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LIBRARY EXPERIENCE

University of Oregon Libraries, Eugene (1985 – present)

Professor and Associate University Librarian for Instructional Services (October 2002 - present). Reports to University Librarian. Provides leadership and participates in general library administration as member of Library Administration group (University Librarian and two Associate University Librarians). Develops and coordinates policies, procedures, objectives, and divisional goals and oversees staff and operations of Instructional Services Division (ISD), comprising Knight (main) Library Reference and Research Services, Document Center, Music Services, Media Services (media production and campus classroom technologies), Information Technology Centers (student computer labs), Academic Technology (Blackboard courseware administration and faculty technology training and development), Library Instruction, and branch libraries for Architecture and Allied Arts, Sciences, Mathematics, and the Oregon Institute of Marine Biology. Current ISD personnel include 37 academic staff (librarians, information technology and media professionals, and unit managers), 18 classified support staff, and approximately 150 part-time student assistants (38 FTE).

Professor and Associate University Librarian for Administrative Services (June 1989 - September 2002). Promotions in academic rank: to Associate Professor, July 1, 1991; to Professor, October 1, 1997. Reports to University Librarian. Provides leadership and participates in general library administration as member of Library Administration group (University Librarian and three Associate University Librarians). Develops and coordinate policies, procedures, objectives, and divisional goals and oversee staff and operations of Library Personnel Services, Administrative Services, and Copy Service. Principal library contact with campus offices of Resource Management (budgeting and institutional research), Business Affairs, Facilities Services, and Public Safety. Other activities including leading outreach and orientation tours and teaching workshops in the Library's information technology curriculum.

Interim assignment (September 2000 – September 2002): Divisional oversight for Media Services, Information Technology Centers (student computer labs), Academic Education Coordinator (Blackboard courseware administration and faculty technology training and development) plus all duties listed above. During this period the UO New Media Center (multimedia development studio) was transferred to the Library and integrated into the Media Services department.

Interim assignment (September 1995 - August 1998): Acting Director, Media Services, plus all duties listed above under AUL for Administrative Services. The Media Services Department (12 FTE) supports the library's in-house media collections, provides classroom AV support for the UO's classroom pool, and offers professional graphic design and video production services for UO departments and public sector clients.

Interim assignment (April 1991-December 1994): University Library liaison to Knight Library Expansion and Renovation Project (\$27.4 million; 132,000 sq ft expansion and subsequent renovation of existing 237,000 sq ft facility). Primary library contact with design team (architects, engineers, interiors consultants), UO project staff (Planning Office, Physical Plant, etc.), and contractors during construction period. Attended weekly job meetings with architect, contractor, and Physical Plant site inspector. Facilitated design review and planning meetings with design team and library staff. Chaired biweekly Knight Library Department Head's meetings to discuss building project issues, plan moves, etc. NOTE: From April 1991 to January 1994, Library Personnel and Copy Services were temporarily reassigned to other library staff.

Assistant Professor and Head; Budget, Personnel, and Planning (July 1987 - June, 1989). Coordinate Library budget activities. Advise Library Administration and Department Heads on fiscal issues. Serve as Library liaison with Vice-Provost for Academic Administration and University Business Office. Direct activities of Library Personnel Office (see below); supervise departmental staff (1.0 FTE Personnel Librarian, 2.0 FTE classified staff, plus students). Coordinate long and short-term planning projects, including resource needs analyses and program improvement requests. Prepared library portion of successful \$1 million NEH Challenge Grant proposal. Major responsibility for development of building program data for \$27.4 million library expansion project.

Assistant Professor and Personnel Librarian (August 1985 - June 1987). Planned, organized, and coordinated all activities relating to recruitment, employment, compensation, employee relations, and staff development for 50 faculty, 85 civil service support staff, and approximately 300 student assistants. Provided employee counseling and referral. Advised Library Administration on personnel matters. Served as Library liaison with the Vice-Provost for Academic Personnel, University Office of Human Resources, and the Office of Affirmative Action. Supervised one administrative assistant and three student assistants.

The University of Michigan

Career Resources Librarian (August 1984 - August 1985).

Managed all aspects of Career Resources Library, Office of Career Planning and Placement. Established goals and objectives for resource development and information services. Hired, trained, and supervised full-time, temporary, and student employees for Library. Served as liaison with other University libraries. Served as active member of Office administrative team.

Music Library Associate (April - June 1984).

Processed the Glenn Osser Collection, a major bequest of mid-twentieth century film, television, and advertising music in manuscript form. Specific tasks included evaluation, inventory, creation of an indexed finding aid, and planning for permanent storage.

Research Assistant (June 1983-June 1984). Assigned to the office of the Dean, School of Library Science. Edited and proofread reports, bibliographies, course descriptions, and departmental announcements. Provided general research and administrative support services for faculty and administration of the School.

Marylhurst University, Marylhurst, Oregon

Library Assistant, Music Division (September 1981-June 1983).

Provided library services for faculty, students, and local community. Cataloged major bequests of printed and manuscript musical scores. Produced videotapes and stereo recordings of faculty and student recitals.

ADDITIONAL SERVICE:

Oregon University System

Distance Education Steering Committee, 1995-1998

Policy Development Subcommittee, 1997-98

Media Council, 1995-1998

Interinstitutional Library Council

Ad Hoc Statistics Reporting Committee, 1994

Ad Hoc Committee on Government Documents Statistics, 1993

Ad Hoc Committee on Library Space Standards, 1991-92

Ad Hoc Committee on OSSHE Library Materials, 1988-89 (preparation of program improvement request for 1989-91 biennium)

Orbis-Cascade Library Consortium

Regional Library Services Center (Shared Storage) Task Force, 2000 - 2004

University of Oregon Library

Chair of numerous academic search committees, most recently:
Science Reference Librarian, 2002
Science And Technology Librarian, 2002
University Archivist, 2001
Humanities Librarian, 2000
Undergraduate Library Research Award Committee, chair 2004 -
Web Advisory Group, administrative liaison, 2002 - present
Chair, Media Services Transition Team, 2000-2001
ARL/OMS Public Service Self Study 1992-93: Program Evaluation Task Force
INNOPAC implementation: System Maintenance Subcommittee, 1987-88
Program Coordinator and Moderator, Oregon Angling Literature Symposium, March 24, 1995.
Library Faculty Personnel Committee, 1994-1996 (elected peer review committee for promotion and retention)
Presiding Officer, Library Faculty, 1988-89
Vice-Presiding Officer, Library Faculty, 1987-88; 1996-97

University of Oregon Governance & Administrative Service

Scholastic Review Committee, 2004 – present (administers UO undergraduate academic standards, including reviewing records of students whose work falls below UO scholarship requirements)
Web Redesign Task Force, 2003 – 2004 (campus committee charged to develop a process for redesign of the UO's web presence with a focus on prospective students)
Integrative Science Facility, Design User Group, 2002 -
Worker's Compensation Policy Review Task Force, 2002 - 2003
Expenditure Guidelines and Fiscal Accountability Task Force, 2001-2002
Oregon Institute of Marine Biology Library, Design User Group 1997-99; second floor design group 2002 - present
Evaluation committee, Director of Campus Operations, 1999
Northwest Association of Schools and Colleges (NASC) Accreditation Self-Study Task Force, 1997
Educational Technology Coordinating Committee, 1995-1998; Legislative Request Task Force, 1996
Administrative Review Committee, 1993-1994. (Coordinating group for KPMG Peat Marwick administrative and academic support cost/structure analysis of the University)
VP Administration Recommendation Team, 1992-93. (Advisory to VP on divisional budget cuts and reorganization stemming from tax limitation)
Campus Planning Committee (CPC), 1987-1994; Chair 1991-1994
CPC Design Review and Implementation Subcommittee, Chair 1992-94
CPC University/Community Liaison Committee, 1991-92; 1993-94 (sole UO appointee to committee comprised of UO, City of Eugene, and neighborhood association members for purposes of discussing campus land use and development issues)
CPC Chair, Development Policies Subcommittee, 1990-91 (long-range planning)
CPC Implementation Subcommittee, 1989-90 (architect selection for approved projects)
CPC Southwest Campus Planning Subcommittee, 1988-89 (refinement of long-range planning for SW analytical area)
CPC Planning Principles Subcommittee, 1987-88 (long range planning)
Search Committee for University Planning Associate, 1998
Interview Panel, Director, Affirmative Action and Equal Opportunity, 1989
Interview Panel, Director, Labor Relations, 1988
Member, UO Management Response Team (1987 and 2001 collective bargaining sessions)
Search Committee, Director of Human Resources, 1987
Faculty Salary Equity Review Committee, 1986-87.
Westmoreland Family Housing Policy Board, 1986-87, 1995-97

PROFESSIONAL AFFILIATIONS:

American Library Association, member since 1983:

Library Administration and Management Association (LAMA), member since 1986:

Committee on Organization, member 1986-1992

Library Organization and Management Section (LOMS):

Financial Management Committee, member 1988 - 92; Chair, 1991-92;

"Hidden Costs of Library Automation" preconference planning group, 1990

Business and Fiscal Officers Discussion Group (1987-present)

Nominating Committee Chair, 1994 elections; 1998 elections

Risk Management and Insurance Committee, 1992-94; Chair, 1994-96

Program Moderator, "Are you covered?: insuring the library's collections," (1995 annual conference)

Candidate for LOMS Section Vice-Chair/Chair-Elect, 1995 elections

ACRL Personnel and Staff Development Officers Discussion Group (1986-1996)

Oregon Library Association; Treasurer, 1997-99; re-elected 1999-2001

OLA Continuing Education Committee, 2004 -

OLA Management Services Task Force, 1999-2000

OLA Academic Division/ACRL Chapter

Presentation at Annual Conference 1996, "Multimedia in Academia and Libraries"

EDUCAUSE, UO institutional representative, 1997-present

New Media Centers Consortium, UO institutional representative, 2000 - present

Presentation at 2001 NMC annual conference, "Does Your School Really Know What You Do?:

Classification and Compensation of Campus NMC Staff"

University of Michigan SILS Alumni Society Executive Board, 1990-92

GRANTS AWARDED:

2003 Library Services & Technology Act, \$69,738 (PI). Digitization of indexes to the Oregonian Newspaper, 1950 - 1987.

2003 Institute of Museum and Library Services, National Leadership Grant: Library-Museum Collaboration, \$240,894 (co-author). Digitization and distribution of the Don Hunter Multimedia Archive.

2001 Valley Foundation, \$250,000 (co-author). Funding to support instructional technology in UO classrooms.

1995 Oregon State System of Higher Education Faculty Productivity Grant, \$23,000 (co-author). Funding supported pilot phase of "Get Ready," a technology orientation program for incoming students. In Fall 1996, a test group of approximately 500 incoming students received technology training, using different delivery methods (hands-on in computer lab, lecture/demonstration, or video). The lecture and video presentations were followed up with self-paced computer-based training. Effectiveness of each method was evaluated and results used to refine technological literacy programs for all incoming students.

1993 Meyer Memorial Trust, \$768,000. Co-author responsible for \$528,000 facilities portion; balance was designated as start-up funding for the Orbis Consortium online union catalog.

1988 NEH Challenge Grant, \$1 million. Co-author responsible for \$500,000 portion designated for University of Oregon Library facilities and collections; balance was designated for UO Humanities Center.

PUBLICATIONS:

"Building Libraries for Higher Education: Knight Library Expansion and Renovation Project." Oregon Library Association Quarterly, Volume 2, Number 1 (Spring 1996). Article available online at <http://www.olaweb.org/quarterly/quar2-1/higher.shtml>

EDUCAUSE Conference Reports: "Preparing Your Campus For E-Commerce" and "Intranets." Library Hi-Tech News, (January/February 2000)

CNI Conference Report, "Partnership approaches to digital media creation at the University of Tennessee - Knoxville," C&RL News, Vol. 63 No. 2, (February 2002)

CONSULTING ACTIVITIES:

Library Specialist, KCM Value Engineering Study, Haggard Hall Renovation, Western Washington University, July 28-31, 1995

EDUCATION:

The University of Michigan School of Library Science, A.M.L.S., June 1984.

Concentrations in music librarianship and information science. Recipient of 1984 Margaret Mann Award for academic achievement and professional promise.

Marylhurst College (Oregon), B.A. (Music), June 1983. Major concentrations in history and theory of music.

Additional graduate coursework (University of Oregon):

Management and Organizational Behavior

Budgeting in Higher Education

Last updated October 2004