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PROFESSIONAL LIBRARY EXPERIENCE

BOSTON UNIVERSITY, PAPPAS LAW LIBRARY

Associate Director/Head of Research Services, March 2008 to present

Manage and supervise the day-to-day operation of the law library including faculty services, reference and research services, instructional and training programs, circulation, reserve, document delivery, interlibrary loan, and library information via the library website, blogs, library guides, research publications, etc. Supervise a staff of twelve, including professional librarians, paraprofessionals and support staff. Assist with the overall administration, planning, management, and supervision of the law library; including establishing and implementing policies, procedures and priorities; short and long-range planning; identifying new services and technologies for the library; staff hiring, training and development; marketing and communication; purchasing and procurement; and space planning.

Head of Reference Services, June 2002 to February 2008

Acting Head of Public Services, August 2006 to February 2008

Developed and coordinated reference and research services. Supervised and trained four reference librarians. Supervised library research assistants and law school/library school interns. Provided reference, research services, and legal research instruction for the Boston University community and outside researchers. Participated in the development of and updates to the library website. Supervised the development and execution of training programs and teaching materials, with special emphasis on electronic instruction. Participated in the development of public services policies.

Senior Reference & Electronic Services Librarian, November 1999 to May 2002

Provided reference and research assistance to students, faculty, and other researchers. Assisted faculty with online research, advised them of new electronic research training resources in their disciplines, and organized presentations to demonstrate and teach new products and enhancements. Organized all online research training programs for first year law students. Provided advanced training for upper-class students, journal members, and research assistants. Developed and taught online research instructional programs. Created electronic research resources for students, faculty, and other researchers.

HARVARD LAW SCHOOL LIBRARY

Information Access Librarian, September 1996 to October 1999

Supervised document delivery staff comprised of 2 staff members, 4 library school interns, and 8-10 student assistants. Responsible for hiring, training, and evaluating same staff. Managed interlibrary loan, faculty document delivery, and intra-campus document delivery services. Served as the primary source of information on document delivery practices and procedures. Designed and maintained information resources relating to document delivery including web pages, handouts, and staff orientation. Responsible for all document delivery vendor contact, including setting up accounts and training sessions.

OTHER LIBRARY EXPERIENCE

HARVARD LAW SCHOOL LIBRARY

Various circulation and access services positions with increasing responsibilities, April 1992-August 1996.

HARVARD UNIVERSITY LIBRARIES

Various collection development, reference and public services positions, June 1988-May 1992.

TEACHING, PRESENTATIONS, AND TRAINING EXPERIENCE

Teaching Experience:

Boston University School of Law

- Lecturer (Spring 2007-present): Co-teach Advanced Legal Research course.
- Library Instruction Topics: Administrative Law Research, Blackboard Courseware, Bluebook citation manual, Computer-Aided Legal Research (Lexis, Westlaw, and other licensed databases), Current Awareness Sources, Intellectual Property Law Research, Internet Legal Research, Legislative History Research, Social Sciences Research, Web 2.0 Applications

Simmons College GSLIS

- Lecturer (June 2003-present): Teach Legal Information Sources course.
- Continuing Education Instructor (June 2005-present): Team-taught one day Introduction to Legal Research course (June 2005). Team-taught two day workshop on Legal Research: An Expanded Introduction (June 2006).

Presentations & Training:

Attorneys and Other Legal Professionals

- Massachusetts Continuing Legal Education (MCLE): *Massachusetts Case Law and Citators*, in Mary Ann Neary (Program Coordinator), Conducting Massachusetts Legal Research, February 6, 2001; August 1, 2002; December 15, 2002; June 8, 2004. *Massachusetts Case Law and Citators*, in Mary Ann Neary (Program Coordinator), Unlocking Massachusetts Legal Research, June 7, 2005; June 13, 2006; June 7, 2007. *Case Law Research*, in Brian Harkins (Program Coordinator), Accessing Electronic Sources, January 21, 2003.
- Massachusetts Bar Association: *Casemaker training*, January 2003-July 2008. Panelist, *300 Ways to Use Your Law Degree: Career Options In and Out of the Law*, May 16, 2003; October 21, 2004. Panelist, *Creative Ways to Use Your Law Degree*, April 16, 2009.
- Social Law Library: *Fastcase training* for the Flaschner Judicial Institute meeting, June 16, 2005.

Law Librarians

- Association of New Hampshire Law Librarians, *Hands-on Internet Exploration*, June 22, 2001.

PUBLICATIONS

- *The CS-SIS Web 2.0 Challenge: A Participant's Perspective*, LLNE News, v.28 n.1, at 5 (2008), available at <http://www.aallnet.org/chapter/llne/LLNENews/PDF/2008v28n1.pdf>.
- Boston University Pappas Law Library Facebook page: <http://www.new.facebook.com/pages/Boston-MA/Boston-University-Pappas-Law-Library/24016812122?ref=ts> (2008).
- *Training for Law Journal Students*, with David Bachman and Stephanie Burke, in Gail A. Partin, comp. and ed., Twelfth National Legal Research Teach-In Training Resource Kit 55 (2004).
- *Becoming More Assertive: A Review of "Envisioning a Bolder Tomorrow: Getting to Yes by Saying No More Often"*, LLNE News, v.23 no. 3, at 1 (2003), available at <http://www.aallnet.org/chapter/llne/LLNENews/PDF/2003v23n3.pdf>
- *Increase Your PRQ! PR Committee Web Site Can Help with Promotion Strategies*, AALL Spectrum, May 2003 at 8, available at <http://www.aallnet.org/committee/pr/prcolumn/2003-05.htm>
- *Summer Research Assistant Orientation & Training*, with Stephanie Burke, in Eleventh National Legal Research Teach-In Training Resource Kit, at 71 (2003).
- *LLNE Volunteers at the Prison Book Program*, LLNE News, v.23 n.1, at 16 (2003), available at <http://www.aallnet.org/chapter/llne/LLNENews/PDF/2003v23n1.pdf>
- *Massachusetts Legal Research*, <http://www.bu.edu/lawlibrary/research/mass/>
- *It's All In Your Imagination: How to Create a Public Relations Display*, AALL Spectrum, November 2002, at 24, available at <http://www.aallnet.org/committee/pr/prcolumn/2002-02.htm>
- *Marketing Here, Marketing There, Marketing EVERYWHERE*, AALL Spectrum, May 2002, at 28, available at <http://www.aallnet.org/committee/pr/prcolumn/2002-05.htm>
- *Research Road Map: How to Prepare Your Note, Cert. or Seminar Paper*, with Stephanie Burke and Rebecca Hewitt, in Tenth Annual National Legal Research Teach-in Training Kit, at 15 (2002).
- *Researching Caselaw in Massachusetts*, in Massachusetts Legal Research: Maximizing New and Old Tools for Effective Searching (MCLE 2001).
- *Legal Education, Past & Future*, 20 n.4 LLNE News at 10 (2000).
- Book Review, *Licensing Desk Book*, Legal Information Alert, November/December 2000, at 12.
- Book Review, *Trademark Law: Protection, Enforcement and Licensing*, Legal Information Alert, April 2000, at 10.
- Online Source Review, *Trademark WEB*, Legal Information Alert, November/December 1998, at 12.
- Book Review, *Information Law Alert*, Bimonthly Rev. L. Books, July-Aug. 1997, at 4.

PROFESSIONAL ACTIVITIES

National Activities:

American Association of Law Libraries

- AALLNET Advisory Committee, 2003-2005. (Chair 2004-2005)
 - Coordinated AALLNET Webmasters Workshop for 2004 AALL Annual Meeting & Conference.
 - Assisted in the development of information sources for webmasters and discussion list owners.
 - Communicated committee activities via discussion forums and *AALL Spectrum*.
 - Developed the committee website, <http://www.aallnet.org/committee/aac>.

- AALLNET Coordinator, September 2005-September 2008
 - Three year term appointment.
 - Served as content coordinator for the website of the association.
 - Coordinated the transition of Caucus, Chapter, Committee, and SIS news from AALL Spectrum to AALLNET site.
 - Edited the annual reports of Caucus, Chapter, Committee and SISs (2007 & 2008).

- Academic Law Libraries SIS, Faculty Services Committee, 2004-2006. (Co-chair 2004-2005)
 - Coordinated the development and administration of a comprehensive survey on faculty services.

- Academic Law Libraries SIS, Student Services Committee, 2008-2009.
 - With two other members of the committee, developed model policies for services to law journals.

- Latino Law Librarians Caucus, July 2005-present. (Chair 2005-2006)
 - Coordinated the development of the caucus bylaws.
 - Communications & Publicity Committee (Chair, 2006-present): manage website and discussion forum; coordinate promotional activities in conjunction with Annual Meeting.

- Local Advisory Committee, 2003-2004
 - As Hospitality Subcommittee co-chair, assisted in coordinating activities of the committee, including the development of guides, staffing and supplying Hospitality Desk at 2004 AALL Annual Meeting & Conference.
 - As Webmaster, designed and implemented local advisory committee website for 2004 AALL Annual Meeting & Conference <http://www.aallnet.org/events/local04/>

- Public Relations Committee, 2001-2003.
 - Designed exhibit table for the 2002 & 2003 Conference of Newer Law Librarians, depicting how the committee serves the Association.
 - Wrote articles for PR column in *AALL Spectrum*.
 - Redesigned the PR Committee website in January 2003. <http://www.aallnet.org/committee/pr>

Local Activities:

Law Librarians of New England

- Executive Committee, 2003-2006 (Past President, 2005-2006)
 - President, 2004-2005: Led the effort to incorporate, apply for tax-exempt status, and revise bylaws to reflect current practices of the association.
 - Vice-President/President-Elect, 2003-2004
- Communications Committee/Internet Subcommittee, 1993-present (Chair 1993-2004, 2005-present)
 - Coordinate the activities of the Public Relations, Newsletter and Internet subcommittees.
 - Developed online meetings for the committee and support all activities of the subcommittees.
 - Designed and maintain LLNE website, <http://www.aallnet.org/chapter/llne/>

AWARDS

- American Association of Law Librarians Annual Meeting grant, 1994.
- George A. Strait Minority Stipend / John Johnson LEXIS-NEXIS Memorial Scholarship for law librarians pursuing a law or library school degree, awarded by the American Association of Law Libraries, 1995.
- Law Librarians of New England Annual Meeting scholarship, 1995.

SKILLS

Computer:

- *Research Tools*: Expertise using Westlaw, Lexis and the Internet. Familiarity with a variety of databases in law, social sciences, humanities, science and medicine. Experienced searcher of OCLC, RLIN.
- *Web Development Software/Tools*: Microsoft FrontPage, Dreamweaver, and Netscape Editor. Cascading Style Sheets, basic knowledge of forms development.
- *Web 2.0 Tools*: Familiar with blogging and RSS applications (Wordpress, Blogger, Bloglines, etc.), social networking sites (Facebook, LinkedIn, Ning), social bookmarking tools (Diigo, Delicious), and Wikis (PBWorks).
- *Systems and Office Suites*: Experienced user of Windows 95/NT/ME/XP, Microsoft Office 2007, Corel WordPerfect.

Languages: Fluent in Spanish. Reading knowledge of French.

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL

Juris Doctor, *cum laude*, 1998. Member of the Massachusetts Bar since 1998; currently on inactive status.

SIMMONS COLLEGE, GRADUATE SCHOOL OF LIBRARY & INFORMATION SCIENCE

Master of Science in Library Science, 1991.

HARVARD COLLEGE

Bachelor of Arts, 1988. Major in Psychology.