

Kelly Withrow

Professional History

Mary and John Gray Library, Lamar University, Beaumont, TX 77713

January 2021-

Cataloger & Metadata Librarian

- Maintain bibliographic records in catalog
- Perform original and copy cataloging for a variety of media
- Serve on library and university committees
- Supervise library staff and student workers in the Cataloging Department
- Pursue professional development opportunities both in-person and online from professional organizations

Dr. J. Gilbert Leal Learning Resource Center, Texas State Technical College Harlingen, Harlingen, TX 78550

November 2006 – September 2020

Technical Services Librarian

- Cataloged over four hundred volumes (original and copy catalog) a year, for TSTC Harlingen, Fort Bend, and Marshall LRCs
- Developed cataloging policies for Harlingen LRC
- Supervised employees in processing incoming materials for checkout, sometimes assisting
- Oversaw collection development, working with faculty to research and purchase materials relevant to their programs
- Managed acquisitions budgets for two TSTC LRCs (Harlingen and Fort Bend), ranging from \$15,000 to \$25,000 a year per LRC
- Fulfilled Interlibrary Loan requests
- Developed policy for TSTC BookShare (an Intralibrary Loan program) and fulfilled requests
- Assisted patrons in person, by telephone, and online
- Instructed students in College Success class three times per academic year about database searching, citations, and LRC resources
- Created and kept purchasing records for Technical Services Department
- Maintained over 2000 bibliographic records in catalog
- Opened and closed Harlingen LRC on nights and weekends
- Assisted with annual collection inventory
- Pursued professional development opportunities both in-person and online from professional organizations and TSTC-sponsored training

Libraries and Media Services, Kent State University, Kent, OH 44240

January 2006 – March 2006

Practicum student in copy cataloging and collection development

- Selected and copy cataloged gift books using Innovative Millennium and OCLC Connexion

- Assisted KSU's regional campuses with their copy cataloging by finding bibliographic records in either Innovative Millennium or OCLC Connexion
- Made minor corrections to bibliographic records added to Innovative Millennium

Kent Free Library, Kent, OH 44240

March 2005

RFID clerk

- Installed RFID tags into books and videocassettes (a temporary project)

Books-a-Million, Dayton, OH 45459

July 2002 – June 2004

Sales book Specialist

- Displayed the incoming sales books each week (one of the largest departments in the bookstore)
- Shelved other incoming shipment
- Assisted in overstock duties
- Provided service to customers by telephone and in person

King Library, Miami University, Oxford, OH 45056

August 2000 – May 2002

Student Assistant

- Sought lost books and trained other student employees to do this
- Collected outlying books and periodicals
- Shelved books and periodicals
- Answered patrons' questions

Gardner-Harvey Library, Miami University Middletown, Middletown, OH 45052

March 1999 – August 2000

Student Aide

- Shelved books and periodicals
- Prepared incoming periodicals for patron use
- Maintained statistics of periodical use
- Kept periodical area neat
- Answered patrons' questions
- Located and sent books and periodicals for Interlibrary Loan
- Assisted at circulation desk

Educational History

Valley View High School

1994-1998

Diploma with honors

Miami University

1998-2002

Bachelor of Arts in English

Kent State University
Master of Library and Information Science
Focus on Cataloging and Technical Services

2004-2006

Skills

- Integrated library systems/cataloging systems including SirsiDynix Symphony, Innovative Millennium, and OCLC Connexion
- Microsoft Word, Excel, PowerPoint, and Access
- Ellucian Colleague for submitting requisitions and maintaining purchasing records
- Adobe Sign
- OCLC WorldShare for Interlibrary Loan
- Google Forms for Intralibrary Loan (BookShare)
- EBSCOHost database searching
- MARC21
- AACR2 and RDA
- LC classification and LC Subject Headings

Awards and Honors

- Miami University Parents Association Certificate of Merit 2000
- Miami University Middletown Leadership Service Award 2000

Professional Associations

- American Library Association 2006 - present
- Texas Library Association 2007 - present

Service to Mary and John Gray Library

- Member of search committee for Extended Collections Services librarian, 2021
- Member of Reference Chat policy committee, 2021
- Headed search committee for library specialist for Cataloging Department, 2021
- Member of search committee for Technical Services librarian, 2022
- Member of search committee for Research, Engagement and Learning librarian, 2022
- Member of Collection Development Policy committee, 2022
- Headed search committee for temporary library specialist, 2022-2023
- Heading search committee for library specialist for Cataloging Department, 2023

Service to Lamar University

- Member of Admissions Committee, 2022-2025

Service to the Profession

- Served on TLA Upstart Innovative Programming Award Committee, 2021
- Serves on TLA Scholarship and Grants Committee, 2022

Professional Development

- American Library Association Annual Conference, 2007
- Texas Library Association Annual Conference, 2008
- Neal-Schuman Professional Education Network training “The Way We Are: Technical Services Today and Tomorrow”, April 22, 2008
- Completed “Fundamentals of Preservation” offered by Association for Library Collections & Technical Services, September 2010
- Texas Library Association Annual Conference, 2011
- Texas Library Association Annual Conference, 2012
- Texas Council of Academic Libraries Annual Meeting, 2013
- American Library Association virtual conference, June 2021
- NISO workshop, “Metadata to Support DEIA”, October 4, 2021 (virtual)
- Sister Thea Bowman lecture, “The Ethics of Epistemic Justice: Addressing Epistemicide through Social Justice in LIS”, October 7, 2021 (virtual)
- NISO workshop, “Metadata and Accessibility”, November 15, 2021 (virtual)
- NISO workshop, “Metadata and Indigenous knowledge”, December 6, 2021 (virtual)
- Texas Library Association District 8 meeting, November 12, 2022