

Jennifer Duncan

Merrill-Cazier Library, Utah State University
Head of Collection Development

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EDUCATION

M.L.I.S., Graduate School of Library and Information Science, University of Texas at Austin, December 1997.

B.A., *cum laude*, Modern European Studies in History, Smith College, Northampton, MA, 1991.

PROFESSIONAL POSITIONS

Merrill-Cazier Library, Utah State University, Logan, UT

Head of Collection Development, Associate Librarian, 2010-

Head of Collection Development, Assistant Librarian, 2009-2010

- Oversee and provide planning and promotion for the Library collections
- Promote awareness of issues pertaining to scholarly communication
- Allocate funds for materials acquisitions and monitor materials budgets
- Gather and collect data related to the Library collections
- Coordinate and evaluate efforts of the Subject Librarians
- Review and negotiate licenses for electronic resources
- Supervise Electronic Resources Librarian and the management of electronic collections
- Manage the operation of the Library Gifts program and Book Sale
- Provide instruction and select materials for the History and Language departments

Merrill-Cazier Library, Utah State University, Logan, UT, 2003-

Electronic Resources Librarian, Assistant Librarian

- Manage Electronic Collections
 - ❑ Coordinated the acquisition, evaluation, processing, invoicing and maintenance of electronic resources including electronic journals, books and databases
 - ❑ Maintained all Library website access points for e-resources including online catalog record profile, OpenURL link resolver, and the e-journal A-Z list.

- ❑ Reviewed, negotiated, and managed license information for electronic resources
- ❑ Provided troubleshooting for electronic resource problems
- ❑ Evaluated local usage data for USU subscription databases and journals
- Provide library instruction and select materials for academic departments
 - ❑ Serve as liaison for the Department of History (Classics and non-U.S.), 2004-
 - ❑ Serve as the Subject Librarian for Latin American Studies, 2008-
 - ❑ Served as liaison for Departments of Civil & Environmental Engineering and Biological and Irrigation Engineering, 2003-2004

**Columbia University Libraries, Columbia University, New York, NY, 2002-2003
Electronic Resources Librarian, Librarian II**

- Coordinated the acquisition, licensing and technical reviews, processing, cataloging, maintenance and tracking of electronic resources across 22 branch libraries

Mary Couts Burnett Library, Texas Christian University, Ft. Worth, TX, 1999-2001

Electronic Services Librarian, Librarian I

- Coordinated the acquisition, processing, and maintenance of electronic resources

**Jennie King Mellon Library, Chatham College, Pittsburgh, PA, 1999
Reference Librarian**

RESEARCH & SCHOLARSHIP

Refereed Article:

Duncan, J. & Holliday, W. (2008) "The Role of Information Architecture in Designing a Third Generation Library Website" *College and Research Libraries*. 69(4).

Book Chapter:

Duncan, J. (2008) "Periodicals Section and Editor's Guide." Available in *The Guide to Reference* via the American Library Association:
<http://www.guidetoreference.org>.

Non-Refereed Article:

Duncan, J. (2008). "Working from Afar: A New Trend for Librarianship?" *College and Research Libraries News* 69(4).

Refereed Presentations

Duncan, J., Clement, S. & Rozum, R. (2010) "Collaborative Copyright—or, Copyright, it's not Just a Library Issue." Charleston Conference: Issues in Book and Serials Acquisition, Charleston, SC.

Duncan, J., Fagerheim, B., and Kochan, C. (2010) "Piloting Purchase on Demand: Collection Development Through Interlibrary Loan." Northwest Interlibrary Loan Conference, Portland, OR.

Duncan, J., Holliday, W., & Shrode, F. (2010) "An Entrepreneurial Approach to Subject Librarianship." ACRL/LAMA virtual poster session.

Duncan, J. & McAphee, S. (2007) "Serials as a Public Service: We're One Happy Family." North American Serials Interest Group (NASIG), Louisville, KY. Published in *The Serials Librarian* 54(3/4).

Duncan, J., Daniels, T. & Walsh, W. (2005) "Issues in Scholarly Communication: Creating a Campus-wide Dialog." North American Serials Interest Group (NASIG), Minneapolis, MN. Published in *The Serials Librarian* 50(3/4).

Duncan, J. & Walters, C. (2004) "Implementing an Electronic Resource Management System." Utah Library Association, Ogden, UT.

Duncan, J. & Breznay, A. (2004) "Management, Assessment and Evaluation of the Electronic Collection." Utah Library Association, Ogden, UT.

Invited Presentations:

Duncan, J. (2010) "Resources for the Study of Childhood." Northern Utah Professional Academy for Teaching History in Schools (NUPATHS), Logan, UT.

Duncan, J. (2009) "Information Literacy: Swimming in the Information Ocean." Northern Utah Professional Academy for Teaching History in Schools (NUPATHS), Logan, UT.

Duncan, J. (2008) "Author Rights, Copyright, Publishing Models, and Open Access—Librarian Response Panel." UALC Scholarly Communications Panel Presentation, University of Utah, Salt Lake City, UT.

Duncan, J. (2005) "Electronic Accessibility in Library and Information Services." National Center on Disability and Access to Education, Webcast.

Invited Article:

Duncan, J. "Flex and Balance: Exercising Reform in Twenty-First Century Library Work Environments" (2008) *Informed Librarian* June 2008.

Interviews:

Lewis, L. & Wilkerson, F. (2004) "Buy One, Get One e—or Has Print Finally Become Never, No More in Reference Collections?" [Interview with Jennifer Duncan et. al.]. *Against the Grain*, 16(4).

Conference Proceedings/Reports

Duncan, J. (2005). "Serials Standards: Envisioning a Solution to the Online Serials Management Mess" *Serials Librarian* 48(3/4). [Also published in monographic form as a part of the *North American Serials Interest Group (NASIG) Great Visions on a Great Lake Conference Proceedings.*]

Duncan, J. (2003). "NASIG Conference Report: Electronic Resources Management and the MARC Record—The Road Less Traveled" *NASIG Newsletter* 18(3).

Duncan, J. (2003) "NASIG Conference Report: Copyright Law—Fact or Fiction?" *NASIG Newsletter* 18(3).

Reviews:

Duncan, J. (2001). "Dred Scott." *Reference Reviews* 15(5).

Duncan, J. (2001). "Public Papers of the President." *Reference Reviews* 15(3).

Duncan, J. (2001). "Poole's Plus." *Electronic Resources Review* 4(11).

Duncan, J. (2000). "The Nationalism Project." *Electronic Resources Review* 4(10). [Review was awarded *MCB University Press Highly Commended Literati Award*]

Duncan, J. (2000). "Internet Modern History Sourcebook." *Electronic Resources Review* 4(8).

Duncan, J. (2000). "Getty Institute Databases and Research Tools." *Electronic Resources Review* 4(5).

Service to the Library:

Current

- Promotion & Tenure Committee for Heather Leary, Chair, 2010-
- HathiTrust Working Group, 2010-
- Exhibition Committee, 2009-
Coordinator for Annual Faculty Book Exhibition, 2010-
- Copyright Committee, 2009-
(Chair, 2010-2011)
- Subject Librarians Advisory Council, 2009-
- ILS Migration Committee, 2009-
- Institutional Repository Advisory Committee, 2008-
- Distance Education Task Force, 2008-
- Subject Librarians Group, 2004-
- Digital Library Advisory Committee, 2004-
- Web Steering Committee, 2003-
- E-Sources Committee, 2003-

Historical

- Institutional Repository/Scholarly Communications Librarian Search Committee [hired Heather Leary], Fall 2010
- Electronic Resource Librarian Search Committee [hired Angela Dresselhaus], Fall 2009
- Collection Development Advisory Committee, 2003-2008 (replaced by Subject Librarians Advisory Council above)
- Collection Development Task Force, 2008-2009
- Humanities Reference Fellows Team, Spring 2008
- Institutional Repository/Digital Library Coordinator Search Committee [hired Heather Leary], Chair, Fall 2008
- Road Show Library Promotion Team, 2004-2005
- Freshman Interest Group (FIG) Library Liaison to the Global Village, 2004-2005
- Merrill Humanities/Social Sciences Selectors Committee, 2003-2005
- Science Selectors Committee, 2003-2005
- Acquisitions Accountant Search Committee [hired Maria Larson], Spring 2004
- Collection Development Management Librarian Search Committee [hired Steven R. Harris], Spring 2004
- Information Architecture Committee (website redesign), 2003-2004
Co-chair
Co-author of *USU Web Architecture Task Force Design and Implementation Report*

Service to the University:

Current

- Provost's Diversity Advisory Committee, 2009
- Faculty Diversity, Development, and Equity (FDDE) Faculty Senate Committee, 2007- [elected position; Chair, 2009-2011]

Historical

- Scholars' Day Application Reviewer and Candidate Interviewer, 2010
- Dean of the Libraries Search Committee [hired Richard Clement], 2007
- Visual Resources Center Committee (Art Department, VRC), 2007-2009
- Thesis Committee for Susan Baxter, MA candidate, Department of English, 2006-2007
- Campus Educational Policies Faculty Senate Committee, 2004-2007 [elected]
- Curriculum subcommittee of the Educational Policies Faculty Senate Committee, 2004-2007

Professional Service:

- North American Serials Interest Group (NASIG)
 - NASIG Newsletter Editorial Board, Blog Editor, 2007-2010
 - NASIG Electronic Communications Committee (ECC) Member, 2003-2007
 - Co-author for the NASIG Jobs List: <http://www.nasig.org/jobs/list.htm>, 2003-2007
- Greater Western Library Alliance Collection Development Committee (GWLA-CD), 2009-
- Utah Academic Library Consortium Collection Development Committee liaison to the Utah Pioneer Library, 2008-
- Utah Academic Library Consortium, Collection Development Committee (UALC-CD), 2003-
- Cache Valley academic libraries representative to the Utah Pioneer Advocate program of the Utah Pioneer Library, 2003-

HONORS/GRANTS

Utah State University Center for Women and Gender Travel Grant, 2010
 Invited guest to the Readex Institute for Digital Humanities in Chester, VT, 2008
 Women and Gender Research Institute, Utah State University travel grant, 2007
 Utah State University ADVANCE grant, 2006
 USU Libraries Faculty Award, 2005

PROFESSIONAL MEMBERSHIPS

American Library Association (ALA), 1996-
 Association for Library Collections and Technical Services (ALCTS), 2003-

Association of College and Research Libraries (ACRL), 1997-
North American Serials Interest Group (NASIG), 2002-
Utah Library Association (ULA), 2003-

CONTINUING EDUCATION

2010 Copyright Certification, Center for Intellectual Property, University of Maryland

2010 Are You Ready, WESTPAS Preservation Workshop, University of Utah