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EDUCATION

M.Ln. Emory University, 1981.
B.A. Agnes Scott College, 1975.

TEACHING AND PROFESSIONAL EXPERIENCE

Associate Professor and Head of Reference and Instruction, Daniel Library, The Citadel, Charleston, South Carolina, 1998 to present.

Assistant Professor and Information Services Librarian, Daniel Library, The Citadel, Charleston, South Carolina, 1990 to 1998.

Adjunct Professor and Reference/Cataloging Librarian, Daniel Library, The Citadel, Charleston, South Carolina, 1988-1990.

Head, Reference Services, Charleston County Library, 1985-1987.

Reference Librarian, Charleston County Library, 1983-1985.

Librarian, College Preparatory School, Charleston, South Carolina, 1982-1983.

PEER REVIEWED PUBLICATIONS

Carter, Elizabeth W. and Jefferson, Renee. (2006) "Collaborating on Information Literacy." In *Revisiting Outcomes Assessment in Higher Education*, Peter Hernon, Robert E. Dugan, and Candy Schwartz (eds.). Westport Ct: Libraries Unlimited Press, 2006.

Carter, Elizabeth W. (2004) "Outcomes Assessment in a College Library: An Instructional Case Study." In *Outcomes Assessment in Higher Education Views and Perspectives*, Peter Hernon and Robert E. Dugan (eds.). Westport Ct: Libraries Unlimited Press.

Carter, Elizabeth W. (2002) "Doing the Best You Can with What You Have: Lessons Learned from Outcomes Assessment." *The Journal of Academic Librarianship* 28, no. 1 and 2:36-41.

Carter, Elizabeth W. (2002) "Outcomes Assessment at The Citadel." In *An Action Plan for Outcomes Assessment in Your Library* by Peter Hernon and Robert Dugan, 32, 34, 43, 51-3, 135, 139-40. Chicago: American Library Association.

Reichardt, Karen and Carter, Elizabeth. (Spring 2000) "Teaching the Teachers – The Library's Role in Using the Internet Effectively." *Southeastern Librarian*, 48 (2).

- Moody, Janette and Carter, Elizabeth W. (Summer 1999) "Application of the Cognitive Interview by the Reference Librarian," *Reference & User Services Quarterly* 38; 389-393.
- Carter, Elizabeth W. & Daugherty, Timothy. (1998) "Library Instruction and Psychology – A Cooperative Effort." *Technical Services Quarterly*, 16(1); 33-41.
- Carter, Elizabeth W. & Ross, Linda. (1997) "Psychology Research; A Roadmap for Utilizing the Internet" In Marilyn P. Whitmore (Ed.), *Unmasking the Internet for Research Using Hands-on Learning Exercises*. Pittsburgh, PA: Library Instruction Publications.
- Daugherty, Timothy & Carter, Elizabeth W. (1997) "Assessment of Library Instruction in Psychology." *Journal of Instructional Psychology* 24 (1): 29-33.
- Palestrant, Zelma G., & Carter, Elizabeth W. (1992) "Library Statistics and Conspectus Data Elements: The Citadel Model." In R.J. Wood & K. Strauch (Eds.), *Collection Assessment: a Look at the RLG Conspectus* (pp. 115-124). New York: Haworth Press. Also published in *The Acquisitions Librarian* (1992), (7), 115-123.
- Palestrant, Zelma G. & Carter, Elizabeth W. (1991) "Using Computer Networking to Improve Interlibrary Loan Service." In B. Wilson (Ed.), *Proceedings of the 24th Annual ASCUE Summer Conference* (pp. 136-141).

PEER REVIEWED PRESENTATIONS

Papers

- Palestrant, Z., Carter, E., Welch, R., Strauch, K., & Lenzini, R. (1992, May). "Disintermediation: the Evolving Process of Information Management and Retrieval." The 3rd International Conference of the Information Resources Management Association, Charleston, SC.
- Palestrant, Zelma G., & Carter, Elizabeth W. (1992, January) "The College Library and Critical Thinking." Second National Conference on Instructional Applications of Critical Thinking, Miami, FL.
- Palestrant, Zelma G. & Carter, Elizabeth W. (1991, June) "Using Computer Networking to Improve Interlibrary Loan Service." Twenty-fourth Annual Conference of the Association of Small Computer Users in Education, Myrtle Beach, SC.
- Carter, Elizabeth W. & Palestrant, Zelma G. (1991, March) "A Research-based Library Instruction Course for College Freshmen." The Fourth Annual Workshop on the Freshman Year Program at the Small Liberal Arts College, St. Louis, MO. Also presented as a poster session at the South Carolina Library Association Annual Conference, 1991.
- Carter, Elizabeth W. & Palestrant, Zelma G. (1991, February) "Enhancing the Quality of Teaching Through a Library Instruction Course." Enhancing the Quality of Teaching in Colleges and Universities Conference, Charleston, SC.

Posters

- Carter, Elizabeth W and Kathleen S. Turner. "Teaching Library Research Skills in a First Year Seminar Course." South Carolina Library Association/ South Carolina Association of School Librarians Joint Conference. Myrtle Beach, SC, 2001.
- Darden , Alix G. and Elizabeth W. Carter, "Using Literature Searches and Abstract Reading to Reinforce the Concept of the Scientific Method." Gordon Research Conference, Undergraduate Microbial Education. New London, CT, 1999.
- Darden, Alix G. and Elizabeth W. Carter , "Searching the Literature for Credit and Fun," American Society for Microbiology Annual Meeting. Chicago, IL, 1999.
- Carter, Elizabeth W. and Alix G. Darden, "Beyond the Textbook: Library Instruction in Primary Science Literature." Annual Conference of the American Library Association, New Orleans, LA, June 28, 1999.
- Carter, Elizabeth W. (1997, June) "A Comparison of Course Specific Library Instruction and General Freshman Library Instruction." Annual Conference of the American Library Association, San Francisco, CA. Also presented at the Joint Conference of the South Carolina Library Association and the South Carolina Association of School Librarians, Myrtle Beach, SC, October 1997.
- Daugherty, Timothy & Carter, Elizabeth W. (1996, July) "Assessing Library Instruction in Psychology." Annual Conference of the American Library Association, New York, NY.
- Carter, Elizabeth E. (1995, December) "Marketing the Academic Library." Annual Conference of the South Carolina Library Association, Columbia, SC.
- Carter, Elizabeth W. (1994, October) "Communication Across the Curriculum: Integration of Library Research into the College Curriculum." Southeastern Library Association Biennial Conference, Charlotte, NC. Also presented at the Joint Conference of the South Carolina Library Association and the South Carolina Association of School Librarians, Myrtle Beach, SC, February 1995.
- Ross, Linda & Carter, Elizabeth W. (1993, December) "A Library Based Apprenticeship in Psychology Research." South Carolina Library Association Annual Conference, Charleston, SC.
- Carter, Elizabeth W. & Palestrant, Zelma G. (1992, October) "The College Library and Critical Thinking." South Carolina Library Association Annual Conference, Columbia, SC.
- Carter, Elizabeth W. (1992, January) "A Self-paced Library Instruction Course for College Freshmen." The 6th Annual Symposium on Self-Directed Learning, West Palm Beach, FL.
- Carter, Elizabeth W. (1991, November). "A Research-Based Bibliographic Instruction Course for College Freshmen." South Carolina Library Association Annual Conference, Greenville, SC. Also a paper presentation at the Fourth Annual Workshop on the Freshman Year Program at the Small Liberal Arts College.

OTHER PUBLICATIONS AND PRESENTATIONS

- Carter, Elizabeth W. (1996). *Daniel Library User's Guide*. New York, The McGraw-Hill Companies, Inc. (Revised 1997 and 1998).
- Ross, Linda & Carter, Elizabeth W. (1995) "A Library Based Apprenticeship in Psychology Research." Charleston, SC: The Citadel (ERIC Document Reproduction Service No. ED305276).
- Carter, Elizabeth W. (1994). *International Trade Training Program: Library Skills*. Charleston, SC: The Citadel.
- Ross, Linda & Carter, Elizabeth W. (1993). *Individual Behavior: A Workbook and Journal*. Charleston, SC, The Citadel.
- Carter, Elizabeth W. (1990). *The Daniel Library User's Manual: a Guide to The Citadel's Fortress of Learning*. Charleston, SC, The Citadel. (Revised each year through 1995).
- Carter, Elizabeth W. & Nath, Herbert T. (1992, September) "Searching Consortial Electronic Indexes on Coastnet" Charleston Academic Library Consortium, Charleston, SC.
- Carter, Elizabeth W. (1994, November). "Library technology." *Education 2000 Today: Using Technology for Learning in the Classroom. Communication Across the Curriculum*, The Citadel.

HONORS AND AWARDS

Honor Society of Phi Kappa Phi, 2005

Carter, Elizabeth W. 2002. "'Doing the Best You Can with What You Have:' Lessons Learned from Outcomes Assessment." *The Journal of Academic Librarianship* 28, no. 1 and 2: 36-41, selected for "LIRT's Top Twenty for 2002" by Library Instruction Round Table of the American Library Association.

Harvard/Association of College and Research Libraries Leadership Institute, Harvard University, August 2003. Funded by a Faculty Development Grant from The Citadel Foundation.

Carter, Elizabeth W. & Daugherty, Timothy. (1998) "Library Instruction and Psychology, A Cooperative Effort." *Technical Services Quarterly*, 16(1); 33-41. Named to "Top Twenty Articles on Library Instruction for 1997" by Library Instruction Round Table of the American Library Association.

Daugherty, Timothy & Carter Elizabeth W. (1997) "Assessment of Library Instruction in Psychology." *Journal of Instructional Psychology* 24 (1):29-33. Awarded as "Exemplary Efforts in Library Assessment" from the South Carolina Commission on Higher Education for research on assessing effectiveness of library research instruction in psychology, November 1996.

Daugherty, Timothy & Carter, Elizabeth W. (1996, July) "Assessing Library Instruction in Psychology." Annual Conference of the American Library Association, New York, NY, funded by a Faculty Research Grant from The Citadel Development Foundation (1995-96).

Carter, Elizabeth W. "Communication Across the Curriculum: Integration of Library Research Into the College Curriculum." Poster session presented at the Biennial Conference of the Southeastern Library Association, Charlotte, NC, funded by a Faculty Research Grant from The Citadel Development Foundation (1994-1995).

Vozikis, George S. *International Trade Training Program*. Participant in JTPA title II-A grant to develop business and international trade skills of adults.

1993 Citadel Development Foundation Faculty Achievement Award.

Carter, Elizabeth W. & Palestrant, Zelma G. "The College Library and Critical Thinking." Paper presented at the Second National Conference on Instructional Applications of Critical Thinking, Miami, FL, funded by a Faculty Development Grant from The Citadel Development Foundation (1991-1992).

Recipient of 2001 Krause Foundation Award for Faculty Performance Incentive.

Carter, Elizabeth W. "A Self-paced Library Instruction Course for College Freshmen." Poster session presented at the 6th Annual Symposium on Self-directed Learning, West Palm Beach, FL. Funded by Faculty Development Grant from The Citadel Development Foundation (1991-1992).

Carter, Elizabeth W. "A Research-Based Library Instruction Course for College Freshmen." Funded by a Faculty Development Grant from The Citadel Development Foundation (1990-91).

Carter, Elizabeth W. "Assessing Library Instruction at The Citadel" Funded by a Faculty Research Grant from The Citadel Development Foundation (1990-91).

CONFERENCES COORDINATED

Joint Conference of the South Carolina Library Association and the Southeastern Library Association, 2002, local arrangements chair.

Copyright Law in the Digital Age. Charleston Academic Library Consortium Staff Development Committee.

Theft, Vandalism & Personal Safety. Jointly presented by the Staff Development Committee, Charleston Academic Libraries Consortium, and Charleston Archives, Libraries, and Museums, March 1998.

Exploring the Internet. A series of teleconferences jointly sponsored by the Staff Development Committee of the Charleston Academic Libraries Consortium and the Medical University of South Carolina, October & November 1996.

Speaker at Senior Career Planning Workshop. In conjunction with Citadel Career Services and the Writing Center, coordinated and participated in a workshop to assist Citadel seniors in job searching. Developed and distributed guide to finding information on job searching, 1992, 1994.

Safety and Security in the Library: Protecting Staff, Patrons, and Collections. Presented by the Staff Development Committee, Charleston Academic Libraries Consortium, March 1996.

Personal and Legal Perspectives of People with Disabilities. (February 1994). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

When the Navy Leaves: the Role of Lowcountry Libraries in Preparing Our Workforce for New Careers. (1993, December). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

U.S. Census on CD-ROM. (1992, April). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

Earthquake Hazard Mitigation for Libraries. (1991, March). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

Curriculum Based instruction and Information Problem Solving. (1990, September). Public Services Section, South Carolina Library Association, Columbia, SC.

Presentation Skills: a Seminar for Librarians. (1990, September). Public Services Section, South Carolina Library Association, Columbia, SC.

Information Literacy and Libraries: a White House Conference on Libraries and Information Services. (1990, August). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

Conservation and Preservation of Library Materials. (1990, March). Charleston Academic Library Consortium, Staff Development Committee, Charleston, SC.

Serving School Students Through Communication: a Practical Workshop for Academic and Public Librarians, School Media Specialists, and Teachers. (1989, September). Public Services Section, South Carolina Library Association, Columbia, SC.

Book Repair Workshop. (1989, April). Charleston Higher Education Consortium, Staff Development Committee, Charleston, SC.

CONFERENCES ATTENDED

American Library Association Midwinter Conference, Boston, MA, 2005

LOEX of the West Library Instruction Conference, Boise, ID, 2004

American Library Association Midwinter Conference, Pittsburgh, PA, 2003

Second Annual Lowcountry conference on Teaching and Learning in Higher Education (2002)

Charleston Connections: Innovations in Higher Education. Learning from Each Other: The Citadel, The College of Charleston, the Medical University of South Carolina, Charleston southern University, and Trident Technical College (2001)

American Library Association Annual Conference, Washington, DC, June, 1998
 26th National LOEX Library Instruction Conference, Ypsilanti, MI, May, 1997
 American Library Association Midwinter Conference, New Orleans, LA, January, 1998
 American Library Association Annual Conference, San Francisco, CA, June, 1997
 25th National LOEX Library Instruction Conference, Charleston, SC, May 1997
 American Library Association Midwinter Conference, Washington, DC, February, 1997
 Writing Across the Curriculum, 3rd National Conference, Charleston, SC, February, 1997
 American Library Association Annual Conference, New York, July, 1996
 24th National LOEX Library Instruction Conference, Eastern Michigan University,
 Ypsilanti, MI, May 1996
 Writing Across the Curriculum, 2nd National Conference, Charleston, SC, February, 1995
 Southeastern Library Association, Biennial Conference, Charlotte, NC, October 1994.
 "Beyond Minimalism: Making Assessment Work for Quality Improvement". Sixth Annual
 South Carolina Higher Education Assessment Conference, Myrtle Beach, SC,
 October 28-30, 1993.
 CAPP (Cadet Alumni Recruitment Program) workshop, 1992.
 Copyright Law in the Age of Technology, Southeastern Library Network, December 4, 1992
 PsycLIT on CD-ROM, American Psychological Association, November 10, 1992
 PRISM/ILL Overview, Southeastern Library Network, November 4, 1992
 PRISM for ILL, Southeastern Library Network, October 13, 1992
 Learning Disabilities Symposium, The Citadel, Charleston, SC, August 20, 1992
 Hypermedia Across the Curriculum, Institute for Academic Technology, Research Triangle
 Park, NC, July 1991
 South Carolina Library Association Annual Conference, 1989, 1990, 1991, 1992, 1993,
 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2005.
 The Practical Librarian Conference, Atlanta, GA, June, 1991
 American Library Association Annual Conference, Atlanta, GA, June 1991
 South Carolina SOLINET User's Group, Columbia, SC, May 1990
 BRS Advanced Training Workshop, Columbia, SC, May 1990
 SOLINET EPIC Workshop, Charleston, SC, May 1989

TEACHING

Citadel 101, First Year Seminar: A variety of pedagogical methods used to help students make successful transitions from high school to college: visiting lecturers, field trips, informal and formal writing assignments, class readings and discussions, oral presentations, and others.

Library Research Instruction

Citadel 101, First Year Seminar, Library Research Component: The Daniel Library's long-standing Freshmen Library Instruction course was incorporated into Citadel 101 to achieve a major course goal of developing library research skills.

Course specific library instruction: Collaborate with faculty members from academic departments to design specific library instruction classes to meet research needs of each course.

Freshmen Academic orientation: Plan, coordinate, and teach Library component of Freshmen Academic orientation. New students were introduced to Library policies and procedures and explored Library resources and services.

End user library instruction classes: Develop, coordinate, and teach seminar sessions on library indexes and databases, the Internet, and other relevant topics to assist library users with timely research needs.

Faculty library instruction: Plan and present library orientation sessions for new faculty members; explaining library services and resources available for classes and professional research needs.

Freshmen library instruction: Design and teach required course to introduce freshmen to college-level library research. Revise textbook each year to reflect changes in Library resources and services. Administer pre/post test and library attitude surveys to assess effectiveness of instruction.

Library Science 590 - Library Information Technologies is a graduate course built upon a seminar format, with goals of empowering students with knowledge of a vast array of resources available via information technologies, expertise to appropriately apply these resources, and abilities to discern what is useful.

PROFESSIONAL RESPONSIBILITIES

Reference Service

Provide reference and research assistance to students, faculty and staff, during scheduled reference desk duty and through appointments and informal contacts.

In one-on-one teaching situations, teach library users to locate and evaluate information for particular research needs.

Teach users to retrieve and evaluate information in print and electronic formats.

Maintain library web pages to inform and educate students and faculty on issues such as online plagiarism and citing of full text and other electronic sources.

Departmental Liaison

Collaborate with faculty members in Psychology, Health, Exercise & Sport Science, Civil & Environmental Engineering, and Electrical & Computer Engineering departments on collection development, research, and instruction issues.

Maintain online *Research Guides* and *Databases by Discipline* pages for designated departments.

Assessment

Develop outcomes assessment measures to evaluate success of library instruction programs and services. Current assessment programs:

Developing and measuring information literacy in first-year Political Science majors.

HIST 203 focus groups to evaluate the information seeking behaviors of history majors and determine the effectiveness of library research instruction.

A four-year project of conducting annual focus group sessions with A Company to track a large, diverse group of undergraduates, with the intent of gaining insights in

how student's research needs, information seeking behaviors, and library usage change and evolve from freshmen to senior year.

LibQUAL library quality survey.

Assess information literacy of first year students through pre-testing and post testing and Citadel 101 research instruction intervention.

Assess information literacy of graduate education students through pre-testing and post testing with research instruction intervention.

Public Relations

Publicize and promote new and existing library resources and services for campus and community newsletters.

Design brochures, flyers, user guides, and other publicity materials to inform and instruct library users of resources and services.

Editor and primary writer for *Research Connections: the Newsletter of The Citadel Library*.

CITADEL CAMPUS WIDE COMMITTEES

Standing Committees

Citadel Academy for the Scholarship of Teaching Learning and Evaluation (CASTLE)
(2000-present) Chair 2005-2006

Faculty Tenure and Promotion Committee (2001 -)
Vice Chair 2005-06

Faculty Development Committee (2003-2006)
Committee on Committees (2001-2002, 2004 -2006)

Athletic Advisory Committee (2000-2002)
Secretary, Faculty Council (1997-1998, 1998-1999, 2004-2005)

Faculty Sabbaticals Committee (1996-1997, 2000-2001)
Faculty Council (1995-1996, 1996-1997, 1998-1999, 2001-2002, 2002-2003)

Communication Across the Curriculum (1996 -present)
Secretary, Curriculum and Instruction Committee (1994-1995)
Faculty Research Committee (1994-1995, 1995-1996, 1996-1997, 1997-1998, 1998-1999,
1999-2000, 2000-2001)

Curriculum and Instruction Committee (1991-1992, 1992-1993, 1993-1994, 1994-1995)
Facilities Planning Committee (1991-1992, 1992-1993, 1993-1994, 1994-1995, 1995-1996)

Scholarship and Student Awards Committee (1991-1992, 1992-1993)
Chair, National Fellowship and Scholarship Subcommittee (1991-1992, 1992-1993)

Ad Hoc Committees

Endowed Chair search committees
Chapman Chair (Business Administration) (2001-2002)
Hipp Chair (Business Administration) (2005-2006)

Third-year review and post tenure review committees for colleagues in other
academic departments.

Academic Support Services Head search committee (2001)
Citadel 101 Textbook Evaluation Committee (2000-2002)
First Year Experience Committee (1999)

International Studies Committee (1999)
Vice President for Academic Affairs search committee, faculty representative (1998-1999)
NCAA Accreditation Committee, Equity Subcommittee (1997-1998)
Black History Month Planning Committee (1997-2005)
Presidential Inauguration Steering Committee (1997)
Dean of Undergraduate Studies/Dean of Women search committee (1997)
Curriculum and Instruction Committee ad hoc subcommittee on Learning
Disability Policy (1994-1995)
Graduate Student Behavior Committee (1993-1994)
Strategic Planning Subcommittee on Facilities
ROPES Task Force (1992- 1993)
Publicity Committee, Citadel Sesquicentennial Committee (1992 -1993)
Daniel Library director search committee (1991, 1994-1995)

LIBRARY DEPARTMENTAL COMMITTEES

Third Year Review and Post Tenure Review committees
Library Database Team (chair)
Library Web Team
Chair, Charleston Academic Library Consortium (CALC), Staff Development Committee
Charleston Academic Library Consortium (CALC), Interlibrary Loan Committee
Library Social Committee

OTHER SERVICE TO THE COLLEGE

Address football and volleyball recruits and families on Daniel Library resources and services, 1991 – present.
Participate in interview process for faculty candidates from other academic departments.
Write letters of recommendation on behalf of outstanding students for rank boards.
Write letters of recommendation for students to potential employers.
Polytechnic Literary Society (Citadel Forensics Team) faculty advisor (1992- 2002)
Addressed newly matriculated graduate students at the College of Graduate and Professional Studies orientation (1993 -).
Addressed newly matriculated graduate Counseling students at the Psychology Department orientation (1995 -).
Represented The Citadel at the inauguration of the President of Agnes College (1996).
Represent the Daniel library at the College Fair for parents during Freshman Academic Orientation Weekend. (1995 -).
Senior Scholars Program speaker (1996)
Coordinated library participation in The Citadel Career Fair (1996, 1997).
Addressed newly matriculated business students at MBA orientation (1993 - present).

MEMBERSHIPS IN PROFESSIONAL SOCIETIES

American Association of University Professors (1991-)
American Library Association (1982-)
Charleston Archives, Libraries and Museums (CALM) (1989-1993)
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP) (1989-1993)
South Carolina Library Association (1982-)
Southeastern Library Association (1991-2003)

OFFICES IN PROFESSIONAL SOCIETIES

Constitution and By-Laws Committee, South Carolina Library Association, 2004-2006
Planning Committee, South Carolina Library Association (2004-2006)
Chair, Local Arrangements Committee, 2002 South Carolina Library Association/Southeastern Library Association Joint Conference
Scholarship Committee, South Carolina Library Association (2000-03)
President, South Carolina Library Association, 1999
Editorial Committee, South Carolina Library Association (1999-)
First Vice President/President Elect, South Carolina Library Association (1998)
Second Vice President, South Carolina Library Association (1997)
Secretary, Executive Board, South Carolina Library Association (1994)
Chair, Publicity Committee, South Carolina Library Association (1994)
Conference Publicity Committee Chair, South Carolina Library Association (1992-93)
South Carolina Library Association, Publicity Committee (1992, 1993)
Chair, Staff Development Committee, Charleston Academic Library Consortium, 1989-1994
Nominating Committee for South Carolina SOLINET User's Group (1990)
Chair, Bibliographic Instruction Interest Group, Public Services Section, South Carolina Library Association, 1989-1990
Nominating Committee for College and University Section, South Carolina Library Association (1989)
Vice-Chair, Bibliographic Instruction Interest Group, Public Services Section, South Carolina Library Association, 1988-1989
Chapter Representative, South Carolina Chapter of the Association of College and Research Libraries

SELECTED COMMUNITY ACTIVITIES

Secretary, Board of Directors, League of Women Voters of the Charleston Area (1987-94).
Library orientation/instruction to area high school and middle school students:

- Burke High School Project Challenge
- Academic Magnet School
- Gear-Up
- North Charleston High School Advanced placement history students

Corresponding Secretary, Ladies Benevolent Society (2006-present)
Alumnae Board of Trustees, Agnes Scott College, 2002 – 2004
Board of Managers, Ladies Benevolent Society (1999-present)
Charleston County Library Public Awareness Task Force Chair, Community Services Subcommittee (1997)
Vice President, Cathedral of St. John the Baptist Women's Club (1996, 1997)
Write supporting letters for tenure review for colleagues at other institutions.
Treasurer, Cathedral of St. John the Baptist Women's Club (1994-95)
Library Consultant to Johnson and Wales University Library (1993)
Chair, Parish Receptions Committee, Cathedral of St. John the Baptist (1994-96)