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# Marlinda Karo | CURRICULUM VITA

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## Education

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**Master of Arts in Leadership and Organizational Studies (M.L.O.S.);** Azusa Pacific University, Azusa, California; August 2010. Thesis: The Unexpected Manager.

**Masters of Library and Information Science (M.L.I.S.);** San Jose State University, San Jose, California; May 2002. Major: Library and Information Science [Terminal Degree for Librarianship]

**Bachelor of Arts in Liberal Studies (B.A.);** California State University, Dominguez Hills, Carson, California; May 1998.

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## Employment History

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### Current Position

**Collection Services Librarian,** Houston Community College, Houston, Texas, 11/2021-Present

- Manage the procurement process for library materials by ordering, receiving, and managing fund accounting for print and non-print library materials.
- Monitor library collections district-wide to ensure that collection size and quality are relevant and appropriate to both the academic core and Center of Excellence served by each library location.
- Monitor new programs and recommend collections of resources in all formats to support those programs.
- Manage access to vendor procurement sites such as ProQuest OASIS, EBSCO ECM, and Midwest Library Services.
- Establish and maintain vendor relations and monitor vendor performance.
- Monitor library materials expenditures to ensure continuous compliance with fund allocations and to anticipate future needs.
- Work with the Collection Development and Database Committees to continuously assess the use and effectiveness of collection development decisions, to ensure that the needs HCC's diverse populations are served and to advise upon needed changes.
- Engage faculty and students in the library collection development process to ensure that collections meet curricular and assignment needs.

- Supervise quality control of acquisitions information in the Library's ILS and on the Library homepage
- Monitor and ensure compliance with all HCC procurement policies, regulations and procedures
- Participate in the creation of digital instructional materials such as tutorials, research guides and videos for use online and in the classroom.
- Perform special and specific tasks which enhance and improve the total LRC/Library function.
- Assist with the library's Web 2.0 presence on Twitter, Facebook, and other social networking sites; and their use as instructional tools.
- Perform related duties as requested by the Director, Library/LRC Support.

**Public Services Librarian, Houston Community College, Houston, Texas, 08/2016-10/2021**

- Provide reference and information services to library users.
- Actively participate in the teaching various library's instruction program online and face-to-face.
- Create and manage multiple library research guides for faculty and students.
- Support Access Services functions as circumstances dictate.
- Serves as liaison for Accounting, Business, Business Technology, Culinary Arts, Finance/Banking, Hospitality Administration, International Business, Marketing/Marketing Management, Child Development, Teacher Education Studies, and Real Estate.
- Participate in the library's Liaison/Builder program for collection development.
- Work collegially with all library staff, faculty, students, and other Library users.
- Work well with a culturally diverse population.
- Familiarity with Springshare Products such as LibAnswers, LibChat and LibGuides.
- Keep abreast of current trends in reference and information literacy services.
- Perform other duties as assigned based on fluctuating library need.

**Business Research & Instructional Services Librarian, Stephen F. Austin State University, Nacogdoches, Texas, 08/2013-07/2016**

- Developed and maintained regular communication with library representatives, department heads, relevant faculty, staff, researchers and students in assigned subjects and departments to understand constituents' teaching and research interests and needs and explain and interpret library programs and resources.
- Assessed and share knowledge of the interests and needs within discipline groups, functional areas, and through administrative channels to work collaboratively to develop collections and services and meet the constituents' needs.
- Assigned areas are accounting, business communication & legal studies, economics & finance, management, marketing & international business and disciplined related fields.

- Effectively deliver reference service to students, staff, faculty and community. Provide reference service to faculty, staff, and students at public service points and subject specific consultation by appointment.
- Provided broad-based reference support to the reference desk staff.
- Actively participate in all forms of reference services (email, phone, etc.)
- Strengthen the knowledge-base of all staff providing reference services by sharing expertise, providing feedback on relevant training issues, assisting in training and actively participating in Research Instruction Services (RIS) department meetings.
- Lead and participated in cross-training with members of the discipline group.
- Ability to multitask and work cooperatively with others.
- Effectively interact with customers of diverse backgrounds in providing services.
- Designed, delivered, assessed, and promoted library instruction programs to support a comprehensive library-wide Information Literacy Program. Build on current skills and knowledge of information literacy theory and practice to share with colleagues and enhance the overall quality of Ralph W. Steen library instruction program.
- Designed and delivered subject area, or resource, specific information/training sessions for students and faculty, as well as for community groups or the general public.
- Collaborated with faculty to develop instruction sessions.
- Effectively build and manage information resources in assigned subject areas of accounting, business communication & legal studies, economics & finance, management, marketing & international business through a balanced, broad-based approach, as well as participate in discipline related collection development.
- Integrated analysis and assessment into collection development activities to facilitate and enhance data-driven collection decisions.
- Lead and/or participated in determining collection needs for users.
- Encouraged, evaluated and responded to monograph suggestions and serial requests from users and select materials to be firm ordered.
- Communicated with vendors, professional associations and professional networks to become/remain aware of new/developing resources and evaluate for acquisitions or replacement of current products.
- Work collaboratively with others having collection responsibilities in related subject areas, as well as with staff in acquisitions and collection management.
- Provided research consultation and instructional support for students and faculty members in assigned subject areas, including distance education. Develops creative instructional materials and modules where applicable, in the print and online environments.
- Maintained collection excellence and relevance through careful examination of selection tools and the use of library resources, weeding of assigned subject areas, and staying abreast of trends in scholarly communication. Coordinates department wide collection management activities, including selection profiles, management tools, reports and statistics.

- Maintained competence in all available reference information resources, both print and electronic, recommending resources needed to support subject areas.
- Participated in development of departmental training programs in the use of information resources.
- Educated assigned departments on scholarly communication issues including economic issues, authors' rights, and author and publisher perspectives. Support and promote the scholarly services (repository, electronic journals, online conferences, etc.) of the Center for Digital Scholarship and the SFA community.
- Participated in scholarly activities and professional service commensurate with Ralph W. Steen Library faculty status requirements.
- Kept current on business topics, librarianship trends and practices, and areas of interest.
- Served on committees for library, university, and professional organizations, as requested or elected.
- Coordinated and/or participated on special projects approved by department Head and/or Director.
- Performed other duties and special projects as assigned.

### **Previous Professional Positions**

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#### **Adjunct Reference Librarian**

Los Angeles Mission College, Sylmar, CA

02/08-06/13

- Assisted students, faculty & staff with reference inquiries and database research.
- Answered reference questions in-person, by telephone and online.
- Provided a range of reference and instruction services to support the research.
- Worked under guidance of Instruction and Information Literacy Librarian; provide individualized and group instruction on the use of library resources, including specialized databases and other online resources across all disciplines.
- Taught 2-4 hours per year of Library credit classes and project specific bibliographic library instruction classes as needed.
- Created and maintained various education materials and resources online and in print; and other duties as assigned.

#### **Librarian**

Oaks Christian School, Westlake Village, CA

01/04-06/13

- Assisted with the planning, organizing and managing of Library Information Services.
- Administered a library literature and skills curriculum, collaborating with teachers on school & library activities, supervising library personnel & volunteers, research & purchasing of library acquisitions, collection development, & budget management.
- Worked collaboratively with other faculty in developing bibliographic instruction programs across the curriculum.
- Taught weekly information literacy skills and research classes.

**Adjunct Reference Librarian**

Los Angeles Pierce College, Woodland Hills, CA

06/08-08/08

- Assisted students, faculty & staff with reference inquiries and database research.
- Answered reference questions in-person, by telephone and online.
- Provided a range of reference and instruction services to support the research.
- Worked under guidance of Instruction and Information Literacy Librarian, provide individualized and group instruction on the use of library resources, including specialized databases and other online resources across all disciplines.
- Collaborated with other faculty to increase students' knowledge of library resource.
- Taught general and subject specific library instruction classes as needed.

**Children's Reference Librarian II**

Beverly Hills Public Library, Beverly Hills, CA

10/02-02/11

- Provided Reference and Reader's Advisory Service and Instruction in the use of the library to children, students, young adults and patrons using the INNOPAC automated system.
- Assisted subordinates and supervisors in identifying and resolving problems.
- Provided reference services using electronic resources including CD-ROMs, online databases and the Internet.

**News Librarian-Researcher/ Fact Checker**

Ms. Magazine, Beverly Hills, CA

07/02-03/03

- Chosen as Ms. Magazine's chief fact checker.
- Performed routine fact checking duties to ensure accuracy of recorded data.
- Verified facts concerning government agencies, scholars, journalists, writers and editors to ensure accuracy.
- Managed the information resources library for use by news and editorial staff in newspaper, magazines, and radio and television stations.
- Researched, retrieve and disseminate information in resource library using Lexis-Nexis and other commercial databases.
- Assigned classification terms to news articles, input news articles into ENDNOTE database and researched news information in in-house database Microsoft Access.
- Used aids for archives, such as accession lists, indexes, guides, bibliographies, abstracts and microfilmed copies of documents.

**Acquisitions Assistant Librarian**

J Paul Getty Trust, Getty Conservation Institute, Information Resource Center,

Los Angeles, CA

11/98-07/02

- Selected and ordered books, serials, films, and other materials for the library using Voyager/Endeavor automated system.
- Researched various databases such as RLIN, OCLC, Dialog, and the Internet for bibliographic information, dissertations, and technical reports.
- Conducted one-on-one bibliographic instruction to visiting scholars, scientists, and staff.
- Other duties as assigned.

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## Previous Work Experience

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### **News Librarian-Intern, *Practicum/Internship***

The Hollywood Reporter, Library & Research Department, Los Angeles, CA

09/01-01/02

- Maintained and filed procuring photo archive library.
- Researched, retrieved and disseminated information in resource library and commercial databases such as Dow Jones Interactive, Baseline, Backstage West, and Players directory.
- Assist with reference and research of database searching, and preparation of passwords to various online accounts of Hollywood Reporter databases.
- Call agents of various Hollywood actors, directors, screenwriters, musicians, authors, etc. of headshot photos to update photo library.
- Conducted intensive daily research of news and other online content providers for Hollywood Reporter staff and reporters.
- Evaluated and recommended materials for binding, mending or discarding from collections as appropriate.

### **Librarian-Intern, *Practicum/Internship***

The Boeing Company, Boeing Library Services, Huntington Beach, CA

06/01-08/01

- Maintained the library's collection of books, serial publications, documents, and audiovisual and other documents.
- Compiled a list of library materials according to subject and interest, using specific databases such as ProQuest and EbscoHost and websites.
- Keyed in information into computer in order to store information.
- Searched and Researched technical literature compiled accession lists and annotated and abstracted materials.
- Researched and selected content for technical math and space engineering materials.
- Bibliographic checking by filling in additional information, such as publisher, date of publication, and edition into cataloging system.

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## Professional Activities

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### Publications

- Genifer Snipes; **Marlinda Karo**; Ash E Faulkner; Lauren Reiter; *Teaching Business Information Literacy*. Association of College and Research Libraries, 2022.

### Presentations

- Bright Idea Conference Poster Presentation on E-Books, May 1, 2014.
- “Got Problems? Look What We Have in the Library.” (Co-presented w/Rumela Bose, and Danna McCartney); Houston Community College Faculty Conference, March 4, 2017, Houston: Texas.
- ACRL 2019: Panel Presentation titled: Start something new: How libraries support cross-campus entrepreneurship education, commercial and nonprofit start-ups, and entrepreneurial thinking, (Co-presenter w/Genifer Snipes and Ash E Faulkner); April 10-13, 2019, Cleveland, Ohio.
- Library Online Lifesaver Series for Faculty: Let the Library be your Lifesaver this year! (Co-Presenter w/Rumela Bose); January 20, 2021.
- Texas Community College Teachers Association (TCCTA) Virtual 74th Annual Convention Faculty Video Lounge: Partnerships with Librarians, (Co-Presenter w/Rumela Bose and Richard Gosselin); February 5, 2021.
- ACRL 2021 Virtual Conference: Panel Presentation titled: Different launch pads, same destination: A multifaceted approach to working with career centers on job searching and career exploration, (Co-presenter w/Jennifer Wilhelm, Ilana Stonebraker, and Gary Arave); April 6, 2021.

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## Professional Organization Membership

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- **ALA**: American Library Association, 2001-present
- **ACRL**: Association of College and Research Libraries, 2008-present
- **CORE**: Leadership, Infrastructure, Futures, 2022-present
- **ACRL-IGTS**: Technical Services Interest Group, 2021-present
- **LILI**: Lifelong Information Literacy, 2010-present