

ASHLEY T. HOFFMAN

EDUCATION

- 2015 **Master's of Science in Library and Information Science**
Valdosta State University, Valdosta, Georgia
- 2009 **Master's of Arts in Russian and East European Studies**
University of North Carolina, Chapel Hill, North Carolina
- 2007 **Bachelor's of Arts in International Studies: Russia and East Europe, Political Science**
Middlebury College, Middlebury, Vermont

EXPERIENCE

- 2016-present **eLearning Librarian, Research & Instructional Services**
Kennesaw State University Library System, Kennesaw, Georgia
- Created instructional materials, videos, tutorials, learning aids, and research guides for online students, faculty, and staff using Camtasia and LibApps.
 - Maintained library presence in the university's LMS (D2L), including a library widget, EBSCO Curriculum Builder Reading Lists, and LibApps LTI.
 - Conducted outreach and training for online faculty on library tools for e-learning.
 - Served as the library liaison to the undergraduate Political Science, International Affairs, and Human Services departments.
 - Developed library collection in assigned liaison area using GOBI.
 - Administered 100+ undergraduate research guides and 600+ FAQs in LibApps.
 - Provided reference services 4-5 hours a week at the Research Help! Desk.
 - Designed and led an average of 10-20 information literacy workshops per semester in both physical and virtual classrooms.
 - Co-led internal and external usability testing of research guides and online learning tools, resulting in the creation of a new subject guide blueprint.
 - Co-created and led the Library Online Orientation Program (LOOP), which broadcasts interactive library orientation webinars to multiple classrooms at once.
- 2019-2020 **Interim Director of Research & Instructional Services**
Kennesaw State University Library System, Kennesaw, Georgia
- Led and directed the work of the Research & Instructional Services unit.
 - Set unit goals, vision, and project prioritization to promote user-centered services.
 - Supervised 9 librarians and staff, including training, balancing workloads, setting expectations, annual evaluations, and mentoring.
 - Reviewed and maintained unit policies and procedures.
 - Communicated and collaborated with other library units and library administration.

- Gathered, evaluated, maintained, and reported unit assessment data.
- Represented the unit's needs and mission to administration and the university.

2015 **Supervised Fieldwork Intern, Research & Instructional Services**

Kennesaw State University Library System, Kennesaw, Georgia

- Worked 120 hours in the Research & Instructional Services Department.
- Provided reference services 2-3 hours a week at the Research Help! Desk.
- Led information literacy workshops both independently and as a co-instructor.
- Created lesson plans and course guides for library instruction.

2012- **Library Technical Paraprofessional I and II, Interlibrary Loan, Access Services**

2016 Kennesaw State University Library System, Kennesaw, Georgia

- Processed interlibrary borrowing and lending requests using ILLiad and Odyssey.
- Supervised student assistants in the interlibrary loan unit, including hiring, training, scheduling, assigning work, and annual evaluations.
- Prepared reports on copyright, usage, and interlibrary loan reciprocity.
- Provided patron service at the Check Out Desk, over the telephone, and via email.
- Circulated library materials using ExLibris Voyager.
- Served as the library's representative for the Atlanta Regional Council for Higher Education (ARCHE) consortium for interlibrary lending and use.
- Coordinated the consolidation of two interlibrary loan units on different campuses.
- Created unified policies, fine structures, and workflows for the consolidated unit.
- Implemented an intercampus book delivery program using ILLiad Document Delivery.
- Oversaw implementation of a shared ILLiad server for multi-campus processing.
- Led a trial of RapidILL software for consideration for implementation.
- Volunteered for a summer project using OCLC Connexion, Voyager Cataloging, and Library of Congress authorities to copy-catalog over 300 books in AACR2 format.

2007- **Graduate Research Assistant to the Curator of the Slavic Collection**

2009 Walter R. Davis Library and the André Savine Collection, University of North Carolina, Chapel Hill, North Carolina

- Prepared reports on current holdings and new acquisitions for the curator of the Slavic and East European collection using WorldCat and Millennium Acquisitions.
- Created catalog records for incoming books from East Europe and the former Soviet Union using Millennium Acquisitions software.
- Transliterated non-Latin orthography using American Library Association and Library of Congress Romanization standards.
- Oversaw a project of selecting and preparing publications for archival digitization on the Internet Archive.

PUBLICATIONS

- Barker, A.G. & Hoffman, A.T. (in press). Student-centered design: Creating LibGuides students actually use. *College & Research Libraries*.
- Hoffman, A.T. (2020). Revitalizing your library faculty governance. *College & Research Libraries News*, 81(5), 236.
- Hoffman, A.T. (2018). Georgia Library Association – 2019 GLA election results. *Georgia Library Quarterly*, 55(4), Article 10. Retrieved from <http://digitalcommons.kennesaw.edu/glq/vol55/iss4/10>
- Hoffman, A.T. (2018). Georgia Library Association – GLA officer candidates for 2019. *Georgia Library Quarterly*, 55(3), Article 12. Retrieved from <https://digitalcommons.kennesaw.edu/glq/vol55/iss3/12/>
- Hoffman, A.T. & Holm, C.E. (2018). Coming to a screen near you: Broadcasting library orientations. In K. Bailin, B. Jahre, & S. Morris (Eds.), *Planning library orientations: Case studies from around the world*. New York, NY: Chandos Publishing.
- Hoffman, A.T., & Holm, C.E. (2016). How to reach 3,000 students with 3 librarians (or less). *ACRL Instruction Section Newsletter*, 33(2), 6. Retrieved from https://acrl.ala.org/IS/wp-content/uploads/2016fall_ISnews.pdf
- Hoffman, A.T. (2016). Georgia Library Association – New Members Round Table. *Georgia Library Quarterly*, 53(3), Article 9. Retrieved from <https://digitalcommons.kennesaw.edu/glq/vol53/iss3/9/>
- Hoffman, A.T., & Greer, K.A. (2015). Georgia Library Association - Atlanta Emerging Librarians. *Georgia Library Quarterly*, 52(4), Article 15. Retrieved from <https://digitalcommons.kennesaw.edu/glq/vol52/iss4/15/>

PRESENTATIONS

- Barker, A.G. & Hoffman, A.T. (2019). *Student-centered design: Creating LibGuides students actually use*. Invited Springshare Facebook Live presentation, Cleveland, OH. Retrieved from <https://www.facebook.com/springshare/videos/343138279647700/>
- Barker, A.G. & Hoffman, A.T. (2019). *Student-centered design: Creating LibGuides students actually use*. Poster presented at the Association of College & Research Libraries (ACRL) Biannual Conference, Cleveland, OH.
- Hoffman, A.T., Murphy, A., & Schweikhard, A. (2019). *The KSU library: Your partner in transforming the learning resources in your online course*. Panel discussion at the KSU Distance Learning Unconference, Kennesaw, GA.
- Barker, A.G. & Hoffman, A.T. (2018). *Try it! Learn to improve guides and websites using design research methods*. Workshop presented at the Georgia Libraries Conference, Columbus, GA.

- Hoffman, A.T. (2018) *Reading Lists made easy: enhancing your online course with library resources*. Presentation given at the KSU Distance Learning Unconference, Kennesaw, GA.
- Cullen, M.A., Hoffman, A.T., & Puckett, J. (2017). *Distance Learning Best Practices*. Panel discussion given at the Georgia Libraries Conference, Columbus, GA.
- Holm, C.E. & Hoffman, A.T. (2017). *How to reach 3,000 students with 3 librarians (or less)*. Poster presented at the Association of College & Research Libraries (ACRL) Biannual Conference, Baltimore, MD.
- Hoffman, A.T. (2016). *The new face of resource sharing: A survey of academic library direct borrowing consortia*. Invited poster presented at the Valdosta State University Graduate Research Symposium, Valdosta, GA.
- Gallagher, C., Hoffman, A.T., & Humphrey, R. (2015). *Branching out: Consolidating an interlibrary loan department across multiple campuses with ILLiad*. Presentation given at the Georgia Library Association COMO Conference.
- Bynum, K., Hoffman, A.T., & McLaurin, M. (2014). *GIL Express & ILL: Odd couple or match made in heaven?* Presentation at GIL Users Group Meeting (GUGM) Conference, Macon, GA.
- Guimaraes, A. & Hoffman, A.T. (2013). *Give the patrons what they want: Even if you don't have it yet!* Presentation given at the Georgia Library Association COMO Conference, Macon, GA.
- Guimaraes, A. & Hoffman, A.T. (2013). *Give the patrons what they want: Even if you don't have it yet!* Presentation given at the Access Services Conference, Atlanta, GA.
- Bynum, K. & Hoffman, A.T. (2013). *Your library @ home: Document delivery for the online student*. Poster presented at the Georgia Library Association COMO Conference, Macon, GA.

PROFESSIONAL SERVICE

Affordable Learning Georgia

Library Coordinator for Kennesaw State University (2016-2017)

Atlanta Emerging Librarians

Planning Committee (2015)

Atlanta Regional Council for Higher Education (ARCHE)

Interlibrary Loan Representative for Kennesaw State University (2013-2016)

ACRL Distance Learning Section ALA Conference Program Planning Committee

Co-Chair (2020-2021)

Member (2019-2020)

Georgia Library Association Distance Learning Interest Group

Secretary (2018)

Member (2017-present)

Georgia Library Association New Members Round Table

Chair (2016)

Vice-Chair (2015)

Georgia Library Association Nominations & Elections Committee

Chair (2018)

Vice-Chair (2017)

Georgia Library Quarterly

Associate Editor (2018-present)

Editorial Staff (2017)

INSTITUTIONAL SERVICE

All Staff Professional Development Committee

Co-Chair (2015-2016)

Distance Learning Executive Committee

Library Representative (2015-present)

FAQ Committee

Member (2018)

Chair (2017)

Library Faculty Assembly

Chair (2018-2019)

Mentoring Program

Mentor (2017-2019)

Research Guides Assessment Task Force

Member (2017-2018)

Research Guides Committee

Chair (2016)

Search Committees

Assessment Librarian (Member, 2018)

First Year Experience Librarian (Co-Chair, 2018)

Resource Sharing Librarian (Member, 2017)

Research & Instructional Services Library Technical Paraprofessional (Co-Chair, 2016)

Access Services Library Technical Paraprofessional (Member, 2016)

Year of Russia Planning Committee

Library Representative (2016-2017)

PROFESSIONAL DEVELOPMENT

2020 **Getting to Know Your Users through Interviews and Focus Groups.**

Library Juice Academy course.

- 2019 **Engaged Students are Empowered Students: Instructional Design Matters.**
Preconference Workshop.
Association of College and Research Libraries.
- 2018- **Professional Writing Group.** 12-month course.
2019 KSU Library System.
- 2017 **Immersion Program.** 5-day intensive workshop with competitive admission.
Association of College and Research Libraries.
- 2017 **Online Course Development Workshop.** 3-week course.
KSU Center for Excellence in Teaching & Learning.
- 2016 **Leading from the Middle.** 12-month course.
KSU Library System.
- 2016 **Online Tutorials: Creating Them Easily and Effectively.** 4-week course.
American Library Association.

AWARDS

- 2016 **George Gaumond Award,** Valdosta State University
Award granted to MLIS student who best exemplifies academic achievement and professional service.
- 2007- **Foreign Language and Area Studies Fellowship Recipient for Polish Language Study**
2009 M.A. Russian and East European Studies program, University of North Carolina, Chapel Hill,
North Carolina
- 2007 **Foreign Language and Area Studies Fellowship Recipient for Polish Language Study**
Summer Language Workshop, University of Indiana, Bloomington, Indiana

MEMBERSHIPS

Association of College & Research Libraries (2015 – present)
American Library Association (2013 – present)
Georgia Library Association (2013 – present)