

JORDANA M. Y. SHANE  
PAUL J. GUTMAN LIBRARY, PHILADELPHIA UNIVERSITY  
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## EDUCATION

MS Library and Information Science  
Drexel University, Philadelphia, PA 19104  
BA Major: Literature - Minors: Psychology; German Language & Culture  
Alfred University, Alfred, NY 14802

## EXPERIENCE

### **Information Literacy Coordinator & Reference Librarian**

**Gutman Library, Philadelphia University, Philadelphia, PA 19144**

**1999- present**

Co-chair the University's Information Literacy Subcommittee of the Undergraduate Education Committee, leading a course-integrated, university-wide information literacy program. Create and deliver hands-on instruction sessions and in-class presentations to students. Collaborate with faculty, Instructional Designer and librarians to develop specialized instruction and to incorporate information literacy instruction modules into the BlackBoard CMS. Serve as liaison to the School of Liberal Arts, consulting with faculty on assignment design, information literacy instruction and assessment, and collection development for print, audio-visual and online resources. Provide research assistance to students and faculty, utilizing a variety of print and online resources, including aggregated and specialized database systems, e-book and e-journal collections, and the World Wide Web. Conduct faculty development programs as requested. Maintain pages on Library website and serve as content editor of the [Information Literacy Project@PhilaU](http://InformationLiteracyProject@PhilaU) website.

**Library Assistant, W. W. Hagerty Library, Drexel University, Philadelphia, PA 19104**

**1997 - 1999**

#### *Graduate Assistantship*

Assisted Information Service librarians to create documentation for instruction program, provided support for hands-on instruction sessions in electronic classroom, maintained statistics for instruction program. Updated and constructed both print and HTML versions of resource guides. Provided students, faculty, and general public point-of-use assistance at Reference Hub, utilizing both print and electronic resources.

**Circulation Head, Free Library of Springfield Township, Wyndmoor, PA 19038**

**1994 - 1997**

Executed all circulation functions: checked out and slipped materials, maintained reserve lists and on-order file, issued library cards, collected overdue/lost material fines. Maintained circulation statistics. Directly supervised five part-time circulation personnel and four library pages; oversaw and coordinated approximately twenty-five volunteers. Trained all new circulation personnel, volunteers and substitutes, oversaw training of library pages. Managed stacks of approximately 55,000 volumes. Provided basic reference assistance, including print tools, CD-ROM, and children's resources. Administered periodical subscriptions (EBSCO) and IRS BPOL program.

**Lower School Library Assistant, William Penn Charter School, Philadelphia, PA 19144**

**1993 - 1994**

Executed all circulation duties, maintained statistics and reserve lists. Shelled, shelf read, filed shelf list and catalog cards. Generated overdue notices and bills, collected lost material fines. Assisted professional librarians with class instruction. Processed new acquisitions, supervised parent volunteers.

## TEACHING

### **Adjunct Faculty, Drexel University College of Information Science & Technology, Philadelphia PA 19104**

Teach graduate level course in the Library and Information Science program: INFO510, "Information Resources and Services I." Concentration on the structure, composition and effective use of online bibliographic and fulltext information retrieval systems, with emphasis on native mode searching in the DIALOG and Lexis/Nexis systems. Application of these and other information retrieval systems in serving the information needs of targeted user groups. Also covered are e-journal and e-book collections, internet resources, search techniques, and evaluation of information retrieved.

### **Adjunct Faculty, Drexel University Goodwin College of Professional Studies, Philadelphia PA 19104**

Teach undergraduate course in the Information Systems curriculum: ISYS 105, "Information Evaluation, Organization and Use." Introductory course covering resources available via various information systems, with emphasis on the users of these systems, exploring issues surrounding their information-seeking behaviors, communication, and information processing capabilities. Explore content, structure, and organization of print and non-print resources.

## UNIVERSITY SERVICE

<b>TLTR</b> (Teaching Learning Technology Roundtable)	<b>2000 - 2003</b>
<b>Undergraduate Education Committee</b> : Information Literacy Subcommittee	<b>2000 - present</b>
<b>Middle States Self Study Team</b> : Assessment of Student Learning	<b>2004 - 2006</b>
<b>First Year Advisory Group</b> : Assessment Subcommittee	<b>2004 - 2006</b>

### ***Sample Faculty Development Programs***

- "Information Literacy and Our Students"
- "Backwards Design: Developing Pilot Classes for a University-Wide IL Program"
- "Information Literacy for Second Year Students"
- "Information Literacy and Assignment Design: TLTR Adjunct Faculty Boot Camp"
- "Understanding Search Engines"
- "The Deep Web"

## PUBLICATIONS

Shane, J., Bell, S. J. (Oct. 2003). Stop sending those cards: Enhancing faculty-librarian collaboration using e-selection strategies. *College & Research Libraries News* 64, 606-609.

Shane, J. (2004). Formal and informal structures for collaboration on a campus wide information literacy program. *Resource Sharing & Information Networks* 17, 85-110. Published simultaneously in *Libraries Within Their Institutions: Creative Collaborations* (2005).

## **PRESENTATIONS**

"Stop Sending Those Cards: Equipping Faculty with E-Selection Tools for Collaborative Collection Management"  
Co-Presented with Steven Bell, at the Pennsylvania Library Association Annual Conference, Hershey, PA,  
November 11, 2002

"Leveraging Your Information Literacy Initiative: A Collaborative Model for Technology Integration, Faculty Development, and Curricular Change" Co-Presented with Dr. John Eliason and Dr. Tom Schrand, at the Association of American Colleges & Universities' Technology, Learning and Intellectual Development Conference. Cambridge, MA, October 31 - November 1, 2003

"(Too) Great Expectations? Writing and Information Literacy Outcomes for First-Year College Students"  
Co-Presented with Dr. John Eliason, College Prep Roundtable Meeting, Philadelphia University, Philadelphia, PA,  
March 15, 2004

"Integrative Information Literacy Instruction via Blackboard" Co-Presented with Prof. Brad Thompson, at the 2005 Faculty of the Future Conference, Bucks County Community College, Newtown, PA, June 3, 2005

"Using Assessment Data to Strengthen Links Between Information Literacy and Writing in First Year History and Composition Courses" Co-Presented with Dr. Julie Kimmel and Dr. John Eliason, at the National Council of Teachers of English: Conference on College Composition and Communication. Chicago, IL, March 22-25, 2006

"How to Collaborate on an Information Literacy Initiative: Learning from One University's Experience"  
Panel presentation with Dr. John Eliason, Prof. Hellene Bankowski, and Steven Bell, at the  
Wilmington College Faculty Development Day, New Castle, DE, March 25, 2006

"BlackBoard Library Module" Co-Presented with James Bradley, at the Wilmington College Faculty Development Day, New Castle, DE, March 25, 2006

## **PROFESSIONAL MEMBERSHIPS**

- American Library Association (ALA)
- Association of College & Research Libraries (ACRL)
- ACRL Delaware Valley Chapter (ACRL-DVC)
- Beta Phi Mu, Sigma Chapter
  - Director of Programming 2007-2010
- TCLC (Tri-State College Library Cooperative) Personal Member
  - Representative: Continuing Education Council 2005-2007

## **AWARDS & HONORS**

- 1986 Alfred University Fred H. Gertz Award for Excellence in Writing
- 1987 Alfred University Lelia E. Tupper Literary Award For Analysis & Criticism of Literature
- 2000 inductee: Beta Phi Mu, International Library and Information Studies Honor Society
- 2001 ACRL Institute for Information Literacy - Participant & Scholarship Recipient: Information Literacy Immersion Program
- 2005 TCLC Continuing Education and Development Council Scholarship Recipient: Sister Mary Dennis Lynch Memorial Scholarship