SAMANTHA BAINE FREEMAN

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Education

M.S., INFORMATION SCIENCES; UNIVERSITY OF TENNESSEE; KNOXVILLE, TN; DECEMBER 2022
Summa cum laude

B.A., ENGLISH LITERATURE; UNIVERSITY OF ALABAMA AT BIRMINGHAM; BIRMINGHAM, AL; MAY 2019
Cum laude with Distinguished Honors

Experience

UNIVERSITY OF TENNESSEE AT CHATTANOOGA – UTC LIBRARY – CHATTANOOGA, TN
ASSISTANT PROFESSOR, CATALOGING AND METADATA LIBRARIAN SEPTEMBER 2025 – PRESENT
• Maintains leadership and operational oversight of the UTC Library's catalog, managing records for library materials across all format types and ensuring library users can connect to the content they seek.
METADATA AND CATALOGING, ADDITIONAL DUTY ASSIGNMENT NOVEMBER 2024 – AUGUST 2025
METADATA AND CATALOGING, ADDITIONAL DUTY ASSIGNMENT NOVEMBER 2023 – MAY 2024
• Perform in-depth subject matter analysis for UTC Scholar theses and dissertations across 4 major graduation periods and enhanced approximately 167 records related to UTC Special Collection's Spring 2024 digitization project using controlled vocabularies, Library of Congress Subject Headings, and ClassWeb. • Implement cataloging standards and workflows for nontraditional circulating materials, including board games, wellness items, and tech inventory, improving PrimoVE discoverability and Alma item-level data accuracy. • Support backlog cataloging remediation projects, including the addition of open-access eBook records and portfolios in Alma; support prioritization of cataloging initiatives. • Conduct detailed single-title copy cataloging for all formats, ensuring MARC21 record quality and adherence to RDA standards; perform quality assurance audits for enhanced metadata accuracy and user access. • Collaborate on metadata cleanup and holdings normalization projects, including call number corrections and record merges to ensure discoverability of high-use and high-demand materials.
ACCESS SERVICES SUPERVISOR, WEEKEND JULY 2023 - PRESENT
• Manage the circulation desk of an academic library while supervising 2 student workers at a time. • Supervise the use of library materials, communicate with patrons, and manage requests using Alma/PrimoVE. • Facilitate training and instruction in-person and through Canvas to 15 total students scheduled during weekday and weekend shifts, ensuring tasks are completed accurately, policies and practices are enforced and followed, and service expectations are met. • Lead management of circulating technology inventory and associated item records.
• Manage circulating technology program workflow, including physically processing newly acquired items, returns, and repairs, and gathering and reporting usage statistics for items and program.
ACCESS SERVICES SPECIALIST, MIDSHIFT MAY 2023 – JULY 2023
• Managed the circulation desk of an academic library daily. • Fulfilled patron interlibrary loan/resource sharing requests and scanned requests for materials while utilizing ILL best practices. • Monitored resource sharing queues and processing lending requests through Alma, OCLC Worldshare, and RapidILL. • Completed routine stacks maintenance of shelving according to Library of Congress Classification and locating materials.

DENTON COUNTY– RECORDS MANAGEMENT DEPARTMENT – DENTON, TX
RECORDS ANALYST I NOVEMBER 2022 - MAY 2023
• Reviewed complex records retention policies and schedules in consultation with county departments regarding the transfer of active records to archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. • Conducted inventories and performed analysis to determine preservation requirements for physical and digital records. • Developed records control schedules in compliance with all applicable Federal, State, and Local regulations. • Prepared documents for imaging, operated electronic scanning equipment, and converted scanned material to digital format. • Evaluated image quality and suitability of digital documents and microfilm in accordance with applicable standards and regulations. • Coordinated the conversion of microfilm to digital images and conducted maintenance of microfilm inventory.
METADATA TECHNICIAN MAY 2022 - NOVEMBER 2022
• Assisted with Denton County's Records Center Audit project by completing metadata entry and record quality assurance. • Published new records to shared repositories and created queries, lists, reports, and other data as needed. • Assisted with special projects, including internal audits, inventory reports, data ingests, and data cleanup.
• Created and maintained computerized records in Infolinx and electronic tracking systems through Smartsheet.
• Managed the physical records management system, digital records repository, and equipment for the preservation

and storage of records. • Examined and evaluated records-management systems to improve efficient handling, protection, and disposition of records and information. • Ensured security and confidentiality of records in accordance with the Denton County Records Management Program Resolution.

LIBRARY OF CONGRESS – REMOTE
METADATA INTERN, LAW LIBRARY OF CONGRESS, AUGUST 2023 – DECEMBER 2023
• Conducted 100 hours of metadata work to enhance user discoverability of digitized historical legal material and government documents through congress.gov. • Created, edited, and reviewed metadata for Congressional Research Service Bill Summaries to ensure accuracy, consistency, accessibility, and web compatibility. • Applied descriptive, structural, and administrative metadata to support digital accessibility initiatives of legislative branch material. • Independently prioritized and completed asynchronous tasks and communications.
'WIDENING THE PATH' INTERN, PUBLISHING OFFICE, AUGUST 2021 - DECEMBER 2021
• Coordinated research communications and documentation for LOC Publishing Office and writers. • Proofread manuscripts, indexes, and typeset pages, and drafted text for captions and credits. • Compiled comprehensive analytical research on copyright permissions and rights holder's information in Excel, including descriptive and administrative metadata on art, gallery, and photography credits to create photo ID captions. • Performed developmental and copy edits, ensuring the accuracy and consistency of the final product and overall managed projects in the production cycle to promote LOC's diverse collections through the *Collection Close-Up* Book Series.

CDC INJURY CENTER – OFFICE OF INFORMATICS – REMOTE
NETWORK SUPPORT ANALYST I JULY 2021 - MARCH 2022
• Supported the planning and testing analysis of Certification and Accreditation Processes for government web pages. • Operated security vulnerability assessments & authorizations (SA&A) and ensured 508 and WCAG 2.1 accessibility compliance using axeDevTools. • Conducted routine monitoring of network activities to identify and analyze risks and opportunities for improvement.
RESEARCH INTERN JANUARY 2021 - MAY 2021
• Identified and assessed project-specific issues or concerns when creating an information system. • Developed data flow strategies to further data modernization initiative and cultural competency skills. • Analyzed research trends to develop and deliver instructional material on software usage and data specialization, including the completion of the Software License Tracking Project of the Injury Center.

LITTLE PROFESSOR BOOKSTORE – HOMEWOOD, AL
RETURNS COORDINATOR AND BOOKSELLER SEPTEMBER 2017 - JANUARY 2020
• Supported customers through book recommendations, retail services, and special orders. • Inventoried product and packaged weekly returns for damaged or overstock items to publishers and distributors. • Managed quarterly schedules for part-time employees using Excel. • Curated and arranged display tables to promote stock.

THE LIBRARY IN THE FOREST – VESTAVIA HILLS, AL
CIRCULATION CLERK JANUARY 2019 - JANUARY 2020
• Organized and checked-in book and media return items through Sierra ILS. • Shelved books according to Dewey Decimal Classification and alphabetically and corrected any misplaced items. • Assisted patrons with questions, finding specific items, and using library computers.

Professional Scholarship
- Freeman, S. B. (2025). Ghost in the Machine: Metadata, Commodification, and the Specter of Artificial Intelligence. *Journal of Library Metadata, 25*(3), 223–239. https://doi.org/10.1080/19386389.2025.2523717
- Al Salatka and Sam Freeman. "Enhancing Game Discovery: From Metadata Profiles to Alma and PrimoVE Customizations." ELUNA learns, Conference Presentation. October 30, 2024.
- Sam Baine. "Y'all Means All: Queer Representation and Lifestyle Within Appalachian Culture" UAB, Thesis Defense. April 2019.

Professional Service
- Member, *Halloween Committee, UTC Library*, Jul. 2025 – Oct. 2025
- Member, *Faculty and Staff Award Committee, UTC Library*, May 2025
- Member, *Knowledge Management Strategy Development Task Force, UTC Library*, Jan. 2025 – Jun. 2025
- Member, *Staff Council, UTC Library*, Oct. 2024 – Aug. 2025
- Member, *Professional Development Committee, CDC Young Professionals Network*, Feb. 2021 – Feb. 2022
- Member, *Alpha Omicron Pi Sorority, Zeta Pi Chapter,* Oct. 2015 – May 2019
- Writing Tutor, *UAB University Writing Center,* Aug. 2018 – Jan. 2019
- Editorial Staff, *UAB Professional Writing Club, Memorandum,* Aug. 2018 – Dec. 2018
- Vice President of Programs, *UAB Panhellenic Council, Executive Board,* Dec. 2017 – Dec. 2018

Professional Development
- Access Services Conference, Atlanta, GA, Nov. 2024
- Student Employment in Academic Libraries Symposium, Remote, Oct. 2024
- Using & Understanding LCSH; *American Library Association,* Oct. 2023 – Nov. 2023
- Research Data Management Certificate; *University of Tennessee, Knoxville*, Jan. 2021 – Dec. 2022
- Diversity, Equity, and Inclusion in the Workplace Certificate; *University of South Florida,* Mar. 2021 – May 2021

Professional Skills
- Alma ExLibris • Primo VE • MARC21 • RDA standards • Dublin Core • MarcEdit • OpenRefine • Oxygen XML Editor • Sierra ILS • ClassWeb • Microsoft Office • Google Suite • Adobe Creative Suite • HTML5 • Infolinx • WordPress • Wiki • OCLC WorldShare Management Services
- Records Management • Accessibility Compliance • Project Management • Customer Service • Data Analysis & Remediation • Digital Curation