



**2012 HBCU Library  
Alliance Exchange  
Program Application**

**\*\*This is a fillable  
form\*\***

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| <b>Name:</b> Ivy Y. Brannen                                 |
| <b>Title:</b> Circulation Administrative Services Librarian |
| <b>Institution:</b> Savannah State University               |
| <b>Address:</b> 2200 Tompkins Road, Box 20354               |
| <b>City/State/Zip:</b> Savannah, Georgia 31404              |
| <b>Email:</b> branneni@savannahstate.edu                    |
| <b>Phone:</b> (912) 358-4321                                |
| <b>Fax:</b> (912) 358-3184                                  |

1. What is your most significant achievement as a librarian?  
As an emerging scholar, my most significant achievement as a librarian was being awarded a leadership institute scholarship by the HBCU Library Alliance.

2. Describe your project and why it is strategically important to your library?  
Title: Library Support for New Faculty: "What we can do for you?"

The New Faculty Library Orientation program is being implemented to provide adequate resources for new faculty as we meet the needs of the 21<sup>st</sup> century students. The orientation sessions will also provide information on Research tools and skills, Library Instruction, Information Literacy, Collection Development, assigned Library Liaisons, e-Learning, Archives, Scholar-in-Residence and services offered by the ReWrite Connection.

This program is strategically important because it will foster better relationships with the faculty, enable new faculty to establish a rapport with their library liaisons, help new faculty gain an understanding of the policies and procedures of the library, and it is aligned with University's Vision 2018 Strategic Plan for Professional Development (Goal Five).

Goal Five: Savannah State University will maximize its efforts to ensure the continuous professional development of faculty and staff.

**Historically Black Colleges and Universities Library Alliance**  
1438 West Peachtree Street, Suite 200, Atlanta, GA 30309  
800-999-8558 \*4820, 404-892-7879 (fax)

3. What is the outcome/goal of your project?

The goal of this project is to assist new faculty with information that will ultimately enhance their usage of the library, library resources and getting acquainted with their individual liaisons.

4. What resources will you need to complete the project?

The resources for this project are the library's faculty quick guide, selected articles related to faculty-librarian collaboration, Teaching Information Literacy: 50 Standards-Based Exercises for College Students.

5. Are you aware of any barriers that may inhibit successful completion of your project?

The barriers that may inhibit the success of the project include gaining the support of the Vice-President of Academic Affairs, the deans of the college, and the department chairs. It will be important to ensure buy-in from the administrators in order for the orientation sessions to be promoted from within the colleges. Ideally, the sessions would be mandatory, and this would have to be directed by VPAA, deans, and department chairs. By addressing the barriers through open communication with these parties, the tone is set for a successful program.

**SUBMISSION REQUIREMENTS – All materials are due no later than **Wednesday, August 15, 2012.****

1. A completed application submitted via one of the following

methods: Email: [sphoenix@hbculibraries.org](mailto:sphoenix@hbculibraries.org)

Fax: 404-892-7879

Mail: HBCU Library Alliance, Attn: Sandra Phoenix, 1438 W. Peachtree Street, Suite 200, Atlanta, GA 30309-2955

2. A current resume.

3. A written letter of support from your library director for your participation in this program and toward the completion of the project including permission to be on leave from your library duties during the exchange.

4. Your energy, enthusiasm, and excitement in support of this opportunity!!

**IVY Y. BRANNEN**  
3206 College Street  
Savannah, Georgia 31404  
(912) 354-9250  
[ibrannen16@yahoo.com](mailto:ibrannen16@yahoo.com)

**Career Objective:**

To become a candidate for the HBCU Library Alliance Exchange Program.

**Education:**

University of North Texas Denton, Texas  
Master of Library Science  
August 2010

Armstrong Atlantic State University Savannah, Georgia  
B.A. English Literature  
May 1998

Georgia Perimeter College Clarkston, Georgia  
A.S. Education  
May 1996

**Professional Experience:**

2011 Savannah State University/ Asa H. Gordon Library Savannah, GA  
**Circulation Administrative Services Librarian**

- Manage the on-line circulation and reserves function using the library's integrated system.
- Coordinate all aspects of document delivery, including interlibrary loan and GilExpress.
- Coordinate staff scheduling of circulation desk.
- Prepare public relation announcements and work with the university's Director of Communication to publicize accomplishments of the University library faculty and staff.
- Participate as an instructor in the library's information literacy/instruction program.
- Serves as the liaison librarian and consultant to one or more academic departments.
- Serve on library committees and university committees as assigned.

2007 - 2011 Savannah State University/ Asa H. Gordon Library Savannah, GA  
**Senior Administrative Secretary**

- Assist students, faculty, and staff
- Schedules and confirms appointments for Director

- Administrative duties
- Maintains records of staff personnel
- Schedule and reserve activities held in Library classrooms
- Interviews, hires, and schedules student workers to work in various departments
- Prepares agenda and compiles data for meetings, reports, and other documents
- Meet with individuals and the general public to provide information pertaining to the Library procedures and policies
- Assist graduate students with ordering thesis
- Schedule student workers and assigns to various departments
- Assist students, faculty, staff, and patrons at the Circulation & Reference desks
- Experienced working with Voyager Integrated System

2004 - 2007                      J.H.C. Butler Elementary School Savannah, GA  
**Second Grade/Fourth Grade Long-Term Substitute Teacher**

- Structured cooperative group learning activities
- Received extensive training in Differentiated Instruction and Brain Based Learning
- Instructed students by using visual aids and manipulatives
- Captured students' attention through active involvement and small group instruction
- Monitored students' progress through acceleration and enrichment activities
- Arranged classroom and materials in an orderly and readily accessible manner

**Early Intervention Program/Resource Teacher**

- Structured cooperative group learning activities for grades K-3
- Provided one-on-one assistant to students with difficulties in Reading/Mathematics
- Monitored students' progress through academically planned assignments
- Utilize test data to determine students' weakness and strengths

2003 – 2004                      Right From The Start Medicaid Outreach Project Atlanta, GA  
**Medicaid Eligibility Worker**

- Case Management
- Assisted health departments, hospitals, and community action agencies with application process
- Determined eligibility for pregnant women and children
- Documented and maintained confidential files
- Performed community outreach and recruiting
- Attended workshops and seminars for agency

**2000 – 2002                      Economic Opportunity Authority/Head Start Savannah, GA  
Adult Education Specialist/Male Initiative Coordinator**

- Motivated students/parents through an active learning environment
- Planned, implemented, and facilitated staff training sessions
- Maintained confidential files
- Attended training sessions in and/or out of state for the agency
- Provided on-site educational classes
- Teaching GED studies
- Coordinated Adult Education Program
- Served as a liaison between EOA/Head Start and other community agencies
- Performed community outreach and recruiting
- Administered pre-test for GED studies
- Prepared monthly reports
- Planned and organized enrichment programs geared to Male Initiative Program

**1998 – 2000                      The Grande Toots Inn Savannah, GA  
Administrative Assistant**

- Performed clerical duties
- Managed front desk
- Supervised on-site staff

**1996 – 1998                      Thunderbolt Elementary School Savannah, GA  
Paraprofessional**

- Organized and created learning centers
- Supervised Writing and Reading Lab for Kindergarten and First graders
- Used cooperative learning activities
- Taught reading skills to small groups for beginning readers
- Worked productively with staff, students, and parents

**1996                                      Project YESS Savannah, GA  
Program Coordinator**

- Taught job readiness skills to students
- Monitored students employment sites
- Planned field trips for students
- Organized and planned guest speakers
- Arranged students schedules
- Assigned students at various work sites

**Competencies:**

- Experienced in grant/proposal writing
- Educational testing training
- Customer Service Management Training
- Georgia Assess of Computer Skills Training
- Differentiated Instruction and Brain Based Training
- Operating Microsoft Word, PowerPoint and Excel 2007
- Library Systems: OPAC (Voyager and WebCat)

**Professional References:**

Rosemary Banks  
Project YESS  
(912) 234-4181

Yvonne Chandler  
University of North Texas  
(940) 391-0555

Maggie Walker-Zeigler  
Bartow Elementary School  
(912) 395-5300



Box 20394  
Savannah, GA 31404  
P: (912) 358 - 4330  
F: (912) 356 - 2874

August 15, 2012

Selection Committee, HBCU Library Alliance Exchange Program  
1438 West Peachtree Street, NW  
Suite 200  
Atlanta, GA 30309

It gives me great pleasure to recommend Ms. Ivy Brannen, HBCU Library Alliance Leadership Scholar, for the Exchange Program. Although Ms. Brannen is a newly minted librarian, she has displayed leadership potential. In particular, in her first assignment – as head of Circulation – she turned around a department which was floundering by inspiring her subordinates to take ownership and pride in their department. The Leadership Program has added to her leadership skill set; and I believe that inclusion in the Exchange Program will enhance her ability to benefit the library and campus by exposing her to innovative methods of serving our students and faculty.

I fully support Ms. Brannen's application for participation in the Exchange Program. I am sure that we will benefit from the ideas that she will bring back to us. Therefore, I respectfully request that Ms. Brannen's application be favorably considered.

Sincerely,

Mary Jo Fayoyin  
Director, Library Services  
(Library, Distance Learning, Archives, Audio-Visual Center)  
[www.library.savannahstate.edu](http://www.library.savannahstate.edu)