

Marcus Jerol Walker

Education

University of Kentucky **2012-2014**
Lexington, Kentucky

- Master of Science in Library Science
- Kentucky Library Association Minority Scholarship Winner

Southern Methodist University **1998-2002**
Dallas, Texas

- Bachelor of Arts, Psychology *and* Religious Studies Double Major
- SMU Scholar
- Ispat Inland Scholar
- Department of Religious Studies Writing Award Winner

Work Experience

Special Collections and Assessment Librarian **2014-Current**
University of Louisville Brandeis School of Law – Louisville, Kentucky

- Organize, arrange, and preserve School of Law retrospective and contemporary materials
- Digitize printed items for research and preservation
- Create Dublin Core metadata for digital collections and materials
- Upload digital materials to University Libraries server through CONTENTdm
- Train and supervise Archives (now Law Library) Assistant and student workers
- Search for and acquire materials within the scopes of the archival and library collections
- Locate and provide materials for use in in social media promotions
- Conduct archival research for patrons and projects both within and outside the law school
- Create and analyze student questionnaires regarding library services and facilities
- Supervise library and provide reference services on Saturdays; provide reference during the week whenever needed or assigned
- Trained replacement Circulation and Technical Services Library Assistant in duties; created instruction guides to assist in transition
- Chair of Law Library Archives Assistant Hiring Committee (2016)
- Member of Brandeis Medal Committee (2018-Current)
- Member of University of Louisville Libraries Digital Initiatives Committee (2014-Current)
- Served on School of Law Library Committee (2015-2017)
- Served on Online Services Librarian Hiring Committee (2015)
- Served on Library Assistant Hiring Committee (2014)

Library Assistant **2019-2020**
Sullivan University – Louisville, Kentucky

- Provided evening circulation and reference service
- Tracked library usage statistics
- Deaccessioned obsolete electronic materials
- Maintained current newspaper collection

Library Assistant, Circulation and Technical Services **2010-2014**
University of Louisville Brandeis School of Law – Louisville, Kentucky

- Managed Circulation Department and provided primary coverage for circulation desk and reserve collection during Friday afternoon and Saturday hours
- Provided coverage for circulation desk and reserve collection during week when assigned
- End processed new library items; linked new serials and annual periodicals
- Maintained current periodical collection; routed and claimed items
- Assisted patrons with basic research questions and searches
- Assisted with supervision and training of student assistants
- Conducted and assisted with technical services special projects
- Filed looseleaf materials; noted and tracked missing pages
- Filed and tracked new microfiche
- Assisted with placing, tracking, and fulfilling interlibrary loan requests
- Created patron records for new accounts
- Served on School of Law Strategic Planning Committee (2013-2014)
- Served on School of Law Workstation and Server Manager Hiring Committee (2012)

Circulation and Browsing Clerk / Night Clerk **2010**
Indiana State University – Terre Haute, Indiana

- Maintained browsing media collection
- Ensured new media items were ready for circulation
- Checked new and pre-existing item records for accuracy
- Oversaw circulation desk and building during night hours
- Supervised student workers maintaining collection and at circulation desk
- Conducted inventory projects and searches for missing/lost materials
- Assisted patrons at the circulation desk and with locating materials in stacks
- Created patron records for new accounts

Acquisitions Assistant **2007-2009**
Valparaiso University Law School – Valparaiso, Indiana

- Placed orders and processed new materials for collection
- Compiled, updated and maintained records and lists
- Searched for and located materials desired by teaching faculty and librarians using online and print resources
- Ensured titles and collections were complete and current
- Undertook internal record maintenance projects
- Handled incoming and outgoing shipping for acquisitions department

Reference Library Assistant **2006-2007**
Indiana University Northwest – Gary, Indiana

- Aided patrons with research questions and searches
- Assisted students and community members in use of computers and electronic resources
- Maintained cleanliness and orderliness of library

Media Library Circulation Assistant **2001-2003**
Southern Methodist University – Dallas, Texas

- Provided circulation services to patrons
- Aided and instructed patrons in online catalog searches
- End processed new holdings
- Maintained faculty reserve collection
- Fulfilled in-person and telephone requests from patrons
- Assisted with end-of-year inventory projects

Circulation Assistant **2001**
Southern Methodist University – Dallas, Texas

- Provided circulation services to patrons
- Aided and instructed patrons in online catalog searches
- Organized and shelved items according to Library of Congress and Dewey Decimal Classification systems

Volunteer Experience

Metro Louisville Archives **2017**

Metro Louisville Government – Louisville, Kentucky

- Index historical record books of the Louisville School of Reform
- Process correspondence interwoven in books

Western Branch Archives **2016**

Louisville Free Public Library – Louisville, Kentucky

- Advised and assisted with sorting, organizing, and preserving historical materials

Academic Research Experience

Research Assistant **2013**

Shannon Oltmann, Ph.D., University of Kentucky

- Searched Kentucky high school library databases for titles from GLBT award lists and recorded results
- Located demographic information for Kentucky counties through databases, websites, and files