CAROLYN RUNYON, MLIS

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 21st 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.

Updated February 2, 2024

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

Fleming, Rachel, and Carolyn Runyon. "Amplifying Historically Marginalized Voices Through Open Pedagogy." In *Rethinking Institutional Repositories: Innovations in Management, Collections, and Inclusion*, edited by Joshua Cromwell, 219–29. Association of College and Research Libraries, 2023.

McNutt, Dunstan, Carolyn Runyon, and Susan Eckelmann Berghel. "Creating Lesson Plans on Local History." In *Engaging Undergraduates in Primary Source Research*, edited by Lijuan Xu, 37–45. Rowman & Littlefield, 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.

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. "Digitization 101." Presentation presented at the Global Information Issues Series, Virtual, February 12, 2013.

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

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.

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

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

Fleming, Rachel, and Carolyn Runyon. "Failures, Flops, and Fiascos: Making the Most of Missing the Mark in Open Pedagogy." Presentation presented at the Southern Miss Institutional Repository Conference, Virtual, April 29, 2022.

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.

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 presented at the American University in Cairo Research Conference, New Cairo, Egypt, April 19, 2012.

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. 2023. "'One of the Black Legislators': Providing Access to the Tommie F. Brown Papers." National Historical Publications and Records Commission Archival Projects grant awarded in the amount of 144,049.00 USD to physically process and publish a file-level finding aid for the *Tommie F. Brown papers*, February 1, 2024-January 31, 2026.

Ryan, Erin, and Carolyn Runyon. 2023. "Chattanooga Labor and Manufacturing Digitization Project." Tennessee Historical Records Advisory Board (THRAB) State Board Programming Grant awarded in the amount of $3,630.00 USD to describe, digitize, and publish online materials related to labor and manufacturing in Chattanooga, Tennessee, October 1, 2022-May 31, 2023.

Runyon, Carolyn. 2017. "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. 2016. "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. 2016. "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 to VHS tapes of serpent handling religious services and interviews, Chattanooga, Tennessee, July 1, 2016-June 30, 2017.

SPONSORED RESEARCH

Runyon, Carolyn. 2023. "Student Research Fellowship." University of Tennessee at Chattanooga Honors College grant awarded in the amount of 1,200.00 USD to support an undergraduate research fellow to build a

foundation to explore racial, ethnic, and gender bias in federally-funded projects by coding data from the NEH and NHPRC between January 23, 2023 and March 31, 2023.

Runyon, Carolyn and Noah Lasley. 2017. "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. 2018. "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.

SPONSORED TRAVEL

Runyon, Carolyn. 2014. "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. 2013. "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. 2012. "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. 2012. "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. 2012. "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. 2011. "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. 2011. "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.

SELECT PROFESSIONAL DEVELOPMENT

The Implementation Group. "Grant Writing Workshop." 1.5 day workshop attended to develop grant proposal for the National Historical Publications and Records Commission, University of Tennessee at Chattanooga, Chattanooga, Tennessee, May 10-11, 2022.

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.

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.

PROFESSIONAL SERVICE

SOCIETY OF AMERICAN ARCHIVISTS

Mentoring Program, Volunteer Mentor, November 2020-August 2021, October 2022-April 2023
Key Contact Subcommittee, Tennessee - District 4 Key Contact, June 2020-July 2023
Research Forum, Peer Reviewer, February 2021
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

ARCHIVESSPACE

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

SOCIETY OF TENNESSEE ARCHIVISTS

Society of Tennessee Archivists, Vice President, October 2023-October 2024

TENN-SHARE

Digital Library of Tennessee Committee, Member, July 2017-August 2021
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

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

Faculty Senate Faculty Handbook Committee, Member, 2023-2024

Commission on the Status of Women, Member, 2023-2024

Commencement, Marshall, Spring 2021, Spring 2022, Fall 2022

Africana Studies Advisory Board, Member, 2019-Present

Green Zone Program, Ally, 2015-Present

Safe Zone Program, Aspiring Ally, 2014-Present

Work-Life Balance Ad-Hoc Committee, Member, 2022-2023

Honor Court, Member, 2020-2021, 2021-2022

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

NEA Grants for Arts Projects Internal Competition, Reviewer, 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

Tommie F. Brown Papers Project Archivist Search Committee, Chair, 2024

Digital Capture Specialist Search Committee, Chair, 2023
Director of Acquisitions and Content Management Search Committee, Member, 2023
Manuscripts Archivist Search Committee, Chair, 2021
Manuscripts Archivist Search Committee, Chair, 2019-2020
Student and Staff Development Committee, Co-Chair, 2019-2020
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

AWARDS, HONORS, AND APPOINTMENTS

TENN-SHARE
Tennessee Resource Sharing Award, 2017

UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Professional Development Leave, June and July 2023
Exceeds Expectations for Rank, 2021-2022
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
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

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

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, Audition, 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