

**Laurie A. Phillips**  
**Associate Professor**  
J. Edgar & Louise S. Monroe Library  
Loyola University New Orleans  
phillips@loyno.edu

## **EDUCATION**

**Master of Library Science**, School of Library and Information Science, University of Pittsburgh, Pittsburgh, PA, 1990.

**Master of Arts**, musicology, Eastman School of Music, University of Rochester, Rochester, NY, 1988.

**Bachelor of Arts**, cum laude; major: music, minor: art history, Dickinson College, Carlisle, PA, 1986.

Institut für Europäische Studien, Vienna, Austria, fall semester 1984.

ACRL/Harvard Leadership Institute, August 2004.

## **CAREER HISTORY**

**Associate Dean for Information Resources, J. Edgar & Louise S. Monroe Library**, Loyola University New Orleans, Associate Professor, tenured, August 2022-present.

- Coordinate the development of and access to library collections in all formats.
- Lead the library's growth, maintenance, and use of information resources.
- Supervise the library faculty and staff who work in information resources, cataloging, and systems.
- Perform complex cataloging for music and special collections. Manage large MARC record loads through LOUIS or locally.
- Budget and plan for information resources.
- Work with the Library Systems and Information Resources Librarian on management of the ILS and associated reports for assessment.
- Coordinate and carry out the Monroe Library's participation in Affordable Learning Louisiana projects. Matched unlimited use etextbooks with Loyola courses, ensured that the ebooks were available in courses. Introduced faculty to affordable learning concepts. Manage EBA programs through LOUIS
- Manage the Digital Equity Fund, and oversee the long-term loan of equipment to students in financial need.
- Serve as liaison to the School of Music and Music Industry, and the Criminology & Justice department. Participate in the library's information literacy and technology instruction program.
- Teach LIBR-T121
- Represent the library on university and consortial committees.

**Interim Dean, J. Edgar & Louise S. Monroe Library**, Loyola University New Orleans, Associate Professor, tenured, March 2021-July 2022.

- Managed all library activities, services, and programs.
- Projected and oversaw all library budgets, including operating, information resources, and salaries.

- Worked with Human Resources, Academic Affairs and Financial Affairs on all personnel changes.
- Initiated and conducted planning and assessment. Work with library teams to set annual goals based on library-wide planning.
- Developed and maintained the J. Edgar & Louise S. Monroe Library building. Worked with Physical Plant on building maintenance, disaster preparedness, and regular renovation and development of spaces.
- Developed and mentored library leadership. Lead the Library's Leadership Team.
- Promoted data-driven decision-making throughout the library organization.
- With Academic Affairs and the Library Rank and Tenure Committee, managed all faculty activities and promotion and tenure processes.
- Facilitated the productivity and creativity of the library organization, supported collaboration among members of the library, the university, and the community
- Taught LIBR-T121
- Served as librarian liaison to the School of Music (music performance, music history, music education, and music therapy)
- Served as the library's representative on Leadership Council, Provost's Council, and University Courses & Curriculum.
- Developed and maintained relationships with library partners and other university units.
- With University Advancement, Academic Affairs, and library leadership, set fundraising priorities.

**Associate Dean**, Loyola University New Orleans, Associate Professor, tenured, May 2007-present.

- Became sole Associate Dean, with more library-wide responsibilities in August 2014.
- Coordinated the activities of the Technical Services division, including development of information resources, management of the integrated library system, ordering, receiving, cataloging, serials, processing, and binding; project, develop, and evaluate information resources, cataloging, and binding budgets.
- Coordinated the activities of the Learning Commons, including staffing, hours, the facility, and services.
- Coordinated the library's course materials activities, including physical reserves, course materials in the course management system, and streaming audio and video reserves. Coordinate collection development for streaming video course reserves and negotiation of licenses for digital streaming video.
- Hired, trained, and mentored new library faculty and staff.
- Coordinated and carried out the Monroe Library's participation in Affordable Learning Louisiana projects. Matched unlimited use etextbooks with Loyola courses, ensured that the ebooks were available in courses. Introduced faculty to affordable learning concepts.
- Served as the library's liaison to the Office of Disability Services. Worked with faculty on providing accessible course materials, using tools such as Ally, ilos, and OCR.
- Responsible for original and copy cataloging of music sound recordings and media materials.
- Served as a member of the library's leadership group and administrative team; contribute to library-wide planning, policy, and assessment.
- Assumed responsibility for the operation of the Library in the Dean's absence.
- Served on the library's Technology Team, Teaching and Learning Team, and Information Resources Team; manage the library's financing of computers for student and library staff use.
- Served as librarian liaison to the School of Music, the Department of Theatre & Dance, and the Departments of Art & Art History, Counseling, and Design.
- Taught one of the library's First Year seminars annually (LIBR-T121).

- Taught and provided research consultations in the library's instruction program; provided direct services to users at the Learning Commons desk.
- Served on university committees. Served as the library's representative to the University Courses & Curriculum.

**Technical Services Coordinator**, Loyola University New Orleans, Associate Professor, tenured, Jan. 2002-May 2007.

- Coordinated the activities of the Technical Services division, including collection development, management of the Sirsi Unicorn integrated library system, ordering, receiving, cataloging, serials technical processing, and binding. Supervised the work of three librarians and five full-time staff members.
- Responsible for oversight of information resources, cataloging & ILL/article delivery, and binding budgets.
- Led Acquisitions/Cataloging Team. Hired and trained new Technical Services faculty and staff.
- Responsible for original and copy cataloging of music sound recordings and media materials.
- Primarily responsible for administering and maintaining the library's Sirsi unicorn system. Work closely with the Circulation Coordinator on Sirsi-related circulation matters.
- Responsible for creating and maintaining a server of OCLC cataloging files, completing software upgrades and training staff in the use of all OCLC software.
- Served as a member of the library's Steering Group; contribute to library-wide budgeting, planning and policy; coordinate the library's professional development activities
- Served on the library's Technology Team, User Education Team, and Information Resources Team; served as librarian liaison to three humanities departments: Languages and Cultures, Visual Arts, and Theatre Arts.
- Taught classes in the library's instruction program; provide reference services.

**Temporary Librarian**, part-time, Dickinson College, Carlisle, PA, September-November 2005 (Hurricane Katrina evacuation).

- Coordinated and carried out customization and revamping of the library's online Sirsi catalog.
- Served as a consultant in the area of acquisitions and cataloging workflow and assessment.
- Worked with library staff and Sirsi consulting on the library's use of the Sirsi system and did troubleshooting to solve many system-related problems. Also did troubleshooting with Serials Solutions product and ILLiad and their relationships with the online catalog.
- Created subject bibliographies of books purchased in 2004-2005. Created current serials spreadsheet with costs and by subject, in preparation for tracking use data.
- With library staff, explored the use of Sirsi's PocketCirc product to track usage of serials.

**Bibliographic Control Coordinator**, Loyola University New Orleans, Associate Professor, tenured, Mar. 1999-Jan. 2002.

- coordinated all activities in the Technical Services workroom (ordering, receiving, cataloging, serials technical processing, binding). This included the work of five full-time staff members, and two cataloging librarians.
- led Acquisitions/Cataloging Team. Participated in hiring and training of new Technical Services staff.
- responsible for original and copy cataloging of all music and media materials using Library of Congress classification and LCSH.
- responsible for maintenance of Sirsi Unicorn catalog, including working with reports and software upgrades.

- responsible for creating and maintaining a server of CatME files, completing software upgrades and training staff in the use of all OCLC software.
- served on the library's Technology Team, User Education Team, and Information Resources Team; and served as librarian liaison to three humanities departments: Modern Foreign Languages, Visual Arts, and Drama & Speech.

**Catalog Librarian**, Associate Professor, Loyola University New Orleans, June 1990-Mar. 1999.

- primarily responsible for original and copy cataloging of all music and media materials.
- responsible for the systematic retrospective conversion of books, including final checking and authority work.
- coordinated database maintenance in local CLSI database.
- responsible for creating and maintaining DOS batch files to use with CatME, completing software upgrades and training staff in the use of all OCLC software.

**Music Cataloger**, Library of Congress Music Cataloging Sabbatical Program, Washington, DC, June-Aug., 1997.

- cataloged the Secrist Collection of opera 78 rpm recordings.
- worked on the cataloging of a large donation of LPs from the collection of Stephen Sondheim.
- learned to use the MUMS online cataloging system for creation of bibliographic records.
- created hundreds of LC authority records for names and uniform titles.
- participated in the revision of the LC M classification schedules.

**Music Cataloger**, New Orleans Baptist Theological Seminary, part-time, Sept. 1991-Aug. 1993, Apr.-Dec.2001.

- In 1991-1993, cataloged scores and sound recordings for the Martin Music Library using Dewey Decimal classification and LCSH.
- In 2001, performed original cataloging of sound recordings and checked copy cataloging. At this time, the seminary library had switched to Library of Congress classification.

**Library Reference Assistant**, Music & Art Department, Carnegie Library of Pittsburgh, part-time, Jan. 1989-June 1990.

- assisted library users with music and art related reference questions.

**Library Assistant IV**, Technical Processing department, Sibley Music Library, Eastman School of Music, University of Rochester, full-time, January 1988-December 1988.

- worked on the retrospective conversion of music scores M300 through M900 on the AMLG Scores Retrospective Conversion Project. Position included preparing new OCLC input, extensive authority work and some supervision of library assistants.

## **COMMITTEE AND TEAM APPOINTMENTS**

### **Library Committees and Teams:**

Library Leadership Team (Leader), 2021-present  
 Information Resources Team (Leader), 1998-present  
 Usability and Access Team (Leader), 2022-present  
 Professional Development Team (Leader), 2003-2006  
 Library Steering Group, 2002-2014  
 User Education Team, 1996-2007  
 Teaching and Learning Team, 2007-present

Technology Team, 1998-2018  
Copyright Website Working Group (Chair), Spring 1995-Fall 1997  
Technology Committee, Fall 1995-1998  
Library Rank and Tenure Committee, 1991-present, Chaired several years.  
Committee to Evaluate Untenured Faculty (have served on and chaired evaluation committees each year)  
Search Committee for Reference Librarian/Bibliographic Instruction Coordinator, Fall 1992  
Search Committee for Media Services Coordinator, Summer 1996  
Search Team for Reference Librarian, Summer 1999  
Search Team for Reference Librarian, Summer 2001  
Search Team for ILS Coordinator (Leader), Fall 2002  
Search Team for Music Library Services Coordinator, Spring 2003  
Search Team for Outreach Librarian, Spring 2004  
Search Team for Technical Services Librarian (Leader), Summer 2005  
Search Team for Learning Commons Coordinator, Fall 2007 and Spring 2018  
Search Team for Online Learning Librarian, Summer 2009  
Search Committee for Dean of Libraries, September 2010-December 2012  
Search Team for Collection Development Librarian (Leader), Spring 2012  
Search Team for Information Resources Librarian (Leader), Fall 2014  
Search Team for Library Instruction and Research Coordinator, Spring 2016  
Search Team for Digital Initiatives Librarian/Archivist, Spring 2021  
Search Team for Learning Commons Director (Leader), Spring 2021  
Search Team for University Archivist, Fall 2022

**University Committees:**

University Fringe Benefits Committee, 2019-2021, Fall 2022-present  
University Rank and Tenure Committee, Spring 2006-2008, Spring 2012-2018 (chair, 2016-2018)  
Evaluation of Administrators (committee to facilitate faculty input to the deans' and provost's evaluations), 1993-1994  
Self-study for SACS accreditation - Subcommittee on Outreach, Fall 1993  
Self-study for SACS accreditation - Subcommittee on the Faculty Standard, Fall 1993  
Forum for Women Steering Committee, November 1993-1996  
University Grants and Leaves Committee, 1999-2002, 2006-2011 (Chair 2007-2011)  
University Senate, library representative, Spring 1992-1995  
University Senate Secretary and member of the Executive Council, 1992-93  
University Board of Appeals, 1994-1996  
University Board of Review, 1996-1998, 2000-2002, 2004-2006  
Ad-hoc Committee on University-wide Key Performance Indicators, 2003  
Honorary Degrees Committee, Fall 2003-Spring 2006  
Search Committee for University President, Spring 2004  
Standing Council on Academic Planning, 2007-2013  
SCAP/Senate Subcommittee on Program Review Criteria, 2009-2010  
SCAP/Senate Subcommittee on Pathways Review, 2011  
University Committee on Courses & Curriculum, ex-officio, 2011-present  
University Senate Ad Hoc Committee on Academic Structures, Spring/Summer 2014  
Strategic Planning Team, 2014-2016  
University Budget Committee, 2015-2019 (University Senate Representative), 2021-2022 (as Interim Dean)  
Presidential Advisory Committee to Develop a Long-term Financial Equilibrium Plan, Spring 2015-2016

Purchasing Process Taskforce (subcommittee of the LTFE), Chair, Spring 2015-2016  
Magis Project, Summer 2017-2018

- Marketing & Communications workstream – initiative on university rankings, co-leader with Edward Wroten
- Online workstream – initiative on student support services, leader
- External spend workstream – initiative to move the Loyola Law Library to SirsiDynix Symphony under the auspices of the LOUIS consortium
- Retention workstream – affordable learning initiative associated with affordability and student financial literacy,

## **TEACHING AND RESEARCH SUPPORT**

**LIBR-T121 – Facts and Misinformation:** Originally titled Information in a Fake News World, this first year seminar introduces first year students to critical thinking regarding the news and information that they consume. Students explore authority, bias, point of view, sources, timeliness, targeted advertising, etc., culminating in a final project where they evaluate a single source from all angles.

**Tech for Music Students:** instructor of record for a technology course required by the National Association of Schools of Music. Established curriculum, taught 6 sessions, coordinated instructors and attendance, assigned grades, 45-60 students, taught each fall semester. 2010-2018. Currently contributing tutorials and quizzes.

**Theatre & Dance:** provided library instruction and support for Dramatic Imagination, Freshman Roundtable, American Musical Theatre, Musical Theatre Performance, World Theatre I & II, Theatre History, Black Theatre, musical theatre voice studios. Served through 2020-2021.

**School of Music and Music Industry:** provide library instruction for Introduction to Music Therapy, Intro to Music Literature, and intensive instruction with Introduction to Graduate Studies. Also provide support for voice studios. Current.

**Art, Art History & Design:** provided library instruction and research support for Intro to Studio Practice, Design History, Renaissance Art, and other courses. Served through 2020-2021.

**Counseling:** provided embedded library instruction for Research/Writing Lab with follow-up research appointments. 2015-spring 2021.

**Criminology & Justice:** provide embedded instruction for CRIM-A710 and CRIM-A900. Provide in-person instruction for research methods and other related courses.

## **PROFESSIONAL ACTIVITIES**

### **Music Library Association:**

- Bibliographic Control Committee, member of the Subcommittee on Descriptive Cataloging, 1995-1998
- Local Arrangements Committee, New Orleans meeting, January 1997
- Membership Committee, 1997-2002.
- Marketing Subcommittee, 1999-2002, Silent Auction co-chair, 1999-2002

**Music Library Association, Southeast Chapter:**

- Board member-at-large, 1995-1996
- Program Chair, 1995 annual meeting, Jacksonville, Florida, Oct. 12-14, 1995
- Nominating Committee Chair, 1996
- Local Arrangements Co-chair and Program Committee member, New Orleans meeting, Oct. 26-28, 2000

**LOUIS Consortium:**

- Affordable Learning Taskforce, 2017-2018, 2020-present
- Electronic Resources Working Group, 2019-present
- Deans and Directors, 2021-2022
- Strategic Planning Working Group, 2022-present

**AJCU Library Deans and Directors:**

- Spring 2021-August 2022
- AJCU VR working group, spring 2022
- Presented on the meeting program about disaster preparedness with Linda LoSchiavo, director, Fordham Libraries, May 2022

**COMMUNITY SERVICE**

- Work Training Facility South, Jackson Barracks, Professional consultant to the prison library, 1990-1995
- Concert Choir of New Orleans, Past-president, Secretary, 1990-2000
- New Orleans Area Literacy Coalition, Board member, 1994-2001
- YMCA Educational Services, Board member (1997-2002), Program Committee chair (1999-2001), Board Chair (2001-2002)
- Rayne Memorial United Methodist Church Care Team - providing food for funeral and memorial services, and food for families who have lost loved ones or who are caring for a loved one after surgery or major illness. Knit prayer shawls for members who have experienced trauma or loss.

**SPECIAL SKILLS**

Languages: Basic working knowledge of German, Italian, Spanish and French.

Performing experience: soprano soloist, Rayne Memorial United Methodist Church; choir section leader, Rayne Memorial United Methodist Church; many varied solo performances with the Concert Choir of New Orleans and the Rayne Memorial United Methodist Church choir. Cantor and soloist for in-person and Facebook Live services, Rayne Memorial United Methodist Church, March 2020-present.

Examples of solo performances:

- Soprano soloist, Saint-Saens Christmas Oratorio, December 1995, Concert Choir of New Orleans
- Soprano soloist, Vaughan Williams Serenade to Music, April 2000, Dickinson College Choir and College-Community Orchestra
- Soprano soloist, Hovhaness Magnificat, December 2000, Concert Choir of New Orleans
- Soprano soloist, Mozart Missa Brevis, K192 in F major, October 2001, Rayne Memorial United Methodist Church

- Soprano soloist, Schubert Mass in G, April 2006 and November 2009, Rayne Memorial United Methodist Church and St. George's Episcopal Church (2009 performance)
- Soprano soloist, Bach cantata BWV140, November 2015, Rayne Memorial United Methodist Church

### **MEMBERSHIPS**

American Library Association, 2002-present

Association of College and Research Libraries, 2002-present

### **RESEARCH AND CREATIVE ACTIVITIES**

Boggs Center literacy project, Loyola University, December 1992-May 2000.

- a special project in cooperation with the Dean of Libraries to research the areas of literacy, literacy education and literacy centers nationwide in preparation for Loyola's Boggs Center for Research and Development of Literacy and Functional Skills.
- attended literacy workshops, conferences and coalition meetings to establish contacts with the literacy community in New Orleans, the state of Louisiana, and the Southwest federal funding region. Participated in writing the Literacy Americorps grant for New Orleans.
- data gathered was used to prepare reports for the U.S. Department of Housing and Urban Development, the Mathes Group (architectural firm), the primary donor and Loyola University administration.

Music library surveys and reports – project undertaken to prepare for the move of music library collections and services to the Monroe Library, Fall 2001-Fall 2003.

- With Deborah Poole and Mary Lee Sweat, developed and undertook a telephone survey of librarians responsible for music collections and services at the College of Music's peer institutions. Wrote a detailed report of the survey results and data analysis.
- With Alicia Hansen and Deborah Poole, developed and undertook a more detailed telephone survey of a subset of the first group – those who had music collections and services integrated into their main library.
- Served on the College of Music/Library Working Group.
- Worked on the development and writing of the library's response to the NASM accreditation report.

Development, installation, and customization of the library's iLink public catalog interface, April-June 2002.

- Worked with library faculty and staff to develop the initial specifications for our new catalog interface. This included researching other libraries' iLink sites and working with the Sirsi Corporation demonstration site to determine how we would ask Sirsi installers set up our interface.
- After installation, worked with library faculty and staff to determine further customizations wanted for the interface, including terminology, navigation and custom searches.
- Accomplished these customizations with the help of Kim Granquist Battles, Sirsi consultant, and Greg MacDonald, Monroe Library Media Producer, developing creative solutions for the ideas generated by the library group.
- The Monroe Library's iLink installation has become a model for other libraries. We have had many libraries contact us for information about specific customizations that we designed.



Installation and customization of SirsiDynix Enterprise as the library's public catalog, 2017-2018

- Worked with Lucy Rosenbloom and the LOUIS team to install and customize Enterprise with booklist slideshows, search limits, custom displays, and links to other library resources.

### **CONFERENCE PRESENTATIONS AND WEBINARS**

"Collaborating on Vision and Planning with ACRL Consulting," co-presented with Karen Brown, ACRL Consulting, LOUIS Users Conference, October 2022.

"Sharing Session on Textbook Adoption Data/CDA at LOUIS sites," co-led with Amy Baptist, Southeastern Louisiana University, LOUIS Users Conference, October 2022.

"DEI Initiatives & Challenges: Librarian and Publisher Lessons from the Frontlines," with Marlene Bishop, Medical Library Association, May 2022.

"Simplifying Affordable Resources for Faculty." with Elizabeth Kelly. Learning with LOUIS webinar, April 4, 2017.

"Affordable Learning Tools for Faculty." with Teri Gallaway. LOUIS Users Conference, Baton Rouge, LA, October 19, 2017.

"Dazed by DRM: an Explanatory Panel on Licensing for E-textbooks." with Jeanne Pavy, Brian Sherman, Lindsey Reno, Cynthia Robertson, and Teri Gallaway. Learning with LOUIS webinar, March 30, 2017.

"Dazed by DRM: an Explanatory Panel on Licensing for E-textbooks." with Teri Gallaway, Lindsey Reno, Emily Frank, and Brian Sherman. LOUIS Users Conference, Baton Rouge, LA. October 5, 2016.

"Tech for Music: Meeting freshmen needs with the NASM technology standards." with Elizabeth Kelly and Teri Gallaway. Southeastern Music Library Association Annual Meeting, Baton Rouge, LA. October 3, 2014.

"Meeting the NASM Technology Standards: A library collaboration." with Elizabeth Kelly and Teri Gallaway. NOLA Information Literacy Forum, University of New Orleans. August 15, 2014.

"It's About the Brain: Customizations to iLink Using Only the Workflows Config Tools," LOUIS Users' Conference, Baton Rouge, Louisiana, October 6, 2006.

"No Surprises: A Creative Approach to Integrating a Branch Music Library," with Alicia Hansen. Music Library Association, Facilities Subcommittee, Vancouver, British Columbia, February 18, 2005.

"It's About the Brain: Customizations to iLink Using Only the Workflows Config Tools," Sirsi Southeast Users Group, Spring Hill College, Mobile, Alabama, August 3, 2005.

"The Technology Cycle: a Team Approach to Technology Decisions and Budgeting (co-presented with Susan Brower), Living the Future 5: Strategically Striving and Thriving, Tucson, Arizona, April 16, 2004.

“The Technology Cycle: a Team Approach to Technology Decisions and Budgeting” (co-presented with Susan Brower), Association of College & Research Libraries, Louisiana Chapter, annual meeting, Many, Louisiana, November 7, 2003.

“Library of Congress Music Cataloging Sabbatical Program,” Music Library Association, Bibliographic Control Committee Meeting, February 1998.

“Library of Congress Music Cataloging Sabbatical Program,” Music Library Association, Southeast Chapter, October 1997.

### **LOYOLA UNIVERSITY NEW ORLEANS PRESENTATIONS**

“Library Services for First Year Teaching.” with Elizabeth Kelly. First Year Teaching Colloquium, Loyola University New Orleans. March 12 2014.

“Stopping Plagiarism Before It Happens” with Mary Hines, Brian Sullivan, and Malia Willey, Center for Faculty Innovation.. January 15, 2013.

“Faculty/ Library Partnerships” with Terri Bednarz, Mark Fernandez, Teri Gallaway, Elizabeth Parent, Brian Sullivan, Malia Willey, and Naomi Yavneh, March 15, 2013.

### **ARTICLES & BOOK CHAPTERS**

“Creative Ideas in Staffing: Shared Responsibilities, Hybrid Positions and Taking Full Advantage of the Connections Between Public and Technical Services” in More Innovative Redesign and Reorganization of Technical Services (Bradford Lee Eden, editor). Libraries Unlimited, 2008.

“You Can’t Hurry Love: Patience, Perseverance, and a Positive Attitude Move a Music Library,” with Alicia Hansen and Deborah Poole. Notes: the Journal of the Music Library Association, September 2006.

### **AWARDS, GRANTS**

Co-author (with Deborah Poole) of the application for the Association of College and Research Libraries Excellence in Academic Libraries award, December 2002. Award won and presented April 1, 2003

H.W. Wilson award for library faculty and staff development. Given by the American Library Association, June 2004. Included \$3500 toward staff development project.

Leader in Librarianship Award, LOUIS consortium, 2018.

Favorite Learning with LOUIS Award, with Elizabeth J. Kelly, 2018.