

Keani Chauntay Lee King

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EDUCATION

M.S., Information Science, University of Tennessee, December 2021

B.A., English, Tennessee Wesleyan University, August 2019

A.S., General Transfer, Cleveland State Community College, August 2017

WORK EXPERIENCE

Collections Management Librarian, July 2025-Present

UTC Library; University of Tennessee Chattanooga, Chattanooga, TN

Maintains leadership and operational oversight of the print and electronic collections in the areas of acquisition and collection management and development to ensure access to a broad and wide collection of scholarly content and leisure reading.

Collection Specialist, Resource Sharing, August 2022-June 2025

UTC Library; University of Tennessee Chattanooga, Chattanooga, TN

Manage the library's Buy Not Borrow purchase on demand program to provide patrons with timely resources not currently available in a variety of formats. Lead collection development selector of monthly one-time purchasing from approval plan lists I carefully helped develop to ensure they align with patron areas of interest, both academically and recreationally. Maintains awareness of current and emerging trends to aid in tailoring collection development to benefit patrons. Assist in developing written collection development guidelines and procedures and improving workflows to identify opportunities in improving materials management. Develop and maintain vendor relationships to ensure monthly invoices are paid and our electronic and print resources are maintained. Spearheaded the creation of OverDrive and performs monthly collection maintenance and ensures material is advertised to the community.

Regularly utilize Alma Analytics and COUNTERS reports to review circulation statistics to identify patron trends and collection gaps. Process continuation renewals within Alma and creates purchase order lines and invoices for one time-purchasing. Regularly tracks the one-time firm order purchases to ensure the budget is properly balanced for the Acquisitions and Content Management Director and Department Head . Manage and maintain one-time electronic resource purchases and streaming film(s) activations and access. Ensures invoices are paid appropriately. Hosts streaming films provided by filmmakers without their own streaming platform to Kaltura. Maintains streaming film renewals. Assist the Acquisitions and Content Management Director with general collection gifts and donations workflow. Uploads and maintains locally hosted eBooks and other PDFs to UTC proxy server, Synology. Assist in managing item record lifecycles for circulating equipment from the UTC Studio. Builds collaborative relationships with colleagues across the library to assist in scholarly research.

Regularly participates in Acquisition and Content Management unit meetings, planning, collaborative goal setting and assessments. Manage the course reserve collection and processes requests. Staff Check-Out Desk a minimum of 1 hour per week and work as needed.

Assist in managing the interlibrary loan (ILL) and document delivery operations program.Utilizes OCLC WorldShare ILL and RapidILL to process borrowing and lending requests.Maintains positive working relationships with faculty/staff across campus to ensure they have access to requested material for scholarly research and classroom use. Provides information, troubleshooting, and readers' advisory service to the public by responding to patron inquiries and requests for materials. Train faculty and staff on ILL and document delivery services. Manage packaging, courier and mail service. Tracks ILL statistics for collection development and reporting. Assists with managing the ILL policy and workflow documentation. Tracks IFM costs and assists with lost and overdue billing.

Library Night Manager/Senior Library Assistant, August 2019-August 2022
Merner Pfeiffer Library; Tennessee Wesleyan University, Athens, TN

Worked collaboratively with colleagues to manage and maintain collection resources. Organized the primary library collection by continuously evaluating the strengths and weaknesses and routinely supervised weeding projects. Helped facilitate large-scale book inventory projects. Designed monthly book displays with themes to promote the library's collections. Trained student assistants in day-to-day tasks. Served on the university Admin Council as the library representative. Assisted library archivist by reorganizing and updating the university's Holston Conference archival repository. I catalogued records dating back to the 18th century that consisted of various journals published by the United Methodist Church, personal documents, church histories, and an assortment of photographs. Assisted in maintaining the library's website to ensure it followed ADA-compliant regulations.

Library Student Worker, August 2017-May 2019
Merner Pfeiffer Library; Tennessee Wesleyan University, Athens, TN

Assisted Merner Pfeiffer Library faculty and staff with daily tasks as assigned. Helped open the library. Ensured timely and accurate shelving of recently returned material. Worked the circulation desk and provided patron support by answering questions in person and by phone. Handled fines for overdue books and resources and redirected patrons to the appropriate party as needed. Pulled material for course reserves and resource sharing.

Library Clerk, May 2015-August 2017**E.G. Fisher Library; Athens, TN**

Assisted library staff with the administration and organization of the library. Worked at the circulation desk and provided patron support as needed. Provided readers' advisory services to patrons and gave book recommendations as required. Assisted with book displays. Handled fines and fees.

PROJECTS

- Operation OverDrive, UTC Library, 2023
 - Reference Collection Weed, UTC Library, 2023
 - Review of Resource Sharing Policies and Procedures, UTC Library, 2024 ●
- Main Collection Replacements, UTC Library, 2024
- Popular Reading Addendum to Collection Development Policy, UTC Library, 2024
 - Fines and Fees Project, UTC Library, 2025

SERVICE

UTC Library

- Search Committee, UTC Library, Director of Acquisitions and Content Management, May 2023
- Search Committee, UTC Library, Dean, February 2024
- Staff Council, UTC Library, October 2024-Present
- Collection Development Committee, UTC Library, 2025

Merner Pfeiffer Library

- Administrative Council Library Representative, August 2021-August 2022

HONORS AND AWARDS

- Distinguished Staff Performance, UTC Library-2024
- Distinguished Student Assistant, Merner Pfeiffer Library -2019
- Graduated *magna cum laude*, M.S. at University of Tennessee-2021
- Graduated *magna cum laude*, B.A. at Tennessee Wesleyan University-2019 ●
- Graduated *summa cum laude*, A.S.at Cleveland State Community College-2017 ●
- Honor Society, Cleveland State Community College-2015-2017
- English Honor Society, Tennessee Wesleyan University- 2017-2019

SKILLS AND COMPETENCIES

Library Systems

Ex Libris Alma, OCLC WorldShare, RapidILL, OCLC WorldShare Management Services, Primo Discovery, WorldCat, MarcEdit, Sierra

Other Skills and Software

LCSH, LC Classification, MARC 21 formats, Microsoft Office Suite, Microsoft Teams, Wiki, Google Drive, Excel, Adobe Acrobat, Kaltura, Synology, MyBib eL Viewer, batch editing and loading MARC records, and excellent interpersonal, analytical, organizational, communication, and project management skills

Modified 2025