

CAROL E. SMITH
BUSINESS REFERENCE LIBRARIAN

www.carolsmith.us

James C. Kirkpatrick Library, 2460
University of Central Missouri
Warrensburg, MO 64093

Phone: (W) 660/543-8639
(H) 660/747-2070
csmith@libserv.ucmo.edu

EDUCATION

M.S., Library and Information Science - Drexel University, Philadelphia, PA, 2006.

- Specialization in Digital Information Management
- Beta Phi Mu, library science honor society, 2006 – present

M.S., Information Systems – Drexel University, Philadelphia, PA, 2006

B.A., Economics and Arabic - dual major, SUNY-Binghamton, NY, 1988.

- SUNY-B Foundation Award for Outstanding Excellence in Arabic, 1988.
- Studied at the American University in Cairo, Egypt, 1987.

POST-GRADUATE STUDIES

Graduate Certificate, Geographic Information Systems – University of Central Missouri, Warrensburg, MO. Currently pursuing, anticipated completion date: June, 2008

Info677-Resources in Business, Drexel University, Philadelphia, PA. Single course taken on a post-graduate basis, 2007.

PROFESSIONAL EXPERIENCE

2006 – current James C. Kirkpatrick Library, University of Central Missouri, Warrensburg, MO,
October 2006 – present.

Assistant Professor, Public Services:

- Business Librarian, October, 2006-present
- Instructional Design Librarian, May, 2007-present

2001 – 2004 US Investigations Services, Inc. - Missoula, MT, May, 2001 – August, 2004:

Director, Wholesale Accounts, September, 2003-August, 2004

Acting General Manager, June, 2003-August, 2003

Operations Manager, May, 2001-May, 2003

1995 – 2001 Due Diligence Inc. - Missoula, MT, November, 1995-May, 2001

Vice President, Operations, November 1995-May, 2001

Sales Director, March, 2000-May, 2001

1989-1995 Northville Industries Corporation - Melville, NY, 1989-1995

Commodity Futures Trader 1993-1995 (Stevensville, MT)

Assistant Energy Futures Trader, 1991-1993

Contract Coordinator, January, 1989-1990
1988 – 1989 Toyomenka (America) Inc. - New York, NY
Oil Trading Assistant, August, 1989-December, 1990

PUBLICATIONS

Peer-Reviewed Journal Articles

Smith, C. (2006). Multiple cultures, multiple intelligences: applying cognitive theory to usability of digital libraries. *Libri International Journal of Information Services and Science*, 56(4), 227-238.

Book/Database Reviews

Smith, C. E. (2007). EconLit with Full Text database (EBSCO Publishing). *Choice: Current Reviews for Academic Libraries*, June, 2007.

Smith, C.E. (2007). EconLit with Full Text database (EBSCO Publishing). *Journal of Business & Finance Librarianship*, 12(3), ?-? (forthcoming).

Smith, C. E. (2007). Center for Global Development. *Choice: Current Reviews for Academic Libraries*, August, 2007.

TEACHING EXPERIENCE

Bibliographic Instruction

Business resource instruction:

Spring, 2007

- ACCT 4115 – 1 section, Spring, 2007 (“Introduction to Research Insight”)
- FIN 3891 – 1 section, Spring, 2007 (“Resources for Investment Analysis”)
- ICAP 4357 – 6 sections, Spring 2007 (“Resources for Industry Analysis”)
- MKT 4490 – 1 section, Spring, 2007 (“Resources for Market Analysis”)
- MKT 5480 – 1 section, Spring, 2007 (“Resources for Market Analysis”)
- MGT 3310 – 3 sections, Spring, 2007 (“Company and Industry Analysis”)
- MGT 4315 – 1 section, Spring, 2008 (“Resources for Entrepreneurs”)

Summer, 2007

- ICAP 4357 – 1 section, Summer, 2007 (“Resources for Industry Analysis”)
- MGT 4370 – 1 section, Summer, 2007 (“Information Literacy Skills in Business”)

General library orientation sessions:

Spring, 2007

- International Student Orientation – 1 sections, Spring, 2007
- English 1030 – 1 section, Spring, 2007
- IEP (Intensive English Program) 0114, 0115, 0116, 0125, 0136 – 5 sections, Spring, 2007

Summer, 2007

- EIPP (English Immersion Program for Professors) – 1 section

Library Tours

Spring, 2007 - 12 tours
Summer, 2007 – 2 tours

Instructional Materials

Web Guides and Tutorials

- Economics Subject Page, 2006
 - Finance Subject Page, 2007
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PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES

Summary of duties at JCKL

Assistant Professor, Public Services:

- Perform general reference duties assisting users with information and research needs in traditional and online environments.
- Collaborate with public and technical services library faculty to support the mission and activities of the James C. Kirkpatrick Library.
- Participate in university-wide and professional activities.
- Contribute to the university and the profession through presentations, publications and participation on committees and in associations

Business Librarian

- Bibliographer for accounting, business communications, economics, finance, marketing and management, with collection development, maintenance and promotion responsibilities. Also bibliographer for Arabic language collection.
- Develop and present class lectures, demonstrations, workshops and other instructional sessions to teach the use, understanding and evaluation of library and other information sources for business studies.
- Develop and maintain web and print-based resources to support the Harmon College of Business Administration faculty and students.
- Serve as library liaison to faculty of the Harmon College of Business Administration.

Instructional Design Librarian

- Coordinate the design, development and assessment of instructional materials and resources, including the creation and maintenance of electronic library tutorials.
- Identify and integrates innovative instructional technologies into the library curriculum, to support effective face-to-face and online student learning.
- Explore and develop opportunities to integrate library resources and services into course management, online learning, and other campus software initiatives.
- Develop and implement information literacy assessment tools and library instruction evaluation procedures
- Advocate development of programs that integrate information literacy concepts and skills into the University's curriculum, in alignment with the University's direction, accreditation requirements, and best practices. Participate in committees and task forces to promote the library's role in information literacy.
- Provide faculty leadership in information literacy, instructional technology, and instructional design.

Significant contributions include:

- 2006: Development of core collection in Arabic language materials, to support new Arabic curriculum.
 - 2007: Led the implementation of required information literacy instruction for all AE1400 (freshman seminar) students.
 - 2007: Led the implementation of required information literacy instruction for all CAP (conditional admissions program) students.
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PROFESSIONAL DEVELOPMENT

Summary of Attendance at Professional Meetings

- Missouri Library Association, Annual Conference, 2006.
- Brick & Click Academic Library Symposium, 2006.
- American Library Association Mid-winter Conference, 2007.
- Conference on The Millennial Dilemma: Convergence and Divergence in Meeting the Needs of Higher Education, March 20, 2007, Columbia, MO.

Workshops and Training Attended

- January, 2007: BRASS RUSA Workshop: Business Librarianship 101. All-day educational institute held at Midwinter ALA meeting, Seattle, WA.
 - University workshops attended have included:
 - Copyright Basics – October, 2006
 - Preparing for Promotion and Tenure – November, 2006
 - Breeze Training (Basic, Advanced and Manager Training) – Oct-Nov, 2006
 - Using Wikis – February, 2007
 - Flash Web Application – February, 2007
 - Publish & Flourish – March, 2007
 - iTunes Course Manager Training – March, 2007
 - Podcasting – March, 2007
 - Overview of Design for Mobile Learning Technologies – March, 2007
 - Designing an Effective and Student-Friendly Online Course – April, 2007
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UNIVERSITY SERVICE

University Service

- Information Technology Policy Council, at-large member, 2007-2010.
- Faculty Senate Professional Enhancement Committee, 2007-2008.

Library Service

Formal Library Committees

- Budget Committee, 2007-
- Freshman Orientation Committee, 2007-
 - Designed promotional magnet and “Top 10 Reasons to Visit Your Library” brochure.

Ad Hoc Library Committees

- Library Space Think Tank
 - Conducted user survey.

- Lucky Day Committee
- Flower Fund Policy Revision Committee
- Children's Literature Festival Review Committee

Volunteer Work

- 39th Annual Children's Literature Festival, volunteer, 2007.
 - McNair Scholars Program Library Mentor – Mentored 2 scholars, 2007.
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SERVICE TO THE PROFESSION

Professional Memberships

- American Library Association (ALA), 2004 – present.
 - Association of College and Research Libraries (ACRL), 2006 – present.
 - Reference and User Services Association
 - Business Reference and Services Section (BRASS)
 - Member, BRASS Publications Committee
- American Society of Information & Science Technology (ASI&ST), 2004 – present
- Society of American Archivists (SAA), 2004 – 2006
- Missouri Library Association
 - Member, RISSIG

Other Professional Service

- Director of Communications, Beta Phi Mu - Drexel chapter, 2007 – present.
 - Responsible for redesign of honor society chapter's website.

Other Relevant Memberships

- National Genealogy Society (NGS), 2002 – present.
 - NY Genealogical & Biographical Society, 2002 – present.
 - Western Montana Genealogy Society, 2005 – present.
 - Bitter Root Valley Historical Society, 2004 – 2006.
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SERVICE TO THE COMMUNITY

Volunteer Work

- Missoula County, MT researcher for Random Acts of Genealogical Kindness (www.raogk.org) – Perform courthouse, library and cemetery research on a weekly basis. (2002-2006).

Presentations

- “Bringing Historical Characters to Life” – sponsored by Western Montana Genealogical Society, April, 2006.