MS. TABITHA Y. SAMUEL, MLIS
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EDUCATION

Certificate of Advanced Graduate Study in Library and Information Science 2013
Concentration in digital libraries
College of Mass Communications and Information Studies,
University of South Carolina, Columbia, South Carolina

Master of Library and information Science 2012
Concentration in Archives
College of Mass Communications and Information Studies,
University of South Carolina, Columbia, South Carolina

Bachelor of Arts in History 2008
Furman University, Greenville, South Carolina

CURRENT APPOINTMENT

Assistant Professor, Digital Archivist 2014 -
Waring Historical Library, Charleston, South Carolina Present

- Managed digital collections and institutional repository of print, manuscript and born-digital materials
- Trained and supervised students and volunteers aiding digitization
- Used content management system, CONTENTdm, to maintain collections and configure user interface and access settings
- Created metadata for collections following Dublin-Core based guidelines provided by the South Carolina Digital Library
- Digitized rare and archival materials and post-processed digital images
- Established and developed workflow for digitization, metadata, and preservation of digital materials
- Developed and designed online module to crowdsource transcription
- Managed the Library's website redesign project
- Oversaw and managed migration from self-hosted digital collections content management system to hosted service
- Designed online platform and project workflow for collecting print and electronic records documenting life during the COVID-19 pandemic

RELATED EXPERIENCE

***Project Cataloger*, Fox Movietone News Digitization Project** August –
USC Moving Image Research Collections, Columbia, South Carolina October
2014

- Created descriptive metadata records, using the database management system, Filemaker, for moving images of the Fox Movietone News collection
- Reviewed, approved, and uploaded metadata records created by staff and students to the library's digital video repository

- o   Associated new catalog records with newly digitized film reels
- o   Investigated historical events, places, and people audio-visually recorded by Fox Movietone News during the early to mid-20th century

Scanning Technician   2014
University of South Carolina Digital Collections Columbia, South Carolina

- o   Managed digital collections and institutional repository of print, manuscript and born-digital materials
- o   Trained and supervised students and volunteers aiding digitization
- o   Used content management system, CONTENTdm, to maintain collections and configure user interface and access settings
- o   Created metadata for collections following Dublin-Core based guidelines provided by the South Carolina Digital Library
- o   Digitized rare and archival materials and post-processed digital images
- o   Established and developed workflow for digitization, metadata, and preservation of digital materials
- o   Developed and designed online module to crowdsource transcription
- o   Managed the Library's website redesign project
- o   Oversaw and managed migration from self-hosted digital collections content management system to hosted service
- o   Designed online platform and project workflow for collecting print and electronic records documenting life during the COVID-19 pandemic

GRADUATE ASSISTANTSHIPS

Graduate Assistant   2011 – 2014
University of South Carolina Digital Collections Columbia, South Carolina

- o   Digitized materials including manuscripts, maps, monographs, pamphlets, and serials, processing and converting images using applications of the Adobe Creative Suite, including Photoshop CS5, Photoshop Elements 5, and Bridge
- o   Created metadata for digitized collections following Dublin-Core based guidelines provided by the South Carolina Digital Library
- o   Uploaded digitized collections maintained by the digital content management software, CONTENTdm
- o   Created HTML webpages using Adobe Dreamweaver

Graduate Assistant   2010 – 2013
Published Materials Division, South Caroliniana Library University of South Carolina Columbia, South Carolina

- o   Assisted library patrons with research and reference inquiries
- o   Scanned maps, books, and other materials using the library's map, flatbed, overhead, and digital microfilm scanners to fulfill patron paper and digital copy orders
- o   Reorganized and relabeled monograph, microfilm, and vertical file collections
- o   Processed newly cataloged materials to be housed in the library's holdings and annex

Graduate Assistant   2009 – 2010
Hunting Island State Park Research

South Carolina Parks, Recreation and Tourism Columbia, South Carolina

- o Investigated the history of the state park in archives, libraries, and special collections
- o Gathered photographs pertaining to park ecology, wildlife, erosion, lighthouse, and employee and visitor experiences during the park's history
- o In travels to Beaufort, SC, conducted interviews with long-time park visitors and employees to develop personal perspectives of the park's history
- o Compiled and maintained lists of contacts and bibliography of sources to consult in remodeling of the Visitor Center exhibits

INTERNSHIPS

Intern   2013
J. Drake Edens Library Columbia College Columbia, South Carolina

- o Managed the library's collection of electronic subscriptions that included books, journals and other resources
- o Utilized tools, such as EBSCONET, EBSCO A-to-Z, and the EBSCOadmin portal to register subscriptions, determine access, and to structure the end user search experience
- o Developed webpages using Joomla! to provide end users with descriptions of the electronic resources and access points

Intern   2011
University of South Carolina Digital Collections Columbia, South Carolina

- o Used Archivists' Toolkit to create finding aids for the Manuscripts Division of the South Caroliniana Library
- o Developed a familiarity using EAD markup language to create finding aids
- o Attended sessions within the University Libraries to determine how EAD finding aids could be useful and developed for wider usage in the future
- o Observed and examined how EAD finding aids are used by other libraries

Intern, World War II History Project   2008
Upcountry History Museum, Greenville, SC

OTHER EXPERIENCE

Administrative Specialist I   2008-2009
Fiscal Division, Richland County Department of Social Services Columbia, South Carolina

TEACHING EXPERIENCE

Internship Coordinator and Site Supervisor
Waring Historical Library, Charleston, South Carolina

Ansley Puckett, volunteer   2024

Piper Grinstead, undergraduate history intern   2024

Catherine Shipman, Undergraduate history student   2021

Carrie Thompson, MLIS graduate volunteer   2019-2022

Emily Jaskwhich, graduate History intern   2019

Katie Crane, undergraduate student assistant   2018-2019

Katie Cayer, graduate MLIS intern   2016-2018

Sarah Edwards, graduate MLIS intern   2016-2017

Sarah Nesnow, graduate MLIS intern   2016

Kevin Fenton, graduate MLIS intern   2015

Michael Chapman, undergraduate student assistant   2015-2016

Sierra Hackney, undergraduate history intern   2015

Christine Papadea, volunteer   2014-2018

SCHOLARSHIP

ARTICLES (WITHOUT PEER REVIEW)

Samuel, T. (2023, May 15). Spring 2023 dissertations and theses added to MEDICA@MUSC in Digital Commons. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=116661

Samuel, T. (2023, April 17). The Waring Historical Library Digital Archives Program Black Maternal Health Week highlight: African American midwives. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=115422

Samuel, T. (2023, March 17). The Waring Historical Library Digital Archives Program Women's History Month highlight: Marguerite Andell. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=113507

Samuel, T. (2023, February 10). The Waring Historical Library Digital Archives Program Black History Month highlight: Dr. Catherine M. McCottry. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=111286

Samuel, T. (2023, January 20). Waring Library Society winter 2023 newsletter. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=110506

Samuel, T. "Vitals in Practice: The Role of Critical Librarianship in Supporting Cultural Competence and Humility Building at Academic Health Sciences Institutions." *Against the Grain* 35, no. 3 (2023).

Samuel, T. "Upgrading the Digital Archives: The Waring Historical Library Digital Archives Program Announces the Launch of the New Waring Historical Library Digital Collections Website and MEDICA@MUSC." *Waring Library Society Newsletter 66*, (2002): 6-7.

Samuel, T. (2022, November 8). Waring Library Society fall 2022 newsletter. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=106981

Samuel, T. (2022, September 2). Waring Historical Library Digital Collections website and MEDICA@MUSC launched. *Waring Historical Library Blog.*

https://musc.libguides.com/waring/newsandevents/news/blog?t=103115

Samuel, T. (2022, August 26). Waring Library Society summer 2022 newsletter. *Waring Historical Library Blog.* https://musc.libguides.com/waring/newsandevents/news/blog?t=102648

Samuel, T. (2021). "Digital Archives Outreach: Nurturing Future Historians through SC History Day." *The Waring Library Society Newsletter*, 64 Spring 2022: 5.

Samuel, T. (2021). "Photography of MUSC MICU nurse adds new dimension to COVID-19 archive." *The Waring Library Society Newsletter*, 63 Fall 2021: 4.

Samuel, T. (2021). "Share your story with the MUSC COVID-19 archive." *The Waring Library Society Newsletter*, 62 Summer 2021: 4.

Samuel, T. (2021). "The Waring's digital archivist becomes a 2020-2022 David J. and Kathy Cole BRIHTE leader." *The Waring Library Society Newsletter*, 61 Spring 2021: 4.

Samuel, T. (2021). "MUSC COVID-19 archive update." *The Waring Library Society Newsletter*, 61 Spring 2021: 3.

Samuel, T. (2020). "Gone virtual: presenting on the MUSC COVID-19 archive at the South Carolina Archival Association virtual annual meeting." *The Waring Library Society Newsletter*, 60 Fall 2020: 4.

Samuel, T. (2020). "MUSC COVID-19 archive update." *The Waring Library Society Newsletter*, 59 Summer 2020: 3.

Samuel, T. (2020). "Life of a digital archivist during COVID-19." *The Waring Library Society Newsletter*, 57 Spring 2020: 3.

Kerr, L., Samuel, T., et al. (2019). "Minding the gap: One institution's strategy for infusing health humanities into multiple academic programs across a graduate health science university (Part two of a two-part blog series)." Blog/Medical Humanities. *BMJ Journals*, 2 December 2019. Retrieved from https://blogs.bmj.com/medical-humanities/2019/12/02/minding-the-gap-one-institutions-strategy-for-infusing-health-humanities-into-multiple-academic-programs-across-a-graduate-health-science-university-2/

Kerr, L., Samuel, T., et al. (2019). "Minding the gap: One institution's strategy for infusing health humanities into multiple academic programs across a graduate health science university (Part one of a two-part blog series)." Blog/Medical Humanities. *BMJ Journals*, 26 November 2019. Retrieved from https://blogs.bmj.com/medical-humanities/2019/11/26/minding-the-gap-one-institutions-strategy-for-infusing-health-humanities-into-multiple-academic-programs-across-a-graduate-health-science-university/

Samuel, T. (2019). "The Waring participates in #ColorOurCollections 2019." *The Waring Library Society Newsletter*, 56 Spring 2019: 4.

Samuel, T. (2019). "New digital collection documents career of Charleston's first African American female OB-GYN." *The Waring Library Society Newsletter*, 56 Spring 2019: 3.

Samuel, T. (2018). "New website launched." *The Waring Library Society Newsletter*, 54; Spring 2018: 1.

Samuel, T. (2018). "SCDL@: SCDL partners attend conferences." *SCDL Newsletter*, 2(1) January 2018: 8.

Samuel, T. & Fox, B. (2017). "Constructing history: digital collection and online exhibit highlight the history of the architectural expansion of MUSC." The Watermark, 39(1) Winter 2017: 52-54.

Samuel, T. & Fox, B. (2016). "Constructing history: digital collection and online exhibit highlight the history of the architectural expansion of MUSC." *SCDL Newsletter*, 1(1) December 2016: 18-19.

Samuel, T. 2016). "The Revive! Project: Crowdsourcing transcription of the Waring Historical Library's digital collections." *More*, 48(6) June 2016: 4.

Samuel, T. (2016). "The Revive! Project: Crowdsourcing transcription of the Waring Historical Library's digital collections." *The Watermark*, 39(3) Summer 2016: 45-47.

PRESENTATIONS

Schuldt, A., Fox, E. B., Samuel, T., & Kenny, S. (2024, May 17). *Broadening Access: Digitization and Transcription of the Waring Inaugural Theses since 2015.* Carolina Lowcountry and Atlantic World Conference 2024, virtual.

Samuel, T. (2023, November 4). *Documenting Medical History and Black Life in Charleston, SC*. Virtual Archive Conference 2023, virtual.

Samuel, T. & Schuldt, A. (2023, October 20). *From Concepts to Clicks: Lessons from Building MUSC's Bicentennial Online Exhibit Series with DCX.* South Carolina Archival Association Annual Meeting, Spartanburg, SC, United States.

Samuel, T. & Schuldt, A. (2023, October 10). *Tips and Tricks for Customizing Exhibits in DCX.* Digital Commons North American Conference 2023, virtual.

Samuel, T. (2023, March 27). *Designing library websites with LibGuides & Bootstrap: LibGuides in disguise* [conference workshop]. Computers in Libraries Conference 2023, Arlington, VA, United States.

Samuel, T. (2023, January 27). *Discovering primary sources* [Workshop]. 2023 SC History Day Teacher Workshop, Coastal Carolina University, Myrtle Beach, SC, United States.

Samuel, T. (2023, January 27). *Discovering primary sources in digital libraries and other online resources* [Workshop]. 2023 SC History Day Teacher Workshop, Coastal Carolina University, Myrtle Beach, SC, United States.

Samuel, T. (2022, November 9). The opened door: Building author engagement through tailored information sessions and developing an author toolkit [Lightning talk]. Digital Commons North American 2022 Conference, virtual.

Samuel, T. (2021, March 29). *The MUSC COVID-19 archive: How your story can help document life during the pandemic* [Presentation]. MUSC Apple Tree Society, virtual.

Samuel, T. (2021, March 24). *Documenting life during COVID-19: The MUSC COVID-19 archive* [Conference presentation]. Computers in Libraries 2021 Conference, virtual.

Samuel, T. (2020, November 11). *Customization tips for your CONTENTdm* website [Conference presentation]. 2020 CONTENTdm Users Group Webinar series, virtual.

Samuel, T. (2020, October 16). *Documenting life during the COVID-19 pandemic: The MUSC COVID-19 archive project* [Conference presentation]. South Carolina Archival Association 2020 Annual Meeting, virtual.

Samuel, T. (2020, 10 July). *Collecting during COVID: The MUSC COVID-19 archive project* [Conference presentation]. South Carolina Digital Library Meeting, virtual.

Samuel, T. (2019, May 19). *Waring Historical Library digital collections migration to hosted CONTENTdm service* [conference presentation]. South Carolina Digital Library 2020 Midlands Regional Meeting, Columbia, SC, United States.

Samuel, T. (2018, November). *Tools to amp up your website redesign project* [Conference presentation]. South Carolina Archival Association 2018 Annual Meeting, Aiken, SC, United States.

Samuel, T. (2018, May). *Organizing the stockpile: Waring Historical Library's team-based website redesign project* [Conference poster]. Transforming Librarians through Technology 2018 Annual Conference, Spartanburg, SC, United States.

Samuel, T. (2018, April). *Organizing the stockpile: Waring Historical Library's team-based website redesign project* [Conference presentation during session, *Web redesign: Forever & in teams*]. Computers in Libraries 2018 Conference, Arlington, VA, United States.

Samuel, T. (2016, November). *Waring Historical Library's Revive! digitization and transcription project: Reviving voices in medicine of the antebellum South* [Conference poster]. South Carolina Library Association 2016 Conference, Columbia, SC, United States.

Samuel, T. (2016, October 20). *Using MEDICA: A digital gateway to MUSC's history and contemporary scholarship* [Presentation]. MUSC Apple Tree Society Brown Bag Series, Medical University of South Carolina, Charleston, SC, United States.

Samuel, T. (2016, July 22). The Revive! Project: Crowdsourcing transcriptions of handwritten works in MUSC's MEDICA [Conference presentation]. South Carolina Digital Library 2016 Annual Meeting, Columbia, SC, United States.

Melton, P. & Samuel, T. (2014, November). Unbinding access to state agency regulations: Digitization of the South Carolina state registers [Conference presentation]. South Carolina Library Association 2014 Annual Conference, Columbia, SC, United States.

GRANTS

Project Manager   2015 –
National Network of Libraries of Medicine, Express Digitization Award   2016
Waring Historical Library, Charleston, South Carolina
Susan Hoffius (Principal Investigator)

Digital Preservation Curriculum Advisor   2022 -
National Endowment for the Humanities   2024
Jaime Schumacher Principal Investigator)
Preserving digital Objects with Restricted Resources (Digital POWRR) Project, Information
Professionals (IP) of Association for the Study of African American Life and History (ASALH)
Awarded $348,000
April 2022 – April 2024

PROFESSIONAL DEVELOPMENT TRAININGS

WORKSHOPS AND COURSES ATTENDED

Walters, Alex (2020). "Fundamentals of Digital Accessibility." eCourse offered by MUSC, June 29 – August 2, 2020.

Wisniewski, J. & King, D. L. (2019). UX design for customer engagement." Workshop at the Computers in Libraries annual conference, Washington, D. C., March 25, 2019.

Degler, R. (2017). "Intro to Google's Material Design with Materialize CSS." Workshop at the Computers in Libraries annual conference, Washington, D.C., March 27, 2017.

Caro, S. (2017). "How to implement a digitization program." eCourse offered by the American Library Association, March 6 – April 2, 2017, 24 hours completed.

Gore, E. & Cram, G. (2016). "Digital Public Library of America: Rights statements." Workshop hosted by DPLA on copyright and digital collections, Atlanta GA, August 11, 2016.

Degler, R. (2016). "Responsive web design." Workshop at the Computers in Libraries annual conference, Washington, D.C., March 7, 2016.

Breeding, M. (2015). "Resource management: strategies, tech, and practices." Workshop at the Computers in Libraries annual conference, Washington, D.C., April 26, 2015.

Wisniewski, J. & Fichter, D. (2015). "Content marketing: 101." Workshop at the Computers in Libraries annual conference, Washington, D.C., April 26, 2015.

INSTITUTIONAL WORKSHOPS

*Attendee, "***Crucial Conversations"**	December 2019
Attendee, **MUSC Women Scholars Initiative, "Negotiation Tips, Skills, and Strategies to Use at Every Stage of Your Career"**	September 2019
*Attendee, "***Understanding and Recognizing Implicit Bias"**	February 2018
Attendee, **MUSC Women Scholars Initiative Career Development Program**	March 2016

LEADERSHIP TRAINING

Member, 2020-2022 Cohort, David J. and Kathy Cole BRIHTE Leadership Academy	2020-2022

SERVICE

INSTITUTIONAL ACTIVITY

Member, **Search Committee, Waring Historical Library Curator**	2023
Member, Academic Affairs Faculty, Appointment, Promotion, and Tenure Committee	2023 - present
Co-Chair, **MUSC Bicentennial Exhibits and History Subcommittee**	2023 - present
Member, **MUSC Bicentennial Steering Committee**	2023 - present
Member, **Search Committee, Waring Historical Library Historian**	2022
Mentor, **MUSC FLEX Humanities Program**	2022
Mentor, **MUSC New Library Faculty**	2021 – 2023
Mentee, **MUSC BRIHTE Mentorship Program**	2021 – 2022
Member, **MUSC Bicentennial Exhibits and History Subcommittee**	2021 – present
Member, **Waring Library Society Renovation Planning Committee**	2020 – present
Member, **MUSC Septima P. Clark Poetry Contest Planning Committee**	2019 – 2022

Member, **MUSC Records Management Planning Committee**	2019 - 2021
Member, **Search Committee, Waring Historical Library Curator**	2018-2019
Member, Campus Safety Town Hall Planning Subcommittee, Communications and Education Committee, **MUSC Faculty Senate**	2019
Editor, MUSC Faculty Senate newsletter, **MUSC Faculty Senate**	2018 – 2019
Member, Communication and Education Committee, **MUSC Faculty Senate**	2017 – 2019
Senator, Academic Affairs Faculty, **MUSC Faculty Senate**	2017 – 2019
*Faculty Advisor, **Humanitas***	2017- present
Member, **Search Committee, MUSC Libraries Director of Information Resources and Collection Services**	2016 – 2017
Alternate Senator, Academic Affairs Faculty, **MUSC Faculty Senate**	2016 – 2017
Member, **MUSC Food Truck Fun**	2016 – 2017
Member, **Waring Library Society Futures Strategic Planning Committee**	2016 – 2017
Member, **MUSC Library Website Redesign Committee**	2015 – 2020
Member, **MUSC Library NLM Traveling Exhibitions**	2015 – 2020
Member, **MUSC Library Communications & Marketing Committee**	2015 – 2017

PROFESSIONAL ACTIVITY

Vice Chair, **Mentor Committee, Southeastern Library Association**	March 2023 - present
Vice Chair, **Website Committee, Southeastern Library Association**	March 2023 - present
Member, **Black Maternal Health Week 2023 Planning Committee, Network of the National Library of Medicine**	2022-2023
Member, **Digital Library Federal DLF Forum 2022 Community Committee**	2022
Member, **Digital Library Federal DLF Forum 2022 Program Committee**	2022
Member, **Tennessee State University Black Health Working Group**	2022 – present
Webmaster, **South Carolina Archival Association**	2021 – present
Co-Director, **South Carolina Archival Association**	2019 – 2021
Midlands Regional Coordinator, **South Carolina History Day**	2019 – present
Community Representative, **Digital Public Library of America**	2017 – 2019
Member, **South Carolina Library Association, Marketing Committee**	2017 – 2018
Member, **South Carolina Library Association, Round Table for African American Concerns**	2017
Member, **South Carolina Library Association, Digitization and Cultural Heritage Materials Round Table**	2017
Editor, **South Carolina Digital Library Newsletter**	2016 – 2019
Member, **South Carolina Digital Library Metadata Working Group**	2015 – 2019

Member, **Association for Information Science and Technology**	2021 – 2022
Member, **Association for the Study of African American Life and History**	2021 – 2023
Member, **Southeastern Library Association**	2021 – present
Member, **South Carolina Archival Association**	2018 – present
Member, **American Library Association**	2014 – 2019
Member, **South Carolina Library Association**	2014 – 2015; 2017
Member, **American Historical Association**	2009 – 2011

OUTREACH ACTIVITY

Book Chapter Reviewer 2023
Perspectives on Justice, Equity, Diversity, and Inclusion in Libraries
Edited by Emily Paige Jones, The University of North Carolina at Chapel Hill Health Sciences
Library

Proposal Reviewer 2022
Digital Library Federation (DLF) 2022 DLF Forum
In preparation for the 2022 DLF Forum hosted by DLF, Baltimore, MD

Judge 2021
MUSC Perry V. Halushka Research Day
Hosted virtually by the Medical University of South Carolina, Charleston, SC

Judge 2019
Midlands Regional Competition, South Carolina History Day
Hosted by Coastal Carolina University at the South Carolina State Museum, Columbia, SC

Judge 2018
SC State Competition, South Carolina History Day
Hosted by Coastal Carolina University at Westwood High School, Blythewood, SC

DPLA Community Representative 2017
October Day, SC History Day Workshop
Hosted by Coastal Carolina University, Conway, SC

Session Moderator 2021
South Carolina Health Literacy Conference
Hosted by Hands on Health, MUSC, Charleston, SC

Registration Assistant 2019
First Annual SC Conference on Innovations in Teaching and Learning in Higher Education
Hosted by MUSC, Charleston, SC

Registration Assistant 2018
Eleventh Annual National Conference on Health Disparities
Hosted by MUSC Libraries Public Information & Community Outreach (PICO), Philadelphia, PA

Registration Assistant 2016
Ninth Annual National Conference on Health Disparities and the National Environmental Justice
Conference and Training Program

Hosted by MUSC Libraries Public Information & Community Outreach (PICO), Washington, DC

Volunteer   2015
Mother Emanuel Church Memorial Maintenance
Charleston Archives, Libraries & Museums Council (CALM)

Volunteer Developer   2014 –
Interactive, Media-Rich, Education Environment (IMREE) Software Development Project   2015
University Libraries Systems, University of South Carolina, Columbia, South Carolina