

Louise T. Jones

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Frankfort, KY 40601
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Accomplishments

- Developed and implemented a team approach to delivering the most comprehensive reference experience possible to researchers, developed and coordinated reference training for other Collections Division staff
- Identified and developed programs and projects to implement the Society's Futures Document (2008 Strategic plan)
- Coordinated a site inventory project which targeted collections at sixteen sites across the state (history, natural history and archaeology); 18,000 objects inventoried, catalog records updated in online catalog, 50,000 digital images taken
- Collaborated with Fundraising staff to raise funds for collections acquisition and care
- Developed collegial relationships with the Ohio Genealogical Society and Franklin County Genealogical and Historical Society which has lead to active involvement in annual conferences, co-sponsoring workshops and other collaborative programs
- Guest lecturer for Kent State University School of Library and Information Science

Professional Experience

Director of Special Collections and Library – Kentucky Historical Society, Frankfort, KY ▪ 2010 - present

- Oversees and directs a staff of sixteen responsible for more than 500,000 books, historical documents, manuscripts, photos and maps.
- Areas of responsibility include the research library, special collections, Kentucky Oral History Commission and collections imaging
- Develops long-range acquisitions strategies for KHS print, manuscript and oral history collections, in collaboration with internal and external programs
- Determines processing and cataloging priorities for all materials within the above mentioned collections and establish policies and procedures for processing and cataloging
- Determines collections management policies and procedures pertaining to the Oral History, manuscript and multi-format collection
- Develops digitization framework in collaboration with internal and external programs and establish policies and procedures for management of these digital assets

Department Manager, Research Services – Ohio Historical Society, Columbus, OH ▪ 1996 – 2010

- Hired, supervised and trained departmental staff consisting of thirteen Research Services staff and five State Archives staff
- Developed, implemented and managed departmental policies and procedures
- Administered departmental budget and supervised the generation of \$143,000 annual revenue, worked with other departments within OHS to explore new revenue sources
- Lead staff in delivering and developing specialized collections orientation programs, tours and presentations
- Provided a standard of excellence in collections access programs through strategic planning consistent with the institution's mission, vision and values
- Solicited, received and responded to constituent communications concerning programs and services

Acting Curator, Manuscripts Department – Historical Society of Pennsylvania, Philadelphia, PA ▪ 1992 – 1995

- Managed the department, supervised staff and planned and implemented the budget
- Administered grants for two special collections cataloguers and one conservation technician
- Managed all aspects of Collection Development, including the creation of an integrated Collection Management System and donor relations

Assistant Curator, Manuscripts Department – Historical Society of Pennsylvania, Philadelphia, PA ▪ 1990 – 1992

- Provided in-depth reference assistance to on site researchers, processed and catalogued manuscript and audiovisual collections, created finding aids and bibliographic entries in RLIN catalog and local collections management system

Manuscripts Librarian, Manuscripts Department – Historical Society of Pennsylvania, Philadelphia, PA ▪ 1987 – 1990

- Provided basic reference assistance to on site researchers and via mail and telephone

Education

Masters, Information and Library Science – Drexel University, Philadelphia, PA ▪ 1990

Bachelor of Arts in History – Cornell University, Ithaca, NY ▪ 1987

Grant management

- Successful applicant for NEH funded National Digital Newspaper Project grant, currently eighteen months into 2 year project, serving as co-director of this project and co-author of the 2009 re-grant submission
- Successful applicant for IMLS National Leadership Planning grant to develop a professional internship program in collaboration with Kent State School of Library Science
- Partner with State Library of Ohio on an IMLS funded Connecting to Collections grant to conduct a statewide survey of heritage collections across the state and develop a mechanism for addressing issues and concerns that arise from the survey

Professional Affiliations

- American Library Association (participates in History and Local History Sections, attends Committee for Archives, Libraries and Museums meetings, served on the online history award committee in the History Section)
- Society of Ohio Archivists (current Vice President)
- Ohio Library Council (current chair of the Subject and Special Collections Division)

References available upon request