

EMILY KNOX

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EDUCATION

Doctoral Student – Library and Information Science, Rutgers University (Fall 2008-)

M.S. – Library and Information Science, University of Illinois at Urbana Champaign (2003)

M.A. – Religion, The University of Chicago Divinity School (2000)

B.A. – with high departmental honors, Religion, Smith College (1998)

Junior Year Abroad at Hebrew University of Jerusalem (1996-1997)

EMPLOYMENT

ProLibra Associates 9/2009-

Temporary Reference Librarian at County College of Morris

- Provided in-person and chat reference services to students and faculty at a community college library
- Supervised circulation staff

General Theological Seminary of the Episcopal Church, St. Mark's Library, New York, New York

Associate Director and Reference Librarian 7/2006 to 8/2008

- Managed day-to-day operation of the library including all public and technical services functions.
- Supervised and evaluated full-time library staff.
- Trained, supervised, and evaluated student workers and part-time library assistants.
- Assisted in the planning and implementation of library policies and procedures.
- Assisted library director in preparation of library budget.
- Performed all reference librarian duties.

Reference Librarian 8/2003 to 6/2006

- Provided in-person and virtual reference services to students, faculty, staff, and outside researchers at 240,000-volume academic library.
- Teach research and preservation skills to students including FirstSearch, Voyager, and Internet searching.
- Maintain all aspects of electronic research including electronic journals control.
- Handle all aspects of interlibrary loan lending approximately 250 items per year.
- Provide access to 30,000 volume special collection of rare books and manuscripts.
- Supervise two interns in various special projects.
- Managed implementation of Endeavor Voyager integrated library system including uploading and maintenance of clients and installation of proxy server.
- Designed, developed, and maintain library website.

McGarry Library, St. Francis College, Brooklyn, New York

Part-Time Reference Librarian 1/2007 to 7/2008

- Provided in-person reference services to students and faculty for a college with 2,000 students.
- Provided instruction for print and electronic resources including ProQuest, WilsonWeb, and EbscoHost.
- Supervised circulation and periodical staff.

PUBLICATIONS

Book -*Document Delivery and Interlibrary Loan on a Shoestring*. New York: Neal-Schuman, 2009.

Website Review of Beyond the Job. *Public Services Quarterly*, 5 (3), 195.

Book Review of *The Westminster Handbook to Patristic Theology* by John Anthony McGuckin. *ATLA Newsletter* 52, no. 1 (November 2004): p. 21.

Article - "How One Part-Time Library Staff Member Can Provide Interlibrary Loan Service" *Journal of Interlibrary Loan, Document Delivery & Electronic Reserve* 17:4 (2007).

PAPERS & PRESENTATIONS

Knox, E. (2010, September). *Censorship and religious reading: An institutional approach*. Paper to be presented at the Libraries in Print Culture Meeting, Madison, WI.

Panelist for "E-Reserves and Copyright." American Theological Library Association Conference, St. Louis (June 20, 2009).

Creator and presenter of "Web 2.0 and Your Library: Figuring Out What Works" for New York Area Theological Library Association (NYATLA). (November 28, 2008).

Co-moderator for roundtable "Dealing with Challenging Patrons." American Theological Library Association Conference, Ottawa (June, 27, 2008).

Panelist for Social Networking by Facebook: Case Studies for Libraries." American Theological Library Association Conference, Ottawa (June 28, 2008).

SERVICE/OTHER ACTIVITIES

Treasurer of the SC&I Doctoral Students Association (2008-2010)

Member of the American Theological Library Association (ATLA) Membership Advisory Committee (2006- 2009)

Work with other members of the committee to enhance and develop membership recruitment and retention.

Member of Public Services Interest Group Steering Committee of the American Theological Library Association (ATLA) (2006 - 2009)

Work with committee members to develop annual conference program.

Participant (11/2004) - 2004 Wabash Center Colloquium on the Role of the Theological Librarian in Teaching and Learning

Chosen as one of 15 participants to discuss current issues in librarianship including faculty/librarian cooperation and bibliographic instruction.

SKILLS

Computer

- Microsoft Office including advanced MS Word and intermediate MS Access.
- Web development including hand-coding XHTML, CSS, FTP, and Macromedia Dreamweaver.
- Basic network administration.

Languages

Reading knowledge of French. Familiarity with Hebrew, ancient Greek, and German.

PROFESSIONAL ASSOCIATIONS

Association for Library and Information Science Education (2008 – present)

American Library Association (2002 – present)

American Theological Library Association (2003 – present)

Beta Phi Mu (inducted 2005)