

TARA WEEKES



SUMMARY

- Dedicated library professional with proven interpersonal, analytical, organizational, and leadership skills
- 15+ years academic librarianship experience with 9+ years library management experience
- Skilled in strategic planning and assessment, professional and public relations, and information and digital literacy instruction and assistance

EDUCATION

Master of Library and Information Science August 2017
Valdosta State University

- GPA: 4.00
- optional track in Library Management
- concentration in Library Technologies

Master of Science in Human Resources August 2010
Western Carolina University

- GPA: 4.00
- concentration in Training and Development
- concentration in Employee Relations

Bachelor of Science in Psychology May 2008
Western Carolina University

- GPA: 3.84
- Honors College graduate
- Sociology minor

EXPERIENCE

Library Manager March 2012 – Present
Clemson University: Education Media Center & Digital Media Learning Lab

- Manage the development and daily operations of a subject branch library and educational technology lab in support of and collaboration with the University Libraries, the College of Education, and other campus and local organizations
- Continuously assess, plan, and implement improved policies, procedures, spaces, collections, services, programming, and professional and public relations
- Negotiate, generate, and manage employee, facility, operational, and collection budgets
- Construct and implement communication and marketing plans; including the creation and continuous evaluation of the branch library's brand, website, and social media presence as well as developing outreach and instructional digital and print materials and events
- Hire, train, schedule, supervise, evaluate, and mentor full-time and student employees as well as occasional interns; including creation and maintenance of internal website with policies, procedures, calendars, and communications
- Provide in-person and virtual information and digital literacy instruction to support curricular, research, and general needs of individuals, groups, and classes

EXPERIENCE (CONTINUED)

Human Resources Generalist January 2012 – March 2012
Randstad Staffing: Morgan Corp.

- Coordinated all employee communications; included implementation of digital communications
- Managed company-funded health insurance plan and associated business relationships
- Monitored employee attendance and maintained and communicated employee leave balances

Employee Processing Coordinator/Compliance Officer May 2011 – December 2011
Western Carolina University: Human Resources

- Ensured employee record compliance with I-9, official transcripts, and employment eligibility documentation
- Provided preliminary employee orientation on benefits, retirement options, timesheets, and payroll cycles
- Coordinated the processing of personnel actions for approximately 2000 employees

Circulation Assistant Supervisor/Assistant to Business Officer August 2008 – April 2011
Western Carolina University: Hunter Library

- Assisted with library recruitment, screening, interviewing, hiring, and orientation
- Trained, supervised, and evaluated approximately 25 student employees; included co-creation and continuous assessment of student employee orientation and training program
- Managed electronic course reserves and circulation desk; included assisting patrons with identification and location of resources, processing financial transactions, and resolving grievances

Circulation Student Assistant August 2004 – August 2008
Western Carolina University: Hunter Library

- Maintained circulation of books and other library materials and assisted patrons with locating materials
- Trained other student employees and at times solely supervised circulation desk

INTERNSHIPS

Human Resources/Learning Resources Intern January 2010 – April 2010
Mission Hospitals

- Assisted with instruction of training classes and the development of Leadership Academy workshops
- Participated in employee relations, public relations, and professional development planning
- Updated employee records, orientation handbook, and employee discount program business relationships
- Completed classes in leadership, employee management, team building, diversity, and presentation skills

Discharge Planning & Palliative Care Intern January 2008 – April 2008
Harris Regional Hospital

- Created, conducted, analyzed, and presented a discharge planning service satisfaction survey
- Provided patients and families with grief counseling and arrangement of discharge needs

TECHNOLOGY SKILLS

- Well experienced with PC and Mac hardware and software
- Proficient with all Microsoft Office software and some Adobe Creative Cloud software
- Experienced with virtual and augmented reality, 3D printing, and other P-20 STEAM technologies
- Skilled with mobile device management using Apple JAMF and Configurator
- Ability to create and edit websites using WordPress, LibGuides, Google Sites, and some HTML coding

PROFESSIONAL AFFILIATIONS

- American Library Association
- Association of College and Research Libraries
- South Carolina Library Association

SERVICE

- PASCAL Shared Library Services Platform Discovery, Reference, and User Experience Working Group
- Clemson University Trainers Team
- Clemson University Grad360 Digital Literacy Planning Retreat
- Clemson University Libraries Diversity Strategic Plan Working Group (co-chair)
- Clemson University Libraries Inaugural Organizational Development Committee (chair)
- Clemson University Libraries R1 Spaces Task Force
- Clemson University Libraries COVID-19 Facilities and Signage Taskforce
- Clemson University Libraries Public Services Council
- Clemson University Libraries Website Redesign Taskforce
- Clemson University Libraries Website Content Management Team
- Clemson University Libraries Shared Library Services Platform Implementation Team
- Clemson University Libraries Courier Task Force
- Clemson University Eugene T. Moore School of Education College Transition Planning Team
- Clemson University College of Education Community and Diversity Committee (co-chair)
- Clemson University College of Education Inaugural Staff Committee
- Clemson University College of HEHD Technology, Learning Resources, and Public Relations Committee
- Western Carolina University Inaugural Council on Diversity and Inclusion
- Western Carolina University Hunter Library Employee Activities Committee

SCHOLARSHIP

- Redd, R., Sims, A., & Weekes, T. (In Press). Framework for change: Creating a diversity strategic plan within an academic library. In C. Lee & B. Lym (Eds.), *Implementing excellence in diversity, equity, and inclusion: A handbook for academic libraries* (TBD). Association of College and Research Libraries.
- Croom, N., & Weekes, T. (2021, April 8). *Interrogating racial violence: Implications for critical- and equity-minded research* [virtual presentation and discussion facilitation]. Researchers, Educators, and Leaders (REAL) Lunch, Clemson, SC. <https://www.clemson.edu/education/research/real-highlights.html>
- Weekes, T. (2021, March 30). *Library support for inclusive excellence* [virtual presentation]. Evening of Inclusive Excellence for P-12 Teaching and Leading, Clemson, SC. <https://www.clemson.edu/education/about/inclusive-excellence.html>
- Redd, R., Sims, A., & Weekes, T. (2020). Framework for change: Creating a diversity strategic plan within an academic library. *Journal of Library Administration*, 60(3), 263-281. <https://doi.org/10.1080/01930826.2019.1698920>
- Redd, R., Sims, A., & Weekes, T. (2019, April). *Framework for change: Creating a library diversity plan using 6 objectives for action*. iPoster at the ACRL Conference, Cleveland, OH.
- Klar, L., Rock, E., Sims, A., & Weekes, T. (2018, November). *Clemson University Libraries diversity plan*. Presented at the SCLA/SELA Conference, Greenville, SC.
- Klar, L., Redd, R., Rock, E., Sims, A., & Weekes, T. (2018, May). *Clemson University Libraries diversity plan*. Presented at the SC LIBRIS Conference, Florence, SC.
- Weekes, T. (2017). *Survey of staffing in Southeastern embedded curriculum materials centers: A pilot study*. Manuscript for MLIS capstone course.
- Weekes, T. (2015). *Library services for digital content creators*. Manuscript for MLIS foundations course.
- Chapman, C., Owens, F., Thomas, C., & Weekes, T. (2014, May). *Changing our stripes: The changing circulation trends in Clemson's academic environment*. Presented at the SC LIBRIS Conference, Clemson, SC.
- Weekes, T. (2014, May). *Virtual tour of Clemson University's Tillman Media Center*. Presented at the SC LIBRIS Conference, Clemson, SC.
- Weekes, T. (2013, May). *Learnin' the library: Student employee training tips*. Presented at the SC LIBRIS Conference, Sumter, SC.

ACKNOWLEDGEMENTS

“Tara works hard and is an extremely productive and effective manager of the EMC. Over the years she has gained the respect of the faculty, staff, and students in the College of Education and they seek her out to participate in their workgroups and committees. In this unique year of COVID-19, work from home, and reopening plans constantly changing, many library employees worked extremely hard to keep library services operating. I am nominating Tara because while her leadership of the EMC is great during a “normal” year; this year it was extraordinary!”

- 2020 Clemson University Libraries Employee of the Year Nomination

“During the past year, I have witnessed her leadership in multiple projects and groups and have been consistently impressed by her different initiatives at once. She wrote a successful proposal for the renovation of the Education Media Center, which was funded by the Provost's Office. This renovation created a much better environment for study and collaboration for students using the space and also resulted in a refreshed, more efficient work space...They have always gone to great lengths to make the space at the EMC welcoming and accessible, but the renovated space has increased usability exponentially by library patrons. Tara has also been involved in two groups that are doing very important and crucial work within the Libraries. First, she has stepped up to the plate and is a co-chair of the Library Diversity Plan Working Group. Her leadership in this group shines as they work to meet deadlines and craft a plan that not only meets the needs of the Libraries but fits within the larger university framework for each college and division to create a diversity plan. Tara is also part of the team working on the Libraries' migration from Millennium to Alma. She is part of a larger PASCAL working group that is focused on customizing the discovery layer and then training everyone in PASCAL on how it works. I love working with Tara because she's a wonderful communicator, knows how to prioritize, and can get the job done. She is truly an asset to Clemson Libraries, and we are fortunate to have her!”

- 2019 Clemson University Libraries Employee of the Year Nomination

“Instruction and outreach was an important portion of Tara's year. She offered several recommendations to improve the Center's web presence. She also communicated effectively across several platforms to promote library resources as well as tying available resources into other College activities...Ms. Weekes created two instructional objects to better assist our patrons. For those patrons visiting in person, she created a more visually appealing menu of available technology. For patrons across various school systems, she created a print resource to address their needs. In each case, Tara collaborated with other Libraries' employees to adapt similar existing objects as well as ensure continuity across all publications/media. Her collaborators uniformly praised Tara's willingness to partner and her openness to sharing her work as well as listening to and valuing their input.”

- 2018 Clemson University Libraries Evaluation

“Going beyond this level, exceptional service was made available by Ms. Weekes as she became a resource for students needing assistance with interactive whiteboard technology. Taking two dormant devices and making them instruction-capable as well as collaborating with a faculty member to offer access to his students was part of Tara's year. In addition, she was involved in brining outside practitioners to the EMC to demonstrate advanced 3D modeling and construction in support of Anderson/Oconee/Pickens STEM education. As well as brining advanced practitioners together, these events served to expose our current students to best practices in the field.”

- 2017 Clemson University Libraries Evaluation

“She was successful in funding a much needed printer by reallocation of existing funds. This act has significantly increased patron traffic to the point of our needing to increase service hours. The Tillman Media Center now supports select operations of the Digital Media and Learning Labs, College of Education fees are now directly routed through Marketplace, and children's materials are being relocated in Millennium to support wider access.”

- 2016 Clemson University Libraries Evaluation

“She exhibits a positive and results oriented manner that is a pleasure with which to collaborate. She continually receives praises from faculty, superiors, and students alike. I was especially pleased to see her adapt to achieving another fulltime employee and to adopt policies and procedures to rapidly expand our service offerings.”

- 2015 Clemson University Libraries Evaluation

ACKNOWLEDGEMENTS (CONTINUED)

“Tara continues to exceed expectations in her position in the Tillman Media Center and with the Libraries as a whole. Her performance throughout the rating period is exceptional. We benefit from the highly visible service point she manages. We further benefit from her relations with the School of Education where she very ably represents the Libraries’ interests on a daily basis.”
- 2014 Clemson University Libraries Evaluation

“Tara has far exceeded the expectations that we had of this position. Clemson Libraries could not have found a better person to begin our official relationship with the School of Education. Tara is organized, thorough, dedicated and hard working. She has made significant steps toward turning the Tillman Media Center into an essential part of both the Libraries and the School of Education.”
- 2013 Clemson University Libraries Evaluation

“Tara consistently performs above and beyond her job expectations. She has cultivated an excellent attitude for dealing with both patrons and coworkers while observing Library and departmental policy. She handles all situations appropriately and professionally, whether they call for firmness, flexibility or compassion. Tara is a natural leader.”
- 2011 Western Carolina University Hunter Library Evaluation

REFERENCES AVAILABLE UPON REQUEST