

Steven Garwood

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Education

- Development Dimensions International Certified Facilitator, August 2008
- eCollege Certified Online Course Developer, October 2007 (online via eCollege)
- Graduate, New Jersey State Library Train the Trainer Program, March 2000
- Certificates in web design from the HTML Writers Guild, 1999-2001 (All online courses)
- Masters in Communication and Information Studies (MCIS), May 1999 Rutgers University, New Brunswick, NJ
- Masters in Library Service (MLS), May 1996 Rutgers University, New Brunswick, NJ

Skills

- Strong skills in web design and administration. Excellent knowledge of standards based XHTML and Cascading Style Sheets, WYSIWYG editors, and graphic design programs including Fireworks and Photoshop.
- Outstanding ability to design and execute training programs for both the general public and library employees on computer applications and library skills and issues.
- Outstanding ability to develop and design curricula in an academic environment for undergraduate and graduate level students in both online and on-campus classes.
- Extensive experience speaking to audiences of various types and sizes.
- Excellent ability to manage both people and projects.
- Strong customer service skills.

Instruction

Assistant Professor/ Instructor. School of Communication, Information and Library Studies, Rutgers University, New Brunswick, NJ. (6/05-7/08)

- Developed course content on the use of educational technology tools for all levels of faculty teaching online courses.
 - 80 screen video tutorials created representing a total of over 4hrs of content
 - Several step by step “handouts” created for text based learners
 - Content included: podcasting and audio player use, screencasting and video incorporation and web design practices to improve usability
- Responsible for teaching reference and research skills, basic information technology, web/multimedia design skills and principles, and social software.
- Developed, designed and conducted online and on-campus courses for both undergraduate and graduate level students.
- Coordinated course design and exercises to match school’s requirements and future needs of students.
- Responsible for course coordination with other instructors and student exemption policies and procedures for Information Technologies for Libraries and Information Agencies course (17:610:550).
- Served as member of Library and Information Science Program Curriculum Committee
 - Worked to develop model syllabus for courses
 - Reviewed syllabi for new and modified courses
- Migrated course content to online site to facilitate access by students:
 - Web Design - <http://www.stevegarwood.com/webdesign/>
 - Social Software Literacy - <http://russl.pbwiki.com>

Part Time Lecturer. School of Communication, Information, and Library Studies, Rutgers University, New Brunswick, NJ. (1/02-5/04 & 7/08-12/08)

- Responsible for teaching web design skills and principles to undergraduate students.
- Coordinated course design and exercises to match school's requirements.
- Migrated course content to online site to facilitate access by students:
 - <http://www.stevegarwood.com/webdesign/>

Presentations/Publications

Garwood, S, Screencasting: Extending Your Educational Environment, In: Teaching Generation M A Handbook for Librarians and Educators, Vibiana Bowman Cvetkovic and Robert J. Lackie ed., Neal Schuman 2009

Interview on cheating and plagiarism included in The Plagiarism Plague, edited by Vibiana Bowman, Neal-Schuman Publishers Inc., August 2004

“Tutorials2.0: Teaching the Public and Training Staff with Online Screencasts/Screencasting for Libraries”

- Presented to Internet at Schools East (Part of Computers in Libraries) Conference. April 2008 (Article from presentation published in Proceedings)
- Presented to the New Jersey Library Association Annual Conference. April 2008
- Presented as series of workshops for Infopeople, a California based Library training organization. March & May 2008

“CyberCheats: Plagiarism and the Internet”

- Presented to dozens of school and library groups from 2000 to present
- Program Presenter: Computers in Libraries, 2005
- Keynote: New Jersey Youth Services Forum, 2002

Presentations given on various computer topics at New Jersey Association of Library Assistants, New Jersey Educational Media Association (now New Jersey Association of School Librarians), New Jersey Library Association, New Jersey Regional Library Cooperatives and individual Libraries/Library Systems.

Sample of workshops conducted:

- 3/09 New Jersey Train the Trainer: More with Camtasia and Screencasting
- 10/08 New Jersey Center for the Book: Showcasing Information Literacies: Screencasting – Now I See what You Mean
- 4/08 New Jersey Library Association: Tutorials2.0
- 1/08 Association of Library and Information Science Educators: Online Pedagogy Forum - Screencasting
- 12/07 South Jersey Regional Library Cooperative: Screencasting – Now I See what You Mean
- 12/07 INFOLINK Regional Library Cooperative: Web2.0 for Reference
- 11/07 Central Jersey Library Cooperative/NJLA: Web2.0 for Reference
- 11/07 SCILS Guest Lecture: Information Collection and Organization w/Web2.0 Tools
- 10/07 SCILS 25th Anniversary: Screencasting for Teaching, Training and Fun
- 10/07 Park Ridge School District: CyberCheats/Plagiarism Prevention (combo)
- 6/07 New Jersey Association of Library Assistants (NJALA): Excel Tips and Tricks
- 6/07 Princeton Public Library: ScreenCasting for Teaching, Training and Fun
- 5/07 Piscataway Public Library: Libraries and the Future

The Internet Library, Panel presentation with Karen Schneider and Steve Coffman, Public Library Association Conference, 2000. Repeated at Virginia Library Association, 2000.

Classes and presentations available at: <http://www.stevegarwood.com/classes> . All classes at this URL available for use by library staff.

Experience

Staff Training and Development Coordinator. Princeton University Library, Princeton, NJ (7/08-Present)

- Responsible for conducting a thorough needs assessment to ascertain training and development needs and interests of library administration, supervisors and professional/support staff members
- Responsible for creation of training program to meet the technical and workplace training needs for a large and diverse staff
 - Taught: Effective Interactions (Communication Essentials), Adapting to Change, and Conducting Performance Appraisals
 - Created: How Stuff Works seminar series to highlight functions, workflows and technologies that are important for the work of the library
- Led Microsoft Office '07 Migration Project
 - Training (including outside hiring)
 - Coordination of migration schedule
- Responsible for creation of New Staff Orientation program
- Presently working to incorporate social/new media approach to training by
 - Creating a process of video recording and archiving training events
 - Developing screencasts and screencast developers/trainers
 - Incorporating online assessments
 - Adding/incorporating blog and wiki approaches to communication and collaboration
- Provide leadership for Library Education and Training Committee

Contract Trainer and Professional Development Provider. (6/01-Present)

- Provide continuing education classes to New Jersey's Teachers, School Media Specialists and Library staff on a variety of computer and library related topics.
- Maintain New Jersey Department of Education Professional Development Provider Status.

Program and Services Coordinator. INFOLINK, Piscataway, NJ (6/02-6/05)

- Responsible for planning, developing, and executing continuing education programs for member libraries. Increased both amount and scope of classes to create more learning opportunities for member library staff.
- Duties included oversight of services provided to member libraries including but not limited to interlibrary loan delivery, Book Evaluation, continuing education and managing member listserv.
- Served as liaison to INFOLINK committees on Career Development, Technology, and Marketing/Public Relations, and the Online Bibliographic Database Task Force.
- Responsible for maintenance and continuous design of INFOLINK's website. Approximately 35% of Continuing Education program registration resulted from online form.

Customer Education Librarian. Camden County Library/New Jersey Statewide Reference Center, Voorhees, NJ. (8/99-6/02)

- Provided in-person and electronic reference assistance to library patrons.
- Provided leadership and direction as Chair of library's Pathfinder (user guides) and World Wide Web committees.
- Acted as Team Leader in interface design process for new catalog system.
- Collection development responsibilities for computer and information systems.
- Coordinated library's computer instruction program. Over 2 year period instructed over 2,000 library patrons on PC and Windows Basics, Internet and Search Engine Basics, and Email.
- Facilitated continuous learning on the Internet by creating and leading a library based Computer Club which met once per month.

- Designed training classes for librarians which were hosted by the South Jersey Regional Library Cooperative

Reference Librarian/Technology Center Coordinator. Burlington County Library, Headquarters, Westampton, NJ. (3/98-8/99)

- Coordinated Library Technology Center which included:
 - Duties as previously described regarding computer instruction
 - Providing one-on-one assistance to library patrons
 - Hiring, training, scheduling and evaluating student assistants
- Acted as designer and administrator of library's ready reference website.
- Collection development responsibilities for electronic business resources.
- Responsible for statistical tracking of electronic resource usage.
- Reference services as previously described.

Assistant Director for Information Development. Campus Information Services, Rutgers University, New Brunswick, NJ. (8/95-3/98)

- Coordinator for all informational aspects of vast information service.
- Editor of print and electronic university map.
- Liaison to all university offices and departments for the purposes of information collection.
- Manager of student staff with web design and information system responsibilities. Responsible for hiring, training, and evaluation.
- Manager of University web site and co-coordinator of University's web projects team

Affiliations

- American Library Association (ALA), Member since 1993
 - Learning Roundtable (LearnRT) formerly Continuing Library Education Network (CLENE roundtable member since 2004)
- American Society for Training and Development (ASTD), Member since 2010
- HTML Writers Guild/International Webmasters Association, Member since 1997
- New Jersey Library Association, Member since 1998
 - President, Automated Services Section (Presently Information Technology Section), 6/00-6/02
 - Member, Publications committee and Web Site redesign subcommittee, 6/02-6/05

References

Available upon request