

Library and Information Science

Practicum Handbook 2015-2016



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MORGRIDGE COLLEGE OF EDUCATION

University of Denver—Morgridge College of Education
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Prepared by Clara L. Sitter, PhD, Practicum Coordinator.

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Dear Student,

Welcome to the practicum experience! You are about to begin one of the most exciting and fulfilling aspects of your degree plan. The practicum experience is an opportunity for you to apply some of the theory learned in class to the actual workplace while working under the supervision of professionals. The field mentor, faculty supervisor, faculty advisor, and practicum coordinator are all cheering for your success.

Your practicum experience can be one of the most important career enhancing choices you make. You have an opportunity to creatively build your resume and develop a professional portfolio by carefully choosing your practicum site, field mentor, and special project. Students choose practicums for a number of reasons such as:

- Experiencing the general aspects of work in an information setting
 - Example: Rotation in various departments of a public library
- Completing a special project with a unique learning experience
 - Example: Museum of Nature and Science—Digital Collection
- Understanding different types of information-providing agencies
 - Example: Denver Botanic Gardens
- Developing an area of expertise with a large project
 - Example: Summer Reading Programs

Your practicum experience can launch your career or help you develop expertise in a particular area. It can open doors to a special experience in a particular institution. It can provide an opportunity to work closely with an expert in the field. I challenge you to choose carefully and make it the best possible experience for your new career. **Your practicum experience will only be as good as you plan it.**

Clara L. Sitter, Ph.D.
Practicum Coordinator
Library and Information Science Program
University of Denver, Morgridge College of Education

The Practicum Experience

The practicum is a planned learning experience with a minimum of 100 hours of fieldwork.¹ It is an experiential learning opportunity for students to apply the theoretical classroom lessons to a supervised work experience in a library or information agency.

It is advisable for students to spend a quarter planning the practicum. The planning includes selecting a site and field mentor, writing goals and objectives, facilitating approvals, and scheduling the work.

Practicum Definitions

- *Field Mentor*—the specialist in the library or information site who works with the student
- *Faculty Supervisor*—classroom instructor who works directly with the student and field mentor
- *Faculty Advisor*—counselor to the student throughout program; may include practicum advice
- *Practicum Coordinator*—manager of the practicum infrastructure including the site database, mentor approvals, permanent files, and handbook updates. The practicum coordinator may also serve as the faculty supervisor.

Currently the roles of *Faculty Supervisor* and *Practicum Coordinator* are filled by the same person.

Practicum Sites. Various practicum sites are available to students depending on their areas of interest and specialization. Opportunities for experience include fields of medical, law, art, music, archives, public, school, and academic libraries. The student should select both the practicum site and a field mentor in consultation with the faculty supervisor. The practicum coordinator and/or the faculty supervisor must approve sites and field mentors.

Practicum Goals. The student determines their own specific goals and objectives with support from the field mentor and approval of the faculty supervisor. The goals of the practicum experience are to:

- Provide students with an opportunity to translate theoretical knowledge into professional practice
- Assist students in the clarification and development of professional goals
- Enable students to identify professional and interpersonal strengths and weaknesses
- Help students in the development of professional areas of interest
- Support students in the expansion of their professional networks and
- Encourage students to contribute in a positive way to the professional agencies, institutions, and organizations of the community.

Course Learning Objectives. At the conclusion of the course, students will be able to:

- Demonstrate the ability to effectively interpret and apply theory
- Identify their professional strengths and weaknesses and their area of interest
- Develop and clarify professional goals
- Contribute in a positive way to the operations of a library or information agency
- Meet the individual goals and objectives for the practicum experience

¹Students seeking K-12 School Librarian or Teacher-Librarian licensure do 160 hours of fieldwork with 80 hours each in elementary and secondary school libraries (LIS 4911 and LIS 4912).

Students

The practicum experience is customized for each student. The student, field mentor, and faculty supervisor work together toward the achievement of the mutually agreed upon goals and objectives.

Student Eligibility. Students must complete 38-quarter hours, including the core classes, before enrolling in the practicum. Most students enroll in the practicum during the last or next to last quarter of study. All students are required to complete four credit hours of a culminating experience. This can be either a practicum (work with a practicing professional) or a capstone project (work with an LIS faculty member). Students in the School Library concentration must do the practicum to qualify for institutional recommendation for the School Librarian or Teacher Librarian endorsement.

Enrollment Guidelines. The standard class required for all LIS masters students is LIS 4910, a four-quarter hour credit class. Students in the K-12 School Library (SL) program enroll in the following two-credit courses: LIS 4911 Elementary Practicum (children, birth through age 12) and LIS 4912 Secondary Practicum (middle school, junior high or high school; ages 13-18). Students interested in work with children and teens in public libraries may also enroll in LIS 4911 and LIS 4912. The LIS 4911 and LIS 4912 require 80 hours at each level, a standard for school library programs with work in both school and public library youth programs.

Course Requirements. Students must meet requirements for four credit hours of practicum experience including class meetings, a minimum of 100 hours of on site work, and completion of all required paperwork. The work during the practicum must be unpaid. A paid internship cannot substitute for the practicum experience. [Paid internships are often available as a supplementary work experience. Students may apply for independent study credit by writing a report of the internship or project research or methodology.]

Requirements. Before beginning the fieldwork, students are required to submit an application/cover sheet with goals and objectives attached. During the quarter, practicum students must submit a reflective learning journal (posted weekly), time sheet, site evaluation, final report and any additional work requested by the faculty supervisor.

Class Meetings. There will be a meeting of practicum students at the beginning and the end of each quarter and during the quarter as scheduled by the faculty supervisor. In addition, class communication via Canvas is required.

Grades. The faculty supervisor determines the final grade with input from the field mentor. Students must earn at least a “B” grade.

Student Responsibilities. The following “Student Checklist” lists expectations of students enrolling and preparing to enroll in the practicum experience.

Student Timeline Checklist

6 to 12 months before the Practicum

- Attend the fall Showcase of Opportunities to meet representatives of libraries and information settings
- Attend a Practicum Information Session—Offered at the Showcase of Opportunities and as needed throughout the academic year
- Determine which quarter to enroll in the practicum. NOTE: **Enrollment is available only during winter, spring and summer quarters.**

8-16 weeks before the Practicum

- Identify 3-5 goals for the experience; write several objectives for each goal
- Discuss practicum ideas with your faculty advisor AND the practicum coordinator
- Inform the practicum coordinator of your intent to do the practicum
- Identify 3-5 goals for the experience; write several objectives for each goal

6-8 weeks before the Practicum

- Discuss options with the faculty supervisor
- Identify a practicum opportunity or use an existing site from the practicum database
- Make appointments with potential field mentors; take goals and objectives and updated resume
- Make a decision about the site soon after the pre-placement interviews
- Verify approval of the field mentor with the practicum coordinator
- Request field mentor(s) to submit a resume to the practicum coordinator (as needed)
- Register for the class(es) (K-12 SL students and/or students working with children and teens register for both LIS 4911 and LIS 4912)

3-4 weeks before the Practicum

- Polish your goals and objectives and provide an overview of the practicum work or project
- Review proposed goals and objectives with field mentor and the faculty supervisor

1-2 weeks before the Practicum

- Plan your work schedule
- Prepare paperwork for the first class (application, goals and objectives, Canvas discussion)

During the Practicum

- Attend scheduled classes
- Report promptly to the site, complete all required hours, and maintain a time sheet of hours worked
- Complete a learning journal reflecting on activities and learning
- Submit journal entries to the faculty supervisor in a timely manner as requested
- Schedule the site visit at a time when both field mentor and faculty supervisor can attend
- Discuss the field mentor's evaluation of your work at the end of the quarter
- Complete a written report at the end of the practicum experience addressing each objective
- Prepare and present the work in a public forum
- Complete and submit all paperwork required by the deadline

Students can begin thinking about potential practicum sites and field mentors early in their academic work. Students are encouraged to talk with the faculty supervisor at any time before and during the practicum experience. Faculty advisors often have helpful suggestions for practicum sites and field mentors.

Principles of Ethical Conduct

While no set of guidelines can address every potential situation, the basic principles for the practicum lie in the understanding that students and faculty not only represent themselves, but also represent the University of Denver Morgridge College of Education and the Library and Information Science profession. Each person involved in the practicum experience is expected to demonstrate responsible, ethical, and professional behavior in setting goals, meeting responsibilities, and addressing problems. Principles include the following:

- *Propriety.* The practicum student should maintain high standards of personal conduct in the capacity of their identity as a student of the University of Denver.
- *Competence and Growth.* The practicum student should strive to become proficient in professional practice and performance of professional functions and activities.
- *Service.* The practicum student should regard the service obligation to the agency, institution, or organization as a primary obligation.
- *Integrity.* The practicum student should act in accordance with the highest standards of professional integrity.
- *Development of Knowledge.* The practicum student should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.
- *Scholarship and Research.* The practicum student engaged in study and research should be guided by the conventions of scholarly inquiry.
- *Confidentiality.* The practicum student should respect the privacy of information users and hold in confidence all information obtained in the course of professional service.
- *Respect, Fairness, and Courtesy.* The practicum student should treat colleagues with respect, courtesy, fairness, and good faith.
- *Commitments to the Agency or Institution.* The practicum student should adhere to the commitments made to the agency, institution, or organization.
- *Integrity of the Profession.* The practicum student should uphold and advance the values, ethics, knowledge, and mission of the profession.
- ***Professional Dress.* The practicum student should dress appropriately for the standard of the library or institution where they are working—generally more formal than attending class.**

Field Mentors

The field mentor is the on-site person in the agency or institution who, in cooperation with the faculty supervisor, directs the on-site practicum experience.

Selection Criteria. To be considered for appointment as a field mentor, a professional resume must be provided. The resume should describe the person's educational background and professional work experience. It should indicate the applicant's past and current involvement in professional activities including research, presentations, continuing education, and service in professional organizations. Field mentors must have:

- Earned an MLS, MLIS, or the equivalent
- Completed a minimum of two years in professional practice
- Expressed interest in teaching and/or mentoring students
- Agreed to participate in the instruction, guidance, and supervision of practicum students
- Scheduled time to plan appropriate learning experiences, provide continuous feedback, evaluate work performance, and schedule conferences with practicum students and faculty supervisors

Field Mentor Benefits. Serving the profession as a field mentor can be a personally rewarding experience including opportunities to:

- Sharpen professional knowledge and skills through the field mentor process
- Develop teaching skills
- Strengthen ties with the University of Denver and the Library and Information Science program
- Contribute to the development of standards through the mentor process
- Contribute to the institution by mentoring students who bring new ideas, stimulation and/or projects to the work setting

Field Mentor Responsibilities. The following general responsibilities are expected of field mentors:

- Interview the practicum student and approve the placement
- Assist the student in establishing appropriate goals and objectives
- Meet with the practicum coordinator and/or the faculty supervisor
- Coordinate and approve a work schedule for the student
- **Provide the student with instruction and continuous, specific, helpful feedback on work performance** (Most important! A rule of thumb is one hour for every ten hours of student work.)
- Report any problems with the student's performance to the faculty supervisor
- Plan and implement the education experience of the student in accordance with the goals and objectives mutually agreed upon
- Manage the practicum experience within the philosophy, function, and services of the agency, institution, or organization in accordance with its policies and procedures
- Complete and sign the evaluation form and the student timesheet at the conclusion of the practicum

Faculty Supervisor²

The faculty supervisor ensures a quality learning opportunity for the student and successful collaboration with the agency or institution. As a knowledgeable professional in the field, the faculty supervisor understands the importance of the practicum and is charged with helping the student and field mentor identify appropriate experiences, which enable the student to develop as a successful professional.

Faculty Supervisor Responsibilities.

- Work with students to help them plan their practicums
- Review and approve each student's practicum application, goals, and objectives
- Work with students after they register for the course
- Identify and collect student paperwork
- Conduct an on-site visit³ to each practicum site once during the period
- Collect and complete administrative documents
- Meet with each student as needed throughout the practicum experience
- Review each student's written report and address the ways in which the objectives were met
- Evaluate agencies in terms of their appropriate effectiveness as field learning sites
- Evaluate the performance of field mentors and students

Faculty Advisors

The role of the faculty advisor in the development of the practicum will vary from student to student. The faculty advisor can assist the student in making wise choices in designing the practicum experience.

Faculty Advisor Contributions.

- Encourage the student to begin early planning to maximize the practicum experience
- Suggest relevant sites and/or field mentors in the areas of interest
- Discuss appropriate goals and objectives to complement the student's degree plan

Practicum Coordinator

The coordinator has the responsibility for seeing that the practicum experience runs smoothly by maintaining communication with students, field mentors, faculty supervisors, and university administrators.

Practicum Coordinator Responsibilities.

- Oversee the upkeep of a practicum database of sites and field mentors
- Maintain contacts with potential field mentors
- Update the *Practicum Handbook*
- Assist students in choosing appropriate sites and field mentors
- Make initial contacts with field mentors for approvals and orientations
- Serve as the program liaison to the faculty supervisor or serving as the faculty supervisor
- Manage completed practicum files
- Troubleshoot difficult practicum situations

²Currently the Faculty Supervisor and the Practicum Coordinator roles are filled by the same person.

³Telephone conference calls may substitute for site visits when sites are out of state, out of driving range, or circumstances prevent an on-site visit.

Goals and Objectives

The Practicum is an opportunity for students to design their own learning experience. The design is done with the advice of faculty advisors, the practicum coordinator, and field mentors. The first step for the student is to identify what they want out of the experience. Ideally, students will begin thinking about their practicum experience long before putting it together.

Once a general idea is conceived, then the student should write 3-5 general goals. Under each goal it is appropriate to identify several specific objectives. Consider the acronym SMART when writing objectives, i.e., **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime bound.

Goals and objectives are sometimes called by different names in different settings such as targets, actions, etc. For the purposes of the practicum we are using *Goal* as the general statement and *Objective* for the specific. The relationship is best understood when they are presented in outline form:

Goal #1

- Objective
- Objective
- Objective

Goal #2

- Objective
- Objective
- Objective

Goal #3

- Objective
- Objective
- Objective

It is most important to identify goals and objectives **BEFORE** you talk with a potential field mentor. The field mentor may have suggestions for ways to enhance the goals and objectives but it is critical that *the student initiate the areas of focus*. See the descriptions of practicums, internships, service learning, and special projects for a clear understanding of the perspective. It is a difference in perspective, and there is a fine line of distinction in many cases. The point is that “DU/the student” is initiating the focus of the practicum while in the other cases the library or information provider is initiating the project or focus of work. That is not to say that a project cannot be *part* of the practicum work but generally it should not be the major focus.

Only 4-5 per cent of people set goals, and yet over 90 percent of those who do set goals achieve them. Setting goals is an excellent way to raise the probability of success in implementing your projects and changes.

Goals.

Identifying the goals is the easy part. The goal statements are broad and general.

Example:

Goal #1—To practice reference skills in a public library.

Objectives.

Applying the SMART elements to your objectives is more difficult for some people.

- **Specific**—Write the objective in one specific statement.
- **Measurable**—Ask yourself: How will you know you accomplished the objective? Is there a product, a statistic, a percentage?
- **Attainable**—Ask yourself: Is it possible to do this within the required parameters?
- **Realistic**—Again, Is it within reason to expect to complete the objective?
- **Time bound**—Typically, “time-bound” implies a date or a deadline e.g., six months or by December, 2015. For practicum planning, think about the number of hours you expect it will take to accomplish the objectives. Think carefully about how you are “spending” your precious 100 hours of the practicum.

Example:

Work 10 hours on the Information Desk and answer at least 20 questions with 90% accuracy.

Flexibility. Your goals and objectives are not set in stone. They are simply a planning guide. Once YOU have verbalized your wishes, talk with your faculty advisor and/or the practicum coordinator for additional input. Only then should you consider possible sites and field mentors where you think you can best achieve what you want out of the practicum. Once you are into the practicum work it is expected that you will make some adjustments in the time estimates as well as objectives as new opportunities or interests are revealed.

Both your advisor and the practicum coordinator can suggest possible sites and field mentors. It is suggested that you identify several possible sites and field mentors. Make appointments to talk with them, telling them that you are “investigating” several possible sites. Prepare as if you are doing a job interview. In each case, both parties are trying to find the best match. It is a good idea to update your resume and take it with your goals and objectives when you meet with potential field mentors.

Remember to follow up with people you have interviewed with to thank them and update them on your progress and plans for the practicum. Keep your advisor and practicum coordinator updated on your plans as well.

Once you have determined the best “fit” for your practicum, the next step is to complete the application form. The advisor’s signature is requested to confirm that you are ready to begin the practicum. To be “ready” you need to have completed at least 38 hours including your core and concentration classes. If you are missing courses your advisor and/or faculty supervisor can determine if you are prepared to begin the practicum. It is not fair to you or your field mentor to place you in an experiential situation until you have the course work to support your work.

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Practicum Application

(To be submitted by the student to the Faculty Supervisor *before* beginning fieldwork)

Student Information

Student _____ E-mail _____

Address _____ Home Phone _____

_____ Work Phone _____

Date _____ Quarter _____ Credit Hours _____

Beginning and ending date of Practicum Experience _____

Site Information

Library or Organization _____

Address _____ Phone _____

_____ Fax _____

Field Mentor Information

Name _____ Phone _____

Address _____ E-mail _____

_____ Fax _____

Brief Description of Practicum Plan (Attach Goals and Objectives)

Student _____ Date _____

All core classes completed? yes or no (circle one) Number of credit hours completed _____

University of Denver Library and Information Science Program

Evaluation

(To be completed by the field mentor and submitted by the student to the faculty supervisor.)

Student _____ Quarter _____

Practicum Site _____ Field Mentor _____

The field mentor completes the evaluation and discusses it with the student. Both student and field mentor must sign the evaluation. The form must be returned to the faculty supervisor for review. The faculty supervisor, in consultation with the field mentor, will assign the student's grade.

Rate each competency using a scale of 1 to 5

- 5 = Always exceeds expectations
- 4 = Frequently exceeds expectations
- 3 = Generally meets expectations
- 2 = Occasionally meets expectations
- 1 = Rarely meets expectations
- NA = Not applicable

Professionalism and Competency

1. Accepts professional responsibility to learn	1	2	3	4	5	NA
2. Completes assignments in a professional manner	1	2	3	4	5	NA
3. Honors schedules, appointments, and deadlines	1	2	3	4	5	NA
4. Demonstrates professional knowledge and behavior	1	2	3	4	5	NA
5. Remains open to feedback and evaluation	1	2	3	4	5	NA
6. Organizes, plans, and completes work efficiently	1	2	3	4	5	NA
7. Recognizes personal strengths	1	2	3	4	5	NA
8. Recognizes areas for improvement	1	2	3	4	5	NA
9. Demonstrates initiative and resourcefulness	1	2	3	4	5	NA
10. Maintains ethical behavior	1	2	3	4	5	NA
11. Communicates clearly in writing and speaking	1	2	3	4	5	NA
12. Works cooperatively with other staff members	1	2	3	4	5	NA

Comments on professionalism and competency.

What were the student's particular strengths?

In what area(s) might the student improve?

General comments.

Student Signature _____ Date _____

Field Mentor Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Appendix A—Sites and Field Mentors (Examples)
Academic, Archives, Public, School Special and Non-Traditional
Contacts in Bold have been Field Mentors

PRACTICUM SITES⁴—EXAMPLES
Contacts in bold have been field mentors

Academic Library Sites

Arapahoe Community College, 5900 S. Santa Fe Dr., Littleton, CO 80120-1801. P.O. Box 9002, Littleton, CO 80160. www.arapahoe.edu 303-797-5090.
Contact—Lisa Grabowski, Library Director Lisa.Grabowski@arapahoe.edu

Auraria Library. See **University of Colorado at Denver. Auraria Library.**

California State University San Marcos, 333 S. Twin Oaks Valley Road, San Marcos, CA 92096. 760-750-4340.
Contact—**Ann Fiegen** afiegen@susm.edu 760-750-4365.

Cardinal Stafford Library, 1300 S. Steele Street, Denver, CO 80210. 303-715-3192.
<http://sjvdenver.edu/about-the-seminary/library>
Contact—Stephen Sweeney. stephen.sweeney@archden.org 303-715-3234.

College Hill Library. See Front Range Community College.

Colorado Christian University, 8787 W. Alameda Ave, Lakewood, CO 80226.
Contact—**Karen Neville** kneville@ccu.edu 303-063-3253. (Technical Services)

Colorado College; 1021 Cascade Ave., Colorado Springs, CO 80903
Contact—Rebecca Harner rharner@coloradocollege.edu 719-389-6662

Colorado School of Mines, Arthur Lakes Library, 1400 Illinois St, Golden, CO 80401.
<http://library.mines.edu> 303-273-3911.
Contact—Lisa Dunn ldunn@mines.edu 303-273-3687.

Colorado State University, Morgan Library; 1201 Center Avenue Mall, Fort Collins, CO 80523
Contact—Linda Meyer linda.meyer@colostate.edu 970-214-6251

Community College of Aurora 16000 E. CentreTech Parkway, S202D Aurora, CO 80011.
www.ccaurora.edu/library
Contact—Joanna Primus, Director Joanna.primus@ccaaurora.edu 303-360-4740.

Fort Lewis College. Library.fortlewis.edu 970-247-7270.
Contact—**Minna D. Sellers** sellers_m@fortlewis.edu 970-247-7424.

⁴Students are not limited to these sites. These are only examples of some of the sites selected by students.

Front Range Community College. 3705 W. 112th Ave., Westminster, CO 80031.
www.westminsterlibrary.org 303-404-5555.

Contact—**Joe Grobelny** Joseph.Grobelny@frontrange.edu 303-404-5499
Contact—**Cynthia Rain** Cynthia.Rain@frontrange.edu 303-404-5132

Iliff School of Theology, 2201 S. University Blvd., Denver, CO 80210. www.iliff.edu 303-744-1287.

Contact—**Alice I. Runis**, Interim Library Director, arunis@iliff.edu 303-765-3174
Contact—**Laura Harris** lharris@iliff.edu 303-765-3179 (archives).

Johnson and Wales University, 7150 Montview Blvd, Denver, CO 80220.

http://den.library.jwu.edu/JWULibrary 303-256-9345.
Contact—**Merrie Valliant** mvalliant@jwu.edu 303-256-9445.

Jones eGlobal Library (EGL) 9697 East Mineral Avenue, Centennial, CO 80112 www.egloballibrary.com

Contact—**Scott Wiebensohn**, Manager of Library Services. 303-784-8469.

Lamont School of Music Library, 2344 E. Iliff Ave., Denver, CO 80208. www.du.edu/lamont

303-871-6400. See University of Denver.
Contact—**Elwood Colahan** ecolahan@du.edu 303—871-6427

Northern Kentucky University, School of Law. Nunn Drive, Highland Heights, KY 41099.

859-572-6030.
Contact—**Michael Whiteman** whiteman@nku.edu 859-572-5717.

Peking University School of Transnational Law, Legal Research Center. University Town, Lishui Road, Nanshan District, Shenzhen, China 518055. 134-1081-9374.

Pikes Peak Community College. 5675 S. Academy Blvd., Colorado Springs, CO 80906.

ppcc.edu/academics/library/
Contact—**Carole Olds** – Director carole.olds.@ppcc.edu

Red Rocks Community College. 13300 W. Sixth Ave, Lakewood, CO 80228. www.rccc.edu/library

Contact—**Dina Hornreich**, Interim Director. Dina.hornreich@rccc.edu 303-914-6745.

Regis University, 3333 Regis Boulevard, Denver, CO 80221. www.regis.edu/library 303-458-4030.

Contact—**Janet Lee**, Director

Rocky Mountain College of Art and Design Library. 1600 Pierce St., Lakewood, CO www.rmcad.edu

303-225-8584.
Contact—**Hugh Thurlow**, hthurlow@rmcad.edu

Rocky Vista University, College of Osteopathic Medicine, 8401 Chambers Rd, Parker, CO 80134.
303-373-2008 x2879.

Contact—**Dr. Frank Ames** fames@rvu.org
Contact—**Brian Schwartz** bschwartz@rvu.org

United States Air Force Academy, McDermott Library, HQUSAF/DFLIB 2354 Fairchild Drive, Suite 3A10, USAF Academy, CO 80840-6214.

Contact—**Dr. Edward Scott** Edward.Scott@usafa.edu
Contact—**Mary Elizabeth Ruwell** Mary.Ruell@usafa.edu 719-333-6919 (Archives).
Contact—**Lizbeth Jones** Lizbeth.jones@usafa.edu 719-333-4783 (Cataloging)

University of California Berkeley, School of Law, Berkeley, CA 94720-7200 510-642-0261.
Contact—**Dean Rowan** drowan@law.berkeley.edu 510-642-0261.

University of Colorado at Boulder, University Libraries, Norlin Library, 184 UCB, 1720 Pleasant St., Boulder, CO 80309-0184. <http://ucblibraries.colorado.edu> 303-492-8705.
Contact—Megan Welsh, Megan.Welsh@colorado.edu

Archives, 184 UCB, 1720 Pleasant St. Boulder, CO 80309. 303-492-7242.

Contact—**David M. Hays** david.hays@colorado.edu 303-492-7242

Contact—**Walker Sampson** walker.sampson@colorado.edu 303-492-9161

American Music Research Center

Contact—Eric Harbeson eric.harbeson@colorado.edu 303-735-1367.

Business Library, 184 UCB, 1720 Pleasant St., Boulder, CO 80309-0184. 303-492-8367.

Contact—Natalia Tingle natalia.tingle@colorado.edu 303-492-3034.

Circulation, Contact—Brice Austin Brice.Austin@colorado.edu 303-492-3975

Collection Development, Contact—Gabrielle Wiersma gabrielle.wiersma@colorado.edu 303-492-4316

Earth Sciences and Map Library (Jerry Crail Johnson Library), 184 UCB, Boulder, CO 80309.
303-492-6133.

East Asian Library, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-8822.

Gemmill Library of Engineering, Mathematics & Physics, 184 UCB, 1720 Pleasant St., Boulder, CO 80309. 303-492-5396. Contact—Rebecca Kuglitsch rebecca.kuglitsch@colorado.edu 303-492-2421.

Law School Library (Wise Law Library), Wolf Law Building 402 UCB, Boulder, CO 80309.

Contact—**Robert Linz** robert.linz@colorado.edu 303-492-2504.

Music Library (Howard B. Waltz Library), 184 UCB, 1720 Pleasant St., Boulder, CO 80309.

303-492-8093. Contact—Stephanie Bonjack Stephanie.bonjack@colorado.edu 303-492-9895

Contact—**Laurie Sampsel** Laurie.Sampsel@colorado.edu 303-492-3929.

Social Sciences Contact—Eugene Hayworth Gene.Hayworth@Colorado.edu 303-492-5383.

Special Collections. Contact—**Deborah Hollis** Deborah.Hollis@colorado.edu 303-492-3910

Contact—Susan Guinn-Chipman Susan.Guinn-chipman@Colorado.EDU 303-492-5739

Visual Resource Center, 318 UCB, Boulder CO 303-492-1683.

Contact—**Elaine Paul** Elaine.paul@colorado.edu 303-492-6136.

World Languages (Chinese, French, German, Italian, Japanese, Korean, Latin America, Spanish, Portuguese) Contact—**Alison Hicks** Alison.Hicks@colorado.edu 303-735-1709.

University of Colorado, Colorado Springs Kraemer Family Library, 14210 Austin Bluffs Parkway, Colorado Springs, CO 80918.

Contact—Martin Garnar, Dean

Contact—**Rita Hug**, Cataloging Librarian rhug@uccs.edu 719-255-3291.

University of Colorado at Denver and Health Sciences Center, Anschutz Medical Campus, Health Sciences Library, Mail Stop A003, 12950 E. Montview Blvd., Aurora, CO 80045. hslibrary.ucdenver.edu 303-724-2152.
Melissa De Santis, Deputy Director

Contact—**Lisa Traditi** lisa.traditi@ucdenver.edu 303-724-2141.

Contact—**John Jones** john.jones@ucdenver.edu 303-724-2117. (Public Services).

Contact—Tina Moser tina.moser@ucdenver.edu 303-724-2145 (Access Services).

Contact—Emily Epstein Emily.epstein@ucdenver.edu 303-724-2119 (Collection Management)

University of Colorado at Denver, Auraria Library, 1100 Lawrence Street, Denver, CO 80204.
library.auraria.edu 303-556-2740.

Contact—**Cynthia Hashert** cynthia.hashert@ucdenver.edu 303-556-5256.

Contact—**Ignacio Ferrer-Vinent** Ignacio.Ferrer-Vinent@ucdenver.edu 303-556-4919.

Contact—**Ellen Metter** Ellen.metter@ucdenver.edu 303-556-4516. (Collection Management).

Contact—**Karen Sobel** Karen.Sobel@ucdenver.edu 303-352-3640.

University of Denver Libraries, Anderson Academic Commons, 2150 E. Evans Avenue, Denver, CO 80208.
library.du.edu 303-871-3707.

Digital Information

Contact—**Sheila Yeh** Sheila.yeh@du.edu 303-871-3147.

Public Services

Contact—**Jenny Bowers** jbowers@du.edu 303-871-3403. (Social Sciences).

Contact—**Chris Brown** cbrown@du.edu 303-871-3404. (Documents; Reference technologies).

Contact—**Erin Elzi** crin.elzi@du.edu 303-871-3127 (Technical services)

Contact—**Carrie Forbes** Carrie.Forbes@du.edu 303-871-3407. (Instruction).

Contact—**Esther Gil** egil@du.edu 303-871-3412. (Business).

Contact—**Peggy Keeran** pkeeran@du.edu. 303-871-3410. (Arts & Humanities).

Contact—**Joe Kraus** jokraus@du.edu. 303-871-4586. (Collections & Electronic Resources).

Contact—**Erin Meyer** Erin.Meyer@du.edu 303-871-3445. (Outreach; Website).

Technical Services

Special Collections, Peryle H. and Ira M. Beck Memorial Archives.

Contact—**Jeanne Abrams** jeanne.abrams@du.edu 303-871-3016.

Special Collections.

Contact—**Steve Fisher** sfisher@du.edu. 303-871-3427.

Special Collections, Center for Judaic Studies.

Contact—**Jeanne Abrams** jeanne.abrams@du.edu 303-871-3016.

University of Denver Libraries, Lamont School of Music; Music & Performing Arts Library.

Newman Performing Arts Center, 2344 E. Iliff Ave. Denver CO 80208

Contact—**Elwood Colahan** ecolahan@du.edu 303—871-6427

University of Denver, Westminster Law Library, 2255 E. Evans, Denver, CO 80208.

www.law.du.edu/library 303-871-6206.

Contact—**Karina Condra** karina.condra@du.edu

Contact—**Peter Kersten** peter.kersten@du.edu

Contact—**Mark Popielarski** mark.popielarski@du.edu

University of Iowa, College of Law. 200 Boyd Law Building, Kowa City, IA 52242-1166.

Contact—**Ted Potter** ted-potter@uiowa.edu 319-335-9017.

University of Northern Colorado (UNC) Campus Box 48, Greeley, CO 80639.

Contact—**Lyda Ellis** lyda.ellis@unco.edu 970-351-1524.

Music Library. (Howard M. Skinner Music Library)

Contact—**Stephen Luttmann** stephen.luttman@unco.edu 970-351-2281.

Vehr Theological Library. **See Cardinal Stafford Library.**

Archives Sites

Alliance Digital Repository (ADR), Colorado Alliance of Research Libraries (CARL), 3801 E. Florida Ave., Suite 515, Denver, CO 80210. www.coalliance.org 303-759-3399.

Contact—**Robin Dean** robin@coalliance.org 303-759-3399.

Contact—**Rose Nelson** rose@coalliance.org 303-759-3399 ext. 103.

American Alpine Club & the Colorado Mountain Club Archives, Henry S. Hall Jr. Library, 710 Tenth Street, Suite 15, Golden, CO 80401. <http://americanalpineclub.org/p/library> 303-384-0112.

library@americanalpineclub.org

Contact—Katie Sauter, ksauter@americanalpineclub.org 303-384-0112

Bessemer Historical Society, 215 Canal St., Pueblo, CO 81004. steelworks.us 719-564-9086.

Contact—Tim Hawkins, tim.hawkins@www.steelworks.us, 719-564-9086.

Blair-Caldwell African American Research Library, 2401 Welton St., Denver, CO 80205. <http://aarl.denverlibrary.org> 720-865-2401.

Contact—**Charleszine "Terry" Nelson**, tnelson@denverlibrary.org 720-865-2404.

Cable Center, Barco Library, 2000 Buchtel Boulevard., Denver, CO 80210.

Contact—Brian Kenny bkenny@cablecenter.org 720-502-7531.

Colorado Historical Society. **See History Colorado.**

Colorado State Archives, 1313 Sherman Street, Suite 122, Denver, CO 80203

www.colorado.gov/archives

Contact—Aly Jabrocki (Audio Archivist) aly.jabrocki@state.co.us 303-866-5687

Denver Museum of Nature and Science, 2001 Colorado Boulevard, Denver, CO 80205-5798.

www.dmns.org 303-322-7009.

Contact—Brent Wagner, Librarian and Chair brent.wagner@dmns.org 303-370-6362 or

Contact—**René O'Connell**, Image Archivist rene.oconnell@dmns.org 303-370-8250 or

Contact—Sam Schiller, Archivist samuel.schiller@dmns.org 303-370-6089

Denver Public Library System, 10 W. Fourteenth Ave. Parkway, Denver, CO 80204.

www.denverlibrary.org 720-865-1111.

Western History Collection (Archives)

Contact—**Jamie Seemiller** jseemill@denverlibrary.org 720-865-1817.

Western History Collection (Genealogy)

Contact—**Abby Hoverstock** (Senior Archivist) ahoverst@denverlibrary.org

Contact—Claudia Jensen (Senior Catalog Librarian) cjensen@denverlibrary.org

Contact—**James Rogers** (Senior Reference Librarian) jrogers@denverlibrary.org

Douglas County History Research Center at Philip S. Miller Branch, 100 S. Wilcox, Castle Rock, CO 80104. <http://history.douglascountylibraries.org>. 303-688-7730.

Contact—**Cecily North**, cnorth@dclibraries.org 303-688-7730

Grateful Dead Archive, UC Santa Cruz, 1156 High St., Santa Cruz, CA 95064

Contact—**Nicholas Meriwether** nicholas@library.ucsc.edu 831-502-7526

History Colorado. 1200 Broadway, Denver, CO 80203 www.coloradohistory.org 303-866-2305.
Contact—**Laura Ruttum Senturia**, (Library) laura.ruttumsenturia@state.co.us 303.866.4600
www.historycolorado.org/researchers/researchers
Contact—**Keith Schrum** 303-866-2305. (Archives)

Johns Manville, 717 17th Street, Denver, CO 80202 303-978-2026 (Corporate archives)
Contact—**Reese Evenson** reese.evenson@jm.com

Naropa University Archives, 2130 Arapahoe Avenue, Boulder, CO 80302. 800-772-6951.
www.naropa.edu/archive
Contact—Ann Hunter, Processing Archivist, Naropa University Archives, Allen Ginsberg Library,
ahunter@naropa.edu 303 546-3547.

National Archives & Records Administration, Rocky Mt. Region, Denver Federal Center, Denver,
CO 80209. www.archives.gov/rocky-mountain/contact
Archives Division (Archival Research) Bldg. 48. 303-407-5740.
Contact—denver.archives@nara.gov 303-407-5740.
Records Management Division Bldg. 48. 303-407-5720.
Contact—**Mark Ferguson** (Director Records Management Division) Mark.Ferguson@nara.gov
303-604-4721.

National Center for Atmospheric Research (NCAR), www.ucar.edu/librar, 1850 Table Mesa Drive,
Boulder, CO 80305.
Contact—**Kathleen Legg**, klegg@ucar.edu

Society of California Pioneers, 300 Fourth St., San Francisco, CA 94107-1272.
Contact—Patricia L. Keats pkeats@californiapioneers.org 415-957-1849, ext. 43.

Telecommunications History Group, 1425 Champa St., Denver, CO 80202. www.telcomhistory.org
303-296-1221.
Contact—**Jody Georgeson** 303-296-1221, telcomhist@aol.com
Contact—Lisa Berquist 303-296-1221, telcomhist@aol.com

United States Air Force Academy, McDermott Library, HQUSAF/DFLIB 2354 Fairchild Drive,
Suite 3A10, USAF Academy, CO 80840-6214.
Contact—**Dr. Edward Scott** Edward.Scott@usafa.edu
Contact—**Mary Elizabeth Ruwell** Mary.Ruwell@usafa.edu 719-333-6919 (Archives).

University of Colorado Boulder, University Libraries 184 UCB, Boulder, CO 80309-0184 303-492-9161
Contact—**Walker Samson** walker.sampson@colorado.edu

University of Denver, Anderson Academic Commons (Formerly Penrose Library), 2150 E. Evans Avenue,
Denver, CO 80208. www.library.du.edu 303-871-3707.

Archives Processing and Metadata

Contact—Kevin Clair kevin.clair@du.edu

Special Collections, Peryle H. and Ira M. Beck Memorial Archives.

Contact—**Jeanne Abrams** jeanne.abrams@du.edu 303-871-3016.

Special Collections.

Contact—**Steve Fisher** sfisher@du.edu 303-871-3427.

Special Collections, Center for Judaic Studies.

Contact—**Thyria Wilson** twilson@du.edu 303-871-3012.

University of New Mexico. Center for Southwest Research. MSC 05 3020/1 UMN, Albuquerque, NM 87131-0001. 505-277-6451.

Contact—**Mike Kelly** mtk@unm.edu, 505-277-6451

Contact—**Kathleen Ferris** kferris@unm.edu, 505-277-7172

University of Northern Colorado. James Michener Library, Campus Box 48, Greeley, CO 80639. 970-351-2671.

Contact—**Jay Trask** jay.trask@unco.edu 970-351-2322.

University of Wyoming. American Heritage Center. Dept 3924 1000 E. University Ave., Laramie, WY 82071.

[You-Tube video introduction:<http://www.youtube.com/watch?v=DQht5m5iXeM>]

Contact—**Mark Greene** MGreene@uwyo.edu 307-766-2474

Contact—**Jamie J. Greene**, jgreene@uwyo.edu 307-766-6623

Contact—**William Hopkins** whopkins@uwyo.edu 307-766-6836

Contact—**Amanda M. Stow** astow@uwyo.edu 307-766-2579

Contact—**John Waggener** waggener@uwyo.edu 307-766-2563

Public Library Sites

Anythink; A Revolution of Rangeview Libraries Anythink Libraries Support Services, 5877 E. 120th Ave., Thornton, CO 80602 303-405-3201 anythinklibraries.org

Anythink Wright Farms, 5877 E 120th Ave, Thornton, CO 80602 Anythinklibraries.org

Contact—Lynda Freas lfreas@anythinklibraries.org 303-988-1488

Contact—**Pam Sandlian Smith** psmith@anythinklibraries.org 303-405-2299

ADD:

Arapahoe Library District, 12855 E. Adam Aircraft Circle, Englewood, CO 80112.

www.arapahoelibraries.org 303-542-7279.

Contact—Maureen Klink 303-792-8999 ext 19004. mklink@ald.lib.co.us

Outreach

Castlewood Library 6939 S. Unita St., Centennial, CO 80112. 303-542-7279.

Daisy Grice, Library Manager 303-542-7279

Davies Library, 303 Third Ave., Deer Trail, CO 80105

Cynthia Kiyotake, Library Manager 303-769-4310

Eloise May Library, 1471 Parker Rd., Denver, CO 80231. 303-542-7279.

Holly Whelan, Library Manger 303-542-7279

Kelver Library, 404 E. Front Street, Byers, CO 80103

Cynthia Kiyotake, Library Manager 303-769-4310

Koelbel Library, 5955 S. Holly St., Centennial, CO 80121. 303-542-7279.

Daisy Grice, Library Manager 303-542-7279

Mobile Library Services

Contact—Richard Lyda rlyda@ald.lib.co.us 303-220-8934

Sheridan Library, 3201 W. Oxford Ave, Sheridan, CO 80236

Cynthia Kiyotake, Library Manager 303-542-7279

Smoky Hill Library, 5430 Biscay Cir., Centennial, CO 80015. 303-542-7279.

Holly Whelan, Library Manger 303-542-7279

Contact—Joan Schopf jschopf@ald.lib.co.us 303-792-8999 x 11719.

Southglenn Branch, 6972 S. Vine Street, Centennial, CO 80122. 303-542-7279.

Daisy Grice, Library Manager 303-542-7279

Support Services, Administration

Nicolle Davies, Executive Director 303-542-7279

Aurora Public Library. Central Library, Business Resource Center, 14949 E. Alameda Parkway, Aurora, CO 80012. <http://www.auroralibrary.org> 303-739-6600.

Contact—Ryan Ewers rewers@auroragov.org; 303-739-6635.

Aurora Public Library Branches.

Contact—**Elizabeth (Betsy) Baxendale** bbaxenda@auroragov.org 303-326-8620.

Contact—**Megan Ellis** mellis@auroragov.org

Martin Luther King, Jr. Library, 9898 E Colfax Avenue, Aurora, Co 80010.

Contact—**Betsy Baxendale** bbaxenda@auroragov.org; 303-739-1943.

Mission Viejo Library, 15324 E Hampden Circle, Aurora, CO 80013.

Contact—Erin Todd etodd@auroragov.org 303-326-3050

Tallyns Reach Library, 23911 E. Arapahoe Road, Aurora, CO 80016.

Contact—Erin Todd etodd@auroragov.org 303-326-3050

Systems/Cataloging

Contact—Tina Jayroe tjayroe@auroragov.org 303-739-6622

Bemis Public Library, 6014 S. Datura Street, Littleton, CO 80120. www.littletongov.org/bemis/default.asp 303-795-3961.

Contact—**Phyllis Larison**, 303-795-3961 (Public Services).

Contact—**Robin Trehaeven**, rtrehaeven@littletongov.org 303-795-3961 (Technical Services).

Boulder Public Library, 1001 Arapahoe Ave., Boulder, CO 80302. www.boulderlibrary.org 303-441-3100.

David Farnan, Director 303-441-3100

Contact—Terri Lewis lewiste@bouldercolorado.gov 303-441-1917.

Contact—**Ghada Elturk** elturkg@boulderlibrary.org 303-441-4941.

College Hill Library, 3705 W. 112th Ave., Westminster, CO 80031. <http://westminster.lib.co.us> 303-404-5104. (Community college/public library) 303-404-5121. Westminster Public Library.

Contact—See Academic Libraries Front Range Community College.

Delta County Public Library District, 211 West 6th Street, Delta, CO 81416. www.dcpd.org 970-874-9630.

Contact—Annette Choszczyk, achoszczyk@sopris.net

Denver Public Library System, 10 W. Fourteenth Ave. Pkwy., Denver, CO 80204. www.denverlibrary.org 720-865-1111.

Central 10 W. Fourteenth Ave. Pkwy., Denver, CO 80204. 720-865-1111. www.denverlibrary.org

Book & Borrowing Contact—Jennifer Hoffman jhoffman@denverlibrary.org 720-865-1207

Business Process & Data Reporting (metrics, evaluation, data analysis, and Lean process improvement)

Contact—Seana O’Grady sogrady@denverlibrary.org 720-865-1121

Children’s Contact—Ann Schwab aschwab@denverlibrary.org 720-865-1194

Collection Development, Cataloging, ILL

Contact—Rachel Fewell rfewell@denverlibrary.org 720-865-1518.

Community Technology Center Contact—Tracy Treece treece@denverlibrary.org 720-865-1134

Engage Adult & Family Branch Programming Contact—Jenny LaPerrier jlperri@denverlibrary.org 720-865-1171

Early Literacy Contact—Mary Kuehner mkuehner@denverlibrary.org 720-865-1294

Reference Contact—Becky Russell brussell@denverlibrary.org 720.865.1344

Western History/Genealogy Contact—Jamie Seemiller jseemill@denverlibrary.org 720-685-1817.

Athmar Branch, 1055 S. Tejon St., Denver CO 80223. 720-865-0230

Barnum Branch, 3570 W. First Ave, Denver, CO 80219. 720-865-0145

Bear Valley, 5171 W. Dartmouth Ave, Denver CO 80236

Cherry Creek, 305 Milwaukee St., Denver, Co 80206. 720-865-0120

Eugene Field Branch 810 S. University, Denver, CO 80209. 720-865-0240.

Hadley Branch 1890 S. Grove St. Denver, CO 80219. 720-865-0170.

Hampden Branch 9755 E. Girard Ave., Denver, CO 720-865-0185.

Park Hill Branch 4705 Montview Blvd, Denver, CO 80207 720-865-0250.

Contact—Tara Bannon Williamson tbannon@denverlibrary.org 720-865-0000.

Ross-University Hills Branch 4310 E. Amherst Ave., Denver, CO 80222. 303-757-2714.

Contact—Jennifer Miera jmiera@denverlibrary.org 720-865-0955

Schlessman Family Branch 100 Poplar Street, Denver, CO 80220. 720-865-0000.

University Hills, 4310 E. Amherst Ave, Denver, CO 80222. 720-865-0955

Valdez-Perry Branch 4690 Vine St., Denver, CO 80216. 720-865-0300.

Woodbury Branch 3265 Federal Blvd., Denver, CO 80211. 303-455-3930.

Contact—Lisa Murillo lmurillo@denverlibrary.org 303-455-3930.

Contact—Pilar Castro-Reino pcastro@denverlibrary.org

Douglas County Libraries, 100 S. Wilcox, Castle Rock, CO 80104. www.douglascountylibraries.org
303-791-7323.

Administration Robert “Bob” Pasicznyuk (Director). BPasicznyuk@dclibraries.org
Amber DeBerry, Associate Director of Community Relations, adeberry@dclibraries.org
Contact—Art Glover (Human Resources Manager) aglover@dclibraries.org 303-791-7323.

Castle Pines Branch, 7437 Village Square Dr. #110, Castle Rock, CO 80108. 303-791-7323
Aspen Walker, Manager

Highlands Ranch Branch 9292 Ridgeline Blvd., Highlands Ranch, CO 80129. 303-791-7323. □
Sheila Kerber, Manager

Lone Tree Library, 8827 Lone Tree Pkwy, Lone Tree, CO 80124. 303-791-7323
Aspen Walker, Manager

Parker Branch 10851 S. Crossroads Dr., Parker, CO 80134. 303-791-7323.
Contact—Sharon Nemecheck, snemecheck@dclibraries.org, 303-791-7323.

Philip S. Miller Library, 100 S. Wilcox, Castle Rock, CO 80104. 303-791-7323.
Contact—Sheila Kerber skerber@dclibraries.org 303-791-7323.

Contact—**Jane Smith**

Roxborough Library, 8357 N. Rampart Range Rd, Ste. 200, Littleton, CO 80125. 303-791-7323
Shelia Kerber, Manager

Eagle Valley Library District www.evld.org 600 Broadway, Eagle, CO 81631. 970-328-8800.
Avon Branch, 200 Benchmark Rd., Avon CO 81620. 970-949-6797.
Eagle Branch, 600 Broadway, Eagle, CO 81631. 970-328-8800.
Gypsum Branch, 48 Lundgren Blvd., Gypsum, CO 81637. 970-524-5080.

Elbert County Library District. 239 Main St., Elizabeth, CO 80107. 303-646-3792.

Englewood Public Library 1000 Englewood Parkway, Englewood, CO 80110. 303-762-2560.
Contact—(Early Childhood Literacy)

High Plains Library District www.mylibrary.us 1939 61st Ave., Greeley, CO 80634. 970-506-8562.
Contact—Eric Ewing (Human Resources Manager) ewing@weld.lib.co.us 970-506-8562.

Jefferson County Public Library System, 10200 W. 20th Ave., Lakewood, CO 80215.
www.jeffco.library.org, 303-235-5275.

NOTE All JCPL practicums and internships must begin with a conversation with Donna Walker, coordinator.
Contact—Donna Walker Donna.Walker@jeffcolibrary.org 303-275-2205

Adult Reference Services Contact—Peg Hooper peg.hooper@jeffcolibrary.org

Services to Children and Families Contact—Barbara Yeutter Roi Barbara.yeutterroig@jeffcolibrary.org

Special Populations Contact—Deb Dauenheimer Deborah.dauenheimer@jeffcolibrary.org

Teen Services Contact—Arra Katona arra.katona@jeffcolibrary.org

Collections Services 10500 W. 38th Ave., Wheat Ridge, CO 80033 303-235-5275
Contact – Debby Mikash Debby.Mikash@jeffcolibrary.org

Digital Experience Contact—Chris Evjy chris.evjy@jeffcolibrary.org

Early Literacy Contact—**Robyn Lupa** robyn.lupa@jeffcolibrary.org

Library 2 You Contact—**Padma Polepeddi** Padma.Polepeddi@jeffcolibrary.org

Patron Education Contact—Pat Lamprey pat.lamprey@jeffcolibrary.org

Patron Experience Contact —Kristin Farr Kristin.farr@jeffcolibrary.org

Programming & Partnerships Contact—Pennie Howard Burris pennie.howardburris@jeffcolibrary.org

Staff Training Contact—M J Lowe mj.lowe@jeffcolibrary.org

Arvada Branch. 7525 W. 57th Ave., Arvada, Co 80002 303-235-5275
Contact – Shelly Belleau Shelly.Belleau@jeffcolibrary.org 303-403-5386
Belmar Library. 555 S. Allison Parkway, Lakewood City Commons, Lakewood, CO 80226
Contact – **Rhoda Yaeger** Rhoda.yaeger@jeffcolibrary.org
Columbine Library. 7706 W. Bowles Ave., Littleton, CO 80123
Contact—**Polly Tagg** polly.tagg@jeffcolibrary.org, 303-403-5346
Evergreen Branch. 5000 Highway 73, Evergreen, CO 80439.
Contact—Leslie Hauschildt leslie.hauschildt@jeffcolibrary.org
Golden Branch 1019 10th St., Golden, CO 80401. 303-235-5275.
Contact—Whitney Peck Whitney.Peck@jeffcolibrary.org
Standley Lake Branch 8485 Kipling St., Arvada, CO 80005. 303-235-5275
Contact—Rene Yaws rene.yaws@jeffcolibrary.org

Lafayette Public Library, 775 West Baseline Road, Lafayette, CO 80026. www.cityoflafayette.com/library
303-665-5200.
Contact—Patty Frobisher pattyf@cityoflafayette.com 303-665-5200x3805.

Longmont Public Library 409 4th Ave., Longmont, CO 80501.
Contact—**Elektra Greer** Elektra.Greer@ci.longmont.co.us 303-651-8781.

Louisville Public Library, 951 Spruce St., Louisville, CO 80027. www.louisville-library.org 303-335-4849
Contact— Kristen Bodine, Children's Librarian kristenb@louisvilleco.gov 303-335-4810.

Loveland Public Library, 300 N. Adams, Loveland, CO 80537 www.lovelandpubliclibrary.org
970-962-2404
Contact—Amy Phillips amy.phillips@cityofloveland.org 970-962-2589

Mamie Doud Eisenhower Public Library, 3 Community Park Rd., Broomfield, CO 80020.
www.ci.broomfield.co.us/library 720-887-2305.
Contact—**Lesley Clayton**, lclayton@broomfield.org

Mesa County Public Library District, P.O. Box 20000, Grand Junction, CO 81502-5019.
www.mcpld.org 970-243-4783.

Pikes Peak Library District, P.O. Box 1579, Colorado Springs, CO 80901. www.ppld.org 719-531-6333.
Cheyenne Mountain Branch 1785 S. 8th St., Suite 100, Colorado Springs CO 80905.
719-633-6278.

East Library 5550 N. Union Blvd, Colorado Springs, CO 80918. 719-531-6333.
Contact—Joanna Nelson jonelson@ppld.org

Penrose Library. 20 N. Cascade Ave. Colorado Springs, CO 80903 719-531-6333

Ute Pass Branch 8010 Severy, Cascade, CO 80809. 719-684-9342.

For Cheyenne Mountain and Ute Pass Branch
Contact—**Lynne Proctor** 719-531-6333 ext.2570.

Sand Creek Branch 1821 S. Academy Blvd., Colorado Springs CO 80916. 719-597-7070.□□

Westminster Public Library, 3705 W. 112th Avenue, Westminster, CO 80031. www.westminsterlibrary.org
303-404-5555.

School Library Sites—Examples & “Highly Effective School Library Program”⁵

Academy School District #20, 1110 Chapel Hills Dr., Colorado Springs, CO 80920. www.asd20.org
District Coordinator Contact—Nancy White nancy.white@asd20.org 719-234-1200.

Challenger Middle School 10215 Lexington Dr., Colorado Springs, CO 80920. 719-234-3000.

Contact—**Barb Linnenbrink** barbara.linnenbrink@asd20.org 719-234-3000.

School in the Woods 12002 Vollmer Rd., Colorado Springs, CO 80908. 719-495-1865.

Liberty High School 8720 Scarborough Dr., Colorado Springs, CO 80920. 719-234-2200.

Contact—**Sue Graham** sue.graham@asd20.org 719-234-2246.

Adams 12 Five Star Schools, 1500 E. 128th Ave., Thornton, CO 80341-2602.

Cotton Creek Elementary School 11100 Vrain St., Westminster, CO 80032-2042. 720-972-5340.

Contact—Karen Larsen Karen.larsen@adams12.org 720-972-5359.Thornton, CO 80241-2602

Hulstrom Options K-8, 11551 Wyco Dr., Northglenn, CO 80233. 720-972-5400.

Contact—**Laura Israelsen** laura.o.israelsen@adams12.org 720-972-5412.

Hunters Glenn Elementary. 13222 Corona St., Thornton, CO 80241.

Contact—**Gaylynn Jameson**, Jameson.Gaylynn@Adams12.org 720-972-5440.

Westview Elementary, 1300 Roseanna Dr., Northglenn, CO 80234.

Contact—**Nadine Abrahams** Nadine.abrahams@adams12.org 720-972-5689.

Boulder Valley School District.

Aspen Creek K-8, 5500 Aspen Creek Drive, Broomfield, CO 80020.

Contact—**Andrea Kibe** andrea.kibe@bvsd.org 720-561-8054.

Monarch High School. 329 Campus Drive, Louisville, CO 80027. 720-561-4200.

Contact—**Beatrice Gerrish** beatrice.gerrish@bvsd.org 720-561-4271.

Cherry Creek School District, 4700 Yosemite St., Greenwood Village, CO 80111. www.ccsd.k12.co.us

Antelope Ridge Elementary School, 5455 S. Tempe St., Aurora, CO 80015.

Contact—Mary Lou Palley mpalley@cherrycreekschools.org 720-886-3300.

Campus Middle School, 4785 S. Dayton St., Greenwood Village, CO 80111. 720-554-2677. □

Contact—Kathy Johnson kjohnson@cherrycreekschools.org 720-554-2727.

Cherokee Trail High School, 25901 E. Arapahoe Road, Aurora, CO 80016.

Contact—**Paul Whipple** 710-886-1900.

Cherry Creek High School, 9300 Union Ave., Englewood, CO 80111. 720-554-2285.

Contact—Library Media Center 720-554-2388.

Cherry Hills Village Elementary School, 2400 E. Quincy Ave., Englewood, CO 80110.

Contact—Gretta Jansen 720-747-2700.

Cottonwood Creek Elementary School, 11200 E. Orchard Rd., Englewood, CO 80111.

Dry Creek Elementary School, 7686 E. Hinsdale Ave., Centennial, CO 80112. 720-554-3300.

Contact—Linda Garrity Media—720-554-3300.

Falcon Creek Middle School, 6100 S. Genoa St., Aurora, CO 80016. 720-886-7600.

Contact—**Lisa Erhle** lisa.erhle@cherrycreekschools.org

Fox Hollow Elementary School, 6363 W. Waco St., Aurora, CO 80016. 720-886-8700.

Contact—**Melissa Smith** msmith105@cherrycreekschools.org

Prairie Middle School, 12600 E. Jewell Ave., Aurora, CO 80012. 720-747-3000.

Contact—Marlies Lepore 720-747-3000.

⁵See 2014-15 list from the Colorado Department of Education Website; included at the end of this list.
<http://www.cde.state.co.us/cdelib/HighlyEffective/>

Colorado Academy, 3800 S. Pierce, Denver, CO 80235. www.coloradoacademy.org 303-986-1501.
Contact—**Jennifer Cotton** 303-986-1501 ext. 2627.

Denver Academy 4400 E. Iliff Ave., Denver, CO 80222. 303-777-5870.
Contact—**Jolene Gutierrez** jgutierrez@denveracademy.org 303-777-5870.

Denver Public Schools, 900 Grant St., Denver, CO 80203. www.dpsk12.org 720-423-3200.
Abraham Lincoln High School, 2285 S. Federal Blvd., Denver, CO 80219. 720-423-5000.
Contact—Marie Ogle 720-423-5024.
Del Pueblo Elementary School, 750 Galapago St., Denver, CO 80204. 720-424-8163.
Denver School of the Arts, 7111 Montview Blvd., Denver, CO 80220. <http://dsa.dpsk12.org>
McMeen Elementary School, 1000 S. Holly St., Denver, CO 802016. 303-388-5649.
Contact—Mackie Fritzmeier mary_fritzmeier@dpsk12.org
Merrill Middle School, 1551 S. Monroe St., Denver, CO 80210. 720-424-0600.
Contact—Brenda Earnest brenda_earnest@dpsk12.org 720-424-0610.
South High School. 1700 E. Louisiana, Denver, CO 720-423-6151.
Contact—**Cheri Hilton** cheri.hilton@dpsk12.org 303-514-5591.

District 11 Colorado Springs Schools, 1115 N. El Paso St., Colorado Springs CO 80903. www.cssd11.k12.co.us
719-520-2000.
Contact—Director, Learning Resources Services, Gwen Giddens gidgegb@d11.org 719-520-2254.

Douglas County School District, 620 Wilcox St., Castle Rock, CO 80104. www.dcsdk12.org 303-387-0100.
Chaparral High School, 15655 Brookstone Dr., Parker, CO 80134. 303-387-3500.
Contact—Carol Sehnert library@chaparralhs.org 303-387-3623.
Mountain Ridge Middle School, 10590 Mountain Vista Ridge, Highlands Ranch, CO 80126.
303-387-1800.
Contact—**Pete Vincelette** Peter.Vincelette@dcsdk12.org 303-387-1031.

Jefferson County Public Schools, 1829 Denver West Dr., Golden, CO 80401. <http://jeffco.k12.co.us>
303-982-6500.
Bear Creek K-8 Schools 9601 W. Dartmouth Pl., Lakewood, CO 80227. 303-982-8714.
D'Evelyn Junior/Senior High School 10359 W. Nassau Ave. Denver, CO 80235. 303-982-2000.
Edgewater Elementary. Contact—Michelle Hollandsworth mholland@jeffco.k12.co.us 303-982-6050.

Littleton Public Schools, Arapahoe High School, 2201 E. Dry Creek Rd., Centennial, CO 80122.
www.littletonpublicschools.net 303-347-6000.

Regis Jesuit High Schools. Aurora, CO 80016.
Boys Division. 6400 S. Lewiston Way, Aurora, CO 80016. 303-269-8000.
Contact—**Bruce Raymond** braymond@regisjesuit.com 303-269-8027.
Girls Division. 6300 S. Lewiston Way, Aurora, CO 80016. 303-269-8100.
Contact—**Carol Ann Sass** csass@regisjesuit.com 303-269-8127.

Colorado Highly Effective School Library Programs

2014-2015 Recognition Recipients

Acres Green Elementary, Tracie King, Teacher Librarian, Douglas County School District

Arvada High School, Tara McJunkin, Teacher Librarian, Jefferson County School District

Bergen Meadows Elementary, Teri Schuch, Teacher Librarian, Jefferson County School District

Bergen Valley Elementary, Teri Schuch, Teacher Librarian, Jefferson County School District

Centennial Middle School, Jonathan Georgitis, Teacher Librarian, Boulder Valley School District

Columbine Hills Elementary, Laura Reiman, Teacher Librarian, Jefferson County School District

Douglass Elementary, Kelli Chynoweth, Teacher Librarian, Boulder Valley School District

Edgewater Elementary, Heidi Floyd, Teacher Librarian, Jefferson County School District.

Foothills Elementary, Lesa Higgins, Teacher Librarian, Jefferson County School District

Green Mountain Elementary, Lesa Higgins, Teacher Librarian, Jefferson County School District

Hackberry Hill Elementary, Julie Anderson, Teacher Librarian, Jefferson County School District

Howbert Elementary, Lisa Schott, Teacher Librarian, Colorado Springs, D-11 School District

Mandalay Middle School, Katherine Dockerty, Teacher Librarian, Jefferson County School District

Poudre High School, Krista Brakhage, Teacher Librarian, Poudre R-1 School District

Semper Elementary, Tammy Langeberg, Teacher Librarian, Jefferson County School District

Mountain Range Middle School, Pete Vincelette, Teacher Librarian, Douglas County School District

Semper Elementary, Tammy Langeberg, Teacher Librarian, Jefferson County School District

Sierra Middle School, Stephanie Meurer & Jennifer Milstead, Teacher Librarian, Douglas County School District

Southern Hills Middle School, Regina Hoskins, Teacher Librarian, Boulder Valley School District

Summit Cove Elementary, Shelly Wasson, Teacher Librarian, Summit School District

Summit Middle School, Susan Arrance, Teacher Librarian, Summit School District

Wellington Middle School, Mary Swanson, Teacher Librarian, Poudre R-1 School District

Werner Elementary, Pamela Thompson, Teacher Librarian, Poudre R-1 School District

Special Library Sites

American Alpine Club the Colorado Mountain Club Archives, Henry S. Hall Jr. Library,
710 Tenth Street, Suite 15, Golden, CO 80401. <http://americanalpineclub.org/p/library> 303-384-0112.
library@americanalpineclub.org
Contact—Katie Sauter, ksauter@americanalpineclub.org 303-384-0112

Annual & Plant Health Inspection Station. Wildlife Damage Management, 4101 LaParta Avenue,
Fort Collins, CO 80521.
Contact—**Diana Dwyer** diana.L.dwyer@aphis.usda.gov

Bessemer Historical Society, 215 Canal St., Pueblo, CO 81004. www.steelworks.us 719-564-9086.
Contact—Tim Hawkins, tim.hawkins@steelworks.us 719-564-9086.

Brownstein Hyatt Farber Schreck. (Law) Denver, CO Contact—**Mary Clifton**

Cable Center, Barco Library, 2000 Buchtel Boulevard., Denver, CO 80210.
Contact—**Brian Kenny** bkenny@cablecenter.org 720-502-7531.

Cardinal Stafford Library, Saint John Vianney Theological Seminary; Archdiocese of Denver, 1300 S.
Steele Street, Denver, CO 80210. <http://www.archden.org/cardinal-stafford-library/index.php> 303-722-4687.
Contact—Stephen Sweeney Stephen.sweeney@archden.org 303-715-3234.

CaridianBCT 10810 W. Collins Ave., Lakewood, CO 80215. (Formerly Gambro) 303-321-4159.
Contact—New appointment. —303-232-6800.

Children's Hospital Colorado. Clinical Research Library, 13123 E. 16th Ave., B180, Aurora, CO 80045.
www.childrenscolorado.org
Contact—**Kristen DeSanto** Kristen.DeSanto@childrenscolorado.org 720-777-6219.
Contact—Marie St. Pierre marie.st.pierre@childrenscolorado.org

Children's Hospital. Family Health Library. 13123 E. 16th Ave., Aurora, CO 80045. 720-777-6378.
Contact—**Zelda Hawkins** Zelda.hawkins@childrenscolorado.org 720-777-6378.

Colorado Historical Society. **See History Colorado.**

Colorado Joint Legislative Library, State Capitol Bldg., 200 East Colfax Avenue, Room 048, Denver, CO
80203. 303-866-3521. <http://www.colorado.gov/cs/Satellite/CGA-LegislativeCouncil/CLC/1200536134922>
Contact—**Molly Otto** molly.otto@state.co.us 303-866-4011.

Colorado Mental Health Institute at Fort Logan (CMHIFL), 3520 W. Oxford Ave, Denver, CO 80236.
<http://www.cdhs.state.co.us/cmhifl/> 303-866-7844.
Contact—**Kate Elder** kate.elder@sstate.co.us

Colorado Supreme Court Library, 2 E. 14th Ave., Denver, CO 80203
Contact—**Dan Cordova** daniel.cordova@judicial.state.co.us 303-837-3720.

Denver Botanic Gardens, Helen Fowler Library, 909 York Street, Denver, CO 80206.
www.botanicgardens.org 720-865-3570.
Contact—Allaina Wallace, Head Librarian & Archivist, 720-865-3571

Contact—**Rory O'Connor-Walston** 720-865-3570.

Denver Museum of Nature and Science, 2001 Colorado Boulevard, Denver, CO 80205-5798.

www.dmns.org 303-322-7009.

Contact—Brent Wagner Brent.Wagner@dmns.org 303-370-6362. (Library).

Environmental Protection Agency (EPA), two locations in Denver:

NEIC Library. U.S. EPA National Enforcement Investigations Center -Denver Federal Center 25 E-3 - PO Box 25227, Denver, CO 80225-0227 - 303-462-9350

Contact—Greer, Nancy Greer.Nancy@epa.gov

Region 8 Library. Downtown Denver.

Contact—**Lydia Frederick** frederick.lydia@epa.gov 303-312-6743.

Gambro. See **CaridianBCT**

History Colorado. 1200 Broadway, Denver, CO 80203

www.coloradohistory.org 303-866-2305.

Contact—**Laura Ruttum Senturia**, Library Director laura.ruttumsenturia@state.co.us 303-866-4600

www.historycolorado.org/researchers/researchers

Contact—**Keith Schrum** 303-866-2305. (Archives)

Johns Manville, 717 17th Street, Denver, CO 80202 303-978-2026 (Records & Information Management)

Contact—**Reese Evenson**, Corporate Records Administrator. reese.evenson@jm.com

National Center for Atmospheric Research (NCAR), www.ucar.edu/librar, 1850 Table Mesa Drive, Boulder, CO 80305.

Contact—**Kathleen Legg**, klegg@ucar.edu

Contact—**Jennifer Phillips** jennp@ncar.edu 303-497-1173.

National Collegiate Athletic Association (NCAA) 700 W. Washington St., Indianapolis, IN 46206-6222.

Contact—**Ellen Summers** esummers@ncaa.org 317-917-6308.

National Jewish Health Medical and Research Center, Gerald Tucker Memorial Library, 1400 Jackson Street, Goodman Building Room K104, Denver CO, 80206-2671. www.nationaljewish.org/research/med-library/index 303-398-1482.

Contact—**Peggy Cruse**, Information Specialist crusep@NJHealth.org 303-398-1343.

Contact—**Shandra Protzko**, Library Director ProtzkoS@NJHealth.org 303-398-1483.

National Renewable Energy Lab (NREL) 15013 Denver West Parkway, Golden, CO 80401

<http://www.nrel.gov/>

Contact—Rachel Desormes Rachel.desormes@nrel.gov 303-275-4573.

Contact—Jennifer Abbott Jennifer.Abbott@nrel.gov

Porter Adventist Hospital Harley E. Rice Medical Library porterlibrary@centura.org

Contact—Loren Hackett, Medical Librarian laurenhackett@centura.org

Rocky Mountain College of Art and Design Library. 1600 Pierce St., Lakewood, CO 303-225-8584.

Contact—**Hugh Thurlow**, hthurlow@rmcad.edu

Saint Joseph Hospital. Clinical Research Library. Gervasini Health Library. 1735 E. 19th Ave., Denver, CO 80218 303-812-3628

Karen Wells, Manager, Library Services 303-812-3628 Karen.Wells@sclhs.net

Note: Students interested in a practicum with Saint Joseph Hospital need to contact Karen Wells first.

Contact – **Karen Wells** 303-812-3628 Karen.Wells@sclhs.net

Contact – **Amy Six-Means** 303-812-3622 Amy.Six-Means@sclhs.net

Sherman & Howard, LLC, 633 17th St., Denver, CO 80202. 303-297-2900.

Contact—Margi Heinen mheinen@shermanhoward.com 303-297-2900.

U.S. Environmental Protection Agency (EPA), two locations in Denver.

Downtown Denver: Region 8 Technical Library. 1595 Wynkoop Street, Denver, CO 80202-1129.

<http://epa.gov/region8/library/>

Contact—**Lydia Frederick** frederick.lydia@epamail.epa.gov 303-312-6743.

Federal Center: National Enforcement Investigations Center (NEIC) Library.

Denver Federal Center Building 25 E-3.

Contact—**Nancy Greer** greer.nancy@epa.gov 303-462-9350.

U.S. Geological Survey (USGS) Denver Federal Center, Bldg. 20, Box 25046, MS 914, 6th & Kipling Street, Denver, CO 80225. <http://library.usgs.gov>

Contact—**Keith Van Cleave** 303-236-1004 kvanceave@usgs.gov

U.S. Courts 10th Circuit Library, 1929 Stout Street, 4th Floor, Denver, CO 80294. 303-844-3591.

Contact—**Madeline R. Cohen** madeline_cohen@ca10.uscourts.gov 303-335-2624.

Yellowstone Research Library, PO Box 168, Yellowstone National Park, Wyoming, 82190.

www.nps.gov/yell/historyculture/library.htm 307-344-2264.

Contact—Jessica Gerdes 307-344-2264.

Nontraditional Practicum Sites
See Clara Sitter for details of most of the sites

Access Innovations. 4725 Indian School Road, Suite 100, Albuquerque, NM
[P.O. Box 8640, Albuquerque, NM 87198-8640.] 505-998-0800.
Contact—**Marjorie Hlava** mhlava@accessinncom 505-256-1080.

Bolt. Nancy Bolt & Associates 9018 Ute Dr., Golden, CO 80403. 303-642-0338.
Contact—**Nancy Bolt** nancybolt@earthlink.net

Colorado Library Consortium (CLiC). 7400 E. Arapahoe Road, Suite 105, Centennial, CO 80112.
303-422-1150. www.clicweb.org
Contact—Elizabeth Kelsen Huber, Assistant Director EKelsenHuber@clicweb.org 720.739.5226

Colorado Alliance of Research Libraries (CARL), 3801 E. Florida Ave., Suite 515, Denver, CO 80210.
www.coalliance.org 303-759-3399.
Contact—**Rose Nelson** 303-759-3399 ext. 103.

Colorado State Library, 201 E. Colfax Ave, Room 309, Denver, CO 80203. <http://www.cde.state.co.us/cdelib>
Public Library Youth Services projects are available.
Contact: **Beth Crist**, Public Library Youth Services crist_b@cde.state.co.us 303-866-6908.

Colorado Talking Book Library, 180 Sheridan Blvd, Denver, CO 80226. www.myctbl.org 303-727-9277.
Various projects are available.
Contact—**Debbi MacLeod** macleod_d@cde.state.co.us 303.503.2569

EBSCO Information Services 2801 Youngfield St. #120, Golden, CO 80401. 303-237-1753.

Erail Commerce, 21 Water Way Ave. Suite 300, Woodlands, TX 77380. 770-713-2499.
Contact—**Brian Smalley** brn.Smalley@gmail.com 770-713-2499.

Jones eGlobal Library (EGL) 9697 East Mineral Avenue, Centennial, CO 80112 www.egloballibrary.com
Contact—Scott Wiebensohn, Manager of Library Services. 303-784-8469.

Library Research Service, Colorado State Library, 201 E. Colfax Avenue, Suite 309, Denver, CO 80203.
www.lrs.org 303-866-6900.
Contact—**Nicolle Steffen** steffen_n@cde.state.co.us 303-866-6927.
Contact—**Linda Hofschire** Hofschire_L@cde.state.co.us 303-866-6827.

Litwin Books, LLC. P.O. Box 25322, Los Angeles, CA 25322. 310-478-7187.
Contact—**Rory Litwin**, rory@litwinbooks.com 310-478-7287.

measuring Usability, Inc. 201 Steele St. Ste. 200, Denver, CO 80206
Contact—Jeff Sauro jeff@measuringusability.com 303-578-2801

WAND, Inc. Precision Classification and Search. 820 16th St., Suite 605, Denver, CO.
Contact—**Mark Leher** mleher@wandinc.com 303-623-1200. www.wandinc.com

Western States Arts Federation (WESTAF). 1743 Wazee Street Suite 300, Denver, CO 80202.
Contact—**Raquel Vasquez** raquel.vasquez@westaf.org 303-629-1166.

Appendix B—Resume Tips

(Abridged from Several Career Center Handouts)

There is no formula for a perfect resume but there are a number of considerations when preparing your resume. LIS students are encouraged to use the services and handouts from the University of Denver Career Center. The Career Center Counselors will provide help in resume critiquing, interviewing skills, and other tips for the job search.

General Guidelines Regarding Style

- Put your most important information near the **top** and **left** to attract the reader’s attention.
- List dates of employment on the **right** or after the job title, employer name, and location of job.
- Create a resume using **key words** that describe your skills, traits, and knowledge. Some employers scan resumes into their databases and look for the keywords.
- Consider two experience sections if you have related and unrelated experience.
- Choose the resume style that best suits the position you seek. Sample resumes for chronological and functional styles are available on the DU Career Center website at www.du.edu/career.

Chronological Style

This is best used by people whose work experience and history (internships or jobs) is clearly relevant to their job target and by people in fields where the chronological resume is very traditional.

- An outline of relevant information listed in reverse chronological order (most recent first).
- The easiest resume preparing and often preferred by employers.

Functional Style

This style is best used by individuals without related paid work experience, career changers, and people entering or re-entering the job market.

- Contains a work history section but emphasizes concrete (verifiable) skills where outcomes or quantifications (\$ or %) may strengthen the accomplishments listed.
- Skills that are transferred from past experience (not limited to paid work experience) to a future job. Example: What you actually can do, such as organizing, communicating, analyzing, and managing.
- Select the skills areas that most apply to the position you are seeking then briefly describe the experiences that developed the skills. It is not enough to say you have “strong analytical ability” without providing proof. Communicate what distinguishes you from other applicants with similar skills.

Resume Sections

Contact Information—Always place at the top of the page to ensure it is picked up by scanning.

Career Objectives—Relate everything on your resume to the job announcement to ensure interview.

Education—Include college degrees (may need to spell out), university, city, state, and graduation date.

Experience—Most recent first; job title, employer, city, state, beginning and end dates, description of job accomplishments, and outcomes.

Accomplishments—Examples: saving time or money, solving problems, enhancing performance, improving products or services, managing a crisis, increasing profits or services.

References—Do not list names, addresses and phone numbers of references. Get permission from potential references to use them as references.

Additional Headings—You can create additional headings to fit the skills you want to highlight.

Examples: foreign languages, software skills, honors and awards, international experience, publications, presentations, certifications and licenses (especially for teaching), and professional associations.

General Tips for an Effective Resume

Customize—Revise your resume for specific jobs.

Length—Unless you have extensive relevant experience, limit yourself to one page.

Specifics—Concise, detailed, results-oriented phrases get maximum interest.

Languages—When possible, use the terminology or jargon of the employer.

Quantify—Describe your duties and accomplishments with measurable data, e.g. dollars, percents, numbers, and frequency. Be specific about your skills and competencies.

Design—Make the resume inviting to read with attractive headings, good balance of black and white, wide margins, and a limited selection of font sizes and styles. Do not use less than 10-point font. Use bullets and columns for easy reading.

Highlight—The reader's eye goes first to the top, left side of the resume and this is where to place your most important information.

Proofread—Have your resume critiqued by several people, including a professional in your field.

Field Mentors are usually happy to critique your resume once you are working in a practicum situation.

Consistency—Provide information in a consistent format within each section of your resume.

Printing—Use laser quality print on 24# weight laser-compatible paper is recommended. If you fax or scan your resume, always use white paper.

Action Verb Sample List

Use action verbs to describe your accomplishments including the following: accomplished, achieved, administered, advised, analyzed, appraised, arbitrated, arranged, assessed, assisted, audited, bought, budgeted, built, calculated, changed, chaired, collected, communicated, completed, conceptualized, conducted, consolidated, constructed, controlled, coordinated, counseled, created, critiqued, delivered, demonstrated, designed, determined, developed, devised, directed, discovered, edited, eliminated, ensured, equipped, established, evaluated, examined, expanded, financed, formulated, founded, generated, governed, graded, guided, handled, hypothesized, implemented, improved, initiated, instituted, introduced, investigated, maintained, managed, modified, monitored, negotiated, observed, obtained, organized, oversaw, participated, performed, persuaded, piloted, prepared, presented, produced, programmed, projected, promoted, publicized, purchased, qualified, questioned, raised profits, recommended, recorded, reduced, researched, reviewed, selected, solved, specified, structured, summarized, supervised, systematized, tested, trained, translated, wrote.

Resume Checklist

- Include a cover letter
- Write your resume yourself
- Proofread for typographical, spelling, and grammar errors
- Use quality paper and a quality laser printer
- Keep your resume focused and targeted to a specific job
- Focus on higher level and transferable skills
- Include specific examples of significant accomplishments and results

Appendix C—PROFESSIONAL PORTFOLIOS

A portfolio is a way to showcase your accomplishments and give examples of your finest work. All LIS students will develop a portfolio site instead of a comprehensive exam. The portfolio site will include artifacts from each core class including practicum. Students may add additional items to their DU portfolio.

Portfolio-approach Resume. You can design your resume in a portfolio approach by organizing the content by outcome categories including *Skills*, *Accomplishments*, and *Projects*. This may be particularly valuable for people who have transferable skills from other career experiences.

Transferable Skills. Desirable roles and traits can be emphasized through a variety of settings. A few examples include

- Communication
- Creativity
- Initiative
- Leadership
- Management
- Planning
- Research

Portfolio Artifacts. Concrete examples for your portfolio may vary depending on the position you are seeking. As students in the LIS program you can begin to put your portfolio together by saving your work from classes. Begin by using the DU Portfolio Site. Examples include:

- Annotated bibliographies
- Appreciation letters
- Book reviews
- Certificates of training
- Essays
- Fact sheets
- Handouts
- Lesson plans for instruction
- Letters of recommendation
- Pathfinders or guides
- Poster presentations
- PowerPoint presentations
- Professional memberships and service
- Programming plans
- Projects
- Publications
- Research papers
- Statement of values, philosophy, goals
- Volunteer work
- Web pages

Format. Your portfolio can be electronic or print—or both. The portfolio should be compact and easily accessible. You can include the URL for an electronic portfolio. For a print portfolio you need to organize your materials in a compact presentation. A notebook with page protectors and guides may be the easiest for portability and flexibility.

- **Electronic Portfolio.** You have a free site on the DU web⁶ for your own portfolio. Students can begin the organization and development of their portfolio sites during their first quarter on campus. Items can be added as they are completed by class assignments. It is not necessary to include everything you ever created; you can be selective as your work improves. The DU portfolio site allows options for degrees of access: personal access only, DU community only, and public. *The DU Portfolio is available for students, staff, faculty and alumni, so you can use it after graduation. NOTE: You must activate your portfolio site as a student and keep it active in order to use it as alumni.*
- **Print Portfolio.** Some things do not lend themselves to electronic presentation including letters, certificates, and projects. You can begin gathering these items in a large notebook but pull from your growing collection of artifacts to provide a selective sampling to take with you on interviews.

Organization. The portfolio must be well organized and designed. For your print portfolio you should create a professional cover page and spine label to slip into the transparent sleeves of the notebook. Your name and contact information should be prominent on the cover. Inside you will begin with a title page and list of contents.

Examples of contents might be:

- Resume—always included first after the title page.
- Selected categories—that address the requirement for the position.
- Examples—two or three examples in each category are sufficient.
- Copies—keep your originals safe; you may want to leave the portfolio.
- Options—philosophy of service, statement of goals and objectives,

Using Portfolios. The portfolio can be used in several ways:

- **For a job interview**
 - Present the portfolio at the start of the interview **OR**
 - Present it during the question-answer period.
 - Introduce the portfolio as an example of your skills and experience.
 - Offer to answer questions.
- **Other uses**
 - Performance evaluation.
 - Confidence builder.
 - Conversation starter.
 - Continuing education highlight.⁸

Selected References.

- Dority, G. K. (2006). *Rethinking information work: A career guide for librarians and other information professionals*. Westport, CT: Libraries Unlimited. General career tips.
- Weathers-Parry, P. The librarian's portfolio. (January, 2001). *Info career trends*. Accessed at <http://www.lisjobs.com/newsletter/archives/jan01pparry.htm> November 3, 2006. Specific suggestions for creating portfolios.
- Newlen, R. R. (2006). *Resume writing and interviewing techniques that work*. New York: Neal-Schuman. Examples of resumes for librarians.

⁶To learn more about the University of Denver Portfolio Community (DUPC) visit <http://portfolio.du.edu> or contact DU's Center for Teaching & Learning at 303-871-2763.

Appendix D—Practicum Final Checklist

(To be completed by the faculty supervisor and student.)

Student Name _____ Quarter _____

Field Mentor _____

Site Name and Address _____

Before the Practicum Experience

- _____ 1. Attend Showcase of Opportunities (fall quarter)
- _____ 2. Identify goals and objectives
- _____ 3. Discuss practicum options with practicum coordinator
- _____ 4. Investigate possible sites
- _____ 5. Update resume
- _____ 6. Meet with potential field mentors (take goals and objectives AND updated resume)
- _____ 7. Complete the Student Application Form
- _____ 8. Field mentor approval (as needed; resume required if first-time field mentor.)

During the Practicum Experience

- _____ 9. Class meeting #1
- _____ 10. Class Meeting #2
- _____ 11. Faculty Site/Telephone Visit with Field Mentor: Date _____
- _____ 12. Blackboard Class Discussion Weekly Postings: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10
- _____ 13. Meeting with coordinator (may be done at the site visit): Date _____
- _____ 14. Student Reflective Learning Journal @ one / week/ 8 hours work
- _____ 15. Public Presentation

By the end of the Practicum Experience

- _____ 16. Student Report (Posted to Blackboard (Bb))
- _____ 17. Student Time Sheet (Signed by field mentor)
- _____ 18. Student Site Evaluation (Signed by student)
- _____ 19. Field Mentor Evaluation (Signed by field mentor AND student)
- _____ 20. Submit everything by the date due indicated by faculty supervisor

Faculty Supervisor _____ Final Grade _____

NOTES: