

Debra L. Capponi
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Professional Profile

- Ten years' library experience; seven years' managing information and genealogy services
- Formally recognized by peers and public for providing excellent customer service
- M.S., School of Information Sciences, University of Tennessee
- Proficient user of electronic databases, Microsoft Office Suite, Blackboard, and Saba Centra

Education

University of Tennessee-Knoxville

M.S., Information Science.

Thesis: *Perceptions of Digital Libraries with Indigenous Knowledge: an exploratory study*;

Advisor: Bharat Mehra

University of Virginia, Charlottesville

B.A., English

Arizona State University, Tempe, Arizona

36 graduate-level credits in anthropology and education

Graduate Assistant (ethnographer), Teaching Assistant

Continuing Education

Oral History Recording course, Appalachian Studies Center, Appalachian Studies Certificate Program, North Georgia College and State University (continuing education), Dahlonega, Georgia, 2008

Library Experience

Information Specialist (2001-2008) & Circulation Specialist (2000-2001)

[Volunteer 2008-present]

Chestatee Regional Library System, Dahlonega and Dawsonville, Georgia, August 2000-July 2008

- Managed information services, and coauthored library's information services procedure manual
- Maintained and participated in the development of library's reference, nonfiction, and local history collections (including coauthoring local history collection development guidelines)
- Provided computer training for the public, and conducted workshops to introduce staff and the public to print and electronic resources
- Acted as staff person in charge on rotating Saturdays and evenings
- Supervised volunteers, community service workers, and (when Circulation Specialist) circulation staff
- Produced community reports to support long-range planning
- Administered Georgia History Records Advisory Board Project Grant
- Staffed circulation desk as needed

Instructional Assistant

Palomino Library, Scottsdale, Arizona, August 1998-July 2000 (contract employee)

- Served the public and high school students and teachers at the information desk of a shared-use (community and high school) library
- As part of a self-managed team, performed rotating administrative duties such as scheduling information desk coverage, writing peer reviews, and preparing meeting agendas and minutes
- Helped troubleshoot problems and maintain public-use computers

Activities & Honors

Member, Georgia Library Association, 2001-present

Served as Chair (2003), Vice-Chair/Chair-elect (2002), and Secretary (2004) of the Paraprofessional Division

Member, American Library Association, and American Indian Library Association

Connecting to Collections Summit in Washington, D.C.

Selected as one of Georgia's four representatives invited to attend an IMLS-sponsored summit in June 2007 to address nationwide preservation concerns in small- to mid-sized libraries and museums

Certificate of Appreciation from Lumpkin County Historical Society, Inc.

Recognized for assisting community members and visitors seeking historical records and sources

Three Chestatee Regional Library System Staff Recognition Awards

Nominated by coworkers and selected by committee of coworkers

Other Experience

Volunteer

Chestatee Regional Library System, August 2008-present;
Secretary of Riverview Good Will Circle, 2001-2007.

Secretary (elected volunteer)

Canal North Neighborhood Association, Phoenix, Arizona, 1996-2000

Performed various administrative and support duties, such as preparing minutes and quote sheets, editing grant proposals, responding to resident inquiries and problems, and maintaining a voice mail system; helped coordinate and participated in community activities, such as annual safety fair, biannual neighborhood cleanups, and activities and outings for the neighborhood's youth

Teaching and Graduate Assistant

Arizona State University, Tempe, Arizona, 1994-1995

Graded tests, assisted professor with assignments, and met with students; produced an ethnographic report for a high school program designed to prepare "at risk" students for college—self-directed with reports due to professor

Substitute Teacher, grades 5-8

Madison School District, Phoenix, Arizona, 1997-1998

Professional Presentations

Appalachian Environmental Knowledge, Climate Change, and Sustainability (co-presenter with Marc Dimaggio) 19 March 2010, Dahlonega, GA

Making Your Library Pro-Parapro. (moderator) Georgia Council of Media Organizations, 23 October 2003, Jeckyll Island, GA