

## Jessica S. Scott

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Clemson University || Clemson University Libraries || (864)656-2819

**OBJECTIVE** To copy catalog and maintain the electronic resources for Clemson University Libraries.

**EDUCATION** University Of South Carolina  
Masters, Library and Information Science  
Graduation Date May, 2011

Claflin University  
Bachelor of Arts, Professional English  
Graduation Date May, 2008

Pendleton High School  
Diploma, Humanities  
Graduation Date May, 2004

**EXPERIENCE** *Clemson University, Clemson, South Carolina*  
*Library Specialist* *July 2021 - present*

- eResource copy Cataloging
- Batch loading eBook, eAudio and streaming videos
- Activate eResource in Alma
- Trouble shoot electronic resource issues

*Clemson University, Clemson, South Carolina*  
*Library Specialist* *May 2016 – July 2021*

- Process print serials, microfilm and microfiche
- Load and catalog electronic serials, eBook records and streaming videos
- Batchload records for government documents
- Assist in development and maintenance MS Ceaser eBook Statistics Database
- Copy catalog monographic series and analytics

*Tri-County Technical College, Pendleton, South Carolina*  
*Serials* *March 2014 – April 2016*  
*Coordinator*

- Coordinates print and electronic serials
- Perform evening circulation duties
- Provide patrons with digital and print reference assistance
- Assist with displays and book promotion
- Help with LibGuide maintenance

*Tri-County Technical College Easley Campus, Easley South Carolina*  
*Library* *October 2011- February 2014*  
*Coordinator*

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- Provide patrons with print and digital resources
- Perform interlibrary loans
- Oversee all circulation tasks
- Maintain the Easley Campus Website
- Create library LibGuides for the purpose of research
- Collaborate with staff and faculty building wide
- Administer assessments for Information Literacy workshops

## **SKILLS**

Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft Teams OneNote, Millennium Work Flows system, LibGuide Design, Sirsi WorkFlows, PASCAL, OCLC WorldCat Share Interlibrary Loan, MarcEdit, OCLC Connexion, SRB Certification (July 2019-July 2021), Collective Access, Alma, Metadata, Copy Cataloging, Zoom, Webex, Google Workspace

## **ACTIVITIES AND HONORS**

- Member, Society of American Archivists (SAA) (2011)
- SCILS TechNet 2014-2016
- Member, Tri-County Staff Advisory Board (2015-2016)
- Member, South Carolina Library Association (SCLA) (2012-2016)
- Member, North American Serials Interest Group (NASIG) (2014-2016, 2018-present)
- Member, American Library Association (ALA) (2012-present)
- Award, NASIG's Paraprofessional Specialist Award 2018
- Member, Organizational Development Committee (May 2019-July 2021)
- Member, NASIG Standards Committee (June 2019-June 2024)
- Clemson's ALA Annual Conferences Scholarship (2021)
- BIPOC Group (July 2021- present)
- Acquisitions Group (July 2021 - August 2021)
- ACRL Membership Funding for BIPOC Library Workers (2022)
- Vice Chair, NASIG Standards Committee (August 2022- August 2023)

*References available upon request.*