Leila Gibradze

University Address: 106C Shores Bld.
142 Collegiate Way
Tallahassee, FL 32306
Phone: (850) 645-8418
E-mail: lgibradze@fsu.edu

Education:

MS in Library and Information Science, **School of Communication, Information and Library Studies, Rutgers University, USA**, 1998

BA in Western European Languages and Literature, **Tbilisi State University, Georgia,** 1988

Professional experience:

January, 2008 to Present

School of Library and Information Studies, CCI, Florida State University

Instructor Librarian

- Responsible for providing library resources for students in online library and information studies program, online library training, update content of Goldstein library's current website and also the content of the online orientation class; Responsibilities also include working on possible digitization projects.
- Teaching a graduate level course in Cataloging and Classification

March, 2006 to November, 2006

American Center for Information Resources, Public Affairs Section, US Embassy, Tbilisi, Georgia

Information Specialist/Librarian

- Information Center/Library planning and budgeting
- Reference services
- Cataloging
- Coordinating, monitoring and reporting on the Embassy funded library/information projects ($500K+ annual budget).

July, 2003 to March, 2006	**Caucasus Research Resource Center (CRRC), University of Foreign Languages and Culture - Tbilisi, Georgia** ***Librarian*** • Managing library staff (3 catalogers and a network administrator), collections, acquisition and cataloging; providing reference services to the affiliated faculty, researchers and graduate students • Budgeting
May, 2002 to April 2003	**University of Illinois at Urbana-Champaign, USA** ***Assistant University Archivist*** • Processing collections and creating online finding aids in the Encoded Archival Description (EAD) metadata schema
May, 2000 to April 2002	**Mortenson Center for International Library Programs, University of Illinois at Urbana-Champaign, USA** ***Visiting Scholar and Instructor*** • Teaching Information Literacy and Management courses
January, 1998 – March, 1998	**New York Public Library, USA** ***Reference librarian* (Internship)**
October, 1996 – December, 1997	**Alexander Library, Rutgers University, USA** ***Graduate Research Assistant (Reference Desk)***
1993 – 1996	**Systems Department, National Library of Georgia, Tbilisi, Georgia** ***Head of technical section***, • Maintaining bibliographic and metadata databases • Translating and cataloging new entries
1989 – 1993	**Department of Cataloging and Classification, National Library of Georgia, Tbilisi, Georgia** ***Head of classification section***, • Managing the section staff • Classifying new entries

Awards

2000 Mortenson Center Fellowship

1998 International Research and Exchanges Board (IREX) Fellowship
1996 – 1998 Edmund S. Muskie and Freedom Support Act Graduate Fellowship

TEACHING

Courses Taught

Summer 2007- Spring 2011 Cataloging and Classification LIS 5711

SERVICE

Florida State University

University

Member, UL Digitization Committee, (2009-present).
Participate into discussion and evaluation of digitization proposals presented by University and other campus libraries.

School of Library & Information studies

Member, Masters' Team (*2009 – present)*
Member, FER Committee (Spring 2011)

Journal articles published

Gibradze, L. (2002) Academic publishing in Georgia. *Slavic and Eastern European Information Resources,* 5 (1/2), 47-58, Binghamton, NY, Haworth Press.
Gibradze, L. (2001) Libraries in South Caucasus. *Slavic and Eastern European Information Resources,* 2 (1), 17 – 21, Binghamton, NY, Haworth Press.

Grants

LSTA Grant Application (2009) to digitize SLIS Masters Theses 1949-1980. Grant not funded

Membership in Professional Organizations

PLAN	Attended 6 workshops held by PLAN February through December 2009, and 5 workshops in 2010
ALA	Attended ALA annual conference in 2010