

**Scott Crawford**  
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## **Education**

University of North Texas – Master of Science: Library Science (2013)  
Saint Louis University – Master of Arts: Public Administration (2009)  
Sam Houston State University – Bachelor of Science: Political Science (2006)

## **Experience**

### Reference and Instruction Librarian

Lamar University – Mary & John Gray Library | Beaumont, Texas

April 15, 2017 – Present

- Teach LIBR 1101 Introduction to Library Research, both the live and online (Blackboard CMS) versions of course
- Teach library instruction sessions for DORI 0200, ENGL 1301 and SPCH 1315 and other courses as assigned
- Provide reference services to students, faculty, and the general public
- Participate in library committees as assigned or appointed including the strategic planning and hiring committees
- Assist in managing the e-reserves collection
- Schedule all library instruction sessions

### Library Specialist / Instruction

Lamar University – Mary & John Gray Library | Beaumont, Texas

May 23, 2016 – April 14, 2017

- Taught LIBR 1101 Introduction to Library Research using Blackboard CMS
- Team taught LIBR 1101 Introduction to Library Research -Government Information during Fall 2016
- Provided reference services to students, faculty, and the general public
- Assisted with scheduling all library instruction sessions and tours using LibAnalytics, LibCal and Microsoft Outlook Calendar
- Conducted library tours as scheduled
- Responsible for all paperwork and online forms in LibAnalytics related to instruction sessions
- Assisted students, faculty, and the general public with any questions concerning the government documents collection
- Assisted with the maintenance of government documents collection
- Served as a mentor for a learning community cohort focused on positively engaging at-risk students in their transition to a college learning environment
- Processed E-Reserves materials for distance education classes
- Participated in library committees as assigned or appointed including the strategic planning and marketing committees

### Library Supervisor – Periodicals/Reserves

Lamar University – Mary & John Gray Library | Beaumont, Texas

2014 – May 23, 2016

- Provided departmental reference services to students, faculty, and the general public
- Instructed and developed class material for a Blackboard-based course focused on research and library skills that improve information literacy
- Cataloged, processed, and maintained various materials, including E-reserves, interlibrary loans, and special requests on SIRSI Workflows
- Responsible for collection development and maintenance of department materials including weeding materials from course reserve collections
- Served on library management committee that coordinated goals, decisions, and projects involving all library departments
- Served on specialized library committees, including hiring, technical services, student employees, marketing and strategic planning
- Responsible for the selection, processing, and routing of all bound periodicals to commercial binder
- Prepared, monitored, and managed annual departmental student worker budget
- Interacted with faculty to add and remove materials from course reserves
- Interviewed, hired, trained, and supervised department staff
- Updated and revised library documents, policies, and procedures
- Conducted annual inventory of all circulating materials in department

### Library Assistant – Periodicals / Reserves

Lamar University – Mary & John Gray Library | Beaumont, Texas

2012 – 2014

- Provided departmental reference services to students, faculty, and the general public
- Updated the student employee policy manual and handbook with input from a committee of faculty and staff
- Trained and assisted students and faculty in the operation of all public access equipment, including the eimage microfilm reader, computers, audio/visual equipment, and copiers
- Updated and maintained the e-reserve collection using SIRSI and LibGuides
- Supervised and trained student employees
- Created and maintained a LibGuide for the Public Administration graduate program
- Processed and cataloged interlibrary loan materials in SIRSI
- Provided circulation services using SIRSI Workflows

### Branch Librarian

Chambers County Library System | Winnie, Texas

2010 – 2011

- Recruited, hired, and managed library staff
- Collected, organized, and analyzed statistics of user services for reporting
- Created and instructed basic computer and information literacy classes
- Identified, initiated, and developed relationships with various community stakeholders to raise funds for library programs
- Coordinated the gift program, including donations and memorial requests

- Performed and completed a comprehensive inventory of all circulating and non-circulating library materials and supplies
- Provided circulation and reference services, including research utilizing various online databases
- Created, organized, and maintained electronic and manual files and records
- Provided daily maintenance for all public access library equipment

### Graduate Assistant

Saint Louis University – Department of Public Policy Studies | St. Louis, Missouri  
2008 – 2009

- Assisted in the organization of regional forums on criminal justice, affordable housing, and transportation
- Assisted faculty with research as needed
- Organized and facilitated meetings and events involving the St. Louis Youth Leadership Collaborative

### Library Technician

St. Louis Public Library | St. Louis, Missouri  
2007 – 2008

- Assisted library patrons with reference questions and computer use
- Routed materials to and from various Saint Louis Public Library branches
- Opened and closed circulation desks at various branches, collected fines, and provided operational support in the area of statistical reporting

## **Teaching Experience**

### Introduction to Library Research

Fall 2017 (live and online sections), Spring 2017 (online), Fall 2016 (online), Summer 2016 (live), Spring 2016 (online), Fall 2015 (online), Spring 2015 (online), Fall 2014 (online)

### Introduction to Library Research: Government Information

Fall 2016 (co-taught)

### Freshman Interest Groups (FIGS)

Fall 2016 (co-taught), Spring 2016 (co-taught), Fall 2015 (co-taught)

## **Committee Service**

### Library

Library Program Review Committee, (2016)

Marketing Committee, (2015- Present)

Strategic Planning Committee, (2015- Present)

Technical Services Committee, (2015)

Library Staff Association, (2014)

Treasurer, (2015 -2016), President, (2017)

Periodicals/Reserves Library Assistant Search Committee, (2014)

Student Worker Policy Revisions Committee, (2014)  
Circulation Library Supervisor Search Committee, (2013)  
Periodicals/Reserves Library Assistant Search Committee, (2013)  
Project Management Committee, (2013)

### **Continuing Education & Professional Development**

Introduction to U.S. Department of Housing and Urban Development Data (Webinar)  
November 1, 2017

New Data Tools from the U.S. Bureau of Economic Analysis (Webinar)  
October 20, 2017

How to Find and Access U.S. and International Standards Information: Tips and Tricks  
(Webinar)  
September 27, 2017

An Orientation to Congress.gov (Webinar)  
August 9, 2017.

Using the HathiTrust Federal Documents Collection (Webinar)  
April 18, 2017

Census 101: An Overview (Webinar)  
June 22, 2017

A D/Deaf Individual in Your Department?  
Presented by Jennifer George and Jacob Thorton  
September 28, 2016

Making Your Data Work for You.  
Presented by Shannon Burke & Clark Iakovakis  
TLA District 8 Fall Conference  
September 24, 2016

Own Your Collection: Tools for Maximizing Collection Performance  
Presented by Sandy Farmer & Judith Hiott  
TLA District 8 Fall Conference  
September 24, 2016

Owning Your Future as a Library Leader  
Presented by Dr. Theresa Hefner-Babb  
TLA District 8 Fall Conference  
September 24, 2016

CREDO Demonstration with Kathy Fagen  
September 21, 2016

EBSCO Demonstration  
August 30, 2016

FIG Training, LU Blastoff  
August 21, 2015

Visix Signage Software Training (Webinar)  
April 10, 2014

Visix Signage Software Training (Webinar)  
March 24, 2014

Tracking Regulations – GPO's Federal Digital System (Webinar)  
July 12, 2012

Tracking Legislation in FEDSys (Webinar)  
June 28, 2012

### **Professional Memberships**

American Library Association

Texas Library Association  
Library Instruction roundtable  
Reference & Information Services roundtable

### **Conferences and Meetings Attended**

Texas Library Association District 8 Fall Conference at University of Houston, Main Campus  
September 24, 2016