

BETHUNE-COOKMAN UNIVERSITY

Carl S. Swisher Library

Dr. Clarissa West-White

Year-end Report, January - June 26, 2018

Summary: This semester marked my entre into librarianship. Since my arrival to Bethune Cookman University in August 2014 as an Assistant Professor of English and then Chair, I was employed under the College of Liberal Arts. My shift to the library came after a discussion with Dean Tasha Youmans during an English major's internship presentation the previous semester. Along with learning the library and duties of a Reference Librarian/Instructor on the job, I also enrolled and completed the first semester of Masters in Information online program at Florida State University. Thus, I have attended a number of database trainings and workshops to aid me in gaining additional skills.

Standing Activities

- Teach BI Classes
- Communicate and plan faculty for BI classes.
- Assist students and faculty with reference
- Create BI materials, PowerPoints, Research Guides:
 - Created Research Guides for Ms. Duncan's Children Literature course, Resources for the Homeless, English faculty for an upper-level course, Afrofuturism, Speculative Fiction, Graphic Novels, Black Comics
 - Updated the one on "Citations"
- Continue to create presentations for specific assignments (literature review, topic exploration, library introduction & overview)
- Continue collaboration with faculty across campus about establishing course guides
- Serve as School of Business and Hospitality Management liaison
 - Met with Casandra Stroy to discuss how to tailor a reference presentation to her 300 students for an upcoming project.
 - Communicate with faculty about scheduling BI classes
 - Emailed instructors welcome and invitation to bring classes
 - Made contacts with faculty to schedule classes
- BI Planning with Ms. Quattrella
- Keep Statistics and forward to Ms. Quattrella
- Serve university and community
 - Attend Meetings & Other miscellaneous Projects (see below)

January 2018

- Attended Zora Neale Hurston 4th Annual Writers Conference on Wednesday, January 17, 2018 in 341 Fine Arts from 11:15-12:30
- Conference call for Academic Conference of the Zora Neale Hurston Festival, Friday, January 12, 2018, @ 1pm <https://zorafestival.org/2018-official-guide/> (My name and affiliation appear on page 7)

February 2018

- Attended planning meetings for the MMB Women's Conference.
- Meetings with Mr. Peacock and Dr. Mathis to work on English course approval and VC changes
- Meetings with Dr. Wilkerson from UCF to work on research for possible publication
- Accompanied Dr. Dixon on Florida Heritage Tour, Jacksonville, FL, Friday, February 16, 2018

March 2018

- Attended planning meetings for the MMB Women's Conference.
- Accompanied Dr. Dixon and students to the National Museum on African-American History and Culture, Washington, DC, March 12-15, 2018
- Attended **ProQuest Training with Linda Cubias**
- Meeting with Mrs. Story to discuss Information Literacy guides

April 2018

- Attended **IEEE Training** on March 20
- Served on committee and program of the 9th Annual Dr. Mary McLeod Bethune Women's Conference, March 27
- Presented Information Literacy to English faculty at their Department meeting on April 9 to solicit feedback and input in design
- Attended online demonstration of **Lexis Uni** on April 19
- Met with Dr. Henson-Governor to discuss collaboration
- Agreed to serve as supervisor to Fall 2018 intern who's an English major
- Attended the following webinars given by **Florida Library Webinar: Online Reference Essentials for Reference and Ready Reference on April 18 & Comics, Superheroes, and Pop Culture in Your Library on April 19, Using Facebook and Email to Build Support on April 20**

May 2018

- Attended **BCC Research Webinar** May 17
- Attended Consecration and Graduation
- Helped recruit participants and served as member of the B-CU Spelling Bee team in partnership with Volusia Literacy Coalition May 17
- Meetings and conference calls with Mr. Peacock and Mrs. Morris as they continue ease into Chair position
- Began internship with Dr. Youmans to focus on 1) SACS, 2) LibGuides, and 3) Website
- Began work with Dr. Dixon for library grant
- Began discussion with Dr. Ford and Dr. Mathis about digital divide research

June 2018

- Meetings and conference calls with Mr. Peacock and Mrs. Morris as they continue ease into Chair position
- Continue internship with Dr. Youmans to focus on 1) SACS, 2) LibGuides, and 3) Website
- Completed work with Dr. Dixon to submit library grant
- Began discussion with Dr. Ford and Dr. Mathis about digital divide research
- Attended **NEFLIN Unplugged conference** on June 15
- Attended **Item Writing Training with FLDOE** June 8

- Attended the following webinars:
 - Leadership and the Four Agreements: **Applying the Toltec Wisdom of Don Miguel Ruiz to the Workplace**. 06/12/2018 @ 10:30 am - 11:30 am
 - **Visible Body/Ovid Training**, June 14 @ 2:00 pm
- **Beyond Twitter and Facebook: Fostering Community and Collaboration With Social Media** with Paul Signorelli, June 6 @ 2:00 pm

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Year-end Report, August 2018- June 2019

Summary: Building upon momentum from the previous semester, this academic year I was able to revive one service and create another with approval from Dean Youmans and with assistance from fellow librarians. One service was the Pop Up Ask A Librarian. This entailed me going to the lobbies of the Holmes Business and Fine Arts buildings and offering students, staff and faculty who entered information regarding library services. I was able to assist a number with basic library questions, locating resources (I traveled with a laptop), and even afforded the opportunity to chat with respective deans and faculty. I was also able to revive the Library's month newsletter in Publisher at first and then using WordPress to create and host. Finally, I spent an hour and a half on the Quad near the cafeteria promoting newly arrived additions to the collection to students. On the first outing, more than 20 students checked out books. A few faculty members also stopped by to browse.

Standing Activities

- Teach BI Classes
- Communicate and plan faculty for BI classes.
- Assist students and faculty with reference
 - Including providing directions, help locating books, using the computer, MLA, formatting and editing research paper
- Create BI materials, PowerPoints, Research Guides
- Continue to create presentations for specific assignments (literature review, topic exploration, library introduction & overview)
 - Continue to work on new Guide so that students can access information shared during presentations instead of using PowerPoint
- Continue collaboration with faculty across campus about establishing course guides
- Serve as School of Business and Hospitality Management liaison
 - Sent returning and new faculty members welcome communique and schedule classes for lab. I also shared BCC research trial with faculty.
 - Communicate with faculty about scheduling BI classes
- BI Planning with Ms. Quattrella
- Keep Statistics and forward to Ms. Quattrella
- Serve university and community
 - Attend Meetings & Other miscellaneous Projects (see below)



August 2018

<ul style="list-style-type: none">• Attended the Association of African American Museums in Hampton, VA on August 8-11, 2018• Attended the following webinars:<ul style="list-style-type: none">◦ DigiRef Protecting Your Personal Information August 21, 2018◦ What Library School Didn't Teach You: Creating a Positive Workplace

August 17, 2018

- **Project Management for Digital Libraries** August 14, 2018
- **CREDO**, August 17, 2018

September 2018

- Attended meeting in Chapel regarding future of B-CU on September 7
- Met with Mrs. Huesner and disability services to discuss Kathy Nelson on September 12, 2018
- Attended the **Northeast Florida Library Network Annual Meeting** on September 14, 2018
- Attended the University Curriculum Committee Meeting on September 17, 2018

October 2018

- Drafted and submitted ALA grant for LibGuide dealing with homeless teens and young adults in high school and college.
- Book Talk with Dr. Jan Boulware 10/17 @ 6
- Yoga with Mrs. Story 10/11 @ 6
- University Curriculum Committee Meeting 10/1 @ 11:15
- Began work on NEH Grant with Drs. Ford & White
- Curriculog Training 10/9 2:30-4
- IEEE Webinar 10/24 9-10
- Awarded seat at **POWRR Institute** in Illinois in January 31-February 1
- **Sunshine State Digital Network** 10/29 Jacksonville 9-4
- **NEFLIN Management Interest Group** Meeting Online 10/24
- **NEFLIN Voice Computing & Smart Speakers - Implications for Libraries: Webinar** (10/18/18)

November 2018

- Favorite Character Costume Contest 10/31
- Working on NEH Grant with Drs. Ford and White
- UCC Meeting 11/5 @ 11:15
- ZORA! Academic Conference Committee Meeting 11/9 (call)
- Presentation in Orlando 11/16
- Senior Seminar Presentation – Destiny Jones 11/29 @ 2:40
- **MLA/APA Workshop** 11/13 & 11/15 @ 6
- **SSDN Workshop** Friday, November 30, 2018, 9 a.m. to 4 p.m.
- Created EN131 OER Canvas Course for Online College

December 2018

- Book Talk with Dr. Jan Boulware 12/5 @ 6
- Yoga with Mrs. Story 12/10 @ 6
- Meeting with furniture representative 12/11 all day
- **SSDN Workshop** 11/30 in JAX 9-4
- **USPTO Workshop** @ UCF 9-1 12/14
- FLA Fundraising Committee Member 12/3
- BJ Moore Center for Faculty Innovation Advisory Council 12/12
- Invited to write proposal for NCTE/ACE Workshop
- **WorldShare Collection Manager: What It Is and Why It Matters** on December 5

January 2019

- Yoga with Mrs. Story 1/29. 2/5, 2/19 @6

- Scholarship Boot Camp NSBHS 1/17
- Credo Instruct Workshop w/LQ 1/8 1-2:15
- Received ALA Grant for 4700 to work on Homeless Libguide
- Zora! Academic Conference Rollins/Eatonville 1/29-2/1
- **Floating Collections:** Sink or Swim Webinar 1/18

February 2019

- **ProQuest** Webinar 2/6 11:15-12:15
- BCU Zora Neale Hurston Writers' Conference 2/7-2/8
- **Credo Instruct** Workshop 2/13 BI Lab 11:15 (2)
- African American Heritage Tour 2/15 (all day)
- **North American Virtual Reference** Online Conference 2/12 11-4pm
- Genealogy Workshop for students 2/22 1-3
- **FLA's Library Day at the Capitol** 2/19 (all day)
- African American Read-In Belle Terre Elem. 2/21 9-11
- Wise Use of Credit Workshop with Regions Bank 2/27 10:10-11
- Featured in hair documentary 2/28 1-2
- Book Review for the Journal of American Folklore 2/28
- Reading and Note-Taking Workshop, presenter 2/7 4-5

March 2019

- Yoga with Mrs. Story
- Book review submitted to the Journal of American Folklore
- ZORA Academic Planning Committee Debriefing 3/1
- **Photographic Collections: Care, ID and Digitization** 3/7
- Pop-Up Library 3/6 (10 students)
- 10th Annual MMB Women's Conference 3/26
- **The Equity Equation: How to Help Underserved Students Succeed** - 3/29/19 w/McGraw Hill, LaShana Stokes

April 2019

- Yoga with Mrs. Story
- **ALA Grant**
- UCC Meeting 4/8 @ 11
- **Library Week Events**
- **POWRR Institute** Naperville, IL 4/18-19
- BJ Moore Advisory Council Planning Retreat 4/22 11-12:15
- **Ad Astra Meeting** 4/23 9-11
- **Florida Theological Library Association** 4/25

May 2019

- English senior thesis defense 5/1
- Judge for EDL350 5/2
- **FLA Conference** 5/14-17
- **Robert Smith Fund** in DC 5/30-June 1

June 2019

- Published - Teachers' Corner: Beginnings of the American Red Cross Featured Primary Source Set of the Month – in SSDN Newsletter - June

July 2019

- **Digital Collaborations workshop on Black History in Florida** at UF 7/24-25
- **Association of African-American Museum Conference** 7-10, Jackson, MS

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Summary: The 2019-2020 academic year proved challenging as the university shuttered in March 2020 online and closed campus completely for two weeks. One week was Spring Break and the second was used to plan for virtual sessions before the library opened with limited hours and staffing. The following outlines activities, events and programming planned within the library in conjunction with other departments or alone. Information is organized according to months. Activities and events were maintained in a shareable Google Sheet beginning March 24, 2020. It can be viewed *[HERE](#).

Standing Activities

- Preparing, updating for discipline and assignment and delivering research instruction presentations to lower and upper division students.
 - Created various handouts and reference ‘cheat’ sheets for students to have and refer to post session.
 - Sent email to senior seminar professors to schedule reference instruction for courses.
 - Sent emails often to business faculty reminding them of research sessions and business related databases and information as I am their liaison librarian.
 - I have tried unsuccessfully to encourage faculty with classes larger than 30 to schedule in-class presentations.
 - During the COVID pandemic, Mrs. Pearson scheduled her freshmen seminar class. I was able to present via Big Blue Button but I could not share screen. I spoke while she clicked on links I directed her to and after about 15 minutes, due to my internet connection, was dropped and I could not rejoin the class.
- Stationing myself in the lobbies of the Fine Arts Building or business building for Ask-A-Librarian on the 2nd Tuesday of each month.
 - Due to the weather in the fall, some of the scheduled dates were not carried out and none were held in spring. The plan had been to work toward resuming in March 2020.
- Designing, managing and creating news items for the monthly newsletter. The newsletter was initially created in Publisher, but I moved it to [WordPress](#) and was able to upload previously published newsletters.
 - Updated the email that announces the arrival of the newsletter to look more like those sent by the Southwest Library Network.
 - Had two guest faculty writers submit articles
- Managing the library’s email account and designing notices sent across campus.
- Preparing ‘Wednesday Word’ to send to students, faculty and staff.
 - In the spring, instead of these being sent to all, each Word was crafted and shared with just its target audience.
- Coordinating Books on the Quad so that librarians have the opportunity to participate for one hour on the 3rd Wednesday of the month.
 - Initially, we attempted coverage every Wednesday, then every other Wednesday before settling on one Wednesday a month.

- Librarians camp out near the cafeteria and share high-interest reads for students to check out books.
- Assisting library patrons on the second floor by providing directions, helping them locate books, using the computer, formatting and editing research paper, etc.
- Working circulation several times a semester on a Saturday.
 - Helped students with book check out, reserve material, study rooms, copying, and headphones.
 - Provided assistance to organizations that reserved space in the library with technical support and setup.
- Creating new research guides and updating older ones.
 - Have unsuccessfully tried to get more faculty members to create a libguide for their courses like the one I previously did for Karen Duncan in education.
 - Libguides to date: [Children & Young Adult Literature](#), [Afro-Futurism](#), [Resources For Homeless Students](#), [Graphic Novels, Comics, Manga & Anime](#), [Speculative Fiction](#), [Reference Session](#), [Professional Certifications & Licensure Test Preparation](#), [Sports Literature & Media](#), [Copyright for Educators](#), [OER & Opening Copyright: What, Why and How](#)
- Planning, executing and assessing events held in the library or sponsored by the library
 - Publicizing, promoting and creating flyers, for example, Mrs. Story's Yoga Sessions, Vendor webinars/Faculty Development Workshops, APA/MLA workshops, American Library Week activities, Books on the Quad, Ask a Librarian, Dewey Decimal, Scavenger Hunts, Locked Room
- Assisting with grants as called upon
- Ongoing meetings with Mrs. Quattrella to discuss BI planning, orientation to lab, calendars, scheduling classes, data, etc.
 - Compiled and submitted BI room and reference statistics to Mrs. Quattrella monthly, then weekly as COVID forced us online
- Checking, reading and responding to emails (in the library or at home)
- Hosting Virtual Library Sessions.
 - Initially, standing sessions would be on Friday, Saturday and Sunday from 7-8pm. We held them on April 17-19. Only 1 student, a graduate student, showed. I then created and sent a survey asking for best times. Responses indicated that the best times were the same times we offered during the week when individual librarian virtual sessions are available. We then held them every Sunday for two hours, 6-8 until the end of the semester. For summer, we held them each Sunday from 6-7 in June.
 - Librarians were available from 8 am to 5 pm, Monday – Friday via askalibrarian@cookman.edu to request virtual sessions or to send their questions via email. We later added Google Hangouts to our list of options.
 - I also added instructions for contacting a librarian in the reply signature of my email.
- Recording videos to host on [Library's YouTube channel](#) as a placeholder to share them on Library's website. Thus far, I have created the following videos: Basic Search, Catalog Features, Navigating the Library's webpage, Remote Access, Research Guides, YouTube Features, Copyright, OER.

August 2019

1. Shared free Business Communication Company (BCC) Research trial with faculty in the School of Business and Hospitality Management, and sent invitation to senior seminar instructors.
2. Shared free trial of Kanopy.
3. Near completion of a new testing libguide – [Professional Certifications & Licensure Test Preparation](#)
4. Session Moderator during Faculty & Staff Institute for several sessions, August 12-16
5. Mission Statement Review Gathering Participant, BJMCFI Advisory Council, August 30
6. Attended online webinars
 - a. Introduction to Digital Preservation (8/21)
 - b. Database Design – Webinar (08/22)
 - c. Creating a Copyright Policy for your IR (8/27)
7. Presenter, Student Success Workshop, Palm Coast United Methodist Church, 8/25

September 2019

1. Undergraduate Curriculum Committee Meeting, September 9, 11:15-12:30 pm
2. Preserving Eatonville Committee Meeting, September 10, 7:30 am
3. Judge, Business Team Competition, September 12, 2:00 & 4:00
4. Adjunct, 1-credit hour of ED360 Teaching Methods in Secondary Education
5. Annual NEFLIN Meeting, September 13, 9:30-3:30
6. Title IX Training, September 25, 9-11:00 am
7. Presenter, DIRECTO Conference, Florida State University, Tallahassee, Florida, September 27, 2019
8. Attendee, Librarian and faculty collaboration for student success, Online Webinar, September 11

October 2019

1. Co-creator, Homeless Resources for American Library Association Grant, Due March 2020
2. Florida Association of College & Research Libraries Conference, FIU, Ft. Lauderdale, FL, 10/17-18
3. Zora Academic Conference Meeting conference call, 10/25
4. Florida Department of Education, FTCE English 6–12 Test Form Validation Meeting, Tallahassee, 10/28-30

November 2019

1. The National Association for the Education of Homeless Children and Youth Conference, Washington, DC, 11/2-5
2. Attendee, Books & Bears, 11/9
3. Evaluator, English Senior Defenses, 11/13 & 11/20
4. Chaperone, Black Male Explorers, The Orlando Classic Weekend, 11/21-23

December 2019

1. Attendee, Landmarks of American History and Culture Pre-Application Technical Assistance Online Webinar, 12/4
2. BCJMAC Meeting, 12/4 & 12/11
3. Undergraduate Curriculum Committee Meeting, 12/9
4. Actor, Mrs. Claus for Christmas with Books and Bears, 12/7

January 2020

1. Session Moderator, Faculty Institute, 1/7

2. Scholarship Awardee, Key West Literary Seminar, 1/9-1/11
3. Orientation, met with new education faculty, 1/14
4. Attendee, Getting to Know Google Products, Services, and Tools: Part 2, Online Webinar, 1/17
5. Participant, Books & Bears, Black Males Explorers, 1/18
6. Attendee, Active Shooter Training, 1/21
7. Collaboration with Dr. Ford and Oral History Students, 1/22
8. New Smyrna High School, Scholarship Boot Camp, 1/23
9. Attendee, Press Briefing, Zora, Eatonville, 1/24*
10. Planning Committee Member, Academic Conference, Zora, 1/30-31*
- 11. Afrofuturism libguide used/featured at Zora! Academic Conference and now championed by Third Stone (a journal)***

* The press briefing was televised and Dr. N.Y. Nathiri recognized my efforts and B-CU. The libguide was featured as part of a workshop with Black graphic/comic book artists Drs. Julian Chambliss and Walter Greason, "Workshop #1: What is Afrofuturism? Definitions, Resources, and Praxis. The editor of Third Stone attended the conference and asked if they could use the libguide and asked me to be the Annotated Bibliographic editor.

February 2020

1. Radio Interview, RE: Books & Bears, 2/4
2. Attendee, Free Tools for Working with Social Media, Online Webinar, 2/5
3. Introduction of keynote, Zora Writing Conference, 2/6-7
4. Attendee, HBCU Academic Librarians OER Summit, Charleston, South Carolina, 2/10-11
5. Collaboration with Regions Bank branch manager Michelle Parrish and College of Business faculty Casandra I to schedule a number of workshops on financial literacy, etc., 2/13
6. Technology Trends for 2020 with Laura Solomon, 2/13
7. Attendee, ProQuest Webinar, 2/18
8. Attendee, Photographic Preservation: Strategies for Working with Physical Collections with Sandra Varry, Online Webinar 2/19
9. Attendee, Introducing How to Build a Personal Voice Assistant (AIY Edition) with Chad Mairn, Online Webinar 2/20
10. Member, Judicial Review Board 2/13, 2/20 & 2/27
11. Scholarship recipient & Attendee, National Information Standards Organization Plus Conference, Baltimore, Maryland 2/22-2/25
12. Attendee, Tech-Talk Webinar – CANVA, a free Graphics Design Tool, Online Webinar 2/26
13. Invited Member, Dr. Chrite's Strategic Priority II Group Meeting, 2/27
14. Attendee, ACRL Professional Development Committee Trans and Gender Non-Conforming Inclusion in Libraries, Online Webinar 2/27
15. Mentee, LLAMA Mentoring Meeting, each month
16. Attendee, DIRECTO Spring Conversation, FSU, Tallahassee, Florida 2/28
- 17. Attendee, Tech-Talk Webinar – CANVA, a Graphics Design Tool (Part 2), Webinar 2/29**

March 2020* Began working from home.

See [Google Sheet](#) for daily updates while working from home. In the document you will see specifics relating to day-to-day duties such as corresponding with students, faculty, community members and staff (all are named) via Ask A Librarian or Zoom or 8x8, creating flyers and announcements to send to students, faculty, staff and academic deans. To assist with sending faculty information on Mondays and students information on Wednesdays, a Google sheet was created titled "[Tips for Students & Faculty](#)" for librarians and staff to sign up for slots. I would then edit, format, add pictures and then send. There are also entries detailing time spent meeting and practicing in Zoom and Google

Hangouts with fellow librarians and hosting virtual library sessions, either those that are fixed weekly or requested by a student or faculty one-on-one.

1. Attendee, Southwest Florida Library Network – Coronavirus Hoaxes, Fear, and Truth How Libraries Can Help, Webinar, 3/24
2. Reported to library for Librarian on Duty, 3/25
3. Updated Reference Instruction Libguide, 3/25
4. Created Activity Report in Google Sheets, due every Wednesday by noon, 3/27
5. Attended library conference call at 10:00 AM, 3/27
6. Attendee, Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections, Webinar, 1:00 PM – 2:00 PM EDT
7. Judge, Florida Authors & Publishers Association, 3/30-5/30
8. Principal Investigator & Co-creator, Resource for Homeless Students libguide, 3/31

April 2020

1. Scholarship recipient, Reviewed webinars from the Black Book Interactive Project (1) Introduction to HBW Corpus and PhiloLogic Search Interface (2) Digital Humanities, Digital Archives and Social Justice, 4/1
2. Created and shared April's newsletter, 4/2-4/6
3. Attendee, How Libraries and Librarians can meet the UN Sustainable Development Goals by Emerald Publishers, Webinar, 4/7
4. Attendee, Video Editing with Chad Mairn, Webinar, 4/7
5. Zoom Meeting @ 4-5:15pm with President's Strategic Planning Committee, 4/9
6. Scheduled Zoom meeting to provide reference assistance to students, etc. on Thursday, Friday, Saturday, and Sunday 7:00 pm – 8:00 pm, 4/12
7. Member, Sunshine State Data Network Outreach WG Meeting 11:00 am, Online, 4/13
8. Attended ACRL Distance Library Instruction Virtual Poster Session
<https://acrl.ala.org/DLS/2020-virtual-poster-session/> [Accessibility and Inclusivity]
9. Attendee, Introduction to Library Cataloging Standards with Dr. Karen Snow, 4/13
10. Attendee, ACRL Distance Library Instruction Virtual Poster Session, 4/13-4/17
11. Scholarship Recipient & Attendee, BBIP Mini Conference 4/16-4/17
12. Attendee & Member, Zora Academics Committee Meeting @ 12:30-1:30 pm, Online, 4/17
13. Member, Creative Writing Group with English Faculty – 6:00pm, Online, 4/17
14. Hosted first 'standing' virtual reference session, Online, via Zoom, 4/17
15. Met Brandon for a demonstration on how to use the scanner, 4/21
16. Member, Judicial Review Board @ 11:30 AM, Online, 4/22
17. Created and sent SurveyMonkey regarding Standing Virtual Reference, 4/22
18. Attendee, Transition to the Digital Classroom: How Libraries Can Support Teachers and Faculty Adapt to Online Teaching & Learning, 1-2 Webinar, 4/23
19. Attendee, EBSCO Digital Preservation Software and Services – It's All About That Data: A Webinar About Digital Preservation (live on April 21, 2020), 4/23
20. Attendee, BRASS Business Reference in Academic Libraries Spring 2020 Online Symposium, 4/24 & 4/27
 - a. Resent email to College of Business & Hospitality about BRASS Conference along with notes, 4/24
 - b. Sent email to business and hospitality professors with links to BRASS Symposium and provided notes and offered assistance with summer and fall planning, 4/28
21. Attendee, 'Rethinking Information Literacy in the Digital Age' by Macmillan 3pm, Webinar, 4/24
22. Organizer, Women's Herstory Writing Contest (included in March Newsletter, deadline extended), Received 2 entries, 4/24
23. Attendee & AB Editor, Third Stone Editorial Board Meeting 2:30-4:00 pm, Online, 4/25

24. Attendee, Introduction to Cybersecurity with Luis Valdes & Guy Garrett via PLAN @ 11am, Webinar, 4/27
25. Presenter, Reference tips to Mrs. Evangeline Pearson's Freshman Seminar, 4/27

May 2020

1. Women's Herstory Writing Contest
a. Anonymize submissions, sent to judges along with a rubric, 5/2
b. Gathered scores, 5/9
c. Sent draft of email to winners to Dean Youmans, 5/10
d. Set letters of congratulations and regrets to winners/non-winners, 5/13
e. Mailed winners prizes, 5/22
2. Attendee, Let's Get Visual, Visual!: New Instructional Approaches for Visual Literacy, Webinar, 5/4
3. Member, MAP Assessment Team Meeting, 10:00 A.M. – 2:00 P.M. at Library, 5/5
a. Completed and shared minutes and notes from MAP meeting
b. Located samples of emergency response plans and guides for creating them and emailed to Brandon/ CC: Youmans
4. Attendee, Introducing Smart Cities, Webinar, 5/6
5. Recorded videos to show students, etc. (1) how to navigate to library's web page, (2) features of catalog, (3) how to gain remote access, 5/6
6. Attendee, Beginners Guide to Functional Requirements for Bibliographic Records (FRBR), Webinar, 5/8
7. Attendee & Member, FACRL Conference Program Committee, Online, 5/8
8. Attendee, Internal Marketing for the Library: What Is It Good For? Everything! By PLAN, Webinar, 5/8
9. Followed up with Kofi and CIT about laptop issues, 5/10
10. Completed video and shared via email with askalibrarian, 5/11
11. Attendee, Instructional Manual Committee, Online meeting, 5/13
a. Wrote Virtual Reference Session of Instructional Manual
12. Published Sports Literature & Media LibGuide in fulfillment of 2020 Key West Literary Seminar and shared with Katrin Schumann, 5/13
13. Begin writing Statuary Hall article per Dean Youman, 5/13
14. Attendee, Preservation in real time: delivering value to your institution & community during a global pandemic (watched recording), Webinar, 5/14
15. Attendee, Task Force -Instruction, Infrastructure and Technology, 5/15
16. Sent CFP to SWFLN and FLVC for FACRL's Online Conference, 5/15
17. Recorded videos for library about YouTube features and Research Guides, 5/15
18. Completed editing professional licensure and certifications libguide, 5/18
19. Attendee & Member, MAPS meeting at library, 5/19
20. Attendee & Member, ZORA! Conference Call, 5/20
21. Finished National Statuary Hall Article, 5/20
22. Started article for Ursula James (1) Herstory winners, (2) Homeless guide activation, 5/20
23. Attendee, NEFLIN Road to Reopening after the COVID-19 closures, Online, 5/21
24. Attendee, NFAIS Forethought, Artificial Intelligence #2, (viewed recording), 5/21
25. Copied two Libguides RE: Copyright into our collection (1) Copyright for Educators, (2) OERs and Opening Copyright, 5/21
26. Attendee, Transitioning to the Digital Classroom, Webinar by ProQuest, 5/21
27. Attendee, Task Force -Instruction, Infrastructure and Technology, Online, 5/22
28. Attendee, Copyright for Digital Libraries, Webinar, 5/27
29. Attendee, How to Retain Newly Online Students During a Pandemic – Session 1, Upswing Webinar, 5/27
30. Attendee, Technology Task Force, Online, 5/27
31. Attendee, Revisited reference manual, Online, 5/27

32. Attendee, Task Force -Instruction, Infrastructure and Technology webinar, Online, 5/29
 33. Attendee, CCLI 2020~Deconstructing and Reconstructing Assessment, Webinar by University of San Francisco, 5/29

June 2020

1. Supporting Faculty and Students with Cross-Campus Collaboration during Emergency Distance Learning, Webinar featuring Leganto by exlibris, 6/1
2. Published two libguides: Copyright for Educators and OERs and Copyright, 6/1
3. Sent articles (1) Homeless Guide & (2) Herstory Winners to Ursula James, 6/1
4. Staff Meeting to review Library Manual, Library, 6/2
5. Tools and Tricks to be Anonymous Online, SWFLN Webinar (watch recording), 6/2
6. Attendee, Copyright and Rights Statements, Webinar by SSDN, 6/2
7. Attendee, Technology Task Force, Online, 6/3
8. Titles & Tribulations: Explore the Basics of Cataloging Titles Using RDA & MARC with Karen Snow, PhD, Webinar (will watch recording), 6/4
9. Attendee, Task Force -Instruction, Infrastructure and Technology, Online, 6/5
10. Emailed Joey @ Upswing (he would forget our scheduled call) about including the library as an option to refer students needed assistance, he agreed, 6/5
11. Attendee, NEFLIN meeting to discuss free video, 6/5
12. Carla Hayden and Lonnie Bunch: Cultural Institutions at Times of Social Unrest, Live event, (watch recording), 6/5
13. Attendee, IMLS Grant Proposal Meeting, Online, 6/8
14. Attendee, IMLS Grant Proposal Meeting including making edits, Online, 6/9
15. Presenter & Organizer, “Sip & Chill” for Faculty, Webinar, 6/10
16. Attendee, IMLS proposal review with Mayra, 6/10
17. Attendee, An HBCU Blueprint for the Digital Future, Online Conference, 6/10
18. Attendee, 30 Minutes–Job search sources and methods in Nexis Uni, 6/10
19. NEFLIN Online Conference, (watch recording), 6/12
20. Created Statuary Hall e-mailing per Dean Youmans, 6/14
 - a. Shared finished flyer with campus
 - b. Shared with Story and Sampson to place on Foundation’s webpage
21. Attendee, NISO Scholarship Winners Meetup, Online, 6/15
22. Attendee, 20 Minutes–Five Essential Tips for Media, Online, 6/15
23. Reentered data from Views on Fake News research surveys, 6/15
24. Collaboration with Drs. Boulware, Mathis and Yusef RE: anthology proposal, Online, 6/16
25. Library Marketing 101: Studying Your Target Audience... (watch recording), Webinar, 6/18
26. Attendee, Zora Meeting, 1-3, Online, 6/19
27. Recorded videos for OER and Copyright, 6/21
28. Assisted Laura with Reference Report (formatting, including senior seminar surveys), 6/22
29. Attendee, Antiracist Baby: A Conversation with Ibram X. Kendi, 6/22
30. Sports Literature & Media link to libguide shared in feature on me in Key West Literary Seminar Alumni Newsletter, Summer 2020, 6/22
31. Performing Your Own Digital Preservation Assessment, Webinar, 6/24
32. 13th Annual NISO-BISG The Changing Standards Landscape Forum, Webinar, 6/24
33. Dismantling Institutional Racism in your Library: From Theory to Practice, Webinar, 6/24
34. Publication? Distribution? Copyright? Oh My! Cataloging Publication Statements and More Using RDA and MARC, Webinar, 6/25
35. Copyright for Digital Projects, NEFLIN Webinar, 6/25
36. NISO Annual Members Meeting and Standards Update, Online, 6/26
37. COVID-19, Systemic Racism, and the Responses of HBCUs: A Virtual Town Hall 6/29

July 2020

1. BBIP Webinar, 7/10

2. Liar Liar Pants on Fire! Using Misleading Information to Teach Media Literacy on Wednesday, 7/15
3. Carrier on Wayward Son: Physical Description Using RDA and MARC on Thursday, 7/16
4. Neflin Excel 2016 Online Training Foundational data manipulation. Everything builds on this, 7/17
5. Panhandle Academic Libraries (Virtual) Conference – Focus on Libraries: 2020, 7/24
6. Co-Presenter, NEFLIN Hot Topics Conference, Online, 7/24
7. SEFLIN 2020 Regional Conference, 7/30
8. Neflin Excel 2016 Online Training Apply custom formulas and present data. Understand functions, lists and analyze data, 7/31

August 2020

1. Neflin Excel 2016 Online Training Perform advanced data analysis, collaborate on workbooks and automate workbook functionality, 8/21

BETHUNE-COOKMAN UNIVERSITY

Carl S. Swisher Library

Dr. Clarissa West-White

Year-end Report, June 27, 2020 – May 28, 2021

Summary: The 2020-2021 academic year proved challenging yet rewarding. I worked remotely from March 2020 until the start of the 2021-2022 academic year. There were adjustments, but for the most part, it was business as usual thanks to virtual meeting spaces and email. I was able to garner a grant (Co-PI) and assume the role of Principal Investigator (PI) on another, present at two virtual conferences, serve on the 2020 planning committee (and co-chair in 2021) of the Florida Association of College and Research Libraries' virtual conference and on the 2021 National Information Standards Organization conference planning committee. I was elected to the FACRL board, attended countless webinars on a vast and dizzying array of topics, while maintaining virtual office hours, conducting virtual research instruction sessions and library orientation, presenting workshops to freshmen seminar classes, serving on campus, state and national committees, and assisting local organizations.

The remainder of this document outlines completed activities. Webinar titles, meetings, and events were maintained in a shareable Google Sheet beginning March 24, 2020. It can be viewed [*HERE](#) (you will see two tabs – Fall 2020 and Spring 2021).

University Activities

- Grants
 - \$29,200: *The Black Fantastic: Curated Vocabularies, Artifact Analysis and Identification*, HathiTrust Research Center's special round of Advanced Collaborative Support funded by the Andrew W. Mellon Foundation through the Scholar-Curated Worksets for Analysis, Reuse & Dissemination (SCWAReD) project (Co-PI)
 - \$12,000: HBCU OER AL\$ grant (Assumed PI)
- Instruction
 - Total classes: 37
 - Total students: 350
 - (see Laura Quattrella's research instruction stats)
 - Tweaked Senior Seminar Survey
 - Ongoing meetings with Mrs. Quattrella to discuss BI planning, orientation to lab, calendars, scheduling classes, data, etc.
 - Successfully 'tested out' of Canvas
 - Taught 1 credit hour of ED360 Teaching Methods in the Content Area (Fall, Sp.)
- Outreach
 - Campus Workshops
 - Freshman Seminar – Note Taking Tips: 67

- Freshman Seminar – Avoiding Plagiarism: 48
- Sent emails to business faculty reminding them of research sessions and business-related databases and information (liaison librarian).
 - Offered library liaison interviews to Business faculty
 - 1 faculty member scheduled
- Draft & edit 'News & Notes' the library's newsletter on [WordPress](#)
- Manage the library's email account and design notices sent across campus.
- Assist library patrons via Zoom and Google Meet and Askalibrarian
- Create & update research guides (libguides)
 - 2018 – 2020: [Children & Young Adult Literature](#), [Afro-Futurism, Resources For Homeless Students](#), [Graphic Novels, Comics, Manga & Anime](#), [Speculative Fiction](#), [Reference Session](#), [Professional Certifications & Licensure Test Preparation](#), [Sports Literature & Media](#), [Copyright for Educators](#), [OER & Opening Copyright: What, Why and How](#)
 - 2020 – 2021: [Dr. Mary McLeod Bethune](#), [Multimedia Presentation Tools](#), [Creating Infographics](#) (updated), [Faculty Profiles](#) (assisted), Archives (updated)
 - Upcoming: QEP (Experiential Learning & Gamification)
 - Met with Dr. Sarah Krejci about libguide and having a librarian serve on the QEP Steering Committee and Topic Refinement Committee
- Assist with planning Scavenger Hunt, creating library mission statement, MMB script, SACSCOC reports, Faculty Trivia Night
- Assist in designing and disseminating library campaigns:
 - #100Daysof Bethune
 - Famous Letters
 - The Lady's Letters
- Record videos to host on [Library's YouTube channel](#)
 - 2019-2020: Basic Search, Catalog Features, Navigating the Library's webpage, Remote Access, Research Guides, YouTube Features, Copyright, OER
 - 2020-2021: Credo Instruct (redo), Catalog Features (redo), Research Guides, Databases (create)
- Committees
 - University Curriculum Committee (campus wide)
 - University Website Redesign (campus wide; edited library, home, College of Math... narratives)
 - MAP Assessment (library)
 - BJMCFI Advisory Council (moderate presentations)
 - Title IX Officer
 - Planning Committee Meeting, Haiti's Ambassador's virtual visit & conference

- MMB Women Conference Committee Member
- Miscellaneous
 - Completed Coronavirus Training
 - Completed Title IX Training

Community Activities

- African American Cultural Society – Curatorial Director on Smithsonian Institution’s Museum on Main Street Water/Ways exhibition
- Association to Preserve the Eatontown Committee – Assist with programming (Virtual Book Club, Session Curator Community Conversations)
 - *TEWWG* Book Panel with Drs. Williams, Boulware, Yusef
- Zora! Festival – Serve on Academic Committee
 - Created discography for Sounds of Afrofuturism
 - Moderated “What is the Sound of Afrofuturism?” Session

Professional Organization Activities

- Florida Author and Publishers Association – Judge submissions
- Third Stone Afrofuturistic Journal – Annotated Bibliographic Editor
- Article published in ALA Learning Exchange newsletter about Homeless Guide
- NISO+ 2021 Planning Committee Member (moderate sessions)
- Sunshine Digital Network Outreach Working Group (newsletter submission; GIF it Up, Florida 2021 Judge)
- Co-editor of anthology – *Mamas, Martyrs and Jezebels*, Black Lawrence Press
- Black Book Interactive Project Scholar
- Program Planning Committee of the FACRL – 2020
- Program Planning Co-Chair, FACRL – 2021
- Planning Committee 2021 FTLA Conference (October 28, 2021): **BCU hosting**
- Excel 2016 Training Workshops (provided by NEFLIN)
- NCTE’s Task force on Neurodiversity
- Presentations:
 - 2020 B-CU Faculty Institute: (August 10, 2020) ***Library Resources and Services to Enhance Instruction: Strategies, Scenarios & Solutions***
 - 2020 FLA Online Conference: Leading Forward (October 29, 2020) ***Students' Views & Access of the News***
 - 2021 Global Summit Presentation at University of Michigan Digital Humanities Conference: (April 13, 2021) ***Continuing the Conversation around Afrofuturism: The Black Fantastic Bibliography Project*** (Co-presenting with Dr. Seretha D. Williams)

- 2021 panhandle academic libraries conference (July 16, 2021) ***Resources for Homeless Students*** (Co-presenting with Betty Story-Westlake)
- 2021 SEFLIN Regional Conference: Whose Library Is It Anyway: Improvisation in Improbable Times (July 29, 2021) ***Improvising During a Pandemic: Bring the Archives and the life of Dr. Mary McLeod Bethune to Life*** (Co-presenting with Dr. Youmans, Nightingale, Sampson)

Upcoming plans for 2021-2022:

- Seed Library
- Work on Landmark Grant
- Hybrid Programming



Professional Development Activities

Below are the number of webinars attended.

July-December 2020 – see [Google sheet](#) for titles

July	August	September	October	November	December
11	8	16	19	15	6

January – July 2021 – see [Google sheet](#) for titles

January	February	March	April	May
8	24	33	16	14

BETHUNE-COOKMAN UNIVERSITY

Carl S. Swisher Library

Dr. Clarissa West-White

Year-end Report, August 2021 – June 2022

Summary: The 2021-2022 academic year is proving to be as challenging as previous years. The computer lab reopened to smaller classes with social distancing measures in place. Other, larger, classes continued to be instructed online. I am still working on the two grants and meeting every other week with Dr. Williams and ACS. The library continues to share The Lady's Letters each Monday. I design the layout, fact check information provided by Brandon Nightingale and include additional information as needed. The monthly newsletter continues to be created and shared using WordPress. This semester, in conjunction with the National Runaway Month campaign, there was a contest to giveaway t-shirts and other items based on information shared with students via email. In addition to committee membership on and off campus, at the university, state and national level, I was recently asked to become the Faculty Athletic Representative (FAR). Thus, I have spent time attending NCAA meetings, SWAC FAR meetings and working with compliance. Continue to help with QEP and helped Ms. Mercer create a libguide for her composition classes.

The remainder of this document outlines completed activities.

University Activities

- Grants (Continued)
 - \$29,200: *The Black Fantastic: Curated Vocabularies, Artifact Analysis and Identification*, HathiTrust Research Center's special round of Advanced Collaborative Support funded by the Andrew W. Mellon Foundation through the Scholar-Curated Worksets for Analysis, Reuse & Dissemination (SCWAReD) project (Co-PI)
 - \$12,000: HBCU OER AL\$ grant (Assumed PI)
- Instruction
 - Total classes:
 - Total students:
 - (see Laura Quatrella's research instruction stats)
 - Tweaked Senior Seminar Survey (added QR Codes)
 - Ongoing meetings with Mrs. Quatrella to discuss BI planning, orientation to lab, calendars, scheduling classes, data, etc.
 - Taught 1 credit hour of ED360 Teaching Methods in the Content Area (Fall, Sp.)
- Outreach
 - Campus Workshops
 - Freshman Seminar – Time Management

- Sent emails to business faculty reminding them of research sessions and business-related databases and information (liaison librarian).
- Draft & edit 'News & Notes' the library's newsletter on [WordPress](#)
- Manage the library's email account and design notices sent across campus.
- Assist library patrons via Zoom and Google Meet and Askalibrarian
- Create & update research guides (libguides)
 - Continuing: QEP (Experiential Learning & Gamification)
 - Met with Dr. Sarah Krejci about libguide and having a librarianserve on the QEP Steering Committee and Topic Refinement Committee
- Assist with SACSCOC reports
- Assist in designing and disseminating library campaigns:
 - The Lady's Letters
- Started The 850 Club for students from the Florida panhandle
- Committees
 - University Curriculum Committee (campus wide)
 - BJMCFI Advisory Council (moderate presentations)
 - Title IX Officer
 - MMB Women Conference Committee Member
- Miscellaneous
 - Faculty Athletic Representative
 - Leadership Retreat and Training for Department Chairs & Directors, August 11
 - C.E.L. Curriculum Meeting with Rev. Lovell
 - CIC Interview Bethune-Cookman University
 - Recorded HBCU OER Minute to share OER to faculty

Community Activities

- African American Cultural Society – Assist with Smithsonian Institution's Museum on Main Street Water/Ways exhibition
- Association to Preserve the Eatonville Committee – Assist with programming (VirtualBook Club)
- Zora! Festival – Serve on Academic Committee
- Humanities Scholar, Antiracism Conversation Kits Grant from the Florida Humanities Council, Volusia County Public Libraries, 2021-2022
- Session Moderator, Fall 2021 Institute, BCU, August 9-10

Professional Organization Activities

- Third Stone Afrofuturistic Journal – Annotated Bibliographic Editor
- Sunshine Digital Network Outreach Working Group
- Co-editor of anthology – *Mamas, Martyrs and Jezebels*, Black Lawrence Press
- Black Book Interactive Project Scholar
- Program Planning Co-Chair, FACRL –2021

- Planning Committee 2021 FTLA Conference (October 28, 2021)
- 2021 Institute for Emerging Leadership in Online Learning Program: IELOL Global

Standing Meetings (Virtual)

- FACRL
- UCC + Call meetings
- ACS SCWArEd project
- HBCU OER Grant
- Curatorial Committee for Water Ways
- Black Fantastic (students)
- Writing Group
- Topic Refinement QEP Meetings on Mondays

Online Webinars

- **August**
 - Library Search Strategies: Thinking Inside and Outside the Box
 - Social Media Content Trends
 - ConnectED: An Academic Library Program Designed to Support and Engage Students - One Hour Webinar
 - Introduction to Scanning
 - Partner Call “NRPM 101”
- **September**
 - The Demise of Documents? Structuring Content for AI | A Lunch & Learn Discussion
 - 4 Stages of Project Management
 - Special Edition Time with IX
 - Introducing MLA Handbook Plus: The Digital Subscription Platform
 - Fourth HBCU Symposium on Rhetoric and Composition
 - When they see us: The Black Male Archives
 - Selecting for Digitization
 - TigerSMART Podcast- Surviving the Delta Variant
- **October**
 - Valerie Boyd
 - Training session: Title Collection Counts -Version A
 - #CriticalConversationsInLIS Fall 2021 + Radical Empathy
 - Making Your Images Ready For The Web
 - Mission: JOY, A panel conversation on creating happiness in troubled times
 - Volusia County Library Meeting
 - Because Black Women: How Art and Story Bring Two Civil Rights Icons to Life for Young Readers
- **November**
 - Cricket Celebration Bowl - Bethune-Cookman University
 - 2021 NCAA Special Convention
 - DI FAR Institute Session No. 2: Reconnecting with Campus and Athletics Academics.
- **December**

- SWAC FAR meeting
- IELOL Global Transformation Day

Presentations

- Keeping the Faith During the Pandemic Digital Literacy and Programming at Bethune-Cookman University, AAAM, August 5
- The Open Educational Resources (OER) - Affordable Learning Solutions (ALS) Pilot Project, Co-Presenter, Fall 2021 Institute, BCU, August 10
- Women Change Maker's Panelist, Eatonville Chamber of Commerce, August 28
- Reimagining the Scope of the Black Family: Eatonville, Afrofuturism, and the Definition of Black Space, ASALH, September 23