

Virginia L. Cairns

The University of Tennessee at Chattanooga Library

600 Douglas Street, Department 6456

Chattanooga, TN 37403

(423) - 425-2279

virginia-cairns@utc.edu

EDUCATION

Masters in Library and Information Science

Louisiana State University, Baton Rouge, LA, May 1988

Passed Comprehensive Examinations "with Distinction"

Bachelor of Arts, Foreign Languages

Rhodes College, Memphis, TN, May 1986

Study Abroad, Sampere Institute, Madrid, Spain

PROFESSIONAL EXPERIENCE

Professor and Instruction Librarian

The UTC Library, University of Tennessee, Chattanooga, Aug 2016 - present

- Teaches instruction sessions, conducts one on one research consultations, provides front line research assistance face to face and via chat at Information Commons and Checkout Desks.
- Collaborates with teaching faculty to create instruction sessions based upon course-related learning objectives. Develops lesson plans to meet learning objectives, designs and incorporates relevant instructional activities. Participates in departmental planning and assessment. Creates and maintains subject guides in assigned areas.
- Serves as liaison to the School of Nursing, the School of Education and the Social Work Programs.
- Serves on library committees and task forces including Reappointment/Tenure/Promotion.

Professor and Head, Research and Public Services

The UTC Library, University of Tennessee, Chattanooga, Jan 2014 - Jul 2016

- Responsible for overall management of four public service units: Circulation, the Information Commons, Library Instruction, the Media Studio and the Writing and Communication Center. Supervised and evaluated 7 tenured or tenure track faculty and 8 support staff as well as student assistants.
- In partnership with Unit Directors, provided leadership for departmental planning, developed policy and procedure, implemented new programs, coordinated scheduling and evaluated performance and outcomes.
- As a member of the Library's Management Council and its Administrative Council, participated in library-wide planning, policy development, evaluation, budgeting and decision-making.
- Served as departmental liaison and collection development specialist for the UTC School of Nursing and the Occupational Therapy program.
- Active participant in the planning and design process for the new UTC Library which began in 2007 and was completed in late 2014.

Professor and Head, Reference and Instruction Services

The Lupton Library, University of Tennessee, Chattanooga, Mar 2006 - Dec 2013

- Responsible for planning, assessment, procedure, service development and ongoing management of the reference and instruction services department. Provided support and regular communication to all those who served on the

reference desk. Liaison with Library IT and campus IT to identify and resolve printing, computing and other technology-related problems.

- Provided leadership for an innovative and award-winning library instruction program that reached over 5,500 UTC students each year. Developed new curricula, built campus relationships, identified new instructional opportunities, implemented new technologies, assessed effectiveness and established long range plans for the program.
- Supervised 7 full time tenured or tenure-track librarians and one support staff member.
- Served as departmental liaison and collection development specialist for Physical Therapy, Health and Human Performance and Nursing.
- Participated in planning, evaluation and decision-making as a member of the Library's Management Council.

Library Manager

The Erlanger Health System, Chattanooga, TN, Oct 1997-Feb 2006

- Managed all programs and services at a busy, regional medical center library, including supervision training and scheduling of 3 support staff as well as oversight of an operating budget of \$300,000+ per year.
- Performed all types of public service: database searching, reference service, library user instruction, circulation and document delivery.
- Identified and selected research resources appropriate to the scope of the library's collections supporting medical, nursing and allied health in both print and online formats.
- Promoted the library to administration, clinical staff, area health professionals and the community-at-large through email newsletters, presentations, health fairs, continuing education events and Medical Staff Grand Rounds.
- Designed and maintained the library's website using the Joomla content management system. Selected and implemented an open url link resolver across 20 databases and 1,700 e-journals. Selected and implemented an integrated library system including Circulation, Serials and Cataloging modules.

Reference, Electronic Resources and Interlibrary Loan Librarian

Mercer University, Macon, GA May 1995-Jan 1997

- Appointed to newly-created position managing electronic resources and services within the Reference Department.
- Installed and maintained hardware, software and CD-ROM systems on 15 public access PCs.
- Served as Webmaster for the first Mercer University Library website launched in 1995.
- Active participant in all functions of the Reference Department (instruction, desk service, collection development).

Reference and Interlibrary Loan Librarian

Mercer University, Macon, GA May 1989-May 1995

- Front line professional serving at a busy centralized reference desk, providing one on one consultations, leading course specific library instruction, performing database searches, and handling collection development.
- Participated in both borrowing and lending activities using OCLC. Verified incomplete citations.
- Supervised student workers and one support staff member within Interlibrary Loan Department.

AWARDS AND HONORS

2013 Elected to Alpha Society, the UTC Honor Society

2011 Winner (with others), *ACRL President's Program Innovation in Instruction Award*,

Association of College and Research Libraries, ALA Annual Conference, New Orleans, LA.

2008 Recipient, *James E. Ward Library Instruction Award*, Tennessee Library Association.

2004 Recipient, *Scroll of Exemplary Service Award*, Medical Library Association.

2004 Recipient, *Baroness Foundation Library Technology Improvement Grant* (\$25,000).

2003 Recipient, *National Library of Medicine Consumer Health Outreach Grant* (\$33,000).

PUBLICATIONS

- Cairns, Virginia L. "Rate that source". (in press) The Critical Thinking About Sources Cookbook, ed Sarah Morris. Chicago: Association of College and Research Libraries Press, expected fall 2019.
- Cairns, Virginia L. and Natalie Haber and Lane Wilkinson. "Modular Design, Consistent Pedagogy and Curriculum a la Carte". in Creative Instructional Design: Practical Applications for Librarians. Chicago: Association of College and Research Libraries Press, 2017. pp 41-53.
- Cairns, Virginia L. and Theresa Liedtka. "Facilities for the Director: Communication and Process". So You Want to Be an Academic Library Director? ed. Colleen S. Harris. Chicago: ALA Editions, 2017. pp. 63-72.
- Cairns, Virginia L. and Lane Wilkinson. "Life Beyond the One-Shot: Librarians Teaching a For-Credit Course", Tennessee Libraries, V. 60, No. 3, October, 2010.
- Cairns, Virginia L. and Caitlin Shanley, "Help Me I'm Drowning: Implementing LibraryH3lp at UTC", Tennessee Libraries, V. 60, No. 3, October, 2010
- Cairns, Virginia L. and Toni Carter Dean. "Creating a Library Orientation for the iPod Generation". Tennessee Libraries, V. 59, No. 2-3, October 2009.
- Cairns, Virginia L. and Valarie Adams and Theresa Liedtka. "Studentopia: build the students what they want." Tennessee Libraries, V. 59, No. 2-3, October 2009.
- Cairns, Virginia L. "The Coffee Can Appetizer, or What is a Database?" The Information Literacy Cookbook, ed. Ryan L. Sittler and Douglas Cook. Chicago: Association of College and Research Libraries Press, 2009. pp. 36-37.
- Cairns, Virginia L. "Recognizing Opportunities to Advance Your Career", InfoCareer Trends: The LISJobs.com Career Development Newsletter, V. 10, No. 3, May 2009.
- Cairns, Virginia L. and Toni Carter Dean. "Library iTour: Introducing the iPod generation to the academic library". Proceedings of the 14th Annual Instructional Technology Conference, Spring 2009.
- Cairns, Virginia L. and Beverly Simmons. "Email is SO 5 minutes ago", Tennessee Libraries, V. 57, No.1, June 2007.
- Cairns, Virginia L. "Demonstrating your worth to administration", Tennessee Libraries, V.56, No.2, June, 2006.

CONFERENCE AND PROFESSIONAL PRESENTATIONS

- Cairns, Virginia L. with Lane Wilkinson. "Setting the course: mapping information skills pathways through the majors". LOEX Annual Conference, Minneapolis, MN, May 2019.
- Cairns, Virginia L. "Three ring circus: a model for understanding and teaching students about bias". Brick and Click: an Academic Library Conference, Northwest Missouri State University, Maryville, MO, November 2018.
- Cairns, Virginia L. (Invited panelist). "Possibilities for collaboration between school librarians and academic librarians". Tennessee Association of School Librarians Conference, Murfreesboro, TN, September 2017.
- Cairns, Virginia L. with Chantelle Swaren, Nicole Tekulve and Ron Bowron. "Digging into data: mining for statistical gold at the Reference Desk". Tennessee Library Association Annual Conference, Memphis, TN, April 2015.
- Cairns, Virginia L. "Unhappy campers: ideas for coping with job dissatisfaction and burnout in librarianship". Tennessee Library Association Annual Conference, Chattanooga, TN, April 2013.
- Cairns, Virginia L. "Unhappy campers: a discussion on coping with job dissatisfaction and burnout on the front lines". RUSA/RSS Discussion Forum, American Library Association Midwinter Conference, Seattle, WA, January 2013.
- Cairns, Virginia L. "The Secret's in the Sauce: the RIBS Recipe for Creating a Healthy, Well-Balanced Instruction Program". Hands-On Workshop. LOEX Annual Conference, Columbus, OH, May 2012.
- Cairns, Virginia L. "Using Humor in Library Instruction". Chattanooga Area Library Association, Chattanooga, TN, March 2012.
- Cairns, Virginia L. with Theresa Liedtka. ALA Career Center Presentation: "Perfecting Your Interview Dance Steps". American Library Association Annual Conference, New Orleans, LA, June 2011.
- Cairns, Virginia L. with Alys Jordan and Matt Buckley. Panel Presentation: "Mentoring in the 21st Century: a How-To in Career Advancement". American Library Association Annual Conference, New Orleans, LA, June 2011.

Cairns, Virginia L. with Theresa Liedtka, Jason Griffey and W. Michael Bell. ACRL Full Day Preconference. *“Creating a Twenty First Century Learning Environment”* American Library Association Annual Conference, Washington DC, June 2010.

Cairns, Virginia L. with Steven J. Bell and Elaine Westbrooks. Panel Discussion *“What do I need to know? Strategies for career growth and promotion, Part Two”*. American Library Association Annual Conference, Washington, DC, June 2010.

Cairns, Virginia L. and Caitlin Shanley. *“H3lp me I’m drowning! Using Libraryh3lp to manage IM and text messaging reference.”* Tennessee Library Association Annual Conference, Memphis, TN, March 2010.

Cairns, Virginia L. and Lane Wilkinson. *“Life beyond the one-shot: librarians teaching a credit course!”* Tennessee Library Association Annual Conference, Memphis, TN, March 2010.

Cairns, Virginia L. Invited speaker. *“Get Noticed! Making the most of your career.”* Tennessee Library Association Annual Staff Development Day, Blount County Public Library, Maryville, TN, October 2009.

Cairns, Virginia L. with Steven J. Bell and Jon E. Cawthorne. Panel Discussion *“What do I need to know? Strategies for career growth and promotion”*. American Library Association Annual Conference, Chicago, IL, July 2009.

Cairns, Virginia L. and Beverly Simmons. Poster Presentation *“Make it Stick: Applying Immersion Principles Across the Freshman Year”*. American Library Association Annual Conference, Chicago, IL, July, 2009.

Cairns, Virginia L. and Toni Carter Dean. *“Creating a library orientation for the iPod generation”*. Tennessee Library Association Annual Conference, Nashville, TN, April 2009.

Cairns, Virginia L. and Theresa Liedtka, Valarie Adams. Pre-conference Presentation *“Studentopia: Build the Students What They Want”*. Tennessee Library Association Annual Conference, Nashville, TN, April 2009.

Cairns, Virginia L. and Toni Carter Dean. *“Library iTour: Introducing the iPod generation to the academic library”*. 14th Annual Instructional Technology Conference, MTSU, Murfreesboro, TN, March 2009.

Cairns, Virginia L. and Toni Carter. *“The iPod Investigation: experience the UTC freshman library tour”*. Chattanooga Area Library Association, October 2008.

Cairns, Virginia L. *“Project Management: Basics Skills and Techniques”*. Half-Day Pre-conference, Electronic Resources & Libraries Conference, Atlanta, GA, March 2008.

Cairns, Virginia L. and Beverly Simmons. *“Email is SO 5 minutes ago”*. Tennessee Library Association Annual Conference, Chattanooga, TN, April 2007.

Cairns, Virginia L. and Jan Lewis. *“Persuasive proposals for increasing your electronic resources and services”* Electronic Resources & Libraries Conference, Atlanta GA, February, 2007.

Cairns, Virginia L. *“Demonstrating your worth to administration”*. Tennessee Library Association Annual Conference, Nashville, TN, April 2006.

Cairns, Virginia L. *“Setting up a Consumer Health Library Program”*. Chattanooga Area Library Association Meeting, November 2004.

Cairns, Virginia L. *“Library Service to Physicians and Community”*. Baroness Foundation Annual Meeting, Chattanooga, TN, August, 2004.

Cairns, Virginia L. *“The Medical Library and its Impact on Patient Care”*. Erlanger Health System Board of Trustees Meeting, July 2004.

Cairns, Virginia L. *“Evidence-Based Medicine Research”*. TC Thompson Children’s Hospital and UT College of Medicine Pediatric Residency Noon Conference Presentation Series, Jan-May, 2004.

Cairns, Virginia L. *“Effective Medical Research Using Online Resources”*. Erlanger Health System and UT College of Medicine Institutional Grand Rounds, Chattanooga, TN, May 2003.

Cairns, Virginia L. *“Effective Health Research for the Consumer”*. Erlanger Health System HealthLink Plus Consumer Health Seminar Series, Chattanooga, TN, May 2003-2004

Cairns, Virginia L. *“Online Health Resources for Women”*. Erlanger Health System Women’s History Month Seminar Series, March 2003.

Cairns, Virginia L. *“Library Disasters: Getting to Prepared”*. Chattanooga Area Library Association Meeting, Chattanooga, TN, February 2003.

Cairns, Virginia L. *“Part Time Employment Options In The Health Care Library Setting”*. Contributed paper, Southern Chapter, Medical Library Association, Annual Conference, New Orleans, LA, October 2001

Cairns, Virginia L. *“Current Research Resources for Pediatric Residents”*. Pediatric Morning Report, TC Thompson Children’s Hospital, Chattanooga, TN. January 2001.

Cairns, Virginia L. *“Effective Pubmed Searching for the Library Professional”*. Invited speaker. Augusta Kolwyck Library, Chattanooga State Technical and Community College, Chattanooga, TN, Summer 2000.

Cairns, Virginia L. *“Hospital Library Services and Resources”*. Chattanooga Area Library Association Meeting, Chattanooga, TN, February 2000.

Cairns, Virginia L. *“Galileo Database Searching for Library Staff and University Faculty”*. Campus Seminar Series, Mercer University Main (Tarver) Library, 1995-1997

Cairns, Virginia L. Invited speaker. *“Reference Collection Development”*, *“Keyword Searching the OPAC”*, *“Keyword Searching in OCLC”*, *“Effective Use of the Internet”* and *“Supervising Student Workers”*. Staff Development Workshop Series, Mercer University Main (Tarver) Library, 1991-1997.

Cairns, Virginia L. *“Results of a Regional Library Automation Survey”*, Central Georgia Associated Libraries Annual Meeting, Milledgeville, GA, Spring 1991.

PROFESSIONAL SERVICE AND MEMBERSHIPS

National

Frontiers in Psychology - Educational Psychology, Frontiers Media,

- Peer Reviewer, Board of Editors, June 2019-date

The Journal of Electronic Resources Librarianship, The Haworth Press,

- Member and Reviewer, Board of Editors, 2007-2012

Association of College and Research Libraries: Member, 2006-date

- Co-Chair, ACRL Instruction Section Local Arrangements Committee, 2010-2011

American Library Association: Member, 1987-1997, 2006-2018

Electronic Resources & Libraries Conference

- Member, Marketing Committee, 2008 -2009

State / Regional

Tennessee Library Association, 2006-2017

- Chair, Library Instruction Roundtable, 2010-2011
- Vice Chair, Chair-Elect, Library Instruction Roundtable, 2009-2010
- Secretary, (and member of the Executive Board), 2007-2008

Medical Library Association, 1997-2005

Hospital Library Association, 1997-2005

Tennessee Health Science Library Association, 1997-2006

- Membership Chair, 2005-2006
- Newsletter Editor, 1998-2000

INSTITUTIONAL SERVICE AND COMMITTEE APPOINTMENTS

UTC Library, University of Tennessee, Chattanooga

Library Outreach Committee, 2016-2018

Library Emergency Preparedness Committee, 2015-2018

Library Administrative Council, 2014-2016

Library Management Council, 2006-2016

Internal Library Building Committee, 2007-2014

Library Reappointment, Tenure and Promotion Committee, 2010-date

- External Review Coordinator, 2014-2017
- Co-Chair, 2013-2014

Library Full Professor Promotion Committee

- Chair, 2012-2013
- Chair, 2011-2012

Library Electronic Resources Council, 2006-2014
Library IT Council, 2006-2007, 2009-2011, 2013-2016
Lupton Library Web Team, 2006- 2009, 2011-2013

- Chair, 2011-2013
- Chair, 2006-2007

Building Use Committee, 2006-2008
Various Hiring Committees for New Building (6 positions filled)
Information Commons Librarian Search Committee, (Chair), 2012
Web Design and Instruction Librarian Search Committee, (Chair), 2012
Information Commons Librarian Search Committee (Chair), 2009
Reference and Instruction Search Librarian Committee (Chair), 2009
Web Services and Reference Librarian Search Committees, 2007
Head of Library IT Search Committee (Chair), 2006

University of Tennessee, Chattanooga

UTC Faculty Senate

- Faculty Senate Secretary, 2019-2020 (and member of the Senate Executive Board)
- Library Representative to Faculty Senate, 2016-2018
- Faculty Senate Representative to Graduate Council, 2017-2018

Faculty Senate Faculty Development Grants Committee, 2018-2019
Academic Affairs / Student Development Task Force, 2016-2018
Faculty Senate Committee on Committees, 2016-2017
Faculty Senate Committee Mapping Subcommittee, 2016-2017
Faculty Senate Undergraduate Petitions Committee

- Chair, 2015-2017

Alpha Society: the UTC Honor Society, 2013-date

- Archivist, 2019-date
- President 2017-2018
- Vice President 2016-2017
- Secretary 2015-2016

Council of Academic Department Heads, 2014-2016

- Secretary, 2015-2016

Faculty Senate Learning Support Services Committee, 2014-2015
Faculty Workload Committee, Chancellor's Strategic Planning Group, 2014-2015
Think/Achieve SACS QEP Advisory Board, 2012-2016
Think/Achieve SACS QEP Awards Committee, 2012-2016
Complete College Task Force, Subcommittee on Retention and Progression, 2013-2014
Complete College Task Force, Subcommittee on the Built Environment, 2013-2014
Faculty Senate Scholarship Committee, Chair, 2013-2014
Campus Management Training Task Force, 2012-2013
Faculty Senate Admissions Committee, 2011-2012, 2012-2013
Faculty Senate Budget and Economic Status Committee, 2010-2011
IT Strategic Planning Committee, 2009-2010
Classroom Technology Committee, 2009-2010
Faculty Senate Scholarship Committee, 2008-2009
External New Library Program Statement Committee, 2007-2011
Faculty Development Grants Committee, 2007-2008, 2008-2009
Member, Vice Chancellor of Student Development Search Committee, 2007

The Erlanger Health System / University of Tennessee College of Medicine

Adjunct Instructor in Internal Medicine, UT-College of Medicine, 2003-2010
Erlanger Joint Commission Accreditation Task Force, 2003-2006

Erlanger Intranet / Web Design Task Force, 1999-2001
UT-College of Medicine, Internal Medicine Research Committee, 1998-2001

Mercer University

Executive Committee, Mercer University Division of Library Services, 1993-1997
Main (Tarver) Library Collection Development Committee, 1991-1997
Mercer University Campus-Wide Library Copyright Committee, 1991-1997
Mercer University College of Liberal Arts Honor Council Adviser, 1991-93
Mercer University National Library Week Library Awareness Campaign, 1993
Chair, Main (Tarver) Library Publications Review and Revision Project, 1992-93

PROFESSIONAL DEVELOPMENT

LOEX Annual Conference, Minneapolis MN, May, 2019
Brick and Click: an Academic Library Conference, Maryville, MO, November 2018
Tennessee Association of School Librarians Conference, Murfreesboro, TN, September 2017
American Library Association Annual Conference, Chicago, IL, June 2017
Tennessee Library Association Annual Conference, Memphis, TN, April 2015
Tennessee Library Association Annual Conference, Chattanooga, TN, April 2013
American Library Association Midwinter Conference, Seattle, WA, January 2013
LOEX Annual Conference, Columbus, OH, May 2012
American Library Association Annual Conference, New Orleans, LA, June 2011
American Library Association Midwinter Conference, San Diego, CA, January 2011
American Library Association Annual Conference, Washington, DC, June, 2010
Tennessee Library Association Annual Conference, Memphis, TN, March 2010
American Library Association Annual Conference, Chicago, IL, July 2009.
Tennessee Library Association Annual Conference, Nashville, TN, April 2009
Instructional Technologies Conference, Murfreesboro, TN, March 2009
Tennessee Library Association Annual Conference, Johnson City, TN, April 2008
Electronic Resources & Libraries Conference, Atlanta, GA, March 2008
ACRL Immersion - Program (Administrator) Track, Winnipeg, Manitoba, CA, August 2007
Tennessee Library Association Annual Conference, Chattanooga, TN, April 2007
Electronic Resources & Libraries Conference, Atlanta, GA, February 2007
Internet Librarian Conference, Monterey, CA, October 2006
American Library Association Annual Conference, New Orleans, LA, July 2006
University of TN, Chattanooga, Instructional Excellence Conference, May 2006
Tennessee Library Association Annual Conference, Memphis, TN, April 2006

COMMUNITY INVOLVEMENT

Volunteer, Chattanooga Healthcare Advocacy Team (Planned Parenthood Action Network Affiliate), 2019
Volunteer, UnifiEd (local public education advocacy organization), 2017
Volunteer and Foster Pet Parent, Humane Educational Society of Greater Chattanooga, 2006-2007, 2018-date
Volunteer and Foster Pet Parent, Pet Placement Center, Red Bank, TN, 2017-date
Volunteer and Foster Pet Parent, McKamey Animal Center, Chattanooga, TN, 2015-2016