

Willis Michael Bell

Lupton Library
University of Tennessee at Chattanooga
mike-bell@utc.edu

Professional Experience

University of Tennessee at Chattanooga
Lupton Library

2015-present: Assistant Dean of the Library

- Assists the Library Dean with budgeting, personnel and policy issues, provides space and furnishing oversight, assists with special projects, and provides an administrative presence in the Dean's absence. In addition serves as a resource in the intellectual management of the library collections, specifically working with Library Liaisons on the intellectual side of collection development.

2014-2015: Head of Collection Services Department.

- Under the direction of the Library Dean manage the collections activities of the Lupton Library, including acquiring, receiving, invoicing, and processing all materials received by the Library through purchase or as gifts-in-kind, interlibrary loan, and the maintenance of the Library's main and special collections.
- Supervise Collections Services Department personnel (faculty and staff)
- Administer Library expenditures currently averaging approximately \$1.2 million per year
- Administer the department's policies and procedures; interpret unit policies to staff and library users

2007 to 2014: Head of Materials Processing.

- Under the direction of the Library Dean manage the acquisitions and cataloging activities of the Lupton Library, including acquiring, receiving, invoicing, and processing all materials received by the Library through purchase or as gifts-in-kind
- Supervise Materials Processing personnel (faculty and staff)
- Administer Library expenditures currently averaging approximately \$1.2 million per year
- Administer the department's policies and procedures; interpret unit policies to staff and library users
- Represent the Library in negotiations with representatives from materials and services vendors
- Provide accountability for library fund expenditures
- Maintain appropriate unit statistics regarding items added and items withdrawn and generate unit reports
- Coordinate all collection development efforts for the library
- Coordinate the Library's subscriptions in all formats
- Assist the Library Dean with planning and implementing budget decisions
- Provide assistance at the reference counter as scheduled
- Serve on library, university, and professional committees

August 2004 to 2015: **Acting Assistant Dean of the Library.**

- Assist the Library Dean with programmatic and policy planning, budget, personnel, and building issues
- Assume administrative responsibilities for the Library in the Dean's absence
- Represent the Dean as necessary

May, 2003-June 2004: **Acting Dean of the Library.**

- Under the direction of the Provost and Vice-Chancellor for Academic Affairs, served as Library Dean in an interim capacity
- Supervised 12 library faculty members and 16 staff members
- Administered a budget of over \$2 million dollars
- Planned and implemented the policies, budget planning and oversight, personnel management, and supervision of the daily operation of the Library's services

1989 to 2007: **Head of Acquisitions, Collection Development, and Serials.**

- Under the direction of the Library Dean managed the acquisitions activities of the Lupton Library, including acquiring, receiving, and invoicing all materials received by the Library through purchase or as gifts-in-kind
- Supervised varying number of staff members
- Administered materials expenditures of approximately \$1 million per year
- Administered the Acquisitions Unit's policies and procedures
- Supervised the unit's clerical staff in acquiring library materials (both serials and non-serial material)
- Interpreted unit policies to staff and library users
- Represented the Library in negotiations with representatives from materials and services vendors
- Provided accountability for library fund expenditures
- Maintained appropriate unit statistics regarding purchases and gifts and generated unit reports
- Coordinated all collection development efforts for the library
- Assisted the Library Dean with planning and implementing budget decisions.
- Provided assistance at the reference counter as scheduled
- Served on library, university, and professional committees

1985 to 1989: **Head of Circulation Services.**

- Under the Direction of the Library Dean was responsible for developing departmental goals and objectives within the context of those of the Library and the University
- Supervised four clerical staff and numerous student assistants in the area of circulation operations
- Managed the circulation of the Library's collections
- Supervised the shelf organization and maintenance of the Library's stack areas
- Maintained inventory control over the Library's collections
- Insured the integrity of the Library's patron files
- Provided periodic statistical analysis of circulation activities
- Recommended new titles for purchase for both the Reference and circulating collections
- Provided remote database search services in cooperation with the coordinator of these services
- Provided assistance at the reference counter as scheduled
- Served on library, university, and professional committees

1980 to 1985: **Reference Librarian.**

- Under direction of the Head of Reference was responsible for providing reference assistance to library patrons
- Maintained the Reference collection through collection development assignments and responsibility for loose-leaf services and the vertical file
- Served on library, university, and professional committees

2010: **Promoted to Associate Professor**

1986: **Tenured as Assistant Professor.**

1984: **Promoted to Assistant Professor.**

Library Service (selected)

Committee Service:

- Library Management Council (called by multiple names over the years, 1985-date)
- Library Rank, Tenure, & Retention Committee (chaired on numerous occasions), 1986-date
- Library Electronic Resources Committee (chaired 2004-2006, 2010-2013)
- Internal Library Building Committee, 2007-2015
- Numerous Library search committees (chaired on multiple occasions)

Projects:

2012-13

- Led department successful efforts to implement COLC's Worldcat Management System for acquisitions (ordering, receiving print and Av materials)
- Worked with campus and UT representatives to adapt processes to new UT System procedures for processing licenses and contracts
- Coordinated workflow within department to reflect transfer of one position to another department and retirement from another position. This involved moving invoice processing, budget tracking and some ordering to Library Administration
- Participated in "serials clean-up" project to correct serials records errors resulting from the migration to WMS
- Coordinated workflow within department to reflect transfer of one staff position to another department and a retirement in another staff position. This involved moving invoice processing, budget tracking and ordering to Library Administration

2011-12:

- Incorporated two new faculty positions and their new responsibilities into the department and coordinated orientation and training
- Worked with Library Dean and others to create joint purchasing opportunities for UT Libraries
- Coordinated the Collection Review Project, including two campus book sales of surplus materials and the pickup of remaining surplus materials by Better World Books
- Led the development of an RFP resulting in the selection of a new serials jobber
- Served on the WMS Implementation Team and led unsuccessful efforts to launch ordering and receiving through the new system
- Oversaw the completion of completion of barcoding of all Library materials
- Coordinated efforts with cataloging coordinator to represent all purchased e-book content in library catalog

2010-11

- Chaired Collection Review Task Force planning procedures for a comprehensive and holistic review of the library's collections
- Participated in collection review project through inventory and evaluation of the Library's collection in world history
- Coordinated a limited review of the Library's VHS tape collection for replacement and update

2009-10

- Coordinated training for and implementation of new ordering procedures involving all librarians becoming directly involved in selecting materials online

- Served on OPAC Task Force
- Reorganized responsibilities within Materials Processing resulting from the transfer of one staff member to another department and the incorporation of the Stacks Maintenance Supervisor into this department.

2008-09

- Coordinated with the Library Dean a systematic review of Library subscriptions resulting in cancellations of materials in order to adjust to significant budget reduction

2007-08

- Coordinated the merger of the two separate technical services departments of the Library into one administrative unit. Oversaw the reassignment of responsibilities, training of staff for new roles, and cross-training of staff.
- Directed the introduction of a new collection development paradigm with targeted academic departments using librarian subject specialists taking responsibility for collection development within those departments.
- Led a comprehensive review of the Library's print journal subscriptions to verify receipt of issues, clean up OPAC issues, and close out defunct subscriptions not previously identified as such.
- Coordinated the development of policies and procedures for the weeding of the Library's collections and incorporated these into initial summer weeding.
- Reviewed and restructured the parameters for the Library's approval program.
- Worked with the Special Collections Librarian on coordinating the replacement of Library marked copies of FSW Archives books with newly purchased copies given archival quality processing.

2006-07:

- Developed Library Liaison Program to establish Library Faculty as liaisons to academic departments in an effort to enhance communication, collections, services, and relationships.
- Supervised the transition from our previous serials vendor to a new supplier.
- Introduced and implemented new collection development policies for the purchase of Library materials.
- Coordinated the replacement of the Library's 16mm and ¾" video collection through purchase of copies in newer format.
- Coordinated the purchase of Early English Books Online (collection of over 100,000 early imprint digital books).
- Negotiated campus access to Westlaw Campus Research

2005-06:

- Chaired the Collection Development Task Force.
- Chaired the Serials Review Task Force.
- Served on Technical Services Review Task Force.
- Served on the Serials Vendor Review Committee. This committee wrote an RFP, evaluated responses from serial vendors, selected the winning bid, and recommended the selection of a serials vendor.

2004-05:

- Implemented approval plan in targeted disciplines
- Charter member of UT Library Consortium charged with creating more opportunities for sharing resources and reduced costs for shared purchases

2003-04:

- Worked with Dean of the College of Engineering and the Director of the Physical Therapy Program in providing documentation for SACs reviewers in support of application for approval of new doctoral programs
- Coordinated a major subscription review and subsequent cancellations

2002-03:

- Submitted and subsequently administered two UCF grants. One (\$35,000) was for the evaluation of our book holdings by a third party and the second (\$100,000) was for the enrichment of our book and video holdings in support of our graduate programs
- Served on VIRTUA (Library Management System) Implementation Team

2001-02:

- Successfully completed Cumulative Performance Review

2000-01:

- Served on VIRTUA OPAC Parameter/Policy Setting Group
- Coordinated a major subscription review and subsequent cancellations

1999-2000:

- Implemented online ordering of materials
- Implemented use of university procurement card for materials purchases

1998-99:

- Compiled expenditure and collections data for use by the Library Dean and Chair of the SACs Library Committee for inclusion in the University's Self-Study

1997-98:

- Began to administer and coordinate the identification of and registration with journal publishers and third-party vendors permitting free online access to journals to which the library maintains subscriptions
- Created the first inventory of those books housed in the Arlie Herron Collection of the Archives of the Fellowship of Southern Writers
- Prepared a presentation made by the Library Dean to Faculty Council regarding the library's budget crisis and the need to trim serials expenditures
- Created a history of serials price increases and materials expenditures at the Lupton Library looking at data from 1989-1996. This was part of a report looking at library expenditures and university budget support for the library
- Devised a template document to allow standardized reporting of the library's expenditure and holdings data on the departmental level. The Office of Planning, Evaluation and Institutional Research and individual academic departments for program review and accreditation purposes use this document
- Served on the Serials Vendor Review Committee. This committee wrote an RFP, evaluated responses from serial vendors, selected the winning bid, and worked closely with representatives from EBSCO subscription services in making a transition to their company.

1996-97:

- Initiated first phase of a planned reevaluation of the circulating collection for the purpose of removing or relocating superfluous items

1995-96:

- Secured a UCF grant of \$75,000 for the purchase of library materials

1994-95:

- Worked with faculty members in the College of Business who had obtained a federal grant on selecting and purchasing library materials to support the international marketing curriculum
- Coordinated a review of the Library's standing orders and subsequent weeding of the reference collection

1991-92:

- Coordinated a major subscription review and subsequent cancellations

1990-91:

- Served on the Library Management System Selection Committee. This committee wrote an RFP, evaluated responses from library management systems vendors, and selected the winning bid
- Coordinated a major subscription review and subsequent cancellations

1989-90:

- Assumed position as Department Head in Acquisitions Department
- Revised the Acquisitions Department Policies and Procedures Manual
- Trained the new Head of Circulation Services
- Worked with Coordinator of new Women's Studies Program to identify and purchase library materials to support new course offerings.
- Worked with Coordinator of Judaic Studies Program to evaluate and upgrade the library's holdings in Judaic materials in support of new course offerings
- Coordinated ILL services due to faculty vacancy Coordinated the installation of new shelving on the third floor and a complete shift of the collection onto these shelves
- Participated in the writing of the Library's Self-Study in preparation of 1990 SACs review

1988-89:

- Coordinated the integration of the university's collection of musical scores from the Music Department into our 3rd floor collection
- Assisted with establishing the Library's new responsibility as a depository for state approved textbooks
- Chaired library committee that developed questionnaire to assess user satisfaction with library collections and services and compiling statistical report evaluating survey results
- Served as liaison between Library and Southeast Center for Arts Education for summer program

1987-88:

- Coordinated ILL services during colleague's leave of absence

1986-87:

- Coordinated the completion of the retrospective linking of the Library's circulating collection to OPAC records
- Integrated ILL services into department's routines
- Coordinated the implementation of automated reserves (circulation of physical items through the ILS)

1985-86:

- Served as Acting Head of the Circulation Department while Head was on sabbatical
- Assumed position of Department Head in Circulation Services on permanent basis
- Initiated cross-training of all circulation staff in circulation responsibilities
- Supervised the completion of the departmental manual of policies and procedures

1984-85:

- Assisted in the introduction of the Library's Online Public Access Catalog to library users and development of procedures, instructional handouts, and training for library staff and patrons
- Participated in training sessions on the OPAC for targeted groups of UTC faculty members
- Served on Remote Database Search Committee which formulated policies and procedures for conducting these searches

1983-84:

- Participated in the review of the Library OPAC's usability by students and staff resulting in subsequent changes in interface and training
- Participated in the retrospective linking of the reference collection and supervised student assistants linking the circulating collection

1982-83:

- Participated in the planning process for the introduction of the Library's ILS

1981-82:

- Began identifying outdated loose-leaf binders and removing these from the reference collection
- Began review of second floor gift subscriptions and removal or relocation of titles
- Assisted with improving inventory control by identifying and recording gift subscriptions housed in the vertical file
- Supervised the department's student assistant

University and Community Service (selected)

Faculty Senate representative:

Library representative, 1989-1992, 2002-2007, 2015-present
 Associate Professor at-large, 2011-2013
 Assistant Professor at-large, 2008-2010
 Faculty Senate Second Vice-President, 2009-2010

Committee service:

Faculty Senate Committees (selected):

Current:

- Curriculum Committee (ex-officio)
- Budget and Economic Status Committee (chair)
- Handbook Committee

Previous:

- Committee on Committees
- Budget and Economic Status Committee
- Faculty Rating of Administrators Committee (chair)
- Handbook Committee (chair)
- Curriculum Committee
- Bookstore Committee
- Speakers and Special Events Committee
- Library Committee
- Admissions/Readmissions Committee
- Petitions Committee

Served on New Library Transition Team, 2013-2015

Chaired SACs sub-committee of the Compliance Certification Task Force, 2008-2010

Served on Chancellor's ad-hoc Honorary Degree Committee, 2008-2009

Served on University Search Committee for Associate Provost for Academic Affairs, 2007-2008

Served on New Library Program Statement Committee, 2006-07

Served on University Search Committee for Library Dean, 2003-2004

Served on University's SAC Accreditation sub-committee: Budget Planning Process, 2003-2004

Served on University Facilities Planning Committee, 2003-2004

Chaired ad-hoc task force appointed by Provost to investigate faculty salary equity issues, 2002-2003

Participated in UTC's campus contribution to Phase II of "Making the Grade: A Partnership to Stimulate State Higher Education Dialogue and Change, 2002-2003

Served on University Search Committee for University Librarian, 1994-1995

Served as Co-Sponsor for Campus chapter of Habitat for Humanity, 2003-2014

Professional Service

2006-2007: Chair of the TLA Electronic Resources Management Roundtable

2005-2006: Secretary of the TLA Electronic Resources Management Roundtable

2001-2002: Chair of the Tennessee Library Association Technical Services Roundtable

2001-2002: Served as state captain for Tennessee for campaign by Katina Strauch for ALA president

2000-2001: Vice-Chair of the Tennessee Library Association Technical Services Roundtable

1999-2000: Secretary of the Tennessee Library Association Technical Services Roundtable

1991-1992: Member of the Tennessee Library Association Intellectual Freedom Committee

1986-1987: Member of Local Arrangements Committee for the Tennessee Library Association/College and University Libraries Section Fall 1986 meeting

Performance Evaluation

2014-15: University Service Award (to Library faculty)

2009-10: University Service Award

2011-12: Exceeds Expectations

2009-10: Exceeds Expectations

2008-09: Exceeds Expectations

2005-06: Exceptional Merit

2004-05: Exceptional Merit

2002-03: Exceptional Merit

1992-93: Exceptional Merit

1989-90: Exceptional Merit

1987-88: Exceptional Merit

2004: Joseph A. Jackson Library Faculty Development Award

2001: Joseph A. Jackson Library Faculty Development Award

Presentations, Publications

2013: Joint presentation at the Tennessee library Association annual conference: *New Library Bingo: What's Inside UTC's New Library*

2012: Joint presentation at the annual Charleston Library Conference on Library's collection review project: *3 Years, 400,000 Books, and 1 Front Page Story: a Library's Collection Review Odyssey*

2010: Joint pre-conference presentation at the American Library Association annual conference: *Creating a 21st Century Learning Environment*

2009: Joint presentation at the TLA Annual Conference on reorganization and reengineering of technical processes at UTC: *Opening a New Umbrella: Technical Services Merger and Consolidation at the UTC Library*

Education

1980 Masters of Library Science (elected Beta Phi Mu), Vanderbilt University, Nashville, TN,

1977 B.A. in History (graduated magna cum laude), Huntingdon College, Montgomery, AL,