

Teri Oaks Gallaway
Monroe Library, Loyola University New Orleans
6363 St. Charles Avenue, Campus Box 198, New Orleans, LA 70118

EDUCATION

University of Michigan School of Information, Ann Arbor, MI

Master of Science in Information, December 2004

Specialization in Library and Information Services

Bowling Green State University, Bowling Green, OH

Master of Music, May 2004

Specialization in Music History

Thesis: The Serenata at the Bourbon Court: Maria Teresa Agnesi's *Ulisse in Campania*

Bachelor of Music, August 2000

Specialization in Performance Studies, clarinet

PROFESSIONAL EXPERIENCE

Loyola University New Orleans, New Orleans, LA

Library Systems and Web Coordinator, March 2011 – present

Systems and Metadata Initiatives Coordinator, April 2008 – March 2011

Technical Services Librarian, August 2005 – April 2008

- Coordinate the maintenance and development of the integrated library system.
- Coordinate the library's systems capabilities in order to develop digital library resources
- Coordinate the development and maintenance of the library website
- Manage the library's access to electronic journals
- Lead the library Web and Sirsi Teams
- Provide reference, technology, and circulation support at the Learning Commons desk
- Teach classes in the library's instruction program

Bowling Green State University, Bowling Green, OH

Part-Time Temporary Cataloging Assistant, September – November 2005 (Hurricane Katrina Evacuation)

- Performed original cataloging of scores for the Mid-American Center for Contemporary Music
- Enhanced and created new catalog records for the sheet music collection
- Contributed authority records to the NACO music project
- Completed original cataloging of video recordings and student recital sound recordings

Ann Arbor District Library, Ann Arbor, MI

Various positions, August 2003 – August 2005

- Resolved hardware, software, and printing problems for Windows-based thin clients
- Provided reference, technology and reader's advisory assistance to patrons
- Cataloged adult and youth audiovisual and foreign language materials
- Updated, downloaded, and verified authority records for music materials

University of Michigan, Ann Arbor, MI

Economic Research Initiative on the Uninsured, Website Development Assistant, January 2004 – June 2005

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- Implemented website content updates using Dreamweaver software
- Restructured the website's architecture to improve findability and ease-of-use by conducting usability tests with potential website visitors and assessing the website owners' needs

University of Michigan, Ann Arbor, MI

Internet Public Library, Various positions, September 2003 – December 2004

- Answered email reference questions
- Created a development policy for digital collections
- Selected, described, and cataloged a collection of online legislative resources using Dublin Core standards and Sears Subject headings

University of Michigan, Ann Arbor, MI

University Libraries, Music Library Intern, May 2004 – August 2004

- Provided reference services and circulation support
- Assisted with selections for music collections including donations, rare materials, audio recordings, and sheet music
- Selected and ordered replacement materials by analyzing circulation data, budget restrictions, and preservation guidelines

Bowling Green State University, Bowling Green, OH

College of Education and Human Development Technology & Resource Center, Graduate Assistant, August 2001 – August 2003

- Assisted with the supervision and training of student employees
- Provided technology support to students for Macintosh and Windows computers
- Performed revisions on the college's web pages
- Assisted faculty with instructional technology and equipment booking needs
- Maintained audiovisual and computer equipment

UNIVERSITY & LIBRARY TEAMS

- Faculty Senate (2010-2012)
- Fringe Benefits Committee (2010-2013)
- Honorary Degrees Committee (2008-2010)
- Quality Enhancement Plan (QEP) Faculty and Staff Development Committee (2006-2008)
- University Planning Team (Fall 2008, substitute; 2009-2011)
- Web Team (leader)
- Sirsi Team (leader)
- Acquisitions/Cataloging Team
- Information Resources Team
- Teaching and Learning Team
- Technology Team
- Special Collections Team
- Steering Group

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PROFESSIONAL ACTIVITIES

- “The Environmental Scan and Strategic Planning for the Library Website”, Article In Progress
- “Usability Studies and the Selection of a Next Generation Catalog: Identifying Solutions to Users' Issues and Defining a Rationale for Purchase” in *Library Trends*, Teri Gallaway and Mary Finnan. Forthcoming Spring 2012, Accepted for publication.
- “Promoting Electronic Resources at the Point(s) of Need”, February 28, 2011, Electronic Resources & Libraries Conference, Austin, Texas
- “Sneaking It In: Finding Opportunities for Information Literacy”, February 26, 2009 Educause Southwest Regional Conference, San Antonio, Texas. Teri Gallaway and Alicia Hansen, Loyola University New Orleans.
- “Blackwell Encyclopedia of Sociology Online” in *The Charleston Advisor*, October 2008
- “Set up and Reports for Sirsi Booking Module in the Java Client”, October 8, 2008, LOUIS Users Conference, Baton Rouge, Louisiana.
- “Ideas for Making Your Catalog the Best it Can Be”, January 12, 2008, ALA 2008 Midwinter Meeting, Philadelphia, Pennsylvania. RUSA/RSS Catalog Use Committee, Discussion Leader.
- “Compound Objects: First Steps and Tips for Project Success”, October 11, 2007, LOUIS Users Conference, Baton Rouge, Louisiana. Trish Nugent and Teri Oaks Gallaway, Loyola University New Orleans.
- “Starting from Scratch: Organizing and Evaluating Your eJournal Collection”, February 22, 2007, Electronic Resources & Libraries Conference, Atlanta, Georgia. Teri Gallaway, Loyola University and Jenny Emanuel, University of Central Missouri.
- Louisiana Academic Library Information Network Consortium (LALINC) Research and Development Committee (2007-2009).
- Reference and User Services Association / Reference Services Section, Catalog Use Committee, Intern (2006-2007), Committee Member (2007-2008), Co-Chair (2008-2009).
- Certificate of Professional Librarian status, Michigan 2004.

TEACHING HIGHLIGHTS

- Fall 2010, CRJU-C110-001, Criminology Fundamentals, Guest lecture on criminal justice research techniques and follow-up individual research consultations
- Fall 2010, MUGN-M110-001, Introduction to Music Industry Studies, 10 week research component (2 sections)
- Fall 2010, MUGN-M103-001, Technology for Music Students, 3 sessions on Photoshop and Publisher (2 sections)
- Fall 2010, SOCI-A497-001, Internship/Practicum, Guest lecture on finding data
- Fall 2010, SOCI-A335-001, Research Methods and Techniques, guest lecture on sociology research techniques
- Spring 2010, MUGN-M110-001, Introduction to Music Industry Studies, 10 week research component
- Spring 2010, SOCI-A497-001, Internship/Practicum, Guest lecture on finding data
- Spring 2009, MUGN-M110-001, Introduction to Music Industry Studies, 10 week research component
- Spring 2008, SPST-A194-Z51, Research & Technology, 8-week course
- Spring 2008, SPST-A194-A51, Research & Technology, 8-week course

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- Fall 2007, SOCI-A497-001, Internship/Practicum, Guest lecture on conducting a literature review and follow-up individual research consultations
- Fall 2007, CNSL-A702-001, Methods of Education Research, Guest lecture on conducting a literature review
- Fall 2007, Library Workshop, HTML & CSS in MySpace
- Fall 2007, Library Workshop, Digital Imaging
- Spring 2007, SOCI-X132-001, Social Problems, Guest lecture on topical research techniques and follow-up individual research consultations
- Spring 2007, SOCI-X145-051, People of Latin America, Guest lecture on topical research techniques and follow-up individual research consultations
- Spring 2007, SOCI-A294-001, Applied Social Justice, Guest lecture on topical research techniques and follow-up individual research consultations
- Spring 2007, SOCI-A305-001, Social & Political Inequality, Guest lecture on topical research techniques and follow-up individual research consultations
- Spring 2007, Library Workshop, Web Design with Dreamweaver
- Spring 2007, Library Workshop, Digital Imaging
- Fall 2006, MUGN-M110-001, Introduction to Music Industry Studies, 3-week guest lecture on research and technology topics
- Fall 2006, Library Workshop, Web Design with Dreamweaver
- Spring 2006, HIST-A370-001, History of India, Guest lecture on topical research techniques
- Fall 2006, Library Workshop, Web Design with Dreamweaver