

AMELIA K. BAKER

Phone: (501) 279-4235
abaker20@harding.edu

915 E Market Ave.
HU 12267
Searcy, AR 72149

EDUCATION

MLIS Louisiana State University	December 2023
M.Ed. Harding University, Secondary education emphasis in English	August 1991
BA Harding University Graduated Summa Cum Laude Licensure in English and French	August 1989

HONORS AND AWARDS

Scholarship Recipient Christian College Librarians	Fall 2021 Fall 2022
Graduate Assistant Student Support Services Harding University Tutored students in study skills and time management Worked with students with learning or physical disabilities	1990-91

LIBRARY AND TEACHING EXPERIENCE

Harding University , Searcy, Arkansas Instructor, Technical Services Librarian , Brackett Library	June 2023 to present
<ul style="list-style-type: none">• Supervised additions to the library collection from receipt of an item to readiness for use by patrons.• Managed the acquisition of print serials and standing orders.• Performed both copy and original cataloging in accordance with national cataloging and classification standards and formats.• Kept and reported statistics related to technical services.• Supervised two staff assistants	
Harding University , Searcy, Arkansas Instructor, Public Services Librarian , Brackett Library	August 2021 to May 2023
<ul style="list-style-type: none">• Provided point of service instruction to library patrons in-person and virtually	

- Created the scope and sequence for training for our student workers
- Developed training materials and implemented assessments
- Set up course work in learning management systems (Canvas and Google Classroom)
- Directed updates to the training manual and materials as necessary due to new products and technology updates
- Coordinated informal assessments of student workers, aided by two staff assistants
- Supervised two staff assistants and assigned duties
- Supervised approximately 20-25 student workers each semester

Harding University, Searcy, Arkansas

August 2015 to August 2021

Information Services Assistant, Brackett Library

- Developed training materials and implemented assessments
- Set up course work in learning management systems (Canvas and Google Classroom)
- Performed record keeping and clerical duties for the department
- Coordinated departmental communication to student workers
- Supervised approximately 15 student workers each semester

Bradford Public Schools, Bradford, Arkansas

August 1991 to May 1998

Teacher, English and Foreign Language

- Taught junior high English classes of approximately 25 students each
- Taught French I and II classes of approximately 20 students each
- Designed lessons and the scope and sequence for each class, following state guidelines as necessary
- Taught within a traditional schedule and a modified block schedule
- Served on district and area-wide committees on curriculum and frameworks

PUBLICATIONS

Journal Publications

Underwood Fuller, L. & Brister, A. (2021). Yes, we are open: A pandemic retrospective. *Arkansas Libraries* 78(1-2), 10-14.

*Published under former surname Brister

PROFESSIONAL TRAINING

Secondary licensure in English and French. Arkansas Department of Education.

- Valid until 2024.

Reference & User Services Association, 2021

- Inside Interlibrary Loan: Basics for a New Millennium, certificate

PROFESSIONAL AFFILIATIONS

Arkansas Library Association, 2017-Present

Association of Christian Librarians, 2017-Present

Christian College Librarians, 2021-Present

American Library Association, 2021-2022

PROFESSIONAL SERVICE

ArkLink Resource Sharing Committee, Arkansas, 2021-present.

COMMUNITY SERVICE

Organization

ISA, a support group, Searcy, AR, 2019-2023

Organization

White County 4-H, Parent Volunteer, Searcy, AR, 2005-2015

LANGUAGES

English: Native Language

French: Basic conversational and writing skills

COMPUTER SKILLS

- **Microsoft Office Suite**
 - **Word:** familiarity with common features to perform typical tasks in an academic setting
 - **Excel:** familiarity with basic principles and basic data manipulation features such as Sort and Filter and creating charts
 - **PowerPoint:** familiarity with basic features to produce presentations for academic settings
- **Google Suite**
 - **Drive:** familiar with features of Google Docs, Google Sheets, and Google Slides for academic setting
 - **Classroom:** created classes and assessments in Google Classroom as a teacher
- **Canvas:** created classes and course content in Canvas for student worker training
- **Connexion:** used to create basic MARC records
- **WebDewey:** used to assign DDC call numbers
- **WMS:** created original bibliographic records for locally held items; used OCLC records as available to create local holdings records.

