

MATT JABAILY
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Academic Background

University of Wisconsin-Madison, WI
Master of Library and Information Studies, December 2009

Carleton College, Northfield, MN
Bachelor of Arts, June 2004 Major: English
Teacher Licensure: Communication Arts and Literature
Magna cum laude, Phi Beta Kappa

Library Work Experience

February 2014 to Present

Information Services Librarian, Paul Barret, Jr. Library, Rhodes College, Memphis, TN

- Provided expertise and support in a merged library and information technology environment.
 - Provided library and IT support at HelpDesk, via support tickets, and in individual consultations
 - Co-administered library and IT systems including OCLC WMS (library ILS), LibGuides (subject guides and database listings), Moodle (LMS), Box (cloud storage), SharePoint (intranet) and Basecamp (project management)
 - Served as liaison to departments of Biology, Math & Computer Science, Physics and Psychology. Provided information literacy instruction, collections support, individual consultation and assistance with educational technology.
- Contributed to serials management by maintaining listings, recording statistics, communicating with faculty, and making purchasing recommendations.
- Contributed to digital projects as project manager for several collections and by provided back end support for bulk ingestion, metadata cleanup, and technical troubleshooting. Worked with variety of systems including DSpace, Fedora/Islandora, and Omeka.
- Served on steering committee for a grant funded by the Mellon Foundation: “Supporting Academic Innovation in the Liberal Arts.”
- Instructor for FYS 101/102: Rhodes First Year Experience Seminar 2016-2017.

January 2012 to January 2014

Integrated Library System Librarian, McWherter Library, University of Memphis, Memphis, TN

- Managed Sierra/Millennium Integrated Library System.
 - Created and administered user accounts and system permissions.
 - Oversaw upgrades, migrations, and implementation of new modules.
 - Maintained and enhanced user interfaces for catalog and discovery layer.
 - Manipulated and loaded records for eBooks, government documents, and authorities.
 - Supported, provided training, and created documentation for the system and its various modules (circulation, cataloging, acquisitions, WebPAC, ERM, etc.).
 - Collaborated with Information Technology Division, Bursar’s Office, and branch/partner libraries to ensure system compatibility and provide support.
 - Led ILS Advisory Committee to set priorities and make decisions with regard to the ILS.

- Led integration of Lambuth Library collection database into UM ILS.
- Provided support for other systems (EZProxy, ILLiad, UM Digital Repository, website content management system, Lib Guides, chat reference, etc.).
- Provided reference and research assistance at service desk and via IM chat.
- Served as bibliographer and liaison to departments of Engineering Technology, Biomedical Engineering, Computer Science, and Management of Information Systems.
- Completed 15 credits of master's level coursework in Management of Information Systems program.

January 2010 to December 2011

Education Reference Librarian, Perry Library, Old Dominion University, Norfolk, VA

- Designed and taught information literacy classes for courses in the Darden College of Education. Delivered instruction in person, via streaming video, and with Adobe Connect.
- Provided general reference and research assistance at the integrated library/IT help desk.
- Provided in-depth research assistance to Darden College of Education undergraduates, graduate students, and faculty.
- Created subject guides, video tutorials, workshops, and other materials aimed at building information literacy and connecting users to resources.
- Served as bibliographer in charge of collection development for departments of Teaching and Learning, Educational Foundations and Leadership, Communication Disorders and Special Education, Human Movement Sciences, STEM Education and Professional Studies, and Counseling and Human Services.
- Collaborated with faculty in Darden College of Education for projects related to faculty orientation, research, instruction, collection development, and departmental accreditation.
- Made contributions to web site architecture, design, content, and implementation.
- Served as head of Usability Testing Team, focused on testing and continuous improvement of library web pages.
- Created training workshops and manuals for librarians and staff related to reference, collection development, and technology.
- Served on library committees, including Web Team, Collection Development Council, Staff Development Team, Maps and Signage Team, Instruction Team, and Search Committees.
- Participated in the University's reaccreditation process for Southern Association of Colleges and Schools (SACS) by writing a proposal for the University's Quality Enhancement Plan (QEP) and serving on the Compliance Audit Team for Management of Financial Resources.

August 2007 to December 2009

Graduate Assistant for Course Integrated Technology, MERIT (Education) Library, University of Wisconsin-Madison

- Co-designed and taught course-related sessions on information literacy and software programs including Word, Photoshop, Illustrator, and iMovie.
- Designed and taught original workshops for online tutorial creation, interactive maps using Google Earth, video editing, and academic poster design.
- In charge of researching, purchasing, managing, and maintaining a circulating equipment collection, which included digital cameras, camcorders, laptops, and video projectors.
- Trained staff on advanced use of equipment.
- Staffed the reference desk, answering questions, and assisting in the research process of students, professors, K-12 teachers, and other members of the educational community.
- Helped train staff, faculty and the dean of the college to use Promethean and SMART interactive whiteboards and related peripherals.
- Supported classroom audiovisual equipment and facilitated video teleconferences.

June to August 2007

Middleton Shelving Facility, University of Wisconsin-Madison

- Worked at a remote storage facility maintaining Voyager records, shelving books and preparing books for transport.

Library Practicum Experience

January to May 2009

Wendt (Engineering) Library, University of Wisconsin-Madison

- Fulfilled teaching assistant duties for a six-week credit course aimed at teaching engineering students about library resources and improving research skills.

May to August 2008

Wendt (Engineering) Library, University of Wisconsin-Madison

- Collaborated with reference team to update and improve the library's reference training program and used screen-capture tutorial software and course management utility to create materials to teach the use of engineering and general library resources.

January to May 2008

Memorial Library, University of Wisconsin-Madison

- Staffed reference desk, answering patron questions in person, by phone, and via IM chat.

K-12 Teaching Experience

January to April 2006

Deerfield High School, Deerfield, WI

- Taught ninth and tenth grade English as a long-term substitute teacher.
- Designed curriculum, assignments, and assessments.

February 2005 to June 2007

Madison Metropolitan School District, Madison, WI

- Substitute taught in variety of schools, grade levels and subjects.
- Assisted students with disabilities as substitute special education assistant.

Relevant Skills

- Excellent communication skills and ability to work in teams
- Experience with website design using content management systems (Drupal, OmniUpdate Campus, and WordPress) and by hand-coding XHTML and CSS.
- Basic familiarity with XML, JavaScript, MySQL, and Java
- Experience with MARC record processing (MarcEdit, MARC Report, MARC Global)
- Experience using and creating LibGuides, blogs, wikis, and course management tools (Moodle, Desire2Learn, and Blackboard)
- Advanced proficiency with software from Microsoft (Word, Excel, PowerPoint, Access), Adobe (Photoshop, Illustrator, Dreamweaver, Acrobat, Captivate, Connect, Premiere), and open sources (Audacity, Notepad++, GIMP, VLC Media Player)
- Ability and desire to learn new skills quickly

Publications

- Jabaily, M.J., Rodgers, R. & Knowlton, S. A. (2016). Leveraging use-by-publication age data in serials collection decisions. *Proceedings of the 2015 Charleston Conference on Issues in Book and Serial Acquisitions*. <http://doi.org/10.5703/1288284316271>

- Knowlton, S. A., Kristanciuk, I., & Jabaily, M. J. (2015). Spilling Out of the Funnel: How Reliance Upon Interlibrary Loan Affects Access to Information. *Library Resources & Technical Services*, 59(1), 4-12. <http://doi.org/10.5860/lrts.59n1.4>
- Appleton, B., Hodge, M., & Jabaily, M. (2012). Virginia's emerging leaders: An update and suggestions for the Virginia Library Association. *Virginia Libraries*, 58(3), 7-9.

Presentations

- Jabaily, M.J., Sicignano, C. & Wilson, H. (2016, March). *Beyond Usage Stats: Assessing Your Collection from All Sides*. Presented at The Collective, Knoxville, TN.
- Jabaily, M.J., Rodgers, R. & Knowlton, S. A. (2015, November). *Leveraging use-by-publication age data in serials collection decisions*. Presented at Charleston Conference, Charleston, SC.
- Jabaily, M.J. & Wood, S. (2013, September). *Streamlining Service for Distance Education Library Users through the New User Registration: Unique Customizations for ILLiad Web Pages*. Presented at Northwest Interlibrary Loan and Resource Sharing Conference, Portland, OR.
- Jabaily, M.J. & Xu, Y. (2013, April). *Identifying and preventing unauthorized off-campus use of electronic resources via EZProxy*. Poster presented at Association of College and Research Libraries Annual Conference, Indianapolis, IN.
- Jabaily, M.J. Radom, R. & Wilkinson, L. (2013, April). *Applying Outcomes-Based Assessment to Information Literacy*. Presented at Tennessee Library Association, Chattanooga, TN.
- Jabaily, M.J. (2012, September). *Using AutoHotKey for Automation in Millennium and Beyond*. Presented at Tennessee Innovative Users Group, Nashville, TN.
- Campbell, L., Fong, B.L, Jabaily, M.J, Keener, M. & Nicholas, P. (2011, June). *Webinar learning series: A feasibility study for the learning round table*. Poster presented at the Emerging Leaders Poster Session at American Library Association Annual Conference, New Orleans, LA.
- Jabaily, M.J. (2011, October). *Using Analytics for Website Assessment and Improvement*. Poster presented at Virginia Library Association Annual Conference, Portsmouth, VA.
- Schafer, N., Jabaily, M.J., Graves, T, & Tench, F.R. (2011, October). *A credit to the university: Librarians' roles in SACS reaffirmation*. Poster presented at Virginia Library Association Annual Conference, Portsmouth, VA.

Awards

- American Library Association Emerging Leaders (Class of 2011)
- Awarded \$600 to develop Quality Enhancement Program (QEP) proposal for Old Dominion University for Southern Association of Colleges and Schools (SACS) re-accreditation (2010)
- UW-Madison Libraries Staff Service Award (2009)