

Laurie A. Phillips

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EDUCATION

Master of Library Science, School of Library and Information Science, University of Pittsburgh, Pittsburgh, PA, 1990.

Master of Arts, musicology, Eastman School of Music, University of Rochester, Rochester, NY, 1988.

Bachelor of Arts, cum laude; major: music, minor: art history, Dickinson College, Carlisle, PA, 1986.

Institut für Europäische Studien, Vienna, Austria, fall semester 1984.

CAREER HISTORY

Associate Dean for Technical Services, Loyola University New Orleans, Associate Professor, tenured, May 2007-present.

- coordinate the activities of the Technical Services division, including collection development, management of the integrated library system, ordering, receiving, cataloging, serials, technical processing, and binding. Supervise two librarians, five full-time and one part-time staff member. Oversee, plan for, and evaluate information resources, cataloging, and binding budgets.
- coordinate the library's course reserves activities, including physical reserves, electronic reserves in the Blackboard course management system, and streaming audio and video reserves. Coordinate collection development for streaming video course reserves and negotiation of licenses for digital streaming video.
- lead Acquisitions/Cataloging Team. Hire and train new library faculty and staff.
- responsible for original and copy cataloging of music sound recordings and all media materials.
- lead the Sirsi team, coordinating the work of administering and maintaining the library's Sirsi Unicorn integrated library system.
- serve as a member of the library's Steering Group and administrative team; contribute to library-wide budgeting, planning, policy, and assessment.
- assume responsibility for the operation of the library in the Dean's absence.
- Serve on the library's Technology Team, Teaching Learning and Technology Team, and Information Resources Team; serve as librarian liaison to three humanities departments: Modern Languages and Cultures, Visual Arts,
- teach classes in the library's instruction program, including mandatory instruction in the Visual Arts Foundations program; provide direct services to users at the Learning Commons desk.
- serve on university committees.

Technical Services Coordinator, Loyola University New Orleans, Associate Professor, tenured, Jan. 2002-May 2007.

- coordinated the activities of the Technical Services division, including collection development, management of the Sirsi Unicorn integrated library system, ordering, receiving, cataloging, serials

technical processing, and binding. This includes the work of three librarians and five full-time staff members.

- responsible for oversight of information resources, cataloging & ILL/article delivery, and binding budgets.
- led Acquisitions/Cataloging Team. Hired and trained new Technical Services faculty and staff.
- responsible for original and copy cataloging of music sound recordings and media materials.
- Primarily responsible for administering and maintaining the library's Sirsi unicorn system. Work closely with the Circulation Coordinator on Sirsi-related circulation matters.
- responsible for creating and maintaining a server of OCLC cataloging files, completing software upgrades and training staff in the use of all OCLC software.
- served as a member of the library's Steering Group; contribute to library-wide budgeting, planning and policy; coordinate the library's professional development activities
- served on the library's Technology Team, User Education Team, and Information Resources Team; served as librarian liaison to three humanities departments: Languages and Cultures, Visual Arts, and Theatre Arts.
- taught classes in the library's instruction program; provide reference services.

Temporary Librarian, part-time, Dickinson College, Carlisle, PA, September-November 2005 (Hurricane Katrina evacuation).

- Coordinated and carried out customization and revamping of the library's online Sirsi catalog.
- Served as a consultant in the area of acquisitions and cataloging workflow and assessment.
- Worked with library staff and Sirsi consulting on the library's use of the Sirsi system and did troubleshooting to solve many system-related problems. Also did troubleshooting with Serials Solutions product and ILLiad and their relationships with the online catalog.
- Created subject bibliographies of books purchased in 2004-2005. Created current serials spreadsheet with costs and by subject, in preparation for tracking use data.
- With library staff, explored the use of Sirsi's PocketCirc product to track usage of serials.

Bibliographic Control Coordinator, Loyola University New Orleans, Associate Professor, tenured, Mar. 1999-Jan. 2002.

- coordinated all activities in the Technical Services workroom (ordering, receiving, cataloging, serials technical processing, binding). This included the work of five full-time staff members, and two cataloging librarians.
- led Acquisitions/Cataloging Team. Participated in hiring and training of new Technical Services staff.
- responsible for original and copy cataloging of all music and media materials using Library of Congress classification and LCSH.
- responsible for maintenance of Sirsi Unicorn catalog, including working with reports and software upgrades.
- responsible for creating and maintaining a server of CatME files, completing software upgrades and training staff in the use of all OCLC software.
- served on the library's Technology Team, User Education Team, and Information Resources Team; and served as librarian liaison to three humanities departments: Modern Foreign Languages, Visual Arts, and Drama & Speech.

Catalog Librarian, Associate Professor, Loyola University New Orleans, June 1990-Mar. 1999.

- primarily responsible for original and copy cataloging of all music and media materials.
- responsible for the systematic retrospective conversion of books, including final checking and authority work.
- coordinated database maintenance in local CLSI database.

- responsible for creating and maintaining DOS batch files to use with CatME, completing software upgrades and training staff in the use of all OCLC software.

Music Cataloger, Library of Congress Music Cataloging Sabbatical Program, Washington, DC, June-Aug., 1997.

- cataloged the Secrist Collection of opera 78 rpm recordings.
- worked on the cataloging of a large donation of LPs from the collection of Stephen Sondheim.
- learned to use the MUMS online cataloging system for creation of bibliographic records.
- created hundreds of LC authority records for names and uniform titles.
- participated in the revision of the LC M classification schedules.

Music Cataloger, New Orleans Baptist Theological Seminary, part-time, Sept. 1991-Aug. 1993, Apr.-Dec.2001.

- In 1991-1993, cataloged scores and sound recordings for the Martin Music Library using Dewey Decimal classification and LCSH.
- In 2001, performed original cataloging of sound recordings and checked copy cataloging. At this time, the seminary library had switched to Library of Congress classification.

Library Reference Assistant, Music & Art Department, Carnegie Library of Pittsburgh, part-time, Jan. 1989-June 1990.

- assisted library users with music and art related reference questions.

Library Assistant IV, Technical Processing department, Sibley Music Library, Eastman School of Music, University of Rochester, full-time, January 1988-December 1988.

- worked on the retrospective conversion of music scores M300 through M900 on the AMLG Scores Retrospective Conversion Project. Position included preparing new OCLC input, extensive authority work and some supervision of library assistants.

COMMITTEE AND TEAM APPOINTMENTS

Library Committees and Teams:

Acquisitions/Cataloging Team (Leader) (1998-present)
 Professional Development Team (Leader) (2003-2006)
 Steering Group (2002-present)
 User Education Team (1996-2007)
 Teaching, Learning, and Technology Team (2007-present)
 Outreach Team (1998-2001)
 Technology Team (1998-present)
 Copyright Website Working Group- Chair (Spring 1995-Fall 1997)
 Technology Committee (Fall 1995-1998)
 Library Rank and Tenure Committee (1991-present), Chair, 1999
 Committee to Evaluate Untenured Faculty (1994, 1997), Chair, 1997, 2008 (chairing one committee)
 Search Committee for Reference Librarian/Bibliographic Instruction Coordinator (Fall 1992)
 Search Committee for Media Services Coordinator (Summer 1996)
 Search Team for Reference Librarian (Summer 1999)
 Search Team for Reference Librarian (Summer 2001)
 Search Team for ILS Coordinator (Leader) (Fall 2002)
 Search Team for Music Library Services Coordinator (Spring 2003)
 Search Team for Outreach Librarian (Spring 2004)
 Search Team for Technical Services Librarian (Leader) (Summer 2005)

Search Team for Learning Commons Coordinator (Fall 2007)

University Committees:

University Rank and Tenure Committee (Spring 2006-present)

Evaluation of Administrators (committee to facilitate faculty input to the deans' and provost's evaluations) (1993-94)

Self-study for SACS accreditation - Subcommittee on Outreach (Fall 1993)

Self-study for SACS accreditation - Subcommittee on the Faculty Standard (Fall 1993)

Forum for Women Steering Committee (November 1993-1996)

University Grants and Leaves Committee (September 1999-2002, Fall 2006-present (Chair))

University Senate- library representative (Spring 1992-1995)

University Senate Secretary and member of the Executive Council (1992-93)

University Board of Appeals (1994-1996)

University Board of Review (1996-1998, 2000-2002, 2004-2006)

Ad-hoc Committee on University-wide Key Performance Indicators (2003)

Honorary Degrees Committee (Fall 2003-Spring 2006)

Search Committee for University President (Spring 2004)

Standing Council on Academic Planning (Fall 2007-present)

PROFESSIONAL ACTIVITIES

Music Library Association:

- Bibliographic Control Committee, member of the Subcommittee on Descriptive Cataloging, 1995-1998
- Local Arrangements Committee, New Orleans meeting, January 1997
- Membership Committee, 1997-2002.
- Marketing Subcommittee, 1999-2002, Silent Auction co-chair, 1999-2002

Music Library Association, Southeast Chapter:

- Board member-at-large, 1995-1996
- Program Chair, 1995 annual meeting, Jacksonville, Florida, Oct. 12-14, 1995
- Nominating Committee Chair, 1996
- Local Arrangements Co-chair and Program Committee member, New Orleans meeting, Oct. 26-28, 2000

COMMUNITY SERVICE

- Work Training Facility South, Jackson Barracks, Professional consultant to the prison library, 1990-1995
- Concert Choir of New Orleans, Past-president, Secretary
- New Orleans Area Literacy Coalition, Board member, 1994-2001
- YMCA Educational Services, Board member (1997-2002), Program Committee chair (1999-2001), Board Chair (2001-2002)

SPECIAL SKILLS

Languages: Basic working knowledge of German, Italian, Spanish and French.

Performing experience: soprano soloist, Rayne Memorial United Methodist Church; choir member, Rayne Memorial United Methodist Church; many varied solo performances with the Concert Choir of New Orleans and the Rayne Memorial United Methodist Church choir.

Examples of solo performances:

- Soprano soloist, Saint-Saens Christmas Oratorio, December 1995, Concert Choir of New Orleans
- Soprano soloist, Vaughan Williams Serenade to Music, April 2000, Dickinson College Choir and College-Community Orchestra
- Soprano soloist, Hovhanness Magnificat, December 2000, Concert Choir of New Orleans
- Soprano soloist, Mozart Missa Brevis, K192 in F major, October 2001, Rayne Memorial United Methodist Church
- Soprano soloist, Schubert Mass in G, April 2006, Rayne Memorial United Methodist Church

MEMBERSHIPS

American Library Association, 2002-present

Association of College and Research Libraries, 2002-present

RESEARCH AND CREATIVE ACTIVITIES

Boggs Center literacy project, Loyola University, December 1992-May 2000.

- a special project in cooperation with the Dean of Libraries to research the areas of literacy, literacy education and literacy centers nationwide in preparation for Loyola's Boggs Center for Research and Development of Literacy and Functional Skills.
- attended literacy workshops, conferences and coalition meetings to establish contacts with the literacy community in New Orleans, the state of Louisiana, and the Southwest federal funding region. Participated in writing the Literacy Americorps grant for New Orleans.
- data gathered was used to prepare reports for the U.S. Department of Housing and Urban Development, the Mathes Group (architectural firm), the primary donor and Loyola University administration.

Music library surveys and reports – project undertaken to prepare for the possible move of music library collections and services to the Monroe Library, Fall 2001-Fall 2003.

- With Deborah Poole and Mary Lee Sweat, developed and undertook a telephone survey of librarians responsible for music collections and services at the College of Music's peer institutions. Wrote a detailed report of the survey results and data analysis.
- With Alicia Hansen and Deborah Poole, developed and undertook a more detailed telephone survey of a subset of the first group – those who had music collections and services integrated into their main library.
- Served on the College of Music/Library Working Group
- Worked on the development and writing of the library's response to the NASM accreditation report.

Development, installation, and customization of the library's new iLink public catalog interface, April-June 2002.

- Worked with library faculty and staff to develop the initial specifications for our new catalog interface. This included researching other libraries' iLink sites and working with the Sirsi Corporation demonstration site to determine how we would ask Sirsi installers set up our interface.
- After installation, worked with library faculty and staff to determine further customizations wanted for the interface, including terminology, navigation and custom searches.
- Accomplished these customizations with the help of Kim Granquist Battles, Sirsi consultant, and Greg MacDonald, Monroe Library Media Producer, developing creative solutions for the ideas generated by the library group.
- The Monroe Library's iLink installation has become a model for other libraries. We have had many libraries contact us for information about specific customizations that we designed.

CONFERENCE PRESENTATIONS

“Library of Congress Music Cataloging Sabbatical Program,” Music Library Association, Southeast Chapter, October 1997.

“Library of Congress Music Cataloging Sabbatical Program,” Music Library Association, Bibliographic Control Committee Meeting, February 1998.

“The Technology Cycle: a Team Approach to Technology Decisions and Budgeting” (co-presented with Susan Brower), Association of College & Research Libraries, Louisiana Chapter, annual meeting, Many, Louisiana, November 7, 2003.

“The Technology Cycle: a Team Approach to Technology Decisions and Budgeting (co-presented with Susan Brower), Living the Future 5: Strategically Striving and Thriving, Tucson, Arizona, April 16, 2004.

“It’s About the Brain: Customizations to iLink Using Only the Workflows Config Tools,” Sirsi Southeast Users Group, Spring Hill College, Mobile, Alabama, August 3, 2005.

“It’s About the Brain: Customizations to iLink Using Only the Workflows Config Tools,” LOUIS Users’ Conference, Baton Rouge, Louisiana, October 6, 2006.

ARTICLES & BOOK CHAPTERS

“You Can’t Hurry Love: Patience, Perseverance, and a Positive Attitude Move a Music Library,” with Alicia Hansen and Deborah Poole. Notes: the Journal of the Music Library Association, September 2006.

“Creative Ideas in Staffing: Shared Responsibilities, Hybrid Positions and Taking Full Advantage of the Connections Between Public and Technical Services” in More Innovative Redesign and Reorganization of Technical Services (Brad Eden, editor). Forthcoming from Libraries Unlimited.

AWARDS, GRANTS

Co-author (with Deborah Poole) of the application for the Association of College and Research Libraries Excellence in Academic Libraries award, December 2002. Award won and presented April 1, 2003

H.W. Wilson award for library staff development. Given by the American Library Association, June 2004. Included \$3500 toward staff development project.