

# **Karen Baen**

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## **Education**

University of North Texas, Denton, TX 2001-2002

**Masters of Science, Library Science**

Southwest Texas State University, San Marcos, TX 1975-1979

**Bachelors of Arts, Elementary Education**

Del Mar College, Corpus Christi, TX 1977

**Associate of Arts, General Studies**

## **Certifications**

Texas Teacher Certificate, Lifetime

Texas School Librarian, Lifetime

## **Professional Activity**

Texas Library Association, Past Chair – Community College Library Discussion Group, 2012-2104

TexTreasuries Grant Committee Member, 2008-2014

Texas Library Systems Act Advisory Board, Member 2009-2014, Chair 2014 to present

Texas Council of Academic Libraries, Chair 2014-2015, Chair Elect 2013-2014

## **Employment**

**Southwest Texas Junior College**, Uvalde, Texas 2001 to present

Library Director, 2006 – present

Assistant Librarian, 2005-2006

Catalog and Reference Librarian, 2001-2005

Job Duties:

- Supervise staff members
- Catalog library materials
- Plan and implement budget
- Maintain library webpage
- Purchase and process materials
- Assist patrons with reference and instruction
- Communicate with vendors
- Establish goals and objectives for library development
- Serve on college committees
- Hire staff members when needed
- Supervise all library functions

**Uvalde Junior High School**, Uvalde, Texas

1998 to 2001

Library Assistant

Job Duties:

- Catalog library materials
- Conduct library class sessions
- Sponsor for National Junior Honor Society
- Managed library collection

**St. Philip's Episcopal School**, Uvalde, Texas

1992 to 1998

Elementary Teacher, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade

Job Duties:

- Planned and implemented lessons for students
- Evaluated student work
- Collaborated with fellow teachers

### **Technology Skills**

Proficient with:

- Microsoft Office
- Social Media
- Library OPAC
- Databases
- E-Books