

Scott Crawford

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Education

University of North Texas

M.L.S. in Library Science

2013

Saint Louis University

M.A. in Public Administration

2009

Sam Houston State University

B.S. in Political Science

2006

Experience

Instruction Librarian and Research, Engagement, and Learning Librarian

2022 – 2023

- Successfully led the LIBR 1101 course through the Quality Matters course design certification process
- Taught multiple sections of LIBR 1101 class
- Created digital content for both LIBR 1101 and library instructions sessions
- Managed the libraries E-reserve collection
- Trained Library faculty member on how to manage the E-reserve collection
- Provided reference chat services to University students, faculty, and staff
- Trained library faculty and staff on Reference chat services
- Conducted weekly reference chat training sessions with library reference specialist
- Served on STEM Librarian Hiring Committee
- Served on Research, Engagement, and Learning Librarian Search Committee
- Served on Library Specialist Hiring Committee
- Served on Student Worker Hiring Committee

Instruction Librarian and Research, Engagement, and Learning Librarian / Coordinator of Government Documents

2012 – 2022

- Taught multiple sections of LIBR 1101 class
- Created digital content for both LIBR 1101 and library instructions sessions

- Worked in partnership to develop and implement an information literacy online tutorial for two-year technical college students
- Supervised, maintained, and promoted the Library's Federal Depository Library Collection
- Coordinated the governments documents collection including evaluating and managing the collection according to Federal Guidelines
- Aided students, faculty, and the public with any questions concerning the government documents collection
- Served patrons at the virtual reference desk
- Updated the library chat policy document and procedures
- Revised the Library Specialist job description
- Worked with Dr. Jordan on the Roving Reference policy and procedures document
- Conducted reference chat training sessions with library Faculty and Staff member(s)
- Conducted weekly reference chat training sessions with library reference specialist
- Served on STEM Librarian Hiring Committee
- Served on Research, Engagement, and Learning Librarian Search Committee
- Served on Library Specialist Hiring Committee
- Served on Student Worker Hiring Committee
- Managed the E-reserve collection
- Created an E-reserve policy document
- Worked to maintenance and archive E-reserve content
- Trained new Library Faculty member on E-Reserves
- Monitored library reference dashboard to answer patron questions
- Provided reference chat services to University students, faculty, and staff
- Distance Learning / E-reserve courses updated and managed:

Instruction Librarian / Coordinator of Government Documents

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

2017 – 2021

- Contributed to the development of a proposed Information literacy course for the Information Technology undergraduate program
- Worked in partnership to develop and implement an information literacy online tutorial for two-year technical college students
- Supervised, maintained, and promoted the Library's Federal Depository Library Collection
- Coordinated the governments documents collection including evaluating and managing the collection according to Federal Guidelines
- Aided students, faculty, and the public with any questions concerning the government documents collection
- Served on the university's Academic Information Technology Committee and Faculty Senate
- Participated in library committees as assigned or appointed including the strategic planning, web, and Libqual+ committees
- Processed e-reserves materials for distance education when Distance Education Librarian was unavailable

Library Specialist – Instruction

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

2016 – 2017

- Taught “LIBR 1101 Introduction to Library Research” using Blackboard CMS
- Team taught “LIBR 1101 Introduction to Library Research Government Information”
- Planned, taught, and assessed information literacy sessions for undergraduate and graduate courses
- Provided reference services to students, faculty, and the general public 4 hours a day, twenty hours per week
- Scheduled all library instruction sessions and tours using LibAnalytics, LibCal, and Microsoft Outlook Calendar
- Conducted library tours as scheduled
- Collected information and statistics using paperwork and online forms related to instruction sessions and then input into LibAnalytics
- Assisted students, faculty, and the general public with any questions concerning the government documents collection
- Maintained the 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, TX

2012 – 2016

- Created and developed class material for a Blackboard-based course focused on research and library skills that improve information literacy
- Provided departmental reference services to students, faculty, and the public
- Cataloged, processed, and maintained various materials, including e-reserves, interlibrary loans, and special requests on SIRSI Workflows
- Developed and maintained collection of departmental materials including weeding materials from course reserve collections and working closely with faculty to make decisions
- Selected, processed, and routed all bound periodicals to commercial binder
- Prepared, monitored, and managed annual departmental student worker budget
- Updated and revised library documents, policies, and procedures
- Conducted annual inventory of all circulating materials in department
- Interviewed, hired, trained, and supervised department staff 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 employee, marketing, and strategic planning

Branch Librarian

Chambers County Library System | Winnie, TX

2010 – 2011

- Designed and instructed classes on basic computer and information literacy skills
- Identified, initiated, and developed relationships with various community stakeholders to raise funds for library programs
- Coordinated the library gift program including book donations and memorial requests
- Performed and completed a comprehensive inventory of all circulating and non-circulating library materials and supplies in preparation of a weeding project
- Provided circulation and reference services including research utilizing various online databases
- Collected, organized, and analyzed statistics of user services for reporting
- Created, organized, and maintained electronic and manual files and records
- Conducted daily maintenance for all public access library equipment
- Recruited, hired, and managed library staff

Courses Taught

Introduction to Library Research

Online: Fall 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Summer 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023

In Person: Summer 2016, Fall 2017, Spring 2018, Fall 2018, Spring 2020

Introduction to Library Research: Government Information (1 section)

In Person: Fall 2016 (co-taught)

Freshman Interest Groups (FIGS) (3 sections)

In Person: Fall 2015 (co-taught), Spring 2016 (co-taught), Fall 2016 (co-taught)

Committee Service

University Service

- Faculty Senate (2018- 2020)
- Research Council (2018-2022)
- University Strategic Planning Committee (2019)

Library Service

- STEM Librarian Hiring Committee (2022)
- Research, Engagement, and Learning Librarian Search Committee (2022)
- Library Specialist Hiring Committee (2022)
- Served on Student Worker Hiring Committee (2022)
- STEM Librarian Hiring Committee (2021)
- Library Specialist Hiring Committee (2021)
- Library Instruction Librarian Hiring Committee (2021)

- Library Head of Reference Hiring Committee (2020)
- Library Sprinkler Design Team Evaluations Committee (2020)
- Library Staff Hiring Committee – Library Specialist (2020)
- Library Libqual+ Committee, (2018)
- Library Program Review Committee, (2016)
- Marketing Committee, (2015- Present)
- Strategic Planning Committee, (2015- Present)
- Technical Services Committee, (2015)
- Periodicals/Reserves Library Assistant Search Committee, (2014)
- Student Worker Policy Revisions Committee, (2014)
- Periodicals/Reserves Library Assistant Search Committee, (2013)
- Circulation Library Supervisor Search Committee, (2013)
- Project Management Committee, (2013)