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# CAROLYN RUNYON, MLIS

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## EDUCATION

UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, SOUTH CAROLINA

*Master of Library and Information Science, 2008*

Concentration: Archives and Records Management

UNIVERSITY OF VIRGINIA

CHARLOTTESVILLE, VIRGINIA

*Bachelor of Arts, 2004*

Majors: Archaeology and History

## EXPERIENCE

ASSISTANT HEAD OF COLLECTION SERVICES

AUGUST 2015-PRESENT

DIRECTOR OF SPECIAL COLLECTIONS

*University of Tennessee at Chattanooga, Chattanooga, Tennessee*

Oversees the Library's archiving, scholarly communications, and digital curation efforts by leading a team of faculty archivists and librarians, student assistants, interns, and volunteers to acquire, process, preserve, and provide access to rare books, manuscripts, university archives, and scholarly communications by providing instruction and reference services, designing exhibits, actively cultivating donors, developing grant proposals, administering local digital repositories, and fostering partnerships with various external projects and organizations, including the joint acquisition, management, and stewardship of the Chattanooga History Collections with the Chattanooga Public Library.

DIGITAL ARCHIVIST

JULY 2013-JULY 2015

*University of Tennessee at Chattanooga, Chattanooga, Tennessee*

Worked collaboratively with library colleagues, student assistants, faculty, and administrators to enhance accessibility and discoverability of Special Collections resources through digital capture, description, and preservation efforts. Grew the number of items in the digital library from 705 to 28,529 and supervised the addition of 709 theses, journal articles, and student scholarship in two years.

DIGITAL COLLECTIONS ARCHIVIST

JANUARY 2011-JUNE 2013

*American University in Cairo, New Cairo, Egypt*

Developed, promoted, and preserved Rare Books and Special Collections Library materials through digital capture, collection, and archiving efforts, by collaborating with students, faculty, and staff to maintain the Digital Library, Digital Archive and Research Repository, Web Archive, and Wiki in addition to managing all digital images, video recordings, oral histories, and scholarship acquired through the University on the Square: Documenting Egypt's 21<sup>st</sup> Century Revolution grant project.

ARCHIVIST FOR DIGITAL DEVELOPMENT AND UNIVERSITY RECORDS

AUGUST 2008-DECEMBER 2010

*Ball State University, Muncie, Indiana*

Implemented The Archivists' Toolkit and authored the first processing and description guidelines for generating DACS-compliant, EAD finding aids and built a digital asset management database to facilitate better collaboration between Archives and Special Collections and the metadata librarians who build digital collections.

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WILLIAM DAVIS MELTON GRADUATE ASSISTANT

SEPTEMBER 2006-AUGUST 2008

*University of South Carolina, Columbia, South Carolina*

During supervisor's leave of absence from March 2008 to May 2008, helped fill in for the University Archivist in the South Caroliniana Library, answering reference questions, working with publishers, and advising University offices on records management best practices. Digitized, described, and uploaded a digital collection and created an online exhibit in addition to processing a large collection of records and professional papers.

LIBRARY AND INFORMATION SCIENCE GRADUATE ASSISTANT

JANUARY 2007-DECEMBER 2007

*University of South Carolina, Columbia, South Carolina*

Helped School of Library and Information Science Professor Stephen Bajjally prepare a manuscript for publication by conducting research and performing basic statistical analyses, and assisted Professor Donna Shannon in developing content for courses and grading student work.

RESEARCH COORDINATOR

JULY 2004-AUGUST 2006

*University of Virginia Health System, Charlottesville, Virginia*

Managed projects for externally and internally funded research initiatives from conception through development and closure and co-authored refereed journal articles and poster sessions for publication and display of research findings.

## PUBLICATIONS, EDITED BOOK CHAPTERS

McNutt, Dunstan, Carolyn Runyon, and Susan Eckelmann Berghel. "Learning to Teach, Teaching to Learn: Developing Literacies in Information, Primary Sources, and Pedagogy." In *Engaging Undergraduates in Primary Source Research*. Rowman & Littlefield, proposal accepted and publication forthcoming in 2021.

Urgola, Stephen, and Carolyn Runyon. "Participatory Archives: Building on Traditions of Collaboration, Openness, and Accessibility at the American University in Cairo." In *Bridging Worlds: Emerging Models and Practices of U.S. Academic Libraries Around the World*, edited by Raymond Pun, Scott Collard, and Justin Parrott, 91-103. Chicago, Illinois: Association of College and Research Libraries, 2016.

## PUBLICATIONS, TRADE ARTICLES

Martin, John D., III, and Carolyn Runyon. "Digital Humanities, Digital Hegemony: Exploring Funding Practices and Unequal Access in the Digital Humanities." *ACM SIGCAS Computers and Society* 46, no. 1 (March 2016): 20-26.

Runyon, Carolyn, and Meggan Houlihan. "Revolutionary Libraries: Building Collections and Promoting Research about the January 25th Uprising in Egypt." *Alexandria: The Journal of National and International Information Issues* 23 (2012): 73-77.

Runyon, Carolyn. "Revolutionary Digitization: Building a Participatory Archive to Document in the January 25th Uprising in Egypt." *Microform & Digitization Review* 41 (2012): 60-64.

Urgola, Stephen, and Carolyn Runyon. "Documenting a Revolution in Real Time: Egypt, the January 25th Uprising, and beyond." *Archival Outlook*, 2012.

# CAROLYN RUNYON, MLIS

Hurford, Amanda, and Carolyn Runyon. "New Workflows for Born Digital Assets: Managing and Providing Access to the Charles E. Bracker Orchid Photographs." *Computers in Libraries* 31 (2011): 6-40.

## PUBLICATIONS, NEWSLETTER ARTICLES

Runyon, Carolyn, and Dunstan McNutt. "Congress and the 19th Amendment: University of Tennessee at Chattanooga Special Collections." *Society of American Archivists Congressional Papers Section Newsletter*, Winter 2020, 8-9.

Urgola, Stephen, and Carolyn Runyon. "Recording a Revolution: Oral Histories of the January 25th Uprising in Egypt." *Dialogue*, 2012.

## PRESENTATIONS, INTERNATIONAL

Martin, John and Carolyn Runyon. "Funding Trends and Impact on Digital Access to Cultural Heritage." Presentation delivered at the Humanities, Arts, Science, and Technology Alliance and Collaboratory annual conference, East Lansing, Michigan, May 29, 2015.

Runyon, Carolyn, and Stephen Urgola. "Developing and Promoting Web Archives: The 2011 Egyptian Revolution Web Archive at AUC." Presentation delivered at the American International Consortium of Academic Libraries Annual Meeting, Beirut, Lebanon, April 29, 2011.

## PRESENTATIONS, NATIONAL

Runyon, Carolyn, and Noah Lasley. "Preliminary Analysis of National Endowment for the Humanities Funding Trends in Higher Education." Poster session presented at the Society of American Archivists 2021 Research Forum, Virtual, July 21, 2021.

Logan, Ayaba, Clement Chu Sing Lau, Amanda Click, Celia Emmelhainz, Carolyn Runyon, and Carolyn Jeziorski. "Leaning International: Stories from the Field." Panel discussion presented at the American Library Association Annual Meeting, Washington D.C., June 24, 2019.

Runyon, Carolyn. "It's All About the Fit: Engaging Student Assistants, Interns, and Volunteers with ArchivesSpace." Webinar presented at the ArchivesSpace Online Forum, March 18, 2019.

Bonefas, Suzanne, Kira Duke, Carolyn Runyon, and Jess Newman. "Social Justice and Digital Archives in the Volunteer State." Presentation delivered at DPLAfest, Chicago, Illinois, April 21, 2017.

Runyon, Carolyn. "One Search to Discover Them All: Bringing Digital Collections into the Catalog." Presentation delivered at the American Library Association Midwinter Meeting, Philadelphia, Pennsylvania, January 26, 2014.

Runyon, Carolyn. "Patron Driven Captures: The January 25th Revolution Web Archive at the American University in Cairo." Presentation delivered at the Archive-It Partner Meeting, Annapolis, Maryland, December 3, 2012.

# CAROLYN RUNYON, MLIS

Lenstra, Noah, Natalie Milbrodt, Lisa Posas, Carolyn Runyon, Jamie Seemiller, and Kate Theimer. "To the Community and beyond: Engaging Users to Interact with Participatory Archives." Panel discussion presented at the Society of American Archivists Annual Meeting, San Diego, California, August 9, 2012.

Runyon, Carolyn. "Harnessing the Power of Social Media: Crowdsourcing Acquisitions and Marketing Revolutionary Collections at the American University in Cairo." Presentation delivered at the American Library Association Annual Meeting, Anaheim, California, June 24, 2012.

Runyon, Carolyn, and Meggan Houlihan. "Revolutionary Libraries: Building Collections and Promoting Research about the January 25th Uprising in Egypt." Presentation delivered at the American Library Association Annual Meeting, Anaheim, California, June 23, 2012.

Runyon, Carolyn. "Creating and Evaluating Web Outreach Opportunities: Developing Web Resources Best Practices for Marketing Digital Collections." Presentation delivered at the Best Practices Exchange, Phoenix, Arizona, September 29, 2010.

Hurford, Amanda, and Carolyn Runyon. "Innovative Tools for Access: Enhancing Digital Collections with Emerging Technologies." Presentation delivered at the Electronic Resources and Libraries Annual Meeting, Austin, Texas, February 1, 2010.

## PRESENTATIONS, REGIONAL

Noah, Lasley, and Carolyn Runyon. "Unorthodox Approaches to Staffing an Institutional Repository." Presentation delivered at the Southern Miss Institutional Repository Conference, University of Southern Mississippi in Hattiesburg, Mississippi, April 27, 2018.

Runyon, Carolyn, and Noah Lasley. "Optimize Your ArchivesSpace Workflows: Use Spreadsheets to Create Finding Aids." Presentation delivered at the ArchivesSpace "Beyond the Basics" Skill Share 2.0, William Way LGBT Community Center in Philadelphia, Pennsylvania, November 7, 2017.

Hurford, Amanda, Maren Read, and Carolyn Runyon. "They Shall Not Perish: Developing a Digital Gateway to Military History Resources." Presentation delivered at the CONTENTdm Midwest Users Group Meeting, West Lafayette, Indiana, March 20, 2009.

## PRESENTATIONS, STATE

Runyon, Carolyn, Susan Eckelmann Berghel, and Dunstan McNutt. "A Team Approach to Open Pedagogy through High Impact Practices and Experiential Learning." Webinar presented at the Open Education Week in Tennessee, March 3, 2021.

Hale, Meredith, Jennifer Randles, and Carolyn Runyon. "Digital Library of Tennessee: Sharing Stories from the Volunteer State." Webinar presented as part of the Tennessee Library Association Staff Development Webinar Series, January 22, 2020.

McNutt, Dunstan, and Carolyn Runyon. "Transcending Geographic and Organizational Boundaries: Promoting Primary Source Literacy with Local and Digital Collections." Presentation accepted for delivery at the Tennessee Library Association Annual Conference, April 1, 2020.

# CAROLYN RUNYON, MLIS

Runyon, Carolyn, and Jessica Short. "Introduction to & Updates on the Digital Public Library of America Tennessee Service Hub." Presentation delivered at the Tennessee Library Association Annual Conference, Kingsport, Tennessee, April 7, 2016.

Runyon, Carolyn. "Centralizing Access to Cultural Heritage: Building a Digital Public Library of America Service Hub in the State of Tennessee." Presentation delivered at the Society of Tennessee Archivists Annual Meeting, Pickwick Landing State Park, Tennessee, October 21, 2015.

Runyon, Carolyn. "Development of a User-Focused Digital Library Interface Using Website Traffic Statistics." Poster session presented at the Academic Libraries of Indiana Annual Meeting, Indianapolis, Indiana, May 6, 2010.

## PRESENTATIONS, LOCAL

Runyon, Carolyn. "Partnering with Your Community: Strategies to Build Participatory Archives." Presentation delivered at Archives Day at the Kingsport Public Library and Archives, Kingsport, Tennessee, May 5, 2017.

Eckelmann Berghel, Susan, and Carolyn Runyon. "Preserving Women's Voices: Chattanooga Women's Oral History Project." Presentation delivered at ReSEARCH Dialogues, University of Tennessee at Chattanooga, Chattanooga, Tennessee, April 11, 2017.

Añorve-Tschirgi, Conchita, and Carolyn Runyon. "The Ramses Wissa Wassef Collection at the American University in Cairo: Preserving and Digitizing a Pioneering Architect's Legacy." Presentation delivered at the Ramses Wissa Wassef Centennial Celebration, Exhibition, and Discussion Panel, Supreme Council of the Arts, Cairo, Egypt, November 11, 2012.

Runyon, Carolyn. "Cultural Heritage and Scholarly Communications: Re-Imagining the Electronic Book at the American University in Cairo." Presentation delivered at the In Search of the Arabic Digital Book, Cairo, Egypt, October 2, 2012.

El Taraboulsi, Sherine, Nagla Rizk, Carolyn Runyon, and Stephen Urgola. "Knowledge in the Digital Age: The Case of Egypt." Panel discussion presented at the American University in Cairo Research Conference, New Cairo, Egypt, April 19, 2012.

## PRESENTATIONS, WEB

Runyon, Carolyn. "No Budget? No Staff? No Problem! Building and Promoting Digital Collections on a Shoestring." Webinar presented at the Online Computer Library Center CONTENTdm Fall Webinar, October 1, 2014.

Runyon, Carolyn. "Digitization 101." Webinar presented at the Global Information Issues Series, February 12, 2013.

Click, Amanda, Tracy Havlin, Madeline Mundt, Carolyn Runyon, and Martha Speirs. "Adventures in International Librarianship: Living and Working outside of the United States." Webinar presented at Libraries Thriving, November 6, 2012.

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## WORKSHOPS

Baggett, Mark, and Carolyn Runyon. "Cats Herded: Successfully Wrangling Your Metadata for the Digital Public Library of America." Workshop facilitated at the Tenn-Share Fall Conference, Nashville Public Library, Nashville, Tennessee, September 30, 2016.

Runyon, Carolyn. "Building Digital Collections with CONTENTdm." Workshop facilitated at the American International Consortium of Academic Libraries Annual Meeting, Rome, Italy, June 12, 2013.

Runyon, Carolyn. "Building an Open Access Repository for Scholarly Communications at the American University of Armenia." Workshop facilitated at the American University of Armenia, Yerevan, Armenia, April 20-22, 2013.

Runyon, Carolyn. "Digital Libraries and Archives." Workshop facilitated at the American International Consortium of Academic Librarian Annual Meeting, Sharjah, United Arab Emirates, April 6, 2012.

## SPONSORED PROJECTS

Runyon, Carolyn. "Voices of African American Women Oral History Project." University of Tennessee at Chattanooga Ruth S. Holmberg Grant for Faculty Excellence awarded in the amount of 3,496.00 USD to collect, transcribe, describe, and provide online access oral history interviews with local women, Chattanooga, Tennessee, July 1, 2017-June 30, 2018.

Eckelmann, Susan and Carolyn Runyon. "Chattanooga Women's Oral History Project." University of Tennessee at Chattanooga Collaborative Research Initiative for Sponsored Programs (CRISP) grant awarded in the amount of 6,300.00 USD to collect, transcribe, describe, and provide online access oral history interviews with local women, Chattanooga, Tennessee, July 1, 2016-June 30, 2017.

Runyon, Carolyn. "Ralph W. Hood and W. Paul Williamson Serpent Handling Field Recordings and Interviews Digitization Project." University of Chattanooga Foundation Grant awarded in the amount of 48,000.00 USD to migrate, transcribe, describe, and provide online access VHS tapes of serpent handling religious services and interviews, Chattanooga, Tennessee, July 1, 2016-June 30, 2017.

## SPONSORED RESEARCH

Runyon, Carolyn and Noah Lasley. "Providing Access to the Chattanooga History Collections." University of Tennessee at Chattanooga Faculty Grant awarded in the amount of 1,744.00 USD to develop, test, and publish workflows to crosswalk PastPerfect CSV metadata to EAD XML for ingest in ArchivesSpace, Chattanooga, Tennessee, September 7, 2017-December 31, 2017.

## SPONSORED PROGRAMS

Runyon, Carolyn and Michael D. Thompson. "Ed Johnson Project: A Documentary Screening and Panel Discussion." University of Tennessee at Chattanooga Office of Multicultural Affairs Black History Month Program awarded in the amount of 300.00 USD to host a documentary screening and panel discussion, Chattanooga, Tennessee, February 15, 2018.

# CAROLYN RUNYON, MLIS

## SPONSORED TRAVEL

Runyon, Carolyn. "Digital Library Development Project." University of Tennessee at Chattanooga Faculty Development Grant awarded in the amount of 250.00 USD to attend the CONTENTdm Southern Users Group Meeting, Columbia, South Carolina, May 20-21, 2014.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and teach a workshop at the American International Consortium of Academic Libraries Conference, Rome, Italy, June 12-15, 2013.

Runyon, Carolyn. "American International Consortium of Academic Libraries Small Grant." Grant awarded in the amount of 250.00 USD to attend Digital Humanities in Theory and Practice: Tools and Methods for Librarians pre-conference workshop at the American Library Association Annual Meeting, Anaheim, California, June 22, 2012.

Runyon, Carolyn. "American University in Cairo Faculty Support Conference Grant." Grant awarded in the amount of 1,500.00 USD to attend and present at the American Library Association Annual Meeting, Anaheim, California, June 21-26, 2012.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and teach a workshop at the American International Consortium of Academic Libraries Conference, Sharjah, United Arab Emirates, April 4-7, 2012.

Runyon, Carolyn. "University on the Square Digital Development Initiative." Grant awarded in the amount of 2,349.00 USD to attend the Digital.Humanities@Oxford Summer School, Oxford, England and develop a new digital repository in Cairo, Egypt, July 24-December 15, 2011.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and present at the American International Consortium of Academic Libraries Conference, Beirut, Lebanon, April 27-30, 2011.

## PROFESSIONAL DEVELOPMENT

The Carpentries. "Library Carpentry." 2 day workshop attended, Middle Tennessee State University, Murfreesboro, Tennessee, January 7-9, 2019.

Artefactual Systems. "Archivematica Camp" 2.5 day workshop attended, Houston, Texas, November 14-16, 2018.

Blake, Mara, Jake Carlson, Cynthia Hudson-Vitale, Heidi Imker, Lisa Johnston, Wendy Kozlowski, and Jennifer Moore. "Data Curation Workshop." 1.5 day workshop attended, sponsored by the International Association for Social Science, Information Services and Technology and Data Curation Network, Washington University in St. Louis, December 11-12, 2017.

Eckard, Max. "Tool Integration: From Pre-SIP to DIP." 1 day workshop attended at the Society of American Archivists Annual Meeting, Portland, Oregon, July 24, 2017.

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Woods, Andrew. "Fedora 4 Tutorial." 1 day workshop taught by the Fedora 4 Technical Lead as part of the iPRES conference, University of North Carolina, Chapel Hill, North Carolina, November 2, 2015.

Wisser, Katherine. "Encoded Archival Context - Corporate Bodies, Persons, and Families." 1 day workshop attended as part of the Society of American Archivists Continuing Education program, University of North Carolina, Chapel Hill, North Carolina, April 7, 2014.

Brooks, Kate, Angela Courtney, Harriett Green, Craig Harkema, Christine Ruotolo, Melissa Van Vuuren, and Glen Worthey. "Digital Humanities in Theory and Practice: Tools and Methods for Librarians." Association of College & Research Libraries 1 day workshop attended at the American Library Association Annual Meeting, Anaheim, California, June 22, 2012.

Clobridge, Abby. "The Nuts & Bolts of Getting Started with Institutional Repositories & Open Access." 2 day workshop attended at the American International Consortium of Academic Libraries Annual Meeting, Sharjah, United Arab Emirates, April 4, 2012.

Oxford University Computing Services. "Digital.Humanities@Oxford Summer School." 5 day course attended at the Digital.Humanities@Oxford Summer School, Oxford, England, July 25-29, 2011.

Bantin, Philip. "E-Records." 1 day workshop attended as part of the Indiana State Historic Records Advisory Board Continuing Education series, Indiana State Library, Indianapolis, Indiana, April 16, 2010.

Sanders, Doug. "Paper Conservation." 1 day workshop attended at the Society of Indiana Archivists Annual Meeting, Indiana University, Bloomington, Indiana, May 30, 2009.

Eisloeffel, Paul. "20th Century Visual Materials: An Introduction for Archivists." 1 day workshop attended as part of the Society of American Archivists Continuing Education program, Pennsylvania State University, State College, Pennsylvania, April 13, 2009.

Westbrook, Bradley, and Kelcy Shepherd. "Implement DACS: Using the Archivists' Toolkit." 2 day workshop attended as part of the Society of American Archivists Continuing Education program, University of Kentucky, Lexington, Kentucky, October 30-31, 2008.

## AWARDS, HONORS, AND APPOINTMENTS

### TENN-SHARE

Tennessee Resource Sharing Award, 2017

### UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Tenured and Promoted to Rank of Associate Professor, August 2019

Exceeds Expectations for Rank, 2018-2019

Exceeds Expectations for Rank, 2017-2018

Exceeds Expectations for Rank, 2014-2015

Exceeds Expectations for Rank, 2013-2014

Appointed to Rank of Assistant Professor, July 2013

### AMERICAN INTERNATIONAL CONSORTIUM OF ACADEMIC LIBRARIES



# CAROLYN RUNYON, MLIS

Advisor on Digital Libraries, February 2013-June 2013

## BALL STATE UNIVERSITY

Exceptional Merit, 2009-2010

## UNIVERSITY OF SOUTH CAROLINA

William Davis Melton University Archives Graduate Assistantship, September 2006-August 2008

School of Library and Information Science Graduate Assistantship, January 2007-December 2007

## UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Extraordinary Contributor, 2006-2007

## PROFESSIONAL SERVICE

### SOCIETY OF AMERICAN ARCHIVISTS

Mentoring Program, Volunteer Mentor, November 2020-Present

Key Contact Subcommittee, Tennessee - District 4 Key Contact, June 2020-Present

Manuscripts Repositories Section, Resumé Reviewer, 2020

Metadata and Digital Object Section Steering Committee, Co-chair, February 2019-August 2020

Collection Management Tools Section Steering Committee, Web Liaison, August 2016- July 2018

### ARCHIVESPACE

ArchivesSpace Nominating Committee, Member, January 2019-June 2019

ArchivesSpace User Advisory Council, Member, July 2014-June 2016, July 2016-June 2018

ArchivesSpace User Advisory Council Reports Sub-team, Leader, July 2017-June 2018

ArchivesSpace User Advisory Council Reports Sub-team, Co-Leader, April 2016-July 2017

ArchivesSpace User Advisory Council Reports Sub-team, Member, July 2014-April 2016

### TENN-SHARE

Digital Library of Tennessee Committee, Member, July 2017-Present

Digital Library of Tennessee Committee, Chair, February 2015-July 2017

Digital Library of Tennessee Committee, Member, July 2014-February 2015

### CITY OF CHATTANOOGA MAYOR'S COUNCIL FOR WOMEN

History Committee, Telling Herstories Workgroup, Member, 2016-July 2018

### LYRASIS

Avalon Pilot, Participant, August 2017-February 2018

### ONLINE COMPUTER LIBRARY CENTER

Digital Repository Workflows & Usability Working Group, Member, June 2014-October 2014

CONTENTdm Southern Users Group Meeting Planning Committee, Member, 2014-2015

CONTENTdm Southern Users Group Meeting Planning Committee, Member, 2013-2014

### AMERICAN INTERNATIONAL CONSORTIUM OF ACADEMIC LIBRARIES

# CAROLYN RUNYON, MLIS

Digital Library Committee, Chair, January 2012-June 2013

## SOCIETY OF INDIANA ARCHIVISTS

Webmaster and Ex-Officio Board Member, July 2010-December 2010

## NATIONAL HISTORIC PUBLICATIONS AND RECORDS COMMISSION

Digitizing Historical Records Grants, Reviewer, August 2009

## UNIVERSITY SERVICE

### UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Honor Court, Member, 2020-2021

Africana Studies Advisory Board, Member, 2019-Present

Green Zone Program, Ally, 2015-Present

Safe Zone Program, Aspiring Ally, 2014-Present

Undergraduate Research Training Opportunity Program Scholars, Mentor, 2020-2021

NEH Summer Stipends Internal Competition, Reviewer, 2021

ReSEARCH Dialogues, Moderator, 2021

Scholarship, Engagement, the Arts, Research, Creativity, and Humanities Grants, Reviewer, 2019

Faculty Senate Faculty Rating of Administration Committee, Member, 2018-2019, 2019-2020

Faculty Senate Faculty Grants Committee, Member, 2017-2018

Faculty Senate Student Rating of Faculty Instruction Committee, Member, 2016-2017

Read2Achieve, Volunteer, 2016, 2017

Faculty Senate Departmental Honors Committee, Member, 2014-2016

Vice Chancellor of Research and Dean of the Graduate School Search Committee, 2014-2015

First Year Reading Experience, Volunteer, 2014

### AMERICAN UNIVERSITY IN CAIRO

University on the Square Committee, Member, 2011-2013

University Senate, Library Representative, 2012-2013

University Senate Academic Affairs Committee, Member, 2012-2013

### BALL STATE UNIVERSITY

Institutional Accreditation Working Group, Member, 2010

## LIBRARY SERVICE

### UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Reappointment, Tenure, and Promotion Committee, Member, 2019-Present

Management Council, Member, 2015-Present

Faculty Council, Member, 2013-Present

Manuscripts Archivist Search Committee, Chair, 2021

Manuscripts Archivist Search Committee, Chair, 2019-2020

Student and Staff Development Committee, Co-Chair, 2019-2020

# CAROLYN RUNYON, MLIS

Student and Staff Development Committee, Member, 2014-2015, 2018-2019

Processing Archivist Search Committee, Chair, 2018

Emergency Response Committee, Member, 2017-2019

Collections Initiatives Librarian Search Committee, Member, 2016-2017

University Archivist Search Committee, Chair, 2015-2016

Electronic Resources Committee, Member, 2015-2016

Liaison to the Department of Art, 2014-2017

Liaison to the Department of Interior Design, 2014-2017

Outreach Committee, Member, 2013-2015

Online Services Librarian Search Committee, Member, 2014

IT Council, Member 2013-2014

Web Team, Member, 2013

## AMERICAN UNIVERSITY IN CAIRO

Digital Collections Committee, Chair, 2011-2013

Institutional Repository Committee, Chair, 2011-2013

Website Committee, Member, 2012-2013

Library One Search Committee, Member, 2011-2013

Communications Committee, Member, 2013

Reference and Instruction Librarian Search Committee, Member, 2013

## BALL STATE UNIVERSITY

Cardinal Scholar Institutional Repository Working Group, Member, 2008-2010

Digital Asset Rankings and Visibility Working Group, Member, 2008-2010

Digital Media Repository Working Group, Member, 2008-2010

Digital Media Repository Public Interface Working Group, Co-Chair, 2008-2010

Web Development Working Group, Member, 2008-2010

## AFFILIATIONS

### SOCIETY OF AMERICAN ARCHIVISTS

Member, August 2006-Present

### SOCIETY OF TENNESSEE ARCHIVISTS

Member, October 2013-Present

### CHATTANOOGA AREA HISTORICAL ASSOCIATION

Member, June 2017-Present

### AMERICAN LIBRARY ASSOCIATION

Member, August 2006-Present

### TENNESSEE LIBRARY ASSOCIATION

Member, October 2013-Present

# CAROLYN RUNYON, MLIS

UNITED CAMPUS WORKERS - COMMUNICATIONS WORKERS OF AMERICA

Tennessee Chapter, Member, January 2020-Present

## SKILLS AND COMPETENCIES

### DESCRIPTIVE STANDARDS

AACR, DACS, RDA

### CONTROLLED VOCABULARIES

AAT, GeoNames, LCSH, LCNAF, TGM, TGN

### DIGITAL CONTENT STANDARDS

CSS, DCMI, EAC-CPF, EAD, OAI-PMH, TEI, XHTML, XML, XSLT

### ARCHIVAL AND DIGITAL ASSET MANAGEMENT SYSTEMS

ArchivesSpace, The Archivists' Toolkit, CONTENTdm, Digital Collection Gateway, Digital Commons, DSpace, EPrints, LUNA, Omeka

### DIGITAL PROCESSING SOFTWARE

Acrobat Pro, Audacity, Handbrake, Illustrator, InDesign, Irfanview, Lightroom, Media Encoder, OmniPage Ultimate, OpenRefine, Hasselblad Phocus, Photoshop, Premiere Pro

### DIGITAL CAPTURE HARDWARE

Epson Perfection V-Series Pro and Epson Expression XL Graphic Arts Flatbed Scanners, Hasselblad H6D-50c Medium Format DSLR Camera, Zoom H1n Portable Handy Recorder

### DIGITAL CAPTURE STANDARDS

FADGI Technical Guidelines for Digitizing Cultural Heritage Materials

### INTEGRATED LIBRARY SYSTEMS

Ex Libris Alma, OCLC WorldShare Management Services

### REPORTING STANDARDS

ACRL Academic Library Trends and Statistics Survey, SAA-ACRL/RBMS Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries, SAA-ACRL/RBMS Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

### OTHER SYSTEMS AND SOFTWARE

Drupal, LibGuides, MediaWiki, Microsoft Office, Qualtrics, QuestionPro, OU Campus, WordPress, Zotero