

## **N. Douglas Anderson**

*Curriculum vitae*

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### ***Library Experience***

**Director of the Library** (Rank: Associate Professor), *Marietta College*, Marietta, Ohio. December 2005 to present. Responsibilities: provide leadership and vision in planning, developing, and maintaining the Libraries' mission and services; direct a staff of four professionals and seven paraprofessionals; lead in planning for a new library facility; manage the library's budget, including the development of academic departmental allocations, and negotiate contracts; lead the library's efforts in the development of its collections in print, audio-visual, and electronic media; participate in resource development efforts through the development of grant proposals and contacts with potential donors; organize and conduct searches for library position vacancies; participate in various college committees. Report to: Provost.

**Systems Officer** (Rank: Associate Professor), *University of Alabama Libraries*, Tuscaloosa, Ala. July 2003 to November 2005. Responsibilities: provide leadership and vision in planning, developing, and maintaining the technological infrastructure in support of the Libraries' mission and services; plan and oversee ILS and other MS-Windows and Unix servers to support the delivery of electronic products and services; provide direction to faculty, professional and support staff of the Systems Office; participate in various library and university committees. Report to: Dean of the Libraries.

**Director of the Library** (Rank: Associate Professor), *Presbyterian College*, Clinton, S.C. Aug. 1997 to June 2003. Responsibilities: direct a staff of five professionals and five paraprofessionals in the implementation of the library's mission; manage the library's budget, including the development of academic departmental allocations, and negotiate contracts; lead the library's efforts in the development of its collections in print, audio-visual, and electronic media; participate in resource development efforts through the development of grant proposals and contacts with potential donors; lead the team of library professionals in both short-term and long-range planning; develop program statement and lead in planning for a library expansion project; organize and conduct searches for library position vacancies; participate in various college committees. Report to: Vice President for Academic Affairs and Dean.

**Head of Automated Systems** (Rank: Assistant Librarian), *Furman University Library*, Greenville, S.C. Sept. 1995 to July 1997. Responsibilities: administer ALCUIN (the Furman Library's Automated Library Catalog & University Information Network), an INNOPAC-based integrated online library system, various Unix-based World-Wide Web servers, and departmental Windows NT-based servers for file and print service and CD-ROM access; oversee

the development of policies and procedures for the use of the ALCUIN databases for the storage of bibliographic, order, and holdings information; support reference, administrative, and technical micro-computing through selection, installation, training, and troubleshooting of PC hardware and software; oversee the establishment of a document delivery office operation with augmented services and supervise a department of two support staff; consult with cataloging department staff on complex cataloging and procedural questions as necessary; participate in library planning; provide reference service; advise students; participate in various college committees. Report to: Director of the Library.

**Head of Monographic Cataloging and Automated Systems** (Rank: Assistant Librarian), *Furman University Library*, Greenville, S.C. Aug. 1991 to Aug. 1995. Responsibilities: direct the development of plans for and the implementation of ALCUIN, an INNOPAC-based integrated online library system, including selection, ordering, and installation of computer hardware and peripherals, preparation of specifications for tape processing, management of database profiling, coordination of installation of electrical wiring and network cabling, development of a training program for library staff, and the completion of retrospective conversion process; oversee the development of policies and procedures for the use of the ALCUIN databases for the storage of bibliographic, order, and holdings information; design and implement a LAN server for use with staff and public-access microcomputers; support administrative and technical micro-computing through selection, installation, training, and troubleshooting of PC hardware and software; supervise a department of 1 professional and 2 support staff plus 2 temporary support staff; perform original cataloging and complex copy cataloging for monographs, music scores, sound recordings, and video recordings; participate in library planning; provide reference service; advise students; participate in various college committees. Report to: Assistant Director for Technical Services.

**Head of Monographic Cataloging and Materials Processing Supervisor** (Rank: Instructor Librarian), *Furman University Library*, Greenville, S.C. Aug. 1988 to Aug. 1991. Responsibilities: manage the cataloging and processing of all non-serial items; supervise a department of 2 support staff plus 1 temporary professional; perform original cataloging and complex copy cataloging for monographs, music scores, sound recordings, and video recordings; assist in developing plans for implementing an online catalog; participate in library planning; provide reference service; advise students; participate in various college committees. Report to: Assistant Director for Technical Services.

**Monographs and Special Projects Cataloger** (Rank: Instructor Librarian), *Furman University Library*, Greenville, S.C. Feb. 1988 to July 1988. Responsibilities: perform original cataloging and complex copy cataloging for monographs and music scores; provide reference service; participate in library planning. Report to: Head of Cataloging.

**Graduate Research Associate**, *Center for Experimental Activities in the Arts, School of Music, The Ohio State University*, Columbus, Ohio. September 1983 to December 1983 and September 1985 to June 1986. Duties: supervise the process of entering bibliographic materials related to research in music into the Center's Information Storage and Retrieval System; develop application software in Pascal on IBM 3081 for accessing bibliographic database; procure, evaluate, and abstract articles, and assign coordinate index terms for retrieval; supervise student employees. Report to: Professor and Director of the Center.

**Library Assistant (Temporary Appointment)**, *Education-Psychology Library, The Ohio State University*, Columbus, Ohio. April 1984 to August 1984. Duties: maintain closed reserve collection; assist with acquisition projects; supervise circulation desk workers. Report to: Circulation Manager.

**Clerk 2 (50% appointment)**, *Circulation Department, Main Library, The Ohio State University*, Columbus, Ohio. January 1980 to August 1980. Duties: assist patrons in locating materials via computerized search procedures; charge, discharge, and renew books; operate Library Control System computer terminals; negotiate with delinquent patrons for return of library materials and payment of fines; supervise student employees. Report to: Circulation Manager.

### ***Teaching Experience***

**Associate Professor of Music**, *Music Department, Presbyterian College*, Clinton, S.C. Aug. 1997 to June 2003. Responsibilities: teach courses in music theory and applied music (voice) for music majors and non-majors; prepare and present lectures and conduct individualized lessons; assign grades; participate in departmental planning. Courses taught: Applied Music—Voice; 16<sup>th</sup> Century Counterpoint; Advanced Analysis.

**Adjunct Instructor (Part Time)**, *Music Department, Furman University*, Greenville, S.C. Mar. 1991 to May 1997. Responsibilities: teach courses in music theory for music majors; prepare and present lectures; assign grades. Courses taught: Introduction to Musicology, Invention and Fugue, Advanced Harmony.

**Adjunct Instructor (Temporary Appointment)**, *Music Department, Sinclair Community College*, Dayton, Ohio. Sept. 1984 to June 1985. Responsibilities: teach courses in music theory and aural training for freshman and sophomore music majors and non-majors; prepare and present lectures; conduct laboratory sessions; assign grades; advise students; participate in various college committees. Courses taught: Introduction to Music; Introduction to Sight-Singing and Dictation; Music Theory I-VI; Sight-Singing and Dictation I-VI.

**Graduate Teaching Associate**, *Music Theory Division, School of Music, The Ohio State University*, Columbus, Ohio. September 1980 to June 1983. Duties: teach courses in music theory and aural training for freshman and sophomore music majors; prepare and present lectures; assign grades; participate in the development of course syllabi. Courses taught: Music Theory (freshman and sophomore levels); Aural Training (freshman level).

### ***Other Employment***

**Clerical Specialist, Laboratory**, *Student Health Center, The Ohio State University*, Columbus, Ohio. August 1986 to December 1988. Duties: interview and instruct patients; prepare paperwork for in-house and out-going tests; schedule appointments; gather and organize statistical data; revise manuals and instruction sheets; supervise student employees.

**Minister of Music**, *Lane Avenue Baptist Church*, Columbus, Ohio. August 1983 to September 1984. Responsibilities: rehearse and conduct the sanctuary choir, assist in planning and leading worship services; coordinate the graded choir program for children and youth.

**Graduate Administrative Associate, Office of Student Development**, *Department of Residence and Dining Halls, The Ohio State University*, Columbus, Ohio. August 1983 to September 1983. Duties: coordinate Early Arrival Housing project; establish operating procedures; collect and deposit receipts; supervise student employees in the maintenance of a 24-hour desk and security operation.

### ***Education***

**Ph.D. in Music Theory**, *The Ohio State University*, Columbus, Ohio, Sept. 1979-June 1984 and Sept. 1985-June 1986. Degree awarded June 1992. Dissertation: "Aspects of Early Major-Minor Tonality: Structural Characteristics of the Music of the Sixteenth and Seventeenth Centuries."

**M.L.S.**, *Kent State University (extension program)*, Columbus, Ohio, Sept. 1985-June 1987. Degree awarded Aug. 1987.

**M.Mus. in Music Theory**, *The University of Texas*, Austin, Tex., Sept. 1977-Aug. 1979. Degree awarded Dec. 1983. Thesis: "The Development of the Concept of 'Line' in the Writings of Heinrich Schenker."

**B.Mus. in Applied Music (Voice) magna cum laude**, *Ouachita Baptist University*, Arkadelphia, Ark., Sept. 1973-May 1977. Degree awarded May 1977.

### ***Continuing Professional Development***

*Encompass Training: Basic Encompass* (via WebEx, Nov. 12-13, 2003); *Customizing Encompass with XSL* (EndUser preconference workshop, Apr. 14, 2004); *Preparing for Loads in ENCompass 3.5* (EndUser preconference workshop, Apr. 14, 2004).

*Safeguarding Our Patrons' Privacy: What Every Librarian Needs to Know about the USA PATRIOT Act & Related Anti-Terrorism Measures*. Sponsored by ARL, ALA, and others. Videoconference, Dec. 2002.

*New Library Directors Mentoring Program*. Association of College and Research Libraries, College Libraries Section. New Orleans, La. Feb. 1998.

*Copyright in an Electronic World*. ASIS/Amigos, Dallas, Tex. Feb. 1996.

*Total Quality Management (TQM) in Libraries*. SOLINET, Atlanta, Ga. Feb. 1993.

*Unix Utilities and Commands, Ultrix System Management, and Ultrix Network Management*. Digital Equipment Corporation, Atlanta, Ga. and Landover, Md. Aug.-Dec. 1992.

*New Directions in UNIX and Networking*, SUN Microsystems, Greenville, S.C. June 1991.

*Books Format, Serials Format, Music Scores and Sound Recordings Format, Database Preparation, and Authority Control*. SOLINET, Atlanta, Ga. and Columbia, S.C. Apr. 1988-June 1988 and Nov. 1990.

*Music in an Online Environment*, Music Library Association, Cleveland, Ohio. February 1988.

### ***Presentations and Publications***

"Allocation of Costs for Electronic Products in Academic Library Consortia," *College and Research Libraries* 67, no. 2 (Mar. 2006): 123-135.

**Presenter**, "RSS Feeds for Recently Cataloged Materials." South-Central Voyager Users Group, Russellville, Ark. Oct. 22, 2005.

**Moderator**, "Sorry to Alarm you but the System is Gone: Business Continuity Planning (BCP)." EndUser, Endeavor Users Group, Chicago, Ill. Apr. 29, 2005.

**Moderator**, "Custom Access Reports for Cataloging." EndUser, Endeavor Users Group, Chicago, Ill. Apr. 16, 2004.

**Presenter**, "OCLC Users Council Update." South Carolina Solinet Users Group, Lexington, S.C., May 26, 1999.

**Presenter**, "Electronic Resources and Kudzu Consortia, or, How We Learned to Stop Worrying and Love the Internet." Piedmont Library Association, Greenville, S.C. April 17, 1997.

**Presenter and Panelist**, "The Palladian Alliance: A Satellite Videoconference Introducing the Electronic Library Initiative of the Associated Colleges of the South." Dallas, Tex., Sept. 19, 1996.

**Panelist**, "System and Local Printing in a Networked Environment." Innovative Users Group, Oakland, Calif., Apr. 24, 1995.

**Panelist**, "Load 'em Up, Move 'em Out: Loading and Maintaining Government Documents Records." Innovative Users Group, Columbus, Ohio, Apr. 11, 1994.

**Facilitator**, "Systems Enhancements Discussion." Innovative Users Group, Columbus, Ohio, Apr. 11, 1994.

**Presenter**, "Loading Marcive's SLS Records: A Systems Librarian's Perspective." Marcive Users Group (at ALA), Miami, Fla., June 26, 1994.

"Automatically Generated References in Minimal-Level Authority Records." *Information Technology and Libraries* 10 (Dec. 1991): 251-262.

**Panelist**, "Personal Computers in the SOLINET Library: Selection, Management, and Use." South Carolina SOLINET Users' Group, Columbia, S.C. June 1989.

### ***Grants***

**Enhancing Student Scholarship with Digital Media:** an LSTA Innovative Technology Mini-Grant Proposal. Submitted Oct. 26, 2007 to the State Library of Ohio.

**SOLINET Cooperative Preservation Microfilming Project 5.** Prepared by the Preservation Microfilm Service department of SOLINET for the National Endowment for the Humanities, 2000. (Presbyterian College Library was one of eleven institutions participating in this grant.)

**Establishment of an Archive for Presbyterian College.** Co-authored with Nancy Griffith. Submitted June 1998 to the South Carolina Department of Archives and History as part of its State Historical Records Advisory Board Re-grant Program. Approved Sept. 1998 for \$5,000.

**The Electronic Library: Creating an Infrastructure for Liberal Arts Colleges.** Co-authored with Richard Meyer, Trinity University; Tom Watson, University of the South; and Wayne Anderson, Associated Colleges of the South. Submitted July 24, 1995 to the Andrew W. Mellon Foundation. Approved Dec. 18, 1995. Amount \$1,200,000.

### ***Consulting***

**Online system contract negotiation,** University of the South, Sewanee, Tenn. Mar., June, 1997.

**Associated Colleges of the South project management.** Atlanta, Ga. Oct. 1997-Oct 1999.

### ***Institutional and Other Service***

**Alternate representative, OhioLINK Library Advisory Council,** Columbus, Ohio. Jan. 2008-present.

**Member, various Marietta College committees:** Merit Pay Committee (2007-2008), Provost Search Committee (2007), Graduate Council (2006-present), Curriculum Committee (2006-2007).

**Member, OhioLINK Private College Directors Group,** Columbus, Ohio. Dec. 2005-present.

**Member, East Central Colleges Library Directors Peer Group,** Ohio. June 2006-present.

**Member, Information Technology Committee (campus-wide)**, University of Alabama, Tuscaloosa, Ala. Sept. 2005-Nov. 2005.

**Chair, myBama (campus portal) Implementation Team**, University of Alabama Office of Information Technology, Tuscaloosa, Ala. Jan. 2005-Nov. 2005.

**Member, myBama Developers Group**, University of Alabama Office of Information Technology, Tuscaloosa, Ala. Aug. 2004-Nov. 2005.

**Member, numerous University of Alabama Libraries committees, task forces, and groups, 2003-2005:** Dean's Council (2003- 2005), Libraries Management Council (2003-2005), Web Site Committee (2003-2005), Digital Projects Advisory Committee (2004-2005), Publishers Bindings Online Grant Committee (2003-2005), Environmental Monitoring Working Group (2003-04), ALLIES (Alabama Universal Borrowing coordinating group) (2003-2005), Digital Media Lab Task Force (2003-04), CLIR Fellowship Committee and Search (2003-04), Cornerstone Working Group (2003-04), Transforming Libraries discussions (2003-04), Library Faculty Organization (2003-2005) , Library Faculty Organization Policies Committee (member, 2004-2005; chair, 2005).

**Chair, University Libraries Innovation Grants Review Committee**, University of Alabama Libraries, Tuscaloosa, Ala. Jan. 2004.

**Member, Search committees**, Media Services Librarian, Nov. 2003; Digital Media Specialist, Dec 2003, University of Alabama Libraries, Tuscaloosa, Ala.

**SOLINET delegate (alternate), OCLC Members Council**, Columbus, Ohio. Oct. 2001-May 2002; Oct. 2003-May 2004; May 2005.

**Co-Chair, Partnership Among South Carolina Academic Libraries (PASCAL)**, Columbia, S.C. May 2001-June 2002; **Member, Executive Committee**, July 2002-June 2003.

**Member, Library Directors Council of the South Carolina Independent Colleges and Universities**, Columbia, S.C. Sept. 1997-June 2003. **Chair-elect**, 1998-1999; **Chair**, 1999-2002; **Past-Chair**, 2002-2003.

**Member, Academic Affairs Council; Russell Program Committee**, Presbyterian College, Clinton, S.C. Sept. 1997-June 2003.

**Member, State-Wide ILS RFP Working Group**, Columbia, S.C. Oct. 2002-Dec. 2002.

**SOLINET delegate, OCLC Users Council**, Columbus, Ohio. Oct. 1998-May 2001.

**Member, DISCUS Technical Advisory Committee**, Columbia, S.C. Oct. 1998-Oct. 2000.

**Member, Focus group for *Survey of Non-Government Archives & Manuscript Repositories***. SC State Historical Records Advisory Board, Columbia, S.C. Nov. 1998.

**Member, ACS Electronic Library Project Implementation Committee**, Associated Colleges of the South, Atlanta, Ga. Dec. 1995-July 1997.

**Functional Expert, Systems Enhancements**, Innovative Users Group. Dec. 1993-Apr. 1994, May 1996-July 1997 .

**Member, World-Wide Web Committee**, Furman University, Greenville, S.C. Sept. 1994-July 1997 .

**Member, Administrative Computing Committee**, Furman University, Greenville, S.C. Sept. 1992-May 1993, Sept. 1994-July 1997 .

**Participant, SOLINET Virtual Libraries Forum**, Atlanta, Ga. Convened by Kate Nevins. Feb. and May 1996.

**Member, Greenville Freenet Organizing Committee; Chair, Technical Subcommittee**, Greenville, S.C. May 1994-Dec. 1995.

**Member, Director of Information Services Search Committee**, Furman University, Greenville, S.C. June 1994-Jan. 1995.

**Member, Academic Computing Committee**, Furman University, Greenville, S.C. Sept. 1992-May 1994.

**Member, Nominating Committee**, South Carolina SOLINET Users' Group. October 1989.