

Elizabeth J. Gregg

elizabeth.j.gregg@gmail.com • 219 Copperhead Cove Rd. • Sylva, NC 27889 • (540) 239-6445

OBJECTIVE

To continue working and learning in a public library setting with opportunities for innovation and the promotion of successful strategies for public service.

PROFESSIONAL SUMMARY

- Ten years of progressively responsible work experience in public libraries.
- Hands on experience working in Adult Services, Circulation, Children's Services, Digital Collections, and Local History areas of public libraries.
- Extensive experience working with other governmental agencies and cultural institutions to further library missions.
- Enthusiastic individual who thrives in both individual and team-based environments.
- Excellent oral and written communication skills.

EDUCATION

Masters Degree, Library Science, UNC, Chapel Hill

December 2008

Major: Information and Library Science

Overall GPA: 3.45

Relevant Courses: User Education, Library Management, Reference Services, Seminar in Public Libraries

Bachelor of Science, Radford University, Radford, VA

May 2004

Major: Geography Concentration: Environmental Studies

Minors: English & Sociology

Overall GPA: 3.695

EMPLOYMENT HISTORY

Jackson County Public Library
Assistant County Librarian

Sylva, NC
April 2011 – Current

- Assisted in moving from a 7,000 sq. foot facility to a new 24,000 sq. foot library complex effective June 1, 2011, including interview and selection process for an additional five full time and two part time staff -members.
- Directly supervise six FTE, create desk schedules for three public service desks.
- Oversee Adult Programming: weekly Computer Classes, Movie nights, craft & music events.
- Oversee Children's Programming: five story times a week, weekly Family Night Programs, Summer Reading Program.
- Created Teen Programming priorities: Teen Advisory Group, Teen Summer Reading Program.
- Point person for FRL-wide Jail Library Project.
- Local Administrator for the Evergreen/Equinox Integrated Library System.
- Chairperson, Fontana Regional Library Teen & Tween Committee.
- Member of Fontana Regional Library's Adult Services Committee, Internet Technology Workgroup, Regional Advisory & Support Committee.
- Work closely with the Jackson County Arts Council, Jackson County Genealogy Society, Jackson County Historical Association and the Jackson County Public Library Friend's organization.
- Provide library orientation and instruction to k-12 school groups ranging in size from 8 to 80.
- In partnership with the North Carolina State Library, planned, hosted and facilitated the Western North Carolina Region Summer Reading Program Workshop, April 2013.

Braswell Memorial Library

Rocky Mount, NC
October 2008-March 2011

Adult Information & Teen Services Manager

Sept. 2010 – March 2011

- Managed a staff of 4 FTE and 4 PTE.
- Evaluated policies for adult and young adult computer use, reference services, computer lab, proctor test services, and study rooms.
- Created Standard Operating Procedures and workflows for reference services, reader's advisory services, and related marketing tools.
- Assisted with grant process for collection development and long range planning.
- Performed previous duties as Teen & Digital Services Manager.

Teen & Digital Services Librarian

Aug. 2009 – Sept. 2010

- Worked with Advisory Committee to prioritize goals and outcomes of digitization efforts and marketing initiatives for the Charles S. Killebrew Photograph Collection.
- Set up for-credit cooperative education opportunity with Edgecombe Community College to support metadata creation: Created workflows for digitization and metadata standards; managed volunteers.
- Partnered with UNC's DigitalNC to coordinate digitization of portions of the collection and other items related to local history.

Educational Support Services Librarian

Oct. 2008 – Aug. 2009

- Developed new non-fiction collection for the FOOTE P.R.I.N.T. Homework Center.
- Collection development and maintenance of Young Adult Fiction collection.
- Provided Programming, instruction, and conducted research assistance for young adults & adults both in-house and out. Visited over 800 high school students a semester in support of research initiatives for graduation projects.
- Planned and ran Young Adult Summer Reading Program 2009 & 2010, with over 300 participants each year.
- Circulation statistics for the Young Adult Collection increased 12% within one year of hire.(Overall circ stats were down by 11%)

North Carolina Digital Library: Maps Collection Library Intern

UNC-Chapel Hill, NC
Feb. 2008 – May 2008

- Worked on cataloging historic North Carolina maps as part of a co-sponsored program between NCDL, North Carolina Historical Society and Mariners Association.
- Workflow included managing digital files, merging existing catalog records into standardized format for import into ContentDM, analyzing maps and collecting additional metadata.

EPA Research Library Library Intern

RTP, NC
Oct. 2006 – May 2007

- Interlibrary loan processing: managed requests, searched for material in WorldCat, scanned paper documents into PDF files.
- Reference desk duties: assisted with document location in the physical collection and on the web. Database searching, primarily Web of Science. Worked with microfiche documents, coordinated monthly display (Black History Month 2007), searched for government documents.

Radford Public Library
Library Technician

Radford, VA
Oct. 2005 – June 2006

- Managed serials collection, database acquisition.
- Managed financial accounts for purchases for collection development and facilities maintenance.
- Worked circulation desk and reference desks.

Library Assistant

Oct. 2004 – Oct. 2005

- Provided programming assistance, circulation, youth services, and reference desk duties.
- Organized and facilitate WORD, a creative writing class for young adults.

VOLUNTEER EXPERIENCE

Write On!

Durham, NC

Volunteer Coach

Jan. 2007 – Nov. 2008

- A creative writing class ran by UNC-Chapel Hill's Writing Center, Write On! Provides an outlet where young adults can work on their own creative writing with the aid of student coaches. Writers in the class also put together a book of work and do a reading open to the public at the end of the class.

PROFESSIONAL AFFILIATIONS

- Member: American Library Association, Public Library Association, Young Adult Library Association, North Carolina Library Association, member # 9847450
- Public Library Association Spring Conference 2009 attendee.
- Participant, North Carolina Library Association Leadership Institute, October 2014
- Member, State Library of North Carolina's Continuing Education Advisory Committee, 2014-2016

PUBLICATIONS & PRESENTATIONS

- Co-author of book chapter, "Before Reading, it's Writing: Urban Teens as Authors in the Public Library" Edited by Sandra Hughes-Hassell & Denise Agosto. ALA Publications 2009.
- "Thinking Practically About Metadata for Digital Projects", co-presented with Anna Craft, UNC-Greensboro at the North Carolina Library Association Biennial Conference, 2011.
Available online: <http://libres.uncg.edu/ir/uncg/listing.aspx?id=9029>
- "Collaboration in Your Community: How to Build Strong Partnerships", co-presented with Dottie Brunette, JCPL at the North Carolina Library Association Biannual Conference, 2013.
- "Library Services to Inmates in the Rural Jails of Western NC", co-presented with Jill Ellern, Western Carolina University at the North Carolina Library Association Biennial Conference, 2013.

*