

Angela R. Flenner
66 George St.
Charleston, South Carolina 29424
(843) 953-8013
FlennerA@cofc.edu

Curriculum Vitae

EDUCATION:

Master of Library and Information Science. University of South Carolina, December 2008.

Master of Science, Historic Preservation. Clemson University/College of Charleston, May 2006.

Bachelor of Science, History and Business Administration (*summa cum laude*). Presbyterian College, May 2003.

PROFESSIONAL EXPERIENCE:

Digital Services Librarian/Systems Librarian. Addlestone Library, College of Charleston. Charleston, South Carolina. May 2011 – Present.

- Maintain and troubleshoot the ILS, catalog, and discovery service.
- Create and maintain profiles for batch loading of records into ILS, and load records for e-resources including e-books, e-journals, and online video.
- Maintain access to electronic resources, including remote access through the EZProxy server, and article-level linking through WebBridge link resolver.
- Assist all library departments and College faculty in the development of digital initiatives and other technological projects.
- Serve as a webmaster of the library website, and administer the various vendor platforms that the library website directs users to: Libguides, Libcal, LibAnswers; Springshare e-journal platform, and library staff directory.

Project Coordinator, Lowcountry Digital Library. Addlestone Library, College of Charleston. Charleston, South Carolina. July 2009 – April 2011.

- Develop procedures and workflow for digital collection construction, presentation, and preservation.
- Manage temporary project staff in order to maintain an efficient workflow in order to meet grant specific deadlines.
- Manage updates to LCDL web interface to ensure that collections are properly loaded and are accessible to remote users.
- Conduct training sessions to instruct staff at partner organizations such as Historic Charleston Foundation, Charleston Museum, Charleston County Public Library, the Citadel, the Gibbes Museum of Art and Patriots Point in scanning best practices and metadata creation, as well as use of CONTENTdm Project Client software.
- Train employees in transcription and scanning best practices.
- Provide support and instruction to LCDL users, manage requests for reproductions, and coordinate LCDL outreach and publicity activities.
- Coordinate with partner organizations to digitize and upload visual and multimedia collections to LCDL
- Work with the Systems Librarian and the Special Collections Metadata Cataloger to ensure that digital assets are properly cataloged and described in the College of Charleston Catalog.
- Metadata creation and editing using Dublin Core standards .
- Scan rare library materials for digital archiving and upload to CONTENTdm server.
- Coordinate Lowcountry regional projects for the South Carolina Digital Library, and upload our collections to the SCDL.

- Collaborate in developing statewide and local metadata standards and scanning best practices.
- Research and recommend equipment and software upgrades when relevant.
- Work with project staff to develop online exhibits using an open source platform.
- Experiment with various open source software to improve LCDL projects.
- Work with LCDL partners to investigate open source XML alternatives to CONTENTdm.

Archival Assistant. College of Charleston Library - Special Collections. Charleston, South Carolina. February 2008 – June 2009.

- Metadata creation using Dublin Core standards
- Assisted in grant writing for both the Gaylord and Dorothy Donnelley Foundation Grant and LSTA grant (2009)
- Scanned rare library materials for digital archiving and upload to CONTENTdm server.
- Helped establish basic metadata and scanning best practices guidelines for the College of Charleston (these guidelines later became the foundation for the Lowcountry Digital Library)
- Prepared digital collections for upload to South Carolina Digital Library
- Processed and arranged Rabbi William A. Rosenthal Collection, a part of the Jewish Heritage Collection.
- Prepared rough sort finding aid for the Rosenthal Collection

Library Specialist. Clemson Architecture Center in Charleston. Charleston, South Carolina. September 2008 – June 2009.

- Provided reference service and bibliographic instruction to graduate and undergraduate architecture students
- Used Millennium Circulation module to check in and check out library materials, in addition to running monthly reports.
- Shelved books and maintained periodical display
- Acted as liaison between Gunnin Architecture Library at Clemson and the Clemson Architecture Center in Charleston
- Requested new books and materials as needed

Collections Assistant, Patriot's Point Naval & Maritime Museum, Mt. Pleasant, S.C. October 2007 – February 2008.

- Cataloged library materials into the museum's Past Perfect catalog
- Prepared books for shelving
- Assisted in the accession process for collections materials

Preservation Intern, Historic Charleston Foundation, Charleston, S.C. October 2005-January 2006.

- Managed the compilation of all available historic photographs and other visual documentation of King Street (Charleston, S.C.) buildings,
- Organized images for use in the Foundation's archives

PUBLICATIONS:

Poparad, C. & Flenner, A. (2016). Incorporating LibAnswers, LibCal, and LibGuides into a WordPress Library Website. In R. Sittler & A. Dobbs (Eds.), *Innovative LibGuides Applications: Real World Examples*. Lanham, Md.: Rowman and Littlefield. Accepted for publication

Finch, J. & Flenner, A. (2016). Using Data Visualization to Examine an Academic Library Collection. *College & Research Libraries*. Advance online publication. <http://crl.acrl.org/content/early/2016/01/25/crl15-833.full.pdf+html>

Review of Browzine, *Against the Grain*, v. 25 (4), 2013.

Flenner, A. (2012). Review of *A Different Kind of Web: New Connections Between Archives and Our Users*. Provenance: The Journal Of The Society Of Georgia Archivists, 3067-69.

Charleston Conference session summaries: "And They Were There", *Against the Grain*, v. 20 (1), 2008.

PRESENTATIONS:

"Bridges from the catalog to Discovery: System Changes in the Move to EBSCO Discovery Service" Southeastern Innovative Users Group conference. Winthrop University, Rock Hill, SC. February 19, 2014.

"Managing EBook Records from Multiple Vendors" Innovative Users Group. San Francisco, CA. April 24-26, 2013.

"New Digital Efforts in SC" South Carolina Library Association. Columbia, SC. October 24-26, 2012.

"Using Tab-Delimited Text Files for Metadata Creation, Storage, and Portability" Southeastern CONTENTdm Users Group. Charleston, SC. May 11-13, 2011.

Led one-day training session for Clemson University Library staff in CONTENTdm software use, metadata creation, and South Carolina Digital Library standards, May 10, 2010

CONTENTdm and metadata creation training sessions with staff at the Charleston County Public Library (April 2009), Patriots Point Naval & Maritime Museum (August 18, 2010), Historic Charleston Foundation (November 6, 2009), and South Carolina Historical Society (July 14, 2010)

PROFESSIONAL TRAINING:

Innovative Millennium System Coordinator Basics (including ASAA), June 5-7, 2012.

"Getting Started with GIS" online ALA/LITA course, April 9-30, 2012

Innovative Millennium Load Profile Workshop, January 31- February 2, 2012

"Archives in Transition: Current Issues and Future Trends" Joint session of South Carolina Archival Association and Society of Georgia Archivists, October 28-29, 2010, Augusta, Georgia.

"Basics of Archives: An Overview of Arrangement and Description" SC SHRAB training session, April 30, 2010

CONTENTdm Southeastern Users Group Conference, October 12-13, 2009

Attended BCR web seminar "Introduction to Digitization of Scrapbooks", June 24-26, 2009

Attended Charleston Conference: "Adventures in Book and Serial Acquisitions" November 7-10, 2007, Charleston, S.C.

SERVICE, COMMITTEES & AFFILIATIONS:

Associate Director, Lowcountry Digital Library

Webmaster, South Carolina Archival Association, 2012-present

Member, College of Charleston Faculty Committee on Assessment of Institutional Effectiveness. 2012-2013

Member, College of Charleston Faculty Educational Technology Committee, 2013-2014

TECHNICAL PROFICIENCIES:

- Millennium ILS
- Digital Asset Management Systems (CONTENTdm, Greenstone)
- PHP, HTML, CSS
- Python programming language
- Metadata schemas (including Dublin Core, EAD, METS, MODS)
- Microsoft Office
- Adobe Photoshop
- MARCEdit