

# SAM 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

- Provides leadership and operational oversight of cataloging, metadata, and authority control initiatives supporting the UTC Library's digital, electronic, print, and equipment collections.
- Coordinates content management workflows across Alma, PrimoVE, and OCLC WorldShare Management Services, ensuring metadata integrity, interoperability, and accessibility.
- Collaborates with colleagues across departments to support equitable and user-centered discovery of library resources.
- Performs original and complex copy cataloging and authority control for materials in all formats, applying national standards and best practices.
- Develops and maintains local workflows, policies, and documentation for cataloging and metadata operations, including implementation of new technologies and services.
- Conducts metadata quality assessment and remediation projects to enhance resource discoverability and consistency across systems.
- Administers metadata and resource management configurations within Alma, including data migration, harvesting, and synchronization projects.
- Participates in department planning, goal setting, and service assessment initiatives.
- Supervises and trains student assistants in cataloging and metadata workflows, providing mentorship in metadata quality and authority control practices.
- Collaborates with Acquisitions colleagues on metadata-driven initiatives supporting collection access, analytics, and assessment.

**METADATA AND CATALOGING, ADDITIONAL DUTY ASSIGNMENT** NOVEMBER 2024 – AUGUST 2025

**METADATA AND CATALOGING, ADDITIONAL DUTY ASSIGNMENT** NOVEMBER 2023 – MAY 2024

- Performed 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.
- Implemented 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.
- Supported backlog cataloging remediation projects, including the addition of open-access eBook records and portfolios in Alma; support prioritization of cataloging initiatives.
- Conducted detailed single-title copy cataloging for all formats, ensuring MARC21 record quality and adherence to RDA standards; performed quality assurance audits for enhanced metadata accuracy and user access.
- Collaborated 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 – AUGUST 2025

- Managed the circulation desk of an academic library while supervising 2 student workers at a time.
- Supervised the use of library materials, communicate with patrons, and manage requests using Alma and PrimoVE.
- Facilitated 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.
- Led management of circulating technology inventory and associated item records.
- Managed circulating technology program workflow, including physically processing newly acquired items, returns, and repairs, and gathering and reporting usage statistics for individual items and overall program.

**ACCESS SERVICES SPECIALIST, MIDS SHIFT** 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 Management Services, and RapidILL.
- Completed routine stacks maintenance of shelving according to Library of Congress Classification.

## 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>
- Salatka, Al, Sam Freeman. “Enhancing Game Discovery: From Metadata Profiles to Alma and PrimoVE Customizations.” ELUNA learns, Conference Presentation. October 30, 2024.
- Baine, Sam. “Y’all Means All: Queer Representation and Lifestyle Within Appalachian Culture” UAB, Thesis Defense. April 2019.

## Professional Service

- Reviewer, *Best of the Net Non-Fiction Anthology 2026*, Dec. 2025 – Present
- Reviewer, *KULA: Knowledge Creation, Dissemination, and Preservation Studies*, Nov. 2025 – Present
- Reviewer, *Journal of Data Science and Intelligent Systems*, Oct. 2025 – Present
- 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

## University, College, and Departmental Service

- Member, *Employee Development & Recognition Task Force, UTC Library*, Dec. 2025 – Present
- Member, *Ex Libris Council, UTC Library*, Nov. 2025 – Present
- Member, *Advance AI for Knowledge Innovation Strategic Plan Committee, UTC Library*, Oct. 2025 – May 2026
- 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

## Professional Development

- ExLibris Bluegrass Users Group Conference, Johnson City, TN, Sep. 2025
- 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
- Annual Conference for Greek Women Leaders, Atlanta, GA, Feb. 2018

## Professional Skills

- Alma ExLibris • Primo VE • MARC21 • RDA standards • LCSH • 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