

# Jason R. Smith

## EDUCATION

**Masters of Library Information Science** 2014  
University of South Carolina, Columbia, SC

**Bachelor of Arts – English & Bachelor of Arts – French** 2005  
College of Charleston

## EXPERIENCE

**Medical University of South Carolina, MUSC Libraries, Charleston, SC** 10/2017-Present

- Original Cataloging and Copy Cataloging in WMS
- Created and maintained Guidelines for all cataloging to create a standard practice
- Assisted with post-integration of a new cataloging and ILL system and preparation for a new cataloging and ILL system

**Trident Technical College, Palmer Campus Library, Charleston, SC** 3/2017-Present  
Part Time Librarian

- Created monthly displays, selecting materials and supplemental information on the topic
- Organized the collection and catalogued all items in the Eastside Collection
- Created a libguide around the history of the Eastside using the Eastside Collection as basis

Virginia College, North Charleston, SC 8/2015 - 1/2017

**Librarian, Online Campus Coordinator, Textbook Manager**

- Coordinated hands-on instruction regarding literacy, use of databases, and the library's offerings
- Regularly assisted students and faculty with all technological needs including Microsoft Office, e-mail, and GoogleDocs
- Collection Development which included selection and weeding
- Responsibly maintained and justified the use of the Library annual budget
- Worked with Kahoot to create and manage quizzes to teach classes on a variety of subjects
- Acted as administrator in Canvas and CampusVue to run reports on student activities as well as schedules and grades
- Taught faculty and staff how to use Examview and TestPrep to generate tests

Lowcountry Digital Library, College of Charleston, Charleston, SC

**Intern** 9/2013 - 11/2013

- Digitized items to be included in the digital library (<http://lcdl.library.cofc.edu>)
- Created MODS metadata for hundreds of items to be included in the digital library
- Rehoused photo albums for preservation