

Michelle L. Early
971 East Legendary Run
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Publications

“One-Stop-Shopping: Creating Library “Course Pages” in Blackboard with Examples in Classics and Nursing.” *Loex Quarterly* 34 (2007) 31-49.

“Catullus Academy: A research project for advanced students.” *Humanitas* 31 (2008) 9-11

Presentations

2007 Loex Conference – San Diego. “*One-Stop-Shopping: Creating Library “Course Pages” in Blackboard with Examples in Classics and Nursing.*” – Michelle Early, Xavier University; Marcia Poggione, Xavier University.

2008 Ohio Classical Conference. “*Catullus Academy and using Wiki’s to enhance Classics assignments.*” -Kelly Kusch, Covington Latin School, Michelle Early, Xavier University, Shannon Byrne, Xavier University.

2016 OVGTSL Conference – Louisville. “*Whose Job Is It? Reorganizing Electronic Resources Management in the Absence of an Electronic Resources Librarian*” Michelle Early, Xavier University, Daphne Miller, Xavier University.

2016 2nd Annual Ohio Hunger Dialogues – Cincinnati. “*Building Partnerships Across Campus to Promote Action.*” Kandi Stinson, Chair, Department of Sociology, Xavier University, Michelle Early, Librarian, Xavier University, Angela Kneflin, Care Management Coordinator, Dean of Students Office, Xavier University.

2017 Colloquium on Libraries & Service Learning – Santa Clara University. “*Building Partnerships Across Campus to Promote Action.*” Kandi Stinson, Chair, Department of Sociology, Xavier University, Michelle Early, Librarian

2017 CTE Celebration of Teaching – Poster Presentation - Xavier University. “*Embedding Librarians in Research Courses.*” Michelle Early, Librarian, Kandi Stinson, Chair, Department of Sociology.

EXPERIENCE

Head of Library Systems Xavier University, Cincinnati, Ohio. 2017-Current
Works with all library departments and personnel to provide and facilitate technical support of library systems. Collaborates with Information Technologies staff and external vendors to ensure effective implementation, use, troubleshooting, and issue resolution of library systems including the integrated library system (ILS), Iliad, EBSCO Discover Service, etc.

Head of Bibliographic Services, Xavier University, Cincinnati, Ohio. Sept. 1995- 2016

Oversees the operations of Bibliographic Control Services (BCS) unit of the Collections Services group in the library. BCS includes Serials, Cataloging and all components of the online public catalog (Innovative Interfaces Inc.). In charge of all Electronic Format materials acquired by the library. Ensure that materials are accessible to library patrons. Full participation in library-wide planning and evaluation. Perform reference and instruction, participates in information literacy initiative and collection development and liaison programs. Represents the library on University and professional committees.

Reference Librarian/Cataloger/Bibliographic Instructor, Clermont County Public Library, Batavia, Ohio. December 1993 – Aug. 1995.

Perform reference and readers' advisory services. Select and order materials for adults and plan and conduct adult programs. Responsible for assisting the head of technical services in the conversion from the paper to the Innovative Interfaces online catalog. In charge of original and copy cataloging materials utilizing AACRII and MARC formats and oversee the authority control operations. Organize and oversee the recon of all materials in the library system. Developed a general bibliographic instruction/general cataloging instruction program for CCPL librarians and support staff.

Cataloger, Salmon P. Chase College of Law, Highland Heights, Kentucky. June 1991-December 1993.

Perform original and copy cataloging utilizing AACRII and MARC formats. Perform all pre-order searching using the OCLC database and download the appropriate records into the VTLS online catalog. Research and resolve problems that occur between the library's holdings and VTLS bibliographic records. Create original authority records and resolve existing authority control problems. Responsible for the receipt and check-in of all library materials using the serials subsystem of VTLS. Charged with the claiming of materials lost or not received. In charge of four student assistants and organize all scheduling and tasks for those students. Work at circulation desk.

Library Assistant, University of Cincinnati Classics Library, Cincinnati, Ohio. 1989-May 1991.

In charge of processing all new books and journals. Act as the liaison between the classics library and cataloging department. In charge of editing mistakes on the WLN online catalog, and creating and correcting holdings records. Performed OCLC searches. In charge of missing book searches and handled all withdraws of lost or damaged books.

Education

Masters of Library and Information Science, June 1994. University of Kentucky, Lexington, Kentucky.

Bachelor of Arts with a major in Philosophy, June 1991. University of Cincinnati, Cincinnati, Ohio.

Legal research and writing, Salmon P. Chase College of Law, Highland Heights, Kentucky.

Certified Writing Certificate in Journalism, University of Cincinnati, Cincinnati, Ohio.

Professional Association involvement

American Library Association – member since 1991

ASIS – member since 1991

Ohio Valley Group of Technical Services Librarians – member and 1999 conference planning committee.

Innovative Users Group – member

DMSC committee of OhioLINK (3 year appointment)

Xavier Library Committee

State of Ohio LCO Selection Group – OhioLINK Subgroup