

Melanie A. Vincent

Reference, Instruction, & Archives Librarian
Assistant Professor of Library and Information Science
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Professional Experience

eCampus Embedded Librarian 2018 – Present
Remote

- University System of Georgia
- <https://ecampus.usg.edu/>

- Answer online reference questions through chat, discussion boards, and email

Reference, Instruction, & Archives Librarian
Assistant Professor of Library and Information Science 2017 – Present
Rome, GA

- Georgia Highlands College
- <https://www.highlands.edu>

- Liaison to the School of Health Sciences
 - Previous liaison to Schools of Humanities and STEM
- Develop and teach information literacy one-shots and credit courses
- Organize and process materials for archives
- Manage archives assistant
- Digitize archives materials and maintain website
- Assist patrons with through research consultation
- Create resources (videos, handouts, activities, etc.) to assist student learning

Credit-Teaching Experience:

- GHHU 2901 – **Online Research for College Students** Summer 2020
Spring 2022
Fall 2022

Committee Work:

- January 2023 – February 2023: **Hiring Committee** – Instruction, Digital Literacy, and Engagement Librarian – Chair
- August 2022 – Present: **Curriculum Committee** - Member
- June 2021: **Hiring Committee** – Reference & Instruction Librarian - Chair
- August 2020-July 2022: **GHC Faculty Senate** - Senator
- March 2020: **Hiring Committee** – Senior Tutor - Chair
- May 2019: Present – **Information Literacy Working Group** – Member
 - Implemented division liaisons

- Created information literacy objectives and assessment tool for GHC libraries
- Created new peer review process for librarian instruction
- Create asynchronous information literacy modules
- February 2019 – Summer 2020: **Faculty Handbook Committee** – Member
- November 2018: **Hiring Committee** – Floyd Campus Librarian – Chair
- August 2018 – Spring 2022: **Institutional Effectiveness Committee** – Member
 - **A-Team** – Member
 - Review student learning objectives and assessment across GHC courses
 - Create new general education course competencies
 - Served as co-facilitator for the Digital & Information Literacy Competency
- August 2018: **Hiring Committee** – Cartersville Campus Librarian – Member
- February 2018 – February 2019: **Rank, Promotion, & Tenure Ad-Hoc Committee** – Member
 - Assist in creation of rank, tenure, and promotion documents

Community Outreach:

- 4/12/19 – **Volunteer Judge** – GHC 9th Annual Speech Competition
- 3/1/19 – **Volunteer Judge** – 6AAAA Literary Meet
- 4/13/18 – **Volunteer Judge** – GHC 8th Annual Speech Competition
- 1/26/18 – **Volunteer Judge** – NWGA Student Technology Competition

Key Skills Gained:

- Information Literacy Instruction
- Reference (online and face-to-face)
- Building LibGuides
- Customer Service
- Archives Processing and Digitization
- Creating asynchronous instructional modules

Software/Program Knowledge:

- ALMA
- Library H3LP
- SpringShare Products
- D2L (BrightSpace)
- HelpOnClick
- Microsoft 365
- Zoom
- Blackboard
- Omeka
- GoogleSites

- Canva

Intern

Spring 2017
Woodstock, GA

- Sequoyah Regional Library System
- <http://www.sequoyahregionallibrary.org/>
 - Provided computer literacy support
 - Assisted patrons through reader's advisory services
 - Provided circulation desk services
 - Provided reference services

Key Skills Gained:

- Reader's advisory
- Reference skills
- Customer service

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2016-2017
Cartersville, GA

- Bartow County Library System
- <http://www.bartowlibraryonline.org/>
 - Organized collections
 - Assisted patrons in locating materials

Advanced Processing Assistant

2014 – 2015
Rome, GA

- Berry College Archive
- <http://www.berry.edu/library/archives/>
 - Processed new materials
 - Assisted patrons and archivist with research
 - Created marketing materials for website
 - Managed project to digitize oral histories
 - Represented Berry College Archives on Team Development Committee
 - Assisted in training new student workers

Related Work Experience

English Tutor

2015 – 2017
Cartersville, GA

- Georgia Highlands College
- <https://sites.highlands.edu/tutorial-center/>
 - Tutored students on writing, grammar, and citation styles
 - Instructed classes on MLA and the writing process
 - Instructed students in grammar and literature

- Created MLA resources for student use

Education

Berry College – Rome, GA

- Bachelor of Arts 2015
 - Major: English- Literature
 - Minor: History

University of Alabama Tuscaloosa, AL

- Master of Library and Information Studies 2017
 - **Key Achievements:**
 - Assisted in evaluating the University of Alabama Library School's internship program in preparation for reaccreditation
 - Completed a website usability study for Compro Technologies

Clayton State University – Morrow, GA

- Master of Archival Studies In Progress

Presentations:

- 9/2022 – **Designing Great Research Assignments** – Center of Excellence for Teaching & Learning
 - Co-Presented with Susanna Smith
- 6/24/22 – **Taking AIM: Creating Asynchronous Interactive Modules for Library Instruction (pt. 2)** – Georgia Library Instruction, Teaching, and Reference Conference
 - Co-Presented with Caroline Evergreen and Susanna Smith
- 5/7/21 - **Taking AIM: Creating Asynchronous Interactive Modules for Library Instruction (pt. 1)** – Best Practices in Teaching Symposium
 - Co-Presented with Marla Means and Susanna Smith
- 3/26/21 – **Assessing the One-Shot: Creating a Holistic Assessment Program for Information Literacy** – Georgia International Conference of Information Literacy
 - Co-Presented with Marla Means and Susanna Smith
- 11/13/20 – **Resurrecting the Archives** – Society of Georgia Archivists
 - Co-Presented with Kristina Lang and Danielle Griesemer
- 7/2020 -**Information Literacy** – Center for Excellence in Teaching & Learning
 - Co-Presented with Marla Means
- 4/2020 - **How to Record Your Lecture Webinars** – Center for Excellence for Teaching & Learning
- 3/2020 - **Zoom, QuickTime, and Captions** – Center for Excellence for Teaching & Learning

- 2/2020 - **APA 6th to 7th Transition Workshop** – Center for Excellence for Teaching & Learning
 - Co-Presented with Marla Means & Susanna Smith
- 4/13/16 – ***What do Net Neutrality and Open Access Mean for Small Libraries*** – Alabama Library Association
 - Co-Presented with Jennifer Baugh

Professional Organizations:

- **Society of American Archivist (SAA)**
 - Member since 2021
- **Society of Georgia Archivist (SGA)**
 - Member since 2021
- **American Librarian Association (ALA)**
 - Member from 2018- 2019
- **Association of Colleges & Research Libraries (ACRL)**
 - Member since from 2018 - 2019
- **Georgia Library Association (GLA)**
 - Member from 2017 - 2019

Professional Development:

- 10/26/22 – 1-/28/22 –**Annual Meeting** - Society of Georgia Archivist
- 11/2/21 – 11/5/21 - **Transparency in Learning and Teaching Lab** - GHC Center for Teaching & Learning (CETL)
- 10/19/21 - **Copyright, Our Problematic Friend: Problems with Copyright and What You Can Do About Them** – Society of Georgia Archivist Workshop
- 10/20/21 – 10/22/21 – **Annual Meeting** – Society of Georgia Archivist
- 10/5/21 -10/08/21 – **Media Accessibility Lab** – CETL
- 9/7/21 – 9/10/21 – **Document Accessibility Lab** – CETL
- 8/10/21 -8/11/21 – **New Faculty Academy Orientation** – CETL
- 3/26/21 – **Georgia International Conference for Information Literacy** – CETL
- 11/11/20 – 11/13/ 20 – **Society of Georgia Archivists** – Annual Meeting
- 5/26/20 – 5/30/20 – **Course Delivery Workshop** -CETL
- 5/11/20 – 5/15/20 – **Course Design Workshop** -CETL
- 2/20/20 – 2/22/20 – **GICOIL** – Information Literacy Conference
- 12/18/19 – **Librarian In-Service** – CETL
- 4/19/19 – **GHC Assessment Day** – GHC Faculty
- 4/11/19 – **Providing Telephone Customer Service** – Skill Soft
- 9/24/18 – **Accessibility by Design: Introduction Training** – CETL
- 6/8/18 – **AABIG Conference** – Librarian Professional Development
- 5/22/18 – **Special Topic Course Information Session** – CETL
- 5/18/18 – **GIL User Group Meeting** – USG Librarian Professional Development
- 4/27/18 – **Selection Committee Chair Training** – Georgia Highlands Human Resources

- 3/14/18 – **Copyright and Creative Commons Workshop** – CETL Self-Paced Workshop
- 2/21/18 – 2/21/18 – **eCore Certification Course** – Online Faculty Training
- 11/3/17 – **Using Free Web Tools to Enhance Learning** – CETL Webinar
- 10/2/17 – **Independent Applying the QM Rubric** – Quality Matters Training