

Lisa Muilenburg

Curriculum Vitae

EDUCATION

MASTERS DEGREE/LIBRARY SCIENCE/INFORMATION SCIENCE
University of North Texas, Denton, Texas
December 1996

Bachelor of Arts/History August 1993
Texas A&M University-Corpus Christi, Corpus Christi, Texas

Associates of Arts/History May 1991
Del Mar College, Corpus Christi, TX

CAREER EXPERIENCE

Branch Librarian, Reference 09/2006-present
Barth Learning Resource Center
Del Mar College, West Campus, Corpus Christi, TX

Provide reference services to groups and individuals primarily at the Barth Learning Resource Center on the West campus of Del Mar College, and secondarily at the White Library on the East campus. Coordinate and present bibliographic instruction sessions for specific classes/courses and general sessions.

Supervise and evaluate three full-time library staff and supervise two part-time staff members.

Oversee the supervision of up-to 6 student assistance.

Conduct interviews and staff and student meetings.

Participate in coordinating reference services for both campuses by attending Department Heads, Reference, and staff meetings.

Participate on campus committees and attend campus events, including graduation and convocation.

Director of Library Services 08/2005 – present
Interim Director of Library Services 06/2004 – 08/2005
Nunez Community College, Chalmette, LA

Head of Public Services 07/2002 – 08/2005
Nunez Community College, Chalmette, LA

Reference Librarian 01/2000 – 07/2002
Nunez Community College, Chalmette, LA

Interlibrary Loan Librarian 11/1997 – 12/1999
Texas A&M University-Corpus Christi, Corpus Christi, TX

Part-time Librarian, Reference, Cataloging, Government Documents 01/1997 – 10/1997
Texas A&M University-Corpus Christi, Corpus Christi, TX

Part-time Librarian, Reference, Indexing 01/1997 – 12/1999
Del Mar College, Corpus Christi, TX

PREVIOUS JOB RELATED EXPERIENCE

Computer Skills:

- Online databases searching including: Netlibrary, EBSCOhost, Gale, OCLC FirstSearch, Jstor, WestLaw, StatRef, and others.
- Teaching Internet searching
- OCLC cataloging and ILL.
- Familiar with SIRSI ILS.
- Microsoft Office: Word, Power Point, Excel, Publisher
- Email: Microsoft Outlook, Internet (Yahoo, Google, Hotmail)

Library Skills:

- ❖ Presenting individual and group library orientations.
- ❖ Work with CEOs to create library budgets.
- ❖ Oversee collection development budget and assign liaison areas
- ❖ Work with vendors to order new materials or cancel subscriptions.
- ❖ Interview, hire, supervise and evaluate employees.
- ❖ Participate in state-wide, online, and campus faculty development opportunities.
- ❖ Create ILL records and oversee ILL
- ❖ Checking in and out of library materials.
- ❖ Ordering new materials and weeding older materials
- ❖ Indexing of newspaper.
- ❖ Cataloging of government documents.
- ❖ Copy cataloging
- ❖ Creating publications, writing reports, answering surveys

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Member of American Library Association (ALA)	1995-present
Member of Texas Library Association (TLA)	1996-1999; 2007-present
Member of Louisiana Library Association (LLA)	2000-2006
Secretary for Texas Library Association, District 4	2008-2009/2009-2010
Presenter at TLA, District Meeting Collection Management/Academic Collections	November 2009
Presenter at SCUUG (South Central Unicorn Users Group) Disaster Recovery (after Hurricane Katrina)	November. 2006
Presenter at LLA Bibliographic Instruction for Multiple Classes (Results)	March 2004

PROFESSIONAL DEVELOPMENT

(Teleconferences, Webinars, and Workshops attended)

Google Docs (archived webcast): June, 2009

TLA Annual Conference: April 2009

Sessions attended: Aging in Place: Generational Issues in Organizations; Gaming for Instruction; Hyperlinked Libraries; Rettig on Reference: Changing Relationships between Librarians and Readers; Libraries and Electronic Content: Is a Lawsuit in Your Future?; Instruction on Demand: Online Technologies to Reach Your Learners; The Librarian in Black's Strategies for Staying on Top of the Library World; NextGenReference: Maximizing Space, Staff, and Technology and Breaching the Distance; Using Wimba and Blackboard as Collaborative Tools

Copyright and Web 2.0 (podcast): December , 2008

Opposing Viewpoints (web seminar): December, 2008

Sloan-C Workshops for Copyright Compliance for Online Educators (online workshop): November 2008

TLA District 4 meeting: various presentations November , 2008

Literature Criticism Online (web seminar): September, 2008

Ebsco ARRC (web seminar): July, 2008

Tools of Engagement (Teleconference): May, 2008

TLA Annual Conference: April 2008

Sessions attended: Gaming, Learning, and Libraries: Why Screen Time Can Be Time Well Spent; Cutting-Edge Technologies for Online Instruction; Professional Development for Librarians with Instructor Responsibilities; General Session II-Transforming Libraries Panel; Beyond Gaming in the Library: Gaming for Information Literacy; Academic Libraries: Facilities for Books, Bytes, and Beyond; Attended two product demonstrations by Ebsco and Gale.

People Watching with a Purpose (teleconference): February, 2008

Print Reference Dead (Web): January, 2008

Conflict Management (HR department on campus) *very good: November, 2007

Gale Nursing Resource Center (Web): November, 2007

Time & Discipline (HR department on campus): November, 2007

TLA District 4 meeting: various presentations: October, 2007

Creating a 2.0 Library (teleconference – SirsiDynix): April 2007

TLA Annual Conference: April 2007

Sessions attended: Distance Learning Best Practices; Distributed/E-Learning Communities of Practice; The Academic Library's Role as a Partner for Student Learning

The Hiring Process (HR): February 2007

Family Medical Leave: February 2007

Performance Management (HR): December 2006

Time and Attendance: November 2006

Best New Technologies: Keeping Up with the Storm (teleconference -- The College of DuPage): October 2006

COMMUNITY INVOLVMENT

Member of the Portland Order of the Eastern Star

Member of K-Space Contemporary

Member of the Texas State Aquarium