
Tania G. Harden

1930 Satterfield Drive
Pocatello, Idaho 83201
Mobile: (940) 453-5643
Email: hardentania1@gmail.com

EDUCATION

Edd, Educational Leadership	Idaho State University, Pocatello ID	In progress
MS, Information Science	University of North Texas, Denton TX	May 2014
BA, Psychology	Southern Utah University, Cedar City UT	March 1993
AA, Psychology	Dixie College, St. George UT	June 1992

Certificates

Digital Content Management	University of North Texas, Denton TX	May 2014
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Honors

Beta Phi Mu	International Library Science and Information Studies Honor Society	May 2014
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WORK EXPERIENCE

January 2018 – Present Assistant University Librarian/Assistant Professor
Idaho State University
Pocatello, ID

- Manage and coordinate digital library projects among faculty, librarians, and staff; develop project plans, general project documentation, specifications, workflows, and timelines for successful completion of digital library projects.
- Supervise a classified and professional staff to support library technology including workstations, servers, and other technology. Lead staff in the identification of digital resource needs and solutions.
- Identify and lead new digital initiatives.
- Assist with staff training related to digital collections and technologies.
- Develop and implement new digital library services in partnership with staff across the libraries such as mobile applications or cloud based integrated library systems
- Formulate policies, procedures and best practices for the production, management, and preservation of digital content and metadata, technical workflow, quality control, and associated intellectual property issues.
- Assist in setting up new collections or content in the various service areas including institutional repository and digital archives; assist in improving workflows for these services as needed.

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- Provide technical expertise in digital applications and lead the evaluation and implementation of technologies related to the management and dissemination of digital content, e.g. digital asset management system, institutional repository, and online exhibition tools.
- Leverage technical skills in managing content migration, sharing collections with aggregators, improving and normalizing encoding and descriptive practices
- Engage with and stay current on digital trends, technologies, and industry standards to provide direction and leadership for the library in the rapidly changing digital environment. Maintains in-depth knowledge of the identification, assessment, and implementation of emerging technologies that strategically advance the Library's mission.
- Contribute to the campus discussion about digital initiatives and information.
- Participates in reference desk duty. Assists faculty, students, staff and other users on a one-on-one basis by answering specific information requests, offering research assistance and guiding users in the effective use of a broad range of information resources offered by the Library.
- Serves as a bibliographer to designated academic departments and oversees the selection of materials in assigned subject areas. Assists in collection development and evaluation; monitors pertinent portions of the acquisitions budget; works to develop and maintain good relations with faculty members.
- Participates in professional activities, including university and library committees and task forces, and attends professional meetings.
- Participates in the Library's instruction program.
- Prepares short-term and strategic information technology plans; identifies, researches, and recommends new technology products and initiatives.
- Oversees the work of information technology units, committees, and working groups in the library.
- Serve as a member of the Libraries' management team, participating in library-wide policy decisions and planning.
- Collaborates with other members of the library management team on the delivery and assessment of services provided in technology-enhanced library spaces, and on digital content and service strategies.
- Collaborates with other members of the library management team on budget planning and acquisition of information technology, management of technology licenses, contact with outside vendors, and preparation of technology budgets.

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- Plan for implementation and configuration of technology in support of library assessment initiatives.
- Maintain a strong cooperative relationship with Library departments/units and other areas of the University concerned with technology policy, planning, and implementation.
- Work with stakeholders (librarians, faculty, students, staff, Division of Information Technology, programmers, public end-users, and vendors) to identify, develop, implement, and assess emerging technology strategies and solutions to ensure that University Libraries meets the changing needs of our users.
- Provides leadership for the overall direction and resulting priorities, goals, and objectives for technology services in the University Library and for library contributions to the academic and research computing environment at the University.
- Develop and communicate goals, objectives, plans and policies for technology projects and initiatives within the library and across campus.

January 2016 – January 2018

Digital Initiatives Librarian/Assistant Professor
Idaho State University
Pocatello, ID

- Manage and coordinate digital library projects among faculty, librarians, and staff including developing project plans, general project documentation, specifications, workflows, and timelines for successful completion of digital library projects
- Supervise two professional full time staff and one student employee
- Support all library technology including workstations, servers, and other technology
- Identify digital resource needs and solutions
- Assist with staff training related to digital collections and technologies
- Develop and implement new digital library services in partnership with staff across the libraries, such as mobile applications, cloud based integrated library systems, and website redesign
- Formulate policies, procedures, and best practices for the production, management, and preservation of digital content and metadata, technical workflow, quality control, and associated intellectual property issues
- Assist in setting up new collections or content in the various service areas including institutional repository and digital archives, including improving workflows for these services as needed
- Provide technical expertise in digital applications and lead the evaluation and implementation of technologies related to the management and dissemination of digital

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content, e.g. digital asset management system, institutional repository, and online exhibition tools

- Leverage technical skills in managing content migration, sharing collections with aggregators, improving and normalizing encoding and descriptive practices
- Engage with and stay current on digital trends, technologies, and industry standards to provide direction and leadership for the library in the rapidly changing digital environment
- Maintain in-depth knowledge of the identification, assessment, and implementation of emerging technologies that strategically advance the Library's mission
- Contribute to the campus discussion about digital initiatives and information
- Assists faculty, students, staff and other users on a one-on-one basis by answering specific reference information requests, offering research assistance and guiding users in the effective use of a broad range of information resources offered by the Library
- Serve as a subject librarian to the math and computer science academic departments and oversees the selection of materials in those subject areas
- Assist in collection development and evaluation, monitor pertinent portions of the acquisitions budget, and work to develop and maintain good relations with faculty members
- Participate in professional activities, including university and library committees and task forces, and attends professional meetings
- Participate in the Library's instruction program

August 2015 – December 2015 Interim Director
Lees-McRae College
Banner Elk, NC

- Worked with faculty, staff, and students to select, acquire, and maintain a collection of physical and electronic materials which support the academic and co-curricular mission of the college
- Administered budgets for the library, restricted library accounts, and restricted archive accounts
- Set goals and supervise the library staff
- Maintained library facility, including coordination of maintenance needs, scheduling the use of library facilities, and establishment of reasonable hours of operation
- Worked with faculty to enhance information literacy for all students
- Represented the library on various campus committees
Represented the library to external constituencies, including the Appalachian College Association, North Carolina Independent Colleges and Universities, North Carolina Library Association, and other library organizations

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- Served as director of and direct operation of the Jones/Pritchett Archives of Lees-McRae College in the absence of a college archivist

August 2014 – December 2015 Electronic Resources and Discovery Librarian/Faculty
Lees-McRae College
Banner Elk, NC

- Provided reference services in college library serving approximately 1000 students and faculty
- Taught bibliographic instruction sessions on electronic resources and copyright laws to students and faculty in class sizes ranging from 5 to 50
- Assessed electronic resources and physical collection for weeding and new acquisitions
- Created tutorial documents for electronic resources
- Created LibGuides for college departments in relation to library resources
- Performed copy and original cataloging for new acquisitions
- Researched and analyze various discovery initiatives appropriate for the college's student population and the library's resources
- Provided circulation services to students, faculty and staff
- Researched and propose potential digitization projects for the college library's archives and special collections
- Implemented current best practices for preservation of college archives
- Led disaster recovery efforts for water damaged archive documents, photographs, textiles, etc.

June 2014 – March 2015 Indexer
Texas Denison Management Systems (TDMS), Inc.
Denton, TX

- Extract and assign real estate metadata from digitized documents

June 2013 – July 2014 Graduate Library Assistant
Research & Instruction Services (RIS) Department
University of North Texas (UNT) Libraries
Denton, TX

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- Provided reference services in university library serving over 35,000 students and 5,000 faculty and staff
Provided circulation services to students, faculty and staff
- Supplied detailed daily statistics in reference statistics database for in person and electronic reference services
- Instructed students, faculty and staff on electronic reference resources, such as EBSCOhost, Proquest, Lexis Nexis, etc.
- Assigned metadata for Texas Legislature documents for The Portal to Texas History
- Updated, created and managed LibGuides for Library and Information Science librarian
- Performed research assignments for Scholarly Communications librarian
- Created training guide for university library Papercut printing system

September 2013 – April 2014 Cataloger (Volunteer)
Cataloging & Metadata Department
UNT Libraries
Denton, TX

- Performed copy cataloging for Early British Fiction microform project
- Processed Library of Congress Name/Subject Authority files

January 2013 – May 2013 Student Assistant
Eagle Commons Library
UNT Libraries
Denton, TX

- Performed circulation duties for students, faculty and staff
- Performed research help for students, faculty and staff
- Maintained stacks for university library using the Library of Congress classification

June 2010 – May 2011 Indexer
Texas Denison Management Systems (TDMS), Inc.
Denton, TX

- Extracted and assigned real estate metadata from digitized documents
- Performed quality control audits on indexed records

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SCHOLARLY, CREATIVE AND PROFESSIONAL ACTIVITIES

NATIONAL

May 2013 – present Special Libraries Association

June 2012 – present American Library Association

REGIONAL

September 2016 – present Pacific Northwest Library Association

STATE

January 2016 – present Idaho Library Association

August 2014 – August 2016 North Carolina Library Association
New Members Round Table

June 2012 – December 2014 Texas Library Association
New Members Round Table

SELECTED COMMITTEES

January 2019 – February 2019 Periodic Performance Review Committees

January 2019 – February 2019 Chair, Periodic Performance Review
Committee

January 2018 – present Executive Committee

May 2017 – present Library Leadership Advisory Committee
(LiLAC)

October 2017 – March 2018 Chair, Periodic Performance Review
Committee

October 2017 – March 2018 Periodic Performance Review Committees

October 2017 – March 2018 Promotion Review Committees

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April 2017 – September 2017	Electronic Resources Librarian Search Committee
November 2016 – December 2018	Integrated Library System Committee
January 2016 – present	Web Structure & Organization Committee
March 2016 – June 2016	Chair, Computer Analyst Employee Search Committee
August 2015 – December 2015	Library Director Search Committee Lees-McRae College
August 2015 – December 2015	Executive Committee for the Senate Lees-McRae College
October 2014 – December 2015	Library Renovation Committee Lees-McRae College
August 2014 – December 2015	Faculty Senate Lees-McRae College

SELECTED PRESENTATIONS

“If You Give a Mouse a Cookie: Planning IT Projects for your Library,” Powerpoint Presentation, Southeastern Regional Conference Idaho Library Association, Pocatello, ID, May 2018.

“Library Website Redesign: Turning Awful into Awesome,” Powerpoint Presentation, Library Technology Conference, St. Paul, MN, March 2017.

“Using UX to Rebuild a Library Website,” Powerpoint Presentation, Idaho Library Association Annual Conference, Idaho Falls, ID, October 2016.

“iPoll,” Powerpoint Presentation, Graduate Library Assistants, Research and Instruction, University of North Texas, Denton, TX, April 2014.

“Family Search,” Powerpoint Presentation, Graduate Library Assistants, Research and Instruction, University of North Texas, Denton, TX, November 2013.

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SELECTED WORKSHOPS, SEMINARS AND CONFERENCES ATTENDED

American Library Association Mid-Winter Conference, Seattle, WA, January 2019.

Southeast Regional Conference Idaho Library Association, Pocatello, ID, May 2018.

Innovative Users Group Conference, Orlando, FL, April 2018.

Computers in Libraries Conference, Arlington, VA, April 2018.

Library Technology Conference, St. Paul, MN, March 2017.

Library and Information Technology Association Annual Conference, Ft. Worth, TX, November 2016.

Idaho Library Association Annual Conference, Idaho Falls, ID, October 2016.

Designing for Digital, Austin, TX, April 2016.

North Carolina Library Association 61st Biennial Conference, Greensboro, NC, October 2015.

Appalachian College Association Directors' Meeting, Kingsport, TN, October 2015.

Appalachian College Association Professional Development Day, Johnson City, TN, May 2015.

American Library Association Conference, Las Vegas, NV, June 2014.

Texas Library Association Annual Conference, Fort Worth, TX, April 2013