



**2012 HBCU Library Alliance  
Exchange Program  
Application**

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

<b>Name:</b> Cotina M. Jones
<b>Title:</b> Assistant Director of Library Services
<b>Institution:</b> North Carolina Central University
<b>Address:</b> 1801 Fayetteville Street
<b>City/State/Zip:</b> Durham, NC 27707
<b>Email:</b> cjone104@nccu.edu
<b>Phone:</b> 919-530-7312
<b>Fax:</b> 919-530-7612

1. What is your most significant achievement as a librarian?  
My most significant achievement as a librarian is having been able to serve successfully as the first African-American Branch Manager for Granville County Public Library System (located in North Carolina).
2. Describe your project and why it is strategically important to your library?  
I would like to create a comprehensive orientation program for new library staff members. Many of our current staff members are near retirement in either age or years. It is imperative that a body of knowledge be created to ensure that relevant information is captured and shared with new hires. The implementation of an orientation program is necessary to ensure that new hires have all of the information needed to become successful staff members.
3. What is the outcome/goal of your project?  
The primary outcome of this project is to have new hires that will be successful in their positions within Shepard Library. With that in mind, I would like to have a complete body of knowledge that will assist new hires in becoming thriving contributing members of Shepard Library and the North Carolina Central University community.
4. What resources will you need to complete the project?  
For my project to be completed successfully I will need the support of my library director. I will also need to know what other libraries are doing for their new hire orientation programs. It is important to have access to sample library orientation documents, policies, and procedures to assist me in creating a program that is aligned with the needs of Shepard Library and with the direction of the university community. It will also be helpful to have someone not affiliated with my project to look at it and offer insight.
5. Are you aware of any barriers that may inhibit successful completion of your project?  
Currently, I am not aware of any barriers that may inhibit successful completion of my project.

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

1. A completed application submitted via one of the following methods:

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



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!!

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

Cotina Jones  
1132 Glory Vine Road  
Whitsett, NC 27377  
336-213-8262  
[jonescm@wssu.edu](mailto:jonescm@wssu.edu)

### **Education**

**Master of Library Science** – June 1999  
North Carolina Central University

**Bachelor of Science: Biology** – May 1995  
North Carolina Central University

### **Additional Training**

MLA Working Through Conflict – October 2004  
SOLINET Strategic Planning Workshop – August 2005  
SOLINET Digital Library Program Development – December 2006  
SOLINET Management Workshops – March 2007  
Triangle Research Library Network Management Academy – October 2007  
Management for First Time Supervisors – June 2008  
Communication Skills Workshop – May 2009  
Web 2.0 for Librarians – May 2009  
HBCU Library Alliance Leadership Institute – August 2009-June 2010

### **Employment**

**Assistant Director of Library Services** – September 2010 to present  
North Carolina Central University, Durham, NC

- Supervise Reference, Government Documents, and Curriculum Materials Center Departments
- Assist with budget management
  - Including conducting general library audits of budget and resources
- Plan staff development experiences
- Manage library in absence of director
- Attend and provide updates at Board of Trustee, Chancellor, and Provost meetings in absence of director
- Assist with day to day management and supervision of the library
- Manage personnel concerns: including hiring, dismissals, and employee conflicts
- Write and update library policies and procedures
- Write the library's strategic plan
- Assist library departments in creating their departmental goals and objectives
- Assist in creating the library's marketing plan
- Supervise ongoing library projects to ensure timely completion
- Assist with the Friends of the Library
- Provide opportunities to integrate emerging technologies into the various library departments
- Assist with library assessment and look for ways to incorporate necessary changes into day to day library practices and procedures

- Assist with creating evening and weekend work schedule
- Complete library reports upon request
- Complete and submit library statistics to various agencies
- Write the library's annual report
- Assist with collection management
- Assist with facilities management

**Special Projects Coordinator & Health Science Librarian** – October 2006 to August 2010

Winston-Salem State University, Winston-Salem, NC

- Manage special projects
- Assist with maintaining the serials collection
- Assist with planning and creating the Faculty Information Literacy Institute (O'K Scholars Program)
- Supervise six full-time library staff members and two part-time library staff members
- Supervise the Media Team
  - Including the management of video projects
  - Management of the Media Services desk
- Member and contributor of the personnel committee
- Assist in planning staff development workshops
- Plan new staff orientation program
- Participate on the library instruction committee
- Provide library instruction to health science students, faculty, and staff
- Provide research assistance to faculty, staff, and students
- Present at various library conferences
- Manage and overhaul Archives
- Began and managed digitization projects (including the digitization of student theses, Friends of the Library publications, and Faculty publications)
- Manage the Serials project (include converting the collection from primarily print to primarily electronic and microform)
- Responsible for the collection development of the health and life sciences collections
- Assist with gathering information for SACS

**Health Science Librarian** – May 2004 to September 2006

Winston-Salem State University, Winston-Salem, NC

- Participate on the library instruction committee
- Provide library instruction to health sciences students, faculty, and staff
- Participate on the electronic resources committee
- Provide research assistance to faculty, staff, and students
- Responsible for the collection development of the health and life sciences collections
  - Included making recommendations for periodicals and electronic resources
- Chair of the Serials Team

- The team was responsible for eliminating serial duplication and for converting from primarily print collection to primarily electronic and microform collection

**Media Specialist** – July 2003 to April 2004

Vance County Schools, Henderson, NC

- Provide library instruction to students
- Maintain library automation system
- Plan and implement a book fair
- Maintain the library's budget
- Provide reference and readers' advisory services to students and teachers
- Participate regularly in after school hall duty
- Supervise one full-time employee and two student assistants
- Maintain the library's collection: ordering, weeding, and inventory
- Complete all monthly and yearly library reports
  - Including the Fixed Asset Inventory for the entire school

**Media Specialist** – August 1999 to July 2003

Granville County Schools, Oxford, NC

- Provide library instruction to students
- Plan and implement a book fair twice a year
- Collaborate with other media specialists in the county
- Participate regularly in after school bus duty
- Maintain library automation system
- Conduct workshops for teachers and teacher assistants
- Maintain the library's budget
- Maintain the library's collection: ordering, weeding, and inventory
- Supervise one full-time employee
- Grant writing
- Participate on the School Accreditation Committee
- Chair the school-wide literacy committee
- Provide reference and readers' advisory services to students and teachers
- Complete all monthly and yearly library and technology related reports
- Plan and implement school-wide library / reading incentive programs
- Assist with Battle of the Books

**Branch Manager** – February 1998 to August 1999

Granville County Public Library System, Oxford, NC

- Conduct workshops for library staff
- Write newspaper articles
- Supervise two part-time employees
- Supervise the circulation desk responsibilities
- Provide reference and readers' advisory services to the community
- Collection development: ordering, weeding, and inventory
- Assist with automating the library
- Market library services to surrounding community

- Assist with Quiz Bowl

**Part-time Reference Librarian** – April 1997 to January 1998 & August 1999 to April 2004

Granville County Public Library System, Oxford, NC

- Manage the library in the evenings and on the weekends
- Assist with circulation duties as needed
- Provide reference and readers' advisory services to the community

**Biology Teacher** – August 1995 to January 1998

Granville County Schools, Oxford, NC

### **Presentations**

Brown Bag Lunch and Learn Series: Library Services in the Health Sciences - March 28, 2006

Off-Campus Library Services Conference: Creating an informational CD-Rom for distance clinical laboratory science students – April 2006

UNC – Teaching and Learning with Technology Conference: Active learning in library instruction – March 2007

ACRL Conference; poster presentation: Creating library instruction podcasts – March 2007

ALA Conference; poster presentation: Faculty – librarian collaboration – June 2008

### **Publications**

Jones, C.M. and Dornberger, J. (2006). Creating an informational CD-Rom for distance clinical laboratory science students. *Journal of Library Administration*, v. 45, n.1/2, p. 229- 244.

Jones, C.M. (2009). Internet resources: Health literacy. *MLA News*, n.416, p.11.

Jones, C. (2010). Granting Collaboration: Information Literacy for Faculty. LOEX Conference Proceedings.

Jones, C. (2011). Contributor: *MLA Master Guide to Authoritative Information Resources in the Health Sciences*. Neal-Schuman Publishers

### **Other Library Activity**

Librarian Selector: Doody's Core Titles List - 2004 to present

Triangle Research Libraries:

Beyond Print Steering Committee – 2011

Council of Directors – 2010 to present

Human Resources Steering Committee - 2011

## References

Dr. Mae L. Rodney  
336-750-2446  
601 S. MLK Jr. Drive  
Winston-Salem, NC 27110

Library Director  
Winston-Salem State University  
C.G. O'Kelly Library

Julie Dornberger  
336-749-7602  
506 South Sunset Drive  
Winston Salem, NC 27103

Retired:  
Library Instruction Coordinator  
Winston-Salem State University  
C.G. O'Kelly Library

Samantha Sheff  
336-769-6982  
919-530-6484  
1801 Fayetteville Street  
Durham, NC 27707

Administrative Office Support  
North Carolina Central University



James E. Shepard, Founder

James E. Shepard Memorial Library

August 15, 2012

Ms. Sandra Phoenix  
Executive Director  
HBCU Library Alliance  
1438 West Peachtree Street  
Suite 200  
Atlanta, GA 30309

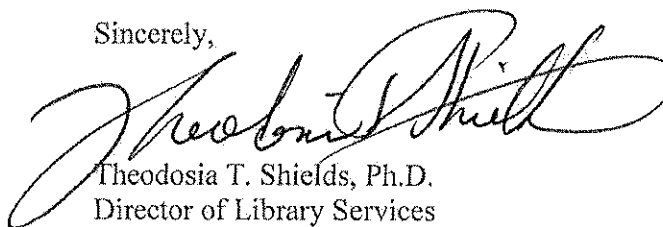
Dear Ms. Phoenix:

It is with pleasure that I submit this letter of support for Cotina Jones to participate in the 012 HBCU Library Alliance Exchange Program. Although, Cotina would bring a wealth of experience and expertise to this program, she recognizes the need to enhance those skills in our changing profession. As her Director, I applaud her for this effort.

Additionally, I am most confident that the experience and knowledge gained from the program will be of benefit as we work diligently to transform the James E. Shepard Memorial Library to better serve our students, faculty and staff at North Carolina Central University.

Thank you in advance for your consideration.

Sincerely,



Theodosia T. Shields, Ph.D.  
Director of Library Services