

## **Emily Szitas, MLIS**

### **Education**

**Indiana University of Pennsylvania**, Indiana, Pennsylvania

*Master of Business Administration* (in progress)

Eighteen credits earned as of January 2020. Six credits underway in Spring 2021 enrollment

**2020-**

**University of Pittsburgh**, Pittsburgh, Pennsylvania

*Master of Library and Information Science*

**2004—2005**

**The Pennsylvania State University**, University Park, Pennsylvania

*Bachelor of Arts in Journalism*, Minor in Spanish

Ava Faltz-Miller Memorial Scholarship 2003 (for librarianship)

Jerome Weinstein Journalism Scholarship 2003

Study abroad Fall 2003 in Barcelona with International Education Services

**2000—2004**

**Springdale Jr/Sr High School**, Springdale, Pennsylvania

**1996—2000**

## Career

### **Indiana University of Pennsylvania**

Indiana, Pennsylvania, Stapleton Library

Assistant Professor

Electronic Resources / Collection Development / Acquisitions Librarian

*8/27/2018—present*

**Position Purpose:** Coordinate the development, maintenance, and assessment of the IUP Libraries' print and electronic collections. Collaborate with library and subject faculty to identify and select electronic and print materials to support IUP's academic and research mission. Work closely with Library Administration to finalize contracts and purchases to support the IUP Libraries mission. Develop and implement workflows to streamline acquisitions processes. Provide leadership to staff in Technical Services.

### **REFERENCE**

- Teach and promote information literacy to faculty and students 6 hours every week at the reference desk

### **COLLECTION DEVELOPMENT**

- Maintain, update, and implement collection development guidelines according to current trends and library best practices to ensure the appropriate growth of the IUP Libraries.
- Chair the IUP Libraries' Bibliographers Work Group.
- Coordinate the Libraries' liaison program by advising and supporting the work of subject bibliographers in selecting print and electronic resources that align with IUP's academic priorities.
- Assist and advise IUP subject faculty on materials selection policies and procedures, the library liaison program, purchasing deadlines, funds availability, and related topics.
- Oversee the processing of in-kind gifts to the IUP Libraries.
- Partner with Library Administration and Bibliographers to select serials subscriptions, evaluate ongoing subscription usage and needs, and cancel subscriptions where necessary and appropriate.

### **ELECTRONIC RESOURCES**

- Liaise with vendors and publishers of electronic resources and conduct preliminary pricing discussions, requests for quotes, and establish trial access periods for new resources.
- Work with vendors/publishers to resolve problems with orders, renewals, and access to electronic resources.
- Represent the IUP Libraries at consortiums and related organizations regarding electronic resources; collaborate with peers at other institutions in managing shared electronic resources. Coordinate the marketing and promotion of electronic resources to campus constituencies.
- Coordinate training sessions for electronic resources.

- Report regularly on electronic resource usage, costs, and alignment with IUPs mission.
- Maintain awareness of and regularly update library and subject faculty on emerging academic electronic resources.

### **ACQUISITIONS**

- Develop and implement workflows to streamline acquisitions processes (approval plans, standing orders, and firm purchases).
- Collaborate with Technical Services personnel to integrate acquisitions workflows.
- Utilize library management tools: (LMS) Library Management Systems and Knowledge Base.
- Work with library administration to allocate library funds. Understanding library budgeting and accounting processes (allocating, encumbering, and expending) to support this function.
- Evaluate and analyze potential purchases, purchase requests, and possible cancelations.
- Manage the acquisition of new library materials, such as monographs and streaming videos, including ordering, invoicing and receiving, claims, and payments. Work with electronic invoicing systems.
- Monitor and report library purchasing finances to Library Administration and library faculty. Tracking and reporting on budget-related data and collection-level data is necessary.
- Ensure efficient access to eBook content.

### **Carlow University**

Pittsburgh, Pennsylvania, Grace Library

Public Services Librarian

1/2/2006—8/3/2018

#### *Job Responsibilities:*

1. Reference services for five or more hours each day
2. Classroom library instruction and information literacy
3. Maintenance of the course reserves and electronic reserves
4. Training/supervision of library work study students and Univ. of Pittsburgh field placements
5. Liaisons with teaching faculty for book acquisitions
6. Print periodicals processing, budget and maintenance
7. Preparing shipments for the bindery
8. Circulation
9. Preparing library research guides (LibGuides)
10. Assisting with the development and coordination of services, collections, policies.

### **Carlow University**

Pittsburgh, Pennsylvania, Grace Library

Part time librarian and graduate studies field placement

7/2005—12/2005



## Current Scholarship

### **Presentations**

Szitas, E. (2020, October 20). "Reframe the Collection Development Plan," Pennsylvania Library Association 2020 Virtual Conference.

Gates, A., Martin, K., Spila, M. & Szitas, E. (2020, October 19). "Re-imagining Technical Services: Today's Work and Forward-Looking Trends," Pennsylvania Library Association 2020 Virtual Conference.

Brooks, M., Szitas, E. & Wick, H. (2020, April 10). "Box, Bind, and Repeat." State System of Higher Education Libraries Council (SSHELCO) 2020 Virtual Conference.

Szitas, E. (2020, January 15). "Access and Organization of IUP Libraries Databases Web Page: Changes in Information Retrieval." Tech Day: Indiana University of Pennsylvania, Indiana, PA.

Szitas, E. (2020, January 15). "Curiosity Driving Information Discovery." Tech Day: Indiana University of Pennsylvania, Indiana, PA.

Szitas, E. (2019, October 15). "Approval Profiles: A Beginner's Guide to Getting Started." Pennsylvania Library Association 2019 Conference poster presentation, Erie, PA.

Szitas, E. (2019, October 14). "Is Marie Kondo Wrong? Stacks management on a Book-by-Book Basis." Pennsylvania Library Association 2019 Conference poster presentation, Erie, PA.

Szitas, E. (2019, January 16). "Tools for Everyday Use: Apps and Resources from IUP Libraries." Tech Day: Indiana University of Pennsylvania, Indiana, PA.

Kilmarx, B., & Szitas, E. (2019, April 1). "Bind, Box, Replace or Transfer from the Open Stacks? New Damaged Books Procedures in the IUP University Libraries." State System of Higher Education Libraries Council (SSHELCO) 2019, Harrisburg, PA.

Szitas, E. (2019, August 21). "Serendipitous Information Discoveries." College Technology Day: Indiana University of Pennsylvania, Indiana, PA.

### **Publications**

Brooks, M., & Szitas, E. (2020). Conference report for Amigos Library Services: Work smarter, not harder: innovating technical services workflows. *Journal of Electronic Resources Librarianship*, 32(2), 127-130.

Szitas, E. (2019). "Book Review: Collection Development and Management for 21st Century Library Collections." *Library Resources and Technical Services*, 63(4).

Szitas, Emily (2017) "Book review: Secret sauce: How to pack your messages with persuasive punch," *LOEX Quarterly*,44(3).

### **Technology proficiencies**

1. Microsoft: Office 365, SharePoint, and Teams
2. Ex Libris: Alma & Primo
3. Springshare: LibApps
4. Backend of BlackBoard
5. TechSmith: Camtasia
6. COUNTER and SUSHI reporting from research databases
7. EZ Proxy stanzas for remote database access
7. Zoom, WebEx and other video conferencing interfaces
8. Adobe: Acrobat
9. DropBox
10. Slack
11. SAP and Business Intelligence

### **Professional Memberships**

1. American Library Association (ALA) member
  - a. ALA – Association for Library Collections and Technical Services Division (ALCTS) member
2. Pennsylvania Library Association member (PaLA) member
  - a. PaLA – College and Research Division
  - b. PaLA – Treasurer of the Teaching, Learning & Technology (TL&T) Round Table and member of the Work Group: TL&T Planning Committee
  - c. PaLA – Technical Services Round Table
  - d. PALA -- Equity, Diversity and Inclusion Committee
3. Association of College and Research Libraries (ACRL),  
Western Pennsylvania/West Virginia Chapter member

### **Service on Library Committees at IUP**

1. Acquisitions Budget Realignment Task Force, chair
2. Promotions, Leaves & Emeritus Committee, chair
3. Strategic Planning Committee
4. Library Advisory Board to the Dean of Libraries
5. LibGuides Admin Group
6. Professional Development Committee
7. Social Committee
8. Undergraduate Curriculum Committee