

## **PROFESSIONAL EXPERIENCE**

### **Departmental Associate, Circulation Department**

University of West Georgia, Carrollton, GA

February 2012-present

- Knowledge of library systems, databases, and tools: Banner, Ex Libris Voyager
- Charging and discharging library materials, including GIL Express and ILL
- Strong commitment to serving patrons with information requests
- Assisting with research and reference questions
- Handling IT equipment issues with support from ITS
- Assisting stacks management by shelf-reading and discharging materials to Cataloging and Bindery for servicing and conservation
- Assisting with library exhibitions and other departments

### **Transcriber**

Transcribing Revolutionary War documents

Roy Rosenzweig Center for History and New Media, Georgia Mason University, Fairfax, VA

May 2011-October 2012

### **Private Archivist**

January 2012-present

- Arranging and describing private collections
- Using archival practices to preserve collections
- Writing finding aids

### **Processing Archivist, Interim Collection Manager**

Archives of Appalachia, Johnson City, TN

September 2009-May 2011

- Wrote finding aids using Archon and trained others in its use
- Supervised student workers
- Processed large collections containing manuscripts, photographs, audio-visual materials and artifacts
- Interacted with donors, faculty, administrators, staff and researchers
- Maintained the Facebook page
- Selected books for Special Collections to complement archive collections
- Reference Archivist
- Managed collections, ordered supplies
- Assisted with the East Tennessee State University Centennial exhibit

### **Historian, Georgia Council of Teachers of English**

<http://www.gcte.net/>

January 2008-present

- Archiving GCTE records
- Writing articles for *Scribbles 'n Bits*, the GCTE newsletter

- Attending Executive Board meetings and NCTE Conferences
- Assisting with annual GCTE Conferences
- Serving on the Strategic Planning Committee

## **EDUCATION**

### **Masters of Liberal Studies, East Tennessee State University, 2011**

Specialization: Archival Studies

Society of Georgia Archivists Mentoring Program, 2010-2011

Panelist, Society of Tennessee Archivists, Murfreesboro, TN, 2010

Tennessee Associations and Museums Conference, Johnson City, TN, 2011

Presenter, Regional Graduate Liberal Studies Conference, UNC-Asheville, 2011

### **39 Graduate Hours, Ohio University, 1978-1979**

Areas of focus: International Relations, International Law, Defense Treaties, Tactical Nuclear Weapons

**Teaching Experience:** "U.S. in World Affairs," 1979

Founding member of Pi Sigma Alpha chapter

### **Bachelor of Arts in History and Political Science, West Georgia College, 1978**

Minor: German

Pi Gamma Mu, Golden Key

## **CERTIFICATIONS**

Academy of Certified Archivists, 2011

## **SCHOLARSHIPS AND AWARDS**

Larry Gulley Scholarship, Society of Georgia Archivists, 2011

## **CONTINUING EDUCATION**

- Northeast Document Conservation Center, Fundamentals of Digitization: Sustainable Digital Collections, 2011
- AASLH StEPs 2012 Winter Webinar Series.
- Copyright Law, 2013. Harvard University Law School Certificate.
- Creativity, Innovation and Change, Fall 2013, Pennsylvania State University Certificate with Distinction
- Creating a Makerspace Culture, Fall 2013, Certificate
- Reaching Your Digital Patrons, Winter 2014, Certificate
- Resources for College Libraries Webinar, July 2014
- LYRASIS Digitization Collaborative-Film, August 2014 Certificate
- NovelList PLUS Webinar, August 2014 Certificate
- Wayfinding the San Jose Way, September 2014

- Personal Digital Archiving: Train the Trainer Webinar, October 2014
- Ancestry Library Edition-Intro, October 2014 Certificate
- Ancestry Library Edition-Advanced, October 2014 Certificate
- Early English Books Online Tutorial, October 2014
- Early European Books Online Tutorial, October 2014
- Web of Science: Basic Search and Navigation Webinar, November 2014
- New Approaches to Existing Spaces Webinar, November 2014, Certificate
- Streamlining Library Workflows to Maximize Efficiency Webinar, November 2014
- ACLTS Culling Your Collection: The Fine Art of Weeding, Webinar, November 2014
- Reaching Students with PROQuest's Research Companion, Webinar, November 2014
- Guide to Reference Essentials, Webinar, November 2014
- Evidence-Based Collection Models: Not Your Average DDA, Webinar, December 2014, Certificate
- CopyTalk: Introducing the Statement of Best Practices in Fair Use for Collections with Orphan Works in Archives, Libraries and Other Memory Institutions, Webinar, December 2014
- Digging Deeper: An Introduction to Qualitative Assessment Techniques, Webinar, December 2014, Certificate
- Data, Assessment, and Participatory Design: Rethinking Information Literacy, Spaces, and Services in Two Academic Libraries, Webinar, December 2014, Certificate
- Data for ROI and Benchmarking Ebook Collections, Webinar, December 2014, Certificate

#### **PROFESSIONAL ACTIVITIES AND UNIVERSITY SERVICE**

- Public Services Committee, Ingram Library, 2014
- Library Organizational Committee, Ingram Library 2014
- Ingram Library Liaison with Auxiliary Services
- Judge, Georgia Young Authors, Georgia Department of Education, 2013 & 2014
- Thirteen Oaks Society
- Penelope Melson Society

#### **PUBLICATIONS**

Gerard, Patricia. "It's About Time: The Fading Literacy of Cursive Writing." *Connections*, 9, no. 1 (Fall 2014): 14-19.

#### **PUBLICATION IN DEVELOPMENT**

*A Treasure Map of Georgia: A Guide to Georgia Archives, Museums, Library Special Collections, and Historic Sites* Website (in development): [TreasureMapofGeorgia.com](http://TreasureMapofGeorgia.com)

#### **PROFESSIONAL MEMBERSHIPS**

- American Association of State and Local History
- American Library Association
- Georgia Council of Teachers of English, Historian & Archivist

- National Council of Teachers of English
- Society of American Archivists
  - College & University Archives Section
  - Reference, Access & Outreach Section
- Society of Georgia Archivists