

SUSAN MARSHALL RICHARD

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EDUCATION

Master of Library Science **May 1984**
Graduate School of Library and Information Science Louisiana State University

Bachelor of Science **May 1982**
Elementary Education Louisiana State University

PROFESSIONAL EXPERIENCE

Edith Garland Dupré Library **July 1989 to present**
University of Louisiana at Lafayette **Lafayette, Louisiana**

Interim Dean of University Libraries/Professor of Library Science **2018 to present**

Associate Dean of University Libraries/Professor of Library Science **2010 to present**

Supervise and evaluate the Assistant Dean of Public Services, Assistant Dean of Technical Services, Head of the Ernest J. Gaines Center, Supervisor for Library Fiscal Services, and Executive Assistant to the Dean of Libraries. Leads a faculty of 18, a staff of 38, and 45 student assistants. Has administrative oversight for all library operations providing leadership in development of short- and long-range goals, strategic priorities and plans for library services, facilities and academic learning spaces, and collection development. Prepare library annual report. Administer the library's budget needs. Attend library consortia meetings.

Head of Reference Department **1999 to 2010**

Associate Professor of Library Science (2004) **Tenured 2001**

Supervised operations of the Reference Department. Trained, supervised, and evaluated 4 reference librarians. Selected and interviewed candidates for vacant reference positions. Scheduled reference desk hours. Responsibilities included collection development of the reference collection. Administered departmental policies and procedures. Prepared departmental annual report. Provided general reference and U. S. government information to the university population and general public using reference sources, online and print. Organized supplies and equipment needs. Oversaw the design and maintenance of departmental web pages.

Interlibrary Loan Librarian/Assistant Professor of Library Science (1996) **1994 to 1999**

Supervised a paraprofessional IV, a paraprofessional II, and 4 student aides. Administered department's policies and procedures. Ordered books and journals for university population and filled orders for other university requests via OCLC automated system and ALA borrowing and loan request forms. In addition, other duties included providing reference service on part-time basis to university population and general public. Performed computer searches and conducted specialized tours of the reference department.

Night Reference Librarian/Instructor of Library Science **1989 to 1994**

Supervised reference desk and provided assistance in general reference and United States Government Documents to graduate and undergraduate students, faculty, and community as the evening librarian.

PROFESSIONAL EXPERIENCE

Librarian **January 1988 to June 1989**
Southern Technical College **Lafayette, Louisiana**
 Sole librarian. Purchased, organized, and maintained collection. Answered reference questions. Performed circulation duties. Compiled reports and self-study documents for accreditation.

Reference Librarian **January 1985 to December 1987**
Louisiana State University Eunice **Eunice, Louisiana**
 Answered reference questions, especially in Nursing, and Computer Science. Taught formal course in bibliographic instruction. Checked in and maintained Louisiana state documents. Performed collection development duties for general and special collections.

Reference Librarian **July 1984 to December 1984**
Rapides Parish Library **Alexandria, Louisiana**
 Answered reference questions for general public. Maintained Louisiana and general vertical file collections.

GRANTS

Plaisance, Heather and Susan Richard, principal investigators. "Edith Garland Dupré Library: Collaboration Stations." Funded by: Student Technology Enhancement Program. Awarded: December 2016. Grant value: \$5,630.00.

Richard, Susan Marshall and Betsy Miguez, principal investigators. "Edith Garland Dupré Library: Promoting Interaction and Collaboration." Funded by: Student Technology Enhancement Program. Awarded: December 2013. Grant value: \$6,818.50.

Richard, Susan Marshall and Betsy Miguez, principal investigators. "Edith Garland Dupré Library: Charging Stations for Laptops & Mobile Devices." Funded by: Student Technology Enhancement Program. Awarded: May 2013. Grant value: \$11,075.

Richard, Susan Marshall, principal investigator. "Security Cameras in Edith Garland Dupré Library." Submitted to: Student Technology Enhancement Program. Awarded: May 2011. Grant value: \$66,858.

Richard, Susan Marshall, principal investigator. "Reference Online Center Upgrade." Funded by: Student Technology Enhancement Program. Awarded: May 2010. Grant value: \$36,891.

Richard, Susan Marshall, principal investigator. "Lending Laptop Service at Edith Garland Dupré Library." Funded by: Student Technology Enhancement Program. Awarded: September 2009. Grant value: \$32,747.

Richard, Susan Marshall, principal investigator. "Upgrade of the Printers for Dupré Library's Reference Online Center." Funded by: Student Technology Enhancement Program. Awarded: September 2006. Grant value: \$9,153.

Richard, Susan Marshall and Beate Kukainis, principal investigators. "Century of Science on the Web of Science: 1944-1900." Funded by: Student Technology Enhancement Program. Awarded: August 2005. Grant value: \$36,226.

Chance, Lance, Sheryl Moore Curry, and Susan Marshall Richard, principal investigators. "Upgrades for the Reference Online Center and Bibliographic Instructional Lab." Funded by: Student Technology Enhancement Program. Awarded: March 2004. Grant value: \$36,834.

Richard, Susan Marshall and Beate Kukainis, principal investigators. "Electronic Books for UL Lafayette Students: *NetLibrary*." Funded by: Student Technology Enhancement Program. Awarded: September 2003. Grant value: \$30,271.

Richard, Susan Marshall and Beate Kukainis, principal investigators. "JSTOR Electronic Archives: Access to e-journals." Funded by: Student Technology Enhancement Program. Awarded: September, 2001. Grant value: \$25,000.

PUBLICATIONS

Accreditation Reports (Southern Association of Colleges and Schools)

2020

Richard, Susan Marshall, Sheryl Curry, Jennifer Hamilton, Blair Stapleton. *Core Requirement 11.1: Library and Learning/Information Resources*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library. (In Progress)

Richard, Susan Marshall, Sheryl Curry, Jennifer Hamilton, Blair Stapleton. *11.2: Library and Learning/Information Staff*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library. (In Progress)

Richard, Susan Marshall, Sheryl Curry, Jennifer Hamilton, Blair Stapleton. *11.3: Library and Learning/Information Access*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library. (In Progress)

2010

Richard, Susan Marshall. *Core Requirements 2.9: Learning Resources and Services*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library, 2009. (Compliance)

Richard, Susan Marshall. *Comprehensive Standard 3.8.1: Library Learning/Information Resources*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library, 2009. (Compliance)

Richard, Susan Marshall. *Comprehensive Standard 3.8.3: Qualified Staff*. Lafayette, LA: University of Louisiana at Lafayette, Edith Garland Dupré Library, 2009. (Compliance)

Bibliographies

Richard, Susan Marshall. *African-Creole Resources: A Selected Bibliography*. Lafayette, LA: Edith Garland Dupré Library, 2008.

Marshall, Susan O. *Examination Study Guides*. Bibliography no. 25. Eunice, LA: Louisiana State University Eunice, 1986.

Marshall, Susan O. *Computers: Past, Present, and Future*. Bibliography no. 20. Eunice, LA: Louisiana State University Eunice, 1985.

Marshall, Susan O. *Electronics*. Bibliography no. 23. Eunice, LA: Louisiana State University Eunice, 1985.

Marshall, Susan O. *Petroleum Technology*. Bibliography no. 24. Eunice, LA: Louisiana State University Eunice, 1985.

Marshall, Susan O. *Respiratory Therapy: A Bibliography of Resources*. Bibliography no. 22. Eunice, LA: Louisiana State University Eunice, 1985.

Marshall, Susan O. *Too Hot to Handle: A Fire Science Bibliography*. Bibliography no. 21. Eunice, LA: Louisiana State University Eunice, 1985.

Books

Goetting, Denise, Susan Marshall Richard, Sheryl Moore Curry, and Betsy Bryan Miguez. *Newbery and Caldecott Awards: A Subject Index*. Worthington, OH: Linworth Publishing, 2003.

Indexes

Bayou State Periodical Index: An Index to Louisiana Popular Periodicals. Ed. Jean S. Kiesel. 1985-2005. Louisiana Library Association and the Edith Garland Dupré Library, University of Louisiana at Lafayette. 01 March 2010 <<http://www.libris.ca/bayou>>. Indexer, 1996 to 2010; Co-Editor, 1989-1995.

Journals

Goetting, Denise, Betsy Bryan Miguez, Sheryl Moore Curry, and Susan Marshall Richard. "First-Time Book Publishing: Negotiating the Perils and Pitfalls." *Technical Services Quarterly*. 25.2 (2007): 1-18. (Refereed)

Goetting, Denise and Susan Marshall Richard. "Libraries: Louisiana's Pearls of Wisdom LLA Conference 2006." *Louisiana Libraries*. 68.4 (2006): 9-11. (Refereed)

Richard, Susan and Jean Kreamer. "Gardening Sources for Louisiana Gardeners." *Louisiana Libraries* 63.4 (2001): 3-9. (Refereed)

Hulse, Frank G. and Susan Marshall Richard. "Frida Kahlo: A Selected Bibliography." *Bulletin of Bibliography* 52.3 (1995): 177-183. (Refereed)

Richard, Susan Marshall. "Critical and Biographical Literary Reference Sources: A Selected List for High School Students." *Louisiana English Journal* 2.1 (1994-95): 64-68. (Refereed)

Magazines

Richard, Susan and Sandy Himel. "Cajun Music Documented at USL." *In Tune*. 1.10 (September/October 1994): 10-11.

Richard, Susan and Sandy Himel. "USL's Library has Zydeco Music on Tap." *In Tune*. 1.4 (Mardi Gras 1994):15. Reprinted in *In Tune*. 1.9 (August/September 1994): 9.

Newsletters

Notes & Tracings: Newsletter of the LLA Academic Section. Ed. Susan M. Richard. 1995 to present. Louisiana Library Association. 07 August 2018 <<http://www.llaonline.org/Newsletters/>>. Editor.

Richard, Susan M. "Reference Department." *Joie de livres: Newsletter of Edith Garland Dupré Library* 8.1 (2007): 6.

Miguez, Betsy and Susan Richard. "New Online Catalog Simplifies Library Research." *Joie de Livres: Newsletter of Edith Garland Dupré Library* 7.1 (2004): 2.

Richard, Susan M. and Johnson, Deborah L., eds. *WebConnect: A Webliography of Favorite Internet Sites of the Library Faculty and Staff*. Lafayette, LA: University of Louisiana at Lafayette, 2001-2003. Editor.

Richard, Susan Marshall. "Calendar of Events." *Joie de Livres: Newsletter of Edith Garland Dupré Library*. Lafayette, LA: University of Louisiana at Lafayette, 1998- 2002. Contributor.

Reviews

Richard, Susan Marshall. "From Small Bits of Charcoal: The Life & Works of a Cajun Artist" Book Review. *Louisiana Libraries* 67.1 (2004): 39.

Richard, Susan M. "Month-by-Month Gardening in Louisiana" Book Review. *Louisiana Libraries* 63.2 (2000): 31-32.

Richard, Susan Marshall. "A Pocket Guide to Louisiana Native Trees" Book Review. *LLA Bulletin* 61.1 (1998): 32.

Richard, Susan Marshall. "Tony Chachere's Second Helping: A Lifetime Collection of the Ole Masters Favorite Cajun and Creole Recipes" Book Review. *LLA Bulletin* 59.2 (1996): 108.

Richard, Susan Marshall. "Elroy's Toy" Video Review. *Video Rating Guide for Libraries*. 6.4 (1995): 113.

Richard, Susan Marshall. "Smart Snacking for Children" Video Review. *Video Rating Guide for Libraries*. 6.3 (1995): 59.

Richard, Susan Marshall. "Arbor Day" Video Review. *Video Rating Guide for Libraries*. 6.2 (1995): 84.

Richard, Susan Marshall. "Frying" Video Review. *Video Rating Guide for Libraries*. 6.2 (1995): 83.

Technical Reports

Richard, Susan Marshall and Beate Kukainis. *Edith Garland Dupré Library and LOUIS Consortium Electronic Resources: 1994-2006*. Lafayette, LA: University of Louisiana at Lafayette, 2006.

Richard, Susan Marshall. *Louisiana Library Association 2006 Final Conference Program*. Eunice, LA: Louisiana Library Association, 2006.

PRESENTATIONS

Miguez, Betsy and Richard, Susan. "Charging Up Your Students," LOUIS Users Conference. West Baton Rouge Convention Center, Port Allen, LA. October 3, 2013. Poster presentation.

"EBSCO's AtoZ." Staff Development Program for Serials Department. Edith Garland Dupré Library, University of Louisiana at Lafayette. January 13, 2009.

"SACS QEP First -Year Learning Experience: The Library Learning Commons." Deans' Retreat. University of Louisiana at Lafayette. October 13, 2009.

"SACS QEP First -Year Learning Experience: The Library Learning Commons." University Council. University of Louisiana at Lafayette. November 9, 2009.

"SACS QEP First -Year Seminars and The Library Learning Commons." Staff Development Program. Edith Garland Dupré Library, University of Louisiana at Lafayette. November 18, 2009.

"iLink Searching." Staff Development Program. Edith Garland Dupré Library, University of Louisiana at Lafayette. August 27, 2008.

"Publish, Don't Perish! How to Cross that Bridge: A Panel Discussion." Louisiana Library Association Annual Conference. Baton Rouge, LA. March 8, 2007. Co-Presenter with Denise Goetting, Sherry Curry, and Betsy Miguez.

"First-Time Publishing: Negotiating the Perils and Pitfalls." American Library Association Annual Conference. New Orleans, LA. June 24, 2006. Co-Presenter with Denise Goetting, Sherry Curry, and Betsy Miguez.

"WebFeat: Federated Search Engine." Edith Garland Dupré Library, UL Lafayette, August 15, 2006.

"Ways to Advance in the Career of Librarianship." Edith Garland Dupré Library Faculty Meeting, UL Lafayette, September 16, 2004.

"Term Paper Research Help." Edith Garland Dupré Library, UL Lafayette, October 26 and November 2, 1995.

"ERIC Database Instruction." Edith Garland Dupré Library, UL Lafayette, September 21 and October 12, 1995.

"How to Attend Conference Wisely." Louisiana Library Association Annual Conference, Monroe, Louisiana, March 22-24, 1990.

PROFESSIONAL AWARDS

Dr. Gloria S. and Robert W. Cline/BoRSF Professorship for Dupré Library 2014 - 2017

Friends of Edith Garland Dupré Library/BoRSF Endowed Professorship 2005 - 2017

CONSULTING/COMMUNITY SERVICE

Festival des Fleurs de Louisiane Board of Directors 2000 to present

Volunteer 2000 to present

Secretary 2003 to present

Web site editor 2005 to present

Volunteer Committee Chair 2001-2004

Louisiana Society for Horticulture Research Member 2002 to present

Les Amis des Fleurs Garden Club Charter President 1999-2001; Member 1999 to 2009

Lafayette Public Library Director Search Committee Member 2004-2005

Candidate for 2003 Man & Woman of the Year, a fundraising drive, for the Leukemia & Lymphoma Society

Learning Resource Center, Our Lady of Lourdes Regional Medical Center Volunteer 1989-1995

Library, Southern Technical College (Jackson, Mississippi) Consultant 1989-1990

BOARDS

Ernest J. Gaines Center Board of Directors 2012 to present

Louisiana Library Association Advisory Council 2003 to 2006

Bayouland Library System Board 1994-1999; 1988-1989

LLA Bulletin Editorial Board 1992-1994

Libraries Southwest Board 1988-1989

UNIVERSITY COMMITTEES

University of Louisiana at Lafayette:

University Committees:

Assessment Council Member 2010 to present

Associate Deans' Council Member 2018 to present

Deans' Council Member 2018 to present

Distance Learning Leadership Council Member 2015 to present

ERP Team Leads Committee Member 2016 to present

Faculty Educational Grants Award Selection Committee Member 2018 to present

Faculty Research Travel Grants Award Selection Committee Member 2016 to present

SACS-COC Authors' Committee Member 2017 to present

Alumni Committee Member 2005 to 2007

Curriculum Committee Member 2007-2013

Equal Employment Opportunity Committee Member 1991-1997

Faculty Benefits and Welfare Member 1999-2001

Faculty Senate 1999-2001; 1993-1995; 2010 to 2016

Academic Planning and Development Member 1999-2001

Governmental Concerns Member 1993-1995

Faculty Grievance Committee Member 2011 to 2017

Fraternities-Sororities Member 1993-1995

General Education Committee Member 2007 to 2012

Information Technology Affinity Group Chair 2007 to 2010

Parking Appeals Member 1991-1999

Parking Planning Member 1998-2004

SACS-COC Fifth-Year Interim Report Steering Committee Member 2013 to 2015

SACS-COC QEP Implementation Committee Member 2009 to 2010

SACS-COC QEP Steering Committee Member 2008 to 2010

Showcase 2000 Centennial Committee Member 1997-1999

University Provost/Academic Vice-President QSN Committee Member 2010-2013

Edith Garland Dupré Library Committees:

Assessment Committee Chair 2008 to present
Library Council Chair 2018 to present; Member 1999 to 2018
Disaster Planning Committee Member 1995 to present
Distance Learning Committee Member 2011 to present
 Appropriations Subcommittee, Member 2011-2013; 2018 to present
Learning Commons Chair 2008 to present
Promotion and Tenure Committee Member 2002 to present; Chair 2010-2013
Publicity Committee Member 1990-1995; 2017 to present
Staff Association Member 1989 to present; Vice President and President 1995-1996
Book Sale Co-chair 1993-1995
Browsing Room Committee Member 1991-1997
Department Head Evaluation Committee Member 1997
Edith Garland Dupré Library Grand Opening Committee Member 1999-2000
Electronic Resources Committee Member 2008 to 2010
Electronic Theses and Dissertations Committee Member 2011-2013
Exhibits Committee Chair 1990-1995
Fine/Fee Appeals Committee Member 1997
Five-year Plan (Building) Committee Member 1997
Friends of Dupré Library Committee Member 1997-2000
Graduate Assistants Committee Member 2008-2012
Personal Librarian Committee, Member 2013 to 2015
Web Page Committee Member 2000-2010

Louisiana State University Eunice:

Administrative Council Member 1987
Courses and Curricula Committee Member 1986-1987
Faculty Senate Representative 1986-1987; President 1987

PROFESSIONAL ORGANIZATIONS

American Library Association 2010 to present

Association of College and Research Libraries - Louisiana Chapter 1991 to present

Louisiana Library Association 1983 to present

 Academic Section 1983 to present

 Newsletter Editor 1995 to present

 Secretary 1998-1999

 New Members Round Table Section 1983-1994

 Secretary 1991-1992; 1986-1987

 Parliamentarian 1987-1988

Commission on Colleges of the Southern Association of Colleges and Schools Annual Conference, San Antonio, TX, December 6-8, 2008.

PROFESSIONAL COMMITTEES

Louisiana Library Association:

Academic Section

Conference Planning Committee 2016-2017

Publicity Committee Co-Chair 2016-2017

Conference Planning Committee 2013-2014

Publicity Committee Co-Chair 2013-2014

Conference Planning Committee 2004-2006

Co-Chair 2005-2006

Conference Planning Committee 2001

Co-Chair 1999-2001

Conference Planning Committee 1995

Local Arrangements Member 1994-1995

Assorted Events Chair 1994-1995

Conference Planning Committee 1988

Local Arrangements Member 1987-1988

NMRT Hospitality Committee Chair 1987-1988

Conference Planning Committee 1986

Local Arrangements Member 1985-1986

Essae M. Culver Award Committee Member 1996-1999; Chair 1998-1999

LLA Bulletin Editorial Board NMRT Representative 1992-1994

LLA Logo Committee Member 1996-1997

National Library Week Committee Member 1988-1989

New Members Round Table Section

Bylaws, Rules, and Manual Committee Chair 1987-1988

Grass Roots Grant Committee Chair 1991-1992

Exhibitor Committee Chair 1988-1989

Nominations and Elections Committee Chair 1987-1988

Nominating Committee Member 2003-2006; Chair 2004-2005

Tellers Committee Member 1996-1997; 2001-2006

LALINC Resource Sharing Committee Member 1998-2001.

Aggregator Database Cataloging (AD-Cat) Subcommittee Member 1999-2000.

Distance Education Electronic Delivery Network (DEED-Net) Publicity Subcommittee Member 1998-1999.

WEB PAGE DESIGN & MAINTENANCE

Design and maintain personal web page, 1999 to present.

<http://www.ucs.louisiana.edu/~som6843>

Maintain the web pages for the Ira Nelson Horticulture Center, UL Lafayette, 2004 to present.

<http://www.louisiana.edu/Academic/AL/inhc/>

Design and maintain the home page for Edith Garland Dupré Library, UL Lafayette, 2009-2013.

<http://library.louisiana.edu/>

Design and maintain web pages for the Edith Garland Dupré Library Reference Department, UL Lafayette, 1999-2010. <http://library.louisiana.edu/Ref/>

Converted the entire Edith Garland Dupré Library's web pages (237 total) to the new design of the University's web site 2003.