

Whitney Jordan

Phone: 828.443.7282 | Email: whitney.p.jordan@gmail.com

Education

University of Glasgow, Scotland, UK — December 2013

- MSc. Information Management and Preservation

University of North Carolina Asheville, Asheville, NC — December 2011

- BA, Philosophy

Experience

Director of Acquisitions and Content Management, University of Tennessee at Chattanooga — August 2021-Current

- Build and sustain positive working relationships with colleagues, vendors, and external partners
- Plan and implement new collection development and management projects
- Oversee daily operations of the Acquisitions and Content Management unit
- Assist Department Head with annual fiscal year budget development, fund management, and annual fiscal year close processes within Alma
- Provide library-wide leadership in acquisitions and technical services, collection development and management, resource sharing, and course reserves
- Assist with strategic department and unit wide project planning, goal and objective setting, cross-unit training and documentation, and personnel and budget planning
- Supervise and conduct personnel administration duties for 3 FTE in collection services unit, including hiring, training, scheduling, and ongoing evaluation

Library Collections Manager, Garfield County Public Library District — September 2020-Current

- Oversaw collections budget of \$700k and establish overall purchasing priorities for 6 library branches
- Led collection development and management initiatives across the district
- Oversaw lifecycle of both print and electronic materials
- Compiled, assess, and communicate collection data to identify collection and community needs
- Negotiated license agreements for electronic resources

- Established policy and procedure for technical services processes
- Evaluated workflows and methods of acquiring monographs and continuing resources
- Supervised and conducted personnel administration duties for 1.5 FTE staff in collections unit, including hiring, training, scheduling, and ongoing evaluation

Acquisitions Librarian, Assistant Professor, Western Carolina University — March 2017-September 2020

- Oversaw collections budget of \$1.7 million and establish overall priorities, focusing on subscription resources
- Established effective communication plans for projects, workflows, and processes across technical services
- Actively participated in library Collections Advisory Committee
- Served as a liaison between library colleagues and vendors
- Coordinated ordering, receiving, payment, and processing of all materials
- Negotiated license agreements for electronic resources
- Established and maintained effective relationships with coworkers, vendors, publishers, and subscription agents
- Evaluated workflows and methods of acquisition for monographs and continuing resources
- Supervised and conduct personnel administration duties for 3 FTE staff in acquisitions unit, including hiring, training, scheduling, and evaluating

Branch Librarian/Manager, Graham County Public Library — July 2016-February 2017

- Collection development for adult fiction and nonfiction collection
- Administered branch collection budget and assist preparing yearly budget requests
- Developed programming and community outreach
- Demonstrated and provide excellent customer service
- Provided support to library staff
- Supervised and conduct personnel administration duties including hiring, terminating, training, evaluating, and scheduling
- Periodically surveyed collection and develop a plan of action
- Worked in cooperation with regional staff, county, and town officials to fulfill community needs
- Cataloged and oversaw the processing of incoming materials using integrated library system, TLC

Acting Interim Director, Caldwell County Public Library — January 2016-June 2016

- Supervised and conduct personnel administration duties including hiring, terminating, training, evaluating, and scheduling for 3 branch libraries

- Coordinated purchase and distribution of materials and supplies
- Administered and prepare library budget
- Developed adult programming and community outreach
- Worked in cooperation with County officials, staff, library support organizations, and patrons
- Provided excellent customer service to patrons
- Provided support to library staff

Technical Services Librarian, Caldwell County Public Library, NC — January 2015-June 2016

- Supervised technical services department, 1.5 FTE
- Remained current on cataloging and metadata standards
- Accessioned incoming items to catalog
- Ensured resources are findable
- Oversaw meeting rooms and helped provide a place for community groups to meet
- Stayed current on knowledge of and understanding of Evergreen integrated library system

Publications

- Calvert, Kristin R. & **Whitney Jordan**. "Gone, But Not Forgotten: An Assessment Framework for Collection Reviews." In ACRL Conference Proceedings, 2021. American Library Association.
<http://www.ala.org/acrl/sites/ala.org.acrl/files/content/conferences/confsandpreconfs/2021/GoneNotForgotten.pdf>
- Calvert, Kristin R. & **Whitney Jordan**. "Closing the Loop on Collections Review." *Serials Review*. 46, no. 3 (2020): 209-214. <https://doi.org/10.1080/00987913.2020.1806647>
- Kapel, Scottie, Elizabeth Skene, & **Whitney Jordan**. 2019. "Nothing Happens Unless First a Dream: Demystifying the academic library job search and acing the application process." In Charleston Conference Proceedings, 2018. Purdue University Press.
<https://doi.org/10.5703/1288284317072>
- Calvert, Kristin R. & **Whitney Jordan**. *Serials and Continuing Resources*. In *Assessment Strategies in Technical Services*, edited by Kimberly Edwards and Michelle Leonard. Chicago, IL: ALA Editions, 2019. <https://libres.uncg.edu/ir/wcu/listing.aspx?id=29190>
- Barker, Cara, **Whitney Jordan**, & Jessica Zellers. 2018. "Starting a Streaming Video Program on a Limited Budget." In Charleston Conference Proceedings, 2017. Purdue University Press. <https://doi.org/10.5703/1288284316675>

Presentations

Calvert, Kristin R. & **Whitney Jordan**. "Gone but not forgotten: an assessment framework for collection reviews." ACRL. (April 13-16, 2021).

Jordan, Whitney. "Figuring out acquisition models with data: a beginner's approach to ebook analysis." ER&L, Austin, TX. (March 10, 2020).
http://libres.uncg.edu/ir/wcu/f/Jordan_20_ERL.pdf

Jordan, Whitney. "Shared Insights, Shared Collections." NC Serials, NCCU's School of Library and Information Science, Chapel Hill, NC. (April 1, 2019).
https://docs.wixstatic.com/ugd/30cdf4_ba38d14b8766435ab0e868a37f42cbbc.pdf

Jordan, Whitney. "The way through the woods: an engineering standards journey." Charleston Library Conference, Charleston, SC. (November 8, 2018).
https://static.sched.com/hosted_files/2018charlestonconference/4b/Jordan_Technical_Standards_Charleston18%20.pdf

Kapel, Scottie, **Whitney Jordan**, & Elizabeth Skene. "Nothing happens unless first a dream: Demystifying the academic library job search and acing the application process." Charleston Library Conference, Charleston, SC. (November 7, 2018).
https://static.sched.com/hosted_files/2018charlestonconference/ec/2018%20Kapel%20Jordan%20Skene%20Charleston%20slides.pdf

Zellers, Jessica, Cara Barker, & **Whitney Jordan**. "Don't Let's Ask for the Moon, We Have the Stars: Starting a Streaming Video Program on a Limited Budget." Charleston Library Conference, Charleston, SC. (November 8, 2017).
https://static.sched.com/hosted_files/2017charlestonconference/27/Streaming-Limited-Budget_Charleston17-slides.pdf

Service

Garfield County Public Library District

- Marmot Access Services Committee, 2020-current
- Marmot Union Cataloging Committee, 2020-current
- Discovery Committee (Pika), 2020-current
- Marmot E-content Committee, 2020-current
- Prospector Circulation, 2020-current
- Prospector Cataloging, 2020-current

Western Carolina University

- Chancellor's Travel Fund, 2017-2020
 - Committee chair, 2020
- Library Committee on Nominations, Elections, and Committees, 2017-2020
 - Committee chair, 2018-2020
- Collections Advisory Committee, 2017-2020
- Hunter Activities Committee, 2018-2020
- Technical Services Space Planning Task Force, Fall 2018

Professional

- North Carolina Library Association, Conference Planning Committee, 2018-2020
 - Subcommittee chair for sponsor and exhibits, 2020
- Western North Carolina Library Network, Collections Committee, 2017-2020

Professional Experience and Internships

Volunteer Intern, The Hartman Center at Duke University, NC — May 2014-October 2014

- Oversaw collection development with Arlie Slabaugh direct mail collection
- Assisted reference archivist with inquiries regarding the Hartman Center
- Learned about collections to help give more well rounded answers
- Worked with technical services archivist to process and catalog incoming collection

Special Collections Intern, University of Glasgow, UK — November 2012

- Fulfilled cataloging placement at the University of Special Collections
- Appraised and cataloged collections
- Encoded finding aid using EAD
- Created finding aids

Intern, Glasgow University Archive Services, UK — April 2013-May 2013

- Conducted appraisals and appraisal reports for university archives
- Worked with archivist to find relevant acquisitions for repository
- Helped to catalog collections