than 58,000 online serial/journal titles and 431,000 electronic books.

Library programs and services also reflect the university's mission emphasizing Alaska, the circumpolar North, and their diverse peoples. Specifically, the Alaska & Polar Regions Collections & Archives (APR) support learning and research on a broad range of circumpolar topics, and form the largest collection of Alaska materials in all formats and media. The APR unit includes archives and manuscripts, university records, oral history, Alaskan and rare books and maps, the Alaska Film Archives, the Ted Stevens project, Project Jukebox and the Rasmuson Translation Series. The unit serves the local, national, and international research communities with collections including 150,000 monograph and serial volumes; 7,000 rare books and maps; 15,000 linear feet of archives and manuscripts; 1 million plus photographs, 1 million feet of historical moving image footage, and over 10,000 hours of oral history recordings

**Select Accomplishments as Professor and Dean of Libraries**

**Administration**

- Appointed to the Governor's Advisory Board on Libraries, as Alaska Library Association academic representative.
- Responsible for operations and resources budget of \$8M.
  - Successfully managed funds under budget since 2011, with no increase in budget and minimal one time infusions to assist with offsetting subscription increases and reduced indirect cost recovery (decreased grant funding, overall).
- Successfully moved academic unit and Library Faculty promotion and tenure under Dean of Libraries (previously part of College of Liberal Arts faculty), resulting in additional representation on Faculty Senate and committee opportunities as a recognized independent unit.
- Proposed and secured UAF as host institution for 2016 Polar Libraries Colloquy.

- Arranged and mediated meeting of key leaders of the Alaska Native Claims Settlement Act (ANCSA):
  - Negotiated transfer of materials by donors to University of Alaska Anchorage (preferred location of stakeholders who reside in Anchorage).
- Oversaw revision of Library Faculty Promotion and Tenure documents (additions accepted by Faculty Senate).
  - Added 'Archival' component.
  - Added 'Outreach and Bibliographic Instruction' component.
- Initiated and led meeting of Statewide Library Administrators (State Library & Archives, University of Alaska Anchorage, University of Alaska Fairbanks) with COO William Bosanko of NARA regarding Anchorage NARA closure:
  - Represented community perspectives and issues.
  - Negotiated potential collections transfer to State Library and UAF.
  - Wrote and distributed report to respective administrations post meeting.
  - Distributed reports to offices of Senators Murkowski, Begich, Congressman Young and Governor Parnell.
  - Communicated with Senator Murkowski's office as requested and supplied updates.
  - Assisted with providing information to the public at large and gathering stakeholder input.
- Responsible for distribution of current endowment and grant funds of \$600K:
  - Work closely with UA Foundation President to prepare reports, collaborate where appropriate.
  - Closed or combined 30 grants.
- Implemented development / fundraising / donor relations policies and best practices.
  - Hired FT Development / Public Information Officer.
  - Created Friends of the Library campaign.
  - Created Biannual Newsletter.
  - Input donor data from library (previously unrecorded) in university database.
  - Developed donor recognition processes.
  - Hosted various events / lectures / workshops.
- Created annual review & goal setting process / document for staff.
  - Includes confidential upward evaluation process for supervisors (Dean's eyes only).
  - Encourages professional development (required component).
- Purposefully reorganized / created departments to ensure efficiency, improve communications and services, align university and library mission and goals, and utilize strengths of faculty and staff.
  - Reduced positions if appropriate and reallocated funds to support collections budget.
- Created planning document with Library Council (2011-2013) for immediate need goals for library operations, projects and staffing.
  - Created working groups and assigned tasks to develop a long-term strategic plan and goals for the Library.
  - Created permanent committee structure.
- Assimilated a recharge unit by realigning budget to eliminating cross-departmental charges, resulting in improved service to the university and public.
- Hosted International Map Collectors Society Annual Symposium:
  - Planned and scheduled speakers.
  - Created web site, billing system.
  - Coordinated site activities, locations etc.
- Hosted Library of Congress Digital Preservation Training for Alaska (first event of its kind in the state):
  - Worked with George Coulbourne regarding needs, goals of program.
  - Staff secured grant funding through State Library / IMLS to support all participants and speakers for the three day event.
- Partner with Bureau of Indian Affairs (BIA) to support and maintain an archivist / researcher in Rasmuson Library to research and provide services related to Alaska Native Settlement Claims Act in the region.
- Initiated and negotiated the merger of a campus branch library – BioSciences Library – with the Geophysical Institute Library – with key administrators to enable repurposing of underutilized space allowing the university to realize monetary savings:
  - Advisory / stakeholders group formed.
  - Directing collection assessment for weeding, relocation and storage.
  - Directing service assessment and personnel responsibilities.

## **Access Services & Collections**

- Downsized and refocused positions and work in Interlibrary Loan unit; cross-trained with circulation unit.
  - ILL staff participates in training, scanning, uploading of items for Institutional Repository.
- Initiated inventory of collections.
- Initiated cross training with reference.
  - Moving to a combined service model in summer, 2014.
- Initiated review, updating of all practices, policies of circulation and public services.
  - Implemented mandatory student employee training for all student hires.
- Oversee the ongoing review of subscriptions, use of resources, weeding processes with collection development librarian.

## **Assessment**

- Implemented new and additional statistical data gathering processes for all services, work efforts, programs, instruction, collections, and database and web page usage; creating benchmarks and timelines for review.
- Created data gathering procedures on facility, computer and collections usage.
- Reported statistics for department / school / university accreditation processes.
- Implemented the READ and LEAD Scales.
- Initiated outreach data gathering statistics process.

## **Instruction, Reference, Web Presence**

- Initiated comprehensive strategic plan and implementation of a new Library Website (to be published August 2014), including town hall meetings and online surveys for input, timeline creation, content shift, usability testing and assessment.
  - Survey of web pages completed.
  - Responsibilities assigned.
  - Social networking increased.
- Initiated Library Science 101 (required 1 credit course) development of student outcomes and assessment rubric for accreditation.

## **Technology**

- Created an Institutional Repository, ScholarWorks@UA, for the University of Alaska Statewide System.
  - Established Advisory Board.
  - Established guidelines for collections, policies, and best practices.
  - Established digital preservation and business plan.
  - Established MOU for ongoing support with outside department.
- Formed Digital Preservation group to create policies, implement best practices and make recommendations for digital format collections.
  - Policies and procedures for development, back-up and production servers updated.
- Created scanning / digitization workflow processes to ensure ongoing production.
- Implemented scanning to email technology for users.
- Library study rooms equipped with technology for presentations, file sharing, etc.
- Assumed responsibility for computer classroom in library.
  - LS 101 courses priority.
  - UAF community has access with ID card to computers when not in use.

## **Archives & Special Collections**

- Integrated the Alaska Native Language Archives (ANLA) into the Rasmuson Library.
  - Collaborated with ANLA Director, Dean of CLA.
  - Developed MOU between units.
  - Assimilated administration of ANLA grants.
  - ANLA & library archives staff cross-trained.
- Oversee Senator Ted Stevens Papers Project and fund allocation.
  - 2009 \$1.1M gift from BP North America, Pollack Conservation.
  - 4,500 boxes cataloged, processed (macro) preserved; policies, procedures, best practices implemented.

- Finding aid created, web site and digitization of public works, YouTube videos.
- Intern employed for outreach, creating K-12 educational materials and exhibits.
- Staff worked with public, community groups and former aides.
- Developed plans, reports and proposals for Stevens Foundation.
- Moved collection from offsite facility to dedicated / renovated location within Rasmuson Library.
- Redirected \$350K of library operation funds (2013- 2015) to support work and archive opening in 2015.

### **Acquisitions & Technical Services**

- Downsized and refocused positions, work in Acquisitions & Technical Services (ATS) unit.
- Expanded tasks of staff to include Institutional Repository records, Alaska Digital Archives cataloging.
- Worked with Graduate School to create and implement process that requires submission of Theses and Dissertations electronically at UAF, for addition in catalog, Institutional Repository and UMI Proquest.

### **Facilities Management**

- Successfully proposed and reclaimed staff and storage space used by another unit within the library.
  - Relocated three units & operations into vacated space, resulting in better work productivity and inter-department communication.
  - Collaborated with Office of Intellectual Property to relocate staff office needs into Rasmuson (rental savings cost for university) and Museum of the North for long-term storage needs for artwork (effective community and donor relations).
- Increased number of study rooms and user space.
- Received funding for adding windows to study carrels and conference rooms for staff and user security.
- Relocated Tech Services unit to more appropriate space for the downsized unit.

### **Dominican University, Rebecca Crown Library**

#### **Associate Professor and University Librarian, July 2008 – July 2011**

The University Librarian leads the library models the university's mission, value and goals including a strong and consistent public service orientation, imbedded library instruction program, collection development, assessment, technology, web services, consortial relationships, resource and budget management and forecasting. The University Librarian provides leadership, vision and direction to create strategic plans and long and short range goals that direct recognition, process improvement and project management; create the development and formulation of policies and procedures in collaboration with other departments and administration as appropriate; create, initiate or implement new programs; gather data and write reports as needed for accreditations, self-studies, and administrative needs as required; oversee the facilities, space allocation, renovations, and building security. The University Librarian manages seven faculty appointments, seven full-time and two part-time staff, and approximately 70 student workers; actively supports and promotes professional development; and is a member of the senior administration of Dominican University. The University Librarian is expected to maintain a record of professional engagement at local, regional, and national levels and possess outstanding communication and collaborative skills.

### **Select Accomplishments as University Librarian**

#### **Administration**

- Created multi-year strategic plan (through 2009 - 2014) and goals for library operations, projects and staffing. Most first year and some second year goals met.
- Increased budget for databases and journal subscriptions significantly for the upcoming multiyear cycle as well as ongoing 6% increases to account for inflation through 2014. (Budget had been flat previous three years).
- Initiated creation of an Image Database for faculty, staff and students using ContentDM.
- Created student employee positions to enable ongoing scanning for local needs, consortia projects and collaborations.
  - Establish routine assignments and supervisory responsibilities.
  - Create workflow and assessment practices.
  - Create metadata templates.
- Overseeing consortia member responsibilities and content contribution to CRRA.

- Implemented Open Journal System (OJS) for the university to publish peer reviewed journals:
  - Created staffing model to administer, manage and support OJS for campus e-publishing efforts. (World Libraries, Graduate School of Social Work journal, etc).
  - Use for multiple authors of a book publishing effort with the McGreal Center.
- Initiated relationship with Institutional Advancement unit and implemented gift policies:
  - Created a comprehensive Library Development Strategic Plan and data gathering of donors.
  - Library community users as future prospects for fundraising and future development of a Friends group.
  - Shared plan and developing strategies with VP of Advancement and Deans in individual meetings.
  - Implemented student worker graduates bookplate program.
  - Created process for recording donations and coordinating with Institutional Advancement.
  - Created bereavement bookplate program for Dominican University community.
- Initiated collaboration with IT to implement pay-for-print model on campus:
  - Created mediated printing and copying stations and computer authentication program for library users, campus visitors and computer labs across campuses.
- Formed Library Advisory Board.
- Initiated investigation and implementation of Institutional Repository (IR) for the university:
  - Initiated and overseeing collaboration of resources and personnel with Elmhurst College for IR capabilities.
  - Collaboration enables investigation, installation and management of D-Space for shared understanding of possibilities and determine expansion to other universities in our local consortium.
  - Pilot with six additional institutions currently underway.
- Created new faculty positions:
  - Web Services Librarian position (at a cost of only one half of a position and benefits to the university)
  - Instruction Coordinator Librarian Position (by redefining existing position).
  - Archivist & Special Collections Librarian (through realignments within existing library operating budget and only benefits costs applied to university budget).
- Worked with dean of GSLIS and faculty librarians to change focus of Crown Internships:
  - Initiated new procedures and processes and assessment practice.
  - Added second internship.
- Prepared reports and plans for the following:
  - H1N1 contingency plan for library operations.
  - ALA & HLC re GSLIS PhD.
  - Library valuation document for the VP of Business and Operations for Village of River Forest.
  - School of Business accreditation pre-review to AACSB.
  - School of Education NCATE report.
  - Red Flag document retention and security.

### **Access Services**

- Decentralized hiring and training practices for student employees.
- Initiated empowering undergraduates to assume more job-specific assignments.
- Initiated the creation of new training processes:
  - Checklists, shelving programs, cross training, and so forth.
  - Initiated a process for lost and missing items.
  - Ongoing shelf reading of collections.
  - Systematic inventory of collections.
  - New student employee mandatory orientation.
- Initiated incorporating reserves holdings (materials and e-reserves) into local catalog.
- Secured additional student positions for all service points.
- Initiated electronic notices.
- Initiated inventory of materials and ongoing shelf-reading process.
- Updated lost, missing and overdue policies.

## **Assessment**

- Implemented new and additional statistical data gathering processes for all services, work efforts, programs, instruction, collections, and database and web page usage; creating benchmarks and timelines for review.
- Created routine data gathering procedures on facility, computer and collections usage.

## **Instruction, Reference, Web Presence**

- Oversaw the participation in the national RAILS study project, as one of only five universities selected for the IMLS funded study.
- Implemented mentoring, reference training and providing rigorous assignments for GSLIS graduate student employees to support library services, such as create finding aids, revise web pages, create library guides, and so forth.
- Initiated and overseeing the creation of a comprehensive Library Instruction and Assessment Program building on an existing integrated program in the additional areas of graduate programs, distance education, transfer students and subject specific instruction based on class-level and incorporating student learning outcomes.
- Oversaw addition of Text a Librarian, Facebook and Twitter.
- Initiated and overseeing creation of a comprehensive strategic plan and implementation of a new Library Website, including town hall meetings and online surveys for input, timeline creation, content shift, usability testing and assessment.
- Initiated proactive outreach and created specific liaison responsibilities to improve communication and services to departments.

## **Archives & Special Collections**

- Implemented the creation of archives and special collections policies and procedures, routine monitoring of temperature and humidity and data collecting.
- Hired consultant to appraise rare book collection.
- Ensured archivist representation on university committee for Document Retention policies and procedures.
- Initiated and overseeing inventory of rare book collection and creation of finding aids.
- Initiated book repair and document treatment training regiment.

## **Technical Services & Collections**

- Decentralized budget management responsibilities for collections to subject liaison librarians where appropriate.
- Created strategic collection development planning initiative, creating and overseeing new processes based on curriculum and program needs, designing templates for discipline collection assessment, weed and shelf read, implement acquisition and notification practices (includes Gov Docs, unique holdings, and so forth):
  - Used WorldCat Collection Analysis tool for collection comparison and assessment reports to inform collection development.
  - Creating list of collections not cataloged and or of a historic nature and determining potential use and next steps.
  - Updated gift policy, shifted responsibility for decisions to subject specialists.
- Expanded reserves assistant and serials responsibilities to include copy cataloging.
- Moved to YPB acquisitions services.
- Initiated review of standing orders and database subscriptions to determine cancelations as a cost saving measure and reallocation of monies back into materials budget.

## **Facilities Management**

- Created student security positions for evening shifts.
  - Students interviewed jointly by Campus Security personnel.
  - Students trained by Campus Security.
  - Students posted in and supervised by Library circulation supervisors.
- Improved security and services:
  - Initiated creation of emergency evacuation procedures (shared with Security).
  - Instituted regular patrols by Security personnel and coordinated closing procedures.

- Installed alarms on all fire exit stairwell doors to secure collections and limit exit and entrance points to the facility.
- Procured walkie-talkies for connection with Security personnel channels for emergency and facility clearing purposes.
- Participated in the planning and execution of the River Forest Village Emergency Operations Drill (funded through a village applied federal grant program).
- Initiated opening of Library Instruction computer classroom to users during peak times.
- Created zones for quiet study.
- Added dedicated student security positions for night hours.

### **Georgia College & State University, Library and Instructional Technology Center (LITC)**

#### **Associate Professor and Associate University Librarian (included Museum operations) – 2006 – 2008**

The Associate University Librarian is responsible for providing assistance to the Dean/University Librarian and gives special attention to the objectives of providing quality services to the University and local community. Creates / coordinates short / long term plans formulated based on goals and mission of the LITC and University; Provides leadership of Instruction/Reference Services, Access Services and Museum operations (responsible for recruitment, retention, management and innovation in collaborating with new and existing faculty and staff) and participates in liaison, reference, and instruction services; Develops faculty and staff development programs, working with the Associate Directors in scheduling and staffing training experiences; Promotes research and intellectual contributions by faculty; Provides oversight for the review / revision of LITC By-Laws and Promotion and Tenure documents; Facilitates communication among service units to promote collaboration and cooperation, meeting regularly with Library Management Council for discussion / dissemination of information, focusing on workflow, production, and service orientation; Coordinates assessment / development of the annual report, SACS, etc; Participates in grant writing and development opportunities as appropriate; Prepares / collates substantive information for local, state, and national surveys; Serves as an advocate and spokesperson for how the Library contributes to the University mission; Supports and participates in the University's development activities; Represents the Library on committees as assigned or elected; Acts as Library Liaison to the Faculty Fellow and chairs Library Faculty meetings; Serves on governance and other committees and acting as representative of the Library in the absence of Dean/University Librarian.

#### **Select Accomplishments as Associate University Librarian / Museum operations manager**

##### **Administration**

- Directed LITC departments' / personnel goals.
- Initiated the creation of an online application form for prospective student employees.
- Developed and proposed new staffing strategy for reference desk based on research / assessment of effort / number of transactions to better align librarian presence with demonstrated user needs.
- Developed and proposed with the Public Services committee new policies to welcome visitors to facility and facilitate computer use for the community.
- Facilitated faculty teams to revise the Library Faculty Promotion and Tenure documents.
- Directed the creation / implementation of a mandatory new Student Employee Orientation program.
- Co-chaired committee responsible for the creation / implementation of best practices for the Library's shared virtual workspace, including documentation, process & procedures, time-line for moving files to a new server space, training schedule and maintenance plan.
- Facilitated the merging of the "Welcome Center" function with the Museum and Office of Admissions.
- Initiated and facilitated the reduction of cataloging backlogs and reassignment of responsibilities during Associate Director's (department head), Tech Services absence.
- Facilitated the relocation of the university's Adaptive Technology equipment to the Library.
- Faculty Coordinator & Chair, Annual Student Research Conference.

##### **Access Services**

- Initiated the creation of a blog for communication / timely dissemination of information between Access Services, Reference, ITC departments.
- Initiated the creation of an Access DB for single point of entry of multiple reporting of facility issues.
- Initiated changes in interlibrary loan processes to remove redundancy and create efficiency, resulting in improved customer services.

- Initiated changes to reserves process to improve workflow and retrieval time for users.
- Worked with the Access Services manager to realign responsibilities and tasks with the department to take advantage of staff strengths and increase productivity.

### **Assessment**

- Create assessment plans for departments.
- Gathered data and submitted reports:
  - NCES Survey.
  - LibQUAL+ Survey implementation, process, marketing and reporting.
  - ACRL Statistics Survey.
  - ALA APA Salary Survey.

### **Collection Development**

- Initiated / oversaw comprehensive Collection Assessment / Development plan for all disciplines including the following:
  - Collection assessment.
  - Collection comparison with comparable institutions.
  - Curricula component.
  - Collection development statements.
- Initiated / oversaw the decentralization of material / db evaluations to redistribute selection of to subject specialists to improve workflow and increase discipline knowledge.

### **Instruction & Reference**

- Initiate the creation of an Information Literacy Plan.
- Initiated the creation of a training manual for PT, FTE reference staff.
- Initiated the re-design of the library web site and subject guides using critical research exercises with reference librarians and library web site manager.
- Initiated the addition of IM technology to reference services.
- Initiated the addition of the “Ask-A-Librarian” page to incorporate electronic reference service via email.
- Established / assigned reference coordinator role.
- Established / assigned reference technology role.
- Initiated the move from paper to electronic book notifications facilitated by reference / liaison librarians to better serve faculty and proactively create desiderata lists for end of year purchase monies.
- Initiated the creation of a pre & post-test for the library instruction module for freshman and the application of an outcomes model for instruction.

### **Museum**

- Initiated creation of Georgia College Museum outreach / education program.
- Initiated inventory / collection assessment / control plan for Museum artifacts.
- Scheduled, installed and or coordinated Museum exhibits.
- Site administrator for an IMLS Museum Assessment Program grant, coordinating activities and hosting surveyor.
- Updated policies and security procedures for Museum.

### **Carnegie Mellon University, University Libraries**

**Senior Librarian and Head, Arts and Special Collections – 2001 – 2006**

**Interim Music Librarian, 5/2002 – 1/2003**

**Librarian and Co-Head, Arts and Special Collections – 2000 – 2001**

**Arts Services Specialist, Arts and Special Collections – 1995 – 2000**

Responsible for mentoring, planning and directing the work of faculty, staff, student assistants in two building locations to develop, advance and administer library services for the university community. The Arts and Special Collections department includes the following: arts and rare book reference, liaison assignments, collection development, education, circulation of audio and slides, music reserves (including audio e-reserves), special collections (which includes the Fine and Rare Book Rooms in Hunt Library, Architecture Archives and Posner Center Rare Book Library and meeting / exhibit



space), document delivery (music, slides and digital images on request) and in-house bindery services for the University Libraries. Develops and articulates a vision for public service. Manages budget and facilities for the department, which occupies the fourth floor of Hunt Library and the Posner Center (four service points total). Maintains and promotes close interdepartmental communications and resolves procedural issues with the other department heads. Active in pursuing development opportunities and spearheading public relations efforts. Represents the department on the Libraries Council and in Department Head meetings and retreats. Utilizes project management skills to create and implement innovative programs, speak to preservation and collection management issues, digitize collections and data input, address space reallocations and staffing issues. Oversees, develops and implements policies and procedures for the department and Posner Center, including oversight of the Posner Student Internship program. Acts as exhibit coordinator for the University Libraries and Posner Center and plans events as needed.

## **Select Accomplishments while at Carnegie Mellon**

### **Administration**

- Plan and coordinate the move of the Posner Memorial Collection to its new home in the Posner Center. Included security details and inventory control of the rare collection.
- With other department heads, facilitate the selection of materials to be sent to China for digitization / inclusion in the Million Books Project.
- Reassigned miscellaneous archival collections to relevant subject specialists within the department, reducing workload for the Special Collections Librarian and improving service to users.
- Oversaw the Posner Exhibit Internship Program:
  - Created processes and procedures for promotion, awarding and implementation of a competitive, privately funded program for students of Carnegie Mellon to create exhibits twice a year in the Posner Center, utilizing the Posner Memorial Collection.
- Secured teaching salaries for Librarians for department budget.
- Proposed and replaced student employee hours with a full-time position for the Audio and Slides Collection circulation area.
- Proposed elected support staff representation on the Libraries Council, the governing committee of the Libraries whose membership previously excluded staff. Noted in the Library Advisory Board Briefing Book.

### **Collection Management**

- Oversaw the inventory, processing and creation of an electronic database and finding aid for the Daniel V. Klein photograph collection.
- Coordinated / conducted the first inventory of the Fine and Rare Books facilities and related archival collections and oversaw retro cataloging / editing as needed.
- Collaborated with music faculty to coordinate the collections needs for a proposed Jazz Major to be offered by the School of Music.
- Coordinated efforts with the School of Art faculty and the Arts Resources Specialist to identify proactively and acquire appropriate digital images to increase the collection of contemporary images for classroom use.
- Oversaw the inventory, processing and creation of a finding aid for the Eugene Levy Slide Collection.
- Initiated the changing/updating of the Theses items home and current locations in the catalog to reflect actual location by library.
- Coordinated a major collection shift on the fourth floor of Hunt Library (approx 90,000 vols).
- Proposed and implemented a plan to catalog, circulate and preserve orchestral scores by working closely with the Ensemble Manager and securing joint funding from the Libraries and the School of Music to improve item housing.
- Reorganized chamber music scores to reduce fetching errors, facilitate retrospective cataloging efforts and decrease space requirements for the collection.

### **Facilities Management**

- Proposed and implemented the management plan for the Posner Center, approved and funded by the Office of the President:
  - Created dedicated staffing position with reassignment of responsibilities with minimal service interruption.
  - Created policies and procedures, emergency response and operations documents.
  - Design and publication of a Center website and online reservation system (<http://www.library.cmu.edu/Libraries/Posner/index.html>).

- Oversee the building completion and special collections needs / specifications of the Posner Center, a 7M state of the art rare book / board room / reception facility, including:
  - Proper humidity/temperature settings for rare books / objects.
  - Exhibit cases (lighting, size, materials).
  - Security and training.
- Assisted with the integration of the Slides Collection and its services with the Music Collection Services area:
  - Addressed space challenges.
  - Collections decisions.
  - Staff assimilation.
- Proposed a plan and coordinated a major space reallocation, asbestos abatement, collection reorganization and renovation for the Arts and Special Collections Department. Included:
  - Moving collections.
  - Developing labeling techniques for rare items.
  - Collection maintenance.
  - Office renovations and monitoring contractors.

### **Implementing New Services / Innovations**

- Oversaw the design, creation and implementation of a Student Supervisor's Website for a single point of contact for information, FAQs, etc.
- Oversaw the design, creation and implementation of a new integrated Student Employee Database. User study and survey conducted.
- Oversaw the design, creation and implementation of a new online Image Database using Web ISO authentication for classroom use and individual study. User study and survey conducted.
- Oversaw the creation and implementation of an electronic audio reserves pilot program and then permanent implementation using Real Audio. The pilot used IP authentication and the online library catalog for sound delivery. User testing / survey conducted.
- Proposed and secured funding for a large flatbed scanner for windows PC with image creation capabilities to create Windows environment multimedia workstations.
- Proposed and secured laser printer for public stations near music listening facilities to improve patron services.
- Proposed and coordinated a new pay-per-print service point for color printing for library users.
- Proposed and coordinated a new 'digital image on demand' service for faculty and staff to use in lieu of or to supplement conventional slide technology.
- Implemented 'vinyl record and analog to CD' technology.
- Proposed a plan and coordinated a team to re-organize the Posner Collection and Fine and Rare Book Room:
  - Created a database to combine donor and library records and enable yearly inventories of the collection.
- Conceived, designed and created the Web Alumni Yearbook (script by Brent Frye), an alumni driven, self-serve database. Noted in the Library Advisory Board Briefing Book.
- Proposed the Libraries' Cataloging Department adopt an "INPROCESS" location to accurately describe when an item is pending final processing in order to make retrieval easier and improve patron service.
- Proposed and secured funding for a Macintosh multimedia workstation that enables scanning and saving library materials.
- Proposed new student employee compensation package for the University Libraries.
- Proposed and created a mandatory new Student Employee Orientation for improved service and shared understanding of library functions and facilities.

### **Project Management / Process Improvement**

- Coordinated the efforts, and co-directed/co-edited the creation of a DVD about the Posner Memorial Collection.
- Coordinate the efforts of the Music Librarian and Arts Associate to create a database of the reel-to-reel collection of musical performances by the School of Music.
- Coordinating the efforts of a Special Collections Team to inventory and retro-catalog the Fine and Rare Book Room and its collections. Included:
  - Creating book locations.
  - Updating collection management control standards.
  - Coordination item record editing and retro-cataloging efforts.

- Co-coordinating the efforts to facilitate the scanning and publication of the Posner Family Collection, 643 rare and unique titles. <http://posner.library.cmu.edu/Posner/>.
- As project manager, coordinated a team assigned to improve student and part-time hiring practices and procedures for applicants, supervisors and the Libraries' DRIVE administrators.
- Negotiated with the selectors of the arts collections and the cataloging department for the reduction of specialized cataloging of select call number ranges in an effort to reduce the workload of the Fine Arts Cataloger.
- Reorganized the in-house bindery process and procedures for the University Libraries to reduce redundant labor and improve materials preservation.

### **Special Events/Development**

- Proposed and led a team of volunteers to coordinate the University Libraries Staff Open Houses, a weeklong event involving complex scheduling of tours for 90 persons in 13 departments. Noted in the Library Advisory Board Briefing Book.
- Conceived and coordinated the Libraries' annual participation in Homecoming activities to foster relationships with alumni and obtain prospects.

### **Related Experience**

#### **Pittsburgh Symphony Orchestra**

##### **Administrative Assistant, Corporate Giving – 1994 – 1995**

Responsible for researching prospective corporate donors; developing new campaign strategies; coordinating donor recognition and incentives; supervising and training volunteers; interacting with individual donors, board members and corporate prospects and donors; compiling reports, data and statistics; monitoring campaign goals and tracking donations.

#### **Abraxas Foundation**

##### **Development Assistant, Development Office – 1994**

Responsible for coordinating donor recognition and incentives; compiling reports; monitoring fundraising goals and tracking donations; working closely with the events committee of the governing board to plan events; marketing and publicizing special events; developing and managing budget for special events; scheduling staff and board meetings.

#### **Bethany College, T.W. Phillips Memorial Library**

##### **Administrative/Acquisitions Assistant – 1992 – 1994**

Assisted the Director of Information Services with the daily operation of the college's library and computing services. Responsible for acquisition and materials ordering responsibilities; management, training and supervision of circulation services and personnel; coordinating reserve services; rotating reference shifts; building maintenance; computer and equipment maintenance; establishing working relationships with other college departments, service providers and vendors; assisting in the selection of a new library online catalog (Sirsi); and collection maintenance. Coordinated special events and designed promotional materials for the library. Created Friends of the Library initiative and donor recognition program.

#### **Virginia Commonwealth University, University Libraries**

##### **Mailroom Assistant - 1987**

##### **Special Events Coordinator, Library Development Office – 1987 – 1991**

Responsible for interacting with the public, the VCU community, and state agencies to increase awareness of the University Libraries; orchestrating the involvement of the library with other college sponsored activities; working closely with the Friends of the Library Board; proposing and organizing special events such as lectures, receptions, and workshops; designing all promotional materials and publications; developing and maintaining budgets for events, promotional supplies and personnel; researching prospective donors and foundations; targeting special interest groups. Created and implemented a volunteer program for the University Libraries. Organized donor recognition and incentives programs; developed fundraising strategies; hired, trained and supervised student assistants; recruited, trained and supervised volunteers also required.

## Teaching / Guest Lectures

- Guest Speaker, LIB 701, Fall, 2010 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIB 701, Summer 2010 semester Dominican University, River Forest Illinois.
- Instructor, “From Gutenberg to Gigabytes” Junior Seminar (3 credit required course), Spring 2010 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIB 115, Pubic Services (Online), Spring 2010 semester Waubensee Community College, Illinois.
- Guest Speaker, LIS 733, Serials Management, Spring 2010 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIS 818, Archives, Spring 2010 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIS 745 Electronic Resources, Fall 2008 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIS 713 Preservation and Conservation, Fall 2008 semester Dominican University, River Forest Illinois.
- Guest Speaker, LIS 500 Information Sources & Services, Fall 2008, Clarion University, Clarion Pennsylvania.
- Instructor, LIS 2700 Managing Libraries and Information Systems and Services in Changing Environments Spring 2005 semester University of Pittsburgh, Pittsburgh Pennsylvania.
- Co-Instructor, LIS 2700 Managing Libraries and Information Systems and Services in Changing Environments Fall 2004 semester University of Pittsburgh, Pittsburgh Pennsylvania.
- Guest Lecturer, LIS 2700 Managing Libraries and Information Systems and Services. University of Pittsburgh, Fall 2003, Pittsburgh, Pennsylvania.
- Guest Lecturer, LIS 2810 Managing Change in Information Environments (Online course), University of Pittsburgh, Fall 2002, Pittsburgh, Pennsylvania.

## Scholarship and Creative Activity

### **Publications**

#### **Peer Reviewed Publications**

Gerlich, Bella Karr and Berard, G. Lynn, “Testing the Viability of the READ Scale: Qualitative Statistics for Academic Reference Services” *The 2007 National Study* College & Research Libraries, v.71, no2, March 2010, p. 116-137. *Selected for inclusion in the Reference Research Review for 2010. This annual bibliography focuses on research published within the last complete calendar year, annotating items of importance to the practice of reference.*

Gerlich, Bella Karr, “Work in Motion / Assessment at Rest: An Attitudinal Study of Academic Reference Librarians A Case Study At Mid-Size University (MSU A)” Book chapter in *Advances in Library Administration and Organization* v. 28, p 323-372. 2009.

Gerlich, Bella Karr and Whatley, Edward, "Using the READ Scale for Staffing Strategies: The Georgia College & State University Experience" *Library Leadership and Management*, v.23, no1, Winter 2009, p. 26-30.

Gerlich, Bella Karr and Berard, G. Lynn, White Paper “Introducing the READ Scale: Qualitative Statistics for Academic Reference Services” *Georgia Library Quarterly* v. 43, no4 March 2007, p.7-14.

Gerlich, Bella Karr, (2006) “Core Competencies and Their Application in Management” In *Core Competencies and Core Curricula for the Art Library and Visual Resources Professions*, edited by H. Ball, Occasional Papers Series 15, Kanata, Ontario, Canada: Art Libraries Society of North America.

Gerlich, Bella Karr. (2006) “Work in Motion / Assessment at Rest: An Attitudinal Study of Academic Reference Librarians A Case Study at Mid-Size University (MSU A)” Dissertation. University of Pittsburgh, Pittsburgh, Pennsylvania.

Gerlich, Bella Karr and Amy Perrier, “Arts Instruction in the Age of Technology: Providing Library Services to Support Studio and Survey Faculty Who Use Technology for Instruction” *Information Technology and Libraries*, v. 22 no2 June 2003, p. 79-83.

Gerlich, Bella Karr, "Rethinking the contributions of student employees to library services" *Library Administration and Management* v. 16 no3 Summer 2002 p. 146-50.

### **Other Select Publications**

Gerlich, Bella Karr and Berard, G. Lynn, "The READ Scale (Reference Effort Assessment Data)©: A Report on the United States National Study with Current Examples from the Field" Conference Proceedings, International Conference on Education, Research and Innovation, Madrid, Spain, November 16-19, 2009, CD.

Gerlich, Bella Karr; Berard, G. Lynn; McLaughlin, Jean; Revie, Gretchen; Liebold, Sue "Using the READ Scale© (Reference Effort Assessment Data): Qualitative Statistics for Meaningful Reference Assessment" (2008) Conference Proceedings, Association of Research Libraries Assessment Conference.

Director, Co-Editor and Contributor, "Posner Memorial Collection", DVD (Media Publication), 2004, Carnegie Mellon University, Pittsburgh, Pennsylvania.

Designer and Writer, Bethany College, Bethany, West Virginia:

"Friends of the Library Newsletter," v. 1 – 4, 1992 – 1994

"MacBeth National Computer Conference Brochure", March 4 – 5, 1994,

"The Center for Campbell Studies Brochure", 1993, Bethany College, Bethany, West Virginia.

Designer and Writer, Virginia Commonwealth University, Richmond, Virginia:

"Collection Endowment Brochure", 1990

"The Freeman File Brochure", 1989

"Patent Collection Brochure", 1989

### **Select Presentations**

Qualitative and Quantitative Methods in Libraries International Conference, June 4-7, 2013, Rome, Italy. "Development and implementation of qualitative statistic data gathering methodology in Acquisitions and Technical Services & Special Collections in an academic research library", Presentation with Natalie Forshaw, University of Alaska Fairbanks.

Qualitative and Quantitative Methods in Libraries International Conference, May 22-25, 2012, Limerick, Ireland. "Testing the application of sliding scale methodology for recording qualitative and quantitative data in library and archival work", Presentation with Grant Gerlich, Mercy Heritage Center.

Alaska Library Association, Alaska Library Association, February 23-26, 2012, Fairbanks, Alaska. Invited Panelist on Reference Assessment for Academic Roundtable.

Qualitative and Quantitative Methods in Libraries International Conference, May 26-28, 2011, Athens, Greece. "Reference Effort Assessment Data Scale (READ Scale) as complementary statistic tool to manage reference services: comparative analysis", Presentation with Snejanika Perkova, University of Puerto Rico.

Research Center Information Managers Records and Archives Committee and Directors' Spring Meeting May 4 - 5, 2011, Johns Hopkins University, Applied Physics Laboratory Laurel, Maryland. "Using the READ Scale for Archival Activities" and The READ Scale and (Hopefully) Beyond – Qualitative Data for Library Assessment". Invited Speaker.

Electronic Resources & Libraries Conference (ER&L), February 28 – March 2, 2011, Austin, Texas. "Using the READ Scale to Track the Effort of Resolving Electronic Resource Access Issues", Presentation, with Margaret Heller.

Invited Guest Speaker, University of Illinois, Urbana-Champaign "The READ Scale (and Hopefully) Beyond: Adding Qualitative Assessment to Enhance Library Statistical Practice" February 22, 2011.

Qualitative and Quantitative Methods in Libraries International Conference (QQML2010), May 25-28, 2010, Chania, Crete, Greece. “The READ Scale (Reference Effort Assessment Data)©: Qualitative Statistics for Recording Reference Effort, Skill, Knowledge and Teaching”, Presentation.

LYRISIS REvolution Conference, April 13-14, 2010, Tulane University, New Orleans, Louisiana. Invited speaker on the READ Scale (Reference Effort Assessment Data).

International Conference on Education, Research and Innovation, November 16 – 18, 2009. “The READ Scale (Reference Effort Assessment Data)©: A Report on the United States National Study with Current Examples from the Field” Paper Presentation, with G. Lynn Berard, Madrid, Spain.

Pennsylvania Library Network (PALINET) Future of Reference Conference, April 6-7, 2009 Harrisburg Pennsylvania. Invited speaker with G. Lynn Berard on the READ Scale (Reference Effort Assessment Data).

Association of College & Research Libraries (ACRL) 14<sup>th</sup> National Conference, March 15-19, 2009 Seattle Washington. Panel Presentation “Using the READ Scale (Reference Effort Assessment Data): Qualitative Statistics for Meaningful Reference Assessment” Initiator, Moderator and Panelist, with G. Lynn Berard.

Association of Research Libraries Assessment Conference, August 4-6, 2008 Seattle Washington. Panel Presentation “Using the READ Scale (Reference Effort Assessment Data): Qualitative Statistics for Meaningful Reference Assessment” Initiator, Moderator and Panelist, with G. Lynn Berard.

American Library Association, June 29, 2008 Anaheim, California. Paper Presentation “The READ Scale (Reference Effort Assessment Data) Project: Qualitative Statistics for Meaningful Reference Assessment A Report on the National Study” Presenter with G. Lynn Berard.

American Library Association, June 29, 2008 Anaheim, California. Panel Presentation, “Fundraising in HD”, Proposed and Moderated.

SLA Eastern Canada Chapter and the Librarians’ Forum, at Concordia University, September 19, 2007 Montreal, Canada. Invited Presenter, “The READ Scale” with G. Lynn Berard.

Georgia Library Association, Council of Media Organizations Conference, September 20-22, 2006, Paper Presentation, “Introducing the READ Scale” with G. Lynn Berard.

Association of Research Libraries, Library Assessment Conference, September 26-27, 2006, Poster Session, “Introducing the READ Scale” with G. Lynn Berard.

American Library Association, June 26, 2005. Proposed and Lead Presenter, Poster Session, “Qualitative Measures for Academic Libraries: Statistics for the 21<sup>st</sup> Century Reference Librarian, Part II”.

Art Libraries Society of North America Conference, April 3, 2005 Houston, Texas. “This isn’t a ranch, so why do we need a brand? Public marketing and relations” Proposed and Moderated.

Art Libraries Society of North America Conference, April 3, 2005 Houston, Texas. Poster Session, “Mr. DeMille, I’m ready for that Close-Up – Creating a DVD for the Posner Center and Collection”. Proposed and Co-Presented.

Art Libraries Society of North America Conference, April 18, 2004 New York, New York, Invited Panelist, “Core Competencies and Their Application in Management”.

## **Research**

Continuing research on the use of the READ Scale qualitative statistical tool copyrighted by Gerlich for use in measuring reference effort. Research ongoing and expanding globally. Website <http://www.readscale.org/> approximately 90 other institutions use or have tested the READ Scale, including University of Notre Dame, Kent State, Loyola Marymount, Radford University, University of Nebraska (Omaha and Lincoln) and more. It has also been incorporated in several

online statistical data gathering packages (Libstats, SiteScripser, and DeskTracker) with the creator's permission. Noted on the NNLM North West website [http://nnlm.gov/pnr/training/data\\_collection.html](http://nnlm.gov/pnr/training/data_collection.html). Currently beginning additional research focus from reference specific into a LEAD (Library Effort Assessment Data) Scale model to include all operational functions of libraries.

Primary Investigator of a national research study with partner G. Lynn Berard (Carnegie Mellon University) on the use of the READ Scale. Study conducted in 2007 at 14 academic institutions across the United States with faculty grant monies awarded from Georgia College & State University and Carnegie Mellon University. Results of the study appeared in *College & Research Libraries*. March, 2010.

### **Select Grants / Proposals / Donations**

Negotiated and secured loan of 12 Sydney Laurence Paintings, valued at \$250,000, for public display and study for students, faculty and staff. 2014.

Anonymous, \$20,000 for material processing, 2014 (to occur over 3 years).

Exxon Corporation, \$98,000 for material processing, 2013.

Former Governor / Senator Frank Murkowski. \$10,000 for processing of Senate papers, 2011.

BP North America, Pollack Fish Conservation and North to the Future Foundation (now Ted Stevens Foundation), \$1,100,000 for staff, equipment, outreach and contractual services to process Senator Ted Stevens papers, 2009 (assumed PI responsibility in 2011).

Maureen and Dennis Wade Irish Literature Collection. Books, materials and monetary donation of \$3000.00 for archives & special collections. June 2010.

Principle Investigator & Project Director, LISTA Grant, 2009. "Pioneers of the Prairies" - a collaborative grant writing project for digitization of collections with Trinity High School, River Forest Public Library, Oak Park River Forest Historical Society and Dominican University. Program not funded by state for any institutions for 2010.

As Chair, Faculty Research Committee, GCSU, Applied for Heritage Funding for Faculty Research Awards equaling \$11,000. Fully funded, enabling all Faculty Research requests. 2008.

Logistical Director for an interdepartmental / community NEA grant proposal for The Big Read. Funding sought \$7,500 for a program running mid October – November 2008. Fully funded.

Applicant, IMLS *Connecting to Collections Bookshelf*, 2007, for materials / resources totaling over \$700.00. Awarded in 2008. Fully funded.

Sherrie Smoot - Coretta Scott King and Pura Belpre Award Winning Books, 2007. Proposed gift in honor of retiring faculty member to School of Education to supplement children's literature collection. Over \$650.00 donated.

Rosemary Jackson - Dolly Gray Book Awards, the Schneider Family Award Books, and the IBBY Selections Award Winning Books, 2007. Proposed gift in honor of retiring faculty member to School of Education to supplement children's literature collection. Over \$650.00 donated.

Principle Investigator, Faculty Research Grant Recipient, 2006. Application to fund continued research for the further development and promotion of the READ scale, a qualitative measure developed for reference statistic gathering. Funded by GSCU in the amount of \$1,291 for travel / supplies and by Carnegie Mellon University in the amount of \$750 for clerical assistance.

Les Crawford - Caldecott Books, 2006. Proposed gift in honor of retiring faculty member to School of Education to supplement children's literature collection. Over \$1700.00 donated.

University Libraries Open House(s) and Web Alumni Yearbook 2000, 1999, 1998, 1997. “Can You Name the Alumni” and “Who We Were Then: The Freshman Years” exhibits and personnel funded jointly with a grant from Alumni Relations, Carnegie Mellon University and University Libraries (\$3,100, \$2,985, \$2,445, \$2,200 respectively). Subsequent years funding assumed by Libraries.

Principle Investigator. Rural Cancer Care Collection Endowment, 1990. Virginia Commonwealth University Libraries, (\$10,000). Funded by Individual Donor.

### **Art Exhibits (as the artist)**

- The Associated Artists of Pittsburgh – 84<sup>th</sup> Annual Exhibition – 1994, Carnegie Museum of Art, Pittsburgh, Pennsylvania.
- “Alter [sic] Pieces”, Solo Exhibit – 1985, Midlothian Gallery, Midlothian, Virginia.
- “Variations on a Theme”, Group Show – 1985 Anderson Gallery, Virginia Commonwealth University, Richmond, Virginia.
- Student Show, Anderson Gallery – 1984, Virginia Commonwealth University, Richmond Virginia.

### **Select Exhibitions (as creator or coordinator)**

Georgia College & State University, Milledgeville, Georgia

- Historic Courthouses of Georgia, 2007.
- Faculty Recognition, 2007.
- FADING PULSE: Living Jewels of the Atlantic, 2007.
- GCSU A History, 2007.
- Unoccupied, 2007.
- Folk Art Is, 2007.
- Shifting Gears, 2006 (for 2007).
- Changing the Face of Medicine, 2006.

Carnegie Mellon University, Pittsburgh, Pennsylvania

- Robert (Reznikov) Reston Collection (Russian Drama) and Fine Arts Faculty Publication Exhibits, 2002.
- Botanist’s Art, 2001.
- MOBILIVRE-BOOKMOBILE (a 'Zine Bookmobile), 2001.
- You Are Here, 2001. Exhibit in conjunction with the Women Assessing the State of the Environment (WASTE) Summit.
- Kaleidoscope – Student Interdisciplinary Majors Exhibit, 2001.
- Images of an Industrial Landscape, 1975-1995 Photographs by Gene Levy, 2000.
- Drama at Carnegie Mellon University, 2000.
- Can You Guess the Alumni? 1999 – 2001.
- Cyert Memorial Bookplates, 1999.
- Carnegie Mellon: The First Fifty Years and Carnegie Mellon: 100 Years Young, 1998 – 2000.
- Who Were We Then: The Freshman Years, 1996 – 1999.

Virginia Commonwealth University, Richmond, Virginia

- General Lee and His Monument: 100 Years Later, 1990.
- A Bicyclist Comes to VCU, 1989.
- History of James Branch Cabell Library, 1989.

### **Professional Activities**

#### **Alaska Library Association (AkLA) 2011 – Present**

Academic Representative on Governor’s Advisory Council on Libraries



### **Alaska Library Network (ALN) 2011 – Present**

Board Member, Co-chair, Chair elect 2013-2015

### **American Library Association (ALA) 1999 – Present**

Member, Council of Research and Statistics – 2012-2014.

Library Research Roundtable (LRRT) – Member-at-Large, 2010-2013, Round Table Coordinating Committee Representative to the ALA Conference Coordinating Committee, 2008– 2009.

Intern, Committee on Education, 2003 – 2004.

Member, Orientation, Training and Leadership Development Committee, 2003 – 2005.

### **Art Libraries Society of North America (ARLIS/NA) 1999 – 2006.**

Management Issues Roundtable. Moderator, 2002 – 2004, Co-Moderator, 2004 – 2006

As the moderator, coordinated activities and group interests that included drafting a Curriculum Approach to Management (CAM) document that developed a five year strategic plan for presenting / creating management workshops in a set progression for future ARLIS/NA conferences; planned group meetings at conference sites, created web site and created a dlist for roundtable members.

Professional Development Committee, Core Competencies Subcommittee, 2003 – 2006.

The subcommittee defined a set of core competencies outlining the attributes of professional librarians in art and design libraries and curators in visual resource collections to strive for in order to foster “good practice” within their fields.

Statistics Task Force, Chair, 2004 – 2005.

The task force was charged to investigate and test statistical data gathering methods via the web and report to the membership at large at the 2005 conference in Houston.

### **Association of College and Research Libraries (ACRL) – 1999 – Present.**

#### **Association of College and Research Libraries (ACRL) Western PA / West Virginia Chapter, 2001 – 2006.**

Vice-President 2004 – 2005, President Elect 2005 – 2006. (Two-year term commitment)

As President, coordinated a membership drive of region to increase membership significantly (first done of its kind for the organization); established roles and responsibilities of committees and chairs; established ex facto responsibilities for Executive Board to align with committees in order to increase communication and ensure work was distributed and completed; instituted online voting practice for annual elections; oversaw new web site creation, secured chapter funding from national organization and secured keynote speaker for spring 2006 program.

Program Committee. 2001 – 2006. Chair, 2001 – 2002.

As the Chair, coordinated the efforts of a committee representing a large geographical area at various institutions with diverse interests and talents in order to create, coordinate and solicit funding for programming.

#### **Georgia Library Association – (GLA) 2006 – 2008**

Nominations Committee, Member, 2007; Chair, 2008.

As Member, proposed implementation and wrote report for adoption of electronic balloting process – approved by membership at large and executive committee.

As Chair, created new procedure / form / electronic submission for soliciting nominees / candidates for offices.

Member, Planning Committee, 2007.

Member, Membership Committee, 2008.

Member, Constitution & Bylaws Committee, 2008.

Member, Assessment Interest Group, 2008.

#### **Illinois Library Association – (ILA) – 2008 – 2011**

#### **Library Leadership, Administration and Management Association – (LLAMA) 2001 – Present.**

Human Resources Section (HRS) – Member-at-Large, 2011-2013.

Chair, LLAMA/FRFDS Trends, Marketing & Project Development Committee, 2005 – 2007, 2007 – 2008.

As Chair, proposed, secured speakers and coordinated panel session for ALA Annual meeting in 2008.  
Member, LLAMA Editorial Advisory Board, 2005 – 2007, 2007 – 2009, 2009 – 2011.

**Statewide Library Electronic Doorway (SLED) 2011 – Present**

As Co-Director, oversaw the redesign / repurposing of the SLED website – a portal for all things “Alaska” for general information, education and hosting of consortium databases. Donated UAF IT staff time to redesign website.

**Consultant – University of Illinois, Urbana-Champaign, February 23, 2011.**

Consulted and trained librarians on implementing the READ Scale at UIUC Libraries.

**Consultant – Rockport College Library, Rockport College, Rockport, Maine, 2002 – 2003.**

Assisted the Librarian’s efforts to build the library collections and services to plan for accreditation visit from National Association of Schools of Art and Design (NASAD) in 2005. Consulting included reviewing issues and documents that spoke to library vision, mission and goal statements; creating policies and procedures; staffing needs; collection management strategies, including reciprocal borrowing efforts; establishing budget strategies; implementing services; re-programming facilities.

**Select Professional Events (as creator / coordinator or co-coordinator / initiator)**

University of Alaska Fairbanks

- Life of a Book Panel Presentation, 2014
- Sydney Laurence One Night Exhibit, 2014
- Ken Barrick Lecture, Harrison Crandall, 2014
- Life Writing Lecture Mary Albanese, 2013
- Donor Reception, 2013
- IMCOS Conference, 2013
- LOC Digital Training, 2013
- ANLA Opening in Rasmuson Library, 2013
- Vic Fischer, Book Signing and Lecture, 2013
- Birthday Celebration, Ted Stevens, 2013
- Book Signing and Lecture, Mary Albanese, 2012
- Authors Reception, 2012 – Present (annual spring event)

Dominican University, River Forest Illinois

- One Book, One Triton, 2010.
- National Library Week Celebration, 2009.
- Stumping for God, 2008.

GCSU LITC, Milledgeville, Georgia

- GCSU Student Research Conference, 2008.
- GSCU Student Research Conference, 2007.

Carnegie Mellon University Libraries, Pittsburgh, Pennsylvania

- Posner Center Building Dedication, 2004.
- Homecoming Special Event, Dinner with Dame Gillian Wagner, for the University Libraries’ Millionth Volume Celebration, 2002.
- Pittsburgh Bibliophiles, Tolkien Lecture (Gloriana St. Clair, presenter), 2002.
- Rodef Shalom Volunteer Lecture, 2002.
- “Book: Store In Review”, 2001.
- The Great Debate, 1999.
- Homecoming - Libraries Open House(s), 1996 – 2006.

WVA/WPC Chapter Conference, Pittsburgh, Pennsylvania

- Great Expectations: Academic Library Leadership, 2006.
- The Digital Library: Demons and Darlings, 2004.
- Fundamentals of Academic Librarianship, 2002.

T.W. Phillips Memorial Library, Bethany College, Bethany West Virginia.

- MacBeth National Computer Conference, 1994.

University Library Services, Virginia Commonwealth University, Richmond, Virginia.

- Richmond Area Development Archives Lecture, 1991.
- Selma and Jacob Brown Annual Lectures, 1989 – 1991.
- Peter. N. Pastore Memorial Lectures, 1990 – 1991.
- Cabell Library Associates Annual Lectures, 1987 –1991.
- Volunteers' Brunch and Award Ceremonies, 1988 – 1991.
- Friends of the Libraries Annual Lectures, 1988 – 1991.
- Annual Lunch for the Deans, 1987 – 1991.

## **Service**

### **Service to University of Alaska Fairbanks**

Planning and Budget Committee, 2014.

Deans Council, 2011 – Present.

Strategic Planning Committee, 2013-2014.

Provost Research Council – 2011-Present.

Faculty Affairs Committee, 2011-2013, 2013-2015.

Technology Advisory Board, Chair, 2011 – Present.

Committee Member, Deborah Rinio, PhD Candidate. 2013-Present

### **Service to Dominican University**

Provost's Cabinet, 2008 – 2011.

Joint Cabinet Committee Agenda Group, 2009 – 2011.

Program Review Committee, 2009 – 2011.

University Planning Committee, 2008 – 2011.

Data Statistics Task Force, 2010 – 2011.

Communications Task Force, 2010 – 2011.

Administrative IT Committee, 2009 – 2011.

Academic IT Committee, 2009 - 2011.

Assessment Committee, 2009 – 2011.

RCAS Dean's Council, 2008 – 2011

Instructional Support Committee, 2008 – 2009 (dissolved 2009).

Search Committee, Member, Associate Vice President for Advancement, 2009.

Search Committee, Chair, Instruction Coordinator, 2009.

Search Committee, Chair, Web Services Librarian, 2010.

Search Committee, Chair, Archivist and Special Collections Librarian, 2010.

Library Advisory Board (Ad Hoc & convener), 2009 – 2011.

### **Consortia Service on behalf of Dominican University**

- Catholic Resource Research Alliance (CRRA), 2010 – 2011.
- LIBRAS Directors Group, 2008 – 2011.
- CARLI Directors Group, 2008 – 2011.
- Africa for the Future (DU Representative), 2009 – 2011.

### **Service to the Georgia College & State University (GCSU) LITC**

Faculty Development Committee, Co-Chair, 2007 – 2008.  
Instruction Task Force, 2008.  
Search Committee, Serials Librarian, Chair, 2006.  
Search Committee, Museum Curator, Chair, 2006.  
Library Management Council, 2006 – 2008.  
Library Faculty Forum, Chair, 2006 – 2008.  
Library Co-Liaison for Business, 2006 – 2007.  
LibShare Task Force, Co-Chair, 2006.  
Public Services Committee, Chair, 2006 – 2008.

### **Service to the GCSU University**

Council on Undergraduate Research Representative, 2007 – 2008.  
Faculty Research Committee, Chair, 2007 – 2009.  
Library Liaison to the Faculty Fellow, 2006 – 2007.  
Irene Rose Community Service Award Committee, 2006, 2007.  
Faculty Coordinator, Student Research Conference, 2006 – 2008.  
Faculty Salary Review Committee, 2006.  
Advisory Committee, Faculty Compensation Study, 2006.  
Academic Governance Committee, 2006 – 2007.  
Library Fees Sub - Committee, 2006 – 2007.  
Homeland Security Committee, 2006 – 2008.  
CIO Search Committee, 2006.

### **Service to the Carnegie Mellon University Libraries**

Library Authentication Task Force, 2004 – 2005.  
Travel Committee, 2004 – 2005.  
Library Guide Task Force, 2004.  
Automated Resource Finder Task Force, 2004 – 2005.  
Public Services Council, 2002 – 2004.  
Search Committee, Music and Catalog Librarian, 2002.  
Reference (Public Services) Committee, 2001 – 2002, 2002 – 2004.  
Staff Development Committee (Chair), 2001 – 2002.  
Staff Development Committee (Co-Chair), 2000 – 2001.  
University Libraries Council, 1998 – 1999, 2000 – 2006.  
Implementation Team, Performance Management Process, 1999 – 2000.  
Homecoming Planning Group, 1996 – 2006.  
Search Committee, University Librarian, 1997 – 1998.  
University Libraries Staff Open Houses Team (Team Leader), 1999.  
Microcomputer Operations Support Team, 1995 – 1999.  
Circulation and Loan Committee, 1995 – 1999.  
Library Instruction Task Force, 1997 – 1998.  
Student Employee Orientation Task Force (Chair), 1996.

### **Service to the Public / Profession**

Rotary, Downtown Fairbanks Group, 2012-Present.  
Member, Governor's Advisory Council on Libraries, 2014-2017  
Guest Panelist, LISSA Association Night, October 25, 2010, Dominican University.  
Volunteer LRRT Representative, Professional Options Fair, OCLC Inclusion Initiative for the 2009 ALA  
Spectrum Scholars. June 24, 2010.  
Member and Grant recipient reviewer, 19<sup>th</sup> Century Club. 2010 – Present.

Volunteer Exam Proctor for Community Distance Education Students. 2008 – Present.  
Volunteer Consultant – Oak Park Village Clerk’s Office, Digitization & Project Process for County and Village Records.

October 1, 2009.

Volunteer Resume Reviewer – University of Pittsburgh, School of Library and Information Sciences.  
2008 – Present.

Volunteer Mentor – LRRT, 2008 – Present.

Volunteer – Georgia’s Old Capitol Museum, 2006 – 2008.

Volunteer Judge – Georgia Student Media Festival, March 17, 2007.

Volunteer – Art All Night, Lawrenceville Community Event. 2003 – 2005

Chair, Community Services, 2004.

Chair, Food Committee, 2003.

Volunteer – Lawrenceville Hospitality House Tour, 2004.

Volunteer – Soldiers and Sailors Memorial Hall and Museum. 2001 – 2002.

Volunteer – Lawrenceville Historical Society. 2002 – 2006.

Volunteer – Development Committee - Bethlehem Haven Shelter. 1999 – 2001.

Volunteer - ARLIS/NA Conference, Pittsburgh, Pennsylvania. 2000.

### **Conferences / Professional Meetings Attended**

#### ALA Conference

- January 25-29, 2013, Seattle, Washington.
- June 21-26, 2012, Anaheim, California.
- June 23–28, 2011, New Orleans, Louisiana.
- January 7–11, 2011, San Diego, California
- January 5 – 11, 2011, San Diego, California.
- June 23 – 27, 2010, Washington D.C.
- July 9 – 15, 2009, Chicago, Illinois.
- January 24 – 28, 2009 Denver, Colorado.
- June 25 – 30, 2008, Anaheim, California.
- January 11 – 14, Philadelphia, Pennsylvania.
- June 22 – 27, Washington D.C.
- January 19 – 23, 2007, Seattle, Washington.
- June 22 – 27, 2006, New Orleans, Louisiana.
- June 23 – 28, 2005, Chicago, Illinois.
- June 25 – 30, 2004, Orlando, Florida.
- January 9 – 12, 2004, San Diego, California.
- June 19 – 24, 2003, Toronto, Ontario, Canada.

#### ACRL

- ACRL National Conference, March 12 – 16, 2009, Seattle, Washington.

#### AkLA

- Alaska Library Association, February 27 – March 2, 2014, Anchorage, Alaska.
- Alaska Library Association, February 26 – 28, 2012, Fairbanks, Alaska.

#### ARL

- Library Assessment Conference, August 4 – 7, 2008, Seattle, Washington.
- Library Assessment Conference, September 25 – 27, 2006, Charlottesville, Virginia.

#### ARLIS/NA

- Conference April 1 – 4, 2005, Houston, Texas
- Conference April 15 – 20, 2004, New York, New York.
- Conference March 20 – 26, 2003, Baltimore, Maryland.

- Conference March 20 – 26, 2002, St. Louis, Missouri.
- Conference March 16 – 22, 2000, Pittsburgh, Pennsylvania.
- Conference April 4 – 9, 1997, San Antonio, Texas.

#### CARLI

- Directors Meeting, Chicago IL, November 18, 2010.
- Directors Meeting, Chicago IL, December 12, 2008.
- Directors Meeting and Annual Conference, Urbana-Champaign, IL, October 24, 2008.

#### EDUCAUSE

- Midwest Regional Conference, Chicago, IL, March 12 -17, 2010.

#### GLA

- GLA / Council of Media Organizations (COMO), January 25, 2008, Morrow, Georgia.
- GLA / Council of Media Organizations (COMO), October 17 – 19, 2007, Jekyll Island, Georgia.
- GLA / Council of Media Organizations (COMO), January 24, 2007, Morrow, Georgia.
- GLA / Council of Media Organizations (COMO), September 20 – 22, 2006, Athens, Georgia.

#### ICERI

- International Conference of Education, Research and Innovation, November 16-18, 2009, Madrid, Spain.

#### LITA

- LITA National Forum: The Cloud and The Crowd. September 30 - October 3rd, 2010, Atlanta, Georgia.

#### PLC

- Cambridge, United Kingdom, June 27 – July 3, 2014

#### QQML

- Qualitative and Quantitative Methods in Libraries International Conference (QQML2013), June 4 – 7, 2013, Rome, Italy.
- Qualitative and Quantitative Methods in Libraries International Conference (QQML2012), May 28 - 30, 2012, Limerick, Ireland
- Qualitative and Quantitative Methods in Libraries International Conference (QQML2011), May 26-28, 2011, Athens, Greece
- Qualitative and Quantitative Methods in Libraries International Conference (QQML2010), May 25-28, 2010, Chania, Crete, Greece

#### WPA/WVA ACRL

- Chapter Conference, May 19, 2006, Great Expectations: Leadership in Academic Libraries.
- Chapter Conference, April 15, 2005, Communication.
- Chapter Conference, April 2, 2004, The Digital Library: Demons and Darlings: The state of libraries in the 21st Century.
- Chapter Conference, May 16, 2003, Library Assessment, Clarion, Pennsylvania.

#### **Select Continuing Education**

- Diversifying the Work Force at UAF, September 27, 2011.
- Perfect Mentor, Perfect Mentee, Preconference Workshop, ALA-LLAMA, January 6, 2011.
- Virtualize IT: Laying the Foundation for the Library of the Future, Preconference Workshop, LITA National Forum, September 30, 2010.
- ALCTS Webinar on Institutional Repositories, April 28, 2010.
- Learn the Supervisor's Balancing Act: ALA – LLAMA Webinar, November 3, 2009.
- Diversity Workshop, Daniel Teraguchi, Dominican University, August 20, 2008.
- Intercultural Training Workshop, Georgia College & State University, July 25, 2007.

- Practical Strategies for Building a Library 2.0 Game Plan, ACRL Webcast, May 14, 2007.
- All Users Are Local: ACRL Online Course, July 17 – August 5, 2006.
- Assessment and Beyond: ACRL Workshop, June 23, 2006.
- LibQUAL Workshop, March 30, 2006.
- Leadership From the Ground Up: Effectiveness in Changing Times, October 13, 2004.

### **Awards**

- Recipient, Golden Heart Meeting Ambassador Award, 2014
- Outstanding Alumni Award for Professional Achievement, University of Pittsburgh, SLIS, October 2013.
- Carnegie Mellon University – Nominee, Andy Award for Innovation, August 2000.
- Carnegie Mellon University Libraries - Staff Award in recognition of innovation and leadership for the creation and implementation of the Libraries' Student Employee Orientation Program, September 1996.
- Carnegie Mellon University Libraries - Staff Award in recognition of innovation and leadership for upgraded student compensation package for University Libraries' student employees, September 1996.