

**Nancy Anderman Guenther**  
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**WORK OBJECTIVE:**

Free-lance work improving access to information through index creation

**EMPLOYMENT RECORD:**

**Self-employed as indexer for authors and publishers since 1983** in diverse topics, including computers & computer software, history, medicine, crafts, and business management.

Index files can be provided as independent documents in Word DOC format or RTF format.

Experience with embedded indexing in InDesign, Microsoft Word, as well as older software packages

[List of completed projects available on web site, <http://www.guenther.bizland.com/indbooks.pdf>; current list is enclosed]

**Montgomery County Community College, 1972 to 1983.**

Reference librarian with rank of Associate Professor.

Duties varied through the years; including: Reference Desk duty; Design and implementation of library instruction program; Preparation of self-help aids for students; Establishment and continuing supervision of federal government documents collection; including preparation of aids for locating information; Evaluation of materials to be added to Reference collection; Organization and maintenance of pamphlet collection; Preparation of index for Faculty Senate minutes

Other college responsibilities:

- a. Developed and taught Reference Materials and Services course for paraprofessionals
- b. Taught introductory course in Economics
- c. Served as Faculty Senate secretary and as member of several faculty committees

**Drexel University, 1971-1972.**

Student assistant to Business Reference Librarian; weekend Reference desk responsibility

**EDUCATION:**

M.B.A.	Drexel University	1977
M.S. in L.S.	Drexel University	1972
B.A.	Lycoming College	1971

**PUBLICATIONS:**

Participated in the development of *Club Can-Do* (Vacation Bible School curricula from Abingdon/Cokesbury) for year 2000, specifically content for the Director's Handbook

*Children and the Threat of Nuclear War: an annotated bibliography.* Brooklyn, N.Y., Vantage Information Consultants, 1985.

*United States Supreme Court Decisions; an index to excerpts, reprints, and discussions.* 2nd ed. Metuchen, Scarecrow Press, 1983. [Included in American Library Association's Notable Reference Books for 1983]

**MEMBERSHIP:**

American Society of Indexers

**PERSONAL ACTIVITIES:**

Needle crafts (knitting, quilting, embroidery, etc.); child care; Bible study; Meals on Wheels volunteer driver (1987 to present); treasurer for local chapter (1987 to summer 1996); Eastern Pennsylvania Walk to Emmaus, board of directors (2008 to present).