**Greg McElhatton**

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**EDUCATION**

***Master of Library and Information Science***

**Wayne State University, Detroit, MI**

**Honors Received:** SLIS Student Writing Award (Narrative), SLIS Student Writing Award (Bibliographic), H.W. Wilson Scholarship, 4.0 GPA

***Bachelor of Arts, English Literature***

**James Madison University, Harrisonburg, VA**

**EXPERIENCE**

***Supervisory Copyright Specialist* (U.S. Copyright Office / Library of Congress)** July 2019 - Present

Supervises, coordinates, leads and monitors the day-to-day work of a team in the Office of Registration Policy & Practice's Literary Division. Supervises employees performing non-supervisory work. Manages workload and sets team priorities in consultation with Division Chief in order to plan the daily and weekly distribution of work and assignments made to staff. Provides administrative and technical supervision needed for accomplishing the unit's work. Identifies the need for and recommends revisions and changes in workflow practices or procedures. Drafts and reviews new practices when requested. Serves as a subject matter expert on registrations specific to the Literary Division. Designs, develops, and delivers training for copyright specialists on numerous registration topics including computer programs, foreign publication, pre-Berne Treaty copyright registration requirements, comic books, newspapers, limitations of claim, and joint works.

***Adjunct Professor* (Wayne State University)**  August 2016 - Present

Instructs graduate students in Wayne State University’s School of Information Sciences. In INF 6120, introduces students to the structure and organization of knowledge in both print and non-print resources. Covers reference services and the communication skills needed to interact with users. Addresses the philosophy and procedures of database construction and the basics of searching, OPACs, commercial databases, and the internet. In INF 6010, provides an introduction to librarianship and related information fields, with a view to equipping students with an understanding of the context and development of the values and functions of the profession(s).

***Copyright Specialist* (U.S. Copyright Office / Library of Congress)** July 2016 - July 2019

Examined copyright registration materials to determine the correct facts of the claim, checked the accuracy of the application statements against information included in the physical or electronic work deposited, and appropriately questioned discrepancies. Determined whether the works contained sufficient original creative authorship, whether all applicable eligibility requirements were been met, and whether additional copyright principles were applicable to the claim. Evaluated correspondence relating to claims and addressed or resolved relevant issues. Used appropriate analysis to identify problems in routine and increasingly complex claims.

***Reference Librarian and Instructional Designer* (Human Technology Inc.)** May 1998 - July 2016

Performed comprehensive reference research using strong searching techniques and strategies in primary and secondary sources to locate and select appropriate materials. Conducted reference interviews with co-workers to determine the best material for each project. Job functions included evaluating requirements, formulating search strategies, and executing searches.

Designed and developed instructional material, in both electronic and print media, for multiple Federal agencies. Recommended the best instructional design approaches to clients, converted information into a format conducive to learning, developed objectives and plans for project completion with a team of employees and clients, and maintained Section 508 standards for users with disabilities. For online courses, wrote in a web-optimized format, provided detailed instructions to clients and students on how to access the course materials, and maintained/updated web content (text, video, images, and audio).

Managed, organized, planned, and scheduled work on large projects, adjusting schedules as necessary to accommodate changes in workload, priorities, and client needs. Monitored quality, developed plans for project improvements, and briefed higher-ups on each project's status.

Select projects included:

* Designed and developed a Seafood Hazard Analysis and Critical Control Points (HACCP) course for the U.S. Food and Drug Administration (FDA). Researched and compiled legislation, regulations, and case studies on seafood HACCP using complex literature searches. Communicated material in a format understandable to a layman without losing the legal meaning.
* Researched current flight standards regulations for multiple FAA courses. Provided professional support in locating updated flight safety laws and regulations, and determined which were appropriate for each project.
* Designed and developed a series of online tutorials for the FEMA Employee Knowledge Center (FEKC) to teach clients how to use the new electronic resource library. User guides consisted of video walk-throughs, printable job aids, and short animations to illustrate the FEKC's new functionality and features.
* Designed and developed a course explaining the Emergency Food and Shelter Program (EFSP) for FEMA. Researched the legislation governing the EFSP, and conducted a dozen audio interviews with EFSP program managers. Excerpts from interviews were included in the course as case studies and examples to illustrate concepts conveyed in the class. Created a one-hour executive summary version of the course intended for top-level officials who needed to know the basics of the course without requiring all the information needed to create and manage a local EFSP program.
* Evaluated a two-week course (Principles of Internet Investigation) taught by the State Department's Anti-Terrorism Assistance (ATA) program in Bogota, Colombia. The process involved analyzing the course materials, observing an offering of the course, writing an 84-page report that provided an overall design assessment and individual module evaluations, and presenting a summary of findings and recommendations to senior officials at ATA.

**REFERENCES**

Available upon request.