

# Sabrina N. Thomas

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## **Education**

Masters in History, Marshall University, Huntington West Virginia, (est. Spring 2010)

Master Library Science, University of Arizona, Tucson, Arizona, May 2006.

Bachelor of Science in History, with research emphasis, Kansas State University, Manhattan Kansas, December 2001.

## **Experience**

Marshall University Information Technology, One John Marshall Drive, Huntington, West Virginia 25755. (304)-696-3627

### Current Position

- Digital Learning Librarian/Assistant Librarian, May 2008-present. Report to the Director of Instructional Design Skills and Assessment.
- Developed modules, as part of a team effort, for new student seminar courses in BlackBoard. Created Captivate screen captures, wrote scripts and storyboards with colleagues.
- Provided in-depth library instruction to students as an embedded librarian in four classes. This role required curriculum collaboration with professors and colleagues.
- Taught numerous library orientation and tours to incoming freshmen.
- Received training for Wimba Pronto and Classroom academic chat and live video software.
- Trained three co-workers, who assumed my previous job duties, as instruction coordinator.

**Marshall University Libraries, Marshall University, Huntington, WV, Reference Department,  
August 2006-spring 2008, Instruction/Reference Librarian**

- Coordinate the library instruction/user education program for the Marshall University Libraries.
- Maintain statistics of library instruction sessions on a monthly and yearly basis.
- Teach library instruction sessions offered by the libraries user education program.
- Prepare handouts, subject guides, and instructional modules for library instruction sessions.
- Assist in developing and conducting workshops for MU faculty, staff, students, and community members on library instruction.
- Assist in the hiring, training, supervision, and scheduling of graduate and undergraduate student workers in the Reference Department.
- Participate in the Reference Desk rotation, assisting students and faculty with their reference needs.
- Assist library colleagues with new and ongoing information literacy initiatives, instruction modules, and digital content project.
- Serve on library and campus wide committees: University Functions, UNI/HON 101 Advisory Board, Digital Content Management Committee, Information Literacy Committee, COM Subcommittee for students with disabilities, and Drinko Art Acquisitions Committee.
- Participate actively in the scholarly community by attending all New Faculty Seminars and Teaching Excellence Lectures.
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**Center for Creative Photography, University of Arizona, Tucson, AZ, Registrar's Office,  
September 2004 – May 2006, Office of the Registration Assistant Internship**

- Organized, prepared and processed over 477 images of Walker Evans portfolio entitled 'African Negro Art.' Created the accession record, condition report and skeletal records for the portfolio plus all data entry into the collection catalog database (InMagic).
- Created and checked condition reports for both incoming and outgoing exhibitions.
- Disassembled and unpacked crates of exhibition artworks.
- Accessioned rare and antique books and completed full records and condition reports on each within each volume.
- Unpacked and compiled inventories for newly arrived art collections.
- Worked collaboratively with registration staff and students.
- Provided backup assistance as needed for projects and shipments.

**Center for Creative Photography, Research Center and Archives, June 2005 – May 2006, Archive Student Assistant**

- Verified and updated finding aids on various 20<sup>th</sup> century photographers, including Ansel Adams and the Center's internal archive collection.
- Created exhibition display of original Ansel Adams's stamp collection for public viewing.
- Assisted external researchers; monitored Research Center reading room.
- Completed the rehousing and re-boxing of numerous archival materials.
- Aided in the reorganization of shelved items.
- Arrangement and description of more than 31 linear feet of archive material including exhibition, book projects, and commercial work files.
- Conducted research to answer reference inquiries.
- Paged and refilled archival materials for researchers.
- Maintained accurate records of materials used by researchers.
- Preservation photocopying for over 69 linear feet of Ansel Adam's archive for the grant project entitled Save America's Treasures.

**Center for Creative Photography, Office of Rights and Reproduction, August 2005 – May 2006 Scanning Student Assistant Worker**

- Scanned several hundred artists' photographs and archive objects with Betterlight 4x5 Super 6K back.
- Applied imaging standards established by Center staff to obtain publication quality masters.
- Optimized image files using Adobe PhotoShop, including cropping, retouching and resizing for presentation and linking to the collection database.
- Assisted in the handling of works of art in preparation for scanning

**Riley County Historical Society, Manhattan, Kansas, January-May 2001, Internship**

- Assistant to Curator while handling and categorizing artifacts.
- Assistant to Archivist in preventive maintenance and restoration.
- Accumulation of an exhaustive research paper and project involving the Works Progress Administration and Civilian Conservation Corps organizations of the nineteen thirties and forties.
- Data entry of all card catalogue into new computer system.

## **Further Experience**

### **Tucson Cooperative Warehouse/ShopNatural January 2004 -October 2004, Customer Service Representative**

- Maintained client relations by utilizing diplomatic customer service skills.
- Resolved client challenges through detailed evaluation and final reconciliation.
- Prepared and processed incoming orders from both retail and buying clubs.
- Retrieved and updated client information quickly and efficiently.
- Resolved client credit and billing concerns exponentially.

### **Fred Pryor Seminars/CareerTrack Training, Division of Park University Enterprises Inc, March 2002- July 2003 Sales Support Specialist**

- Aided in the selling and facilitation of custom on-site adult educational seminars within the United States and Canada.
- Acted as primary liaison and maintained open lines of communication between inter-department staff, training consultants, outside vendors, and management staff.
- Critiqued and researched direct shipping vendor's invoices in order to assure accuracy.
- Developed and wrote an extensive sales support manual, detailing specific instructions on the operations of the on-site seminar department.

## **Professional Activities**

### **Courses Developed**

PLT 280-Public Library Marketing

### **Courses Taught**

PLT 235- Advanced Reference Skills

## **Presentations (2006-2008)**

*Digital Learning Team: Meeting Students on Their Turf* with Floyd Csir, at the West Virginia Library Association conference in White Sulphur Springs, WV, December 4, 2008.

*Web 2.0 Seminar for Teachers: Hands-on Session* with Floyd Csir, Christine Lewis, & Dr. Monica Brooks, Appalachian Association of Mathematics Teacher Educators Third Annual Conference, Huntington, WV, November 2, 2007

*Millennial's Work Right Out of the Box: Can Older Models Upgrade to Librarian 2.0*, with Dr. Monica Brooks, for the spring 2007 meeting of the Western Pennsylvania/West Virginia regional chapter of the Association of College and Research Libraries, La Roche College, Pittsburgh, PA, June 1, 2007.

*Upgrade Your Hard Drive to Librarian 2.0* with Dr. Monica Brooks, for the West Virginia Library Association (WVLA) fall conference, Morgantown, WV, October 1-2, 2007

*Digital Salsa: Spicing Up Library Instruction With Online Tutorials and Videos*, West Virginia Higher Education Technology Conference presentation with Floyd Csir, October 1, 2008.

## **Retention, Professional, & Faculty Development Participation**

*Admissions and Recruitment Open House and Orientation Events, 2008-09, exhibitor.*

*New Full-time & Adjunct Faculty Orientation, August 2007 and 2008 - presenter.*

*Admissions and Recruitment Open House, Undecided Majors Expo, and Orientation Events, 2007, exhibitor.*

*Information Literacy: Best Practices in Undergraduate Education, workshop, co-sponsored by ACRL and the TLT Group, December 2008*

## **Conference Participation**

- 2007 WVLA Conference: Strength Through Change
- Institute for Information Literacy Assessment of College and Research Literacy Immersion
- 2007 Teacher Track Program Spring 2007 meeting of the Western Pennsylvania/West Virginia regional chapter of the Association of College and Research Libraries
- 2007 Attended E-Portfolio Presentation by Academic Affairs
- 2008 Attended eHRAF database training
- 2007 Attended ACRL/TLT Group online seminar called "Information Literacy and Assessment"
- 2007 Attended ArtStor training
- Attended training titled "Teaching with Technology; Enhancing Your Effectiveness in the Classroom and Online"

## **Computer Skills**

- BlackBoard course instructional design experience
- Microsoft Office proficiency
- Wimba
- PB Wiki

## **University and Community Service**

- Multiple Sclerosis Walk, Kansas City Kansas 2008
- Technical Support, iSkills (Information and Communication Literacy) Assessment for students on August 29, October 6, and October 9-10, 2008
- Special Library Association Vice-President and Treasurer Fall 2005.
- American Library Association Program Manager Fall 2005.
- Presented paper entitled 'Preservation of Electronic Correspondence' at the First Annual SIRLS Graduate Student Symposium.
- Boys and Girls Club of America volunteer and advocate.

## **Professional Affiliations**

- Co-Chair Marshall University Libraries Marketing Committee 2007
- Chair of Drinko Core Instructors Committee
- Member COM Subcommittee on Students with Disabilities
- Member of Information Literacy Committee
- Member UNI Committee
- Member of Drinko Art Committee
- Member: American Library Association
- Member: Special Library Association
- Member: Society of American Archivists
- Member: Association of College and Research Libraries
- Member: West Virginia Library Association

## **Ad hoc University Committee or Task Force**

- Member of Assessment Day Ad hoc Committee 2007
- One Book Marshall Committee 2007