

Ana Guimaraes

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EDUCATION:

Syracuse University
Syracuse, NY
Beta Phi Mu

Master of Science in Library and Information Science

SUNY Geneseo
Geneseo, NY

Bachelor of Arts in English/Theatre

Phi Beta Kappa; Sigma Tau Delta (English National Honor Society); *cum laude*

HIGHLIGHTED WORK EXPERIENCE:

7/2016 – present **KSU Library System, Kennesaw State University**

Kennesaw, GA

Director of Collection Development

- Once the Collection Development Unit of the KSU Library System was created in 2016, responsibilities expanded beyond those mentioned previously, to include hiring, training, mentoring, supervising, prioritizing tasks, establishing workloads, setting expectations, and conducting performance evaluations for 5 faculty librarians and 3 staff.
- Supervise electronic resources acquisition and cancellation recommendations for Library Administration, licensing, and contracts.
- Manage electronic resources vendor relations and negotiations.
- Supervise annual collection management and assessment projects.
- Oversee Government Documents, the Undergraduate Collegiate Liaison Program, DigitalCommons, electronic resources, alternative formats, and monographs collections for the KSU Library System.

7/2019 – 6/2020 **KSU Library System, Kennesaw State University**

Kennesaw, GA

Interim Department Chair of Public Services

Primary responsibilities:

- Led the Department of Library Public Services with vision and flexibility that inspires excellence in collections, facilities, organizational development, and services to meet the needs of library users, while improving the department's overall effectiveness and efficiencies of operations.
- Oversaw the development and implementation of new and existing procedures and policies relating to library research assistance, instruction, accessibility, open educational resources, and information literacy technologies.
- Supervised, trained, and mentored 19 faculty librarians and 17 staff, establishing workloads and setting expectations in compliance with national standards. Developed and advocated for training and professional development opportunities for Department Units and individuals. Participated in librarian and staff annual reviews, salary/merit increases, promotion process, and disciplinary actions.
- As a member of Library Administration, collaborated with individuals in and out of the Library System to improve and expand facilities, collections, and services for students and faculty. Represented the department at meetings as appropriate, including the KSU Chairs and Directors Assembly.
- Collaborated with Library Administration and other key personnel in annual budget planning, tracking, and implementation.
- Guided the department in strategic planning and assessment processes. Worked with the KSU Office of Institutional Effectiveness and Library Administration to create, analyze, update, plan, and evaluate the contributions of the department regarding the library's Strategic Plan and Annual Report, SACSCOC / accreditation reports, the Improve KSU initiative, and the annual collection of statistics for ACRL and other requestors.

Secondary responsibilities:

- Collaborated with assigned Collegiate Team to communicate library events, services, instruction tools, and resources via preferred modes of communication, and serve as backup Collections, Outreach, or Instruction Liaison as needed.
- Provided weekly reference service via the Research Help Desk, chat, email, phone, or one-on-one sessions.

2/2013 – 6/2016 **KSU Library System, Kennesaw State University**

Kennesaw, GA

Collection Development Librarian

- Post-consolidation with Southern Polytechnic State University, responsibilities expanded to include management of the collections at the Lawrence V. Johnson Library (Marietta campus), in addition to the Horace W. Sturgis Library and the Library Repository (Kennesaw campus).

Primary responsibilities:

- Coordinated all collection development activities to facilitate discovery and access to library collections.
- Coordinated weeding and collection assessment projects.
- Collaborated with colleagues in other library units on projects to improve the selection and delivery of library resources.
- Coordinated allocation and expenditures of the Library's monographic materials budget in conjunction with Library Administration.
- Responded to patron purchase requests for library resources, delegating to Undergraduate and Graduate Selectors as necessary.
- Coordinated activities, maintaining policies, and instructing staff on the procedures pertaining to handling monograph donations to the library.
- Supervised bi-annual database trialing, collaborating with Librarians on new program development within their subject areas, and provided training and one-on-one troubleshooting for collection development tools as necessary.
- Maintained a current list of monograph fund codes.
- Contributed to library budgeting, planning, and decision-making.
- Developed library undergraduate collections, both physical and virtual, in assigned the areas of Interdisciplinary Studies and new programs.
- Acted as point person for GOBI Library Services.

Secondary responsibilities:

- Provided relevant, interactive, and appropriate undergraduate instruction classes as assigned by Research & Instructional Services. Provided weekly reference service via the Research Help Desk, chat, email, phone, or one-on-one sessions. Served as undergraduate faculty liaison to the Interdisciplinary Studies department and maintained online research guides for all related liaison assignments.

2/2013 – 1/2015 **Horace W. Sturgis Library, Kennesaw State University**

Kennesaw, GA

Collection Development Librarian & Undergraduate Liaison Coordinator

- Responsibilities consisted of a blend of collection development, public service, instruction, and subject liaison functions.
- Created policies to align collection development with areas of research, curricula, and institutional strengths, building sufficient, suitable, and quality collections for the Horace W. Sturgis Library, coordinating allocation and expenditures of the Library's materials budget in conjunction with Library Administration, collaborating with the Assessment Librarian on collection assessment projects as needed, and coordinating the Subject Liaison Program.
- Provided periodic training for Liaisons on topics such as GOBI interface and Faculty Outreach, creating and maintaining subject specific Research Guides, engaging with faculty and students to expand awareness of resources, services, and expertise, and identifying collection development opportunities across disciplines and University Colleges.
- Provided high-quality reference services both virtually and in-person as part of the Instructional Services

Team, and providing effective education experiences via information literacy sessions.

- Actively participated in service to the KSU Libraries and Kennesaw State University through membership in the Mentoring Program and by completing Crisis Coordinator training.

1/2012 – 2/2013 **Horace W. Sturgis Library, Kennesaw State University**

Kennesaw, GA

Reference Librarian, part-time

- Provided reference assistance and comprehensive research consultations to the KSU scholarly community in-person, by telephone, and via email and chat.
- Delivered instructional sessions to classes and orientation groups. Topics included a basic introduction to Sturgis Library services and more in-depth, advanced research techniques tailored to a specific course.
- Generated research guides on the topics of theater & performing arts and Portuguese language studies. Projects included outreach to faculty in these departments, and collaboration with library colleagues.
- Assisted library staff with collection development projects as needed.

7/2011 – 2/2013 **DeKalb History Center**

Decatur, GA

Volunteer Librarian

- Completed a project concerning the History Center's reference collection, consisting of a comprehensive inventory, culling, repurposing materials at other institutions for scholarly use, and reorganizing the remaining collection.
- Provided digitization services and expertise advice, and assisted archives staff with projects as needed.

11/2011 - 5/2012 **McCain Library, Agnes Scott College**

Decatur, GA

Volunteer Reference Librarian

- Provided reference assistance at the McCain Library Rescue Desk.
- Contributed to the library's LibGuides collection in the form of a research guide for the College's history department. Project involved direct collaboration with faculty in the history department and a presentation of the research guide to the class.
- Assisted the User Education Librarian with research and archiving projects as needed.

10/2007 - 6/2011 **Cornell University Library, Division of Rare and Manuscript Collections**

Head of Reference Services and Reproductions Coordinator

Ithaca, NY

- Responsibilities included overall administration of the Division's reference department, including supervision of public services staff at the reference and security desks, coordination of public service schedules, compilation of public services statistics, and leading monthly meetings for training and policy discussions.
- Coordinated the Reproduction Unit, involving research- and publication-quality digitization of materials of various formats (manuscript, monograph, and multi-media) and handling permission inquiries.
- Staffed the public service desks 16 hours per week and monitored the electronic reference inboxes, answering inquiries from patrons around the world and directing subject specific questions to specialists within the department. Provided security for the Reading Room to ensure proper handling of special collections materials. Made advanced preparations for visiting scholars and Cornell classes to facilitate research. Oversaw the reproductions team in processing and completing orders for on-site and remote patrons.
- Initiated numerous on-going projects, including streamlining RMC's efficiency at the desks, revising reproductions policies and procedures, adding current content to the library website, and assembling documentation for the Division's public services and security manuals.

PROFESSIONAL ACTIVITIES:

Selected Committees & Service

Department/College Service

7/2020 – present

Library Faculty Promotion Committee & Faculty Promotion Task Force

Kennesaw State University Library System

- The committee reviews the professional performance and contributions of library faculty under consideration for promotion and recommends action regarding promotion to the Department Chair and the Dean of Library Services.
- This year's Faculty Promotion Task Force completely overhauled the Guidelines for Appointment, Promotion, and Retention of Library Faculty, culminating in 3 documents for the Library System, the Department of Library Resources, and the Department of Public Services, which were ratified in 2020.

8/2014 – present

Library Leadership Team

Kennesaw State University Library System

- The team, comprised of administrative representatives from all library units, identifies library issues and seeks to provide reasonable solutions.

7/2017 – 6/2019

Faculty Organization & Governance Committee, Chair (1/2018 – 6/2019)

Kennesaw State University Library System

- The committee ensures that the KSU Library System Faculty Bylaws accurately reflect the structure and operation of the library faculty.

2/2013 – 6/2019

Collection Development Advisory Group, Chair

Kennesaw State University Library System

- Serves as an internal advisory group to the library administration on collection development issues, making recommendations as needed on topics such as the allocation of the library materials budget, revision of policies and procedures in the collection development process, coordination of subject selection, and training opportunities for subject liaisons.

7/2017 – 6/2018

Nominating Committee (*professional service - national*)

Association of Library Collections & Technical Services (ALCTS), Collection Management Section

9/2017 – 12/2017

Director of Research & Instructional Services Search Committee, Chair

Kennesaw State University Library System

University/Institutional Service

7/2019 – 6/2020

Chairs and Directors Assembly

Kennesaw State University

- The assembly provides a forum for consideration of issues of mutual concern to include faculty, curriculum, personnel, budget, salaries, course scheduling and staffing, faculty development and funding, Board of Regents policies and other issues which impact the responsibilities and duties of academic department chairs and directors.

7/2014 – 6/2016

Undergraduate Policies & Curriculum Committee, Library Representative & Secretary (2016)

4/2014 – 6/2016

Year of the Portuguese Speaking World Planning Committee

Kennesaw State University

2/2014 – 7/2015

Library Operational Working Group, Collections Subcommittee Chair

Kennesaw State University

- The Library OWG discussed, planned, and reported proposed policies regarding the KSU-SPSU consolidation.
- The Collections Subcommittee discussed, planned, and proposed policies and procedures regarding consolidating library collections to the Library OWG.

Professional Service

8/2019 – present

Gale Academic Advisory Board (national)

- Members on the advisory board provide strategic advice for the educational publishing company, Gale, in their efforts to meet the needs of U.S. academic libraries.

7/2019 – present

RACL Collection Development Working Group, Coordinator (*regional*)

Regents Academic Committee on Libraries, University System of Georgia

- The working group discusses issues and provides reports and recommendations to the RACL leadership team concerning the improvement of library collections, resource sharing, and coordination of services between units of the University System.

1/2016 – 12/2016

Georgia Library Association Handbook Committee, Chair

Georgia Library Association

1/2013 – 12/2013

GLA New Members Round Table, Chair

Georgia Library Association

Selected Publications

Holm, C. E., Guimaraes, A. B., & Wood, B. A. (Eds.). (in press). *Academic Librarian Burnout: Causes and Responses*. Association of College and Research Libraries.

Wood, B. A., Guimaraes, A. B., Holm, C. E., Hayes, S. W., & Brooks, K. R. (2020). Academic Librarian Burnout: A Survey Using the Copenhagen Burnout Inventory (CBI). *Journal of Library Administration*, 60(5), 512–531. <https://doi.org/10.1080/01930826.2020.1729622>

Luther, M. L., & Guimaraes, A. B. (2017). Applying the principles of total library assessment to inform sustainable collection development. In S. Baughman, S. Hiller, K. Monroe, & A. Pappalardo (Eds.), *Proceedings of the 2016 Library Assessment Conference* (pp. 181-187). Washington, DC: Association of Research Libraries. Retrieved from <https://www.libraryassessment.org/wp-content/uploads/bm~doc/33-luther-2016.pdf>

Workshops and Presentations

June 2019

Panel Presentation, American Library Association Annual Conference

"Developing a Collection (Team): Adapting, Innovating, and Thriving in Organizational Change at Kennesaw State University" (Co-presenters: Michael Arthur, University of Alabama, & Sarah McClung, University of California San Francisco)

April 2019

Poster Presentation, Association of College and Research Libraries

"Librarian Burnout: A Survey Using the Copenhagen Burnout Inventory (CBI)" (Co-presenter: Christina Holm, Kennesaw State University)

November 2018

Poster Presentation, Charleston Conference

"The Right Growing Conditions: How to Plant an Idea and Nurture it into a Dynamic Collection Development Unit" (Co-presenter: Laurie Aycock, Kennesaw State University)

July 2016

Carterette Series Webinar, Georgia Library Association

"Integrated Assessment for Informed Collection Management: A Review of the Pilot Year" (Co-presenter: Michael Luther, Kennesaw State University)

March 2016

Panel Presentation, Kennesaw State University Geek Week

"Role Playing Games and Team Building: Our Journey Through Consolidation with D&D"

November 2015

Poster Presentation, Charleston Conference

"Integrated Assessment for Informed Collection Maintenance"

October 2015

Panel Presentation, Georgia COMO Annual Conference

"Collection Development at Different Stages: A Panel of Three Georgia Universities in Transition" (Co-presenters: Paolo Gujilde, Georgia Southern University, Julie Higbee & Bonnie Morris, University of North Georgia)

Poster Presentation, Georgia COMO Annual Conference

"Integrated Assessment for Informed Collection Maintenance" (Co-presenter: Michael Luther, Kennesaw State University)

March 2014

Presentation, RACL eBook Summit, Middle Georgia State College

"Kennesaw State University's eBook Model"

November 2013

Conference Presentation, Access Services Conference, Georgia Technical

"Give the Patrons What They Want: Even If You Don't Have It Yet!" (Co-presenter: Ashley Hoffman, Kennesaw State University)

October 2013

Conference Presentation, Georgia COMO Annual Conference

"Give the Patrons What They Want: Even If You Don't Have It Yet!" (Co-presenter: Ashley Hoffman, Kennesaw State University)

Poster Presentation, Georgia COMO Annual Conference

"Free Your Library: A Resource Sharing Wiki for Georgia Librarians" (Co-presenter: Oscar Gittemeier, Atlanta-Fulton Public Library)

Workshop, Georgia COMO Annual Conference

"Resume Review Clinic"

June 2009

Conference Presentation, Library Management Institute Annual Conference, Arcadia University

"Collaborative Professional Development for Tough Economic Times" (Co-presenter: Chris Miller, Cornell University)

Conferences Attended

June 2019

American Library Association, Annual
Washington, D.C.

Panel Presentation: "Changing Collection Development Models: Staffing, Structure, and Sustainability"

April 2019

Association of College and Research Libraries
Cleveland, Ohio

Poster: "Librarian Burnout: A Survey Using the Copenhagen Burnout Inventory (CBI)"

November 2018

Charleston Library Conference

Charleston, South Carolina

Poster: "The Right Growing Conditions: How to Plant an Idea and Nurture it into a Dynamic Collection Development Unit"

June 2018

American Library Association, Annual
New Orleans, Louisiana

November 2017

Charleston Library Conference

Charleston, South Carolina

March 2017

Association of College and Research Libraries
Baltimore, Maryland

January 2017

American Library Association, Midwinter
Atlanta, Georgia

October 2016

GaCOMO, Annual
Athens, Georgia

November 2015

Charleston Library Conference

Charleston, South Carolina

Poster: "Integrated Assessment for Informed Collection Maintenance"

October 2015

GaCOMO, Annual
Athens, Georgia

Presentations: "Collection Development at Different States: A Panel of Three Georgia Universities in Transition" & "Integrated Assessment for Informed Collection Maintenance"

November 2014

Charleston Library Conference
Charleston, South Carolina

November 2013

Access Services Conference

Atlanta, Georgia

Presentation: "Give the Patrons What They Want: Even If You Don't Have It Yet!"

October 2013

GaCOMO, Annual
Macon, Georgia

Presentation: "Give the Patrons What They Want: Even If You Don't Have It Yet!"

April 2013

Association of College and Research Libraries

(ACRL), Conference

Indianapolis, Indiana

January 2013

GaCOMO, Midwinter

Macon, Georgia

October 2012

Georgia Council of Media Organizations

(GaCOMO), Annual

Macon, Georgia

November 2011

Society of Georgia Archivists, Annual

Morrow, Georgia

January 2010

American Library Association, Midwinter

Boston, Massachusetts

June 2009

Library Management Institute (LMI), Annual

Philadelphia, Pennsylvania

Presentation: "Collaborative Professional Development for Tough Economic Times"

Rare Books and Manuscript Section (RBMS),
Charlottesville, Virginia

June 2008

Rare Books and Manuscript Section (RBMS),
Los Angeles, California

Scholarship Recipient

January 2008

American Library Association, Midwinter
Philadelphia, Pennsylvania

June 2006

American Library Association, Annual
New Orleans, Louisiana

November 2005

Nylink, Information Showcase 2005

September 2005

Association of College & Research Libraries,
Western New York/Ontario Chapter

Professional Association Memberships

American Library Association, 2005 – present

Student member, 2005 – 2007

Association of College & Research Libraries

Association for Library Collections & Technical Services (ALCTS), 2013 – 2019

- Collection Management Section Nominating Committee (2017)

Rare Books and Manuscripts Section (RBMS), 2008 – 2011

Georgia Library Association, 2012 – 2019

- Handbook Committee, Chair (2016)
- New Members Round Table, Chair (2013)

Society of Georgia Archivists, 2012 - 2013