

TIMOTHY ALLEN BALCH

134 Drinko Library, Marshall University, Huntington WV 25755-2060
Voice: 304-696-2335 Fax: 304-696-5858 e-mail: balch@marshall.edu

EDUCATION

MASTER OF ARTS IN POLITICAL SCIENCE MAY 2000
Marshall University, Huntington, West Virginia

MASTER OF SCIENCE IN LIBRARY SCIENCE JUNE 1982
Baxter School of Information & Library Science, Case Western Reserve University, Cleveland, Ohio

BACHELOR OF ARTS (Psychology) MAY 1972
Trinity College, Hartford, Connecticut

54 hours of undergraduate courses in history, literature, business, sociology, natural science and law. February 1973-March 1977. *University of Tampa, University of Maryland-European Division, Embry Riddle University, Harford Community College*

PROFESSIONAL EXPERIENCE

REFERENCE SERVICES LIBRARIAN NOVEMBER 1998–PRESENT
John Deaver Drinko Library, Marshall University, Huntington, West Virginia

Provide information to patrons using a variety of print and non-print resources. Coordinate the development of the general and legal reference collections, and the continuing education program for reference staff. Train and supervise student and graduate assistants at the reference desk. Participate in user education activities and act as liaison to academic departments. Serve as the assistive technology coordinator for the library; serve on library and university committees. Edit the library newsletter.

HEAD OF PUBLIC SERVICES/HEAD OF REFERENCE MAY 1990–OCTOBER 1998
James E. Morrow Library, Marshall University, Huntington, West Virginia

Lead the Public Services division in providing services to patrons. Supervised librarians in Reference, Collection Access, Government Documents, User Education, Electronic Services, and Interlibrary Loan. Served on the Library Director's Council. Worked at the Reference Desk; and participated in user education and collection development activities.

ADJUNCT INSTRUCTOR (PART TIME) 1990–1997
Marshall University, Huntington, West Virginia

Taught "Reference & Bibliography" course each fall semester for the school media specialist certification program. Taught sessions of "Introduction to the Library" (one credit hour), 1990, 1991, 1995.

ASSISTANT SOCIAL SCIENCE LIBRARIAN 1984–86, 1989–90

ASSISTANT REFERENCE LIBRARIAN (AUTOMATED PUBLIC ACCESS SYSTEM) 1986-1989

ASSISTANT REFERENCE LIBRARIAN (INTERLIBRARY LOANS) 1982-1984

Edmon Low Library, Oklahoma State University, Stillwater, Oklahoma

Provided reference and user education service in the General Reference and Social Science Divisions, including collection development and departmental liaison. Worked on the development of an automated public access system. Supervised staff and students in an active interlibrary loan department.

OTHER WORK EXPERIENCE

- EVENING CIRCULATION SUPERVISOR, SEARS LIBRARY 1981-1982
University Libraries, Case Western Reserve University, Cleveland, Ohio
Supervised operation of Circulation Department (one full-time and 2.25 FTE students). Provided reference service in business, science, and technology when librarians were not available.
- ADMINISTRATIVE SECRETARY, SEARS LIBRARY 1979-1981
University Libraries, Case Western Reserve University, Cleveland, Ohio
Managed office of the Sears Head Librarian, including preparation of correspondence and reports, financial records and accounts, and liaison with campus office.
- SENIOR LIBRARY ASSISTANT/VERIFIER, ACQUISITIONS, FREIBERGER LIBRARY 1977-1979
University Libraries, Case Western Reserve University, Cleveland, Ohio
Performed pre-order searching and verification of bibliographic information, typed purchase orders, and processed gift books.
- LEGAL SERVICES SPECIALIST, UNITED STATES AIR FORCE 1974-1977
Performed paralegal duties at the base level in claims adjustment, military justice, and legal assistance.
- ADMINISTRATIVE SERVICES SPECIALIST, UNITED STATES AIR FORCE 1972-1974
Performed clerical duties in the base personnel division.

PRESENTATIONS AND CREATIVE PRODUCTIONS

- “Gold or Garbage?: Evaluating Resources on the Internet” at Almost Heaven III Conference, MUGC, April 2002
- “Legal Resources on the Web”, WV Library Association Spring Fling, April 2001; also presented to library staff
- “The Seven Habits of Highly Effective Reference Supervisors”, to library staff, March 1998
- Co-presenter of session on planning the Drinko Library, WVNet Users Conference, 1996
- “What are They Doing in My Card Catalog?: a Study of Patrons Searching Behavior”, poster session co-presented at ALA Annual Conference, 1988, based on surveys planned and conducted in 1987.
- Created web pages on Presidential Impeachment and Censure (1999, 2000), Subject Guides for Political Science, Children’s Literature, and Psychology (2002), Federal and State Government Documents (2001), and “Libraries, Collections, and Services” (2001)
- Prepared five print pathfinders on finding biographical information (1999)
- Staff training sessions on the Reference Interview and various reference resources, 2000-2001
- Storyboarded and did the voice-over for a short promotional videotape for the West Virginia Digital Library, 2000-2001
- Editor for “Herd at the Library” external newsletter, Fall 2001-present

SELECTED MEETINGS AND CONTINUING EDUCATION

- VTLS Eastern Regional Users Meeting: April 1991, 1992, 1995, 1997
- VTLS Director’s Conference, October 1995
- Joint LITA/LAMA National Conference, October 1996
- ALA Annual Conferences: 1984, 1988, 1989, 1991, 1997, 1998
- West Virginia Library Association Annual Conferences: 1990, 1991, 1994
- Oklahoma Library Association Annual Conference, 1983-1988

Oklahoma Chapter, Association of College & Research Libraries Annual Conference/Workshop, 1985-1987
“Copyright and the Campus” seminar, MU, February 2002
“Launching Effective E-Reference Services”, University of Pittsburgh, August 2001
ALA Satellite teleconference on UCITA, December 2000
Grants Workshop (10 session course), Spring 1991
Screen Design Institute, ALA/LITA pre-conference, 1988
“Expert Systems” Workshop, AMIGSO Bibliographic Council, September 1987
Microsoft Office Workshop (Fred Pryor Seminars), 1997
CBT courses on MS Outlook, Word, Excel, Access97, Netscape Communicator Composer, and Internet Explorer

PROFESSIONAL AFFILIATIONS

American Library Association
 Association of College and Research Libraries
 Reference and User Services Association
 Library Administration and Management Association
West Virginia Library Association
 College and University Section
 Library Automation Roundtable
 West Virginia Library Association Long Range Planning Committee, 2001-2002
Southeastern Libraries Association
Oklahoma Library Association (1982-1990)
 College and University Division
 Reference Roundtable
 Automation Roundtable
 Government Documents Roundtable
 Junior Members Roundtable
 Physical Arrangements Taskforce of Local Arrangements Committee, 1985 Conference
Oklahoma Chapter, ACRL (1982-1989)
 Board of Directors (1985-1986)
Pi Sigma Alpha [Political Science honorary society] (1992-present)

UNIVERSITY SERVICE

Marshall University

Academic Planning Committee of the Faculty Senate (2001-2005)
University Functions Committee of the Faculty Senate (1997-2001)
Faculty Development Committee of the Faculty Senate (1991-1997)
Faculty Senate Library Committee [ex-officio] (1990-1998)
Academic Computer Usage TQM Team (1992-1999)
Library/Information Center Planning Program Committee (1995-1998)
 Drinko Furniture/Décor Committee
 Drinko Equipment Team – Convenor of Patron Pads and Wireless Network Group
 Drinko Signage Committee
Building Committee (1992-1994)
Search Committee for IT Information Services Manager position, 2001

Oklahoma State University

Student Conduct Committee (1988-1990)
Traffic Appeals Board (1985-1988; Chair 1987-1988)

LIBRARY SERVICE

Marshall University

Library Management Group / Library Director's Council / Director's Advisory Group (1990-1997)
Joint Library /Computer Center Management Group (1997-1998)
Library Faculty Organization Chair (1999-2001)
Library Faculty Review Committee (1999-2000, 2002-2003)
Library Design Committee (1990-1998)
Morrow Library Storage Task Force (1997-1998)
Library Strategic Planning Committee (1991-1992)
Library Technology Committee
Circulation Policies Group
VTLS92 Implementation Task Force
Various librarian search committees
 Government Documents 1994-1995
 Health Science Librarian 1994-1995

Oklahoma State University

Library Faculty
 Continuing Education Committee, (1987-1990; Chair, 1987-1988)
 Secretary/Treasurer (1983-1984),
 Chair-Elect (1985-1986), Chair (1986-1987)
Edmon Low Library Staff Association, Vice Chairperson (1989-1990)
Committee on Library Automation (1986-1990)
Library Orientation and Instruction Interest Group (1982-1990)
Online Searchers Group (1982-1990; Chair, (1985-1987)
Committee on Computer Software for Patron Use (1986-1987)
Serials Cataloging Taskforce (1984-1986)
Space Committee (1984-1986)
Eight search committees for professional positions

COMMUNITY SERVICE

Campus Christian Center Board of Directors (1996-present)
 Secretary (1997-1998); Chair (1998-present)
St. John's Episcopal Church:, Huntington WV
 member and Secretary of the Vestry (1996-1999); Lay Reader and Chalice Bearer; Director of Acolytes
Reading Merit Badge Counselor, Tri-State Council, Boy Scouts of America (1999-present)
Referee, Huntington YMCA recreational soccer league
Friends of the Cabell County Public Library member
St. Andrew's Episcopal Church, Stillwater OK (1986-1990)
 Lay Reader and Chalice Bearer; Director of Acolytes; Children's Library Board