

2005-2006 Activities

Anita Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Shelved reference books, straightened, and cleaned as needed
- Worked scheduled reference desk and “Ask-A-Librarian” duties up until my illness in March
- Served as Library Liaison for assigned departments and ordered books, sent out reports, and assisted departments as needed
- Conducted 22 student library orientations from various departments
- Kept abreast of current news and current trends in libraries by reading library related journals, newspaper articles, journal articles and online news websites (CNN, Fox News, MSNBC, Local News, CBS news, etc.), govdoc listserv & tngovdoc listserve
- Reviewed and searched online databases during spare time at the reference desk and in my office
- Served as Reference Head as needed when the department head was absent
- Participated in the inventory of the reference collection
- Watched the hour and a half streaming video on “Google and Your Patrons,” Nov 30th

Government Documents Activities

- Regularly read government documents listserv to stay abreast of current trends, conference, workshops, important changes to the depository program, required surveys that need to be filled out, etc.
- Maintained the documents collection by regularly processing the collection through filing, shelving, labeling, shifting, and straightening
- Continued to worked on a project to clean up gov doc records that appear in the online catalog
- Filed a backlog of microfiche
- Was trained by Barbara Taylor (catalog head) on new procedures for processing gov docs in the millennium catalog
- Put up two new gov doc display bulletin boards. One was “Are you prepared for a disaster?” and “What do you know about diabetes?”
- Revised the gov doc collection policy
- Completed the mandatory Biennial Survey of the gov docs collection
- Shifted in the HE and I sections of the gov docs collection

- Regularly met with Lexis-Nexis representative, Scott Eller, to stay abreast of new products and services that they provide
- Maintained monthly statistics

Library and University Committee Work

- Served and regularly met with the Faculty Senate and provided written reports to the library faculty
- Served as chair of the Library Senate Committee
- Helped to develop awards categories for faculty recognitions for the 2nd Annual Blue and White Gala
- Formed a Library Department Faculty Recognition and Award Committee and served as chair
- Met with the faculty senate in the interviewing of the candidates for the Provost position
- Served as chair of the Tenure and Promotion Committee
- Served on the Library Signage Committee
- Served on the Library Technology Committee

Conferences and Workshops Attended

- Attended Faculty and Staff Institutes
- Attended the U.S. Census Workshop @ the Nashville Public Library
- Attended the Merlot International Conference @ the Nashville Convention Center

Database Demos

- Attended an update demo of the Reference USA database
- Attended a demo of the Wilson Web database

2007-2008 Activities

Anita M. Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Worked the reference desk rotation as scheduled, and performed Ask-A-Librarian duties as time permitted
- Shelled reference books, straightened, and cleaned as needed
- Conducted 11 student library orientation presentations from various departments
- Kept abreast of current news and current trends in libraries by reading library related journals, newspaper articles, journal articles and online news websites (CNN, Fox News, MSNBC, Local News, CBS news, etc.), federal govdoc listserv & tngovdoc listserv
- Reviewed and searched online databases during spare time at the reference desk and in my office
- Served as reference head as needed when the department head was absent
- Submitted a completed copy of the newly developed Library Disaster Plan from the committee
- Attended regular reference departmental staff meetings
- Attended a farewell lunch for colleague Ronda Hunter

Government Documents Activities

- Conducted the daily and monthly processing of the gov docs collection
- Maintained monthly and annual statistics
- Regularly reviewed the Innovative/Millennium catalog creating, modifying, or deleting records as needed
- Regularly read gov docs listserv to keep abreast of current news, trends, and answered surveys and completed mandatory reports relating to gov docs as needed
- Updated 2 gov doc display bulletin boards
- Maintained the periodical browsing area and display shelf for new document arrivals
- Conducted an annual review of the gov doc collection for the annual update cycle. I did not delete or add any new item numbers for this year.
- Completed the mandatory Biennial Survey of the gov doc collection from the Federal Library Depository Program
- Conducted a search of 400 government serial titles from Serial Solution and identified 188 titles that are current selected through our depository library program the collection management coordinator

Library and University Committee Work

- Served on the Library Departmental Tenure and Promotion Committee
- Was appointed Chair of the newly Library Disaster Committee
- Was appointed to the Student Affairs committee of the Faculty Senate

University Activities

- Participated in the faculty procession at Convocation
- Participated in the faculty and staff institutes
- Attended the Red Cross Disaster Training

Conferences and Workshops Attended

- Attended the Government Printing Office 20th Annual Interagency Depository Seminar on July 30-Aug 3, 2007, in Washington, D.C.
- Attended an update session of the OCLC World Cat and other technology products in November 2007
- Attended the RIA database update in June 2008

2008-2009 Activities

Anita M. Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Worked the reference desk rotation as scheduled, and performed Ask-A-Librarian duties as time permitted
- Shelled reference books, straightened, and cleaned as needed
- Conducted 20 student library orientation presentations from various departments
- Held individual meetings and correspondence with each of my liaison representatives addressing updates and concerns on the book budget
- Participated in a special orientation session for the faculty of the physical therapy and health science department
- Contributed to a special information literacy presentation for TSU/TBR RALI Fellows, Dr. Christon Arthur and Dr. Deborah Burris-Kitchen
- Kept abreast of current news and current trends in libraries by reading library related journals, newspaper articles, journal articles and online news websites (CNN, Fox News, MSNBC, Local News, CBS news, etc.), federal govdoc listserv & tngovdoc listserv
- Reviewed and searched online databases during spare time at the reference desk and in my office
- Served as reference head as needed when the department head was absent
- Attended regular reference departmental staff meetings
- Participated on team 4 LC conversion and shifting project coordinated by collection management
- Participated in the Circulation Inventory project

Government Documents Activities

- Conducted the daily and monthly processing of the gov docs collection
- Maintained monthly and annual statistics
- Regularly reviewed the Innovative/Millennium catalog creating, modifying, or deleting records as needed
- Regularly read gov docs listserv to keep abreast of current news, trends, and answered surveys and completed mandatory reports relating to gov docs as needed
- Updated 2 gov doc display bulletin boards
- Maintained the periodical browsing area and display shelf for new document arrivals
- Conducted an annual review of the gov doc collection for the annual update cycle. I did not delete or add any new item numbers for this year.

Library and University Committee Work

- Served on the Interview Committee for reference vacant position
- Was appointed chair of the Library Safety and Security Committee
- Served on the University Tenure and Promotion Appeals Committee 2008-09

University Activities

- Participated in the faculty procession at Convocation/Freedom Riders ceremonies
- Participated in the faculty and staff institutes
- Participated in the faculty procession at the Fall graduation

Conferences and Workshops Attended

- Attended the IEE Workshop, February 10
- Participated in the Exceptional Service Training, March 2008
- Attended the TLA Pre-Conference, Nashville, TN, April 8

2009-2010 Activities

Anita M. Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Conducted 16 library orientation presentations for various departments
- Worked the reference desk as needed
- Shelled reference books, straightened , and cleaned as needed
- Ordered books for my assigned liaison college departments and library collection
- Served as reference head during the absence of the department head as needed
- Attended a reference staff meeting held by Dr. Kenerson
- Participated in the Circulation inventory project and inventory of Reference
- Kept abreast of current news and trends in libraries through various websites, newspapers, journals, and list serves
- Answered email reference questions as needed
- Assisted Dr. Kenerson with the setup of Federated Search categories for the library's website
- Assisted with updating the library orientation pre and post test

Government Documents Activities

- Conducted the daily and monthly processing of the gov docs collection
- Maintained monthly and annual statistics
- Regularly reviewed the Millennium catalog creating, and modifying 634 gov doc records in April and 233 gov doc records in May
- Regularly read gov docs listserv to keep abreast of current news, trends, and answer surveys and completed mandatory reports relating to gov docs as needed
- Updated 2 gov doc display bulletin boards annually
- Maintained the periodical browsing area and display shelf for new document arrivals
- Conducts an annual review of the gov doc collection
- Processed and sent 8 gov doc titles to the bindery

Library and University Committee Work

- Attended a Library Safety and Security special session with guest speaker Peggy Ernest, VP of Student Affairs
- Served on the University Tenure and Promotion Appeals Committee 2009-2010

University Activities

- Participated in the faculty procession at Convocation
- Participated in faculty and staff institutes, Fall and Spring

Conferences and Workshops Attended

- Attended the 22nd Annual Interagency Depository Seminar, Washington , DC, July 2009
- Attended the 2 day Data Fest/TennShare/GODORT Conference, Oct. 29th and 30th

2010-2011 Activities

Anita M. Etheridge, Assisted Professor and Government Documents/Reference Librarian

Reference Activities

- Worked the reference desk regularly as needed
- Conducted 18 student library orientation presentations from various departments
- Participated in the interviewing process for the reference part-time position
- Assisted in the training of the new reference employee as needed
- Kept abreast of current news and current trends in libraries by reading library related journals, newspaper articles, journal articles and online news websites (CNN, Fox News, USA Today, MSNBC, Local News, CBS News, etc.)
- Ordered books for my assigned liaison college departments and library collection
- Worked monitoring schedule for food and drink violators
- Served as reference head as needed when the department head was absent
- Met with some of the library staff and university project coordinator to discuss the upcoming construction of the library's "Learning Commons"
- Attended the library Friendship Day activities
- Went on medical leave from December 9, 2010 – January 10, 2011

Government Documents Activities

- Maintain monthly and annual statistics
- Review millennium catalog records for the gov docs collection and modified , and corrected records as needed on a regular basis
- Regularly read gov doc listserv to keep abreast of current news, trends, answer surveys, and complete mandatory reports relating to the gov docs collection as needed
- Maintain the periodical browsing area and display shelf for new document arrivals
- Conduct daily and monthly processing of the gov docs collection as needed
- Conduct an annual review of the gov doc collection
- Complete the mandatory biennial survey of the gov docs collection from the Federal Library Depository Program
- Met with Mrs. McSheppard (Gov Docs Coordinator) of Fisk University to advise her on gov doc procedures, July 23, 2010
- Communicated with the regional depository librarian to consult on discarding old issues of the Congressional Records and received permission to discard

- Met with Glenda, cataloging staff, Sherry, Dr. Binkley and Colette to discuss issues with the Gov Docs Marcive records
- Updated the gov docs access policy
- Spent approximately a total of 2 months researching different gov docs library websites gathering information and contents to use in revising our gov docs website
- Completed the new gov docs website with the help of Sherry Ge and Phil Yan

Library and University Committee Work and Activities

- Serve as chair of 2 library committees (Library Safety and Security Committee and Library Emergency/Disaster Committee)
- Met with committee members via email to update and post the revised Library Food and Drink Policy with the help of committee members
- Met with committee members to update and revise the Library Emergency/Disaster Policy with the help of committee members
- Served on the Library College Tenure and Promotion Committee
- Attended university sponsored meetings by Madame President Shields

Workshops

- Attended the university Customer Service training workshop
- Attended a small workshop on the Thomson Reuters databases

2011-2012 Activities

Anita M. Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Worked the reference desk rotation
- Conducted student library orientation presentations from various departments
- Glenda Alvin and I met with the faculty of the physical therapy department during one of their departmental meetings and presented to them concerning library book ordering procedures
- Kept abreast of current news and current trends in libraries by reading library related journals, newspaper articles, journal articles and online news websites (CNN, Fox News, MSNBC, Local News, CBS news, etc.), federal govdoc listserv & tngovdoc listserv
- Served as reference head as needed when the department head was absent
- Attended reference departmental staff meetings
- Ordered books for my assigned liaison college departments and library collection
- Participated in the interviewing process for the reference part-time position
- Worked on and completed five research library guides for the webpage

Government Documents Activities

- Conducted the daily and monthly processing of the gov docs collection as needed
- Maintained monthly and annual statistics
- Started working on a new shelflist for Gov Docs (1997-current) through the Document Data Miner 2 (DDM 2)
- Regularly read gov docs listserv to keep abreast of current news, trends, and answered surveys and completed mandatory reports relating to gov docs as needed
- Maintained the periodical browsing area and display shelf for new document arrivals
- Conducted an annual review of the gov doc collection for the annual update cycle, however, the annual update cycle will no longer exist. We can now make selections anytime during the year.
- Met with Mrs. McSheppard (Gov Docs Coordinator) of Fisk University to advise her on gov doc procedures
- Communicated with the regional depository librarian to consult on developing gov doc research guides, the upcoming depository Public Assessment (formerly inspection), and online depository surveys

Library and University Committee Work

- Served on the Interview Committee for reference vacant position

- Served on the University Faculty Welfare Committee

University Activities

- Served as the library evaluator during the university Mock Drill exercise
- Participated in the faculty procession at Convocation
- Participated in the faculty and staff institutes
- Participated in the faculty procession at the Spring graduation
- Attended and was recognized for 25 years of service at the university employee recognition luncheon

Conferences and Workshops Attended

- Attended the university family meetings
- Participated in the university Take 6 workshops and earned a Kindle Fire
- Attended the GODORT meeting in Sewanee, TN
- Participated in university Travel Training
- Attended GPO webinars

2012-2013 Activities

Anita M. Etheridge, Assistant Professor and Government Documents/Reference Librarian

Reference Activities

- Worked mostly mornings on the reference desk, daily
- Kept up with current events by reading news publications, journals, and reading and viewing online news source (CNN, Fox News, MSNBC, ABC News, Local News, CBS news, etc.) federal govdoc listserv & tngovdoc listserv, daily
- Ordered books for my assigned liaison college department
- Conducted numerous bibliographic library orientations, English 1010 & 1020, Speech Communication, Psychology doctoral level class, University orientation class
- Served as reference head as needed when the department head was absent
- Attended a Credo Reference Online Seminar entitled, "Extending the Reach of Year Academic Skills Instruction." Laura Warren, coordinator, provided through the Libraries Thriving Community, July 24, 2012 at 9:00am
- Attended another Credo Reference Online Seminar, entitled, "Towards Digital Literacy, August 8, 2012 at 1:00pm
- Appointed a member of the faculty senate library committee for the academic year 2012-2013, August 9, 2012
- Attended a library In-Service meeting, Sept 14 at 10am main campus library
- Attended the library In-Service meeting, Sept 21 at 10am main campus library
- Attended a library In-Service on the Avon Williams campus
- Wrote a letter of recommendation for librarian, Sherry Ge's tenure and promotion application, Oct 2013
- Attended an online Seminar, "Proven Strategies for Managing Disruptive Student Behavior" by Gerald Amada, for Take 6 eligible class on Oct 22 at 2:47pm
- Attended a University Family meeting on the Avon Williams campus, Nov 2, at 3:00pm
- Took an online Magna Commons Seminar entitled, "Ten Ways to Actively Engage Your Students" by Alice Cissidy at 2:25pm for Take 6 eligible class
- Attended the "Recognizing and Preventing Discrimination: Harassment" workshop at 2:00pm, in the Research and Sponsored Programs Bldg., Take 6 eligible class on Nov 8
- Attended the "Retention: Assessing Why Students Stay & Why They Leave" webinar at the Avon Williams campus, 2:00pm, Take 6 eligible, Nov 14

Government Documents Activities

- Maintained Gov Docs statistics

- Conducted daily and monthly processing of the Gov Docs collection as needed
- Worked on shelflist for Gov Docs through the Document Data Miner 2 (DDM 2) as needed
- Regularly read Gov Docs listserv to keep abreast of current news, trends, and answered surveys and completed mandatory reports relating to Gov Docs as needed
- Maintained the periodical browsing area and display shelf for new document arrivals
- Review and update the Gov Docs collection as needed
- Continue to prepare for the upcoming depository Public Assessment which has been postponed due to the federal government sequester cuts
- Traveled to Sewanee TN on Nov 9, 2012 to attend a one day Gov Docs conference
- Attended a FDLP webinar on “Promoting Your Depository and the FDLP,” May 16, 2013
- Ordered updated depository promotion materials for the library

Library and University Committee

- Member of the Faculty Senate Library Committee
- Member of the Library Program Committee for Dr. Binkley’s retirement

University and Library Activities

- Participated in the faculty and staff institutes
- Participated in a one day faculty and staff development workshop at AWC, May 20, 2013
- Participated in the faculty procession at the Historic Spring graduation, which took place at the Hale Stadium (better known as, “The Hole”)
- Participate in the library courtesy, annually
- Participated in the library fish fry lunch
- Contributed to the library quilt project
- Attended all the library In-service sessions
- Attended the A to Z databases demo
- Attended the library Encore EDS information sessions
- Attended the Lexis Nexis demo