

University of Memphis
University Libraries
Memphis, TN 38152

Dear Hiring Committee,

I am applying for the RIS Librarian position posted on the UofM website. The University Libraries was a pleasure to work for previously, and I hope to bring my enthusiasm and dedication back to the Research and Instructional Services department with newfound compassion, patience, and determination.

The Graduate Studies liaison emphasis in the position is very exciting! I love assisting students with research, connecting students with services and resources, and getting students and faculty inspired by what the Libraries have to offer. During my time at UofM, I developed relationships with UofM Global, UM3D, and student associations to help integrate Libraries services and resources alongside their specific services. This involved redeveloping LibGuides practices and procedures, developing LibWizard tutorials for asynchronous instruction, and utilizing UM3D technology to provide synchronous in-person and online library instruction sessions. In this position, I would strengthen existing relationships and forge new relationships in graduate departments to ensure that their student and faculty needs are being met. I would continue collaborating with campus organizations and departments to strengthen the Libraries' resource impact on graduate coursework. As the Graduate Studies Librarian, I would ensure that projects align with both the Libraries and the university's strategic plans, and help to provide yearly qualitative and quantitative data promoting the efficacy of the RIS department.

In my previous capacity as the Community Relations Coordinator, I worked alongside the RIS Librarian who created the first Dissertation Writers Retreat; in that role, I managed administrative tasks and helped brainstorm initial topics and itinerary ideas with the Librarian. If I were to lead the Dissertation Writers Retreat, I would continue providing graduate students with support needed to succeed in their research and writing journeys, while growing and adapting the retreat to meet their evolving needs. To ensure this success, I would evaluate past retreat data, coordinate with graduate student stakeholders, and identify strengths and opportunities for future retreats. The University's and Libraries' strategic plans both identify meeting students at their place(s) of need, and the Dissertation Writers Retreat can serve as another opportunity to demonstrate the Libraries' value to graduate students, both online and in-person.

As an RIS Librarian, I assisted with the reference collection maintenance at McWhorter Library by coordinating with RIS Library Assistants in physically weeding items and with the e-Resources Librarian, who helped us to amend catalog records and discard weeded items. I also assisted in staff training and documentation by creating an onboarding Trello tool for new librarian hires. In this position, I would enjoy resuming either or both responsibilities in coordination with the entire department.

I sincerely look forward to speaking with you all, and welcome any questions in the meantime.

Warmly,

brannen vick varner