

# MARGARET F. HALL

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## EDUCATION

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**William Mitchell College of Law (now Mitchell Hamline School of Law)**, St. Paul, MN

**Juris Doctor** ■ May 2004

*Law Library Clinic, Law Librarianship Reference Internships*

- *Minnesota State Law Library, Saint Paul, MN*
- *Dorsey and Whitney LLP, Minneapolis, MN*
- *Dakota County Law Library, Apple Valley, MN*

**Dominican University**, Chicago, IL

**Master of Library and Information Science** ■ May 2001

**University of Minnesota, Twin Cities**, Minneapolis, MN

**Bachelor of Arts** ■ May 1999

*Major: History* ■ *Minor: American Studies*

*Dean's list 1996, 1999*

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## LAW LIBRARY EXPERIENCE

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**Leigh H. Taylor Law Library, Southwestern Law School, Los Angeles**

**Associate Dean and Law Library Director/ Associate Professor of Law**, September 2020–present

Provide strategic vision and effective leadership for all library operations, academic legal research curriculum, and accreditation efforts within a major independent law school.

- Key Achievements:
  - Successfully revised the Collection Development Policy and streamlined the library budget, cutting expenses while preserving all services, programs, and user support.
  - Established a new Archives Department and Archivist position.
  - Oversaw the Gallagher Lounge library renovation and collaborated with Institutional Advancement to secure donor funding.
  - Expanded upper-level legal research elective offerings.
- Determines staff and operational budget needs for the office and submits recommendations to the President/Dean of the Law School.
- Provides for the organization, administration, and supervision of the law library in compliance with ABA and AALS library standards.
- Develops evergreen three-year strategic plan for the library.
- Develops library services, collections, and technology initiatives consistent with evolving faculty, student, and administrative needs.
- Spearheads and manages a robust instructional program, including first-year research instruction and advanced legal research courses.
- Primary administrator for library portions of ABA accreditation (2022), Bureau for Private Postsecondary Education (BPPE) compliance (2023), & WSCUC accreditation (site visit Feb 2026).
- Main representative of the library in its relations with the law school, area law schools and universities, library consortia, professional organizations, and the public.

- Provides leadership and works collaboratively to identify and cultivate relationships with donors and alumni of the law school.
- Compiles data for various external reports, such as IPEDS, ABA reports, U.S. News surveys.
- Leads and supervises a highly skilled and collegial team of librarians and support staff.
- Oversees on-site library events, including planning, setup, coordination, and breakdown, including:
  - PILC (Public Interest Law Committee) Annual Trivia Bowl.
  - Homecoming Haunted House and Ghost Walk.
  - Gallagher Lounge Opening Reception.
  - Bullock's Wilshire Archive tours, salons, and events <https://www.swlaw.edu/Archives>
  - Screening and discussion of the book banning documentary, "The Librarians" by Kim A. Snyder, in conjunction with the Biederman Entertainment, Media, and Sports Law Institute, (Spring 2026).
- Serves as a member of faculty and other committees as appointed, including:
  - Library Committee (past Chair)
  - Curriculum Committee
  - Educational Technology Committee
  - SMaRT (Southwestern Managing Risk Team)/Enterprise Risk Management Task Force
  - Student Experience Working Group
  - Status and Equity Task Force, 2020–2023
  - Faculty Development Committee, 2020-2022
  - Admissions Committee (Ad Hoc member)
  - Faculty Recruitment Committee (Ad Hoc member)

***Associate Director of the Law Library/ Adjunct Professor of Law***, September 2013–September 2020

- Assisted the Associate Dean for Library Services with specific assignments, including budget, collection and/or acquisition and miscellaneous report requests.
- Supervised and managed Reference Services, including full-time reference librarians.
- Coordinated and oversaw legal research instruction, both first year and upper-level electives.
- Supervised and managed Access Services, including ILL, circulation operations, staff, and student workers.
- Primary supervisor for all student workers' timecards and budget.
- Responded to and resolved immediate library staff/patron questions or problems, including library fines, library policy infractions, library space use, and staffing issues when unforeseen issues arise.
- Developed curriculum, proposal, and instructional materials for a new, graded Advanced Legal Research course (2 credits).
- Acquired detailed knowledge of Southwestern Law School's integrated library software, specifically Millennium/Sierra, Springshare and OCLC interfaces.
- Provided equal participation in reference desk service, including weekends.
- Delivered advanced, specialized research instruction and consultations to faculty and students, including individualized one-on-one appointments, targeted externship research sessions, and formal presentations within seminar classes.
- Led and participated in reference department projects, events, and programs.
- Provided tours of the Bullocks Wilshire building, law library, and campus to various constituencies.
- Primary liaison for the Southwestern University/Law School and Bullocks Wilshire historical materials.
- Actively participated in campus community events and programs:
  - Graduation student speech selection committees.
  - Admitted and prospective admission events.
  - Southwestern's neighborhood community outreach events, including Hoover Elementary School activities.

- Served as a member of faculty and other committees as appointed, including:
  - Library Committee
  - Ad Hoc LL.M. Advisory Committee, 2015–2020
  - Externship committee Member of Externship Committee, 2016–2017
  - Externship Faculty Advisor (19 judicial externs), 2017

### **Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill**

#### **Head of Access Services and Reference Librarian**, July 2012–August 2013

- Supervised and managed Access Services, including ILL and circulation operations and staff, and student workers.
- Prepared Access Services budget requests.
- Acquired detailed knowledge of integrated library software, specifically Millennium and ILLiad interfaces.
- Prepared reports for the Director, Deputy Director and Assistant Director for Public Services.
- Oversaw and assisted with circulation training for Public Services personnel.
- Oversaw Access Services content management of the law library webpage.
- Oversaw major reorganization of fine/fees and lost book policy.
- Actively participated in multiple UNC campus committees including the Circulation and Reserves Advisory Committee, Circulation Issues Discussion Group, ILS Coordinating Committee, and the Steering Services Committee.
- Continued to perform reference librarian duties, faculty liaison partnerships, and assignments.

#### **Clinical Assistant Professor of Law**, 2004–2013

- Taught (solo and team) Advanced Legal Research (three-hour credit upper-level course) and other courses as assigned.
- Participated in faculty committees, faculty meetings, and other faculty assignments.
- Served on Law School Admissions Committee 2007–2012.
- Faculty advisor to the Carolina Law Peer Partnership Student Organization, 2007–2011.
  - Morgan Stoddard, *Faculty Advising: A Great Way to Promote Law Librarianship*. Southeastern Law Librarian, 2008 (article about my role as faculty advisor).

#### **Reference/Student Services Librarian**, August 2004–July 2012

- Hired, trained, and supervised student reference assistants (up to 7 per academic year).
- Coordinated reference desk schedule.
- Provided reference services to faculty, students, attorneys, and the public.
- Served as liaison to UNC School of Law faculty and *North Carolina Journal of Law & Technology*.
- Established and formalized mandatory research assistants (RA) training.
- Created UNC Law Library/NC Public Library Outreach program.
- Coordinated Westlaw and Lexis support and teaching, 2009–2011.
- Planned and coordinated the initial research components within Introduction to Environmental Law and Policy, a successful Massive Open Online Course (MOOC) 2013.
- Planned, coordinated and taught various specialized legal research classes and workshops, including prep for practice program, 1L library orientation and tours, and Festival of Legal Learning sessions.

### **University of Minnesota Law Library**, Minneapolis, MN

#### **Part-time Reference Librarian**, September 2003–July 2004

- Answered reference questions from faculty, students and the public.
- Performed in-depth research and specialized tasks as needed, including research guide creation.

- William Mitchell College of Law (now Mitchell Hamline School of Law)**, St. Paul, MN  
**Temporary Reference Librarian/ Library Circulation Clerk & Student Worker**, February 2002–July 2004
- Assisted with the circulation, shelving, shifting, and organizing of library materials.
  - Assisted faculty, students, and the public with general library and reference questions.
- Research Assistant to Library Director and Professor Ann Bateson**, June 2002–April 2003
- Proofread the Laws of Uganda recodification.
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## ADDITIONAL WORK EXPERIENCE

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- Durham County Public Library**, Durham, NC  
**Substitute Reference Librarian** (averaging 4-20 hours per week), March 2008–November 2012
- Staff reference desk at the main and regional Durham County libraries.
  - Staff circulation desk at regional libraries.
  - Librarianship in the trenches.

- Hall Realty**, St. Paul, MN  
**Licensed Real Estate Broker**, September 2000–September 2007
- Assisted in creation and management of real estate office.
  - Created and prepared real estate forms.

- Deluxe Check Corporation**, Shoreview, MN  
**Post Press Associate**, November 1995–August 2000
- Fun and Moral Committee Member.
  - Test packer for new automated process.
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## ADDITIONAL TEACHING AND PRESENTATION EXPERIENCE

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- **School of Information and Library Science (SILS), University of North Carolina, Chapel Hill**  
**Adjunct Professor**, 2011–2013
  - Co-taught, Law Libraries and Legal Information (3 Credit Graduate Course).
- Experience in developing, planning and teaching a variety of stand-alone legal research classes including Environmental Law (undergraduate), Education (PhD), Journalism, and Nursing.
- American Bar Association Webinar, "Free Legal Research on the Web," May 20, 2013.
- Southeastern Chapter of AALL (SEAALL) Annual Meeting presenter, "Partners in Crime: Using Partnerships to Further Your Library" April, 2013.
- UNC Festival of Legal Learning, Continuing Legal Education (CLE) presenter, "Fast Case: New Tools, Fresh Tips," February, 2013.
- Durham, Orange, and Wake Counties Public Libraries, "Legal Research for Public Librarians," 2008-2012.
- North & South Carolina Legal Research and Writing Colloquium presenter, "Fun and Games in Legal Research," May, 2009.

- UNC Festival of Legal Learning, Continuing Legal Education (CLE) presenter “Free Legal Research on the Web,” February, 2007-2012.
- Southeastern Chapter of AALL (SEAALL) Annual Meeting presentation, “How to Market Your Library, Brand It Like Coca-Cola®,” April, 2007.
- UNC Festival of Legal Learning, (CLE) presenter “To Cite or Not to Cite: Unpublished Legal Opinions,” February, 2006.

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## PROFESSIONAL DEVELOPMENT & COMMITTEE INVOLVEMENT

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### **National:**

#### **American Association of Law Libraries (AALL), 2004–present**

- Member, LexisNexis Research Grant Jury, 2023–2025
- Board Member, Council of Chapter Presidents, 2019–2021
- Member AALL Diversity & Inclusion Committee, 2016–2018
  - Diversity & Inclusion Librarian of the Month, March 2017
- Member, CONELL Committee, 2008–2010
- Member, ALL-SIS NALLM/Mentoring Committee (formerly CONALL), 2006–2008

### **Regional:**

#### **Southern California Association of Law Libraries (SCALL), 2013–present**

- Chair, Archive Committee, 2021–Present
- Member, Nominations Committee, 2022–2024
- President (Elected), Southern California Association of Law Libraries, 2020–2021
- Vice President (Elected), Southern California Association of Law Libraries, 2019–2020
  - Chair, 48th Annual SCALL Institute, *Legal Ethics in Legal Research*, March 6–7, 2020 at the Horton Grand Hotel in San Diego.
  - Planned, coordinated and supervised the two-day program including speakers, marketing, registration, and venue.
  - <https://scallnet.org/2020-institute/>
- Board Member (Elected), Southern California Association of Law Libraries, 2017–2018
- Member, Programs Committee, 2015–2017

#### **Southeastern Chapter of AALL (SEAALL) 2004–2013**

- Member, SEAALL Nominations Committee, 2011–2012
- Member, SEAALL Community Service Committee, 2006–2008

### **Local:**

#### **Librarians’ Association at the University of North Carolina at Chapel Hill (LAUNC-CH), 2004–2013**

- Secretary (Elected), LAUNC-CH Executive Board, 2012–2013
- Member, LAUNC-CH Nominations Committee, 2013

### **Management Training and Development**

- Attended AALL Chapter Leadership Training, 2019–2020
- Attended AALL Management Institute, 2017
- Attended AALL Leadership Academy, 2015
- Attended UNC Training and Talent Development Office Training:
  - “Moving from Peer to Manager”

- "SPA Hiring: From Posting through Probation"
- "Fundamental Communication Skills",
- "Managing Interactions with Your Employees"
- Attended North Carolina Department of Health and Human Services (DHHS) Training:
  - Equal Employment Opportunity Institute

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## PUBLICATIONS

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- *SCALL Newsletter*, "From the President" Regular Column, Volume 48, Issues 1–5
- *AALL Spectrum*, "Why Didn't Someone Tell Me This? Advice for Successfully Navigating Your First (or Second) AALL Conference" Vol. 14, No. 6, April 2010
- *Southeastern Law Librarian Newsletter*, co-author "GO GREEN SEAALL Members!" Volume 33, Issue 1, Winter 2008, at 8
- *RIPS Law Librarian Newsletter*, co-author "The 7 C's of Co-Teaching," Vol. 28, No. 3, Spring 2006, p. 2

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## OTHER VOLUNTEER LIBRARY AND ORGANIZATIONAL EXPERIENCE

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**S.W.A.M.P. (Schoolwork and Mentoring Program)**, St. Paul, MN

**Mentor**, September 2003–August 2004

- Assisted all ages and school levels with homework or reading at the Lexington Outreach Public Library (4 hours per week).

**Immigration History Research Center**, University of Minnesota-Twin Cities, Minneapolis, MN

**Volunteer Processor** (4–8 hours per week), October 1998–May 2000

- Processed the International Institute of San Francisco's Archives.
- Assisted in relocation of the IHRC to the Anderson Library.