

Dossier for Promotion and Continuing Contract

JOHN J. BURKE

Position Title: Director, Regional Campus Library
Rank: Assistant Librarian (LARPS, July 2003)
Location: Gardner-Harvey Library, Miami University Middletown
Date of Hire: 9/1/02

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This dossier and all supplementary materials are available online at
<http://www.users.muohio.edu/burkejj/dossier/>

Curriculum Vitae

Education

Master of Science in Library Science (1993)

Library Science

The University of Tennessee, Knoxville, TN

Bachelor of Arts (with honor) (1991)

History

Michigan State University, East Lansing, MI

Professional Positions

Director – July 2006 to present

Interim Director – July 2005 to June 2006

Assistant Director – September 2002 to June 2005

Gardner-Harvey Library, Miami University Middletown, Middletown, OH

Systems/Public Services Librarian – June 1997 to August 2002

University of Cincinnati – Raymond Walters College Library, Blue Ash, OH

Program Director – July 2001 to August 2002

Program Advisor – June 2000 to July 2001

Instructor – September 1999 to August 2002

Library Technology Program, Library/Media Department, University of Cincinnati – Raymond Walters College, Blue Ash, OH

Electronic Resources Librarian – April 1997 to June 1997

Reference Librarian – August 1993 to April 1997

Ruth Ann Musick Library, Fairmont State College, Fairmont, WV

Awards and Honors

Award of Appreciation (2005)

Support Staff Interest Group, Academic Library Association of Ohio

Faculty Summer Institute for Information Technology Grant (2000)

University of Cincinnati

Faculty Development Grant (1996)

Fairmont State College Foundation

Phi Alpha Theta (1990)

International History Honor Society, Alpha Phi Chapter, Michigan State University

Personal Statement

I am privileged to have worked as an academic librarian for 15 years, the last six of them at Miami University. My library career has challenged and shaped me in many ways. To provide some context for my current position, I comment below on some of its key aspects. These aspects continue to motivate me to grow and to innovate as a librarian.

Librarianship is very much a service profession, and a central part of my work is its focus on helping students, faculty, and staff find, understand, and use information. This takes many forms, from formal instructional opportunities, to email exchanges, to moments spent working with an individual student to find three more articles for a paper. The focus on service always reminds me of one of Shiyali Ramamrita Ranganathan's "five laws of library science" that he articulated in 1931: "Save the time of the reader." This seemingly simple expression grows complex in its application: How can I best save the time of the reader? A well-designed library web site? A tip to a faculty member on searching for scholarly articles? A timely display of materials in the library? An instruction session that saves students time with research? All of these options (and more) are available, and I am driven to better implement them and to better anticipate new needs on a daily basis.

Information technology is an essential part of library work and I am drawn to understand its uses and experiment with its application. That experimentation, I hope, will lead to improvements in library service – whether in creating new tools, passing along my own understanding in training other staff members, or gaining familiarity to answer new questions that our patrons pose. Even in my relatively short career I have witnessed extreme changes in library work. My time as an undergraduate library student assistant began with me shelving cards in the subject catalog and ended with me helping staff remove the card catalog cabinets to make room for online catalog terminals. Technological change (much more has happened since 1991) intrigues me and compels me to keep learning and keep applying new technologies.

My appointment as library director has helped me discover that leading a library staff and managing a library are just as challenging and satisfying as serving others and technology. I am compelled to provide my staff with the tools they need to accomplish our service mission and to cast a vision that will carry us all toward more effective and meaningful work with our campus community.

One last aspect I must mention is the nature of work at a regional campus library: We wear many hats. The diversity of tasks leads to a diversity of skills that each member of the staff must learn. I love the variety while at the same time recognizing the challenge this brings. It is an environment that has shaped my abilities and given me opportunities I would not have in a larger library setting. I am a jack of all trades, and may yet become a master of some in time.

I am looking forward to the new challenges and responsibilities that I am sure to encounter in the coming years. Librarianship is never a settled proposition, and I like it that way.

Part I: Performance of Primary Professional Responsibilities

Management Effectiveness

I am responsible for the leadership and management of the Gardner-Harvey Library on the Middletown campus. This involves supervision of the staff, management of the operations and acquisitions budgets, and the creation and fulfillment of a vision of library service with input from my staff and our constituent groups on the campus. I am engaged in fulfilling the information needs of our campus and supporting my staff as they endeavor toward the same goal.

My accomplishments in this category are organized into the categories of supervising staff members, managing library renovations, major changes to library workflows, and regularly meeting with library staff and with my supervisor.

Supervising staff

- Hired Sarah Frye as our new Public Services Librarian. Sought the agreement of the Middletown Campus Dean to convert an existing classified staff position (opened by retirement in August 2007) into an unclassified staff position. Created a position description, communicated with Academic Personnel staff, advised the search committee, interviewed candidates, and made my recommendation to the Associate Dean for Academic Affairs (November 2007 to April 2008).
- Hired a permanent Assistant Library Director (Beth Tumbleson) who started on July 1, 2007. Created a position description, communicated with Academic Personnel staff, advised the search committee, interviewed candidates, and made my recommendation to the Associate Dean for Academic Affairs (February to May 2007).
- As director, supervise and evaluate four classified staff members and one unclassified librarian (July 2006 to present - this number was reduced by one classified staff member in September 2007 and by an additional classified staff member in January 2008; then a part-time classified staff member was added in January 2008 and an unclassified staff member in July 2008).
- As interim library director, supervised and evaluated four classified staff members and (starting in September 2005) one unclassified staff member (July 2005 to June 2006).
- As interim library director, coordinated the hiring of a visiting assistant librarian to serve as acting assistant director. I selected members of the search committee and served on the committee, created a position description, communicated with Academic Personnel staff, reviewed application materials, interviewed candidates, and made my recommendation to the Associate Dean for Academic Affairs (June 2005 to September 2005).
- As assistant library director, I supervised four classified staff members in cooperation with the director (September 2002 to June 2005).
- As assistant library director and interim library director, I prepared a weekly front desk schedule for library staff members (September 2002 to September 2005).
- Hire student assistants and conduct part of their general orientations (2002 to December 2005).

- As assistant library director, I contributed to director's evaluation of library staff members (July 2003 to June 2005).

Managing library renovations

- Currently coordinating the renovation of the library's former faculty/staff lounge into a group project/group viewing/small instructional room (Spring Semester 2008 to the present).
- Coordinated the selection, purchase, and installation of furniture to establish a group use computer area in the library (May to November 2007). The area allows groups of individuals to gather around one computer workstation for collaborative efforts.
- Worked with the Middletown Physical Facilities Director and the University Fire Marshal to reopen the library's rear terrace entrance for patron use (August to October 2007).
- Worked with Middletown campus Physical Facilities and Technology Services staff to turn the library's classroom into a computer lab to enhance library instruction activities and to provide more public workstations to patrons (September to November 2006).
- Consulted with Middletown campus Physical Facilities director and MU interior designer to complete the renovation of the library reference area and the group study area (August 2006 to March 2007).
- Coordinated library services during an extensive HVAC renovation project which involved the movement of our library staff work area and our patron service point into two distant, temporary locations. Solved a host of logistical issues, stayed in regular contact with project managers, and kept library staff, campus administrators, and the campus community apprised of developments (April 2006 to August 2006).
- Participated in discussions with the Middletown Space Committee and project engineers regarding library renovations and space reallocations (2004 to September 2006).

Changes to library workflows

- Coordinated a new arrangement for the cataloging and processing of our materials by the King Library Technical Services Department (December 2007 to present). Communicated with King Library staff to set up procedures for the creation of new records and the transportation of items to the Gardner-Harvey Library. This was made necessary by the retirement of our cataloger in January 2008 and the existing campus hiring freeze that kept us from replacing that position.
- Set up an approval plan and arranged materials handling by a new book distributor (Yankee Book Peddler) who will handle the majority of our acquisitions (November 2007 to present).

Regularly meet with staff and keep them apprised of developments

- Hold monthly staff meetings and regularly communicate with staff on new procedures and services and other campus, university, and library developments (July 2005 to present).
- Held regular meetings with the library staff (in addition to full staff meetings called by the director) to create library procedures and discuss student assistant responsibilities (September 2002 to June 2005).

- Keep library staff members aware of upcoming continuing education events and work with individuals to rearrange schedules to enable them to attend (2002 to present).
- Regularly email library staff about new resources, changes in operations, or other information in order to maintain current awareness (2002 to present).

Regularly meet with supervisor

- Meet monthly with the Middletown Associate Dean for Academic Affairs to apprise him of library developments and needs (August 2005 to present).

Reference and Related Public Services

I directly provide research consultation services and answer informational queries for students, faculty, staff, and community users at our library's front desk. All of the members of our staff (classified and unclassified) work at our front desk, and I also play a role in providing training, procedures, and policies to assist them in their efforts.

- Instituted instant messaging (IM) reference service for the Gardner-Harvey Library, installing needed software and training staff to operate in the IM environment (March 2006). This has allowed us to connect with students through this popular communications medium.
- Regularly work six or more hours per week at the Library's front desk (combined circulation and reference desks) (January 2006 to present – with increased hours during staff absences and following retirements during the 2007-2008 academic year).
- Serve as the email reference service contact for the Gardner-Harvey Library (2004 to present), answering emailed questions from students, faculty, staff, and the community.
- Regularly worked 13 or more hours per week at the Library's front desk (combined circulation and reference desks) (2002 to December 2005).
- Routinely assist individual students, faculty members, and library staff members with research needs on an ad-hoc basis (2002 to present).

Circulation and Access Services

Our library front desk offers both reference services (as noted above) and also circulation services (checking materials in and out, aiding patrons in locating and requesting items from other Miami and OhioLINK libraries, taking payment for library fines, and assisting faculty and students with items placed on library reserve for classes). Aside from these daily duties associated with circulation on the desk, I assist our library staff members and student assistants by answering advanced policy and procedural questions, communicating with circulation staff at other Miami University libraries, and interacting with staff from our campus business office and the Bursar's Office. I also serve as a backup in the absence of other staff members who have responsibility for circulation and reserves management.

Instruction Services

At the Gardner-Harvey Library, all instructional sessions for Miami University courses, faculty and staff groups on campus, and off-campus groups (high school enrichment programs, etc.) are conducted by my assistant library director or me. We each normally present about half of

the sessions during the course of an academic year. Sessions range from 50-90 minutes and require consultation with the instructor, consideration of the best resources and information fluency concepts to teach, and the preparation of handouts or other materials.

- In 2008 (through August 1), I conducted 16 library instruction sessions for courses in 6 different departments as well as a local high school group and two Miami University faculty learning communities (a total of 185 students).
- In 2007, I conducted 31 library instruction sessions for courses in 10 different departments as well as one local high school group (a total of 452 students).
- Conducted student and faculty evaluations of one library instruction session in keeping with the Teaching Evaluation Plan (Fall Semester 2007).
- In 2006, I conducted 25 library instruction sessions for courses in 8 different departments as well as three groups from two local high schools and one group drawn from a campus-wide audience (a total of 379 students).
- Conducted student and faculty evaluations of four library instruction sessions in keeping with the Teaching Evaluation Plan (Fall Semester 2006).
- Arranged for two colleagues to provide peer review for two of my library instruction sessions in keeping with the Teaching Evaluation Plan (Fall Semester 2006).
- In 2005, I conducted 29 library instruction sessions for courses in 10 different departments as well as four groups from two local high schools and one group from an administrative department (a total of 430 students).
- In 2004, I conducted 23 library instruction sessions for courses in 7 different departments as well as three groups from a local high school (a total of 326 students).
- In 2003, I conducted 34 library instruction sessions for courses in 11 different departments as well as groups from two local high schools (a total of 422 students).
- Worked with the director to revise instruction handouts and assignments for EDL 110 and EDT 110 courses (2003).
- Independently create and revise exercises and handouts for instruction sessions (2002 to present).

Collection Management

I am charged with creating a useful collection of books, periodicals, and audiovisual materials for the students, faculty, and staff on our campus. This involves active ordering of materials for the collection, an awareness of review tools, and careful assessment of the collection. In addition to my own ordering, I coordinate the efforts of thirty faculty and staff selectors to buy materials, thus improving the collection through their combined expertise.

- Coordinated two collection assessment projects of (1) juvenile materials and (2) our educational DVD/video collection (the Middletown Instructional Materials Center (IMC)). Set criteria for assessing materials and reviewed individual items in cooperation with the Assistant Library Director (April-July 2008).
- Currently working to provide newly published book information to selectors from Yankee Book Peddler (our new book distributor) (December 2007 to present).

- Transitioned from paper Choice cards to the Choice Reviews Online service, training faculty selectors in its use, and managing the exchange or addition of new selectors to the service (January 2006 to February 2008).
- Conducted a collection assessment project of nursing materials with the cooperation of other library staff and departmental faculty to support the Nursing Department's National League for Nursing re-accreditation visit (2006).
- Analyzed business materials in preparation for a BTE faculty member's review of the collection that resulted in the removal of many outdated materials (September-October 2006).
- Conducted analysis of CIT Department's library holdings in preparation for weeding/development project (November 2006).
- Responsible for distributing a \$90,000 materials budget to purchase books and audiovisual items among thirty faculty selectors and encouraging their use of it (July 2005 to present).
- Regularly email faculty selectors to make them aware of upcoming changes and to seek their feedback (September 2005 to present).
- Regularly review the library's periodical subscriptions and suggest additions or deletions (July 2005 to present).
- Responsible for managing the library's reference collection, developing it with a \$14,000 annual budget and regularly weeding it (September 2002 to September 2005).
- Conducted collection assessment project in the Instructional Material Center collection of books, DVDs, and videos with the cooperation of other library staff (2004).
- Conducted collection assessment projects in the American history and computer science areas of the collection with the cooperation of other library staff (2003).
- Routinely communicate with reference materials vendors (2002 to present).

Liaison and Outreach

Many of my activities have an element of "liaison and outreach" to them: my goal is to participate on campus and within the University in any capacity that gives me the chance to educate people about the library and its services. The items listed below are some of the regular ways I reach out to our campus to inform and interest them in our services.

- Organized a table for the library at the Middletown campus MU Benefits Fair, arranging for staff coverage of the table and gathering giveaways for attendees (October 25, 2006, and October 11, 2007).
- Appeared on TV Middletown's "Hawk Talk" with host Dr. James Ewers to discuss the Gardner-Harvey Library's services to the Middletown community (April 2006).
- Regularly email and post blog announcements of new library services and events (2005 to present).
- Created a library blog (<http://ghlibrarynews.blogspot.com>) to publicize library events and developments (Summer Semester 2005).
- Regularly email campus faculty on new developments in library resources or services (2002 to present).
- Presented at the 2003-2004 EDL 110 instructor orientation to stress the importance of library instruction during the course (May 6, 2003).

Electronic Information Services

The provision of library services requires a careful understanding and ever-growing level of skill with information technology. I serve as the web site designer and maintainer for the Gardner-Harvey Library. I also stay up to date on technology developments with library databases and other resources (Blackboard, blogs, wikis, RSS feeds, IM, etc.) to help our own technological developments and to better advise our patrons.

- Created selected resources lists on diversity and immigration to support the work of the Middletown campus Diversity Advisory Council. Worked with a library staff group to select materials for the diversity list. Then, with assistance from a library staff member and a student assistant, built web pages for each list and linked each individual item to its record in the Miami University catalog (so that it could be easily requested) and to Amazon.com (to provide quick review information) (Fall Semester 2007 and Spring Semester 2008).
- Added an online reserve request form to the Library web site for faculty use (August 2006).
- Maintain and develop the Gardner-Harvey Library web site, adding new electronic resources and finding new ways to market our services (2003 to present).
- Regularly serve as a resource for students, faculty, and staff on information technology questions regarding library software and hardware as well as general campus and university networked applications. Routinely troubleshoot and resolve library technology problems (2002 to present).
- Redesigned the Gardner-Harvey Library web site at <http://www.mid.muohio.edu/library>, readying it for widespread use by the Middletown campus (2003).

Part II: Service to Miami University Libraries, the University, the Profession of Academic Librarianship, or the Community

Miami University Libraries

The following accomplishments are drawn from my work with library staff on the Oxford and Hamilton campuses as well as significant projects at Middletown outside of my normal job responsibilities.

- Organized and co-sponsored (with the Middletown Campus Bookstore) a reading of ENG associate professor Eric Melbye's novel Tru in the library in April 2008. The reading and discussion event with the author followed a discussion of the novel by the Miami University Middletown Book Discussion Group in March.
- Conducted peer evaluation of two library instruction sessions for the Director of the Rentschler Library in Hamilton (Spring Semester, 2008).
- Organized a tour of Oxford campus libraries for the two new assistant library directors of the regional campus libraries (October 2007).
- Regularly communicate and meet with the Director of the Rentschler Library in Hamilton to discuss regional campus library issues (January 2006 to present). The growing collaboration and coordination of our two campuses has made this a much needed arrangement.
- Created the Textbooks on Reserve project (with input from campus faculty, staff, and students) to purchase and place on reserve copies of textbooks for Miami Plan and other introductory courses. More information is available at <http://www.mid.muohio.edu/library/textbooks.cfm> (Summer and Fall Semesters, 2006). My work on this project has continued for each semester beyond Fall 2006, mainly involving reviewing the current books on reserve, changing altered editions, and keeping a web list of the books updated. The most recent development has been a donation of \$4,000 from a member of the Middletown community to sustain and build the number of textbooks in the collection. That work will take place during the Summer and Fall Semesters of 2008.
- Collaborated with the Director of the Rentschler Library in Hamilton to offer a workshop/luncheon/tour for both libraries' staff on the Hamilton campus. I arranged for a speaker for the workshop and then assisted my fellow director in organizing the other activities for the day-long event. The event was part of the Gardner-Harvey Library's Staff Unit Development Fund plan (June 9, 2006). Staff Unit Development Funds were given to each administrative department on the Middletown campus in FY06 to support group-oriented staff development efforts. The following two bullet points describe the other activities we completed using the funds. Overall, this was wonderful timing for the Gardner-Harvey Library staff, since we were operating from cramped quarters during the renovation of the library at this time.
- Coordinated a library staff book discussion of The Fred Factor to examine and improve customer service activities. The activity was part of the library's Staff Unit Development Fund plan (June-July 2006). Once staff members decided on a book to read and discuss, I procured copies of it, arranged meeting space, and helped lead discussions.

- Organized tours of OCLC headquarters and the Ohio State University main library for Gardner-Harvey Library staff members as part of the library's Staff Unit Development Fund plan (June 30, 2006). I contacted the two organizations and arranged for the tours
- Regularly attend and represent the Gardner-Harvey Library at bimonthly meetings of the Miami University Libraries' Library Advisory Committee (January 2005 to present).
- Coordinated the transition from free printing to a pay for print system in the library, involving the creation of new staff procedures and patron instructional documentation, and the replacement of existing library printers (Summer and Fall Semesters 2005).
- Coordinated the movement of campus archival materials from the library's lower level to the main floor to accommodate renovations (Fall Semester 2005). I located temporary space on the main floor and then identified the items that needed to be moved. I then organized and assisted several of our student assistants in moving the items.
- Assisted a library staff member in the transition from OCLC's Passport ILL interface to the OCLC FirstSearch ILL interface (Spring and Summer Semesters 2005). This was a major change in the software interface that we use to borrow materials from libraries beyond Miami and OhioLINK. My assistance involved attending a training workshop in Columbus and working with our staff member to transfer operations from the old interface to the new one.
- Presented, with Gayle Shidler, a Millennium Circulation workshop for Miami University Libraries' circulation supervisors on May 11, 2004. This was a chance for Gayle and me to share our knowledge of the then new circulation software with other frontline library staff from throughout the University. I prepared a PowerPoint presentation and collaborated with Gayle on handouts.
- Assisted a library staff member with the installation and use of CLIO interlibrary loan software during 2004 and 2005. This involved a variety of meetings with library staff from all Miami University campuses and much interaction with King Library and Middletown campus Technology Services staff.
- Assisted with the development of a satellite Library Information Center for Johnston Hall. Trained students, tested equipment (two laptops, the campus wireless network, and a printer), and designed/arranged for signage (Spring, Summer, and Fall Semesters 2003).
- Assisted in the improvement of the Library's group study area and the movement of the Library storage area. Helped move stored items from old storage area to the new one (Summer Semester 2003).
- Visited nine local high school libraries with the director to increase awareness of our community borrower card, free Internet resources collected by Miami University Libraries, and our willingness to schedule instruction sessions for high school classes. Also laid the groundwork for future collaboration (Fall Semester 2003).
- Assisted the director in the selection, purchase, and implementation of a new library security system (Summer and Fall Semesters 2003).
- Coordinated the Library's participation in the LibQUAL+ survey. Procured and analyzed campus statistical data prior to the survey, collaborated with library staff at the Hamilton and Oxford campuses to provide University-wide publicity, marketed the survey to Middletown students, faculty, and staff, and assisted the director in analyzing survey results

and presenting this analysis to the Middletown Executive Director (Spring, Summer, and Fall Semesters 2003).

- Coordinated the movement of approximately 3,000 record albums from storage at Gardner-Harvey to the collection at SWORD. Involved personal efforts including assessing of the items, modifying bibliographic and item records, training students, and physically gathering and boxing the items for transport to SWORD. Organized a team of library staff and student assistants to accomplish the task (Summer 2003).

The University

The following accomplishments represent ways that I have served the Middletown campus and the University at large through my service on committees and with campus and university organizations, my work on search committees, presentations that I made as part of my membership of committees and organizations, and credit courses taught on the Middletown campus.

Committee service

- Selected to be a member of the Leadership Collaborative of the Middletown campus Center for Teaching and Learning (two-year term; May 2008 to present).
- Appointed to one-year term as Middletown representative to the Miami University Unclassified Personnel Advisory Committee (UPAC) (September 2007 to May 2008).
- Worked with Ellenmarie Wahlrab (ENG) and Brad Farr (Middletown Technology Services) to create and distribute a “Technology Fluency Assessment Questionnaire” (TFAQ) to 571 students in 37 sections of ENG 007, 111, and 112 during Fall Semester 2007. Analysis of the TFAQ is underway (July 2007 to present).
- Served on Miami University Middletown Online Course Strategic Planning Committee to review course development opportunities and present a plan to the campus dean (June 2006 to July 2006).
- Convener of monthly meetings of the Miami University Middletown Book Discussion Group (January 2006 to present).
- Member of the Miami University Middletown Unclassified Staff Council (October 2005 to June 2006).
- Regularly attend Middletown Campus Administrative Advisory Council meetings (September 2004 to present).
- Member of a Miami University Middletown learning community (“Beyond Point and Click: Taking Web-Based Pedagogy to a New Level”) established through an Ohio Learning Network grant. The community examined and created instructional technology learning objects to model and assist the addition of such technologies to campus courses (May 2004 to June 2005).
- Member of the Miami University Middletown Teaching and Learning with Technology Roundtable (TLTR) committee (2002 to present).
- Member of Miami University Middletown Advising, Admission, Retention, and Learning Assistance committee (August 2004 to May 2006).

- Created a Blackboard tutorial for Middletown students in cooperation with Beverly Compton (Computer Center) and Beth Uhler (Psychology) (Fall Semester 2003).
- Created, administered, and analyzed a Middletown student educational technology use survey in cooperation with Joe Phillips (Library) and Rob Schorman (History) (Spring Semester 2003).

Search committees

- Served on the Hamilton campus Assistant Library Director search committee (January to March 2007). Helped prepare a position description, assessed candidate applications, interviewed candidates on campus, and made recommendations to the Campus Dean.
- Member of search committee for Assistant Network Manager for the Middletown campus Technology Services department (Fall Semester 2005). Helped prepare a position description, assessed candidate applications, interviewed candidates on campus, and made recommendations to the Director of Technology Services.
- Served as elected Unclassified Staff representative on Middletown campus Executive Director Search Committee (May 2004 to June 2005). Participated in on- and off-campus interviews of potential candidates, assessed applications, communicated with unclassified staff members on campus to gain their input, and made recommendations to the Provost.
- Member of search committee for Middletown campus Educational Technology Coordinator (Fall Semester 2003). Helped prepare a position description, assessed candidate applications, interviewed candidates on campus, and made recommendations to the Associate Executive Director for Academic Affairs.

Presentations

- “Dialogues on Digital Literacy Series: Privacy, Identity, and Ownership in the (Increasingly) Virtual World” (Center for Teaching and Learning presentation with Andrea Han (Technology Services) on April 23, 2008).
- “Dialogues on Digital Literacy Series: Generation Next: What Do They Really Know?” (Center for Teaching and Learning presentation with Ellenmarie Wahrab (ENG) and Brad Farr (Technology Services) on January 23, 2008).
- “Dialogues on Digital Literacy Series: Generation Next Goes to College: Students, Faculty, and the Digital Divide” (Center for Teaching and Learning presentation with Andrea Han (Technology Services) on October 31, 2007).
- “RefWorks: Bibliographies at a Snap!” (Teaching and Learning with Technology Roundtable (TLTR) workshop presented on January 31, 2006).
- “Linking Electronic Reserves and Library Database Articles in Blackboard” (TLTR workshop presented on April 15, 2005).
- “Copyright, the Web, and Online Learning” (presented as part of the Miami University Middletown Teaching with Technology Institute on May 19, 2005).
- “To Blog, or Not to Blog” (TLTR Workshop presented on October 4, 2004).
- “Search Alert! Getting the Jump on New Articles and Journal Issues” (TLTR workshop presented with Joe Phillips on November 8, 2004).

- “Linking Electronic Reserves and Library Database Articles in Blackboard” (TLTR workshop presented on April 23, 2003).
- Discussion leader for the Miami University Summer Reading Program (2003, 2004, 2006, 2007, and 2008).

Courses taught

- CIT101.I “Computing Skills: Using the Internet” (1 credit Sprint course – Spring Semester 2006).
- CSA101.I “Computer Skills: Using the Internet” (1 credit Sprint course – Fall Semester 2003).

The Profession of Academic Librarianship

My ongoing work with library consortia, library associations, and library educational efforts has been extremely satisfying to me along with teaching me a great deal about the profession, connecting me with tremendous colleagues, and providing me with leadership development opportunities. The following accomplishments reflect committee service, elected offices held, efforts to help individuals join the profession, and association memberships.

Committee service

- At the request of OhioLINK Executive Director Tom Sanville, I spoke about textbooks on reserve programs and other library-related strategies for easing textbook costs for students in the “Solutions Roundtable” portion of the University System of Ohio’s Textbook Affordability Symposium in Columbus, OH, on April 29, 2008.
- Member of the OhioLINK Cooperative Book Purchasing Task Force (February 2007 to present). Participated in discussions with task force members to identify options for increasing cooperative arrangements in book purchasing across OhioLINK. Helped revise a survey of OhioLINK directors on their interest in and commitment to various cooperative methods.
- Regularly attend OhioLINK Two Year College Library Directors meetings in Columbus to represent the campus and engage in discussions with OhioLINK staff and other directors (January 2006 to present).
- Regularly attend meetings of the Southwest Ohio Council on Higher Education (SOCHE) Library Council to represent the campus and network with library directors (July 2005 to present).
- Member of OHIONET Training Advisory Council, providing feedback and suggestions to continuing education planners at quarterly meetings (2005 to 2007).
- Member, Technology Committee, Community and Junior College Libraries section of ACRL (June 2002 to June 2006).
- Member, Library Technical Assistant Education Committee, Community and Junior College Libraries section of ACRL (June 2002 to June 2004).
- Member, Ohio Library Support Staff Institute (OLSSI) Steering Committee (2002 to 2004).

- Member, Academic Library Association of Ohio (ALAO) Support Staff Interest Group Program Planning Committee (2000 to 2004).
 - Redesigned the ALAO Support Staff Interest Group web site at <http://www.alaoweb.org/comsigs/ssig/>, changing the format of the pages and adding a page for support staff continuing education opportunities (2003).

Elected offices held

- Elected Member at Large of Southwest Ohio Council on Higher Education (SOCHE) Library Council (serving term from 2008-2009). Duties include planning quarterly Library Council meetings.
- Elected as Two Year College Library Directors representative to the OhioLINK Library Advisory Council (LAC) (alternate in 2007; serving as representative for 2008-2010). Duties include attending quarterly meetings of the Two Year group and bimonthly meetings of LAC; reporting on LAC to two year directors; assisting in creating the agenda for the Two Year meetings.
- Elected Vice-President/President-Elect of Academic Library Association of Ohio (ALAO). Served in that role from June 2003 to June 2004, then as President of ALAO from June 2004 to June 2005, and as Past President of ALAO from June 2005 to June 2006. Duties included:
 - Planned ALAO Leadership Retreat, June 7-8, 2004. Tasks including site selection, local arrangements, and content planning for all meetings.
 - As Vice-President/President-elect (and later as President), served as Chair, ALAO Program Committee (August 2003-November 2004) – successfully planned ALAO Annual Conference “ALAO at 30: Positioning Our Libraries, Positioning Ourselves” held at Sinclair Community College on November 12, 2004.
 - As President, prepared quarterly meeting agendas; consulted with officers; coordinated strategic planning for the organization.
 - As Past President, prepared a slate of officer candidates for the 2006 election; chaired the Awards Committee.
- Elected Secretary/Chair-elect of the ALAO Support Staff Interest Group (SSIG) from June 2002 to June 2003 and then served as SSIG Chair from June 2003 to June 2004.
 - Attended quarterly ALAO Board meetings to represent the SSIG.
 - Met monthly with SSIG Program Planning Committee to develop the annual workshop.
 - Planned (with the SSIG Program Planning Committee) the ALAO Support Staff Workshop “ALA . . . Support Staff . . . the Here & the Now” held at Ohio Wesleyan University on May 24, 2004.
- Elected Board Member at Large, ALAO (June 2001 to June 2003). Attended quarterly board meetings; served on Professional Development Committee and helped select professional development grant recipients; served on Strategic Planning Committee and helped the ALAO president devise a strategic plan for the organization.

Efforts to help others join the profession

- Coordinated a summer internship of a Miami University sociology student (and Gardner-Harvey Library Student Assistant) who hopes to start an MLS program following graduation in Summer 2008. Guided the student on two internship projects: (1) Developing and enhancing the library's collection of sociology-related DVDs, and (2) offering a web-based survey on the effectiveness of library resources and services (Summer Semester 2008).
- Coordinated approximately 30 hours of volunteer work for a member of the Middletown community who plans to enter an MLS program and who desired practical library experience (Spring Semester 2006).
- Coordinated the "Library Practice" internship for a student from the University of Cincinnati – Raymond Walters College Library Technology Program (Spring Semester 2003).

Association memberships

- Member, Association of College and Research Libraries (ACRL) (1999 to present).
- Member, Academic Library Association of Ohio (ALAO) (1997 to present).
- Member, American Library Association (1992 to present).

Part III: Scholarship/Creative Activities

Professional Presentations

The following presentations were selected for their respective conferences through a competitive proposal process. In all cases of collaborative work, my co-presenters (or fellow roundtable participants) and I shared equally in the preparation and conduct of the session.

"Library 2.0 PDQ: Meeting the Challenges of the Rapid Growth of Distance Learning and Off-Site Courses at a University Regional Campus" (forthcoming accepted presentation with Beth Tumbleson for the Library & Information Technology Association (LITA) National Forum in Cincinnati, OH, on October 16, 2008).

"Textbooks on Reserve Programs at Regional Campus Libraries" (session presented with Krista McDonald at the 14th Association of University Regional Campuses in Ohio Annual Conference in Blue Ash, OH, on April 5, 2008).

"You Can't Do That! Library-Initiated Textbooks on Reserve Programs" (session presented with Krista McDonald at the Academic Library Association of Ohio Annual Conference in Columbus, OH, on October 25, 2007).

"Calling on Q: Library Applications of Mashups and Customized Search Engines" (session presented at the Ohio Private Academic Libraries Annual Conference in Wilmington, OH, on August 3, 2007).

"Defeating Dr. No: Library Initiated Textbooks on Reserve Programs" (session presented with Krista McDonald at the Ohio Private Academic Libraries Annual Conference in Wilmington, OH, on August 3, 2007).

"Life Preserver or Anchor?: Implementing a Textbooks on Reserve Program in the Library" (poster session presented with Krista McDonald at the Association of College and Research Libraries (ACRL) 13th National Conference in Baltimore, MD, on March 29, 2007).

"Beyond the Outer Banks: To What Degree Can Consortial Resource Sharing Replace Local Collection Building?" (led roundtable discussion at the ACRL 13th National Conference in Baltimore, MD, on March 29, 2007).

"Next Steps: Continuing Your Education and Pursuing Certification" (session presented at the Ohio Library Support Staff Institute in Wilmington, OH, on July 25, 2006).

"Changes in the Library Affecting Support Staff" (roundtable participant with Cynthia Klinck, Anne Abate, Linda Pierro, and moderator Douglas Morrison at the Ohio Library Support Staff Institute in Wilmington, OH, on July 24, 2006).

“Beyond Point and Click: Taking Web-Based Pedagogy to a New Level” (session presented with Janet Hurn, Beth Dietz-Uhler, and Andrea Han at the Ohio Commons for Digital Education conference in Columbus, OH, on March 7, 2005).

“Effective Web Searching Strategies” (session presented at the Ohio Library Support Staff Institute in Gambier, OH, on August 4, 2003).

“Educational Opportunities for Library Support Staff in Ohio” (session presented with Linda Dobb at the Ohio Library Support Staff Institute in Gambier, OH, on August 4, 2003).

“How Emerging Trends and Technologies Will Affect the Library” (session presented at Academic Library Association of Ohio Support Staff Interest Group workshops in Portsmouth, Toledo, and Delaware, OH, on May 1, 8, & 9, 2003).

Invited Presentations

The following activities represent presentation opportunities for which I was asked to prepare a session on a given topic.

“Part-Time Author, Full-Time Librarian: Writing for the Professional Press” (session presented with Susan Hagloch at the Ohio Library Council Annual Conference in Columbus, OH, on October 7, 2005).

“Extreme Makeover -- Library Edition: Roles and Tools for Positive Workplace Changes” (invited pre-conference speaker at Ohio Private Academic Libraries Annual Conference in Columbus, OH, on August 4, 2005).

“Effective Web Searching Strategies” (workshop presented for Greater Cincinnati Library Consortium (GCLC) on July 10, 2003).

Book

My book is the second edition of a 2001 work I published while at the University of Cincinnati. It required extensive research and revision of the original given the number of developments in library technology over the five years between the editions. I am currently in discussion with my publisher to produce a third edition.

Burke, John J. Neal-Schuman Library Technology Companion: A Basic Guide for Library Staff, 2nd ed., New York: Neal-Schuman Publishers, 2006.

Additional Publication

Book review of Collection Management for School Libraries by Joy McGregor, Ken Dillon, and James Henri (Technical Services Quarterly, 22:1 (2004): 83-85).

Supplemental Materials

Current Primary Professional Responsibilities

Name: John Burke
Position Title: Library Director, Miami University Middletown
Start Date: September 1, 2002

Collection Management

Develops and maintains the Libraries collections in assigned areas.

1. Understands and stays current with issues regarding scholarly communication and is able to articulate and explain these issues.
2. Demonstrates good professional judgment, fiscal responsibility, competence in selecting, deselecting and transferring resources and coordinating these processes with the Technical Services staff.
3. Demonstrates knowledge of and uses collection assessment tools and methods to evaluate the collection.
4. Keeps current with publishing patterns, trends, companies and vendors.
5. Demonstrates comprehensive knowledge of the library collections in assigned subject areas and a broad, general knowledge of the entire collection.

Liaison and Outreach

Maintains formal and informal communication with assigned or appropriate departments. Markets and promotes library resources and services to assigned or appropriate clientele.

1. * Demonstrates knowledge of the curriculum, research, and other activities of appropriate departments.
 2. * Maintains a positive and proactive working relationship with personnel in academic departments or programs.
 3. * Looks for opportunities for collaborative projects.
 4. Collaborates with library representatives and other faculty in academic units to promote library services and products such as collection development, instruction, and information literacy.
 5. Communicates with department faculty on a regular basis through email, visits to department meetings, and other informal and formal means.
- * General outreach standards for librarians who are not department liaisons.

Reference and Related Public Services

Provides general and specialized information services including reference desk assistance, consultation, virtual reference, and technology assistance. Evenings and weekends as needed.

1. Demonstrates approachability.
2. Responds effectively and in a timely manner to all inquiries.
3. Interprets user requests and questions through listening and inquiry.
4. Provides follow-up with clients.
5. Demonstrates sensitivity to and understanding of users' needs.
6. Demonstrates competence in using reference materials and other resources.
7. Demonstrates expertise in information technology tools and software.
8. Demonstrates expertise in appropriate academic subject areas.
9. Effectively communicates knowledge of library organization, policy and goals to users and academic departments.

Instruction Services

Provides credit/non-credit instruction in a variety of formats depending on client or library needs. Designs instructional materials and participates in the development of instruction services and products.

1. Develops effective materials relevant to the needs of the individuals and groups served.
2. Demonstrates competence in presentation and teaching skills.
3. Demonstrates knowledge of information literacy standards and skills.
4. Incorporates current information technologies into the instruction program.
5. Sets objectives and outcomes to meet faculty and/or client expectations.
6. Engages in continued evaluation and assessment of teaching methods and learning outcomes.
7. Revises content, instructional strategies and supporting materials based on assessment findings.

Electronic Information Services

Provides leadership to the library and university communities in the development of electronic information systems and services.

1. Demonstrates effective research, development, design (including interface) and maintenance of electronic information systems & services such as the library's web system, electronic data set and/or databases, catalog interface and vendor systems.
2. Designs effective and efficient means of evaluating library electronic information systems and services and provides appropriate analyses of such evaluation.
3. Demonstrates a thorough understanding of library web development standards.
4. Maintains and demonstrates current knowledge of technology including software and hardware developments and how they can be applied to library systems and services.
5. Provides instruction in and fosters an understanding of information technology among staff, faculty and students.
6. Effectively communicates knowledge of electronic information systems and services to the library staff and to other appropriate departments and individuals within the University.

Circulation and Access Services

1. Demonstrates a thorough understanding of library circulation policies and methods.
2. Demonstrates a thorough understanding of interlibrary loan policies and methods.
3. Performs circulation activities including checking materials in and out, renewing materials, placing holds, and taking fines.
4. Performs interlibrary loan activities including ordering materials, processing incoming materials, responding to lending requests, and updating requests.
5. Distributes intercampus, OhioLINK, and interlibrary loan work to student assistants.
6. Serves as a resource for staff and student assistants on access services questions.

Management Effectiveness

Demonstrates good judgment and competence in directing and guiding library employees. Serves as a member of management-related teams.

1. Provides leadership in the setting of goals and action plans.
2. Creates a supportive and positive team environment.
3. Supports and encourages collegial participation.
4. Demonstrates innovation and creativity.
5. Demonstrates effective project management skills.
6. Delegates authority when appropriate or necessary.
7. Communicates regularly with group members, supervisors, supervised employees, and other personnel in the libraries as appropriate.
8. Effectively plans, coordinates, and requests resources [for departments/units/libraries].
9. Demonstrates competence in professional relations with university offices, library vendors and vendor representatives.
10. Competently recruits, hires and/or directs/manages library employees.
11. Promotes and encourages opportunities for professional growth and staff development.
12. Participates in evaluation of supervised employees.

Other Responsibilities

Maintains a collegial and constructive environment based upon open communication and the fostering of good working relationships among all staff. Embodies the highest professional standards. Performs other duties as assigned.

1. Responds to colleagues in a supportive and professionally proactive manner.
2. Demonstrates willingness to assume new responsibilities.
3. Effectively represents the libraries to the rest of the university and promotes ongoing efforts for cooperation and collaboration.

Displays the highest level of professionalism as set forth in standards such as the ALA Code of Ethics and the Library Bill of Rights.

Prior Primary Professional Responsibilities

Name: John Burke

Position Title: Assistant Library Director, Miami University Middletown

Start Date: September 1, 2002

Collection Management

Develops and maintains the Libraries collections in assigned areas.

6. Understands and stays current with issues regarding scholarly communication and is able to articulate and explain these issues.
7. Demonstrates good professional judgment, fiscal responsibility, competence in selecting, deselecting and transferring resources and coordinating these processes with the Technical Services staff.
8. Keeps current with publishing patterns, trends, companies and vendors.
9. Demonstrates comprehensive knowledge of the library collections in assigned subject areas and a broad, general knowledge of the entire collection.

Liaison and Outreach

Maintains formal and informal communication with assigned or appropriate departments. Markets and promotes library resources and services to assigned or appropriate clientele.

6. * Demonstrates knowledge of the curriculum, research, and other activities of appropriate departments.
7. * Maintains a positive and proactive working relationship with personnel in academic departments or programs.
8. * Looks for opportunities for collaborative projects.
9. Communicates with department faculty on a regular basis through email, visits to department meetings, and other informal and formal means.

* General outreach standards for librarians who are not department liaisons.

Reference and Related Public Services

Provides general and specialized information services including reference desk assistance, consultation, virtual reference, and technology assistance. Evenings and weekends as needed.

10. Demonstrates approachability.
11. Responds effectively and in a timely manner to all inquiries.
12. Interprets user requests and questions through listening and inquiry.
13. Provides follow-up with clients.
14. Demonstrates sensitivity to and understanding of users' needs.
15. Demonstrates competence in using reference materials and other resources.
16. Demonstrates expertise in information technology tools and software.
17. Demonstrates expertise in appropriate academic subject areas.
18. Effectively communicates knowledge of library organization, policy and goals to users and academic departments.

Instruction Services

Provides credit/non-credit instruction in a variety of formats depending on client or library needs. Designs instructional materials and participates in the development of instruction services and products.

8. Develops effective materials relevant to the needs of the individuals and groups served.
9. Demonstrates competence in presentation and teaching skills.
10. Demonstrates knowledge of information literacy standards and skills.
11. Incorporates current information technologies into the instruction program.
12. Sets objectives and outcomes to meet faculty and/or client expectations.
13. Engages in continued evaluation and assessment of teaching methods and learning outcomes.
14. Revises content, instructional strategies and supporting materials based on assessment findings.

Electronic Information Services

Provides leadership to the library and university communities in the development of electronic information systems and services.

7. Demonstrates effective research, development, design (including interface) and maintenance of electronic information systems & services such as the library's web system, electronic data set and/or databases, catalog interface and vendor systems.
8. Designs effective and efficient means of evaluating library electronic information systems and services and provides appropriate analyses of such evaluation.
9. Demonstrates a thorough understanding of library web development standards.
10. Maintains and demonstrates current knowledge of technology including software and hardware developments and how they can be applied to library systems and services.
11. Provides instruction in and fosters an understanding of information technology among staff, faculty and students.
12. Effectively communicates knowledge of electronic information systems and services to the library staff and to other appropriate departments and individuals within the University.

Acquisitions

Demonstrates competence in establishing and maintaining procedures for the effective and economical acquisition of library resources.

1. Demonstrates in-depth knowledge of the library materials trade including online sources.
2. Successfully monitors budgetary expenditures and reports the results to appropriate parties.
3. Demonstrates a thorough understanding of state and university accounting requirements.

Demonstrates competence in the management of professional relations with library vendors and vendor representatives.

1. Communicates library needs and concerns to vendors effectively and professionally.

Management Effectiveness

Demonstrates good judgment and competence in directing and guiding library employees. Serves as a member of management-related teams.

13. Provides leadership in the setting of goals and action plans.
14. Creates a supportive and positive team environment.
15. Supports and encourages collegial participation.
16. Demonstrates innovation and creativity.
17. Demonstrates effective project management skills.
18. Delegates authority when appropriate or necessary.
19. Communicates regularly with group members, supervisors, supervised employees, and other personnel in the libraries as appropriate.
20. Effectively plans, coordinates, and requests resources [for departments/units/libraries].
21. Demonstrates competence in professional relations with university offices, library vendors and vendor representatives.
22. Competently recruits, hires and/or directs/manages library employees.
23. Promotes and encourages opportunities for professional growth and staff development.
24. Participates in evaluation of supervised employees.

Other Responsibilities

Maintains a collegial and constructive environment based upon open communication and the fostering of good working relationships among all staff. Embodies the highest professional standards. Performs other duties as assigned.

4. Responds to colleagues in a supportive and professionally proactive manner.
5. Demonstrates willingness to assume new responsibilities.
6. Effectively represents the libraries to the rest of the university and promotes ongoing efforts for cooperation and collaboration.
7. Displays the highest level of professionalism as set forth in standards such as the ALA Code of Ethics and the Library Bill of Rights.

Index to Supplemental Materials

The supplemental materials listed below are available online at:
<http://www.users.muohio.edu/burkej/dossier/>. The majority are available in PDF format.

Part I: Performance of Primary Professional Responsibilities

1. Evaluation summary from library instruction for Mary Jane Brown's ENG 111 class, September 17, 2007. Student summary sheet and faculty evaluation sheet.
2. Evaluation summary from library instruction for Eric Melbye's ENG 111 class, October 11, 2006. Student summary sheet and faculty evaluation sheet.
3. Evaluation summary from library instruction for Corinne Miller's ENG 111 class, October 25, 2006 (morning section). Student summary sheet and faculty evaluation sheet.
4. Evaluation summary from library instruction for Corinne Miller's ENG 111 class, October 25, 2006 (afternoon section). Student summary sheet.
5. Evaluation summary from library instruction for Leah Gustin's EDL 110 class, November 14, 2006. Student summary and faculty evaluation sheet.
6. The Gardner-Harvey Library web site: <http://www.mid.muohio.edu/library>
7. The Gardner-Harvey Library News blog: <http://ghlibrarynews.blogspot.com>

Part II: Service to Miami University Libraries, the University, the Profession of Academic Librarianship, or the Community

1. Letter of appreciation for my participation in the Textbook Affordability Symposium, April 29, 2008.
2. Comment Sheets, Dialogues on Digital Literacy, April 23, 2008.
3. Web page describing the Textbooks on Reserve program (last updated March 4, 2008).
4. Comment Sheets, Dialogues on Digital Literacy, January 23, 2008.
5. Comment Sheets, Dialogues on Digital Literacy, October 31, 2007.
6. Appointment to the Unclassified Personnel Advisory Committee, September 5, 2007.
7. Summer Reading Program, August 29, 2007.
8. Course evaluation summary for CIT101.I, Spring Semester 2006.

Part II: Scholarship/Creative Activities

1. Ohio Private Academic Libraries Annual Conference, August 7, 2007.
2. ALAO Conference Evaluations, December 6, 2007.
3. Review of Neal-Schuman Library Technology Companion, 2nd ed.
4. Evaluation summary for "Next Steps: Continuing Your Education and Pursuing Education" presentation at Ohio Library Support Staff Institute.
5. Evaluation summary for "Changes in the Library Affecting Support Staff" roundtable discussion at Ohio Library Support Staff Institute.