

Michelle Lynne Finley

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EDUCATION

BACHELOR OF SCIENCE IN ENGLISH, BUSINESS, *Troy University, 2005-2009*

**MASTERS OF LIBRARY AND INFORMATION SCIENCE
& Graduate Certificate-Youth Services and Literature, *University of Southern Mississippi, 2011-2013***

**DOCTOR OF EDUCATION
Administration and Leadership Studies, Ed.D. *University of West Florida, 2020-in progress***

EXPERIENCE:

UNIVERSITY OF WEST FLORIDA

Head of Circulation, Assistant Librarian , University Libraries, January 2020-Present

- Supervision and management of the university libraries Circulation Department as related to staff, planning, budget, technology, policies and procedures, resources, and development of annual and other reports.
 - Coordinates circulation operations of the main library with the UWF Professional Studies Library and the UWF Emerald Coast Library.
 - Oversight responsibility for development and completion of Circulation department annual objectives.
 - Responsibility for quality control of Circulation services, including check-out, check-in, print and electronic reserves, intercampus loan, overdues/billing, library study carrels, laptop and related equipment, stack maintenance, and book drop maintenance and retrieval.
 - Oversees maintenance of collections in main library book stacks and reserves.
 - Serves as the coordinator for the electronic reserve component of the course management system
 - Coordinates relevant policies, procedures, and services with University departments such as Controller's office.
 - Responsible for the selection, acquisition, management, weeding, and development of library materials, in all formats, for assigned subject areas.
 - Submitting annual and other reports as requested.
 - Conducting research related to topics of immediate interest to the unit or more generally to Circulation and Course Reserves
 - Serving as the primary contact for copyright issues as related to library resources.
 - Promoting the resources and services of the unit through the Library website, social media and other appropriate newsletters and venues.
 - Conducting assessments of Circulation services in a process of continuous improvement
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EXPERIENCE

MISSISSIPPI COLLEGE

Adjunct Instructor-Health Services Administration 2015-2020

Adjunct Instructor-Department of Chemistry and Biochemistry-August-December 2018

While traveling internationally with my husband with his work for the government, I was able to continue teaching online courses to students in both the Health Services Administration and Chemistry and Biochemistry Departments.

CHE-6593-Research Methods-Modern methods and procedures for effective searching of the chemical, scientific and technical literature are covered. Students will access library resources such as interlibrary loan, databases, and the internet for data retrieval, and access to non-English language resources.

HSA 6504-Research Methods and Procedures -A survey of the basic research methodologies in the social and behavioral sciences with emphasis on critical reading of published research. Students do either a meta-analysis of research literature or develop a research proposal.

These are online graduate level courses taught in both the fall and spring and summer semesters. Moodle was the platform used to facilitate these courses.

MISSISSIPPI COLLEGE LELAND SPEED LIBRARY 2013-2018

Head of Reference Services-Faculty Librarian: May 2016-June 2018

- Supervise, support and mentor four library faculty members.
 - Coordinate and train thirty student workers on the reference floor over two service desks.
 - Manage the scheduling of the reference desk hours for library faculty and staff.
 - Manage the scheduling of three electronic classrooms and one conference room for library instruction, full semester courses and meetings.
 - Liaison to The School of Science and Mathematics, including Biology, Chemistry, Engineering, Mathematics, Medical Science and Physics.
 - Teach an average of 52 research "one shot" courses per year on various library resources.
 - In charge of circulating collection development, weeding and processing.
 - Compile reference and instruction statistics and writes annual report.
 - Initiate and facilitate monthly reference librarian/staff meetings.
 - Coordinate the training of new librarians.
 - Open and close the library as needed on week days, nights and weekends.
 - Oversee the distribution and maintenance of print periodicals on the Reference Floor.
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Reference and Instruction Librarian-Mississippi College Library: School of Science and Mathematics Liaison May 2013-2016

- Weekly one-shot instruction sessions on library resources for all departments, including instruction in undergraduate and graduate fields as needed.
- Create subject and course specific research guides and finding aids for each instruction session as needed.
- Embedded librarianship in English 102 Research and Science QEP courses.
- Administrator for LibGuides at Mississippi College. Manages 137 of the library's LibGuide resources created by librarians and staff. This includes editing, merging content to new platform, and working with faculty to create course guides.
- U-Research-QEP Library Liaison-coordinates with QEP director for library instruction standards for all instruction librarians.
- Work weekly shifts at the Leland Speed Reference Desk, including nights and weekends.
- Supervisory of staff and student workers during night and weekend shifts.
- Roving Reference-within all departments, monthly visits.
- Collection development for liaison departments/ready reference areas.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Library Practicum-Cook Library-January 2013-May 2013

Practicum with Tracy Englert, Science, Nursing, and Health Librarian / Associate Professor

- Helped with set up and worked biweekly Science Cafe lectures in Cook Library.
- Observed and participated in reference desk interviews, library instruction and research appointments.
- Helped with dorm outreach programming in USM dormitories.

School of Library and Information Science: January 2011-May 2013

Graduate Teaching Assistant:

- Taught LIS 201-Information Literacy- Coursework included introductions to Excel, PowerPoint, Word and HTML as well as library instruction on databases, ready reference, Libguides and cataloging for both online and campus based courses.
- Worked information tables at Fay B Kaigler Children's Book Festival, as well as MLA.
- Volunteer for Fay B. Kaigler Children's Book Festival.
- Research and data collection for professors/staff in McCain Archives.
- Training and education of new graduate assistants.

Interim Service Coordinator January 2013-May 2013

- Admissions for entering graduate students to the SLIS.
 - Interviewing/Hiring of graduate assistants.
 - Student enrollment/online enrollment and verification actions.
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PRESENTATIONS/PUBLICATIONS/EXHIBITS:

- **2021 American Library Association Webinar on Library Job Searching-Panelist**
 - **2021 Panhandle Academic Libraries Conference:**
 1. *Snakes in the Library: Harvesting Syllabi with Python to Analyze Library Outreach Effectiveness*
 2. *What You Need to Know About Interviewing in Academic Libraries*
 - **2020 Florida Association of College and Research Libraries Annual Conference:**

Taking student work online: How UWF Libraries converted to remote work for their student workers.
 - **2020 American Library Association Conference Presentation accepted presentation*:**

Navigating the Librarian Interview Process: How to Stand Out in a Crowd of Qualified Applicants.
 - **2019 Alabama Library Association Conference Presentation:**

The Interview: Preparing for Jobs in the Library Field.
 - **2018 Mississippi Library Association Conference Presentation:**

The Librarian Interview
 - **2017 Central Mississippi Library Council Annual Meeting Presentation:**

How to Market Your Library Collections.
 - **2017 Mississippi Library Association Conference Presentation:**

Putting it all together: Using technology to engage your user community.
 - **2017 Mississippi ACRL Presentation:**

Come Here Often? Student Space Assessment at Mississippi College Library
 - **2016 Banned Books Week exhibit-Leland Speed Library Lobby:**

100 Years of Book Censorship
 - **2014 Mississippi ACRL Presentation:**

Liaison Librarianship and Departmental Relationship Growth: How to be an Effective Liaison.
 - **2013 Department Master's Project Winner: University of Southern Mississippi Graduate Symposium**
 - **USM Graduate Symposium Presentation: Master's Project, December 2013:**

A Study of Federal Court Cases Related to the Patriot Act
 - **Publication: "Are Reference Desks Dying Out?" in Synergy-USM Graduate publication Spring 2013**
 - **Textbook Review for "Unlocking the Mysteries of Cataloging, a Workbook of Examples," in SLIS Connecting fall 2012**
 - **2012 Editor of School of Library and Information Science Synergy Publication submitted papers**
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INSTITUTIONAL SERVICE:

University of West Florida Committee Appointments:

- FALSC Circulation Working Group Member 2020-2021 Implementation Team
- Hal Crosby Leadership Award Committee 2020
- Library Faculty Council Chair 2020-2021
- UWF Libraries Work Attire Policy Chair-2020

Mississippi College Committee Appointments:

- Faculty Council- 2017-2018
 - Faculty Council Executive Board-Historian 2017-2018
 - Professional Policies Committee 2017-2018
 - Academic Research Council 2016-2017
 - Commencement Committee 2014-2018
 - Mississippi College Faculty Forum-Speed Library Liaison-2014-2018
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OTHER OUTREACH AND SERVICE:

- 2021 UWF Student Scholar Symposium and Faculty Research Showcase-Poster Session Moderator
- 2021 UWF Presidential Scholarship Competition Judge
- 2020 American Library Association Job Placement Center Volunteer-Mock Interviews
- 2020 UWF Presidential Scholarship Competition Faculty Judge
- 2018-2020 Interview Committee Member-Eastern Shore Optimist Club Scholarship Program
- 2017 Mississippi Chapter- American Chemical Society Meeting-Poster Session Judge
- 14th Annual Mississippi College-Tougaloo College Undergraduate Research Symposium-Poster Session Committee
 - Oral and Poster Session judge for Chemistry and Biochemistry sessions
- Mississippi College Physician Assistant Program-MMI Rater-2015-2018
- Faculty Sponsor-Blue and Gold Freshman Orientation Experience 2014-2018
- Library Search Committee-Reference and Instruction Librarian 2016, 2018
- Library Search Committee-Electronic Resources Librarian 2016
- Coordinator of Banned Books Week-Speed Library Events 2016
- Coordinator of National Library Week-Speed Library Events 2015, 2016, 2017
- Central Mississippi Library Council-Mississippi College delegate 2015-2018
 - Annual Scholarship Committee Member
- Speed Library Liaison-2015- 12th Annual Mississippi College-Tougaloo College Undergraduate Research Symposium
- Poster Session Judge-2015- 12th Annual Mississippi College-Tougaloo College Undergraduate Research Symposium

MEMBERSHIPS AND SERVICE:

- American Library Association 2015-present
- Association of College and Research Libraries 2021-present
- Florida Association of College and Research Libraries-2020-present
 - State Committee Member
- Florida Library Association 2020-present
- Mississippi ACRL 2013-2018
- Mississippi Library Association 2011-2019
- Central Mississippi Library Council 2014-2018
- Central Mississippi Library Council voting delegate 2015-2018
- Central Mississippi Library Council Scholarship Committee 2014-2018