

Will Jones

Education

Rutgers University

Master's of Information, Library and Information Science.

New Brunswick, NJ

2020-2022

- Relevant coursework includes cataloging, metadata standards, library management, collection development, technical services, information visualization and presentation, archival management, and government documents.
- Winner, Best Student Paper of 2020 (*Document Association of New Jersey*)

Bryan College

Bachelor's of Arts, English Literature.

Dayton, TN

2010-2014

Experience

Technical Services Librarian

July 2022 – Present

Richmont Graduate University

- Managed the physical holdings of a branch academic library through the weeding, acquisition, and cataloging of physical resources, as well as through the conducting of regular inventories and shelf-reading projects.
- Evaluated current library holdings for quality and currency and selected new titles based on need. Conducted a thorough audit of all subscription products based on usage statistics to ensure the responsible allocation of library financial resources resulting in substantial and ongoing savings.
- Administered a variety of electronic resources, including multiple demand-driven acquisition plans and database products. Maintained multiple LibGuides and created orientation materials as needed.
- Researched new electronic database products, conducting multiple rounds of institutional trials and surveys to evaluate the quality and usage figures before purchase. Negotiated with vendors and purchasing consortia on terms and prices, and added new database and streaming products to support Richmont's academic focus.
- Participated in the accreditation process for a new Doctorate of Ministry program, which the library completed without any call for remediation.
- Wrote a new edition of the Richmont Library Handbook, defining library policy and outlining essential functions and processes.
- Drafted reports and library narratives for both ongoing CACREP accreditation processes, as well as for internal use and documentation. Submitted institutional data for CLERY, ACRL, and IPEDs reports as required by state and federal regulators.
- Maintained current online platforms while developing new internal processes for uploading local holdings to GALILEO and OCLC WorldShare.
- Filed regular financial reports and kept detailed records of all library spending. Authorized and submitted invoices to the financial office for payment. Updated processes to maintain detailed electronic records of all expenses. Proposed a budget for the new fiscal year, achieving the first actual library budget increase in seven years.
- Conducted regular one-on-one research consultations and paper reviews with Richmont students.
- Filled hundreds of inter-library loan requests annually, both as a borrower and lender, through OCLC Worldshare. Reduced the average wait time of Richmont patron interlibrary loan requests to under two business days.
- Participated in multiple hiring processes and managed one full-time library assistant as well as multiple part-time graduate assistants.

Adjunct Writing Instructor

July 2022 - Present

Richmont Graduate University

- Taught multiple sections of Introduction to Graduate Writing Skills, both solo and in tandem with other faculty. Delivered prepared lectures and submitted detailed feedback to students in a timely manner.
- Thoroughly reworked existing course shell in CANVAS to improve student interaction and outcomes.
- Met with students on a one-on-one basis to ensure success with coursework.

Naturalist

April 2024 - Present

Reflection Riding Arboretum and Nature Center

- Reproduced native plants by seed, cuttings, bulbs, and root divisions.
- Researched and implemented propagation methods of stratifying and germinating rare species of native clematis.
- Monitored an inventory of over a hundred different species of native plants, repotting as needed.
- Worked with customers to choose plants for home landscapes and habitat restoration projects.

Library Assistant

June 2021 – July 2022

Richmont Graduate University

- Assisted in the day-to-day functioning and maintenance of the Richmont Library through the curation, cataloging, weeding, circulation, and re-shelving of local resources. Kept collections and physical spaces neat and organized.
- Provided excellent service to both students and public patrons, offering readers' advisory services as needed.
- Supported inter-library loan services as needed, requesting items through the OCLC WorldShare platform and delivering them to students in a prompt and cheerful manner.
- Maintained Richmont's bookstore website through Barnes and Noble, reviewing syllabi and ensuring that course textbooks were added in a prompt and accurate manner.

Wave Clerk

March 2020 – June 2021

Robinson Manufacturing

- Planned, prioritized, and directed the fulfillment of customer orders for maximum efficiency and accuracy.
- Maintained accurate inventories for millions of garments across thousands of separate SKUs and locations.
- Assisted in planning and implementing the layout of a new order fulfillment center.
- Pulled orders, loaded and unloaded trucks, drove a forklift, and assisted in all day-to-day warehouse tasks as needed during the height of the COVID-19 pandemic.

Product Developer

May 2014 – March 2020

Robinson Manufacturing

- Collaborated with clients such as Cabela's, Under Armour, Evoshield, LAT Apparel, Tropical Island Apparel, and Brooks Running to design and manufacture apparel.
- Wrote specifications for the manufacture, embellishment, and finishing of all products under my supervision. Maintained detailed logs of product history and changes.
- Monitored potential quality issues in manufacturing, initiating corrective action plans as needed.

Legislative Intern

January 2013—June 2013

Tennessee State Legislature

- Controlled flow of information through the office of a state senator, providing prompt, courteous answers to constituent questions and concerns, arranging meetings, drafting grant letters and other correspondence, and coordinating special projects across multiple legislative offices.
- Worked with executive branch liaisons to find prompt, efficient solutions to constituent problems on tight deadlines. Maintained detailed records of finished casework.
- Drafted summaries of legislation for use by state senators on the State and Local Government Committee. Researched local history for special Senate Resolutions honoring great Tennesseans.

Professional Memberships

American Library Association

Association of College and Research Libraries

Academic Affairs Committee, Richmont Graduate University

Student Disposition and Review Committee, Richmont Graduate University

Leadership & Activities

Nursery Volunteer*Reflection Riding Arboretum and Nature Center*

March 2023 – March 2024

Farm Volunteer*Crabtree Farms*

August 2022 –January 2023

Publication: “Mains Hum”*Ruminate Magazine*

April 2018

Publication: “The Shed”2nd Place Prize, Van Dyke Short Story Competition*Ruminate Magazine*

January 2016