

Bobbie G. Long  
9743 Windham Drive  
Dallas, TX 75243  
Voice: 972.235.6132 Fax: 972.669.8902  
E-mail: [bobbieglong@hotmail.com](mailto:bobbieglong@hotmail.com)

## **Work Experience**

**August, 1989 to Present**, The Art Institute of Dallas, Dallas, Texas. The Art Institute of Dallas provides Southern Association of Colleges and Schools accredited career college private education, granting both associate and bachelor level programs.

### **Director of Library Services**

#### **Organizational Responsibilities**

- Plan, implement and supervise all Library services
- Perform collection development and maintenance both print and electronic
- Hire, train, supervise and evaluate 4 full time staff, 8-10 part-time staff
- Develop budget, conduct assessment of effectiveness of prior year's budget
- Develop strategic planning, conduct yearly assessments and evaluation
- Develop and implement Library policy and procedures
- Design and implement bibliographic instruction classes involving use of traditional as well as electronic resources
- Manage Faculty Copy Center, Print Services Bureau and Scanning Lab.
- Coordination of continued automation of Library, integration of electronic resources, implementation of Library web site.

#### **Organizational Accomplishments**

##### **Committee Memberships**

- Technology Committee
  - participate in the development of yearly technology plan for school
  - responsible for the development of long strategic plan for Library needs
- Library Standing Committee
  - established and recruited effective membership
  - provide information on Library needs
- Curriculum Committee
  - coordinate with departmental faculty for educational support in Library
- Art Institutes International Virtual Library Committee
  - one of the founders in the creation of a Consortium of all Art Institutes campuses
  - establishing bylaws, organizational documents and consortia buying agreements.

##### **Accreditation**

- Southern Association of Colleges and Schools, Level I, Level II
  - research and preparation of initial self-study and follow-up response documentation
  - member of Institutional Effectiveness Committee responsible for editing entire Institute's documentation and preparation for visiting SACS team.
- Texas Higher Education Coordinating Board, Bachelor of Fine Arts
  - research and preparation of initial required documentation and follow-up response documentation and planning

##### **Facilities**

- participated in design and building of new Library facilities
- planned and implemented physical move of Library

##### **External Library Relations**

- negotiated cooperative agreement with 4 campuses of Dallas County Community College District
- initiated full user membership with Amigos/OCLC

**January, 1987 to August, 1989**, Farmers Branch Public Library, Farmers Branch, Texas

### **Children's Librarian**

#### **Responsibilities**

- Children's programming and establishing community liaison/partnerships
- Collection development/maintenance
- Floor work in all areas of Library

#### **Accomplishments**

- Established program for Community Cable Television
- Member of the team winning the John Cotton Dana Award in Children's Programming,

August, 1970 to May, 1976, Dallas Public Library, Dallas, Texas

**Assistant Branch Manager**

- Supervised 6-8 part-time staff
- Supervised Branch renovation
- Assisted with budget and strategic planning
- Performed reference floor work in all areas of library
- Responsible for collection development and maintenance

**Assistant to the Chief of Branch Services**

- Assisted in the coordination of the operations, of 17 branch libraries
- Participated in the planning and design for 7 new branch libraries, 2 book mobiles
- Responsible for collection and interpretation of Branch statistical data

**Young Adult Librarian**

- Responsible for collection development and maintenance
- Planned and implemented Young Adult programming
- Performed reference floor work

**Children's Librarian**

- Responsible for collection development and maintenance
- Planned and implemented Children's programming
- Performed reference floor work
- Developed cooperative programming with neighborhood organizations

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**Education**

- Master of Library Science  
University of North Texas. Member of Beta Phi Mu Honor Society
- Bachelor of Arts  
Southern Methodist University

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**Associations**

- American Library Association
- Association of Colleges & Research Libraries
- Reference User Services Association
- Texas Library Association

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**Technical Skills**

- Microsoft Office, PowerPoint, OCLC FirstSearch, World Cat, OCLC InterLibrary Loan,
- Web and database research

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**Community Involvement**

- Peace Corps Volunteer in Philippines – Elementary education and Mother/Child care
- Active in the Returned Peace Corps Volunteer Association /North Texas
- Participant in mentoring/tutoring program for middle school students through auspices of church
- Involved in student mentoring program with Art Institute of Dallas
- Weekend substitute residence hall counselor at Hockaday School (high school level)