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Education

M.A. 1978. University of South Florida (Aging Studies/Internship at the Gerontology Day Treatment Program, Florida Mental Health Institute, Tampa, FL)

M.S.L.S 1974. Florida State University (Library and Information Science)

B.S. 1972. University of Maryland, Eastern Shore (Biology)

Administrative Appointments at USF Tampa Library

Associate Director, Tampa Library (January 2004 -). Position responsible for planning, implementing, and managing the tasks and activities of the Research and Collections Section. Manages the Periodicals Room and provides oversight for Government Documents Collection and Media Resources Area. Direct report to Tampa Library Director (Staff: 3 professionals and 2 paraprofessionals)

Director, Division of Collections, USF Tampa Library (August 2001- December 2003). The Division of Collections is the branch of Central Library Services responsible for the building and maintenance of library resources and collections in all print and non-print formats. The Division comprises three units or functions, as follows:

- 1) **Collection Development Unit:** Responsible for the review and selection of library resources, management of multiple approval plans, electronic resources review and selection, serial and monographic collections review, coordination of collection management tasks, library support for program and professional accreditation, and liaison with university faculty (Staff: 22 part-time librarians).
- 2) **Binding Unit:** Manages the binding budget. Responsible for processing all binding orders for books, periodicals, and USF theses and dissertation and the receipt of all incoming bindery shipments. (Staff: 1 USPS)
- 3) **Preservation Unit:** Responsible for the repair and maintenance of library resources in all formats, management of a state-of-the-art preservation facility, disaster preparedness, consultation with regional campuses on preservation issues, community outreach, and Division website development (Staff: 1 USPS)

Additional responsibilities include collaboration on the annual Book OCO Budget, liaison with college deans and department level faculty representatives on a wide range of collection management issues, processing of all incoming gifts and donations of library material, donor

recognition, signature authority for two operating funds and 28 endowment funds, policy formulation and maintenance, and management of annual new/special program enhancement initiative. Position is a direct report to the Interim Dean, USF Library System.

Acting Head of USF Library Special Collections Department (September 2000 – December 2003)

Position responsible for coordinating the work and activities of the Special Collections Department and its considerable holdings of rare books, rare maps, Floridiana, ephemera, USF publications, and manuscript collections. Responsible for Department's community outreach activities, departmental displays, liaison with resident and nonresident researchers and scholars, collection development and management of Department's extensive holdings, policy formulation and maintenance, and signature authority for Special Collections endowment fund. Supervises the department's staff consisting of two University Librarians, one Assistant University Librarian, one Senior LTA, one Program Assistant, and two Student Assistants. Position is a direct report to the Interim Dean, USF Library System.

Head of Collection Management Department (January 2000 – September 2000). Responsible for coordinating the work and activities of Collection Management, which consists of the Collection Development Unit, Physical Processing, the Preservation and Binding Units, and the Digitization Center. Collection Development Unit staffing numbers twenty-two part-time librarians. Additional staffing: 4 LTAs and 1 Program Assistant. Position reports to the Acting Director, Tampa Library.

Acting Assistant Director for Technical Services (July 1998 – December 1999). Provides administrative oversight for the Departments of Acquisitions, Cataloging and Collection Development, and works cooperatively with the Associate Director for Public Services for problem solving and to maintain a collaborative work environment between the professional and support staff of the two services. Position reports to Acting Director, Tampa Library.

Collection Development Unit Coordinator (1992 – 1999). Reports to Director of Tampa Library. Coordinates review, selection and evaluation of library resources supporting fifty-five academic programs and departments. Supervises the collection development liaison activities of fifteen librarians assigned to the Unit. Coordinates the review and selection of weekly approval plan shipments and gift materials. Prepares reports and statistics for all facets of collection development and management, including BOR Program and professional accreditation reviews.

Professional Appointments at USF Tampa Library

University Librarian, Cataloging Department (Half-time, 1985 - 1991). Responsible for original cataloging of monographic titles for Main Campus Library with emphasis on Special Collections materials. Performed author and subject authority control work under the supervision of the Authorities Unit Librarian.

Associate University Librarian, Acquisitions Department (Half-time, 1978 - 1985). Responsible for supervising the order presearch,, verification, and vending unit of Acquisitions,

consisting of three LTA II support staff.

Assistant University Librarian, Reference Department (Half-time, 1974 - 1982). General reference desk duties. Scitech reference service provided on demand. Bibliographic instruction duties included teaching **Use of the Library** credit course and participation in Reference Department's outreach lecture program.

Collection Development Librarian (Half-time, 1974 - 1991). Responsible for carrying out collection development and management activities in support of various departments in the College of Social and Behavioral Sciences and all departments in the College of Engineering. Specific duties included collection evaluation, liaison work with designated departmental faculty, selection of library materials, policy formulation, approval plan performance appraisal, and current-awareness service to specific departments.

Teaching Appointments

Adjunct Faculty, University of South Florida, School of Library and Information Science, 1999. Taught graduate class *Collection Development and Maintenance (LIS6511)*

Instructor Librarian at University of South Florida Library, 1974 – 1983. Taught *Use of the Library (LLI200)* class and bibliographic instruction classes at the undergraduate and graduate levels in all subject fields.

Professional Activities and Publications

Chair, 2002/2003, Association for Library Collections and Technical Services (ALCTS), Collection Development Librarians of Academic Libraries Discussion Group.

Book review: **Collection Management for the 21st Century: A Handbook for Librarians**, Gorman and Miller (eds.), Greenwood Pr., 1997. Review published in **Collection Building** 16(4), p.190-192

Journal Use Study Final Report, 1997. Year long study of circulation patterns among print journals in the Tampa Library costing in excess of \$1,000 annually.

Book reviewer for **RQ** and **Microform Review**, 1975 – 1980.

Member, **LAMA SS Task Force: Statistical Applications in Technical Services.** Contributor to **Statistical Applications in Library Technical Services: an Annotated Bibliography**, 1987, edited by Sue Burkholder and published by the Task Force.

Management Information Systems Reports Survey of Florida SUS Libraries, 1988, prepared for Florida Center For Library Automation while on Professional Development Leave.

Conference Presentations

USF Library Scholarship Program – Dollars for Scholars and More. Poster Session presented at the American Library Association Annual Conference, San Francisco, CA, Sunday, June 17, 2001.

Circulation Analysis of Engineering Approval Books, Preliminary Report. Presented to the Research Caucus at the Florida Library Association Annual Conference in Orlando, May 1985

Circulation Analysis of Engineering Approval Books. Presented at the Annual Collection Development Officers of Mid-Sized Academic Libraries Meeting, 105th Annual Conference, American Library Association, New York, NY, July 1986

From Online Catalog to Output. Presented at the Third Annual Software/Computer Database/CD-ROM Conference and Exposition for Libraries and Information Managers, Chicago, IL, March 1988

Planning for Online Authority Control: A Librarian's Checklist. Poster session co-presented with Diana Liang and Vicki Grahame at the 107th Annual Conference, American Library Association, New Orleans, LA, July 1988

University and Library Service

Collection Development Advisory Committee. Chair, 2000 -

USF Library Scholarship Program. Chair, 1986 – . Responsible for managing Tampa Library's program of support to USF students through the awarding of Undergraduate and Graduate Scholarships, USPS Educational Stipends, Fustukjian Memorial Scholarships, and Karpay Book Scholarships.

Guadalajara Book Fair, Guadalajara, Mexico, November 24-29, 2001. Selector of Latin American publications for Tampa Library.

Guadalajara Book Fair, Guadalajara, Mexico, November 25-30, 2000. Selector of Latin American publications for Tampa Library.

Costa Rica Faculty Development Seminar, May 4-14, 2000. Participant. (Met with Heads of Collection Development and Technical Services at the University of Costa Rica, San Jose, to discuss some ways in which the USF Library could assist their collection development effort through the donation of gifts and discarded items.). Purchased Costa Rican monographs for Tampa Library.

Recent Conferences Attended

122nd Annual Conference of the American Library Association, Toronto, Canada, June 19 – 24, 2003.

121st Annual Conference of the American Library Association, Atlanta, GA, June 13 –19, 2002.

120th Annual Conference of the American Library Association, San Francisco, CA, June 16-19, 2001.

46th Annual Seminar on the Acquisition of Latin American Library Materials, Arizona State University, Tempe, AZ, May 25-29, 2001.

119th Annual Conference of the American Library Association, Chicago, IL, July 6-12, 2000.

22nd International Congress of the Latin American Studies Association, March 16-18, 2000.

118th Annual Conference of the American Library Association, New Orleans, LA, June 24-30, 1999.

44th Annual Seminar on the Acquisition of Latin American Library Materials, Vanderbilt University, Nashville, TN, May 30-June 3, 1999.

American Library Association Annual Conference, New York, NY, July 4-10, 1996.

Professional Memberships

American Library Association

8/05/05