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Manager, Library Operations

Jane E. Duncan

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Jane E. Duncan

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EDUCATION

University of South Florida, Tampa Florida
B.A., Anthropology
M.A., Library and Information Science

May 1992
December 2006

LIBRARY EXPERIENCE

University of South Florida Library
Digital Scholarship Services (DSS)
Operations Manager

December 2015-Present

- Responsible for overseeing the Digital Collections workflow, including digital projects management and quality control.
- Supervise DSS full-time staff and volunteers according to established policies and procedures, including training in workflow, quality control and project management specifications.
- Develops goals and objectives for DSS Systems Administrator to ensure that hardware and software are performing optimally.
- Serves as liaison to statewide committees and/or system user groups related to digital collections policies, practices, projects, and software.

University of South Florida Library
Special and Digital Collections/Digital Initiatives
Media Resources Specialist

July 2008 –December 2015

- Coordinate and arrange video pre-production, production and post-production for the USF Libraries' Oral History Program.
- Management of the HGSC Holocaust Survivor Oral History Project (46 interviews) including initial planning and communication, scheduling interviews, progress reporting through Basecamp, to final deliverables.
- Assist in digital reformatting, including editing, OCR, quality control, file management, repository upload, and metadata entry for documents, serials and images.
- Hire, train and supervise 5 graduate and 2 undergraduate students on the oral history team, guiding and monitoring them throughout multiple project workflows.
- Assist in partnering with faculty and graduate students to design and produce online digital collections.
- Research and recommend best practices in audio and video archiving.

University of South Florida Library
Access and Media Resources
Senior Audio Visual Specialist

September 2005-July 2008

- Coordinated and executed plans for Library event and on location video recording.
- Administered library teleconferences: handling registration, communication, setup and recording.
- Coordinated Media Resources public service desk: operating the library management system for charge and discharge of media and library materials, assisting in coordinating classroom, library and media reserves, supervising student assistants in media collection organization, circulation, and lab and equipment reserves.
- Supervised 1 full-time staff person.

- Managed the Florida Public Health Oral History Project (61 interviews) from video production design, planning and implementation through project tracking and communication to final deliverables.
- Managed and maintained an 80-seat multimedia learning lab housing analog and digital equipment for individual and group use.
- Coordinated multimedia classroom and language system installation, reservation, and use.
- Provided basic library reference and advanced media collection reference, instructing patrons in the use of the online catalog and varied media collection.
- Provided assistance at the media circulation desk, including charge and discharge of materials, creation and modification of patron and bibliographic records, and collection of fines.

PRESENTATIONS AND PUBLICATIONS

2013	Tampa Library Digital Collections Omeka online exhibit	“A Story of Survival: Erika Mannheimer Oppenheimer” http://exhibits.lib.usf.edu/exhibits/show/oppenheimer/bios/erika
2012	Tampa Library Digital Collections Omeka online exhibit	“Portraying Courage: Holocaust Survivors in Voice & Image” http://exhibits.lib.usf.edu/exhibits/show/portraying-courage
2010	Florida Holocaust Museum Art and Autobiography exhibit video	“My Booba’s Garden: Holocaust Survivor Portraits by Nava Mentkow” https://www.youtube.com/watch?v=4IgzPnbypY0
2007	Florida Library Association	“A Tale of Oral Histories” (co-presenter)
2004-2007	Tampa Bay Library Consortium	“Media Repair” Very Important Paraprofessionals Annual Library Conference

SERVICE ACTIVITIES

2019	USF Library In-Service Committee
2012-2019	USF Foundation University-Wide Scholarship Committee
2009-2010	Staff Representative for the University of South Florida Faculty and Staff Campaign
2007-2009	Chair, USF Tampa Library Staff Committee

AWARDS AND HONORS

1993	University of South Florida Outstanding Staff Award
2006	Beta Phi Mu International Library and Information Studies Honor Society
2015	University of South Florida Staff Senate Quiet Quality Award

CONTINUING EDUCATION

2018	“Project Management for Leaders”	USF Office of Corporate Training
2015	“Setting Goals and Maintaining IT Success”	Florida Library Webinar On Demand
2013	“Caring for Digital Materials”	Heritage Preservation – Connecting to Collections
2013	“Final Cut X” 13 training webinars	Edit Smarter with Larry Jordan
2011	“The Supervisory Handbook: A 5-Part Series”	Tampa Bay Library Consortium online workshop