

## Willie Miller, MLS

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### Education

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Master of Library Science, Summer 2010  
Indiana University, Bloomington, IN

Bachelor of Arts in English and Philosophy, May 2008  
Tougaloo College, Tougaloo, MS  
Magna Cum Laude in cursu honorum

### Professional Experience

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#### *Assistant Librarian, Tenure-Track*

Indiana University-Purdue University Indianapolis, University Library: July 2010- Present

- ❖ Serve as liaison to the IU School of Informatics and the IU School of Journalism, representing the Library to these Schools and representing the concerns of these Schools to the Library
- ❖ Support the students and faculty in the IU School of Journalism and IU School of Informatics through information literacy initiatives, research consultation, and the acquisition of teaching materials and research resources
- ❖ Develop library collections in the subject areas related to the departments of the IU School of Informatics and the IU School of Journalism by selecting library materials, in all formats, and monitor ongoing fund commitments
- ❖ Staffing the reference and research help desks when assigned by providing reference services to students, faculty, staff, and Indiana residents as requested in person, through email, chat, or by telephone
- ❖ Participate in the development of assessment tools and procedures for University Library information literacy tutorials, library instruction, and similar efforts

#### *Graduate Assistant*

Indiana University, Herman B Wells Library Administration: May 2010- June 2010

- ❖ Manage the front desk for the administrative offices
- ❖ Assist with promotional library projects and initiatives as needed
- ❖ Work closely with the Ruth Lilly Dean of University Libraries on projects as directed

#### *Assistant Manager of Residential Programs & Services Libraries*

Indiana University, Residential Programs and Services (RPS): Aug 2009- June 2010

- ❖ Assist the Manager of RPS Libraries and the Library Services Coordinator
- ❖ Develop and maintain a library system within the residence halls and apartment housing
- ❖ Supervise and evaluate eleven libraries and Movies, Music & More (MMM) Center Supervisors
- ❖ Direct system collection development and management
- ❖ Lead system programming and community outreach to benefit undergraduate students
- ❖ Develop new and innovative system marketing
- ❖ Support the coordination of purchases of library materials
- ❖ Serve as a liaison between library system and leaders in the residence hall communities
- ❖ Coordinate the collection development and establishment of a new system library

- ❖ Assist with the relocation of two system libraries
- ❖ Created and executed a user satisfaction study
- ❖ Secured \$5,000 in donations from student organizations for the collection of a new library

### *Reference Assistant*

Indiana University, Wells Library: Aug 2009- June 2010

- ❖ Provide reference assistance in-person, IM, email, and via telephone
- ❖ Instruct patrons on the use of the online catalog, IUCAT, and other electronic resources/databases
- ❖ Recommend the use of specific reference sources, both print and electronic
- ❖ Assist students, faculty, and residents develop research strategies
- ❖ Direct patrons to library services and locations
- ❖ Refer patrons to other library, university, or off-campus offices for information or services
- ❖ Collaborate with professional librarians as needed
- ❖ Assist in the Reference Reading Room shelf-shifting project
- ❖ Create user guides as needed
- ❖ Write informational pieces for Reference Services blog
- ❖ Review new products available through vendors
- ❖ Collaborate with Circulation Dept. to maintain public computer/study areas
- ❖ Remain current on information literacy topics and technologies

### *Course Librarian*

Indiana University, School of Education: March 2009-June 2010

- ❖ Librarian resource for students in three sections of Current Issues in Undergraduate Life: College Student Activism, Culturally Based Greek Letter Organizations, and Black Greek Letter Organization
- ❖ Instruct students using library resources in class, online, and in-person by appointment
- ❖ Assist students in finding materials related to coursework
- ❖ Provide other library and informational guidance as requested by professors

### *Center Supervisor*

Indiana University, Residential Programs & Services Libraries: Nov 2008-May 2009

- ❖ Direct the daily operations of the two RPSL Libraries/MMM Centers
- ❖ Govern center staffing and training
- ❖ Regulate circulation
- ❖ Create and implement monthly programming targeted to first-year students
- ❖ Cultivate and maintain community relationships with residence hall leadership
- ❖ Oversee collection development, maintenance, and acquisitions for two MMMs
- ❖ Counsel patrons on fines and other library related user-problems
- ❖ Create and sustain informative library-related materials in print and online
- ❖ Contribute to building the collection of a new residential library
- ❖ Serve on various library and community related councils and committees

### *Student Assistant*

Campus View Library, Indiana University: Aug 2008-Nov 2008, Summer 2009

- ❖ Responsible for the daily operations of the libraries
- ❖ Managed the circulation desk,
- ❖ Re-shelved and weeded materials
- ❖ Completed other task assigned by the Center Supervisor

### *Teaching Assistant*

English Department, Tougaloo College: Fall 2006 and Spring 2007

- ❖ Led group instructional sessions for three courses: History of the English Language, Linguistics, and Advanced Composition
- ❖ Tutored peers one on one
- ❖ Completed tasks as needed by course instructor

### **Awards**

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Indiana's Librarians Leading in Diversity (LLID) Fellow, 2008- Present

Tougaloo College Presidential Scholar's Award, 2004-2006, 2007, 2008

Who's Who Among American College Students, 2004-2008 Editions

Dr. Martin Luther King, Jr. "Keeping the Dream Alive" Award, 2008

### **Service and Organizational Affiliations**

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American Library Association

Association of College and Research Libraries (ACRL)

Reference and User Services Association (RUSA)

Library Leadership & Management Association (LLAMA)

Indiana Black Librarian Network

Indiana Library Federation

IU Dean of Libraries Search Committee, Member January 2008- December 2009

Neal-Marshall Black Culture Center Library Advisory Committee, Member 2009- Present

EBSCOhost, Discovery Tool Database Tester, March 2010

### **Invited Talks**

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*Diversity: More Than You Think*, Panel, Indiana University School of Library and Information Science, Bloomington, IN 25 March 2009.

*Accountability: The Misconception and Expectations of the Black College Student*, Panel, Indiana University, Neal Marshall Black Cultural Center Bloomington, IN 19 November 2009.

*State of Black History in 2010 and Beyond*, Panel, Indiana University, Office of Diversity Education, Bloomington, IN 3 February 2010.

### **Skills**

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#### Office Skills

Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word, etc.)

Microsoft 2003, Vista, and Mac OS Operating Systems

SirsiDynix Integrated Library Systems

Citation Managers (Endnote, RefWorks, Zotero, etc.)

#### Webpage Development

Adobe (Acrobat, Dreamweaver, Photoshop, etc.)

UNIX

CSS

XHTML

PERL