

CURRICULUM VITA

Maryellen Mott Allen

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EDUCATION

Degrees and Honors

Florida State University M.S., Instructional Systems, Online & Distance Learning	Degree Expected, Spring, 2006
University of South Florida M.A., Library and Information Science	1997
University of South Florida B.A., English	1994

Continuing Education

- Sunshine State Library Leadership Institute. State Library of Florida. Plant City, Florida, September 2004 – August, 2005.
- Supervisor 101: Organizational Leadership. USF Organizational Development and Training. Tampa, Florida, July 22 – August 19, 2004.
- MetaLib Training. Florida Center for Library Automation. Orlando, Florida, February, 2004.
- IEEE Training. University of Central Florida, Orlando, Florida, January 30, 2004.
- Census Florida. Eductech Training Centers, Tampa, Florida, January 28, 2004.
- Leadership Development for Supervisors; Leading By Choice. USF Organizational Development and Training. Tampa, Florida, October 21 – November 18, 2003.
- Using Flash MX. New Horizons Professional Training Center. Tampa, Florida, August, 2003.
- SFX Training. Florida Center for Library Automation. Boca Raton, Florida, April, 2003.
- EBSCO Databases Vendor Training. EBSCO Information Services. Tampa, Florida, March, 2003.

- Creating Online Tutorials with Viewlet Builder. Tampa Bay Library Consortium. Tampa, Florida, January, 2003.
- Introduction to XML. Tampa Bay Library Consortium. Tampa, Florida, April, 2002.
- Using SciFinder Scholar Training Session. USF Library System. Tampa, Florida, July, 2001.
- Using Beilstein Crossfire Training Session. USF Library System. Tampa, Florida, July, 2001.
- Data Mining and Natural Language Processing. Information Today. National Online Meeting Conference. New York, NY, May, 2001.
- Using Beilstein (print) and Sadtler Spectra Collection. USF Library System. Tampa, Florida, February, 2001.
- Using Outlook Workshop. USF Library System. Tampa, Florida, December, 2000.
- Using XML. Information Today. Online World National Conference. San Diego, California, March, 2000.
- Super HTML: Using Cascading Style Sheets. Tampa Bay Library Consortium. Tampa, Florida, 2000.
- Alphabet Soup of Telecommunications. Southeastern Library Network (SOLINET). Tampa, Florida, June, 1999.
- Administering Windows NT Server. Southeastern Library Network (SOLINET) Tampa, Florida, April, 1999.
- The Accidental Trainer: Techniques in Technical Training. Southeastern Library Network (SOLINET). Tampa, Florida, March, 1999.
- What's Next? Planning for Tomorrow's Hardware Workshop. Southeastern Library Network (SOLINET). Tampa, Florida, May, 1998.

PROFESSIONAL EXPERIENCE

Coordinator of Library Instruction (As of August 7, 2005)
University of South Florida, Tampa, Florida

- Coordinate user education program, including goal setting.
- Schedule instructional sessions as requested.
- Serve as the primary liaison between faculty and the library with respect to instruction.
- Oversee use of the Library's three instructional labs.
- Maintain program statistics and compile reports
- Provide training and mentoring for librarians teaching in the Library's instruction program.
- Evaluate program instructors contributing to annual performance reviews.
- Conduct regular assessment of instruction program.
- Ensure program guidelines reflect best practices and nationally recognized outcomes.
- Direct the development and integration of all instructional materials, user guides, tutorials, print and online instructional aids, and web-based interactive tutorials.
- Provide instruction for students participating in formal library lectures.

- Prepare instructional materials to support instruction sessions/class assignments incorporating the full range of instructional technologies into lesson design and presentation.
- Chair departmental instruction team.
- Collaborate with research librarians in the development and delivery of subject-specific, graduate level instruction.
- Work with university faculty in designing instructional materials specific to their curricula.
- Engage in research, creative and other service-related activities.
- Provide research assistance and information services to faculty, staff and students of the University community.

Reference/Government Documents Librarian

University of South Florida, Tampa, Florida

Assistant University Librarian, September 2002 to Present

Instructor Librarian, September 2000 to September 2002

- Create online Web-based tutorials and instructional materials for general library orientation and subject-specific classes as requested using Viewlet Builder and RoboDemo software applications.
- Provide research assistance and information services to faculty, staff and students of the University community.
- Oversee and develop library collections in the areas of Chemical Engineering, Electrical Engineering, and Computer Science and Engineering.
- Create, update and maintain collection development policies for assigned areas.
- Present lectures and prepare instructional materials for Reference and Government Documents.
- Present lectures and prepare instructional materials for general library orientation and course-specific classes as needed.
- Train university faculty and students on using Endnote bibliographic management software.
- Engage in research, creative and other service-related activities.
- Assist in Administering the Federal Depository and the State of Florida Depository in accordance with established guidelines and regulations.
- Assist unit head in formulating and implementing policies and procedures for Reference and Government Documents.
- Engage in creating and presenting training sessions on the use of Government Documents resources to library staff and faculty.

Reference Librarian

University of South Florida, Tampa, Florida

Visiting Instructor Librarian, November 1999 to September 2000

- Provide research assistance and information services to faculty, staff and students of the University community within the departments of Reference and Government Documents.

- Present lectures and prepare instructional materials for general library orientation classes as needed.
- Engage in creating and presenting training sessions on the use of library resources to library staff and faculty.
- Collection development for Chemical Engineering, Industrial and Mechanical Engineering and Computer Science.
- Engage in research, creative and other service-related activities.

Assistant Director of Library

Tarpon Springs Public Library, Tarpon Springs, Florida

Assistant Director/Reference, May 1998 to November, 1999

- Assist library director in the supervision, evaluation and workflow management of a library staff of 17.
- Create monthly work schedules for librarians.
- Create seasonal public programs and secure guest speakers.
- Provide reference service to library patrons.
- Assist in maintaining the library's computer network.
- Present lectures and prepare instructional materials for library classes on using the Internet, Microsoft Word and the use of the online catalog.
- Collection development for Reference and Popular Computing
- Create and maintain library web pages.
- Assist in filling interlibrary loan requests using OCLC passport software.
- Engage in research, creative and other service-related activities.

Law Librarian

Carlton, Fields, Ward, et. al. Orlando, Florida

Law Librarian, March 1997 to May 1998

- Provide legal research services for firm attorneys and paralegals.
- Maintain firm-wide document delivery services and routing service for new publications and journals.
- Maintain and troubleshoot library computers.
- Arrange and maintain informal interlibrary loan network with neighboring law firm libraries.
- Provide lectures and prepare instructional materials for attorneys on the use of new software applications as they pertain to legal research.
- Assist firm associates in performing citation checks for federal case law.
- Perform asset and background checks on opposing counsel's clients at the request of firm attorneys.
- Conduct serial usage analysis and weed collection as results indicate.
- Collection development for specific areas of law including federal tax law, Racketeer Influenced and Corrupt Organizations Act (RICO), and Intellectual Property law.
- Catalog new library materials and maintain the library's online catalog using the Inmagic software application.

Related Pre-Professional Experience

Graduate Assistant

University of South Florida Health Sciences Center Library, Tampa, Florida

August, 1996 to March, 1997

- Assisted students, faculty, staff and local medical community in conducting research.
- Performed bibliographic instruction for the library's online catalog and print indices.
- Assisted patrons in performing Mednet searches using the Ovid software product.
- Provided lectures on using Mednet, Netscape and the Pine email program.
- Assisted Education Librarians in course development.
- Created help sheets and pathfinders for various library resources.
- Composed bibliographies on various health-related topics.
- Assisted librarians in the creation and publication of the library's monthly calendar of courses.
- Archived outdated library instructional materials and maintained a disk directory of such.

TEACHING

Courses Taught

University of South Florida, Tampa, Florida

LIS 2005 – Library and Internet Research Skills

- 2004- Fall Semester

University of South Florida, Tampa, Florida

LIS 2002 –Introduction to the Internet

- 2002- Spring Semester

University of South Florida, Tampa, Florida

LIS 2001 –Library and Information Skills

- 2001- Fall Semester

University of South Florida, Tampa, Florida

Workshops Presented

- How to Work the Reference Desk. Very Important Paraprofessionals (VIP) Conference, St. Petersburg, Florida, May 14, 2004.
- Effective Patent and Trademark Searching. Selby Library, Sarasota, Florida, January 21, 2004.
- Using the SFX Citation Linker Software. USF Tampa Library, Tampa, Florida, August 1, 2003.
- Using Endnote Bibliographic Management Software. USF Tampa Library, Tampa, Florida, March 18, 2003.
- Finding Business Resources on the Web. Tampa Bay Library Consortium, Tampa, Florida, February 26, 2003.

- Finding Business Resources on the Web. Tampa Bay Library Consortium, Tampa, Florida, March 6, 2002.
- Government Documents Online Resources. USF Tampa Campus Library, Tampa, Florida, 2001.
- Finding Literature Resources on the Web. Tampa Bay Library Consortium, Tampa, Florida, 2001.
- Making Sense of the Census. US Tampa Campus Library, Tampa, Florida, 2000.
- Introduction to the World Wide Web; directories and search engines. Very Important Paraprofessionals (VIP) Conference, St. Petersburg, Florida, 2000.
- Introduction to Search Engines. Very Important Paraprofessionals (VIP) Conference, St. Petersburg, Florida, 1999.
- Introduction to the Internet. Tarpon Springs Public Library, Tarpon Springs, Florida, 1998.
- Introduction to the Online Catalog. Tarpon Springs Public Library, Tarpon Springs, Florida, 1998.
- Using Westlaw for Windows. Carlton Fields Law Library, Orlando, Florida, 1998.

RESEARCH AND CREATIVE ACTIVITIES

Publications

Dee, Cheryl and Maryellen Allen. "Survey of the Usability of Digital Reference Services in Academic Medical Libraries" [Working title]. *In Progress*.

Allen, Maryellen & Louise Alcorn, Wireless Networking: A How-To-Do-It Manual for Librarians. New York, New York. Neal-Schuman Publishers. In Process, Publication expected, 2005.

Allen, Maryellen "Integrating Library Resources in an Academic Portal Environment" (paper). Proceedings of the 2003 Computers In Libraries Conference, Washington D.C. March 12-14, 2003.

Allen, Maryellen "The Hype Over HyperbolicBrowsers." *Online* May/June (2002) V. 26 No. 3 pp. 21-28.

Allen, Maryellen "A Case Study of the Usability Testing of the USF Virtual Library Interface Design." Submitted on request to *Online Information Review*. V. 26 No. 1, 2002. pp. 40-53.

Allen, Bullian, Burke & Jaworowski. "Usability Testing of Interface Design in the Virtual Library Environment" (paper) Proceedings of the 2001 National Online Meeting National Online Meeting, New York, NY May 15-17, 2001.

Allen, Maryellen "Bluetooth Bites Information Retrieval." *Online*, May/June (2001): 46-49.

Allen, Maryellen "The Myth of Intelligent Agents." *Online*, Nov. (2000): 45-51.

Allen, Maryellen “Six Degrees of Affiliation; the small world of search tools.”
Online Sept. (2000):49-52.

Allen, Maryellen, Monica Metz-Wiseman, Lisa T. Nickel, Randy Johnson. “Excellence in Academic Libraries Award Application”. Blackwell Information. University of South Florida, Tampa.

Presentations

Allen, Maryellen, Steven Osler and Matthew Torrence. “Supercharging Online Instruction: Amplifying Interactivity Using Interactive Simulation Software”. To be presented at the International Society for the Exploration of Teaching and Learning Conference, Cocoa Beach, FL. October 13-15, 2005.

Allen, Maryellen, Robin Kear, Jaqueline Leskovec, Ivy Prewitt, Carlene Reeves, Avena-Lynn Smith, & Nancy Spaid. “The 'Synergational' Gap: Challenges and Opportunities for Recruiting and Harnessing Generational Diversity in the Library Work Environment” (Poster Session). Presented at the Florida Library Association Conference & Exhibition, Jacksonville, FL. April 11-14, 2005.

Allen, Maryellen & Lisa Nickel. “Innovative Integration: Incorporating Library Resources into the University Portal” (Poster Session). Presented at the Association of College and Research Libraries 11th National Conference, Charlotte, N.C. April 10-13, 2003.

Allen, Maryellen “Integrating Library Resources in an Academic Portal Environment” (paper). Presented at the 2003 Computers In Libraries Conference, Washington D.C. March 12-14, 2003.

Allen, Maryellen et. al., “Usability Testing of Interface Design in the Virtual Library Environment” (paper) Presented at the 2001 National Online Meeting National Online Meeting, New York, NY May 15-17. 2001.

Bennett-Manross, Shannon, Carol Ann Borchert, Derrie Perez and Maryellen Allen. “REFORMA de Florida: Recipe for a Chapter” (Poster session).
REFORMA National Conference, Tucson, Arizona, August 4-5, 2000.

Funding Proposals

Mott, Maryellen *Small Business Resource Center*: Grant proposal for LSTA funds under the auspices of the State Librarian of California. Tarpon Springs, FL : Tarpon Springs Public Library in cooperation with the Pinellas Public Library Cooperative, 1999. Funded.

Web Sites and Tutorials

How to Use SFX (Context Sensitive Linking)

<http://www.lib.usf.edu/ref/sfxtutorial.html>

Conducting a Patent Search on the Internet (Viewlet)

<http://www.lib.usf.edu/ref/mallen/patent/patentsearch.html>

Research Guide for Chemical Engineering

<http://www.lib.usf.edu/ref/mallen/chemeng.html>

How to Use the SFX Citation Linker (Viewlet)

<http://www.lib.usf.edu/ref/instruction/sfx.html>

Searching the Online Catalog (A modified TiLT application)

<http://www.lib.usf.edu/ref/newtilt/searching.htm>

Comparing Scholarly Journals & Popular Magazines

<http://www.lib.usf.edu/ref/mallen/comparing.htm>

SERVICE ACTIVITIES

National Committees

- American Library Association. Library & Information Technology Association, Library Instruction Round Table. Member, 2003- Present.
- American Library Association. Standards Review Committee. Member, 2000-2002
- American Library Association. Literacy Committee. Member, 2000-2002.

University Committees

- USF Instructional Technology and Distance Learning Council. Appointed Member, 2005-2008.
- USF Academic Computing Committee. Appointed Member, 2000-2003.

USF Library System-Wide Committees

- USF Web Advisory Committee, Member, 2002-Present.
- USF Libraries Market Equity Committee. Member 2001.
- Virtual Library Interface Design Project Group. Chair, 2000-2001.
- Virtual Library Interface Design Project Group. Member, 1999-2000.

USF Tampa Library Committees

- USF Tampa Library Research Services Taskforce, 2005.

- USF Reference/Documents Integration Task Force, Co-chair, 2003.
- USF Tampa Campus Library Instruction Team, 2002-Present.
- Market Equity Committee. USF Tampa Campus Library, 2001.
- Reference Librarian Search Committee. USF Tampa Campus Library. Member, 2000.
- Staff Development Committee, US Tampa Campus Library. Member, 1999-Present.
- USF Library Noise ad-hoc committee. USF Tampa Campus Library. Member, 1999.
- Library Technical Assistants Search Committee. USF Tampa Campus Library, Government Documents Department. Member, 1999.

National and State Conferences

- Florida Library Association Conference & Exhibition. Jacksonville, FL. 2005 (Presenter).
- 16th International Conference on College Teaching and Learning. Jacksonville, FL. 2005.
- American Library Association Annual Conference. Orlando, FL. 2004.
- Association of College and Research Libraries 11th National Conference. Charlotte, NC. 2003.
- Computers in Libraries Annual Conference. Washington, D.C. 2003 (Presenter).
- National Online Meeting Annual Conference. New York, NY. 2001 (Presenter).
- Online World National Conference. San Diego, CA. 2000.
- National Online Meeting Annual Conference. New York, NY. 2000.
- Florida Library Association Annual Conference. Tampa, FL. 1999.

Professional Associations

National Associations

- American Library Association (ALA), 1998-Present.
- REFORMA, 2000-2002.
- Library Information and Technology Association (LITA), 2000-Present.
- Association of College and Research Libraries (ACRL), 1999-Present.
 - Science and Technology Section
 - Law and Political Science Section
- Public Library Association (PLA), 1998.
- Special Library Association (SLA), 1997-1998.
- American Association of Law Librarians, 1997-1998.

State and Regional Associations

- Florida Library Association (FLA), 1998-2000, 2005-.
- REFORMA de Florida, 2000-2002.
- Central Florida Association of Law Libraries (CFALL), 1998.

Local Associations

- Tampa Bay Library Consortium Information Literacy Special Interest Group, 2002-Present.
- Tampa Bay Library Consortium Continuing Education Committee, 2000-Present.
- Tampa Bay Government Documents Librarians, 2000-Present.
- Tampa Bay Library Consortium Reference Special Interest Group, 1998-1999.

Other Professional Activities

- Mentor for USF Tampa Library's Diversity Committee Mentor Program, 2001-Present.

Software Applications

- Macromedia Captivate
- Viewlet Builder
- RoboDemo
- Flash
- Paintshop Pro
- Adobe PageMaker