

Melody Condron

Resource Description & Management Coordinator University of Houston Libraries

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Work Experience

Resource Description and Management Coordinator

University of Houston Libraries

August 2016 - Present

- Provides leadership and expertise in bibliographic resources description and management.
- Manages resource description and resource management staff and librarians.
- Oversees the original and copy cataloging of electronic and physical items.
- Performs batch process functions and bibliographic record loads from various systems.
- Supervises and monitors collections transfer/withdrawal projects.
- Oversees records quality control activities, including management of the bibliographic, item, and authority records in the integrated library system.
- Develops and documents policies and procedures.

Resource Management Coordinator

University of Houston Libraries

November 2014 – July 2016

- Provided leadership of the Resource Management Unit and staff.
- Performed batch process functions including lists creation, global updates, authority reports, and bibliographic record loads from various systems.
- Oversaw quality control activities including management of the bibliographic, item, and authority records.
- Managed records retrieval and labeling process of cataloged materials.
- Supervised collection management projects.

Montana Shared Catalog Library Systems Technician

Montana State Library

May 2011 - September 2014

- Trained and managed problems as part of the Montana Shared Catalog library consortia management team.
- Troubleshooting all areas of the Integrated Library System (SirsiDynix Symphony), data migration, library set-up, project management, conference and meeting planning, and development of procedures for successful integration into the sharing environment.
- Assisted 170 library sites with library development and issues related to the ILS. Member libraries included public, school, academic, and special institutions.

**Collection Management Librarian
Lincoln County Public Libraries**

April 2008 - May 2011

- Maintained the collections and the technical services department for three libraries (Libby, Troy & Eureka, Montana).
- Planned and facilitated programming for children and adults
- Managed collections budget and grant writing.

**Library Page/Technical Services Page
Lincoln County Public Libraries**

August 2006 - April 2008

- Assisted the Collection Management Librarian with processing incoming materials
- Helped patrons with computers and at the circulation desk.

**Creative Director
Alchemy Desktop Publishing**

March 2006 - March 2008

- Managed graphic design and layout projects including manuals, books, maps, and brochures.
- Worked with clients to create the documents they envisioned.

Professional Leadership & Committee Work

Cougar Chairs Leadership Academy, University of Houston

Class of 2017

UH Energy and Sustainability Collection Task Force, University of Houston Libraries

Task Force Member 2017

Electronic Resources Workflow Task Force, University of Houston Libraries

Task Force Member 2016-2017

Collection Management Committee (CMC), University of Houston Libraries

Committee Member 2015-Present

Retention Sub-Committee 2016-2017

Electronic Resource Management Committee (ERMT), University of Houston Libraries

Committee Member 2015-Present

Identifying Recognition Opportunities Committee (IROC), University of Houston Libraries

Committee Member 2016-2018

Librarian Annual Performance Review Task Force, University of Houston Libraries

Appointed Chair by the Dean of Libraries, 2016

LITA Forum Assessment Task Force

Task Force Member, 2016-2017

LITA Forum Planning Committee

Committee Member 2015-2016

ALA Membership Promotion Task Force

Task Force Member 2015-2016

A.D. Bruce Religion Center Advisory Board, University of Houston

Board Member 2015-2017

TLA 2016 Local Arrangements Committee

Committee Member 2015-2016

Conference Planning Room Arrangements Subcommittee Member 2015-2016

Committee on Elections & Committees, University of Houston Libraries

Committee Member 2015-2017

Microgrant Committee, University of Houston Libraries

Committee Chair 2016-2017

Committee Vice Chair 2015-2016

LITA Membership Development Committee

Committee Chair 2015-2016

Committee Vice Chair 2014-2015

Committee Member 2013-2014

ASCLA Conference Planning Committee

Committee Chair 2014-2015

Committee Member 2013-2014

Montana Book Award Committee

Committee Member 2012 to 2014

Montana Shared Catalog Content Management Committee

Staff Liaison 2011-2014

Memberships

Texas Library Association - Member 2015-Present

Montana Library Association - Member 2008-2015

American Library Association (ALA) - Member 2008-Present

ALA Divisions as of 2017:

Association of College & Research Libraries (ACRL)

Association for Library Collections & Technical Services (ALCTS)

Library & Information Technology Association (LITA)

Teaching & Presenting:

Metadata for Non-Librarians

Poster Presentation – LITA FORUM 2016, Fort Worth, TX

More Than a Number: Measuring Value and ROI for Library Microgrant Programs

With Wenli Gao, in coordination with Keith Komos and Aba Schnur

Poster Presentation – Library Assessment Conference 2016, Arlington, VA

Digital Legacy Planning

Presentation – Ann Arbor Public Library in coordination with Personal Digital Archiving Conference 2016, Ann Arbor, MI

Learning From Librarians: Take-Aways from Teaching a Course on PDA for the Library Information Technology Association

Presentation – Personal Digital Archiving Conference 2016, Ann Arbor, MI

Archiving Social Media: Challenges for Individuals, Implications for Society & History

Lightning Talk – Personal Digital Archiving Conference 2016, Ann Arbor, MI

Personal Digital Archiving for Librarians

Web Course (4 weeks) – LITA Education, 2015

How to Archive Your Social Media Identity (and Why You Might Want To)

Poster Presentation – LITA Forum 2015, Minneapolis, MN

Digitization & Curation of Personal Photo Collections: Recommendations, Methods & Tools from a Recent Project

Poster Presentation – Personal Digital Archiving Conference 2015, NYC

Montana Shared Catalog: All About Statistics

Presentation – Montana State Library Fall Workshop 2013, Helena, MT

Montana Reads

Panel Member – Montana Library Association 2013, Missoula, MT

Montana Shared Catalog Use of Bookmyne, Facebook & Enterprise

Presentation – Montana Library Association 2013, Missoula, MT

MSC Reports: Beyond the Basics

Presentation – Montana Library Association 2013, Missoula, MT

Partnerships & Influence

Workshop – Montana State Library Fall Workshop 2012, Billings, MT

The Lifecycle of Data: Feeding and Propagating Library Services

Presentation – Montana Library Association 2012, Big Sky, MT

Streamlining Your Library Collection

Presentation – Montana Library Association 2012, Big Sky, MT

MSC Cataloging: the Easy, the Hard & the Unusual

Presentation – Montana Library Association 2012, Big Sky, MT

Building Community Partnerships at Your Library

Panel Member – Montana Library Association 2010, Bozeman, MT

Creative Collection Management for the Rural Library

Presentation - Montana Library Association 2010, Bozeman, MT

Making Your Library Genealogy Friendly

Presentation - Montana Library Association 2010, Bozeman, MT

Genealogy Basics for Librarians

Presentation – ASLD/PLD 2009, Chico Hot Springs, MT

Additional presentations and teaching as a part of job responsibilities: SirsiDynix Symphony Integrated Library System (all modules), SirsiDynix Director's Station, multiple topics in genealogy and local history, Origami, HeritageQuest Online, poetry (children's & adult workshops), children's programming including summer reading initiatives and after school programs, computer and technical topics (various).

Publications

Books/Monographs

Forthcoming/under contract from Rowman & Littlefield Press:

Condron, Melody. *Managing the Digital You: Where and How to Keep and Organize Your Digital Life*. Anticipated March 2017.

Aarstad, Rich., Calvi, Jim., Flanagan, Daris, White, Mark. (2009). *Lincoln County, Montana: Celebrating 100 years*. Melody Condron, ed. Libby, MT: Lincoln County Public Libraries Foundation.

Book Chapters

Forthcoming from ALA/Neal-Schuman:

Condron, Melody. "Social Media Archiving." In *Personal Digital Archiving for Librarians, Archivists, and Information Professionals*. Chicago, IL: Neal-Schuman Publishers, anticipated in 2017.

Education

University of North Texas

Master of Library Science (MLS), 2014

Focus: Information Organization

Pennsylvania State University, Erie Campus - The Behrend College

BA, Communications & Media Studies, 2002

Minor: International Studies

Independent Coursework

MARCEdit Basic & Advanced (IUG Preconference) Minneapolis, MN - 2015

RDA for Copy Catalogers with Deborah Fritz Helena, MT - June 2014

SirsiDynix Symphony API Training Salt Lake City, UT - April 2013

NW Economic Games (40 CE Economic Development Training) Ellensburg, WA – 2007

Certifications

Introduction to UNIX/Linux

University of North Texas non-credit course, April 2014

Montana Certification for Library Staff (60 CE)

Montana State Library - December 2008 to December 2016

Grant Writing Certificate (20 CE)

The Grant Institute, Missoula, MT 2010

Honors and Awards

Cougar Cudos from UH Staff Council for Walk & Learn for Wellness (2016)

UH Libraries John P. McGovern Rookie of the Year Award (2016)

UH Libraries Outstanding Group Award (2016)

International Library and Information Studies Honor Society, Beta Beta Nu Chapter (Lifetime)

Alpha Chi National Honor Society, Texas Eta Chapter (Lifetime)

F.R. Wilhite Endowment Scholarship, University of North Texas, 2013

University of North Texas SWIM Scholarship, 2012-2013

Sheila Cates Scholarship, 2012

Recent Conferences Attended

2016 LITA Forum – Fort Worth, TX

2016 Library Assessment Conference – Arlington, VA

2016 ALA Annual – Orlando, FL

2016 Personal Digital Archiving – Ann Arbor, MI

2016 ALA Midwinter – Boston, MA

2015 LITA Forum – Minneapolis, MN

2015 ALA Annual – San Francisco, CA

2015 IUG (iii Users Group) – Minneapolis, MN

2015 ALA Midwinter – Chicago, IL

2015 Personal Digital Archiving – New York, NY

2014 ALA Annual – Las Vegas, NV

2014 ALA Midwinter – Philadelphia, PA

2013 Montana State Library Fall Workshop – Helena, MT

2013 Montana Library Association (MLA) – Missoula, MT

2013 ALA Midwinter – Seattle, WA

2012 Montana State Library Fall Workshop – Billings, MT

2012 Montana Library Association (MLA) – Big Sky, MT

2012 ALA Midwinter – Dallas, TX

2011 SirsiDynix Consortia SIG – Jackson Hole, WY