

JOSEPH M. FLOYD

Tampa Campus Library
University of South Florida

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DEGREES

University of South Florida	Library Science	M.A.	1984
University of South Florida	Anthropology	B.A.	1980
University of South Florida	Psychology	B.A.	1980

PROFESSIONAL EXPERIENCE

1/97 to present Associate University Librarian
Reference Department-Collection Development
Tampa Campus Library.
University of South Florida

6/93 to 12/96 Associate University Librarian.
Reference Department
Tampa Campus Library.
University of South Florida

8/90 - 6/93 Associate University Librarian.
Reference Department-Collection Development
Tampa Campus Library.
University of South Florida

8/87 to 8/90 Assistant University Librarian.
Cataloging Department-Collection Development
Tampa Campus Library.
University of South Florida

4/85 to 8/87 Instructor Librarian.
Cataloging Department-Collection Development
Tampa Campus Library
University of South Florida

ASSIGNED RESPONSIBILITIES

REFERENCE 1990-to present.

My duties have included the following: Provide reference research assistance and information service. Provide bibliographic instruction lectures and library orientations, including graduate level courses and special topical lectures. Function as Co-ordinator and Official University Representative for the Inter-University Consortium for Political and Social Research (ICPSR). Provide USF researchers with access to the computer datafiles of the ICPSR collection. Provide technical support for various electronic resources such as DOS, Windows and Wordperfect software for the Reference department. Prepare and update instructional materials for electronic products and online services. Provide training sessions on electronic databases available in the Reference department. Engage in remote user support by co-ordinating and providing the librarians' e-mail reference service. Create the Reference Desk Schedule and make daily adjustments to ensure librarian coverage at the Reference Desk. Organize and maintain WWW bookmark files on the Reference computers. Identified and selected sites to provide access to via Netscape. Developed backup library orientation session to be used during those times when the WEBLUIS system is down. Served as Graduate Assistant Coordinator 1999-2000. Assist in Graduate Assistant Training sessions.

COLLECTION DEVELOPMENT 1985 to 1993, 1997 to present

Select materials to encumber departmental book funds and other special funds. Review, for selection, weekly shipments of approval and gift books. Maintain contacts with liaison faculty to inform them of library acquisitions, departmental budget status and library policies. Prepare library portions of departmental accreditation reports. Responsible for the departments of: Anthropology, Geography, International Studies, Political Science, Public Administration, Rehabilitation Counseling, Social Work, Sociology, Public Administration, and Women's Studies. I was released from my Collection Development responsibilities in 1993 in order to focus on my Reference assignment. In 1997 I resumed Collection Development responsibility for the department of Women's Studies.

CATALOGING 1985-1990.

Did original and copy cataloging of monographs, dissertations and microfilm sets. Assisted in the maintenance of the USF online catalog, including Name and Series Authority work. Assisted in online catalog database correction projects. Responsible for cataloging of computer datafiles.