

Mary Raple

Curriculum Vitae

Watson Library
1425 Jayhawk Blvd, Rm 519
Lawrence, KS 66045
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Work Experience

2009 to present University of Kansas, Watson Library Lawrence, KS
Program Assistant, International Area Studies
Library Specialist, Spanish and Portuguese, Latin American and Caribbean Studies

REFERENCE AND INSTRUCTION

- Conduct research instruction classes for mid-level Spanish courses, update course materials, schedule labs, and coordinate with instructors to establish desired goals
- Create and prepare course and subject guides as needed, including Spanish and Portuguese Language and Literatures: <http://guides.lib.ku.edu/browse.php?o=s#12247> and Latin American Studies: <http://guides.lib.ku.edu/browse.php?o=s#12257>
- Provide in-person and email reference consultation services for general and specific research questions related to Spanish and Portuguese, Latin America and the Caribbean.
- Provide translation services for other departments, as needed

TRAINING AND SUPERVISION

- Manage and oversee the International Area Studies (IAS) service desk--schedule, train and supervise up to eight student assistants, ensure that proper procedures are established and followed, public information materials are available, desk and public computers are in working order, and student assistants are kept up-to-date on changes and new information through regular updating of the service desk manual and memos
- Interview, hire, train, evaluate Spanish student assistant, and approve payroll using PeopleSoft. Stay within yearly budget.
- Support the student assistants with simple reference questions and ensure that referrals are made appropriately. Monitor LibStats.

PROCESSING

- Receive approval plan book shipments; prepare for cataloging; process and route materials requiring special handling; create Voyager invoice records; correspond with vendors, as needed
- Assist with preparation and distribution of annual vendor approval plan letters
- Manage book donations, update gift database, and write thank you letters
- Keep current departmental files and reports
- Gather statistics for annual reports
- Monitor "Lost" reports and place orders for missing materials
- Assist bibliographer with placing firm orders, as needed

OUTREACH

- Promote the availability of International Area Studies resources and services whenever possible by acting as a liaison to other departments, students, faculty, and library staff
- Maintain and update unit, departmental and organizational web sites and LibGuides
- Carry out or assist with special projects, such as book exhibits and Omeka digital exhibits, presentations, hosting of events, outreach activities, and conferences
- Support events sponsored by the Center for Latin American and Caribbean Studies and the Dept. of Spanish and Portuguese

ADDITIONAL DUTIES

- Maintain the day-to-day office needs--order supplies, disseminate information, stay current with staff schedules, greet visitors, monitor office equipment, etc.

- 2000 to present **Volunteer Work**—Detailed listing of pertinent volunteer work on next page
- 2003 to 2007 CFCA, Christian Foundation for Children and Aging (renamed Unbound) Kansas City, KS
Mission Awareness Trip Coordinator
- Managed and coordinated all aspects of CFCA’s trip program to foreign countries. Tripled participation and trip offerings, while improving quality and communications.
 - Supervised multiple trips on different continents simultaneously while maintaining very close attention to detail and deadlines.
 - Established and cultivated strong professional relationships with project coordinators in 17 foreign countries by e-mail and phone. Collaborated on trip agendas, lodging, air itineraries, ground transportation, budgets, and annual trip schedules.
 - Implemented 24-hour emergency contact network for trip participants and foreign staff for use during emergencies, including natural disasters and medical emergencies.
 - Developed and wrote internal trip manual; conducted related departmental training.
 - Researched, wrote, and collaborated on design of handbook for trip participants.
 - Provided personalized service to all trip participants. Handled phone calls and e-mail inquiries, enrollments, distributed trip materials in a timely manner, and processed payments. Researched travel requirements, such as visas, fees and taxes.
 - Assessed post-trip evaluations, initiated new proposals for guideline, policy, material, and content changes and implemented program improvements. Identified suitable participants to be targeted for and transitioned to advocate status. Provided performance evaluation feedback and trip assessments for international staff.
 - Updated client database; generated reports; maintained files; compiled yearly stats.
 - Gave motivating and educational post-trip PowerPoint presentations to employees.
 - Provided resource information to the Communications department for articles; updated website trip information and other publication materials; contributed numerous personal photos for publication in company literature.
- 1994 to 2003 **Business Assistant / Consultant** Leawood, KS
- Involved in all aspects of the home-based business, **Patrick Lamb Video Productions**. Assisted with bookkeeping, scheduling, mailings, project bids, and ordering supplies.
 - Represented and explained services to potential clients in person and by phone.
 - Videotaped events and collaborated with editor during editing process. Proofread and edited video scripts. Reviewed finished video product for quality control.
- 1994 to 2003 **Private Spanish Tutor** Leawood, KS
- Conducted intensive one-on-one tutoring sessions for Spanish language students.
- 1996 to 1999 Continental Airlines Regional Sales Office - **Ambassador / Receptionist** Kansas City, MO
- Collaborated on and helped design and prepare a computer-related instruction manual for national distribution to Continental Airlines offices.
 - Compiled database and spreadsheet data to complete regional sales reports.
- 1988 to 1994 Pembroke Hill School – **Spanish Teacher** Kansas City, MO
- Involved in all aspects of teaching Spanish, beginning through advanced levels.
 - Developed and implemented new courses, including Advanced Placement (AP) in Spanish and the implementation of the National Spanish Exam at the school.
 - Planned and executed up to six different daily lesson plans.
 - Organized and chaperoned student educational and service trips abroad.
 - Acted as Newspaper Advisor. Oversaw publication of the school newspaper.
 - Awarded the Robert Woods Grant for Professional Development - for travel throughout Spain during the Quincentennial Celebration and World’s Fair.

Work Experience

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- 1984 to 1988 Lee's Summit High School -- **Spanish / French teacher** Lee's Summit, MO
- Taught advanced Spanish and beginning French courses. Wrote curriculum guides.
 - Organized and chaperoned student groups on educational trips to foreign countries.
 - Designated as adjunct professor for UMKC to teach college course at high school.
- 1983 & 1985 Hispanic World Tours -- **Tour Conductor (Summer)** Aurora, CO
- Traveled with large groups of students and teachers in Mexico, Spain, and Peru; worked with local tour guides; addressed all travel problems; directed orientations.
- 1982 to 1984 University of Kansas -- **Assistant Instructor of Spanish (TA)** Lawrence, KS
- Prepared and taught various levels of Spanish courses at the University of Kansas.

Volunteer Work

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- 2000 to present **Spanish Interpreter -- Guatemala Dental Mission (almost yearly)**
- Translate while assisting dentists with dental exams in Guatemala.
 - Instruct patients in Spanish on oral health care issues and preventative measures.
- 2008 **Mediator** -- Johnson County Small Claims Court Olathe, KS
- Mediated small claims disputes to resolve conflicts instead of going to court.
- 2008 to 2009 **Receptionist/Job Center Asst.** --- Bishop Sullivan Center Kansas City, MO
- Assisted clients requesting emergency food/family aid or needing help with job search.
- 2003 **Spanish Interpreter** -- Kansas City Star & Catholic Key Kansas City, MO
- Translated for reporters during interview of Spanish speaker for newspaper articles.

Education

SLIM MLS Program	2014 (began)	Emporia State Univ.	Overland Park, KS
Mediation Training	2008	Johnson County Comm. College	Overland Park, KS
Teacher Certification	1984	Spanish, French – Grades 7-12	Kansas and Missouri
M.A., Spanish	1984	University of Kansas	Lawrence, KS
B.A., Spanish Education	1982	Wichita State University	Wichita, KS
Summer Study Abroad	1978, 1981	W.S.U. Summer Program	Puebla, Mexico

Professional Service - Library

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- 2013 KU Libraries Exhibits Program – Liaison for International Area Studies
Departmental representative to Libraries' Exhibits Program -- working to maximize opportunities for campus and community outreach and engagement by using Omeka software to digitize International Area Studies' exhibits for online display and educational use. Projects:
- *Swahili Literature through the Centuries*: <http://exhibits.lib.ku.edu/exhibits/show/swahili>
 - *Celebrating East Asian Scholarship: an Interdisciplinary Showcase*: (in progress)
<http://www.lib.ku.edu/exhibits/eas/>
- 2013 CFI – Cross Functional Initiative Teams
- Literacy Integration
 - Incoming/Returning Student Outreach
- 2012 Library Tutorial Review Committee
Summer Reviewed existing library tutorials for updates and corrections, proposed new tutorials, wrote scripts.
- 2012-2013 Strategic Planning Project Team, Strategy 1a.2
(FY) Charge: Create a program of curricular consultation and outreach to high school teachers and school librarians at KU's top feeder schools.

2012 Fall	Unclassified Professional Evaluation Review Committee Committee examines and potentially revises current evaluation process for unclassified professionals.
2011-2012 (FY)	LFPA Executive Committee, Executive Liaison for Unclassified Professionals--elected position It is the first point of contact for any matters referred to the attention of the LFPA.
2011-2012 (Nov. –Jan.)	First Year Experience Coordinator Search Committee The search committee reviews and discusses information from applicants' credentials, resumes and interviews, and makes a recommendation to administrators for the new coordinator.
2011-2012 (FY)	Unclassified Professionals Committee, LFPA Executive Committee Liaison Solicit, develop and bring forward issues of importance to the Unclassified Professionals.
2009-2011	Customer Service Task Force Charge: This group will investigate current practices and recommend ways of improving and supporting the customer service orientation of student employees--all departments and locations.
2010	Unclassified Professional Excellence Award Committee The UP Excellence Award recognizes outstanding performance and contribution to the KU Libraries. Committee reviews information from nominations, interviews, and votes for the recipient.
2010	Instructor Development Programming Task Force (Information Literacy Working Group) Charge: Investigate existing models of professional development programs for instruction librarians and recommend a model for implementation at KU Libraries. The model will provide for training opportunities for librarians in instructional design and technology, and integration to support pedagogy.

Exhibits--Book displays

- See above: KU Libraries Exhibits Program – Liaison for International Area Studies
- **Nobel Prize in Literature – Spanish and Portuguese** - Fall 2013
Curated Spanish and Portuguese portion of exhibit featuring Nobel Prize winners in literature from around the globe.
- **Banned Books** - Fall 2012
Curated Latin American and Spanish portion of exhibit featuring books banned or censored in China, Japan, Communist Poland, Spain, and Latin America.
- **Exploring the Peruvian Amazon** - Spring 2012
Curated exhibit held in conjunction with the Spencer Museum of Art exhibit, *39 Trails: Research in the Peruvian Amazon*, highlighting work by KU researchers in the Peruvian Amazon. It featured books about the Peruvian Amazon, biodiversity in Peru, entomology, ecology, flora, fauna, & the rainforest. Collaborated with Spencer Museum of Art and the KU Biodiversity Institute.
- **CLAS 50th -- the 50th anniversary of the Center for Latin American Studies** - Fall 2011
Curated exhibit featuring books written by KU faculty currently affiliated with the Center.

Presentations, Professional Development / Courses, and Conferences 2010 to present

A (Re)View of the Library and its Resources, co-presenter

Presented workshop about Latin American library resources for faculty and graduate students – Sept. 5, 2013

Information-Seeking Behavior and User-Centered Services – LI 802-XR

Emporia State University, Spring 2014, 3-hr course

Positive Approaches for Increasing Collaboration and Effectiveness in Libraries

KU Libraries - Professional development workshop, Lawrence, KS, August 6, 2013

College Readiness Dialogues – Together We Succeed!

Kauffman Foundation Conference Center, Kansas City, Mo, April 26, 2013

Educator Workshop on the Caribbean – University of Kansas, Lawrence

Sponsored by Center for Latin American & Caribbean Studies, January 26, 2013

Teaching Summit - KU Center for Teaching Excellence, University of Kansas, Lawrence, KS

- Innovations in Teaching and Learning, August 22, 2013
- More Than Four Walls: Interactive Class Time = Enhanced Learning, August 16, 2012
- Teaching & Learning as a Community Enterprise, August 18, 2011
- Firm Foundations for Learning, August 17, 2010

Information Literacy Workshop – University of Kansas, Lawrence

- “Measuring Our Contributions to Student Learning: Assessing the Value of Library Instruction”
Two-day workshop with Dr. Megan Oakleaf, Asst. Professor at Syracuse University, August 2-3, 2012
- “Learning Outcomes and Information Literacy Assessment”
Hands-on with Debra Gilchrist, PhD, Dean of Libraries and Institutional Effectiveness at Pierce College, July 29-30, 2010

Discover Your Strengths – 2011 & 2012

“Strength Finders” workshop with follow-up sessions -- How to work towards your strengths in job duties and relationships. University of Kansas, Lawrence, KS

LAA 700—Introduction to Latin American Library Resources – Fall 2010

Attended course and assisted instructor with preparation of bibliographic and reference sources

SALALM - Seminar on the Acquisition of Latin American Library Materials

- SALALM LVIII – Indigenism, Pan-Indigenism and Cosmovisionism: The Confluence of Indigenous Thought in the Americas, May 17-22, 2013, Coral Gables, FL
- SALALM LV -- The Future of Latin American Library Collections and Research: Contributing and Adapting to New Trends in Research Libraries, July 23-27, 2010, Providence, RI

*ALA – American Library Association Annual Conference, June 22-25, 2012, Anaheim, CA**MOLLAS - Midwest Organization of Librarians for Latin American Studies*

- October 18-20, 2011, University of Kansas, Lawrence, KS

Languages

- Spanish – fluent
- Kaqchikel Maya – Fall & Spring semester 2012-2013, KU
- French, Portuguese, German - other languages formally studied
- Nahuatl – informally studied

Travel

- Extensive and frequent travel throughout Guatemala, Mexico and Spain
- Study abroad: Puebla, Mexico, Summer 1978 & 1981 (6 weeks each)
- Bolivia, Peru, Ecuador & Galapagos Islands, India, Kenya, Uganda, France, England, Jamaica, Morocco and Canada

Computer Skills & Training

- Canvas (2014) Class Management System ESU
- Omeka (2013)
- CMS Basics – Content Management System workshop (2013)
- Website evaluation webinar (2013)
- KUPPS - KU Procure to Pay System e-procurement platform (2013)
- Google Docs (2013)
- Power Searching with Google – 6 online classes (July 2012)
- PeopleSoft HR/Pay System (2012)
- ArtStor (2012)
- Jing (2012)
- PRIMO (2012)
- Microsoft Office 2007 & 2010—Proficient in Word, PowerPoint, Outlook, Excel
- Microsoft Office 2007 & 2010—Training in Access, Mail Merge
- Voyager: Acquisitions and Cataloging module
- LibGuides
- LibStats
- Dreamweaver
- BlackBoard
- Basic Web Graphics
- SoftChalk Lesson Builder
- WASSAIL—Web-Based Augustana Student Survey Assessment of Information Literacy
- ListProc
- Adobe Connect Pro
- EndNote

Professional Memberships

SALALM - Seminar on the Acquisition of Latin American Library Materials
ALA – American Library Association