AUDREY J. SHENK

949 Northfield Ct., Harrisonburg, VA 22802 | 540-421-2594 | ajshenk@gmail.com

EDUCATION

University of South Carolina, Columbia, SC
Masters in Library and Information Science   **2017**

Eastern Mennonite College, Harrisonburg, VA
B.A. in Mathematics   **1986**
Graduated Summa Cum Laude

RELATED EXPERIENCE

Eastern Mennonite University
Systems Librarian   **July 2017 – Present**
Maintain all computer systems in the library.
Provide staff training on all systems.
Maintain library knowledge bases.
Plan and implement digitization projects, including the Institutional Repository.
Order all materials for the library.
Monitor all library budgets.
Manage serial subscriptions, print and online, including renewals and claims.
Manage the lending piece of interlibrary loan.
Supervise a continuous inventory of the library collections.
Compile annual statistics report, complete statistical surveys concerning the library.
Managed the selection and migration of the integrated library system to TIND ILS in 2020.
Managed the rearrangement of half of the physical materials in the library in Summer 2022.

Eastern Mennonite University
Acquisitions and Technology Services Manager   **September 1996 – June 2017**
Maintained all automated systems in the library.
Provided staff training on all systems.
Ordered all materials for the library.
Managed serial subscriptions, print and online, including renewals and claims.
Added bibliographic records to the library database, including batch loading of records for electronic resources.
Supervised a continuous inventory of the library collections.
Compiled annual statistics report, complete statistical surveys concerning the library.
Member of the campus-wide Information Systems Planning Committee.
Co-director for a digitization project for the Archives.

Eastern Mennonite University
Assistant in Acquisitions and Cataloging   **July 1986 – August 1996**
Assisted in selecting and implementing an integrated library system, Sirsi Unicorn.
Designed database for tracking library accounts.
Compiled annual statistics report, completed statistical surveys concerning the library.
Edited bibliographic records for producing catalog cards.
Maintained the card catalog and the name-authority file.
Ordered books for the collection.

AWARDS

Potomac Technical Processing Librarians Scholarship **2016**
Quality Service Award, Eastern Mennonite University **June 1996**

SPECIAL SKILLS

Windows 10, Microsoft Office 2013, Google Suite, SirsiDynix Symphony, TIND ILS, EBSCOnet, OCLC ILLiad, Tipasa, CONTENTdm, ABBYY FineReader, MARC, AACR2, RDA, MARCedit, QuickBooks
German – basic knowledge of written language

PUBLICATIONS

Tina Herman Buck, Melanie J. Church, Anita Foster, Elizabeth McHugh, Jessica Robertson, Michael Rodriguez & Audrey Shenk (2017) Serials Spoken Here: Reports of Conferences, Institutes, and Seminars, Serials Review, 43:2, 163-178, DOI: 10.1080/00987913.2017.1316629

PRESENTATIONS

"Virgil's Quest : How Six Virginia Libraries Joined Forces to Discover Their Next ILS", Co-presenter, Virginia Library Association Annual Meeting, Williamsburg, VA - Sept. 27, 2018.