MS. TABITHA Y. SAMUEL, MLIS

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EDUCATION

Degrees

Master of Library and Information Science
Concentration in archives   2012
College of Mass Communications and Information Studies
University of South Carolina
Columbia, South Carolina

Bachelor of Arts in History   2008
Furman University
Greenville, South Carolina

Certificate

Certificate of Advanced Graduate Study in Library and Information   2013
Science
Concentration in digital libraries
College of Mass Communications and Information Studies
University of South Carolina
Columbia, South Carolina

EXPERIENCE

Assistant Professor, Digital Archivist   November 2014 – Present
Waring Historical Library, Charleston, South Carolina

- Managed digital collections and institutional repository of print, manuscript and born-digital materials
- Trained and supervised students and volunteers aiding digitization
- Used content management system, CONTENTdm, to maintain collections and configure user interface and access settings
- Created metadata for collections following Dublin-Core based guidelines provided by the South Carolina Digital Library
- Digitized rare and archival materials and post-processed digital images
- Established and developed workflow for digitization, metadata, and preservation of digital materials
- Updated MySQL database and digital collections webpages
- Developed and designed online module to crowdsource transcription
- Managed the Library's website redesign project
- Oversaw and managed migration from self-hosted digital collections content management system to hosted service

Project Cataloger, Fox Movietone News Digitization Project   August – October 2014
USC Moving Image Research Collections

Columbia, South Carolina

- Created descriptive metadata records, using the database management system, Filemaker, for moving images of the Fox Movietone News collection
- Reviewed, approved, and uploaded metadata records created by staff and students to the library's digital video repository
- Associated new catalog records with newly digitized film reels
- Investigated historical events, places, and people audio-visually recorded by Fox Movietone News during the early to mid-20th century

Scanning Technician

University of South Carolina Digital Collections
Columbia, South Carolina

April – August 2014

- Developed and designed an online exhibit for a digital collection of oral histories using HTML, JavaScript, and PHP markup and scripting languages
- Examined online tools and extensions to be used to create interactive elements, such as a timeline, map, and image viewer, and to playback audio files
- Digitized maps and images, created descriptive, administrative, and structural metadata, and uploaded digital objects to content management system

RELATED EXPERIENCE

Graduate Assistantships

Graduate Assistant

University of South Carolina Digital Collections
Columbia, South Carolina

May 2011 – April 2014

- Digitized materials including manuscripts, maps, monographs, pamphlets, and serials, processing and converting images using applications of the Adobe Creative Suite, including: Photoshop CS5, Photoshop Elements 5, and Bridge
- Created metadata for digitized collections following Dublin-Core based guidelines provided by the South Carolina Digital Library
- Uploaded digitized collections maintained by the digital content management software, CONTENTdm
- Created HTML webpages using Adobe Dreamweaver

Graduate Assistant

Published Materials Division, South Caroliniana Library
University of South Carolina
Columbia, South Carolina

May 2010 – May 2013

- Assisted library patrons with research and reference inquiries
- Scanned maps, books, and other materials using the library's map, flatbed, overhead, and digital microfilm scanners to fulfill patron paper and digital copy orders

o   Reorganized and relabeled monograph, microfilm, and vertical file collections

o   Processed newly cataloged materials to be housed in the library's holdings and annex

Graduate Assistant
August 2009 – May 2010

Hunting Island State Park Research
South Carolina Parks, Recreation and Tourism
Columbia, South Carolina

o   Investigated the history of the state park in archives, libraries, and special collections

o   Gathered photographs pertaining to park ecology, wildlife, erosion, lighthouse, and employee and visitor experiences during the park's history

o   In travels to Beaufort, SC, conducted interviews with long-time park visitors and employees to develop personal perspectives of the park's history

o   Compiled and maintained lists of contacts and bibliography of sources to consult in remodeling of the Visitor Center exhibits

Internships

Intern
August 2013 – December 2013

J. Drake Edens Library
Columbia College
Columbia, South Carolina

o   Managed the library's collection of electronic subscriptions that included books, journals and other resources

o   Utilized tools, such as EBSCONET, EBSCO A-to-Z, and the EBSCOadmin portal to register subscriptions, determine access, and to structure the end user search experience

o   Developed webpages using Joomla! to provide end users with descriptions of the electronic resources and access points

Intern
August – December 2011

University of South Carolina Digital Collections
Columbia, South Carolina

o   Used Archivists' Toolkit to create finding aids for the Manuscripts Division of the South Caroliniana Library

o   Developed a familiarity using EAD markup language to create finding aids

o   Attended sessions within the University Libraries to determine how EAD finding aids could be useful and developed for wider usage in the future

o   Observed and examined how EAD finding aids are used by other libraries

Intern
March – June 2008

Upcountry History Museum, Greenville, SC
World War II History Project

- o   Reorganized and edited local World War II oral history transcripts
- o   Studied and observed local World War II artifacts and memorabilia
- o   Developed and organized a list of candidates for local oral history interviews and World War II memorabilia contributors for future exhibit
- o   Communicated with interview candidates and prepared synopses of probable perspective contributions

TEACHING EXPERIENCE

Internship Coordinator and Site Supervisor
Waring Historical Library, Charleston, South Carolina

Carrie Thompson, MLIS graduate volunteer	June 2019 – present
Emily Jaskwhich, graduate History intern	January – August 2019
Katie Crane, undergraduate student assistant	October 2018 – December 2019
Katie Cayer, graduate MLIS intern	August 2016 – September 2018
Sarah Edwards, graduate MLIS intern	August 2016 – April 2017
Sarah Nesnow, graduate MLIS intern	January – April 2016
Kevin Fenton, graduate MLIS intern	August – December 2015
Michael Chapman, undergraduate student assistant	January 2015 – July 2016
Sierra Hackney, undergraduate history intern	January – April 2015
Christine Papadea, volunteer	December 2014 – March 2018

ARTICLES (WITHOUT PEER REVIEW)

Kerr, L., Samuel, T., et al. (2019). "Minding the gap: One institution's strategy for infusing health humanities into multiple academic programs across a graduate health science university (Part one of a two part blog series)." Blog/Medical Humanities. *BMJ Journals*, 26 November 2019. Retrieved from https://blogs.bmj.com/medical-humanities/2019/11/26/minding-the-gap-one-institutions-strategy-for-infusing-health-humanities-into-multiple-academic-programs-across-a-graduate-health-science-university/

Kerr, L., Samuel, T., et al. (2019). "Minding the gap: One institution's strategy for infusing health humanities into multiple academic programs across a graduate health science university (Part two of a two part blog series)." Blog/Medical Humanities. *BMJ Journals*, 2 December 2019. Retrieved from https://blogs.bmj.com/medical-humanities/2019/12/02/minding-the-gap-one-institutions-strategy-for-infusing-health-humanities-into-multiple-academic-programs-across-a-graduate-health-science-university-2/

Samuel, T. (2018). "SCDL@: SCDL partners attend conferences." *SCDL Newsletter*, 2(1) January 2018: 8.

Samuel, T. & Fox, B. (2017). "Constructing history: digital collection and online exhibit highlight the history of the architectural expansion of MUSC." The Watermark, 39(1) Winter 2017: 52-54.

Samuel, T. & Fox, B. (2016). "Constructing history: digital collection and online exhibit highlight the history of the architectural expansion of MUSC." *SCDL Newsletter*, 1(1) December 2016: 18-19.

Samuel, T. 2016). "The Revive! Project: Crowdsourcing transcription of the Waring Historical Library's digital collections." *More*, 48(6) June 2016: 4.

Samuel, T. (2016). "The Revive! Project: Crowdsourcing transcription of the Waring Historical Library's digital collections." *The Watermark*, 39(3) Summer 2016: 45-47.

PRESENTATIONS

Samuel, T. (2019). "Waring Historical Library digital collections migration to hosted CONTENTdm service." Presentation given at the South Carolina Digital Library midlands regional meeting, Columbia, South Carolina, May 2019.

Samuel, T. (2018). "Tools to amp up your website redesign project." Presentation given at the South Carolina Archival Association annual meeting, Aiken, South Carolina, November 2018.

Samuel, T. (2018). "Organizing the stockpile: Waring Historical Library's team-based website redesign project." Poster presented at the Transforming Librarians through Technology annual conference, Spartanburg, South Carolina, May 2018.

Samuel, T. (2018). "Organizing the stockpile: Waring Historical Library's team-based website redesign project." Presentation given during session, "Web redesign: Forever & in teams," at the Computers in Libraries annual conference, Arlington, Virginia, April 2018.

Samuel, T. (2016). "Waring Historical Library's Revive! digitization and transcription project: Reviving voices in medicine of the antebellum South." Poster presented at the South Carolina Library Association annual conference, Columbia, South Carolina, November 2016.

Samuel, T. (2016). "Using MEDICA: A Digital Gateway to MUSC's History and Contemporary Scholarship." Presentation given during MUSC Apple Tree Society Brown Bag Series, October 20, 2016.

Samuel, T. (2016). "The Revive! Project: Crowdsourcing transcriptions of handwritten works in MUSC's MEDICA." Presentation given at the South Carolina Digital Library annual meeting, Columbia, South Carolina, July 22, 2016.

Melton, P. & Samuel, T. (2014). "Unbinding access to state agency regulations: Digitization of the South Carolina state registers." Poster presented at the South Carolina Library Association annual conference, Columbia, South Carolina, November 2014.

VOLUNTEER SERVICE

Registration Assistant   July 2019
First Annual SC Conference on Innovations in Teaching and Learning in Higher
Education
Hosted by MUSC
Charleston, SC

Registration Assistant   May 2018
Eleventh Annual National Conference on Health Disparities
Hosted by MUSC Libraries Public Information & Community Outreach (PICO),
Philadelphia, PA

Registration Assistant   March 2016

Ninth Annual National Conference on Health Disparities and the National
Environmental Justice Conference and Training Program
Hosted by MUSC Libraries Public Information & Community Outreach (PICO),
Washington, DC

Volunteer   June - September 2015
Mother Emanuel Church Memorial Maintenance
Charleston Archives, Libraries & Museums Council (CALM)

Volunteer Developer   November 2014 - Present
Interactive, Media-Rich, Education Environment (IMREE) Software
Development Project
University Libraries Systems, University of South Carolina
Columbia, South Carolina
o   Received instruction and guidance on the fundamentals of coding with PHP
    and ActionScript 3(AS3) programming languages
o   Collaborated with other volunteers and wrote original code to create digital
    exhibit software for library kiosks
o   Studied and consulted AS3 and PHP online reference guides
o   Reviewed written code and troubleshot software issues and bugs

OTHER EXPERIENCE

Administrative Specialist I   November 2008 – August 2009
Fiscal Division, Richland County Department of Social Services
Columbia, South Carolina

Section Editor   2006 - 2008
Bonhomie (University Yearbook)
Furman University
Greenville, South Carolina

Student Assistant   2004 – 2008
Cultural Life Program
Furman University
Greenville, South Carolina

GRANT

Project Manager   April 2015 – April 2016
National Network of Libraries of Medicine, Express Digitization Award
Waring Historical Library, Charleston, South Carolina

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Conference Workshops

Wisniewski, J. & King, D. L. (2019). UX design for customer engagement." Workshop at the Computers in Libraries annual conference, Washington, D. C., March 25, 2019.

Degler, R. (2017). "Intro to Google's Material Design with Materialize CSS." Workshop at the Computers in Libraries annual conference, Washington, D.C., March 27, 2017.

Gore, E. & Cram, G. (2016). "Digital Public Library of America: Rights statements." Workshop hosted by DPLA on copyright and digital collections, Atlanta GA, August 11, 2016.

Degler, R. (2016). "Responsive web design." Workshop at the Computers in Libraries annual conference, Washington, D.C., March 7, 2016.

Breeding, M. (2015). "Resource management: strategies, tech, and practices." Workshop at the Computers in Libraries annual conference, Washington, D.C., April 26, 2015.

Wisniewski, J. & Fichter, D. (2015). "Content marketing: 101." Workshop at the Computers in Libraries annual conference, Washington, D.C., April 26, 2015.

Institutional Workshop

Attendee, **"Crucial Conversations,"** hosted by MUSC Libraries	December 2019
Attendee, **"Negotiation Tips, Skills, and Strategies to Use at Every Stage of Your Career,"** hosted by MUSC Women Scholars Initiative	September 2019
Attendee, **"Understanding and Recognizing Implicit Bias,"** hosted by MUSC Libraries	February 2018
Attendee, **MUSC Women Scholars Initiative Career Development Program**	March 2016

Online Learning

Caro, S. (2017). "How to implement a digitization program." eCourse offered by the American Library Association, March 6 – April 2, 2017, 24 hours completed.

SERVICE

Institutional

Member, **Search Committee, Waring Historical Library Assistant**	August – October 2019
Member, **MUSC Septima P. Clark Poetry Contest Planning Committee**	February 2019 – present
Member, **Search Committee, Waring Historical Library Curator**	September 2018 – March 2019
Member, Campus Safety Town Hall Planning Subcommittee, Communications and Education Committee, **MUSC Faculty Senate**	2019
Editor, MUSC Faculty Senate newsletter, **MUSC Faculty Senate**	December 2018 – 2019
Member, Communication and Education Committee, **MUSC Faculty Senate**	2017 - 2019
Senator, Academic Affairs Faculty, **MUSC Faculty Senate**	2017 - 2019
Faculty Advisor, Humanitas	2017- present
Member, **Search Committee, MUSC Libraries Director of Information Resources and Collection Services**	2016 – 2017
Alternate Senator, Academic Affairs Faculty, **MUSC Faculty Senate**	2016 – 2017

Member, **MUSC Food Truck Fun**	2016 − 2017
Member, **Waring Library Society Futures Strategic Planning Committee**	2016 − 2017
Member, **MUSC Library Website Redesign Committee**	2015 − present
Member, **MUSC Library NLM Traveling Exhibitions**	2015 − present
Member, **MUSC Library Communications & Marketing Committee**	2015 − 2017

Professional

First-Year Director, **South Carolina Archival Association**	October 2019 - present
Midlands Regional Coordinator, **South Carolina History Day**	2019 - present
Community Representative, **Digital Public Library of America**	2017 - present
Member, **South Carolina Library Association, Marketing Committee**	2017 - 2018
Member, **South Carolina Library Association, Round Table for African American Concerns**	2017
Member, **South Carolina Library Association, Digitization and Cultural Heritage Materials Round Table**	2017
Member, **South Carolina Digital Library Metadata Working Group**	2015 − present
Editor, **South Carolina Digital Library Newsletter**	2016 − present

Outreach

Judge, Midlands Regional Competition, **South Carolina History Day**	March 2019
Judge, **South Carolina History Day state competitions**	April 2018
DPLA Community Representative, **October Day, SC History Day Workshop**	October 2017

PROFESSIONAL MEMBERSHIPS

Member, **South Carolina Archival Association**	November 2018 − present
Member, **American Library Association**	2014 − 2019
Member, **South Carolina Library Association**	2014 − 2015; 2017
Member, **American Historical Association**	2009 − 2011

SKILLS

Cataloging and Metadata Standards

AACR2, MARC, Dublin Core, SCDL, Library of Congress Subject Headings, MeSH

Data and Content Management Systems

Archivists' Toolkit, CONTENTdm (Proficient), EBSCO A to Z, EBSCOadmin, EBSCONET, Filemaker, Greenstone, Islandora, Joomla!, LibGuides, Millennium

Miscellaneous Software

Adobe Creative Suite, Microsoft Office (Proficient), YBPro!

Operating Systems

Mac OS, Windows XP/7(Proficient)

Scanners

Avision bookedge, Cannon document feeder, Epson flatbed, Mekel microfilm, Xerox wide format scanner, Zeutschel large format book scanner

Web and Programming Languages

CSS, CSS3, HTML, HTML5, ActionScript 3, PHP, JavaScript (basic)