

I Love My Librarian!

2017 Award

Julie Bill

Musicians Institute Library
Musicians Institute College of Contemporary Music City
Los Angeles, California

Nominator: Beth Marlis

1. Please tell us in 2-3 sentences why your nominee should win this award. What sets them apart?

Julie Bill has been the Director of Library Services at Musicians Institute College of Contemporary Music Library since 2014. Musicians Institute is a Certificate, Associate, and Bachelor of Music Degree granting institution with approximately 1,000 students enrolled throughout the year. In addition to Julie's position as the Director of Library Services, the library is staffed entirely by students under her direction to accommodate its one hundred hours per week of operation.

Under Julie's direction and expertise the students employed with the library have built a <http://library.mi.edu/> library website, catalogued 10,000 materials, built and answered chat, text, email, and phone reference questions, set up remote database authentication, a discovery system inclusive of print materials, articles, streamed music, and video, A-Z Databases in support of music, an eBook collection in collaboration with faculty, designed and executed an annual calendar of important dates, events, and deadlines; adding content two years in advance, the student employees also designed an archival history of MI site <http://digitallibrary.mi.edu/> and scanned and archived the remaining thousands of photos to a cloud service.

The student employees have each authored and designed subject guides offering an extensive listing of library materials by program and subject.
<http://library.mi.edu/libraryguides>

2. Please discuss how the nominee has helped you and/or others and made your experience of the library a more positive one. For instance, did the nominee assist you in a research project or enhance your students' learning experience?

MI faculty and students rely on the library as the central hub for resources and materials related to their classes and career, the viewing of clinic and live performance workshop videos, copyright questions and clearance in relation to teaching in the classroom, the Learning Management System (LMS), drop in tutoring, live performance workshop charts, assistance with Logic, ProTools, and Vocal Performance Room equipment, assistance with the surrounding classrooms, amps, cords, instruments, tablet computers,

LMS / online learning navigation, course registration, password assistance, assistance with and professionally publishing music, and directional questions.

This year, Ms. Bill authored, designed, and executed a library website for faculty and student use for the first time in the school's history <http://library.mi.edu/> The library site is popular and receives approximately 5,000 views per month. Faculty and students appreciate the site's organization as library resources are easy to locate as are all the links students and faculty require for their courses and email.

Julie researched and added A-Z databases and set up remote authentication, so that faculty and students could access the college's resources from anywhere. <http://library.mi.edu/az.php> Julie also set up interlibrary loan connecting MI with libraries in 175 countries and territories. The library satisfies requests for sheet music, charts, full scores, and materials for students and faculty daily through the library's collection, purchase, or through interlibrary loan <https://mi.on.worldcat.org/discovery>

The library is the "go to place" for technical, support, how to, reference, and directional questions relating to library services, IT, and all aspects of the college. Statistically the use of the library has grown significantly since 2014 with over 200,000 transactions annually of materials and equipment checked out to student, faculty, and staff use of circulated materials.

Ms. Bill has created cataloging and archival positions for students who take on very detail oriented roles of cataloging and archival work requiring students to learn multiple record types and programming languages. Webmaster is also the role of students working with CSS and HTML within the library's website and events; trained by Julie.

With great excitement and enthusiasm Julie and student employees designed a library app available via Google Play <https://play.google.com/store/apps/details?id=com.bredir.boopsie.milib&hl=en> and iTunes <https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=1227044960&mt=8>

Students and faculty throughout the school are able to see which materials are available through the app. In addition to print materials and online resources the library also offers over 60 guitars, and various instruments, equipment, tablet computers cords, adapters, etc. for check out whose location and availability status may be located through the app. Also, through the MI Library App MI students, faculty, and staff can see which ProTools labs throughout campus are open on an hourly basis, twenty four hours a day. Through the library app students may check out eBooks and Audio Books, check out the calendar of events, book studios, sign up for live performance workshops, open counseling, view and apply for student and alumni employment opportunities, chat the library with questions, view the New Student Guide with housing information, parking maps, campus maps, the student handbook, the course catalog, view the resource guide to performance venues, campus safety, and frequently used links and much more.

3. How does the nominee make the college, community college, or university a better place? Please be specific.

Ms. Bill collaborates with departments throughout campus in an effort to continuously evaluate and improve campus wide services and is currently authoring an Introduction to Graduate Study in Music for a coming MI Masters Curriculum. Julie created a quarterly student award to honor high achieving student library assistants; nominated by student library assistant peers. Award winning students then have an accolade for their resume, the great feeling of receiving several hand-written nominations from their coworkers, and a certificate for their great work. Julie and library staff designed and executed the first ever online public MI Calendar of events and deadlines for parents, students, and the community <http://library.mi.edu/calendar>

Julie and library student employees have begun a bibliography of world renowned MI faculty authored materials on the main page of the library site (for now) <http://library.mi.edu/> as this is a heavy request by those visiting the library from other colleges, the community, as well as students as MI is historically recognized as one of the world's premier schools of contemporary music.

The library upholds the Federal Work Study funding for the school by employing Federal Work Study eligible students, tracking and ensuring the funds are spent annually, so that MI students may continue benefit from Federal Work Study.

Through the library's front desk function, MI students directly voice their opinions on all things from Student Lounge food offerings to the buttons available through the LMS / Online Learning System; the library brings the information to those administrators that may then make the changes and through these small details the school is improved for all.

4. How has the individual demonstrated leadership in the campus community?

Ms. Bill has incorporated the feedback of hundreds of students and faculty when designing library services such as our library website. MI faculty have commented that everything is "easy to locate on the library website" including frequently used institutional links unrelated to library services such as student email, portal, classrooms /LMS, video lessons, and faculty will frequently send students to the library website and to the library front desk for direction on how to use the email, portal, LMS / online learning, and video lesson programs.

Her leadership within the campus community would also include the library's management of Federal Work Study funding, tracking of funds, and providing Federal Work Study and all students employed with the library a work environment that sets them up for success. Student positions within the library offer enormous opportunities for learning all aspects of academic music library work as well as testing out new opportunities through other departments. These learning opportunities are made available through a monthly library student assistant meeting and include opportunities such as Music Industry Mentoring made available through the MI Student Support Center, having their student music featured through MI Marketing, or learning about upcoming music

industry software about to be installed within the school through visits from the MI Tech Office, and learning of new and exciting music performance and industry programs from the Office of Academic Affairs. Through these trainings students employed with the library are well informed and can recommend these services and programs if appropriate or field questions from peers while at the library front desk.

For the benefit of the school, the library designed, executed, and input two years worth of content into an online calendar, so that students and faculty and entire campus community are easily aware of upcoming events, deadlines, and school closures.

The MI library also manages the United Television Broadcasting Film Stage equipment. Many classes, faculty, and students within MI and (its “sister” school) Theatre of Arts rely on the equipment for classroom use, which is maintained by the library. This collection offers hundreds of thousands of dollars of library-maintained film equipment to faculty and students.

In addition the Musicians Institute also offers materials and equipment support, printing, and password / account services to Campus Hollywood “sister” schools: Theatre of Arts, International Dance Academy, Elegance International, and United Television Broadcasting. The MI Library also set up the MI Guitar Craft Academy of Nashville cataloging hundred of materials remotely and setting up the school’s online resources.

The library is also working on updating the Clinic and Student Live Performance Workshop video platform in an effort to offer a more effective search and showcase platform to students and faculty looking for specific performances, dates, genres, or subjects. The Musicians Institute offers an archive of world renowned historic clinics for viewing by students and researchers from 1977 – present.

5. How has the library, and the nominee in particular, had an impact on students and faculty and the teaching and learning process? Please be specific.

At the beginning of each quarter and throughout the quarter Julie Bill and library student staff collaborate with faculty on library collections, print and online offerings. MI offers visiting Clinician event tie-ins to library equipment, instruments, and materials check out for the benefit of students and faculty. New top of the line guitars, cables, and materials authored by clinicians are offered for check out through the library through collaboration with Faculty, Chairs and Marketing.

Ms. Bill talks about library resources available and receives feedback at quarterly faculty meetings to garner library priorities in order of importance to students and faculty. The library directly and responsively supports faculty and student research, pedagogical, and supplemental teaching and curriculum needs. Julie and student staff created an online materials request form <http://library.mi.edu/requestmaterials>, so that faculty could request materials outside of the library’s one-hundred hours of operation and have the request in their mailbox by the time they return to the school.

Julie and student staff designed an online chat, text, email, and telephone reference system to assist students and faculty while at the 85 computers in the library, the surrounding classrooms, and remotely from home. <http://library.mi.edu/>

A Bachelor Program Library Bootcamp was designed and is offered to students to teach information literacy and library resources use. The library is also involved in new student orientations and is available for daily/frequent student and faculty drop in to navigate best use of library resources. The library is a very friendly and welcoming place with great seasonal and music related decorations thanks to the student library assistants.