

Jennifer Duncan

Unit Head, Special Collections & Archives
and Special Collections Librarian
Utah State University

Merrill-Cazier Library
3000 Old Main Hill
Utah State University
Logan, UT 84322-3000

(435) 797-8148 (w)
(435) 232-5842 (c)
Jennifer.Duncan@usu.edu

EDUCATION

M.L.I.S., Graduate School of Library and Information Science, University of Texas, Austin, TX, 1997.

B.A., *cum laude*, Modern European Studies in History, Smith College, Northampton, MA, 1991.

PROFESSIONAL POSITIONS

Merrill-Cazier Library, Utah State University, Logan, UT

Unit Head, Special Collections & Archives Division, Associate Librarian, 2016-

- Provide oversight and supervision for the five curatorial areas of Utah State University's Special Collections & Archives (including 5 faculty, 1 professional, 3 non-exempt, and 11 students): Rare Books, Manuscripts, Photographs, Folklore, and University Archives.
- Oversee the operations of the USU Art Book Room, housing art books, book arts, and a nationally known Beat poetry collection.
- Provide supervision for the Government Documents unit (Utah State University is the Regional Depository for the state of Utah).
- Participate in advancement work of the Library, including the Arrington Council

Merrill-Cazier Library, Utah State University, Logan, UT

Special Collections Librarian, Associate Librarian, 2015-

- Coordinate the acquisition, arrangement and description, preservation, outreach and access to the USU Special Collections book collections.
- Actively participate in the instruction program for both graduate and undergraduate classes
- Regularly serve on the Special Collections reference desk
- Contribute to the oversight and coordination of exhibitions, including selection of materials, writing copy, preparation, and installation
- Promote Special Collections to both the campus and the local community

- In coordination with the Associate Dean of Special Collections, work to plan donor and outreach events and participate in the Libraries' development and endowment programs relating to the acquisitions and maintenance of collections
- Serve as the library liaison to the Department of History and the Religious Studies Program

Merrill-Cazier Library, Utah State University, Logan, UT

Interim Associate Dean for Special Collections & Archives, 2016

- Provided oversight and supervision for Special Collections & Archives, Government Information, and Digital Initiatives Departments.

Merrill-Cazier Library, Utah State University, Logan, UT

Interim Associate Dean for Technical Services, Associate Librarian, 2014-2015

- Provided oversight and supervision for Resource Sharing & Document Delivery, Material Acquisitions, Collection Development, and Cataloging & Metadata Services (sabbatical replacement)

Merrill-Cazier Library, Utah State University, Logan, UT

Head of Collection Development, Associate Librarian, 2010-2015

Head of Collection Development, Assistant Librarian, 2009-2010

- Oversaw and provided planning and promotion for the Library's general collections in all formats.
- Oversaw Resource Sharing and Document Delivery Unit (interlibrary loan).
- Allocated funds for materials acquisitions and monitored materials budgets.
- Provided oversight for the Library's approval plan.
- Analyzed data related to the Library collections.
- Coordinated and evaluated Subject Librarians collection development work.
- Reviewed final licenses for electronic resources.
- Supervised 2 faculty members (Electronic Resources Librarian and Resource Sharing/Document Delivery Coordinator), 1 professional staff member (Collection Development Assistant), and 2 classified staff (Electronic Resources Management Assistant and Gifts Coordinator).
- Oversaw the management and operation of the Library Gifts program and Book Sale.
- Provided library instruction and selected materials for multiple academic departments:
 - ❑ Served as liaison for the Department of History (2004-)
 - ❑ Served as liaison for the Department of Landscape Architecture (2014-2015)
 - ❑ Served as liaison for Department of Instructional Technology and Learning Science (2013-2014)
 - ❑ Served as liaison for Department of Philosophy (2013-2014)
 - ❑ Served as liaison for Department of Languages (2008-2013)
 - ❑ Served as liaison for Departments of Civil & Environmental Engineering and Biological and Irrigation Engineering (2003-2004)

Merrill-Cazier Library, Utah State University, Logan, UT, 2003-2009

Electronic Resources Librarian, Assistant Librarian

- Managed Electronic Collections
 - Coordinated the acquisition, evaluation, processing, invoicing and maintenance of electronic resources including electronic journals, books and databases.
 - Maintained all Library website access points for e-resources including online catalog record profile, OpenURL link resolver, and the e-journal A-Z list.
 - Negotiated and managed license information for electronic resources.

Columbia University Libraries, Columbia University, New York, NY, 2002-2003

Electronic Resources Librarian, Librarian II

- Coordinated the acquisition, licensing and technical reviews, processing, cataloging, maintenance and tracking of electronic resources across 22 branch libraries.

Mary Couts Burnett Library, Texas Christian University, Ft. Worth, TX, 1999-2001

Electronic Services Librarian, Librarian I

- Coordinated the acquisition, processing, and maintenance of electronic resources

Jennie King Mellon Library, Chatham College, Pittsburgh, PA, 1999

Reference Librarian

- Provided general reference and instruction services

RESEARCH & SCHOLARSHIP

Refereed Articles:

- Williams, R. & Duncan, J. (2018) "Voices from Drug Court: Collaborating to Bring the Voices of Historically Excluded Communities into the Archives" *Journal of Western Archives*, 10(1).
<https://digitalcommons.usu.edu/westernarchives/vol10/iss1/8/>.
- Duncan, J. & Kochan, C. (2016) "Analysis of Print Purchase on Demand Titles Ordered via Interlibrary Loan: A Collection Development Perspective" *Collection Management*, 41(2).
- Duncan, J. & Holliday, W. (2008) "The Role of Information Architecture in Designing a Third Generation Library Website" *College and Research Libraries*. 69(4).

Book Chapters:

- Duncan, J. (2014) "Essential Periodical Reference Tools," in *Essential Guide to Reference*, Jo Bell Whitlatch and Susan E. Searing editors. ALA Editions.
- Duncan, J., Rozum, E., and Clement, S. (2013) "Teaching Our Faculty: Developing Copyright and Scholarly Communications Outreach Programs," in *Common Ground at the Nexus of Information Literacy & Scholarly Communication*, Stephanie Davis-Kahl and Merinda Kaye Hensley editors. Association of College and Research Libraries.

- Duncan, J. (2008) “Periodicals Section and Editor’s Guide.” Available in *The Guide to Reference* via the American Library Association: [Note: major re-write completed in 2013]

Other Scholarly Publications:

- Lundstrom, K., Duncan, J., and Thoms, B. (November 2017) “Collaborating for Individual and Institutional Success: Libraries as Strategic Campus Partners.” *NILOA Newsletter*.
- Kochan, C. Duncan, J., and Leon, L. (2014) “We Sincerely Regret to Inform You That the Material You Have Requested is Unavailable via Interlibrary Loan.” *Proceedings of the 34th Charleston Library Conference*.
<https://docs.lib.purdue.edu/charleston/2014/Plenaries/8/>
- Duncan, J., & Lundstrom, K. (2014). Understanding Historiography through an Annotated Bibliography: Scaffolded Learning for Capstone Research Project. Utah State University. In the DQP Assignment Library, National Institute for Learning Outcomes Assessment.
<http://www.assignmentlibrary.org/assignments/542da983fc280e6c0400000d>
- Duncan, J., & Carroll, J. (2011). “Patron-Driven Acquisition Practices of U.S. Research Libraries: East vs. West” *Proceedings of the 31st Charleston Library Conference*.
- Duncan, J., Clement, S. & Rozum, E. (2010). “Collaborative Copyright—or Copyright, it’s not Just a Library Issue.” *Proceedings of the 30th Charleston Library Conference*.
- Duncan, J. (2008). “Working from Afar: A New Trend for Librarianship?” *College and Research Libraries News* 69(4).
- Duncan, J. (2008) “Flex and Balance: Exercising Reform in Twenty-First Century Library Work Environments” *Informed Librarian* June 2008.
- Lewis, L. & Wilkerson, F. (2004) “Buy One, Get One e—or Has Print Finally Become Never, No More in Reference Collections?” [Interview with Jennifer Duncan et. al.]. *Against the Grain*, 16(4).

Presentations

- Duncan, J. and Cogan, S. (2020) “History Instruction in the Archives” American Historical Association, New York, NY.
- Duncan, J. and Cogan, S. (2020) “History Tuning and Archival Instruction.” American Historical Association, New York, NY.
- Duncan, J. and Kochan, C. (2019) “Special Collections: Changing Climate on Sharing.” Rare Books & Manuscripts Conference, Baltimore, MD. *Accepted*
- Daybell, P. and Duncan, J. (2019) “If They Are Special...Use Them! : A How to Guide for Processing and Tracking Special Collections Materials.” Utah Library Association. *Accepted*
- Cogan, S. and Duncan, J. (2018) “Building Authentic Undergraduate Research Opportunities in the Archives at Every Level: Integrating Special Collections Materials into the Classroom at a Large Public University.” Poster Session. American Historical Association, Chicago, IL.

- Duncan, J., and Kochan, C. (2018) “Special Collections: Hidden Treasure or Shared Resource.” Northwest Interlibrary Loan Conference, Portland, OR.
- Duncan, J., Williams, R., and Dupree, A. (2017) “Cache Valley Drug Court Oral History Project: Community-driven Oral History Effort.” Utah State History Conference, *Local History Matters: Interweaving Historical Threads of Community*, West Valley City, UT.
- Duncan, J., Davis, D., Gardner, A., and Milovich, R. (2017) “Collaboration in the Development of Course-Integrated Library Exhibitions.” Utah Academic Library Association Professional Development Workshop, Ogden, UT.
- Duncan, J., Williams, R., and Woolcott, L. (2017) Election Reflections (2017) Rare Books & Manuscripts Conference, Iowa City, IA.
- Duncan, J., Kochan, C., and Leon, L. (2014) “We Sincerely Regret to Inform You That the Material You Have Requested is Unavailable via Interlibrary Loan.” Charleston Conference: Issues in Book and Serials Acquisitions, Charleston, SC.
- Duncan, J. and Litsey, R. (2013) “GWLA Relais D2D.” Northwest Interlibrary Loan Conference, Portland, OR.
- Duncan, J. and Wesolek, K. (2012) “Electronic Collection Puberty: Analyzing Awkward Changes in eBook Collecting Strategies.” Charleston Conference: Issues in Book and Serials Acquisitions, Charleston, SC.
- Duncan, J., Fagerheim, B. and Kim, H. (2012) “Informing Innovation at Home and at a Distance.” Utah Library Association, Salt Lake City, UT.
- Duncan, J. and Carroll, J. (2011) “Patron Driven Acquisitions Practices of U.S. Research Libraries: East vs. West.” Charleston Conference: Issues in Book and Serials Acquisitions, Charleston, SC.
- Brewer, K., Duncan, J. and Rozum, E. (2011) “If You Buy It Will They Read It?” Charleston Conference: Issues in Book and Serials Acquisitions, Charleston, SC.
- Duncan, J. and Rozum, E. (2011) “Campus Copyright Education: Creating a Culture of Compliance and Empowerment.” Utah Library Association, Layton, UT.
- Duncan, J., Clement, S. & Rozum, E. (2010) “Collaborative Copyright—or, Copyright, it’s not Just a Library Issue.” Charleston Conference: Issues in Book and Serials Acquisition, Charleston, SC.
- Duncan, J., Fagerheim, B., and Kochan, C. (2010) “Piloting Purchase on Demand: Collection Development Through Interlibrary Loan.” Northwest Interlibrary Loan Conference, Portland, OR.
- Duncan, J., Holliday, W., & Shrode, F. (2010) “An Entrepreneurial Approach to Subject Librarianship.” ACRL/LAMA virtual poster session.
- Duncan, J. & McAphee, S. (2007) “Serials as a Public Service: We’re One Happy Family.” North American Serials Interest Group (NASIG), Louisville, KY. Published in *The Serials Librarian* 54(3/4).
- Duncan, J., Daniels, T. & Walsh, W. (2005) “Issues in Scholarly Communication: Creating a Campus-wide Dialog.” North American Serials Interest Group (NASIG), Minneapolis, MN. Published in *The Serials Librarian* 50(3/4).

- Duncan, J. & Walters, C. (2004) “Implementing an Electronic Resource Management System.” Utah Library Association, Ogden, UT.
- Duncan, J. & Breznay, A. (2004) “Management, Assessment and Evaluation of the Electronic Collection.” Utah Library Association, Ogden, UT.

Invited Presentations:

- Dols, L., Duncan, J., Litsey, R. (2015) “Acquisitions, Collection Development, Electronic Resources and Interlibrary Loan, Oh My! Connecting Users to What They Want.” RUSA/STARS Program at the Annual Meeting of the American Library Association, San Francisco, CA.
- Duncan, J. and Kochan, C. (2015) “Collection Development and Resource Sharing Policies and Procedures: Consortial Ramifications.” Greater Western Library Alliance Spring Meeting, Salt Lake City, UT.
- Duncan, J., McKee, Anne, et. al. (2014) “Real Leaders in a Virtual World.” ALA/ALCTS Virtual Leadership Program at the Annual Meeting of the American Library Association, Las Vegas, NV.
- Duncan, J. and Rozum, E. (2012) “Navigating the World of Copyright and Permissions: Authors’ Rights Initiatives.” BePress Community Webinar Series.
- Duncan, J. (2011) “Telecommuting in Libraries: Benefits and Challenges.” ALCTS e-Forum. (Moderator)
- Duncan, J. and Kochan, C. (2011) “Utah State University ILS Purchase on Demand.” Greater Western Library Alliance Spring Meeting, Park City, UT.
- Duncan, J. (2010) “Resources for the Study of Childhood.” Northern Utah Professional Academy for Teaching History in Schools (NUPATHS), Logan, UT.
- Duncan, J. (2009) “Information Literacy: Swimming in the Information Ocean.” Northern Utah Professional Academy for Teaching History in Schools (NUPATHS), Logan, UT.
- Duncan, J. (2008) “Author Rights, Copyright, Publishing Models, and Open Access—Librarian Response Panel.” UALC Scholarly Communications Panel Presentation, University of Utah, Salt Lake City, UT.
- Duncan, J. (2005) “Electronic Accessibility in Library and Information Services.” National Center on Disability and Access to Education, Webcast.

Exhibition Work:

- *A World Transformed: Utah Before and After the Transcontinental Railroad*, co-PI with Dan Davis on Utah Division of State History grant (\$55,000) to curate and install a traveling exhibition in multiple sites across the state of Utah, including the Capitol in Salt Lake City, the Southern Utah Museum of Art, and the Park City Museum.
 - Winner of the American Association of State & Local History’s Award of Excellence, 2020.
- *Shakespeare’s Unruly Women*, mentored English major and student curator Claire Harlan along with faculty member Phebe Jensen to install a gallery show in the Merrill-Cazier Library Atrium, October 2016-January 2017.

- *Kapow! Graphic Novels*, co-curated with Vicki-Read and installed in the Merrill-Cazier Library Atrium, October-December 2011.
- *Inaugural Faculty Author Book Exhibition*, Merrill-Cazier Library Atrium, April-May 2010. We installed gallery exhibitions of faculty books and book talks for two years and transitioned to an annual program of book talks with a reception in conjunction with the USU Research Week 2013.

SERVICE

Service to the Library:

Current

- Liaison Librarian Group, 2020-
- Library Unit Heads, 2016-
- Friends of the Merrill-Cazier Library, 2016-
- Arrington Council, 2016-
- Arrington Lecture Board, 2016-
- Discovery Access Committee, 2011-
 - Chair, 2020-
- Exhibition Committee, 2009-
 - Coordinator for Annual Faculty Book Exhibition, 2010-2016

Historical

- Instruction Committee, 2019-2020
- Humanities & Arts + Liaisons Group, 2018-2020
- Promotion and Tenure Committee for Alex Sundt, 2013-2019 (Chair)
- Promotion and Tenure Committee for Dory Cochran, 2013-2019
- Promotion and Tenure Committee for Liz Woolcott, 2013-2019
- Electronic Resources Librarian Search Committee, 2019 [hired Chris Lee]
- Collection Development Advisory Council, reconstituted from the Liaison coordinating Group in 2016, 2016-2018
- Subject Librarians Group, 2005-2018
 - Co-Coordinator, 2009-2016
- Associate Dean for Special Collections Search Committee (Chair), 2016 [hired Todd Welch]
- Institutional Repository Advisory Committee, 2008-2016
- Digital Library Advisory Committee, 2004-2016
- Copyright Committee, 2009-2014
 - Chair, 2010-2011
- HathiTrust Working Group, 2010-2014
- Delegate to HathiTrust Constitutional Convention and Membership Meetings, 2012 and 2014
- Web Access Committee, 2013-2014
- Electronic Resources Management Assistant (LAIII) Selection Committee, 2013 [hired Andrea Decker]

- Information Infrastructure Transition Team, Fall 2013
- Information Infrastructure Task Force, Summer 2013 (identified needs for ongoing digital infrastructure)
- LibQual 2013 Survey Team
- Integrated Library System Implementation Team, 2011-2013 (migration from SirsiDynix Symphony to III Sierra system)
- Head of Reference Selection Committee, 2012 [hired Britt Fagerheim]
- Electronic Resources Management Assistant (LA III) Selection Committee, 2012 [hired Robert Heaton]
- Electronic Resources Librarian Search Committee, 2012 [hired Katie Wesolek]
- Promotion & Tenure Committee for Lori Brassaw, 2011-2012
- Promotion & Tenure Committee for Hannah Kim, 2011
- Library Systems Administrator Search Committee, Fall 2011 [hired Dustin Olson]
- Institutional Repository/Scholarly Communications Librarian Search Committee [hired Andrew Wesolek], Spring 2011
- Promotion & Tenure Committee for Heather Leary, Chair, 2010
- Institutional Repository/Scholarly Communications Librarian Search Committee [hired Heather Leary], Fall 2010
- Electronic Resource Librarian Search Committee [hired Angela Dresselhaus], Fall 2009
- ILS Migration Committee, 2009-2010 (migration from SirsiDynix Horizon to SirsiDynix Symphony)
- Associate Deans/Liaisons Coordinating Group (Formerly Subject Librarians Advisory Council/Liaison Librarians Supervisors), 2009-2016
- Collection Development Advisory Committee, 2003-2008 (replaced by Subject Librarians Advisory Council above)
- Collection Development Task Force, 2008-2009
- Humanities Reference Fellows Team, Spring 2008
- Distance Education Task Force, 2008
- Institutional Repository/Digital Library Coordinator Search Committee [hired Heather Leary], Chair, Fall 2008
- Road Show Library Promotion Team, 2004-2005
- Freshman Interest Group (FIG) Library Liaison to the Global Village, 2004-2005
- Merrill Humanities/Social Sciences Selectors Committee, 2003-2005
- Science Selectors Committee, 2003-2005
- Acquisitions Accountant Search Committee [hired Maria Larson], Spring 2004
- Collection Development Management Librarian Search Committee [hired Steven R. Harris], Spring 2004
- E-Sources Committee, 2003-2009
- Web Steering Committee, 2003-2009
- Information Architecture Committee (website redesign), 2003-2004 [Co-chair]

Service to the University:

Current

- Promotion and Tenure Committee for Rebecca Andersen (HIST), 2018-

- Faculty Senate Budget and Faculty Welfare Committee, 2017- [Chair, 2018-2019]

Historical

- Carnegie Community Engagement Task Force, 2018-2019
- Faculty Senate Representative to the Professional Responsibilities and Procedures Committee, 2014-2017
- Nora Eccles Harrison Museum Registrar Search Committee, 2017
- Dean of the Libraries Search Committee, 2014-2015
- Promotion and Tenure Committee for Mark Lee-Koven, outside member [Art Department], 2013-2015
- Faculty Senate Representative to Athletics Council, 2012-2015
- Library Representative to the Research Council, 2010-2015
- Faculty Senate Executive Committee, 2012-2014
- Faculty Senator, 2011-2014
- Office of the Provost Teaching Academy Teaching Coach for Becky Thoms, 2011-2012
- Office of the Provost Teaching Academy Teaching Coach for Andrew Wesolek, 2011-2012
- Utah State University Research Week Student Showcase Judge, 2011
- Provost's Diversity Advisory Committee, 2009-2010
- Faculty Diversity, Development, and Equity (FDDE) Faculty Senate Committee, 2007-2011 [elected Chair, 2009-2011]
- Scholars' Day Application Reviewer and Candidate Interviewer, 2010
- Dean of the Libraries Search Committee [hired Richard Clement], 2007
- Visual Resources Center Committee (Art Department, VRC), 2007-2009
- Thesis Committee for Susan Baxter, MA candidate, Department of English, 2006-2007
- Campus Educational Policies Faculty Senate Committee, 2004-2007 [elected]
- Curriculum subcommittee of the Educational Policies Faculty Senate Committee, 2004-2007

Professional Service:

Current

- Friends of the Logan City Library, Secretary and Member of the Board, 2020-
- Cache Valley Historical Society, Secretary and Member of the Board, 2016-
- National History Day Judge, 2018-

Historical

- RBMS Membership and Professional Development Committee, 2015-2017
- Cache Valley Library Association, Member at Large, 2016
- Western Regional Storage Trust (WEST) Key Contact for Utah State University, 2011-2015
- Western Regional Storage Trust (WEST) Needs and Offers Task Force, 2014-2015
- Greater Western Library Alliance Collection Development Committee (GWLA-CD), 2009-2015

- Committee Chair, 2012-2014
- GWLA-CD Print & Electronic Collections Taskforce, 2011-2014
- GWLA-Discovery to Delivery Committee, 2012-2013
- Utah Academic Library Consortium, Collection Development Committee (UALC-CD), 2003-2015
- Utah Academic Library Consortium Collection Development Committee Professional Reviewer for the statewide database RFP, 2014
- Utah Academic Library Consortium Collection Development Committee liaison to the Utah Pioneer Library, 2008-2010
- Cache Valley academic libraries representative to the Utah Pioneer Advocate program of the Utah Pioneer Library, 2003-2008
- North American Serials Interest Group (NASIG)
 - *Newsletter* Editorial Board, Blog Editor, 2007-2010
 - NASIG Electronic Communications Committee (ECC) Member, 2003-2007
 - Co-Manager for the NASIG *Jobs List*, 2003-2007

FORMAL TEACHING

- Center for Intellectual Property, University of Maryland, Certification in Copyright Leadership and Management Introductory Class—Teaching Assistant for Kimberly Bonner, J.D., Spring 2012
- HIST 4910, Special Topics in History: History Research Methods, co-taught with Dr. Norman Jones and Dr. Wendy Holliday, 3-credit class, Spring 2012

PROFESSIONAL MEMBERSHIPS

American Library Association (ALA), 1996-
 American Historical Association (AHA), 2018-
 Rare Books and Manuscripts Section of ACRL, 2015-
 Association of College and Research Libraries (ACRL), 1997-
 Utah Library Association (ULA), 2003-
 Cache Valley Library Association (ULA), 2016-
 Cache Valley Historical Association, 2016-
 Association for Library Collections and Technical Services (ALCTS), 2003-2015
 North American Serials Interest Group (NASIG), 2002-2010
 Texas Library Association, 1999-2001

SIGNIFICANT CONTINUING EDUCATION

- California Rare Books School Course in Bibliography, UCLA/Book Club of California, November 2015
- Copyright Management Certification, Center for Intellectual Property, University of Maryland, 2010