Multiple Principal Investigator Projects: For those projects designated as a Multiple PI Project the listed PIs share the responsibility for directing and managing the project in accordance with University and Sponsor policies and procedures. The Contact PI will be responsible for communicating with all of the PIs, University Officials and the Sponsor.

Principal Investigator Endorsement: By signing below you agree to perform the work and manage the project in accordance with University and Sponsor policies and procedures.

Investigator(s) Assurance Statement as Required by Federal Regulation: Investigator(s), by signing this DSR-1 form, further certify that: (1) the information submitted within the application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil, or administrative penalties; and (3) that the Principal Investigator(s) agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports and the final report if a grant is awarded as a result of the application.

University Endorsement: This project has been reviewed by the officials whose signatures appear below as they relate to their areas and are satisfied that all faculty involved in the project have agreed to participate and that all obligations and commitments described herein are acceptable.

Indirect Cost Distributions: Upon receipt of DSR's Notice of Award, Principal Investigator(s) are instructed to use the Office of Research web-based F&A Manager to declare how the indirect costs will be distributed. The return of indirect costs generally occurs in the Fall of each year and is based upon the indirect costs collected from grants and contracts during the preceding fiscal year (July 1 - June 30).

Please add additional signature sheets as needed.
Multiple Principal Investigator Projects: For those projects designated as a Multiple PI Project the listed PIs share the responsibility for directing and managing the project in accordance with University and Sponsor policies and procedures. The Contact PI will be responsible for relaying communications between all of the PIs, University Officials and the Sponsor.

Principal Investigator Endorsement: By signing below you agree to perform the work and manage the project in accordance with University and Sponsor policies and procedures.

Investigator(s) Assurance Statement as Required by Federal Regulation: Investigator(s), by signing this DSR-1 form, further certify that: (1) the information submitted within the application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil, or administrative penalties; and (3) that the Principal Investigator(s) agree to accept responsibility for the scientific conduct of the project and provide the required progress reports and the final report if a grant is awarded as a result of the application.

University Endorsement: This project has been reviewed by the officials whose signatures appear below as they relate to their areas and are satisfied that all faculty involved in the project have agreed to participate and that all obligations and commitments described herein are acceptable.

Indirect Cost Distributions: Upon receipt of DSR's Notice of Award, Principal Investigator(s) are instructed to use the Office of Research web-based F&A Manager to declare how the award shall be distributed. The return of indirect costs generally occurs in the Fall of each year and is based upon the indirect costs collected from grants and contracts during the preceding fiscal year (July 1 - June 30).

Principal Investigator: Brian W. Keith

Co-Principal Investigator: Laurie N. Taylor

College Dean: Judith C. Russell

Application Deadline: 04/14/12

Mail Original and ___ Copies to:

Charles B Lowry emall: clowry@arl.org

(DSR Use) DSR Staff:

Action

Date

Received

Yes

No

Pending

Mandatory: $ Attach the required cost share letter and agency guidelines

Voluntary Committed: $ 27,223.00 Attach the "Dean's Approval" Letter

PeopleSoft Proposal #: ____________________________

PeopleSoft Project #: ____________________________

Application Mailing Instructions:

Mail Original and ___ Copies to:

Grants.gov

Other Electronic System

FedEx

Other Overnight

First Class Mail

Fax to:

Email PDF

Release back to PI

Internal Only (no mailing)

Office of Research

Division of Sponsored Research

PO Box 115500 / 219 Grinter Hall
Gainesville, FL 32611-5500
Phone: (352) 392-1582
Fax: (352) 392-4400

UFID #: (DSR Completes)

UFID #: 9221-8290

Type: New

Category: Research

UF/Dept Person to discuss Application

(name/phone/email):

Change of PI

Other*

*(Fellowships, patient services, public service, conference, etc.)

Cost Sharing:

If yes, complete the following:

Mandatory: $ Attach the required cost share letter and agency guidelines

Voluntary Committed: $ 27,223.00 Attach the "Dean's Approval" Letter

Mail Original and ___ Copies to:

Grants.gov

Other Electronic System

FedEx

Other Overnight

First Class Mail

Fax to:

Email PDF

Release back to PI

Internal Only (no mailing)

Multiple PI Project: Yes No

For Multiple PI Projects one Contact PI must be identified in the signature block.

For Multiple PI Projects one Contact PI must be identified in the signature block.
RESEARCH AGREEMENT

THIS AGREEMENT effective this April 12 day of 2012 by and between the Association of Research Libraries (ARL), with offices located at 21 Dupont Circle NW, Suite 800, Washington, DC 20036, (hereinafter referred to as "Sponsor") and the University of Florida Board of Trustees, a public corporation of the state of Florida (hereinafter referred to as "University"), with offices at the Division of Sponsored Research, 219 Grinter Hall, Gainesville, FL 32611.

WITNESSETH

WHEREAS, the research program contemplated by this Agreement is of mutual interest and benefit to University and to Sponsor, will further the instructional and research objectives of University in a manner consistent with its status as a non-profit, tax-exempt, educational institution, and may derive benefits for both Sponsor and University through inventions, improvements and/or discoveries;

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto agree to the following:

Article 1 - Definitions

As used herein, the following terms shall have the following meanings:

1.1 "Project" shall mean the description of the project described in Appendix A attached hereto, under the direction of University's Principal Investigator, Brian W. Keith of the department of the George A. Smathers Libraries.

1.2 "Contract Period" begins April 15, 2012 and ends April 15, 2013, unless the parties agree in writing to amend the contract period dates.

1.3 "University Intellectual Property" shall mean individually and collectively all inventions, improvements and/or discoveries which are conceived and/or made by one or more employees of University in performance of Project.

Article 2 - Research Work

2.1 University shall commence the performance of Project promptly after the effective date of this Agreement, and shall use reasonable efforts to perform such Project substantially in accordance with the terms and conditions of this Agreement. Anything in this Agreement to the contrary notwithstanding, Sponsor and University may at any time amend Project by mutual written agreement.

2.2 In the event that the Principal Investigator becomes unable or unwilling to continue Project, and a mutually acceptable substitute is not available, University and/or Sponsor shall have the option to terminate said Project.

Article 3 – Reports/Deliverables

3.1 Written program reports shall be provided by University to Sponsor every quarter, and a Final Report shall be submitted by University within forty-five (45) days of the conclusion of the Contract Period, or early termination of this Agreement. These narrative reports at a minimum should provide an assessment of what has been accomplished during the reporting period.

3.2 During the term of this Agreement, representatives of University will meet with representatives of Sponsor at times and places mutually agreed upon to discuss the progress and results, as well as ongoing plans, or changes therein, of Project to be performed hereunder.
Article 4 - Costs, Billings and Other Support

4.1 It is agreed to and understood by the parties hereto that total fixed price to Sponsor hereunder shall not exceed the sum of $16,069.

4.2 Sponsor shall make payment upon receipt of University invoice in accordance with the following schedule;
$5,354, US Dollars upon signing and $5356, every six months thereafter.

4.3 Invoices are to be remitted to: Association of Research Libraries (ARL)
21 Dupont Circle NW, Suite 800
Washington, DC 20036

Article 5 - Publicity

5.1 Sponsor will not use the name of University, nor of any member of University's Project staff, in any publicity, advertising, or news release without the prior written approval of an authorized representative of University. University will not use the name of Sponsor, or any employee of Sponsor, in any publicity without the prior written approval of Sponsor.

Article 6 - Publications

6.1 Sponsor recognizes that under University policy, the results of University Project must be publishable and agrees that Researchers engaged in Project shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing, methods and results of Project, provided, however, that Sponsor shall have been furnished copies of any proposed publication or presentation at least thirty (30) days in advance of the submission of such proposed publication or presentation to a journal, editor, or other third party.

6.2 Sponsor shall have thirty (30) days, after receipt of said copies, to object to such proposed presentation or proposed publication because there is patentable subject matter which needs protection. In the event that Sponsor makes such objection, said Researcher(s) shall refrain from making such publication or presentation for a maximum of three (3) months from date of receipt of such objection in order for University to file patent application(s) with the United States Patent and Trademark Office and/or foreign patent office(s) directed to the patentable subject matter contained in the proposed publication or presentation.

6.3 If Sponsor does not respond within the thirty (30) days, said Researchers will have the right to publish the results without further notification or obligation to Sponsor.

Article 7 - Intellectual Property

7.1 All rights and title to University Intellectual Property under Project shall belong to University and shall be subject to the terms and conditions of this Agreement.

7.2 Rights to inventions, improvements and/or discoveries, whether patentable or copyrightable or not, relating to Project made solely by employees of Sponsor shall belong to Sponsor. Such inventions, improvements, and/or discoveries shall not be subject to the terms and conditions of this Agreement.
7.3 University will promptly notify Sponsor of any University Intellectual Property conceived and/or made during the Contract Period under Project. If Sponsor directs that a patent application or application for other intellectual property protection be filed, University shall promptly prepare, file, and prosecute such U.S. and foreign application in University's name. Sponsor shall bear all costs incurred in connection with such preparation, filing, prosecution, and maintenance of U.S. and foreign application(s) directed to said University Intellectual Property. Sponsor shall cooperate with University to assure that such application(s) will cover, to the best of Sponsor's knowledge, all items of commercial interest and importance. While University shall be responsible for making decisions regarding scope and content of application(s) to be filed and prosecution thereof, Sponsor shall be given an opportunity to review and provide input thereto. University shall keep Sponsor advised as to all developments with respect to such application(s) and shall promptly supply to Sponsor copies of all papers received and filed in connection with the prosecution thereof in sufficient time for Sponsor to comment thereon.

7.4 If Sponsor elects not to exercise its option as set forth in 8.1 below or decides to discontinue the financial support of the prosecution or maintenance of the protection, University shall be free to file or continue prosecution or maintain any such application(s), and to maintain any protection issuing thereon in the U.S. and in any foreign country at University's sole expense and with no further obligation to Sponsor.

Article 8 - Grant of Rights

8.1 Pursuant to Article 7.3, University grants Sponsor the first option, for consideration, a non-exclusive license or an exclusive license with a right to sublicense, on terms and conditions to be mutually agreed upon. The option shall extend for a time period of 90 days from the date of disclosure to Sponsor.

8.2 The University of Florida's Office of Technology Licensing (OTL) will be the point of contact for disclosures and Intellectual Property Licensing agreements.

Article 9 - Term and Termination

9.1 This Agreement shall become effective upon the date first hereinabove written and shall continue in effect for the full duration of the Contract Period unless sooner terminated in accordance with the provisions of this Article. The parties hereto may, however, extend the term of this Agreement for additional periods as desired under mutually agreeable terms and conditions which the parties reduce to writing and sign. Either party may terminate this agreement upon ninety (90) days prior written notice to the other.

9.2 In the event that either party hereto shall commit any breach of or default in any of the terms or conditions of this Agreement, and also shall fail to remedy such default or breach within ninety (90) days after receipt of written notice thereof from the other party hereto, the party giving notice may, at this option and in addition to any other remedies which it may have at law or in equity, terminate this Agreement by sending notice of termination in writing to the other party to such effect, and such termination shall be effective as of the date of the receipt of such notice.

9.3 Subject to Article 8, termination of this Agreement by either party for any reason shall not affect the rights and obligations of the parties accrued prior to the effective date of termination of this Agreement. No termination of this Agreement, however effectuated, shall affect the Sponsor's rights and duties under Article 7 hereof, or release the parties hereto from their rights and obligations under Articles 4, 5, 6, 7, 8, and 10.
Article 10 - Independent Contractor

10.1 In the performance of all services hereunder:

10.1.1 University shall be deemed to be and shall be an independent contractor and, as such, University shall not be entitled to any benefits applicable to employees of Sponsor;

10.1.2 Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

Article 11 - Insurance

11.1 University warrants and represents that University has adequate liability insurance, such protection being applicable to officers, employees, and agents while acting within the scope of their employment by University, and University has no liability insurance policy as such that can extend protection to any other person.

11.2 Each party hereby assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of that party and the officers, employees, and agents thereof.

Article 12 - Governing Law

12.1 This Agreement shall be governed and construed in accordance with the laws of the State of Florida.

Article 13 - Assignment

13.1 This Agreement shall not be assigned by either party without the prior written consent of the parties hereto.

13.2 This Agreement is assignable to any division of Sponsor, any majority stockholder of Sponsor, and/or any subsidiary of Sponsor in which 51 percent of the outstanding stock is owned by Sponsor.

Article 14 - Agreement Modification

14.1 Any agreement to change the terms of this Agreement in any way shall be valid only if the change is made in writing and approved by mutual agreement of authorized representatives of the parties hereto.

Article 15 - Notices

15.1 Notices required in connection with the administration of this Agreement shall be delivered to respective Administrative Office as follows:

If to Sponsor: Dr. Charles B. Lowry
Executive Director
Association of Research Libraries
21 Dupont Circle NW, Suite 800
Washington, DC 20036

If to University: Dr. Thomas E. Walsh, Director
Sponsored Research and Compliance
IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives;

Sponsor

Authorized Signature

Name

Date

University of Florida

Authorized Office

Name

Date

UF Research Agreement version 1/2012
April 11, 2012

Mr. Brian Prindle  
Associate Director of Research  
University of Florida  
PO Box 115500  
213 Grinter Hall  
Gainesville, FL 32611

Dear Mr. Prindle,

The George A. Smathers Libraries is submitting a proposal to the Association of Research Libraries (ARL), titled *ARL Position Description Bank (ARL PD Bank)*. The Smathers Libraries are requesting $16,069 and contributing $27,223 in cost share. Cost share represents voluntary cost share which we are contributing for this project which supports our internal operations directly as well as those of all research libraries and to ensure our competitive status with this sponsor agency which does not otherwise support an official grant program. Further, since ARL is not a 'traditional' grant sponsoring agency, the proposal does not include IDC.

The project will take one year to complete (April 15, 2012 through April 15, 2013) and the cost share will be allocated to staff time for leadership for the technological development of the system and coordination with core constituents for focus groups, documentation development, usability testing, user training, marketing, and outreach. I agree to the cost share as outlined in the attached budget.

Sincerely,

Judith C. Russell  
Dean of University Libraries
Appendix A
ARL Position Description Bank (ARL PD Bank)
Project Cover Sheet

Sponsoring Organization:

Name: George A. Smathers Libraries
Address: PO Box 117000, University of Florida, Gainesville, FL 32611-7000
Federal ID Number: 59-6002052

Project Title: ARL Position Description Bank (ARL PD Bank)

Project Term: 12 months

Proposed Start Date: April 15, 2012

Proposed End Date: April 15, 2013

Principal Investigator(s)
Name(s) and Title(s):

PI: Brian W. Keith, Associate Dean for Administrative Services and Faculty Support
Co-PI: Bonnie J. Smith, Assistant Program Director, Human Resources
Co-PI: Laurie N. Taylor, Digital Humanities Librarian

Proposal Contact:
Bess de Farber, Libraries Grants Manager
Phone: (352) 273-2519; FAX: (352) 392-7251
besdefa@uflib.ufl.edu
Contents

1. Narrative Introduction, Scope, and Outcomes
2. List of Key Personnel, Roles, and Responsibilities
3. Project Timeline
4. Technical Narrative
5. Plan of Work and Budget
6. Statement on Sustainability
7. Appendix: Curricula Vitae for Key Personnel
1. Narrative Introduction, Scope, and Outcomes

Perhaps the most common collaboration between personnel officers from different academic libraries is the sharing of position descriptions. This is usually initiated by a request for samples over an electronic mailing list. The responses are 'hit or miss' and not often distributed to the whole list, and neither the responses nor the requests are archived.

Additionally, library human resources management staff spends a considerable amount of effort managing (archiving, locating, and retrieving) and distributing position descriptions. These documents serve as important elements of effective human resources management and are only useful if maintained, organized and accessible. Techniques for and effectiveness in managing these documents vary from institution to institution.

A centralized position description (PD) database for academic libraries will improve the sharing of information through a browseable and searchable database that provides access to a national collection (or bank) of PDs. This will also strengthen the management of PDs for individual institutions, providing an effective organizational method and system that supports findability as well as archiving for long-term digital preservation.

The ARL PD Bank will be developed based on specifications determined by the ARL Personnel Officers through focus groups and other feedback channels.

Once developed, the ARL PD Bank will be established through an initial call for the submission of current PDs. Then, the PD Bank will be maintained as the individual institutions use it to manage their documentation in instances such as when positions change, new positions are developed or positions are eliminated. The ARL PD Bank will thus provide a useful source for current PDs and will depict the evolution of positions, and library functions and services as reflected over time in the PDs.

The ARL PD Bank will allow individual institutions to upload their position descriptions directly into the ARL PD Bank. For each PD, the submitting institution would provide limited metadata and submit the document through a process akin to making an attachment to an email message.

The metadata will likely include:

- % of FTE (Full Time Equivalent)
- Fair Labor Standard Act Status (exempt or non-exempt)
- For exempt positions, submitters will select the category that best describes the position:
  - Professional Librarian,
  - Other Professional, or
  - Support or Paraprofessional Staff
- Job type (e.g.; Curator)
- Working title (e.g.; Chemistry Librarian)
- Institution type (Law, Medical Library, etc.)
- Department or Unit within the Institution
- Employment type (temporary, regular, or tenure accruing or permanent status eligible)
This information, along with keyword search capability, will permit institutions to search the ARL PD Bank for position descriptions.

To enhance the effectiveness of the ARL PD Bank as a position description management system, institutions could elect to use custom identifiers and other data fields that would not be externally viewable. These could include the employee’s name, supervisor’s name, position number, department/branch, date reviewed/modified and other data identified by the institution as useful. Additionally, institutions could include notes for their own reference regarding individual PDs.

The metadata for the positions could be reviewed and updated by the institution as necessary when the position or some characteristic of the position changes over time. Examples of these changes might be reporting structure or title changes.

Also, through the ARL PD Bank, institutions will also be able to retain and access previous versions of position descriptions.

In summary, the ARL PD Bank will provide enhanced processing of PDs for individual institutions through effective organizing for findability and access, as well as archiving for long-term digital preservation.

Increased usability will also offer institutions the opportunity to advance their maintenance activities for PDs. For example, the database will allow institutions to run reports enabling them to establish review schedules based on the last date a new version was posted or the review date in the record, and to self-monitor compliance with their schedule using that data. Also, the keyword search will allow position descriptions impacted by changes in unit names, supervisors, software applications, etc. to be easily identified and prioritized for updating.

In short, the ARL PD Bank will not only provide ease of collaboration between personnel officers from different academic libraries but will also provide each participating institution a sophisticated and customizable system for managing their own PDs.
2. List of Key Personnel, Roles, and Responsibilities

- **Brian W. Keith**, Principal Investigator. Associate Dean for Administrative Services and Faculty Affairs, University of Florida George A. Smathers Libraries. Responsible for overall project direction, implementation, and high-level coordination of the UF Leadership Team, ARL Project Liaison, and Contributors. Serves as the primary liaison to the ARL Project Liaison. Responsible for submission of project reports to ARL.

- **Bonnie J. Smith**, Co-Principal Investigator. Assistant Program Director, Human Resources, University of Florida George A. Smathers Libraries. Responsible for engagement with ARL Personnel Officers. Serves as a member of the UF Leadership Team as the primary coordinator and director for all communication with ARL Personnel Officers for focus groups, surveys, communications, and evaluations.

- **Dr. Laurie N. Taylor**, Co-Principal Investigator. Digital Humanities Librarian, University of Florida George A. Smathers Libraries. Responsible for analysis, synthesis, and translation of user needs into technical specifications and requirements. Serves as a member of the UF Leadership Team supporting system usability, creation and refinement of documentation for technical and user needs, gathering user feedback, user testing, and user training.

- **Mark V. Sullivan**, Application Engineer. Head, Digital Development and Web Services, University of Florida George A. Smathers Libraries. Responsible for all technical aspects of the system development. Serves as a member of the UF Leadership Team assisting in user training to ensure the technical strength and ease of use for all tools and technologies.

- **Project Assistant**. Human Resources, University of Florida George A. Smathers Libraries. Responsible for supporting customer service inquiries following the project launch, including documenting all inquiries as part of project evaluation, analysis, and refinement. Serves as a member of the UF Leadership Team, correctly referring higher level concerns to other members of the UF Leadership Team and providing insight into user needs based on communications and support for customer service.

- **ARL Project Liaison**. The ARL Project Liaison is the core contact for the Principal Investigator, representing the UF Leadership Team, for the project.
3. Project Timeline

Planning Phase, April 15, 2012 - June 2012

**UF Leadership Team Activities:**
1. Assess specific user needs within project scope through engagement of ARL Personnel Officers (focus groups and surveys)
2. Compile specifications of system
3. Vet specifications, including the presentation of a graphic mock up, with ARL and Personnel Officers
4. Finalize specifications based on feedback
5. Submit project report to ARL Project Liaison regarding activities and status (submitted following ALA Annual Conference)

Implementation Phase, June 2012-January 2013

- **Sub-Phase I Dates:** June 2012-August/September 2012
  - Summary of Activities: Development of system; draft support documentation
- **Sub-Phase II Dates:** September-November 2012
  - Summary of Activities: Beta launch; feedback period opens
- **Sub-Phase III: November 2012-January 2013 (ALA Midwinter)**
  - Summary of Activities: Beta testing; feedback period ends; finalize system and documentation

**UF Leadership Team Activities:**
1. Development of system (see below for description and cost estimates based on draft proposal)
2. Draft support documentation for users
3. Beta testing
4. Revise system as necessary based on results and feedback
5. Finalize support documentation
6. Submit project reports to ARL Project Liaison (submitted following ALA Mid-Winter Meeting)

Launch Phase, January 2013-March 2013

**UF Leadership Team Activities:**
1. System made available to all ARL member institutions
2. Marketing (with ARL)
3. User support
4. Any additional debugging
5. Evaluation
   - Evaluation of deliverables (UF and ARL)
   - Identify areas for future improvement or enhancement (UF and ARL)

Final Report, April 2013

**UF Leadership Team Activities:**
1. UF Leadership Team submits final project report to ARL Project Liaison
4. Technical Narrative

Architecture

The ARL Position Description Bank (ARL PD Bank) will run as a web application on a web server at the University of Florida. The current ARL PD Bank proposal includes the following standard questions:

- % of FTE (Full Time Equivalent)
- Fair Labor Standard Act Status (exempt or non-exempt)
- For exempt positions, submitters would select the category that best describes the position:
  - Professional Librarian,
  - Other Professional, or
  - Support or Paraprofessional Staff
- Job type (e.g.; Curator)
- Working title (e.g.; Chemistry Librarian)
- Institution type (Law, Medical Library, etc.)
- Employment type (temporary, regular, or tenure accruing or permanent status eligible)
- Date <last> posted

The positions will also be identified and searchable by institution, institution type (private, public), and region.

Two major features support core functionality for the ARL PD Bank:

1. Ability to upload a position description as a text file, a PDF file, or Microsoft Word document, and subsequently perform a full-text search against those position descriptions.
2. Ability for institutions to elect to customize a significant number of fields for subsequent search and retrieval or other data management purposes. This allows each institution to create custom identifiers and other data fields which would not be publicly viewable. These could include the employee’s name, supervisor’s name, position number, job classification, department/branch, date reviewed/modified, and other data identified by the institution as useful.

In addition, each institution will be able to modify the basic appearance of the system, to provide local institution branding, as well as branding on the whole as the ARL PD Bank.

Digital Preservation

The University of Florida Libraries is committed to long-term digital preservation of all digital scholarship works sponsored by the Libraries. This includes in the UF Digital Collections, including the IR@UF, UF-supported collaborative projects as with the Digital Library of the Caribbean (dLOC), and innovative digital scholarship works like the ARL PD Bank. Redundant digital archives, adherence to proven standards, and rigorous quality control methods protect digital objects. The UF Libraries provide a comprehensive approach to digital preservation, including technical supports, reference services for both online and offline archived files, and support services by providing training and consultation for digitization standards for long-term digital preservation. In practice consistent for all digital projects and materials supported by the UF Libraries, redundant copies are maintained for all online and offline files.
5. Plan of Work and Budget

Technical Development Plan

Development for the first phase of the ARL PD Bank will roughly follow the steps outlined below. Estimated times for each step are also included.

1. Create new application, database, and Solr/Lucene index. (est. 16 hours of development time)
2. Add ability to upload a position description online and make the PD full-text searchable. (est. 80 hours of development time)
3. Add ability for institutions to edit/add their own custom identifiers and other data fields and have it appear in the shortened submission "survey". (est. 80 hours of development time)
4. Add new marginal functionality, such as allowing users to edit their submission, add notes, download the position descriptions, etc. (est. 32 hours of development time)
5. Fully test the new system’s functionality for uploading, querying, customizing, and subsequent retrieval of position descriptions. (est. 32 hours of time)
6. Final customization and design work. (est. 32 hours of time)

Total estimated development time is 272 hours. Total estimated labor cost for this system development work is $13,569.

Additional Costs

In the first year it is estimated that 200 hours of customer service time will be needed, or roughly $2,500 in clerical labor, as institutions use the system for the first time and we work with ARL to market and respond to inquiries.

Total Cost Funded by ARL

$13,569 + $2,500 = $16,069

Costs Funded by University of Florida

The UF Project Leadership Team will be comprised of 3 library faculty members: 2 human resources managers and 1 expert in digital materials. Their effort will be funded by and considered cost share for the UF Libraries. These estimated costs for the anticipated duration of the project are $27,223.

Other implementation costs should be minimal and will be absorbed by the University of Florida Libraries. No software packages beyond those currently available through the UF Libraries will be required for the development, launch and support of this system. System costs should be relatively low, since the database, web presence, and Solr/Lucene can be co-hosted on existing servers. There will be a minimal storage fee for storing the position descriptions on the web server. This is expected to be very low due to the relatively small size of the position description files.

Additional Changes or Additional Phases

Any changes to the overall functionality of the ARL PD Bank will require a review of the cost estimates covering the implementation of the ARL PD Bank with the functionality described above.
6. Statement on Sustainability

The George A. Smathers Libraries conduct ongoing work to enhance the existing digital collections and digital scholarship projects/programs as well as the system-wide support for digital scholarship. The Libraries are committed to the supporting ongoing preservation of and access to all digital scholarship works that they support. In addition to system-side supports, the Libraries provide social supports for the UF Digital Collections and digital scholarship including: liaison, facilitation, promotion, outreach, reference, project planning, evaluation and assessment of programs and projects, and many additional and growing elements to support the full lifecycle for digital scholarship.
7. Appendix: Curricula Vitae for Key Personnel

Brian W. Keith, Associate Dean for Administrative Services and Faculty Support

Bonnie J. Smith, Assistant Program Director, Human Resources

Mark V. Sullivan, Head, Digital Development and Web Services

Laurie N. Taylor, Digital Humanities Librarian
ACADEMIC AND PROFESSIONAL CREDENTIALS

1996  Master of Business Administration
       University of Florida

1994  Bachelor of Science, Psychology
       University of Florida
       Phi Kappa Phi Honor Society

2004  Senior Professional in Human Resources (SPHR) Certification
       Society for Human Resources Management

PROFESSIONAL EXPERIENCE

2005 – Present  The George A. Smathers Libraries, University of Florida
       Associate Dean for Administrative Services and Faculty Affairs, 2009 - 2012
       Assistant Dean for Human and Financial Resources, 2009 - 2012
       Assistant Director for Human Resources and Finance, 2008 - 2009
       Program Director, Personnel Officer, 2005 - 2008

Serves as the most senior Human Resources, Financial, and Grants Management professional for the Smathers Libraries, serving as representative to the larger University organization and as counsel to supervisors and senior management of the Libraries. This system includes 405 employees represented by multiple labor unions and annual funding in excess of 34 million dollars (state, contracts/grants, foundation, auxiliaries, etc). The Smathers Libraries includes Library West, Library East, Marston Science Library, Music Library, Architecture and Fine Arts Library, Education Library, Journalism Library, Auxiliary Library Facility, Health Science Library, Borland Library at Shands Jacksonville, the Veterinary Medicine Reading Room and 11 additional distinct service and administrative units.

Manages the recruitment process for all library positions. Assists department Chairs and Deans in developing vacancy announcements and search strategies. Provides training and guidance for those involved in recruitment and selection. Develops and monitors strategies to enhance and maintain diversity among the library staff. Serves as ex-officio on all faculty search committees.

Provides employee relations counseling for the university library system. Coordinates employee relations actions with representatives of numerous university entities. Counsels employees with work-related problems; provides guidance to supervisors on employee relations; and insures adherence to library and university policies and applicable state and federal employment laws.

Develops, maintains and interprets compensation plans for library employees. Evaluates relative compensable factors and determines appropriate salaries to offer candidates. Provides analysis
and counsel to ensure salary equity within the Libraries, and to maintain competitive salaries. Prepares policy and procedure guidelines for compensation as needed.

Manages the library performance review process. Generates policies, sets timetables, and provides guidance to supervisors to ensure effective evaluation techniques and outcomes.

Administers the tenure and promotion process for the Smathers Libraries, inclusive of the Health Science Center Libraries, and Legal Information Center faculty. Sets the library schedule for completing the phases of the tenure and promotion review processes. Interprets applicable rules and regulations for Deans and Directors, Department Chairs, the Libraries’ Tenure and Promotion Committee and nominees. Provides training and counsel to faculty to support their preparation for tenure and promotion process.

Plans and implements staff development programs that meet the goals of the Libraries. Implements continuing assessment to develop programs that meet changing needs. Defines skill training and orientation opportunities, and produces materials to support such programs.

Gathers, compiles, analyzes and interprets statistics and information related to library financial activities. Provides management reports on all library income and expenditures; compiles statistical data to monitor library financial functions; analyzes cash flows and expenditures to project current and future financial status; develops reports to enhance the accumulation of financial and statistical data for the library departments, Deans and other library stakeholders; and provides library administration with in-depth analyses of pertinent financial activities to maximize the Libraries’ resources.

Develops the annual budget, OPS budgets, and various other project level budgets with the Deans and disseminates this information to the libraries' Chairs and other managers.

Supervises the Libraries Grants Management Program, ensuring it supports the identification of funding opportunities, and training, planning and management activities necessary for the Libraries’ efforts to secure, manage and complete grant-funded projects. Through the engagement of library staff, faculty, functional teams and project teams, the program identifies opportunities to expand the Libraries’ grants and facilitates partnerships on campus, as well as with organizations locally, regionally, and nationally for project funding opportunities.

Coordinates goals, objectives and priorities for Administrative Services; coordinates planning, organizing and implementation of efforts for the unit’s 1 faculty and 9 staff employees; evaluates the success in meeting goals and objectives; coordinates the unit’s activities with other units and departments of the Libraries; and implements changes to respond to changes and/or create improved operations and outcomes.

Interfaces with numerous university offices and officials and represents the Libraries in matters dealing with human resources, grants and financial management.

1996 – 2005
The Cathedral Foundation of Jacksonville, Inc.
Director of Human Resources and Risk Management, 2001 - 2005
Director of Human Resources, 1999 - 2001
Human Resources Manager, 1996 - 1999

Consulted with and advised management, officers and Board of Directors regarding employee relations issues, legal compliance, and organizational development.

Designed, authored, implemented, communicated, monitored and enforced all personnel policies and procedures for a 325 plus employee organization with corporate entities and profit centers in the commercial property management, healthcare, social services, apartment management and food service industries.
Maintained up to date legal expertise in order to ensure compliance with all local, state and federal employment and benefits laws. Investigated, coordinated efforts of legal counsel and responded to all personnel claims, including: harassment; OSHA violations; wage and hour violations; and discrimination.

Administered and designed employee benefit programs including: paid and unpaid leave systems; educational assistance; employee assistance program; and disability, life, dental, and health insurances.

Provided benefits training and counseling for all levels of employees; provided prompt, accurate and thorough customer service; and advocated on behalf of staff members and their covered family members to ensure appropriate benefits were received from third party benefit providers, while maintaining these key long-term vendor relationships.

Served as Plan Administrator and Investment Committee member for employee profit sharing plan with holdings of over $5,000,000, with responsibilities including: employee trainings and enrollments; required reportings; ERISA compliance; and vendor oversight.

Designed, implemented and maintained highly successful 401(k) pretax payroll deduction retirement savings program.

Managed workplace safety and OSHA compliance, and workers’ compensation and automobile liability loss control programs operating in concert with applicable carriers and with responsibilities including: loss prevention; claims reporting, investigation and management; return-to-work and legal defense coordination.

Managed unemployment compensation claims, including: preparation and submission of employer’s response and representation of the employer in all appeals processes and hearings.

Conducted employee trainings and orientations regarding organizational history; values and culture; policies and practices; and employee compensation and benefits. Provided leadership on various committees to promote job satisfaction, creativity, retention, safety and professional development for all staff.

Supervised and ensured legal compliance for employee payroll exceeding $6,000,000 annually.

Established and implemented IRS Code Section 125 plan for employee pretax payroll deductions.

Administered property and casualty coverages, comprised of 20 insurance policies and 6 bonds, representing annual premiums in excess of $2,000,000, with responsibilities including: applications and underwriting processes, the coordination of the efforts of 6 competing brokers, site inspections, coverage audits, risk management, and claims investigations and administration.

2001 – 2005 Florida State College
Adjunct Instructor

Courses taught:
Principles of Management (MAN 2021)

Principles of Marketing (MAR 1101)
Summer 2005

Introduction to Business (GEB 1011)
Fall 2003
AWARDS

2008 SirsiDynix-ALA-APA Award for Outstanding Achievement in Promoting Salaries and Status for Library Workers

A juried national award given to an individual, group of individuals or institution that has made an outstanding contribution to improving the salary and status of library workers in a local, regional or national setting.

PUBLICATIONS


SCHOLARSHIP/RESEARCH

Brian Keith and Bonnie Smith, Academic Library Recruitment Efficacy and Outcome Study, Development and planning 2009, Implementation 2010, Operational 2010 - present (www.uflib.ufl.edu/recruitmentstudy)

An ongoing national longitudinal study to investigate the efficacy of employee recruitment techniques used by academic libraries. This study focuses on the advertising of vacancies, the solicitation of applications, and the recruitment outcomes resulting from these activities and affords an opportunity to evaluate the use of specific advertising venues and practices intended to increase applications from traditionally underrepresented groups.

Introduction
(http://ufdc.ufl.edu/AA00001605/00001)

Data Submission Instructions
(http://ufdc.ufl.edu/AA00001605/00006)

Study Tool
(http://ufdc.ufl.edu/AA00001605/00002/1)

Mirror Document Tool
(http://ufdc.ufl.edu/AA00001605/00003)
Comparative Study of UF Library Resources and Campus Statistics, and those of Peer ARL Institutions, completed in 2010, and included in the "Budget Narrative 2010-2011 for the University of Florida Libraries" submitted by Dean of University Libraries to university Senior Vice President and Provost, University Library Committee, college deans, UF Responsibility Center Management (RCM) Committee, and others.

A unique study assessing the statistical relationships between academic library resources and institutional demand, through the identification of peer universities and analysis of ARL (Association of Research Libraries) statistics and IPEDS (Integrated Postsecondary Education Data System) data. The investigator engaged in a number of different analytical approaches upon a variety of measures for library resources, and university characteristics that influence the demand for library materials and services in order to find statistically valid predictive relationships.

Library Fees Survey of the 115 university based ARL libraries, completed in 2010, submitted by Dean of University Libraries to university Senior Vice President and Provost.

Investigation of the prevalence, form and use of student library fees at academic libraries. Of the 56 respondents, 20 reported the library receives funds through a student fee. From these institutions, the survey collected data on the basis of the fees, amount of the fees, the amount of total funding received per fiscal year, and purpose or restrictions placed upon the use of these funds. The institutions were also queried as to current plans to modify the fees. The data and comments were analyzed and presented in a report not publicly posted.

CREATIVE/INNOVATIVE WORKS

Individual

Faculty Market Equity Design, Developed in 2009, Revised in 2010 and 2011, Implementation 2012

(http://ufdc.ufl.edu/AA00004596)
In 2009, the Libraries’ Joint Committee on Market Equity Analysis (http://www.uflib.ufl.edu/lfa/committees/marketequity.html) submitted a report which included recommendations for compensable factors that might be used to establish internally and externally equitable salaries for library faculty. These included job type, special job requirements, applicable educational credentials, amount of relevant professional experience, faculty rank, and performance. The specifics of how these factors might be applied were, in many cases, deferred to library administration to establish. This design was developed to incorporate all of the compensable factors and reflect decisions by the library deans regarding weights, levels, etc. The result is a comprehensive, logical, transparent and unbiased process for calculating individual faculty salaries. This model has been applied to 74 current library faculty and is used in establishing salary offers for new hires. The model was recently review and endorsed by campus human resources staff. The Libraries began a three phase implementation in 2012, following presentations to library faculty.


In 2007, the Libraries implemented the new library-specific staff classifications (Library Assistants and Library Associates) proposed by the Staff Structure Reorganization Committee (http://www.uflib.ufl.edu/committees/SSRC/default.htm). Existing employee positions were mapped to the new classifications and a salary distribution was created based upon the ALA-APA Salary Survey. Relevant service and educational credentials were identified as compensable factors that would distinguish between the individual target salaries for employees. Weights for these factors and the calculation method were determined and applied to 119 employees. The result was a new internally and externally equitable salary system. Additional methods were established and applied to create equitable salary distributions for positions other than Library Assistants and Library Associates. The result was salary increases for 120 staff employees. This process was acknowledged with the 2008 SirsiDynix-ALA-APA Award for Outstanding Achievement in Promoting Salaries and Status for Library Workers. The salary structure was adopted by the UF Legal Information System and has been applied by other campus units. The system has been updated to reflect subsequent across the board and merit based pay increases and the integration of the Health Science System Libraries into the University Libraries in 2009.

Collaborative


After a lengthy investigation and development process, the UF Libraries produced a comprehensive competencies classification system for Library Assistant and Library Associate positions. This design focuses on families of competencies (functional/technical competencies) that will provide a framework for identifying and
cultivating successful employees. Finalized in 2011, the index will assist the Libraries in developing a needs-based and outcome oriented training and development program that meets the needs of employees, their supervisors and the Libraries as a whole. The index also permits an orientation on current and future skill requirements to direct the libraries’ recruitment efforts and provide the libraries with performance standards and expectations that can be applied more uniformly across departments. The index will also assist employees identifying needed workplace skills, knowledge and abilities so that they can self-direct professional development efforts.

Public Reporting of George A. Smathers Libraries Financial Reports, 2008 - ongoing

Since the integration of the library Human Resources and Fiscal Services Offices in 2008, the Libraries have concentrated on fiscal reporting which supports and informs decision making and makes the Libraries’ funding, expenditures and assets completely transparent. To achieve this, fiscal staff have developed and published monthly Budget Reports (http://www.uflib.ufl.edu/bus-serve/Combined_Library_Budget_10-11.html), Expenditure Reports (http://uflib.ufl.edu/bus-serve/MonthlyExpenditureReport_10-11.htm), and Auxiliary Operations Revenue and Expense Reports (http://www.uflib.ufl.edu/bus-serve/Aux%20Revenue%20&%20Expenses%201011.xls). These reports are publicly posted and offer a comprehensive and detailed representation of all library expenditures and funding sources: appropriations, auxiliaries, development, grants and others. With the 2009 integration of the Health Science System Libraries (HSCL) into the University Libraries, these monthly reports were expanded and now include report sets for the HSCL, the University Libraries and a consolidated set of reports for the George A. Smathers Libraries.

Library Instruction and Training Database, Launched in 2007, Revised in 2011; Foreign Language and Post-Secondary Education Database module, 2009 (http://apps.uflib.ufl.edu/ITS/)

The Instruction and Training Database (ITD) was developed in cooperation with the library IT department. The database tracks all library instruction, for both staff and patron audiences. The staff training module is used to announce and schedule staff trainings and allows employees to register for these courses online through secure registration. The attendance for library delivered and campus delivered trainings is archived. The system also tracks course instruction and training delivered by each employee. Reports are available regarding both and are used by employees and supervisors to track activities and establish goals. This system will serve as the foundation for implementing the Smathers Libraries Core Competencies Index (http://www.uflib.ufl.edu/pers/documents/CompetenciesTraining.pdf). In 2009, the system was expanded to track educational credentials and foreign language skills for library staff for use in more readily identifying subject and materials expertise.
PRESENTATIONS

Invited

National


Presentation to Library Leadership and Management Association (LLAMA) Executive Committee - Advocating for LLAMA’s Use of Alternative Media, American Library Association Midwinter Meeting, 2011, San Diego, CA


Webinar, “Job Hunting for the Recent or Pending MLS Graduate”, Sponsored by Library Leadership and Management Association (LLAMA), 2010 (http://ufdc.ufl.edu/UF00103153/00001)


Presentation, “Practical tips for finding an ARL librarian position in a tough economy”, American Library Association National Conference 2009, Chicago, IL


State


Guest Lecturer, one online session of LIS5403, Human Resources Management for the Information Professional, Master in Information Sciences program, Florida State University, Fall 2009, Fall 2010, Fall 2011


Local


Panelist, Association for Academic Women’s Faculty Diversity Luncheon Panel, Gainesville, Florida, 2007

Non-Invited

National


Accepted Presentation, “Around the Horn: How the University of Florida Successfully Fielded a Team that Integrates Health Science and University Libraries”, Medical Library Association's Annual Meeting and Exhibition, 2012, Seattle, WA

Efficacy and Outcome Study – update”, ALA Midwinter Meeting, 2012, Dallas, TX
(http://ufdc.ufl.edu/AA00001605/00009)

(http://www.ufdc.ufl.edu/AA00006380/00001)

Presentation to ACRL Personnel Administrators and Staff Development Officers,
“Academic Library Recruitment Efficacy and Outcome Study, and Introduction and Live
Demonstration of Reporting Tool”, ALA National Conference 2011, New Orleans, LA
(http://ufdc.ufl.edu/AA00001605/00005 and
http://apps.uflib.ufl.edu/recruitmentstudy/query)

Presentation to ACRL Personnel Administrators and Staff Development Officers,
“Progress Report on Development of the Academic Library Recruitment Efficacy and
Outcome Study”, ALA Midwinter Meeting, 2011, San Diego, CA
(http://ufdc.ufl.edu/AA00001605/00001 and
http://ufdc.ufl.edu/AA00001605/00004)

Poster Session, “Academic Library Recruitment Efficacy and Outcome Study”, National
Diversity in Libraries Conference 2010, Princeton, NJ
(http://ufdc.ufl.edu/IR00000349/00001)

State

Poster Session, “Academic Library Recruitment Efficacy and Outcome Study”, Florida
Association of College and Research Libraries Annual Conference, 2011, Daytona Beach,
FL
(http://www.ufdc.ufl.edu/AA00006055)

SPONSORED RESEARCH

Consultation, “Shifting Patterns: Examining the Impact of Hiring Non-MLS Librarians,
ALA Carroll Preston Baber Research Grant”, Elizabeth Simpson PI, 2010 -2011

UF Faculty Enhancement Opportunity (FEO) award, 2009 – 2010
(http://ufdc.ufl.edu/AA00001550/00001)
Awarded at the university level by competitive process, FEOs are intended to
advance the academic/professional/scholarly abilities of faculty members. Thus
they are similar in intent to sabbaticals. However, FEOs are intended to be more
flexible in nature and duration than traditional sabbaticals.
SERVICE

National Organizations

American Library Association, Member, 2005 – present

Library Leadership and Management Association (LLAMA)

Continuing Education Committee
    Member, 2011 - 2013

Human Resources Section
    Immediate Past Chair, 2010 - 2011
    Chair, 2009 - 2010
    Vice-Chair/Chair Elect, 2008 - 2009

Human Resource Development and Recruitment Advisory Committee,
    Member, 2006-2009

Association of College and Research Libraries (ACRL)
    Personnel Administrators and Staff Development Officers Discussion Group
    Member, 2006 -present
    Co-chair, 2011 – 2012

Regional Organizations

Member, ASERL HR/Training Taskforce, 2011
Charged by the ASERL Board to inventory training activities within ASERL that are aimed primarily at skills development for middle managers, with the goal of identifying existing activities that could be replicated at other libraries. The Task Force should also suggest other ways ASERL can collaboratively support such efforts.

National Editorial

Library Leadership & Management (LL&M)
    Member, Editorial Board, 2011-2013
    Peer Reviewer, 2011

University Committees

UF RCM (Responsibility Centered Management) Budget Committee, 2012
UF Budgeting Focus Group, 2012
ITN Review Committee, UF Employee Voluntary Benefits Administrator, 2012
UF Faculty Senate Nominating Committee, 2011-2013
UF Faculty and Staff Benefits Committee, 2009-2011, 2011-2013
UF Career Resource Center Advisory Committee, 2009-2011
UF Community Campaign Steering Committee, 2006, 2007

Libraries Committees

Managerial

Member, Library Council, 2005-Present
(http://www.uflib.ufl.edu/committees/libcouncil/default.html)

Standing

Member, Convocation Planning Committee, 2007-2011 (Co-Chair, 2011)
(http://www.uflib.ufl.edu/committees/convocation/default.html)

Member, Public Relations and Marketing Committee, 2005-Present
(http://guides.uflib.ufl.edu/PRandMarketing)

Member, Employee Recognition Committee, 2005-2011
(http://www.uflib.ufl.edu/committees/recognition/)

Member, Smathers Middle Managers Group, 2006-2010
(http://www.uflib.ufl.edu/libsys/mmm/mmm.html)

Member, UF Libraries Community Campaign Committee, (Chair 2006, Co-Chair 2007)

Shared Governance

Member, Library Faculty Market Equity Review Committee, 2009 - Present

Member, University of Florida Library Faculty Assembly, Career Development Committee, 2008 - Present
(http://www.uflib.ufl.edu/lfa/committees/apt.html)

Member, Library Faculty Career Development Handbook Committee, 2005 – 2008
(Predecessor of the University of Florida Library Faculty Assembly, Career Development Committee)

Project Oriented or Special
Member, Professional Development Travel & PD Travel Program Review Committee, 2011
(http://www.uflib.ufl.edu/committees/travel-review/)

Charge:
Examine the professional development travel procedures and practices of peer
groups (on campus and nationally) and identify and assess the common and
best practices. Review the existing professional development travel program for
the Smathers Libraries (policies, procedures and utilization by employees).
Review relevant UF policies and regulations regarding travel. Report findings to
University of Florida Library faculty Assembly (UFLFA) officers and library
administrators and solicit their comments. Recommend changes to the policies
and procedures of the current Smathers professional development travel
program which would make it more effective, serviceable and improve the
outcomes for employees.

Member, Health Science Center Libraries/University Libraries Integration Working
Group for Administrative Services: Human Resources and Financial Services, 2009

Charge:
The purpose of the Integration Work Groups is to plan for the implementation
of President Machen’s October 13, 2008, directive to Provost Glover to see that,
“the libraries [Health Science Center Libraries and Smathers Libraries] integrate
their budgets and reporting structures, ...[while] HSCL retains autonomy to
serve the needs of its clients.”

Member, Joint Committee on Market Equity Analysis, 2008-2009
(http://www.uflib.ufl.edu/lfa/committees/marketequity.html)

Charge:
To establish a market equity design for library faculty that would allow for the
implementation of an internally and externally equitable salary structure for all
faculty positions at the Smathers Libraries. To establish policies and procedures
for individual Smathers faculty to apply for market equity adjustments.

Member, Joint Committee on Tenure Homes, 2008
(http://www.uflib.ufl.edu/lfa/committees/tenurehomes.html)

Charge:
To recommend a tenure home structure that is appropriate for the reorganized
structure of the Smathers Libraries and that best serves faculty professional
development and the tenure and promotion processes.

Member, Non-Tenure Faculty Promotion Criteria Special Committee, 2008
Charge:
To establish criterion for non-tenure library faculty that best serves their professional development and provides for equitable assessment of their achievements. To ensure library policies and procedures for promotion of non-tenure accruing faculty are effective, efficient, and comply with new university requirements.

Member, Faculty Recruitment Policies and Practices Committee 2008-2009
(\[http://www.uflib.ufl.edu/committees/recruitment/\])

Charge:
Review the current library recruitment policies. (\[http://web.uflib.ufl.edu/pers/develop/Search.html\]) and practices. Review the policies and practices of other relevant organizations. Review the recently released UF Faculty Recruitment Toolkit. Solicit input of relevant stakeholders, including supervisors and managers. Develop draft policies and procedures that optimize recruitment outcomes, best serve the libraries, and conform to UF regulations. Solicit and consider input on these draft policies from members of the Smathers faculty, including the UFLFA. Submit draft policies and procedures to the Library Directors.

Member, Disaster and Emergency Plan Committee, 2006 - 2008
(\[http://www.uflib.ufl.edu/committees/disaster/\])

Charge:
Update and document Disaster and Emergency plans for the Library’s IT, facility, collection and human resources within the context of the University’s 2005 Emergency Management Plan. Revamp and replace the Library’s current Security & Disaster Procedures with a Library Emergency Management Plan. This should include the Library’s plan for continuity of operations in the case of emergency, including communications plans, expanding on the Emergency Procedures, Contacts & Telephone Numbers to note the pocket card distribution and to note a communication tree for emergencies. Also include documentation of emergency supplies management.

Member, Joint Administration and Faculty Assembly Committee on University Library Reorganization, 2007-2008
(\[http://www.uflib.ufl.edu/committees/reorganization/default.html\])

Charge:
To solicit and collect proposals and comments from faculty, staff, and administration; to analyze and synthesize organizational functions and structure; and, to make recommendations on reorganization to the Dean and the Chair of the Library Faculty Assembly.
Chair, Staff Structure Reorganization Committee, 2005-2007
(http://www.uflib.ufl.edu/committees/SSRC/default.htm)

Charge:
Review the current library specific positions and the current position classification system for them. Review the staff positions and classification systems of other similar organizations outside of the University. Consider the work completed by the most recent committee working on the revision of the staff structure. Adopt their recommendations as you see fit. Solicit input from the University’s Classification and Compensation staff. Solicit input from employees from throughout the libraries via surveying. Develop a proposed system that adequately serves all of the libraries. This proposal should consider advancement practices such as steps or advancement in place, and the use of competencies.

CONFERENCES

National

2012 American Library Association Mid-Winter Conference, Dallas, TX
2011 American Library Association Annual Conference, New Orleans, LA
2011 American Library Association Mid-Winter Conference, San Diego, CA
2010 National Diversity in Libraries Conference, Princeton, NJ
2010 American Library Association Annual Conference, Washington, DC
2010 American Library Association Mid-Winter Conference, Boston, MA
2009 American Library Association Annual Conference, Chicago, IL
2009 American Library Association Mid-Winter Conference, Denver, CO
2008 American Library Association Annual Conference, Anaheim, CA
2008 American Library Association Mid-Winter Conference, Philadelphia, PA
2007 American Library Association Annual Conference, Washington, DC
2006 American Library Association Mid-Winter Conference, San Antonio, TX

State

2011, Florida Association of College and Research Libraries Annual Conference, Daytona Beach, FL

2009, Florida Library Association Annual Conference, Orlando, FL
2007, Institute for Academic Leadership’s Department Chairpersons Workshop, State University System of Florida, Howie-in-the-Hills, FL

Local

2011, 6th Annual UF Equity and Diversity Conference
2010, 5th Annual UF Equity and Diversity Conference
PROFESSIONAL EXPERIENCE

Assistant Program Director for Human Resources – 2009 - present
Personnel Services and Employee Development Coordinator – 2008-2009

- Manages recruitment activities for faculty and staff positions. Assists department Chairs and supervisors in developing position descriptions and vacancy announcements. Supports the work of faculty search committees. Provides training and guidance throughout the search process. Serves as ex-officio on all faculty search committees. Develops and maintains search procedures and tools. Monitors compliance with university procedures and state laws. Evaluates compensable factors and prepares appropriate salary offers for review by senior management of the Libraries.

- Provides employee relations counseling for 250 University Library faculty and staff. Coordinates employee relations actions with Associate Dean for Administrative Services and Faculty Affairs, and the UF Employee Relations office. Counsels employees with work related problems; provides guidance to supervisors and managers ensuring adherence to library and university policies and applicable state and federal employment laws.

- Manages the library performance review process. Provides training for faculty and staff on the university requirements and library expectations for performance reviews and goal setting. Counsels supervisors to ensure fair and effective outcomes.

- Facilitates the processes for tenure, promotion and faculty development, reward and leave programs for the University Libraries including the Health Science Center Libraries, and the Legal Information Center faculty. Prepares schedules for completion of the phases of the tenure and promotion, and other applicable faculty programs. Reviews tenure and promotion packets and applications for faculty leave and development programs. Coordinates access to documents by the appropriate committees and senior administrators. Provides training and counsel to faculty on the preparation of the tenure and promotion process. Liaises with the Office of Academic Affairs on issues regarding tenure and promotion and faculty affairs.

- Develops and implements strategies for delivering training and development programs for staff and faculty of the Libraries. Maintains training and development budget. Oversees implementation and delivery of training opportunities. Works with Chairs and senior managers to define competencies and provide a need based, outcome oriented training and development program. Assesses training needs and makes recommendations to senior management for specialized programs. Reviews training assessments and adjusts programs accordingly. Supervises Instruction Consultant and Training Program Coordinator.

- Coordinates and ensures the maintenance of personnel records and data housed by the Libraries Human Resources Office according to university policies and applicable state and federal laws.
2007 – 2008  University of South Florida – Sarasota-Manatee Campus – Sarasota, Florida
Human Resources Representative

- Managed benefits for the Sarasota-Manatee campus working with People First and Payroll.
- Implemented new hire orientations.
- Provided advice and explained USF Human Resources policies and procedures.
- Played a key role in establishing a professional development plan to meet the specific needs of the Sarasota-Manatee campus.
- Designed and implemented professional development training sessions on HR topics.
- Worked closely with HR Manager and the HR Workgroup to streamline HR procedures.

2004 – 2007  Ringling College of Art and Design – Sarasota, Florida
Human Resources Generalist

- Managed benefit plans, including medical, life, LTD, STD, dental, 403(b) and flex plans.
- Managed HRIS including report writing, data integrity and problem solving system issues.
- Managed worker’s compensation.
- Trainer for non-harassment and new hire orientations.
- Payroll backup.
- Assisted Associate Director with Federal, State and Ringling School policy compliance issues.

2002 – 2004  Pinnacle Towers Inc. – Sarasota, Florida
Senior Human Resources Representative

- Managed benefit plans, including medical, life, LTD, STD, dental, vision, 401(k) and flex plans for 200 employees.
- Assisted with implementation and upkeep of ABRA HRIS.
- Oversaw COBRA administrators.
- Prepared employee correspondence and communications.
- Responsible for communications with in-house payroll.
- Provided benefit and policy information to employees as needed.

Human Resources Manager

- Responsible for all job postings and applicant prescreening.
- Oversaw selection and placement of staff.
- Designed and implemented internal training processes for key organizational skills.
- Responsible for all internal training related to human resources such as performance evaluation and planning.
- Designed and implemented innovative performance evaluation tool to encourage staff retention and job satisfaction.
- Worked with Department Directors and the Executive Office to establish policies and procedures.
- Managed payroll using ADP software.
- Managed benefit plans, including health, life, LTD, dental, 401(k) and flex plans.
- Responsible for employee correspondence, orientations and communications.
- Oversaw internship process.

1999 – 2000  Montshire Museum of Science – Norwich, Vermont
Science Educator/Summer Program Coordinator

- Planned and directed day camps for over 600 children
- Recruited, trained and supervised summer staff of 18
• Responsible for all camp budgets and accounting

1998 – 1999  
**Aztec Street Academy, Oregon Outreach** – Portland, Oregon
High School Teacher

• Taught alternative high school students math, science and computer skills
• Designed curriculum in science and health to meet Oregon state standards
• Lead teacher for school’s international environmental program

1990 – 1998  
**Management Sciences for Health** – Cambridge, Massachusetts
Project Manager – 1994-1998

• Administrative manager for international public health projects with operations in Madagascar, Senegal, Haiti and Nicaragua.
• Translated and edited French family planning documents for the government of Haiti.
• Coordinated the activities of a 16 million dollar USAID funded family planning project in Senegal.
• Monitored activities of sub-contractors for multiple international projects.
• Organized annual workshop for 13 collaborating agencies.
• Monitored multi-million dollar project budgets.
• Successfully recruited, trained and supervised new staff and interns.
• Developed and initiated the hiring procedures for the employment of local project staff.
• Prepared families for relocation abroad.

• Benefits Manager – 1990-1994

• Managed benefits package, employee records and employee handbook for international staff of 300.
• Responsible for employee training in benefits related topics such as orientations and annual benefits overview.
• Communicated with employees working internationally regarding benefits, job status, performance and issues resolution.
• Responsible for employee orientations.
• Implemented and managed ABRA HRIS system.

1987 – 1990  
**UNICEF New England Regional Office** – Boston, Massachusetts
Administrative Assistant

• Managed education resource center and served as liaison to schools.
• Oversaw and organized volunteers for the Trick or Treat for UNICEF program.
• Managed UNICEF corporate business card marketing and sales.
• Represented and spoke on behalf of UNICEF.
• Coordinated volunteer speakers bureau.

**ACADEMIC AND PROFESSIONAL CREDENTIALS**

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<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Year</th>
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<td>Master of Science, Environmental Studies</td>
<td>Antioch University New England</td>
<td>1996</td>
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<tr>
<td>Bachelor of Art, Religious Studies</td>
<td>London School of Theology</td>
<td>1985</td>
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<tr>
<td>Professional in Human Resources (PHR) Certification</td>
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**LANGUAGES**

- English: Mother tongue
- French: Fluent
- Spanish: Working knowledge
CREATIVE WORKS

Smathers Libraries Core Competencies Index, 2009-2011
Development and Planning, 2009-2010
Implementation, 2011
Collaborative work

After a lengthy development process, the UF Libraries produced a comprehensive competencies classification system for Library Assistant and Library Associate positions in 2011. The design focuses on families of competencies (functional/technical competencies) that provide a framework for developing a needs-based and outcome oriented training and development program to meet the needs of employees, supervisors and the Libraries as a whole. The index also provides an orientation on current and future skill requirements to direct the libraries' recruitment efforts; provides the libraries with performance standards and expectations that can be applied more uniformly across departments; and assists employees in identifying needed workplace skills, knowledge and abilities so that they can self-direct professional development efforts.

http://www.uflib.ufl.edu/pers/documents/CompetenciesTraining.pdf

SCHOLARSHIP/RESEARCH

Bonnie Smith and Brian Keith, Academic Library Recruitment Efficacy and Outcome Study
Development and Planning, 2009
Implementation, 2010 - present

An ongoing national longitudinal study to investigate the efficacy of employee recruitment techniques used by academic research libraries. The study focuses on the advertising of vacancies, the solicitation of applications, and the recruitment outcomes resulting from these activities. As such, the study also affords an opportunity to evaluate the use of specific advertising venues and practices intended to increase applications from traditionally underrepresented groups.

http://ufdc.ufl.edu/AA00001605/00001

Bonnie Smith, Maria Jankowska and Marianne Buhler, Library As Partner In Creating Curriculum For Sustainability Survey
Development and Planning, 2011
Survey Launch, 2012 (Planned)
Survey Analysis, 2012 (Planned)

This survey explores the level of engagement of academic libraries and library and information studies (LIS) schools in the emerging focus of teaching sustainability across the curriculum in institutions of higher education. The purpose of the study is to provide a snapshot of library services and practices in support of such institutional curricular and research needs including open access, retaining author rights, building sustainability-related collections and research guides, incorporating sustainability content into instruction and teaching, collaborating on sustainability projects, as well as reporting and seeking funding for sustainability efforts.
PRESENTATIONS

National

Invited

Presentation, *Graduate Student Workshop on Sustainability Across the Curriculum*, Association for the Advancement of Sustainability in Higher Education (AASHE) Conference 2011, Pittsburgh, PA
http://ufdc.ufl.edu/AA00007292/00001

Presentation, *Library as Partner in Creating Curriculum for Sustainability*, AASHE Conference 2011, Pittsburgh, PA
http://ufdc.ufl.edu/AA00007143/00001


http://ufdc.ufl.edu/IR00000349/00001

Non-Invited

Webinar Series, *Libraries for Sustainability Webinar Series 2012*
February 2012 – Call to Action and Collaboration
http://ufdc.ufl.edu/AA00010417/00001

http://ufdc.ufl.edu/AA00001605/00009

http://ufdc.ufl.edu/AA00006380/00002

http://ufdc.ufl.edu/AA00007291/00001


Presentation, *Academic Libraries Recruitment Efficacy and Outcome Study*, ACRL Personnel Administrators and Diversity Officers, ALA Midwinter Meeting 2011 – San Diego, CA

State

Invited

http://ufdc.ufl.edu/AA00006055/00001

http://ufdc.ufl.edu/IR00000436/00001

Poster Session, *3 Riders; 12,000 Miles; 1 Cause: Academic Library as “Place”*, FLA Conference 2009, Orlando, FL
http://ufdc.ufl.edu/UF00101130/00001

Local

Invited

Webinar, *Help! What Do I Do Now that I Have/Am a Mentor?* Sponsored by Northeast Florida Library Information Network (NEFLIN), 2011

Webinar, *How to Setup a Mentoring Program: Six Steps To Make It Work*, Sponsored by NEFLIN, 2011

Round Table Presentation, *Green Libraries and Sustainability: Why Does It Matter and Where do We Start?* NEFLIN, Annual Meeting 2011,

GRANTS

Funded Internally

2009-2010 UF – George A. Smathers Libraries Mini Grant
SolarCycle Diaries: The Story of a Solar Journey for Change
Principal Investigator
Grant proposal: $3,252
Grant award: $1,000

SERVICE

National Organizations

American Library Association, Member, 2009-Present
Library Leadership and Management Association (LLAMA)
Human Resources Section, Member, 2009-Present
Staff Development Committee, Member, 2010-2012

Library Organization and Management (LOMS), Member, 2009-Present

Association of College and Research Libraries (ACRL), Member, 2009-Present
Personnel Administrators and Staff Development Discussion Group, 2009-Present

Regional and State Organizations

- Florida Library Association, Member, 2011-2012
- Northeast Florida Library Information Network (NEFLIN) – Continuing Education Committee Member, 2008-Present - Chair, 2010-2012
University Committees

- UF Sustainability Committee, 2011-2012
- UF Sick Leave Pool Committee, 2008-2011

University of Florida Libraries Committees

- Member, University of Florida Libraries, Community Campaign Committee, 2011–Present
- Member, University of Florida Libraries, Disaster and Emergency Planning Committee, 2009-Present
- Member, University of Florida Libraries Faculty Assembly, Career Development Committee, 2008-Present
- Member, University of Florida Libraries, Green Team, 2008–Present (Co-Chair 2011-Present)
- Member, University of Florida Libraries, Instruction Consultant and Training Program Coordinator, Search Committee, January 2011–May 2011
- Member, University of Florida Libraries – Scholarly Communications Librarian, Search Committee, October 2010–February 2011
- Member, University of Florida Libraries – Scholarly Communications Librarian, Search Committee, March 2010–September 2010
MARK SULLIVAN

Head, Digital Development and Web Services, Technical Support Services
University of Florida Libraries

ADDRESS
Information Technology
Smathers Library
P.O. Box 117000
University of Florida
Gainesville, FL 32611-7000

TEL: 352.273.2907
EMAIL: MarSull@uflib.ufl.edu

AWARDS
2010 Employee Excellence Award for Outstanding Accomplishments in Innovation
2008 Employee Excellence Award for Outstanding Accomplishments in Innovation
2003 Employee Excellence Award for Innovation

CURRENT POSITION
2011-Current
Head, Digital Development and Web Services (IT Senior)
Technical Support Services
University of Florida Libraries

Manages all software application engineering for the Digital Services units and manages the web presence for the University of Florida Libraries.

RECENT POSITIONS HELD
2005-2011
Digital Development (IT Expert), Technical Support Services
University of Florida Libraries

2004-2005
Project Programmer, Digital Library Center
University of Florida Libraries

2002-2004
Internet Server Manager and Database Developer
Digital Library Center
University of Florida Libraries

EDUCATION
Bachelor of Engineering, Computer Science Engineering
University of Florida 2011

SELECTED PUBLICATIONS


SELECTED PRESENTATIONS AND WORKSHOPS

Digital Library of the Caribbean Digitization and Application Trainings (over 20 throughout the Caribbean over the last six years)


"Metadata Creation with the dLOC Toolkit,” XXXVIII Annual Conference of Caribbean University, Research, and Institutional Libraries [ACURIL], Montego Bay, Jamaica, June 2008.

“METS, MODS, XML, and Other Alphabet Soup.” Florida Metadata Summit, hosted by the Council of State University Libraries for cataloging and digitization centers in state university libraries, Orlando, FL, November 2006.


Digitization Pre-Conference (instructor), XXXVI Annual Conference of Caribbean University, Research, and Institutional Libraries [ACURIL], Aruba, June 2006.


“Ephemeral Cities” with Erich Kesse, XXXV Annual Conference of Caribbean University, Research, and Institutional Libraries [ACURIL], Martinique, June 2005.
PROFESSIONAL AFFILIATIONS
Application Engineer and Digital Curation Director, Digital Library of the Caribbean
Member, Association for Computing Machinery
Member, American Library Association and Library and Information Technology Association
LAURIE N. TAYLOR, PhD

Digital Library Center
George A. Smathers Libraries
P.O. Box 117003
University of Florida
Gainesville, FL 32611-7003

WORK EXPERIENCE

Digital Humanities Librarian, Digital Library Center/Digital Services and Shared Collections, University of Florida George A. Smathers Libraries, October 2011 – present

The Digital Humanities Librarian is the liaison supporting the UF Digital Collections (UFDC), Digital Library of the Caribbean (dLOC), and other related digital collections hosted at UF in terms of supporting patrons, partners, and faculty collaborators in using the collections in research and teaching, including creating new works of digital scholarship and scholar-curated digital collections. Duties include serving as the liaison for the creation of scholar-curated digital collections in UFDC; supporting inclusion of UFDC in classes and teaching; promoting UFDC for its contents/collections and services (e.g.; new forms of digital scholarly publishing as with direct publishing to the Institutional Repository); developing new programs to facilitate library and faculty collaboration (e.g.; area specific needs as with the Digital Humanities and E-Science; data curation); collaborating with others in the library to host graduate interns, visiting faculty fellows, and other researchers working on projects for UFDC; liaising with internal and external groups to expand interdisciplinary and inter-institutional collaboration using the successful model of the dLOC; conducting workshops, providing training, and creating documentation for UFDC; developing and implementing project/program supports for promotion and assessment of impact of digital collections and service; collaborating with the Center for Humanities & the Public Sphere and others to host digital humanities speakers and workshops; collaborating with others to produce speakers and events related to the digital humanities, public scholarship, and broader impacts using digital collections; and liaison support for all service, reference, and technical needs related to UFDC.

Interim Director, Digital Library Center, University of Florida George A. Smathers Libraries, November 2008 – October 2011

Directed the department’s support and services for digital collection, initiatives, and the department’s digitization operations and workflow; managed the department’s budgeted resources; and coordinated the ongoing development of a departmental staff committed to continual improvement. Supervised a production and service team, which consists of the Operations Manager, the Institutional Repository Coordinator, and the Museum & Special Projects Coordinator. Fostered a collaborative approach to achieving the department’s goals, establishing policies and procedures to digitize, digitally acquire, and integrate digitized materials into the collection in accordance with library-wide priorities and supporting the Smathers Libraries’ commitment to cooperative digitization programs. Consulted widely throughout the department and the library and delegated responsibilities to staff project groups. Contributed to the mastery of functions and services associated with the UF Digital Collections (UFDC) and digitization, developed production measures for digitization activities and cooperative digitization program participation, provided technical expertise, developed
workflows related to metadata and file distribution for digitized materials, supported grant-funded efforts, assessed and monitored the status of the library's digitized collections, and investigated and planned for the integration of new methods of information delivery. Responsible for digital curation of all files and collections in UFDC, including compliance for metadata and other standards for interoperability; digital preservation; and establishing all procedures and policies in support of digital preservation. Participated in instruction and outreach. Provided support and services for new digital projects and exhibitions.


Developed digital projects: planning, preparation, digitization, and creating new projects from digitized materials for the UF Digital Collections (UFDC). Digital projects included those from the University of Florida Libraries, University of Florida faculty, and from partners. All projects involved liaising with subject experts for the content, the reference and research support unit for usability testing and training, the public information officer for promotion, and the systems unit for ongoing upgrades and changes as dictated by project or technological need. Projects included developing materials for the Baldwin Library of Historical Children's Literature, the Digital Library of the Caribbean, and others. Project development and support included answering reference questions for the Digital Collections, creating internal and external documentation for using and building collections, creating visualizations of materials using mapping software and KML, producing exhibits, creating marketing materials, and establishing additional channels for promotion including writing the Digital Library Center blog, creating the (UF Libraries Channel on YouTube, creating the UFDC Flickr Collections), and many others. Chaired the Library 2.0 Working Group for investigating new technologies into the University of Florida Libraries overall, including games and other technologies.

**Associate Director**, Division of Continuing Education at the University of Florida, *December 2006 – May 2007*

**Academic Coordinator**, Division of Continuing Education at the University of Florida, *May 2006 – December 2006*

Directed overall organization of Flexible Learning/Correspondence Study credit and non-credit print and online courses. Hired and trained instructors, assisted with instructional design and in creating faculty resources. Oversaw the release of the first open enrollment WebCT courses, including all aspects of instructor, instructional design, support, and student management. Ensured consistency across marketing, support, and development materials with University rules, regulations, and with Division’s goals. Managed the academic support team and directed overall student support. Developed marketing materials for the program. Acted as a liaison between various academic units for the departmental approval of courses. Evaluated the overall effectiveness of courses and programs for future development planning and budgeting purposes. Represented the department and Division on state and University-wide committees.

**Instructor**, University of Florida, *August 2000 – May 2006*

English Department, *August 2000-April 2003; August 2005 – April 2006*

Constructed and taught courses in composition, game studies, visual rhetoric, and media studies.
College of Liberal Arts & Sciences Instructional IT Liaison, April 2003 - August 2005
Two-year appointment as a liaison between the College of Liberal Arts & Sciences and the Networked Writing Environment (NWE). Trained new graduate students in NWE technology. Provided pedagogical aid for NWE Instructors. Administered MOOville, the local MOO. Built documentation for the Instructional Media and Graphics Environment (IMAGE) lab. Maintained and expanded NWE documentation. Taught several short courses on technology to help instructors best use technology in their teaching.

University Writing Program, August 2005 – December 2005
Taught course in college composition with an emphasis on professional writing.

Dean of Students, August 2006 - December 2006
Taught a First Year Florida course to prepare incoming University students for academic work and college life, collaborating with a student Peer Leader for the course.

Journalist, GamesFirst! and The Gainesville Sun, Fall 2004 - present
Wrote gaming reviews, previews, news articles, and articles on gaming culture.

Recess! Assistant Producer, Center for Children's Literature & Culture at the University of Florida, April 2002 - April 2003
Developed and maintained Recess! Website, interviewed writers, and wrote programs.

CREATIVE WORKS OR ACTIVITIES

Creating or significantly revising technical and content management aspects for all, and the content itself for many, of the 437 digital collections for the UF Digital Collections, from 2007-2012. The UF Digital Collections are accessible online at http://ufdc.ufl.edu. Representative samples of digital collection landing pages and supports I have authored include: Florida Digital Newspaper Library (http://ufdc.ufl.edu/newspapers) and Comics Collection (http://ufdc.ufl.edu/punch).

Publications and programming developed in support of the digital collections:


Technically prepared online exhibitions:

For these exhibits, technically transferred image-only designs into HTML and CSS for web display and online exhibit functionality.

Nuestra Cultura Past & Present: Celebrating Hispanic Heritage & Film, for Hispanic Heritage Month. George A. Smathers Libraries, 2010-present: <http://ufdc.ufl.edu/exhibits/heritage>.


Digital program manager for externally funded projects:


2009-2010. Funded project: “Phase III: From the Air: the Photographic Record of Florida's


2008-2009. Funded project: “Digital Library of the Caribbean.” Funding agency: Technological Innovation and Cooperation for Foreign Information Access (TICFIA). Creation of a collaborative international digital library to preserve and provide access to historical through current materials on the Caribbean and circum-Caribbean, digitizing a critical mass of these resources and building infrastructure for ongoing digitization. Role: Responsible for all Principal Investigator (PI) duties: project management and reporting after existing PI left UF.


Digital program manager for internally funded projects:


from Florida and the Caribbean in support of donor development opportunities. Role: Digital collection web developer.


PUBLICATIONS

Books, Edited


Books, Contributor of Chapter(s)


Non-refereed Publications


Bibliographies/Catalogs

Laurie N. Taylor, Cathlena Martin, and Trena Houp. “Introduction” and “Selected

Reviews


Miscellaneous


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**LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS**

**International: Invited**


**International: Non-invited**


“Caribbean Newspaper Digital Library: Disseminating and Preserving Records of Daily Life.” Refereed poster session (with Brooke Wooldridge, Florida International
University). Presented at the annual meeting of the Association for Caribbean Universities, Research, and Institutional Libraries (ACURIL), Santo Domingo, Dominican Republic: Jun. 8, 2010.

"How to Develop Collaborative Digitization Projects to Promote Local Content at the Global Level: Leading the New Generation of Researchers to your Content." Refereed presentation. Presented at the annual meeting of the Association for Caribbean Universities, Research, and Institutional Libraries (ACURIL), Point-à-Pitre, Guadeloupe: Jun. 5, 2009.

National: Invited


"Virtual Bodies: Game Gender as Style and Structure." Presented at Power, Identity, and Community in Virtual Worlds: A Speaker Series at the University of Idaho, Moscow, ID; Sept. 12, 2006.

National: Non-invited

"The Caribbean Newspaper Digital Library." Presentation. Presented at the annual meeting of grant awardees for the Technological Innovation and Cooperation for Foreign


"Legendary Warlords in Honnou-ji Temple, Sakai City, Arc de Triomphe, and Notre Dame: Cross Influences of Video Games and Film." Refereed presentation. Presented at the 30th annual Conference on Literature and Film, Florida State University, Tallahassee, FL: Jan. 27-29, 2005.


State: Invited


“A Casebook for Revitalizing Legacy Databases / Data Sets” at the Sunshine State


State: Non-invited


Local: Invited


"The UF Digital Collections." Invited presentation for the Grant and Fellowship Writing in the Humanities Workshop, UF Center for the Humanities and the Public Sphere, Gainesville, FL: May 10, 2011.

"Presentation on digital library and collections for Aesthetic Computing CISE Course (CAP 4403 and 6402)." Presented at the University of Florida, Gainesville, FL: Jan. 21, 2011.

"The UF Digital Collections and the UF Digital Library Center." Presented to donors to the Judaica Collections (with Randall Renner and Lourdes Santamaria-Wheeler, both from the University of Florida) at the University of Florida Libraries, Gainesville, FL: Nov. 15, 2010.


"Notes from a Feral Librarian." Presentation in the Graduate Student Workshop Series,

"Science and Video Games." Presented (with Cathlena Martin, University of Florida) at the Transforming Encounters II: Children and Science, Imagination and Inquiry Colloquium, University of Florida; Feb. 18, 2005.


Local: Non-invited


"Digital Library of the Caribbean (dLOC)." Presented (with Brooke Wooldridge, Florida International University) at the Florida International University, Miami, FL: Jul. 28, 2010.
"Digital Library of the Caribbean (dLOC)." Presented (with Brooke Wooldridge, Florida International University) at the University of Miami, Miami, FL: Jul. 27, 2010.


"Researching with the University of Florida Digital Collections (UFDC)." Presented (with Missy Shoop, University of Florida) at the George A. Smathers Libraries, University of Florida, Gainesville, FL: May 21, 2009.

"Using the UF Digital Collections (UFDC)," Presented (with Missy Clapp, University of Florida, and Sam Huang, University of Florida) at Oak Hammock, Gainesville, FL: Mar. 11, 2009.

"Researching with the University of Florida Digital Collections (UFDC)." Presented (with Missy Clapp, University of Florida) at the Center for Instructional Teaching and Training (CITT) New Faculty Training Series, University of Florida, Gainesville, FL; Sept. 11, 2008.

"Providing Research Assistance for the University of Florida Digital Collections (UFDC)." Presented (with Missy Clapp, University of Florida) at the George A. Smathers


**CONTRACTS AND GRANTS**

**Funded Externally**


Proposal: <http://ufdc.ufl.edu/UF00091464>.

Summary of External Grant Funding Received, 2007 – present

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<th>Role</th>
<th>Total</th>
<th>Direct Costs</th>
<th>Indirect Costs</th>
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<tr>
<td>Principal Investigator</td>
<td>$30,000</td>
<td>$30,000</td>
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<tr>
<td>Principal Investigator</td>
<td>$61,385</td>
<td>$56,298</td>
<td>$5,087</td>
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<tr>
<td>Principal Investigator</td>
<td>$145,477</td>
<td>$145,477</td>
<td>$0 (IDC waived)</td>
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<tr>
<td>TOTALS</td>
<td>$236,862</td>
<td>$231,775</td>
<td>$35,087</td>
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**Funded Internally**


Summary of Internal Grant Funding Received, 2007 – present

<table>
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<th>Role</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>$2,880</td>
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<td>Principal Investigator</td>
<td>$14,544</td>
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<td>TOTAL</td>
<td>$17,424</td>
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**TEACHING**

My teaching experience includes mentoring interns and coordinating the Digital Library Center/Digital Services internship program, teaching a section of the first-year student orientation course “First Year Florida,” teaching multiple sections of writing courses including ENC 1101 and ENC 1102 as well as ENC 5326 Advanced Writing for Accounting Graduate Students, and media studies and production courses including ENG 1131 “Writing Through Media” and LIT 4930 “Gaming Cultures.” I have also taught many training courses and workshops for instructors on using digital media for research, professional development, and instruction.

Online teaching portfolio: http://laurientaylor.org/teaching-2/

**SERVICE**

University of Florida

Digital Humanities Working Group, Co-Chair (2011-present)
Data Life Cycle Subcommittee to the Research Computing Advisory Committee, Member (2011-present)
Information Technology Advisory Committee - Academic Technology (ITAC-AT),
Member (2008 - Sept. 2010)
Association for Academic Women, Publicity Chairperson (2008 - 2009)
Distance Learning Council & WebCT Committee, Member (2006-2007)

**Smathers Libraries**

- Facilitated Peer Review Committee, Chair (2012-present)
- Scholarly Communications Working Group, Alternate Member (2012-present)
- Digital Dialog Discussion Group, Co-Chair with Lois Widmer (2011-present)
- Library Council, Member (2009 - 2011)
- Technology & Support Services Heads, Member (2009 - 2011)
- Advisory Group for Research Services and Scholarly Resources, Member (2009 - present)
- Technology & Support Services Division, Webmaster (2009 - present)
- Florida Newspaper Project, Webmaster (2008 - present)
- Open Access Task Force, Member (2008-2009; 2010-2011)
- LibGuides, System Administrator (2008-2009)
- Electronic Theses and Dissertations Committee, Member (2007-present)
- Digital Library Center & Information Technology on the UF Digital Collections, Member (2007-present)
- Brittle Books Task Force, Member (2007 - 2009)
- Library 2.0 Working Group, Chair (2007 - 2008)
- Task Force on Undergraduate Education for the Libraries, Member (2007 - 2008)

**State of Florida**

- Digital Initiatives & Services Committee (DISC), Council of State University Libraries (Chair, 2011-2012)
- Digital Initiatives Subcommittee (DISC), Council of State University Libraries (Vice Chair, 2010-2011)
- Digital Initiatives Subcommittee (DISC), Council of State University Libraries (Member, 2008-2010)
- Florida Digital Newspaper Library (Technical Director, 2008-present)
- Florida Digital Archive (FDA) Affiliates Group, Council of State University Libraries (2007-present)

**EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR A SCHOLARLY JOURNAL**

Contributing Editor for *Archive* (http://archivejournal.net/; 2011-present)
Reviewer, *Digital Humanities Quarterly* (2007-present)
Reviewer, *Loading...* (2007-present)
INTERNATIONAL ACTIVITIES

World Digital Library (Smathers Libraries Technical Representative, 2010-present)
Digital Library of the Caribbean (Ex-officio Member, Scholarly Advisory Board, 2008-present)
Caribbean Newspaper Digital Library (Technical Director, 2010-present)
Digital Library of the Caribbean (Technical Director, 2008-present)

MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

Modern Language Association (MLA) (2006-present)
Delegate Assembly Representative (2011-2014)

Reviewer, National Endowment for the Humanities (NEH) Digital Humanities Star-Up Grants Program (2009)

American Library Association (ALA) (2007-present)
Association of Library Collections and Technical Services / Preservation and Reformatting Section (ALCTS/PARS)
Preservation Standards and Practices Committee (Virtual Member 2011-2013; Member 2009-2011; Intern, 2008-2009)
Library & Information Technology Association (LITA)
Publication Committee (2008-2010)

Association of Southeastern Research Libraries (ASERL), Implementation Committee Member for the Intellectual Underpinnings of the American Civil War Digital Project (2009 - present)

Association of Southeastern Research Libraries (ASERL), Information Technology & Digital Initiatives Interest Group (IT/DIIG) (2009 - present)

Florida Library Association (FLA) (2009-present)

HONORS


Digital Library of the Caribbean (dLOC) Awards of Excellence, Best Service Award, 2011.


PROFESSIONAL AFFILIATIONS

- Modern Language Association
- American Library Association
• Association for Library Collections & Technical Services
• Florida Library Association
• Library & Information Technology Association

CV available online: http://www.laurientaylor.org/curriculum-vita