

Tamra Stansfield

Experience

Mary and John Gray Library

Lamar University

Technical Services Librarian November 2022-present

- Coordinate and provide direction for interlibrary loan, document delivery, and patron driven acquisitions.
- Organize and manage the library's electronic reserves service
- Responsible for outreach to other libraries and our faculty, staff and students regarding interlibrary loan and acquisitions.
- Create reports to communicate unit operations
- Participate and contribute services to the library, university and profession.

McFarlin Library

University of Tulsa

Reference Librarian, January 2003 to November 2022, Interlibrary Loan Supervisor, 2005 to present

Interim Director for Access Services, June 2021-August 2021

- Provided reference service on a daily basis in person and through email, chat, Microsoft Teams and current social media platforms.
- Responsible for collection development for Art, Economics and Foreign Languages departments.
- Responsible for outreach to other libraries and our faculty, staff and students regarding interlibrary loan and acquisitions.
- Direct supervision of three paraprofessional employees and one regular staff employee.
- Responsible for all supervisory decisions regarding access services and interlibrary loan.
- Proactively coordinated with faculty members and library liaisons in all departments on campus regarding collection development to support their research and classes.
- Worked closely with the director of public services to develop, implement and interpret library policies and procedures for library staff and patrons.
- Responsible for oversight and directing the daily workflow of the interlibrary loan and access services departments at McFarlin Library.
- Responsible for resource sharing, document delivery and troubleshooting in the interlibrary loan department.
- Solely responsible for researching and processing all borrowing interlibrary loan requests for faculty members, staff members and students.
- Knowledge and ability to perform all ILL tasks, both borrowing and lending.
- Proficient in OCLC ILLIAD, RapidILL, Sierra and Microsoft Office.
- Oversaw and directed the daily workflow for two para-professional staff employees and a student worker in the ILL department.
- Evaluated, revised and formulated policies regarding interlibrary loan practices.
- Responsible for compiling and evaluating statistics regarding interlibrary loans.
- Extensive knowledge of current library technology and social media platforms.
- Developed promotional outreach materials for ILL services designed to reach faculty and graduate students.
- Responsible for creating, organizing and advertising a pickup and delivery service for ILL books and other materials to departments.
- Responsible for scheduling all research desk shifts for the library.
- Responsible for coordinating and assigning the daily opening of the library.
- Taught library information classes for undergraduate, graduate and continuing education courses.

- Responsible for implementing and promoting new library technologies.
- Participated in relevant professional conferences and implement new ideas for both short term and long-term goals in interlibrary loan.

University of Nebraska-Lincoln and Oklahoma State University

Reference Librarian, University of Nebraska-Lincoln, September 2000-January 2003

Reference/Collection Development Librarian, Oklahoma State University, February 1999-September 2000

- Library liaison and performed collection development duties for History and Political Science departments (Oklahoma State University) and legal subject areas (University of Nebraska).
- Planned and created educational materials and conducted training activities and continuing education activities for students and other library patrons.
- Provided general reference service to patrons, both university related and community patrons.
- Taught collegiate level library skills courses. The course at Oklahoma State University was a semester long class for credit.
- Responsible for implementing and promoting new library technologies.

Education

Juris Doctorate

University of Nebraska College of Law
Lincoln, Nebraska

Master of Arts, Library and Information Science

University of Missouri
Columbia, Missouri

Bachelor of Science

University of Nebraska Kearney
Kearney, Nebraska