

**Mary Ann Walton**  
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**Current Position: Campus Director, Learning Resources, Charlotte Campus, Edison State College**

**Education:** B.A., Latin-American Studies; Eckerd College, St. Petersburg, FL; 1972  
MLS, Library and Information Science; University of South Florida; 1980  
(Coursework included Reference Services, Seminar in Community College Libraries, Library Research, Collection Development, Cataloging – Dewey and Library of Congress, Online Research, Technology in Libraries, Management, and more)

**Experience:**

1981-1983 - Charlotte-Glades Library System, Port Charlotte, FL

Job Title: Catalog Librarian

This was a professional supervisory position that involved original cataloging of books and audiovisual materials for a 4-library regional system. Supervised 2 clerk-typists in the production of catalog cards, spine labels, and other cataloging products and oversaw the filing of cards and card catalog maintenance at all libraries. Served in the reference department of the busy Port Charlotte Library several hours per week, supervised the audiovisual department, and provided public relations for the library system.

1983-1997 - Punta Gorda Public Library (Charlotte-Glades Library System),  
Punta Gorda, FL

Job Title: Branch Librarian

Supervised 5 employees and 50+ volunteers, worked closely with the Friends of the Library in fund-raising and library awareness campaigns, and managed a collection of 30,000+ volumes and 65 periodicals. Initiated the video and CD music collections at the library, purchased the first computer for the library, and increased the hours open to the public from 40 hours per week in 1983 to 55 hours per week in 1997. Worked with the county librarian and other branch librarians on budget and policy issues, and for several years wrote a weekly column for the local newspaper highlighting library programs and collections. Supervised the development of programs for children, teens and adults. A major part of this position was reference and research work for customers of all ages and backgrounds, including college and dual-enrollment students. During this time, the library system was completely automated, requiring extensive employee retraining and customer education. Required duties included attendance at seminars for supervision, management and budgeting.

1997- 2002 - Did not work full-time. See part-time and volunteer activities below.

1998 (Fall) - Edison Community College, Charlotte Campus, Punta Gorda, FL

Job Title: Adjunct Instructor, Internet Research

This was a classroom version of LIS2004, which is now taught as an online course.

January – October, 2000 - Punta Gorda Public Library, Punta Gorda, FL

Job Title: Acting Branch Librarian

Same duties as above on a part-time basis until a permanent librarian was hired.

March – May, 2002 - Charlotte County Public Schools, Port Charlotte, FL

Job Title: Substitute Teacher

This work required classroom management skills, flexibility in scheduling and interaction with a wide variety of students with a range of abilities.

July, 2002 - December 2004 - First Presbyterian Church, Port Charlotte, FL

Job Title: Secretary/Receptionist

This part time position at a large church included record keeping for church membership and attendance, correspondence, speaking to church members in person and on the telephone, editing and printing bulletins and newsletters, and preparing weekly Powerpoint presentations for worship services.

January, 2005 – December 2009 - Edison College, Charlotte Campus,  
Punta Gorda, FL

Job Title: Learning Resources Assistant

Worked with students, faculty, college staff, and members of the community on a daily basis, helping them find information and teaching research skills to students. Developed library displays and publicity campaigns, including the popular “READ” poster series. During part of this time, was responsible for audio-visual tasks including setup and maintenance of equipment and teaching basic operational skills to individuals. Presented bibliographic instruction to classes when required and gained extensive experience in searching academic databases and reference sources. Attended staff training events as offered, received training in Portal and CE6, and attended statewide Florida Library Association Conference in April, 2008. Served on Learning Dimensions Committee for Foundations of Excellence, 2009-2010.

January, 2010 – April, 2010 - Edison State College, Charlotte Campus,  
Punta Gorda, FL

Job Title: Interim Campus Director, Learning Resources

Planned, directed and coordinated the activities of the Charlotte Campus Library on an interim basis. Supervised library staff in circulation, reference and technical duties, provided bibliographic instruction to classes and individuals, attended campus Academic Dean’s staff meetings, developed agendas for and chaired library staff meetings, attended meetings of the District Librarians, and began the unit planning and budget processes for the coming fiscal year.

May, 2010 – Present - Edison State College, Charlotte Campus, Punta Gorda, FL  
Job Title: Campus Director, Learning Resources

Plan, direct and coordinate the activities of the Charlotte Campus Library. Supervise library staff (3 full time Learning Resources Assistants, 1 part time LRA; 1 part time Associate Librarian, 4 student assistants) in circulation, reference and technical duties, provide bibliographic instruction to classes and individuals, attend campus Academic Dean's staff meetings, develop agendas for and chair library staff meetings, attend meetings of the District Librarians for the purposes of library planning and assessment and collection development, and participate in the unit planning and budget processes for the Charlotte Campus library. Attendance at college workshops for budget, unit planning, employee hiring and management, use of technology, and student services are a mandatory and necessary component of this position. Attend local, regional and statewide library organization meetings and programs as time and budget permit. Presentations to faculty (full-time and adjunct) during Professional Development Days regarding library services, copyright issues and collection updates.

#### **Volunteer Experience:**

1997 – 2001 - Media Center, Sallie Jones Elementary School, Punta Gorda, FL  
Volunteer Title: Volunteer for circulation, cataloging materials, and assisting students

1998 – 2002 - Friends of the Punta Gorda Library, Punta Gorda, FL  
Volunteer Title: Newsletter Editor

1991 – October, 2010 - First Baptist Church, Punta Gorda, FL  
Volunteer Title: Director of Church Media Library

September, 2010 – Present - Edison State College, Charlotte Campus,  
Punta Gorda, FL  
Volunteer Title: Mentor, Hope Scholars Club Mentoring Program

#### **Skills:**

All aspects of library work including supervision of employees, employee training, research, collection development, cataloging, written and oral communication, public relations, customer education, program development and interacting with customers, gained through education in an American Library Association-accredited MLS program (University of South Florida) and a 30+-year career in libraries with formal and informal professional development throughout the career. Some knowledge of written and spoken Spanish. Familiar with Edison State College libraries' search services including the LincWeb catalog for locating books, online databases for journal articles and reference sources, and other aspects of online research. Trained in ESC libraries' circulation, inter-library loan and serials management systems, and have taken advantage of customer service training opportunities offered by the college and outside sources, and have received extensive management training over the years in many settings. Completed levels 1 and 2 of CE 6 certification training for online instruction, and trained for Ask-A-Librarian, an online reference service for students. Reads extensively in the library literature, both

online and print, and have current knowledge of trends in college libraries, online research, library management and customer service.

### **Recent Educational and Professional Development Updates (2008-2012):**

#### **2008:**

“Celebrate the Leader in You!” Florida Library Association annual meeting and program, St. Petersburg Beach, FL (College Center for Library Automation updates, technology in libraries, library management, etc.)

“You Make a Difference” customer service seminars presented by Knapp Consultants, Edison State College

CE6 Modules 1 & 2, Edison State College, IT Services Online Training

#### **2009:**

“Web Skills for Librarians” (Web page design) – Southwest Florida Library Network workshop, Florida Gulf Coast University

“20 Questions – Ready Reference” (online class) – Lyris Educational

#### **2010:**

“An Uncommon Commons: Applying the Commons Concept to Your Library,” Southwest Florida Library Network workshop, Florida Gulf Coast University

“Innovation under the Library Big Top: Serving Students and Faculty in a Techno-savvy World” Florida Association of College and Research Libraries Annual Meeting, Ringling Museum of Art, Sarasota, FL

“Copyright for Libraries” Southwest Florida Library Network workshop, Punta Gorda Public Library

Ask-A-Librarian Training (Online Reference), Online workshop, Tampa Bay Library Consortium

Ask-A-Librarian Update (Online Reference), Online workshop, Tampa Bay Library Consortium

“Combating Plagiarism: Partnering with Faculty to Eliminate Academic Crime,” Online workshop, Tampa Bay Library Consortium

#### **2011:**

“Talking Tech: QR Codes and Your Library,” Online Workshop, College Center for Library Automation

“Advanced Search Strategies using EBSCOhost,” Online Workshop, College Center for Library Automation

“Health Resources using EBSCOhost through CCLA,” Online Workshop, College Center for Library Automation

“Future of Academic Libraries in Florida,” Florida Association of College and Research Libraries Annual Meeting, Embry-Riddle University, Daytona Beach, FL

“Understanding the First Year Student,” Facilitated by Mary Stuart Hunter, Edison State College, Fort Myers, FL

**2012:**

“Hot Topics: Ebooks! Putting OverDrive eBooks onto eReaders: A Guide For Library Staff,” Online workshop, Tampa Bay Library Consortium

“Ask a Librarian 1.5-Hour Refresher Training,” Online workshop, Tampa Bay Library Consortium