

# Travis Spence

*Associate Librarian*

*Head of Collection & Administrative Services*

Daniel F. Cracchiolo Law Library, James E. Rogers College of Law, University of Arizona  
1201 E. Speedway Blvd., Tucson, AZ 85721-0176

## EDUCATION

- **University of Arizona, Tucson, AZ - M.A., Information Resources and Library Science**
- **Ball State University, Muncie, IN - B.S., English, Humanities minor**

## EXPERIENCE

- **Cracchiolo Law Library, Tucson AZ - Head of Collection & Administrative Services**  
February 2016 – Present
  - Oversee the daily operations of the Collection & Administrative Services unit, including Acquisitions, Cataloging, and Archives & Special Collections
  - Supervise four full-time employees, including one continuing-status librarian
  - Monitor spending and track library budget of approximately \$1.6 million
  - Serve as purchasing card liaison for the Law Library
  - Troubleshoot problems with Alma, Primo, and subscription databases, acting as point of contact with system administrators at Main Library
  - Compile and report data for a number of statistical surveys, including US News & World Report, American Bar Association, and Association of Research Libraries
  - Manage content for Law Library website and LibGuides
  - Participate in service and scholarly activities as required of continuing-status librarians
- **Pima Community College, Tucson AZ - District Library Database Manager**  
May 2006 - February 2016
  - Served as system administrator for integrated library system
  - Set up and maintained access to over 150 subscription databases, configuring off-campus access through EZProxy
  - Set up library funds in integrated library system and conducted fiscal year rollover process
  - Maintained library website and LibGuides system
  - Compiled and reported data for IPEDS survey
- **Pima Community College, Tucson AZ - Library Services Specialist**  
May 1999 – May 2006
  - Performed copy and original cataloging for library materials in a variety of formats
  - Uploaded MARC records to the library cataloging and performed quality control checks
  - Transmitted library fine data to the bursar's office
  - Edited content on the library website

- **Ball State University, Muncie IN - Library Instruction Program Coordinator**  
March 1997 – May 1999
  - Scheduled library instruction sessions for freshman English classes
  - Graded assigned worksheets
  
- **Ball State University, Muncie IN – Technical Cataloging Assistant**  
December 1994 – March 1997
  - Performed copy cataloging for library materials
  - Searched OCLC for bibliographic records

## **PUBLICATIONS**

- *Emergency Response and Recovery Guide*  
forthcoming 2024, W. S. Hein
- *Technical Services, Social Justice, and LibGuides: A Model for Impact*  
with Jessica Ugstad and Jaime Valenzuela  
Technical Services Quarterly, vol. 40, issue 2, 2023
- *Disaster Preparedness Manual*  
2020 rev., W. S. Hein
- *TSLL TechScans - Blog and Journal Column Contributing Editor*  
August 2019 - Present

## **SERVICE**

- University of Arizona Undergraduate Council: September 2023 - Present
- University General Petitions Committee: December 2019 – Present  
Co-Chair: September 2023 - Present
- University Hearing Board: September 2018 – May 2022
- AALL Awards Jury: June 2019-Present
- AALL Collections Development Committee: June 2020-June 2021

## **PROFESSIONAL AFFILIATIONS**

American Association of Law Libraries  
February 2016 - Present