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## University Librarian Resume

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### Job Objective

Seeking a challenging position as University Librarian in an organization that will effectively utilize my experience and offers opportunity for career growth.

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### Highlights of Qualifications:

- Highly experienced in development, management and maintenance of university's academic library
  - Profound knowledge of library acquisitions, cataloging and circulation methodologies
  - Outstanding knowledge of using integrated library system, MARC records, and online reference tools
  - Familiarity with current bibliographic-maintenance standards and practices
  - Ability to provide student-oriented reference and instructional services
  - Ability to interact with students, employees and administration of university positively
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### Professional Experience:

University Librarian  
Clayton State University  
August 2012 – Present

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### Responsibilities:

- Supervised and managed university library operations and staff activities.
  - Evaluated, selected and procured library resources in all formats.
  - Prepared LibGuides and developed library budget in an efficient manner.
  - Delivered reference services to patrons and assisted them in locating appropriate resources.
  - Developed, implemented and promoted bibliographic maintenance standards and library automation policies.
  - Handled and responded to online, phone, and in-person research requests.
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University Librarian  
Sullivan University  
May 2009 – July 2012

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### Responsibilities:

- Acquired, cataloged and maintained library publications, media and material.
  - Drafted, implemented and maintained library policies, services and programs.
  - Installed, used and maintained library automation systems and online reference tools.
  - Instructed and assisted library users in the use of library research tools, systems and resources.
  - Developed and maintained library budget, reports, and statistical data related to library operations.
  - Supported and adhered to US copyright law, licenses, and University library policies.
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### Education:

Master's Degree in Library and Information Studies  
Rose State College, Midwest City, OK

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