

Master of Library Science Final Exam Portfolio
Professional Development Plan

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Introduction

Though I did not always know I would want to be a professional librarian, my previous employment appeared to be pointing in that direction, especially in the Archives and Special Collections field. My first job was a position in the historian's office with the National Park Service (NPS) at [REDACTED]. There, I assisted the park's historian with archiving historical documents, collecting oral history reports, documenting historic sites, and giving interpretive talks. I was fortunate that I worked with the NPS twice more before budget cutbacks started. Much later, I worked at [REDACTED] Geological Museum where I was tasked with inventorying the collection and archives. Though I had other jobs in between, those four were the most enjoyable and where I felt like I belonged.

When I was admitted into the MLIS program at Texas Woman's University, it was the first time in a long time that I truly felt I could succeed in my professional goals. When I was a kid, I dreamed of going to college and getting my PhD. As high school graduation drew closer, I was more determined in my goals. Unfortunately, just a few years into undergraduate study, I had to interrupt my education. I hoped to return, but after years of not being able to continue my education, I lost confidence in my own abilities. Combined with the loss of employment opportunities, I also lost my confidence in ever having a professional career.

Fortunately, a professional librarian friend believed in me and it is their support and encouragement that helped me become confident enough to return to school. By the time I had completed my second undergraduate degree, I had the confidence to believe that I could get my MLIS and become a professional librarian. Now I am on the cusp of graduating with my MLIS and I am excited for what comes after.

My five-year plan requires moving to new cities to complete my education goals. This will be a barrier to my initial post-MLIS employment options, especially for positions that are longer than two years duration. However, my professional goals make completing my education a priority, stemming from my previous experience with an interrupted education. I do not want to set aside my educational aspirations, missing the opportunities I have right now. I am fortunate to be in a position where I can focus on my education and I intend to make the most of it during the five years after I finish my MLIS.

The work products I am submitting will demonstrate the following:

1. How they relate to competencies I have acquired during my time at TWU.
2. How they relate to the competencies outlined in “Guidelines: Competencies for Special Collections Professionals” (ACRL 2017) and “Role Delineation Statement for Professional Archivists” (ACA 2016).
3. How they relate to my future goals as a professional in Archives and Special Collections.

Professional Goals

My overall professional goals are to become a Certified Archivist and eventually become an instructor at the college level. As stated in my introduction, my professional goals for the first five years post-MLIS will focus on my continuing education. I have six goals I have set to accomplish in the five years post-graduation that will lead to this outcome and my goals demonstrate “certification and/or licensure requirements of specialized areas of the profession” in the ALA’s *Core Competencies for Librarianship* (2009, 1K). [Appendix Four](#) documents my goal-attainment schedule.

My first goal is to complete a Graduate Academic Certificate in Archives Management from University of North Texas in Denton, Texas. Upon completion of this program, I will have the educational background required to sit for the Academy of Certified Archivist's (ACA) Archival Certification Exam, which is my second goal. Completion of this goal will be critical to begin my career as a Certified Archivist.

My third goal is to continue my education in Archives and Special Collections. I will accomplish this by taking continuing education courses offered by the American Library Association (ALA) and completing certificate programs from the Society of American Archivists (SAA). The Arrangement & Description (A&D) Certificate and the Digital Archives Specialist (DAS) Certificate courses are two that are especially useful for my continued professional development.

My fourth goal is to gain work experience in Archives and Special Collections. I will do this by continuing my volunteer work in the [Genealogy] Department at the [REDACTED] Library as time and location permits. The [Genealogy] Department is where I worked during my Practicum and I would like to continue contributing to its mission by volunteering my skills. Pending an anticipated grant funding approval, a temporary part-time position will be available in early 2019 to relocate the Theatre Archives into proper archival housing. This addition to my work experience is a vital step towards my long-term career goals.

My fifth goal is to earn a PhD from University of Texas-Austin's School of Information. While I will not complete the PhD by five years post-MLIS, I will have completed the coursework and moved on to the examination and dissertation stages. Completing my PhD will enable me to be eligible for acquiring experience as a lecturer in LIS, which flows into my

extended career plan teaching courses in Archival Management full-time at the college level by 15-20 years post-MLIS.

My sixth goal is to actively maintain connections to the greater LIS world as a professional. I cannot rely on continuing education courses or work experience alone to keep up with innovations within the LIS field. To accomplish this, I will regularly attend annual conferences and meetings of the professional organizations where I hold membership.

The Texas Library Association (TLA) and Society of American Archivists (SAA) are both holding their 2019 conferences in Austin, Texas and the ALA will hold its Midwinter Meeting in San Antonio, Texas in January 2022. I plan to attend the 2020 and 2022 SAA conferences in to-be-determined locations, the 2021 ALA Annual Conference in Chicago, Illinois and the 2023 Association of College and Research Libraries conference in Pittsburgh, Pennsylvania. I will attend the TLA District 5 Fall Conference in 2019 and 2020; and the TLA District 3 Fall Conference in 2021, 2022, and 2023. All of these experiences will be valuable for connecting to and networking with colleagues.

I will also keep up with the journal literature in my field and related fields. I regularly read *Library Journal* online and will continue. I am a current member of the Association of College & Research Libraries (ACRL) and regularly read *College & Research Libraries News*, the monthly publication of record for ACRL. I also will continue to read other ACRL publications: *College & Research Libraries*, ACRL's scholarly journal and *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage*. As a member of SAA, I will be continuing to read *Archival Outlook* and *The American Archivist*. I am a member of the Libraries & Information Technology Association (LITA) division of the ALA and will continue my membership, as well as continuing to read *ITAL: Information Technology and Libraries*, LITA's

publication. I also follow the ALA division, Association for Library Collections and Technical Services (ALCTS), as it is a valuable resource to help me stay connected in the LIS field.

Networking and Professional Organization Involvement

Membership in professional organizations is critical to a successful career as a librarian, more so in specialty areas such as Archives and Special Collections. I enrolled as a student member with the American Library Association (ALA) and Texas Library Association (TLA) as soon as I was accepted into Texas Woman's University (TWU) School of Library and Information Studies MLIS program. I maintained my student memberships through my studies at TWU and will transition to full professional membership in both organizations upon my graduation with my MLIS. I am a current student member of the Society of American Archivists (SAA) and will also transition to full professional member upon graduation.

Within ALA, I have and will continue to be involved with the Association of College & Research Libraries (ACRL), the Library and Information Technology Association (LITA), and the Association for Library Collections and Technical Services (ALCTS). Additionally, I have maintained professional membership with the American Psychological Association (APA). My second undergraduate degree was in Psychology and I like to keep up-to-date with research and other news related to the field.

Continuing Education

Throughout my time in the MLIS program, I have been dedicated to enhancing my education by attending Continuing Education events when able. I keep apprised of CE opportunities by regularly visiting ALA-affiliated eLearning resources. [Appendix Five](#) contains

tables of the CE sources I regularly utilize and the CE opportunities I have worked on during my time at TWU. This demonstrates my ongoing fulfillment of the following competencies:

III.B.4. Develops and maintains knowledge of current and evolving standards, guidelines, rules, best practices, tools, and trends regarding processing and describing special collections materials in all formats. (ACRL 2017)

Task 1 Maintain professional awareness of current issues in the field of archival history, theory, and practice by reading professional literature, attending conferences, and participating in continuing education and professional exchanges. (ACA 2016, Domain 7 Task 1)

9. Develops specialized competencies in particular areas of practice (e.g., collection development, description and access, teaching and learning, information technologies and data management, etc.), but remains flexible and open to acquiring new skills and subject knowledge as needed; is committed to lifelong learning as applied to professional development in a special collections environment. (ALA 2009, Fundamental Competencies)

However, I understand I am just entering the world as a professional librarian and still am lacking in areas. The administrative and management side of libraries is still my weakest area. Although I have never considered myself management material, becoming more skilled in that area will be critical if I am to succeed in my professional goals. I may find myself the manager of a library's special collections department or have management-related duties and so will need to improve my skills in those areas with additional CE. I have demonstrated strong knowledge in

the area of management ethics, as discovered in my Library Management-LS5383 course, but I have very little practical experience.

I am fortunate to have had previous employment in an NPS historian's office, NPS visitor centers, and in a university museum. There I learned several skills I will need as a Certified Archivist and/or librarian in Special Collections. Many of the skills still apply, such as how to store documents using archival standards, the many archival multimedia formats, item description, the importance of provenance, etcetera.

However, the last of that employment occurred fifteen years ago and much of the information I learned is now out-of-date. Media and data formats have changed, along with new paradigms of information discovery. While I have kept up with media and data formats in the past fifteen years, I had not kept up with how those changing formats affect archival standards until beginning the MLIS program. Since then, I have used CE resources to improve my knowledge and skills on changing standards. Thanks to my experience in the [Genealogy] Department for my Practicum, I have the opportunity to cement that knowledge into practical skills.

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Appendix Four
Professional Goals Schedule of Actions

Goal	2019	2020	2021	2022	2023
Graduate certificate in Archives Management at University of North Texas	Enroll in UT-A certificate program	Graduate with Certificate in Archives Management			
Earn ACA Archival Certification		Sit for ACA certification exam	Sit for ACA certification exam if unsuccessful in 2020		
CE in Archives & Special Collections	Attend CE sessions at TLA Annual Conference	Take Arrangement & Description Certificate course from SAA Attend CE sessions at TLA Annual Conference	Take Digital Archives Specialist Certificate course from SAA Attend CE sessions at TLA Annual Conference	Attend CE sessions at TLA Annual Conference Register for online courses offered by SAA	Attend CE sessions at TLA Annual Conference
Gain work experience in Archives & Special Collections	Volunteer & P/T work at Genealogy Department		Volunteer at Genealogy Department Seek F/T or P/T employment	Volunteer at Genealogy Department	Volunteer at Genealogy Department
PhD from University of Texas-Austin's iSchool.			Enroll in PhD program	Continue PhD coursework	PhD coursework completed by end of year
Connect to greater LIS world	TLA Annual Conference - Austin SAA Annual Conference - Austin TLA District 5 Fall	TLA Annual Conference - Houston SAA Annual Conference - Chicago TLA District 5 Fall	ALA Annual Conference - Chicago TLA Annual Conference - San Antonio TLA District 3 Fall	ALA Midwinter Meeting - San Antonio TLA Annual Conference - Fort Worth	ACRL Annual Conference - Pittsburgh TLA Annual Conference - Austin

	Conference - Dallas	Conference - Dallas	Conference - Austin	SAA Annual Conference TLA District 3 Fall Conference - Austin	TLA District 3 Fall Conference - Austin
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2019

Spring 2019 - Begin part-time temporary employment at [Genealogy] Department working to move Theatre Archives into new archival housing, pending grant funding approval.

April 15, 2019 - Attend Texas Library Association's Annual Conference in Austin, Texas.

July 29, 2019 - Attend annual meeting and conference of the Academy of Certified Archivists & Society of American Archivists in Austin, Texas.

Summer 2019 - Enroll in University of North Texas's Graduate Academic Certificate in Archival Management.

Fall 2019 - Attend Texas Library Association District 5 Fall Conference in Dallas, Texas

2020

Seek part-time employment, continue to volunteer in [Genealogy] Department pending, accessibility.

Summer 2020 - Attend annual meeting and conference of the Academy of Certified Archivists & Society of American Archivists in Chicago, Illinois.

Summer 2020 - Take the Academy of Certified Archivists Archival Certification Exam in Chicago, Illinois.

Pending successful certification, seek full-time or part-time employment to gain work experience in Special Collections and/or Archives.

Fall 2020 - Take the Arrangement & Description (A&D) Certificate course from the Society of American Archivists.

Fall 2020 - Attend Texas Library Association District 5 Fall Conference in Dallas, Texas.

2021

Spring 2021 - Enroll in University of Texas-Austin's School of Information PhD program.

Summer 2021 - Take the Academy of Certified Archivists Archival Certification Exam if unsuccessful in 2020.

June 24, 2021 - Attend the ALA Annual Conference in Chicago, Illinois.

Fall 2021 - Take the Digital Archives Specialist (DAS) Certificate course from the Society of American Archivists.

Fall 2021 - Attend Texas Library Association District 3 Fall Conference in Austin, Texas.

2022

January 21, 2022 - Attend the ALA Midwinter Meeting in San Antonio, Texas.

Summer 2022 - Attend annual meeting and conference of the Academy of Certified Archivists & Society of American Archivists, pending location.

Fall 2022 - Attend Texas Library Association District 3 Fall Conference in Austin, Texas.

2023

March 15, 2023 - Attend ACRL 2023 conference in Pittsburgh, Pennsylvania.

Fall 2023 - Attend Texas Library Association District 3 Fall Conference in Austin, Texas.

Winter 2023 - Complete PhD program coursework at UT-Austin, move into examination & dissertation stages.

Appendix Five

Continuing Education Tables

The below tables contain my CE sources as well as the CE opportunities I have attended during my study in the TWU MLIS program.

Continuing Education Sources	
Academy of Certified Archivists: Certification	https://www.certifiedarchivists.org/get-certified/
American Library Association: eLearning	http://www.ala.org/educationcareers/elearning
Association for Library Collections and Technical Services: Online Learning	http://www.ala.org/alcts/confevents
Association of College and Research Libraries: eLearning	http://www.ala.org/acrl/onlinelearning
Library and Information Technology Association: Online Learning	http://www.ala.org/lita/learning/online
Society of American Archivists: Certificate Programs	https://www2.archivists.org/prof-education/certificate-programs
Society of American Archivists: Continuing Education	https://www2.archivists.org/prof-education/continuing-education
Texas Library Association: Continuing Education Corner	http://www.txla.org/CE
University of North Texas: Non-Degree Certificate Programs	https://informationscience.unt.edu/non-degree-certificate-programs

Continuing Education Activities			
03/15/2017	Library of Congress Classification (LCC)	Association for Library Collections & Technical Services	Webinar
04/19/2017	How to Negotiate Your Worth	Texas Library Association	Conference Seminar
04/19/2017	Using US Government Documents of Genealogical Research	Texas Library Association	Conference Seminar
04/19/2017	Aggregating Texas Digital Collections for the Digital Public Library of America	Texas Library Association	Conference Seminar
04/19/2017	BiblioTech Ride & Read	Texas Library Association	Presentation
04/20/2017	Open Source or Open Headache?	Texas Library Association	Conference Seminar

04/20/2017	There is No Fairy Job Mother: Practical Tips on Getting the Job and Advancing Your Career	Texas Library Association	Conference Seminar
04/21/2017	How Libraries Impacted the Life and Writing of Ray Bradbury	Texas Library Association	Conference Seminar
04/21/2017	Unshelved (R): Too Much Information	Texas Library Association	Conference Seminar
04/21/2017	Not Your Mom's Raspberry Pi	Texas Library Association	Conference Seminar
04/21/2017	The ACRL Framework Sandbox for Humanities, Social Sciences & STEM Librarians	Texas Library Association	Conference Seminar
06/17/2017	Preservation Week: Caring for Your Textiles	Association for Library Collections & Technical Services	Webinar
06/17/2017	Preservation Week: Care & Handling of Heritage Textile Collections	Association for Library Collections & Technical Services	Webinar
11/02/2017	Introduction LC Subject Headings	Association for Library Collections & Technical Services	Webinar
11/02/2017	Intermediate LC Subject Headings	Association for Library Collections & Technical Services	Webinar
11/03/2017	Cataloging, Gender, and RDA Rule 9.7	Association for Library Collections & Technical Services	Webinar
11/06/2017-12/18/2017	Building a Successful Independent Consulting Practice	American Library Association	Online course
12/09/2017	ALCTS Exchange Presentation, "Found You! Identifying and Accessing Hidden Collections"	Association for Library Collections & Technical Services	Webinar
12/22/2017	Future of Technical Services	Association for Library Collections & Technical Services	Webinar
01/19/2018	Rare Materials and RDA: Exploring the Issues	Association for Library Collections & Technical Services	Webinar
01/24/2018	History of Intellectual Freedom and Censorship	American Library Association	Webinar

01/24/2018	Intellectual Freedom for All: Safeguard Against Censorship of GLBT Books	American Library Association	Webinar
01/24/2018	Developing and Supporting your LGBTQ Collection	American Library Association	Webinar
02/20/2018	Archival Materials: Using RDA with DACS	Association for Library Collections & Technical Services	Webinar
02/20/2018	Care and Handling of Books and Scrapbooks	Association for Library Collections & Technical Services	Webinar
02/20/2018	More Product, Less Process: Why It Matters to Archivists, Librarians, and Researchers	Association for Library Collections & Technical Services	Webinar
03/12/2018	Advances in Electronic Resources Management	Association for Library Collections & Technical Services	Webinar
03/12/2018	Transitioning from Cataloging to Creating Metadata	Association for Library Collections & Technical Services	Webinar
04/30/2018	Doing Oral History	Association for Library Collections & Technical Services	Webinar
04/30/2018	From Cassette to Cloud: Reformatting Audiotape	Association for Library Collections & Technical Services	Webinar
05/07/2018	The Role of Long-Term Storage in Digital Curation	Association for Library Collections & Technical Services	Webinar
05/26/2018	Preservation Week: Preserving Family Recipes	Association for Library Collections & Technical Services	Webinar
05/26/2018	Preservation Week: Densho Digital Repository - Preserving Community Memory	Association for Library Collections & Technical Services	Webinar
07/31/2018	Using Primary and Secondary Sources	US National Archives	Webinar
07/31/2018	NHD Webinar: Unusual Primary Sources for NHD Projects	US National Archives	Webinar
09/10/2018	Cutter Numbers and Shelflisting for LC Classification Recording	Association for Library Collections & Technical Services	Webinar