

LIBERTY SMITH

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QUALIFICATIONS SUMMARY

Reference and Research Professional – proven effectiveness in library and freelance reference situations in English and Spanish, for academic projects in humanities and fine arts, social sciences, and physical sciences.

Instructor and Public Speaker – extensive instruction experience, having offered library instruction sessions and 35 stand-alone courses for approximately 1,060 instruction hours on library research methods, composition, literature, and English as a Second Language and presented more than 20 conference talks and lectures.

Project Manager and Supervisor – demonstrated abilities in setting deadlines, monitoring workflow, streamlining business processes, and motivating and supervising staff. Excellent communication, team-building, and conflict management skills.

RELATED EXPERIENCE

Program Manager/Special Library Manager, National Service-Learning Clearinghouse, Scotts Valley, California, September, 2006 – present.

- Provide direct reference service, training, and technical assistance to patrons.
- Manage budget and fulfill or supervise other fiscal accountability duties.
- Plan and coordinate national training, publicity, and resource creation initiatives and provide guidance to webmaster in electronic presence of Clearinghouse.
- Responsible for daily operations including staff supervision and development, communicate with government funder, and collaborate with other organizations.

Library Assistant III, Center for Library & Instructional Computing Services (CLICS), University of California, San Diego, March, 2006 – August, 2006.

- Presented library instruction sessions.
- Provided reference guidance on print and electronic collections.
- Managed operations on weekends, including supervision of student employees, circulation, patron problem resolution, stack maintenance, and security problems.
- Assisted in training employees and providing feedback on their performance.

Library Technician, Access Services, San Diego County Public Law Library, San Diego, CA, March, 2005 – February, 2006.

- Conducted reference interviews for Spanish-speaking patrons in person and over the phone. Answered ready reference questions and provided reference desk assistance as needed.
- Managed all aspects of Access Services department including creating and implementing policies and procedures; resolving conflicts with patrons; providing circulation, ILL, and extended services to patrons; coordinating membership and circulation activities; creating department procedures manual; implementing patron database quality control program; and generating department statistical reports.
- Responsible for training and staff development of four part-time and two full-time employees including: chairing search committees, training new employees, ensuring quality control of department tasks, and conducting evaluations.

**RELATED
EXPERIENCE
CONT.**

University Instructor, Various Departments, University of California, San Diego, Southern Connecticut State University, Quinnipiac University, September, 1999 – June, 2004.

- Instructed students in library and online research methods for composition, research methods, literature, and English as a Second Language courses.
- Designed syllabi, provided instruction, wrote lectures and course materials for students of different ages and abilities, performed evaluation, and advised students.

Freelance Reference and Bibliography Assistant, Various, San Diego and Boulder, CO September, 1997 – March, 2005.

- Conducted reference interviews and provided reference guidance on print and electronic sources appropriate to projects in various disciplines.
- Teamed with principal investigator to design national survey, organize and participate in focus groups, and conduct research on goals in ethics education for the Scientific Research Ethics Program, UCSD.
- Conducted grant research for artists Minda Martin and Mark Logan and for the Midge Costanza Institute.
- Researched topics and produced reports for CU, Boulder and UCSD faculty in psychology, sociology, theater, and literature.

Diversity Programs Coordinator, Housing/Dining, CU, Boulder, CO, 1997-98.

- Met with various constituencies on campus to assess student needs.
- Designed and coordinated multicultural awareness programming for 6,000 resident students.
- Hired and managed 14 diversity advocates.

**SELECTED
PRESENTATIONS**

“Citation Analysis Methods for Researching and Supporting Interdisciplinary Areas,” L&I Sci 550 class presentation, Spring 2006 (coauthored with Robin Jensen and Brian Schmidt).

“What’s Your GLBT IQ?: Providing Library Services to Gay, Lesbian, Bisexual, Transgendered, Intersex, and Queer Patrons,” L&I Sci 751 class presentation, Fall, 2005.

“Readers Advisory Services in the ‘Problem Memoir,’” L&I Sci 751 class presentation, Fall, 2005.

“Conducting Primary Research with Archival Material,” L&I Sci 504 class presentation, Spring, 2005.

“New Technologies for the Humanities,” Survival Skills for Graduate School Series, UCSD, Spring, 2003.

PUBLICATIONS

“1903: Gertrude Stein Writes Q.E.D.” GLBT History Database. Salem Press/EBSCO (2005).

“The ‘Perverse Effects’ of Feminism and Globalization: (Trans)Gender and (Trans) Nationalism in Honduras’s First Novelist.” Michigan Feminist Studies 18 (2004) 35-58.

“Listening to the ‘Wives’ of the ‘Female Husbands’: A Project of Femme Historiography in Eighteenth-Century Britain.” Journal of Lesbian Studies 6.2 (2002): 105-20.

**RELEVANT
SKILLS**

Computer skills: Integrated Library Management Systems (especially III), Anzio, Dreamweaver, MS Office, WordPerfect, FileMakerPro, Paradox, Access, Procite, Endnote, RefWorks, web-based instructional environments (Blackboard, Desire2Learn, WebCT), and online research.
Language skills: Spanish – near fluency.

EDUCATION

University of Wisconsin – Milwaukee, MLIS, 2006.
University of California, San Diego, PhD in Literature, 2003. MA in Literatures in English, 2001.
Kenyon College, Gambier, OH, BA in Spanish Area Studies and English, 1994.
Centro de Estudios Unidos Colombo-Americano, Bogotá, Colombia, Study Abroad, 1992 – 1993.