

# 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 participants and managed system 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**

**2018 Personal Digital Archiving Conference Committee**

Chair & Host 2017-2018

**2018 LITA Forum Planning Committee**

Chair 2017-2018

**Cougar Chairs Leadership Academy, University of Houston**

Class of 2017 (Graduation January 2018)

**Rowman & Littlefield Publishers Library Advisory Board**

Board Member 2017 & 2018

**Independent Book Publishers Association (IBPA) 30<sup>th</sup> Annual Ben Franklin Awards**

Award Judge – Editorial / Professional & Technical Books 2016-2017

**LITA 2017 Forum Planning Committee**

Committee Member 2016-2017

**Independent Book Publishers Association (IBPA) 29<sup>th</sup> Annual Ben Franklin Awards**

Award Judge – Design / Professional & Technical Books 2016-2017

**UH Energy & Sustainability Collection Task Force (SPIET), University of Houston Libraries**

Task Force Member 2017

**Electronic Resources Workflow Task Force (SPIET), University of Houston Libraries**

Task Force Member 2016-2017

**Collection Management Committee (CMC), University of Houston Libraries**

Committee Member 2015-Present

Retention Sub-Committee Member (SPIET) 2016-2017

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

Committee Member 2015-Present

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

Chair 2017-2018

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 2016 Forum Planning Committee**

Committee Member 2015-2016

**ALA Membership Promotion Task Force**

Task Force Member as LITA Membership Delegate 2015-2016

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

Secretary 2016-2017

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**

Chair 2016-2017

Vice Chair 2015-2016

**LITA Membership Development Committee**

Chair 2015-2016

Vice Chair 2014-2015

Committee Member 2013-2014

**ASCLA Conference Planning 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

**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)**

**Texas Library Association** - Member 2015-Present

**Archivists of the Houston Area** - Member 2017

**Montana Library Association** - Member 2008-2015

## Teaching & Presenting:

### **Social Media as a Tool: Saving & Managing Online Communication**

Presentation – October 5, 2017

### **The Basics of Personal Digital File Management**

Webinar for Booklist – May 2, 2017

### **Comparison of Aggregate Tools for Archiving Social Media**

Presentation – Personal Digital Archiving Conference 2017, Stanford University, Palo Alto, CA

### **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, University of Michigan, 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**

Condron, Melody. *Managing the Digital You: Where and How to Keep and Organize Your Digital Life*. Anticipated March 2017. ISBN 9781442278875.

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**

Condron, Melody. "Social Media Archiving." In *The Complete Guide to Personal Digital Archiving*. Chicago, IL: Neal-Schuman Publishers, anticipated in 2017. ISBN 9780838916056.

## **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 – Continuously certified December 2008 through 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**

2018 ALA Midwinter – Denver, CO

2017 LITA Forum – Denver, CO

2017 ARMA Nevada E-Records Forum – Carson City, NV  
2017 ALA Annual – Chicago, IL  
2017 Personal Digital Archiving – Palo Alto, CA  
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