

# JENNIFER ARNOTT

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## HIGHLIGHTS

- Widely read and intellectually curious librarian passionate about connecting people with information and resources they need and want. ALA accredited MLIS degree, 10 years in libraries.
  - Broad experience in core library functions including reference, instruction, reader's advisory, collection development, cataloging, administration, hiring, training, and supervision.
  - 15 years experience using, creating, and teaching about online resources and technology.
  - Extensive experience supporting lifelong learning, online literacy, accessibility, and diversity needs.
  - Excellent written and oral communication skills. Strong interpersonal and organizational skills.
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## LIBRARY EXPERIENCE

### Teacher Librarian : The Blake School Upper School

Minneapolis, MN

- Provided reference, research, and reader's advisory help to students (grades 9-12), faculty, and community members using both print and online resources.
- Created welcoming library space encouraging student engagement and use. Encouraged reading for pleasure through conversations, displays, and suggested reading lists: both non-fiction and fiction circulation increased 15% in 09-10.
- Trained and supervised the library assistant and 6 parent volunteers in supporting regular library tasks and project needs.
- Supported ongoing pluralism initiative through selection of materials, displays, conversations with students and faculty, and inclusive reading lists.
- Maintained detailed information on library use and budget.
- Managed collection of 15,000 items including selection and weeding decisions for print and online resources, cataloging, and review of collection needs.
- Created and maintained library Moodle site, reading lists, and pathfinders.
- Collaborated with faculty using best practices to teach research, database, and information literacy skills in group and individual settings.
- Worked closely with technology staff to solve community technology needs.
- Provided education and training around social networking, digital citizenship, and copyright issues through workshops and online resources.
- Administered grant funds, including application and documentation.

January 2009  
to June 2010

### Library Paraprofessional : The Blake School Upper School

Minneapolis, MN

- Handled daily library tasks: circulation, shelving, processing, scheduling, mail.
- Assisted students, faculty, and staff with common information needs.
- Created and ran the school Interlibrary Loan program through Minitex (averaging 250-350 items each year as the largest high school user in the state.)

September 2000 to  
December 2008

### Reference Librarian : The College of St. Catherine

St. Paul, MN

- Assisted undergraduate, graduate students, and faculty with reference needs through face to face conversations, phone, and online chat.
- Created database documentation for 5 databases, 2 ongoing library projects, and assisted with research for 2 college-wide projects.
- One month position for librarian on leave: 16 hours per week.

January 2008

continued

## **ADDITIONAL EXPERIENCE**

### **Terms of Service Team volunteer : Livejournal.com : January 2003 to September 2004 : online**

Responded promptly and professionally to social network user concerns about complex issues. Topics included copyright, harassing behavior, and appropriate content. Trained two new volunteers, and provided assistance in training others. 10-20 hours weekly.

### **Support Specialist : Personnel Decisions Intl. : August 1999 to September 2000 : Minneapolis, MN**

Provided internal and external computer support on Win98 and Windows NT machines in an international human resources consulting firm.

### **Application Support Specialist : Wellesley College : August 1998 - July 1999 : Wellesley, MA**

Supported faculty use of technology to enhance teaching and research. Created websites and digital resources to meet specific needs. Instructed students and staff on use of technology. One year internship.

## **SKILLS**

- Learn new software, hardware, and online tools quickly and easily.
- Maintain websites for personal, community, and educational projects: tools used include HTML, CSS, various WYSIWYG editors, and WordPress along with image editing software.
- Extensive experience with Gale, EBSCO, JSTOR, NewsBank, NovelList and other common databases.
- Use social networking and online communication tools to gather and share information with others (Facebook, Twitter, GoogleDocs, Delicious, social journal sites, wikis, and more).
- Experienced user of Microsoft Office (Word, Excel, PowerPoint, Access), iWorks (Pages, Numbers, Keynote), iPhoto, FirstClass, Firefox, Thunderbird, Mail, along with other software titles.
- Work with library users from diverse backgrounds in an inclusive and supportive way.
- Use, create, and support online course software and CMS systems.
- Choose varied teaching approaches to best support different learning styles.
- Create clear and effective end-user documentation.
- Plan and run community outreach and educational events (200-800 people in size) to support specific goals and community needs. Includes training and supervising volunteers.

## **EDUCATION**

**Master of Library and Information Science** : Dominican University : 2007

**Bachelor of Arts** : Wellesley College : 1998 : Double major in Music, Medieval and Renaissance Studies.

Additional workshops and training include:

- Library service and the public: ethical case studies, dealing with challenging patron situations.
- Reference: providing quality reader's advisory and medical reference.
- Technology: designing web-based instruction and using library 2.0 tools.
- Cataloging: best practices and resources for cataloging less common formats and materials.
- Educational theory: multiple intelligences, curricular design, gender and learning.

## **PROFESSIONAL ORGANIZATIONS:**

- TIES : K-12 technology in education conference. Attended 2005-2008, presented in 2007, 2008. Additional details available at <http://modernhypatia.info> including presentation materials.
- Independent School Media Association : independent school librarians in Minnesota.