
CAROLYN RUNYON, MLIS

EDUCATION

UNIVERSITY OF SOUTH CAROLINA, COLUMBIA, SOUTH CAROLINA

Master of Library and Information Science, 2008

Concentration: Archives and Records Management

UNIVERSITY OF VIRGINIA, CHARLOTTESVILLE, VIRGINIA

Bachelor of Arts, 2004

Majors: Archaeology and History

EXPERIENCE

ASSISTANT HEAD OF COLLECTION SERVICES

AUGUST 2015-PRESENT

DIRECTOR OF SPECIAL COLLECTIONS

University of Tennessee at Chattanooga, Chattanooga, Tennessee

Supervises a team of librarians and student assistants to acquire, process, preserve, and provide access to rare books, manuscripts, and university archives by providing instruction and reference services, designing exhibits, actively cultivating donors, and developing grant proposals.

DIGITAL ARCHIVIST

JULY 2013-JULY 2015

University of Tennessee at Chattanooga, Chattanooga, Tennessee

Worked collaboratively with library colleagues, student assistants, faculty, and administrators to enhance accessibility and discoverability of Special Collections resources through digital capture, description, and preservation efforts.

DIGITAL COLLECTIONS ARCHIVIST

JANUARY 2011-JUNE 2013

American University in Cairo, New Cairo, Egypt

Developed, promoted, and preserved Rare Books and Special Collections Library materials through digital capture, collection, and archiving efforts, by collaborating with students, faculty, and staff to maintain the Digital Library, Digital Archive and Research Repository, Web Archive, and Wiki in addition to managing all digital images, video recordings, oral histories, and scholarship acquired through the University on the Square: Documenting Egypt's 21st Century Revolution grant project.

ARCHIVIST FOR DIGITAL DEVELOPMENT AND UNIVERSITY RECORDS AUGUST 2008-DECEMBER 2010

Ball State University, Muncie, Indiana

Implemented The Archivists' Toolkit and authored the first processing and description guidelines for generating DACS-compliant, EAD finding aids and built a digital asset management database to facilitate better collaboration between Archives and Special Collections and the metadata librarians who build digital collections.

WILLIAM DAVIS MELTON GRADUATE ASSISTANT

SEPTEMBER 2006-AUGUST 2008

University of South Carolina, Columbia, South Carolina

During supervisor's leave of absence from March 2008 to May 2008, served as the interim University Archivist in the South Caroliniana Library, answering reference questions, working with publishers, and advising University offices on records management best practices. Digitized, described, and uploaded a digital collection and created an online exhibit in addition to processing a large collection of records and professional papers.

LIBRARY AND INFORMATION SCIENCE GRADUATE ASSISTANT

JANUARY 2007-DECEMBER 2007

University of South Carolina, Columbia, South Carolina

Helped School of Library and Information Science Professor Stephen Bajjally prepare a manuscript for publication by conducting research and performing basic statistical analyses, and assisted Professor Donna Shannon in developing content for courses and grading student work.

RESEARCH COORDINATOR

JULY 2004-AUGUST 2006

University of Virginia Health System, Charlottesville, Virginia

Managed projects for externally and internally funded research initiatives from conception through development and closure and co-authored refereed journal articles and poster sessions for publication and display of research findings.

PUBLICATIONS

Urgola, Stephen, and Carolyn Runyon. "Participatory Archives: Building on Traditions of Collaboration, Openness, and Accessibility at the American University in Cairo." In *Bridging Worlds: Emerging Models and Practices of U.S. Academic Libraries Around the World*, edited by Raymond Pun, Scott Collard, and Justin Parrott. Chicago, Illinois: Association of College and Research Libraries, 2016.

Runyon, Carolyn, and Meggan Houlihan. "Revolutionary Libraries: Building Collections and Promoting Research about the January 25th Uprising in Egypt." *Alexandria: The Journal of National and International Information Issues* 23 (2012): 73-77.

Urgola, Stephen, and Carolyn Runyon. "Documenting a Revolution in Real Time: Egypt, the January 25th Uprising, and beyond." *Archival Outlook*, 2012.

Runyon, Carolyn. "Revolutionary Digitization: Building a Participatory Archive to Document in the January 25th Uprising in Egypt." *Microform & Digitization Review* 41 (2012): 60-64.

Urgola, Stephen, and Carolyn Runyon. "Recording a Revolution: Oral Histories of the January 25th Uprising in Egypt." *Dialogue*, 2012.

Penberthy, J. Kim, Josh Hook, Marc D. Breton, Carolyn Runyon, and Boris Kovatchev. "Retrospective Analysis of ADHD Diagnoses in an Outpatient Pediatric Clinic." *Journal of Ethics in Mental Health* 7, no. 2 (2012).

Hurford, Amanda, and Carolyn Runyon. "New Workflows for Born Digital Assets: Managing and Providing Access to the Charles E. Bracker Orchid Photographs." *Computers in Libraries* 31 (2011): 6-40.

Penberthy, J. Kim, M. L. Kalbfleisch, Mark Quigg, Tim Loboschefski, Daniel Cox, Carolyn Runyon, and Boris Kovatchev. "Electroencephalographic Profiles of Children with Symptoms of Attention Deficit Disorder: A Review of the Literature." *Current Pediatric Reviews* 2 (2006): 17-32.

PRESENTATIONS

Runyon, Carolyn, and Jessica Short. "Introduction to & Updates on the Digital Public Library of America Tennessee Service Hub." Presentation presented at the Tennessee Library Association Annual Conference, Kingsport, Tennessee, April 7, 2016.

Runyon, Carolyn. "Centralizing Access to Cultural Heritage: Building a Digital Public Library of America Service Hub in the State of Tennessee." Paper presented at the Society of Tennessee Archivists Annual Meeting, Pickwick Landing State Park, Tennessee, October 21, 2015.

Martin, John and Carolyn Runyon. "Funding Trends and Impact on Digital Access to Cultural Heritage." Paper presented at the Humanities, Arts, Science, and Technology Alliance and Collaboratory annual conference, May 29, 2015.

Runyon, Carolyn. "No Budget? No Staff? No Problem! Building and Promoting Digital Collections on a Shoestring." Webinar presented at the Online Computer Library Center CONTENTdm Fall Webinar, October 1, 2014.

Runyon, Carolyn. "One Search to Discover Them All: Bringing Digital Collections into the Catalog." Paper presented at the American Library Association Midwinter Meeting, Philadelphia, Pennsylvania, January 26, 2014.

Runyon, Carolyn. "Digitization 101." Webinar presented at the Global Information Issues Series, February 12, 2013.

Runyon, Carolyn. "Patron Driven Captures: The January 25th Revolution Web Archive at the American University in Cairo." Paper presented at the Archive-It Partner Meeting, Annapolis, Maryland, December 3, 2012.

Añorve-Tschirgi, Conchita, and Carolyn Runyon. "The Ramses Wissa Wassef Collection at the American University in Cairo: Preserving and Digitizing a Pioneering Architect's Legacy." Paper presented at the Ramses Wissa Wassef Centennial Celebration, Exhibition, and Discussion Panel, Supreme Council of the Arts, Cairo, Egypt, November 11, 2012.

Click, Amanda, Tracy Havlin, Madeline Mundt, Carolyn Runyon, and Martha Speirs. "Adventures in International Librarianship: Living and Working outside of the United States." Webinar presented at the Libraries Thriving, November 6, 2012.

Runyon, Carolyn. "Cultural Heritage and Scholarly Communications: Re-Imagining the Electronic Book at the American University in Cairo." Paper presented at the In Search of the Arabic Digital Book, Cairo, Egypt, October 2, 2012.

Lenstra, Noah, Natalie Milbrodt, Lisa Posas, Carolyn Runyon, Jamie Seemiller, and Kate Theimer. "To the Community and beyond: Engaging Users to Interact with Participatory Archives." Paper presented at the Society of American Archivists Annual Meeting, San Diego, California, August 9, 2012.

Runyon, Carolyn. "Harnessing the Power of Social Media: Crowdsourcing Acquisitions and Marketing Revolutionary Collections at the American University in Cairo." Paper presented at the American Library Association Annual Meeting, Anaheim, California, June 24, 2012.

Runyon, Carolyn, and Meggan Houlihan. "Revolutionary Libraries: Building Collections and Promoting Research about the January 25th Uprising in Egypt." Paper presented at the American Library Association Annual Meeting, Anaheim, California, June 23, 2012.

El Taraboulsi, Sherine, Nagla Rizk, Carolyn Runyon, and Stephen Urgola. "Knowledge in the Digital Age: The Case of Egypt." Panel discussion presented at the American University in Cairo Research Conference, New Cairo, Egypt, April 19, 2012.

Runyon, Carolyn, and Stephen Urgola. "Developing and Promoting Web Archives: The 2011 Egyptian Revolution Web Archive at AUC." Paper presented at the American International Consortium of Academic Libraries Annual Meeting, Beirut, Lebanon, April 29, 2011.

Runyon, Carolyn. "Creating and Evaluating Web Outreach Opportunities: Developing Web Resources Best Practices for Marketing Digital Collections." presented at the Best Practices Exchange, Phoenix, Arizona, September 29, 2010.

Runyon, Carolyn. "Development of a User-Focused Digital Library Interface Using Website Traffic Statistics." Poster session presented at the Academic Libraries of Indiana Annual Meeting, Indianapolis, Indiana, May 6, 2010.

Hurford, Amanda, and Carolyn Runyon. "Innovative Tools for Access: Enhancing Digital Collections with Emerging Technologies." Paper presented at the Electronic Resources and Libraries Annual Meeting, Austin, Texas, February 1, 2010.

Hurford, Amanda, Maren Read, and Carolyn Runyon. "They Shall Not Perish: Developing a Digital Gateway to Military History Resources." Paper presented at the CONTENTdm Midwest Users Group Meeting, West Lafayette, Indiana, March 20, 2009.

WORKSHOPS

Runyon, Carolyn. "Building Digital Collections with CONTENTdm." Workshop presented at the American International Consortium of Academic Libraries Annual Meeting, Rome, Italy, June 12, 2013.

Runyon, Carolyn. "Building an Open Access Repository for Scholarly Communications at the American University of Armenia." Workshop presented at the American University of Armenia, Yerevan, Armenia, April 20-22, 2013.

Runyon, Carolyn. "Digital Libraries and Archives." Workshop presented at the American International Consortium of Academic Librarian Annual Meeting, Sharjah, United Arab Emirates, April 6, 2012.

SPONSORED RESEARCH AND TRAVEL

Runyon, Carolyn. "Digital Library Development Project." University of Tennessee at Chattanooga Faculty Development Grant awarded in the amount of 250.00 USD to attend the CONTENTdm Southern Users Group Meeting, Columbia, South Carolina, May 20-21, 2014.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and teach a workshop at the American International Consortium of Academic Libraries Conference, Rome, Italy, June 12-15, 2013.

Runyon, Carolyn. "American International Consortium of Academic Libraries Small Grant." Grant awarded in the amount of 250.00 USD to attend Digital Humanities in Theory and Practice: Tools and Methods for Librarians pre-conference workshop at the American Library Association Annual Meeting, Anaheim, California, June 22, 2012.

Runyon, Carolyn. "American University in Cairo Faculty Support Conference Grant." Grant awarded in the amount of 1500.00 USD to attend and present at the American Library Association Annual Meeting, Anaheim, California, June 21-26, 2012.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and teach a workshop at the American International Consortium of Academic Libraries Conference, Sharjah, United Arab Emirates, April 4-7, 2012.

Runyon, Carolyn. "University on the Square Digital Development Initiative." Grant awarded in the amount of 2,349.00 USD to attend the Digital.Humanities@Oxford Summer School, Oxford, England and develop a new digital repository in Cairo, Egypt, July 24-December 15, 2011.

Runyon, Carolyn. "American International Consortium of Academic Libraries Conference Grant." Grant awarded in the amount of airfare and lodging to attend and present at the American International Consortium of Academic Libraries Conference, Beirut, Lebanon, April 27-30, 2011.

PROFESSIONAL DEVELOPMENT

Woods, Andrew. "Fedora 4 Tutorial." 1 day workshop taught by the Fedora 4 Technical Lead as part of the iPRES conference, University of North Carolina, Chapel Hill, North Carolina, November 2, 2015.

Wisser, Katherine. "Encoded Archival Context - Corporate Bodies, Persons, and Families." 1 day workshop attended as part of the Society of American Archivists Continuing Education program, University of North Carolina, Chapel Hill, North Carolina, April 7, 2014.

Brooks, Kate, Angela Courtney, Harriett Green, Craig Harkema, Christine Ruotolo, Melissa Van Vuuren, and Glen Worthey. "Digital Humanities in Theory and Practice: Tools and Methods for Librarians." Association of College & Research Libraries 1 day workshop attended at the American Library Association Annual Meeting, Anaheim, California, June 22, 2012.

Clobridge, Abby. "The Nuts & Bolts of Getting Started with Institutional Repositories & Open Access." 1 day workshop attended at the American International Consortium of Academic Libraries Annual Meeting, Sharjah, United Arab Emirates, April 4, 2012.

Oxford University Computing Services. "Digital.Humanities@Oxford Summer School." 5 day course attended at the Digital.Humanities@Oxford Summer School, Oxford, England, July 25-29, 2011.

Bantin, Philip. "E-Records." 1 day workshop attended as part of the Indiana State Historic Records Advisory Board Continuing Education series, Indiana State Library, Indianapolis, Indiana, April 16, 2010.

Sanders, Doug. "Paper Conservation." 1 day workshop attended at the Society of Indiana Archivists Annual Meeting, Indiana University, Bloomington, Indiana, May 30, 2009.

Eisloeffel, Paul. "20th Century Visual Materials: An Introduction for Archivists." 1 day workshop attended as part of the Society of American Archivists Continuing Education program, Pennsylvania State University, State College, Pennsylvania, April 13, 2009.

Westbrook, Bradley, and Kelcy Shepherd. "Implement DACS: Using the Archivists' Toolkit." 2 day workshop attended as part of the Society of American Archivists Continuing Education program, University of Kentucky, Lexington, Kentucky, October 30-31, 2008.

HONORS AND APPOINTMENTS

ARCHIVESSPACE

ArchivesSpace Users Advisory Council, July 2014-June 2016

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Exceptional Merit, 2014-2015

Exceptional Merit, 2013-2014

AMERICAN INTERNATIONAL CONSORTIUM OF ACADEMIC LIBRARIES

Advisor on Digital Libraries, February 2013-June 2013

BALL STATE UNIVERSITY

Exceptional Merit, 2009-2010

UNIVERSITY OF SOUTH CAROLINA

William Davis Melton University Archives Graduate Assistantship, September 2006-August 2008

Schools of Library and Information Science Graduate Assistantship, January 2007-December 2007

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Extraordinary Contributor, 2006-2007

PROFESSIONAL SERVICE

ARCHIVESPACE

ArchivesSpace Users Advisory Council, Member, July 2014-June 2016

ArchivesSpace Users Advisory Council Reports Sub-team, Member, July 2014-Present

TENN-SHARE

Digital Library of Tennessee Committee, Chair, February 2015-Present

Digital Library of Tennessee Committee, Member, July 2014-February 2015

ONLINE COMPUTER LIBRARY CENTER

Digital Repository Workflows & Usability Working Group, Member, June 2014-Present

CONTENTdm Southern Users Group Meeting Planning Committee, Member, 2014-2015

CONTENTdm Southern Users Group Meeting Planning Committee, Member, 2013-2014

AMERICAN INTERNATIONAL CONSORTIUM OF ACADEMIC LIBRARIES

Digital Library Committee, Chair, January 2012-June 2013

SOCIETY OF INDIANA ARCHIVISTS

Webmaster and Ex-Officio Board Member, July 2010-December 2010

NATIONAL HISTORIC PUBLICATIONS AND RECORDS COMMISSION

Digitizing Historical Records Grants, Reviewer, August 2009

UNIVERSITY SERVICE

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Green Zone Program, Ally, 2015-Present

Safe Zone Program, Ally, 2014-Present

Departmental Honors Committee, Member, 2014-2016

Vice Chancellor of Research and Dean of the Graduate School Search Committee, 2014-2015

First Year Reading Experience, Volunteer, 2014

AMERICAN UNIVERSITY IN CAIRO

- University on the Square Committee, Member, 2011-2013
- University Senate, Library Representative, 2012-2013
- University Senate Academic Affairs Committee, Member, 2012-2013

BALL STATE UNIVERSITY

- Institutional Accreditation Working Group, Member, 2010

LIBRARY SERVICE

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

- Student and Staff Development Committee, Member, 2014-2015
- Outreach Committee, Member, 2013-2015
- Online Services Librarian Search Committee, Member, 2014
- IT Council, Member 2013-2014
- Web Team, Member, 2013

AMERICAN UNIVERSITY IN CAIRO

- Digital Collections Committee, Chair, 2011-2013
- Institutional Repository Committee, Chair, 2011-2013
- Website Committee, Member, 2012-2013
- Library One Search Committee, Member, 2011-2013
- Communications Committee, Member, 2013
- Reference and Instruction Librarian Search Committee, Member, 2013

BALL STATE UNIVERSITY

- Cardinal Scholar Institutional Repository Working Group, Member, 2008-2010
- Digital Asset Rankings and Visibility Working Group, Member, 2008-2010
- Digital Media Repository Working Group, Member, 2008-2010
- Digital Media Repository Public Interface Working Group, Co-Chair, 2008-2010
- Web Development Working Group, Member, 2008-2010

AFFILIATIONS

SOCIETY OF AMERICAN ARCHIVISTS

- Member, August 2006-Present

SOCIETY OF TENNESSEE ARCHIVISTS

- Member, October 2013-Present

AMERICAN LIBRARY ASSOCIATION

- Member, August 2006-Present

TENNESSEE LIBRARY ASSOCIATION

- Member, October 2013-Present

SKILLS

DESCRIPTIVE STANDARDS

AACR, DACS, RDA

DIGITAL CONTENT STANDARDS

CSS, DCMI, EAC-CPF, EAD, MODS, TEI, XHTML, XML, XSLT

DIGITAL ASSET MANAGEMENT SYSTEMS

ArchivesSpace, The Archivists' Toolkit, CONTENTdm, Digital Collection Gateway, Digital Commons, DSpace, EPrints, LUNA, MediaWiki, Omeka, WordPress

DIGITAL PROCESSING SOFTWARE

Acrobat Pro, Audacity, Handbrake, Illustrator, InDesign, Irfanview, Lightroom, Media Encoder, OmniPage Ultimate, OpenRefine, Photoshop, Premiere Pro