

includes an operational budget proposal; acquiring materials and developing services for the faculty of the College of Law which will be helpful to their teaching and scholarship; encouraging and supporting active faculty participation in the development of the law library; encouraging and supporting the development, growth, and education of the library staff and assuring them of the best possible working conditions; developing and implementing methods of instruction on using the law library and its tools for incoming DePaul law students; teaching a section of Advanced Legal Research, as part of the Law Skills curriculum, and Intro to American Law & Legal Systems as part of the Master of Jurisprudence program; cooperating with the University Librarian to further the implementation of policies that will benefit users of all DePaul libraries and the students and faculty of the entire University; actively participating in the overall team effort to develop and maintain a high quality of service within the operation of the law library, law school and the university.

**George Mason University -School of Law
Arlington, VA 22201**

Associate Director of Public Services

February 1998-December 2004

Under the direct supervision of the Associate Dean of Technology and Library Services, I managed and administered of all facets of daily public services operations in a large urban law school with 40 full-time faculty and approximately 700 students. My responsibilities included; circulation, reference, interlibrary loan, collection development and maintenance, and the use of information instruction technologies. My general duties consisted of assisting in the general administration of the library; researching and negotiating vendor contracts; preparing and monitoring budgets; supervision of personnel, and the development and implementation of long-range plans. My specific duties entailed; hiring, training, supervising, and evaluating public services personnel, consisting of two full-time librarians; two part-time librarians; three full-time paraprofessional library assistants, and a varying number of student assistants and hourly employees. I also administered and participated in the Faculty Liaison Program, which provided research and library services for faculty, including; online searches; facilitating photocopying of cases, articles, and other library materials upon request; providing assistance in locating print materials or in the use of electronic resources relevant to research needs; working with faculty in the identification, evaluation and selection of library materials; preparation of bibliographies; and serving as back-up to other library liaisons as needed. I also facilitated formal and informal instruction in legal research for law students by coordinating and overseeing classes and workshops administered by the library's professional staff as part of the Legal Research Writing and Analysis Course.

**University of Richmond – T.C. Williams School of Law
Richmond, VA 23173**

Reference/Research Services Librarian

June 1994 - January 1998

As a member of a staff of five (5) full-time librarians, which serve the legal research needs of 23 full-time faculty and a student body of approximately 460, my responsibilities included; legal reference; preparing bibliographies; assisting end-users with computer databases (DYNIX integrated library catalog, LegalTrac, WilsonDisc and other CD-Rom products); using FIRSTSEARCH (electronic database) for interlibrary loans; informal instruction of students and faculty in the use of print and non-print legal research materials; including WESTLAW, LEXIS and a variety of internet databases; creating and editing HTML documents; editing library newsletter (print and WEB based) assisting in the supervision of the Public Services department, including a rotating staff of 26 student assistants. Also, as part of the First-Year curriculum, provided classroom and specialized instructional sessions in legal research.

**The Michie Company
Charlottesville, VA 22902**

Law Editor/ Professional Publications

February 1993 - May 1994

Under the supervision of an executive editor, my duties consisted of all editing functions necessary to produce a variety of law-related professional publications including but not limited to; reviewing and editing first author/ first edition manuscripts; technical manuscripts; practice guides/manuals; and law school texts; determining specifications and level of editing required; prioritizing tasks; preparation of tables of authority; verification of references; proof review; interaction with personnel from other departments as well as authors and their representatives; using LEXIS-NEXIS and other legal research tools and serving as legal consultant to the professional publications group.

Law Editor/State Codes

April 1992- February 1993:

As a member of the editorial staff of a national legal publishing firm, my primary duties included; reading and analyzing all reported federal and state court cases, law reviews,

attorney general opinions, constitutional provisions and statute and rule material within the scope of an assigned jurisdiction; extracting material for annotations, classifying, editing and arranging selected material into a logical sequence; composing and dictating appropriate amendatory notes; preparing memoranda concerning irregularities in manuscript material; dictating, creating and reviewing existing material for currency and making corrections as required; composing and dictating editor's notes; resolving or explaining ambiguities, errors, etc., in statutory and annotated material and collaborating and consulting with senior editors and other editorial staff personnel.

Chesterfield County Law Library
Chesterfield, VA 23832

Law Librarian

January - June 1992

Part-time librarian for a county law library with approximately 2,000 holdings, serving members of the local bar; circuit and district court judges and their clerks; employees of the commonwealth attorneys' office and members of the public. Duties included; providing access to collections; supervising use of vendor services and the daily management of law library operations, including supervision of two library assistants.

Allen, Allen, Allen & Allen
Richmond, VA 23230

Reference Librarian/ Law Clerk

May, 1991- April, 1992

Part-time for a mid-size law firm specializing in personal injury claims. Duties included; legal research for a staff of 12 attorneys and 25 legal assistants (this includes writing memoranda and assisting in the preparation and editing of briefs and other court documents; accessing on-line databases (WESTLAW) and CD-Rom systems as needed; responding to legal reference questions from firm personnel; (including two branch offices) acquisition of library materials; arranging for payment of vendor accounts; corresponding with vendors as needed; circulation of library materials; classifying and cataloging an expanded audio and video tape collection; assisting in planning for relocation of library materials to accommodate growth and expansion of facilities; instructing and supervising legal assistants in the filing of loose-leaf services and re-shelving of material.

**University of Richmond- School of Law
Richmond, VA 23173**

Reference Librarian/ Instructor

August 1990- May 1991

As an adjunct faculty member assigned to the law library, which serves the legal research needs of approximately 450 law students and 20 full-time faculty members, my responsibilities included; providing legal reference services, preparing bibliographies; assisting end-users with computer databases (DYNIX on-line catalog, LEGAL TRAC, WILSONDISC and other CD-Rom products, formal instruction of students in the use of computers for research (WESTLAW and LEXIS) and other applications; assisting in the supervision of the Public Services Department, including a rotating staff of 26 student assistants. Also, as part of the First-Year curriculum, provided classroom and specialized instructional sessions in legal research.

Publications

Co-author (with O.C. Dark), "*L. Marion Poe- A Model of Public Service*" Virginia Lawyer, Vol. 38, No.9 (March 1990).

Virginia Circuit Court Opinions (Compiled Tables)

Volumes, 19-42 (W. Hamilton Bryson,) Ed. Aspen Pub. (1991-93); Butterworth Pub. (1993-97).

Co-author, with R.E. Best, "*Moving the GMU Law Library*" VALL Newsletter, Vol. 15, No.4 (Spring 2000).

(Interviewed and Profiled in) *Celebrating Diversity: a legacy of minority leadership in the American Association of Law Libraries* by Carol Avery Nicholson, et.al (Buffalo, N.Y.: William S. Hein & Co., 2006.

A Journey of Lifetime- American Association of Law Libraries Member News –Oct. 17, 2007 (Posted by Sarah Mauldin)

Tubs, Buckets and a Variety of Lumber: Developing a Strategic Approach to Legal Research, 28 Legal Reference Services Quarterly, 181 (2009).

Strategies for Success: Using your time wisely to succeed in law school, 16
CLEO-Edge Magazine No. 1, p. 51 (Winter/Spring 2011).

Standing on Quicksand: Are law schools teaching survival skills for an evolving legal landscape? April 25, 2011).SSRN: <http://ssrn.com/abstract=1822664>

Courses

Taught

Advanced Legal Research

Introduction to American Law & Legal Systems

Professional

Memberships

American Association of Law Libraries

Member: 1994-Present

Committee on Diversity: 2002/04; (Chair-2004/06)

Annual Program Planning Committee: 2006/07

Black Caucus (2005-Present) ;(Chair-2009/10)

Nominations Committee: 2009/11

George Strait Scholarship Committee (Chair-2017/19)

Mid-America of Law Library Consortium (MALLCO)

Board Member: 2010- Present; Vice President/2015-16; President/2017-19

Chicago Area Law Libraries (CALL)

Member: 2005-Present

Virginia Association of Law Libraries (VALL)

Member: 1994- 2004; Acting Treasurer: 1995-96; Co-Director: 2002/2004

Southeastern Association of Law Libraries (SEALL)

Member: 1994- 2004; Program Planning Committee: 1999

Law Librarian Society of DC (LLSDC)

Member 1998-2004

EBSCO Publishing (Legal Studies Advisory Board)

Member 2012-Present

LAWArXIV- (Open Source Repository)

Technical Advisory Board (2017-19)

Service

DePaul University

- ❖ Dean's Search Committee - Member -2010/11
- ❖ Chicago Cares MLK Service Day
 - Volunteer- 2007/10
- ❖ Vincentian Service Day
 - Volunteer-2008; 2009, 2010
- ❖ Vincentian Heritage Tour
 - Participant-August 2010
- ❖ Committee on Physical Environment
 - Member 2010/12
- ❖ Committee on Teaching & Learning
 - Member 2010/13
- ❖ President's Diversity Council Member 2012/14
- ❖ Performance Management Advisory Board- (May 2014-Present)
- ❖ Committee on Online Learning (2014-16)
- ❖ Assessment Committee (2015-16)
- ❖ Journals Committee (2017-19)

DePaul University College of Law

- ❖ Dean's Senior Staff Committee-Member-2006/-09;
- ❖ Diversity Committee- Member-2006/14
- ❖ Faculty Council Representative (Alternate) 2011/12
- ❖ Technology & Facilities- Member-2006/07; Chair-2007/12
- ❖ ABA Self-Study Committee - Member 2007/08| Co-Chair- 2014/15
- ❖ Student Re-admission Committee- Member 2010/12
- ❖ Faculty Recruitment Committee- Member-2008/09
- ❖ Pro-Bono & Community Service Committee -2013/15
- ❖ Louise Project (Community Outreach) Jan. 2006
 - Presenter- "Copyright Law"-Jones College Prep High School- Chicago,
- ❖ Faculty Advisor- 2008/2012
 - Black Law Student's Association

Outside Service

Activities

- ❖ People to People World Ambassadors
 - Member of Delegation to South Africa - April 16-27, 2007
- ❖ Illinois Democratic Coordinated Campaign
 - Poll Watcher, Nov. 2010

- ❖ ABA Accreditation Site Team Member
 - Mercer Law School. Feb.23-26, 2014
 - Akron School of Law. April 6-8. 2016
 - Villanova School of Law. Feb. 18-21, 2018
- ❖ St. James Cathedral- Chicago, IL
 - Usher Board -2015-Present