

**Elise Du Bois Jespersen Wallace**  
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**EDUCATION:** MLIS, University of South Carolina, 2001  
BA, Political Science/French, Roanoke College, VA, 1977

**WORK HISTORY:**

**The Citadel Military College, Charleston, SC**

*Assistant Professor* - Daniel Library, July 2007 – Present

- Provide reference services to students, faculty, and public
- Conduct individual instruction on database selection and navigation
- Instructor – CIT 101 Orientation
- Assistant instructor – CSI Summer session, Bibliographic Instruction
- Political Science/Criminal Justice/English Liaison
- Maintain subject specific research guides

**The Citadel Military College, Charleston, SC**

*Reference Librarian* - Daniel Library, part-time 2005–2007

- Provide reference services to students, faculty, and the general public
- Conduct individual instruction on database selection and navigation
- Assist in weeding and reference collection
- Input reference and circulation statistics into Excel spreadsheet

**Bishop England High School, Charleston, SC**

*Library Media Specialist*, 1998–2007

- Independently developed and maintained the library web site, with a focus of subject specific resources
- Instruct students and faculty on the use of online library catalog, DISCUS databases, and conducting strategic internet research
- Collaborate with faculty to identify resources for student projects
- Design instructional materials and research guides for individual class assignments
- Technology skills developed while working on my MLIS as a distance education student, and computer lab moderator
- Motivated to provide exceptional reference service
- Created a system to streamline serial processing and storage
- Wrote a funded grant for the purpose of enhancing the geography collection
- Member of Interdisciplinary Committee, Staff Appreciation, and SACS Review
- Club moderator for the Library Council and the Ultimate Frisbee Team