

# MARGARET F. HALL

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## EDUCATION

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**William Mitchell College of Law**, St. Paul, MN

**Juris Doctor** ■ 5/2004

*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** ■ 5/2001

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

**Bachelor of Arts** ■ 5/1999

*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*, Sept 2020 - present

- 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 library services, collections, and technology enterprises consistent with evolving faculty, student, and administrative needs.
- Manage a robust instructional program, including advanced legal research courses and first year instruction.
- Support the Library's relations with the law school, area law schools and universities, library consortia, professional organizations, and the public.
- Provide leadership and work collaboratively to identify and cultivate relationships with donors and alumni of the Law School.
- Provide data for various external reports, such as IPEDS, ABA reports, U.S. News surveys.
- Lead and supervise a highly skilled and collegial team of librarians and support staff.
- Serve as a member of faculty and other committees as appointed.

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

- Assist the Associate Dean for Library Services with specific assignments, including budget, collection and/or acquisition and miscellaneous report requests.
- Supervise and manage Reference Services, including three full-time reference librarians.
- Supervise and manage Access Services, including ILL and circulation operations and staff (three full-time staff members and student workers).
- Primary supervisor for all student workers' timecards and budget.
- First responder for immediate library staff/patron questions or problems, including:
  - Library fines

- Library policy infractions
- Library space use
- Staffing issues when unforeseen issues arise
- Formal instruction in LAWS, Practical Legal Research and/or Advanced Legal Research (graded/two credits) classes.
- Member Ad Hoc LL.M. Advisory Committee 2015-present
- Member Externship committee Member of Externship Committee, 2016-2017
- 2017 Externship Faculty Advisor (19 judicial externs)
- Detailed knowledge of Southwestern Law School's integrated library software, specifically Millennium/Sierra, Springshare and OCLC interfaces.
- Equal participation in reference desk service, including Saturdays.
- Provide advanced and specialized research instruction to faculty and students.
  - One-on-one appointments
  - Externship research sessions
  - Presentations in seminar classes including Critical Race Theory
- Lead and participate in Reference Department projects, events, and programs.
- Provide tours of the Bullocks Wilshire building and Law Library to various patrons.
- Main point person for the Southwestern University/Law School and Bullocks Wilshire historical materials.
- Active participant in campus community events and programs:
  - Graduation student speech selection committee
  - Admitted and prospective students events
  - Southwestern's neighborhood community outreach events, including Hoover Elementary School activities.

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

#### *Head of Access Services and Reference Librarian, 7/2012 – 8/2013*

- Supervise and manage Access Services, including ILL and circulation operations and staff (two full-time staff members, 10-13 student workers).
- Prepares Access Services budget requests.
- Detailed knowledge of integrated library software, specifically Millennium and ILLiad interfaces.
- Prepare reports for the Director, Deputy Director and Assistant Director for Public Services.
- Oversee and assist with access services training for Public Services personnel.
- Oversee Access Services' content management of the Law Library Webpage.
- Oversee major reorganization of fine/fees and lost book policy.
- Active participant in many campus committees including the Circulation and Reserves Advisory Committee, Circulation Issues Discussion Group, ILS Coordinating Committee and the Steering Services Committee.
- Continue with reference librarian duties and assignments.

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

- Teach (solo and team) Advanced Legal Research (three hour credit upper level course) and other courses as assigned.
- Participate in faculty committees, faculty meetings, and other faculty assignments.
- Served on Law School Admissions Committee 2007-2012

#### *Reference/Student Services Librarian, 8/2004 – 7/2012*

- Hire, train, and supervise student reference assistants (up to 7 per academic year).
- Coordinate reference desk schedule.
- Provide reference services to faculty, students, attorneys, and the public.
- Serve as liaison to UNC School of Law faculty and *North Carolina Journal of Law & Technology*.
- Created and formalized mandatory research assistants (RA) training.
- Created Law Library/NC Public Library Outreach program.
- 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)

- Coordinated Westlaw and Lexis support and teaching, 2009-2011.
- Plan and coordinate research portion of a Massive Open Online Courses (MOOC).
- Plan, coordinate and teach various specialized legal research classes and workshops, including prep for practice program and 1L library orientation and tours.

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

*Part-time Reference Librarian, 9/2003-7/2004*

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

**William Mitchell College of Law, St. Paul, MN**

*Temporary Reference Librarian/ Library Circulation Clerk & Shelver Student Worker, 2/2002-7/2004*

- 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—Library Director and Professor Ann Bateson, 6/2002-4/2003*

- Proofread the Laws of Uganda recodification.

## ADDITIONAL WORK EXPERIENCE

**Durham County Public Library, Durham, NC**

*Substitute Reference Librarian (averaging 4-20 hours per week), 3/2008 – 11/2012*

- Staff reference desk at the main and regional Durham County libraries.
- Staff circulation desk at regional libraries.

**Hall Realty, St. Paul, MN**

*Licensed Real Estate Broker, 9/2000-9/2007*

- Assisted in creation and management of real estate office.
- Created and prepared real estate forms.

**Deluxe Check Corporation, Shoreview, MN**

*Post Press Associate, 11/1995-8/2000*

- Fun and Moral Committee Member.
- Test packer for new automated process.

## ADDITIONAL TEACHING AND PRESENTATION EXPERIENCE

- **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 developing, planning and teaching a variety of stand-alone legal research classes including: Environmental law undergraduate, Education PhD, Journalism, and Nursing students.
- 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
- North Carolina Journal of Law & Technology orientations August, 2006-2013
- UNC Law Library Intensive Legal Research Workshop "Prep 4 Practice", 2005-2012
- UNC Law Library Faculty Research Assistants library orientation program, 2006-2012

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## PROFESSIONAL DEVELOPMENT & COMMITTEE INVOLVEMENT

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### *National:*

American Association of Law Libraries (AALL), 2004 - present

- Board Member, Council of Chapter Presidents 2019 - 2021
- Member AALL Diversity & Inclusion Committee 2016 -2018
  - Diversity & Inclusion Librarian of the Month, March 2017
    - Small article under password protected AALL site. Happy to supply printed version.
- 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

- 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/scall-institute/speakers/>
- 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

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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;  
[http://www.aallnet.org/products/pub\\_sp1004/pub\\_sp1004\\_Advice.pdf](http://www.aallnet.org/products/pub_sp1004/pub_sp1004_Advice.pdf)
- *Southeastern Law Librarian Newsletter*, co-author "GO GREEN SEAALL Members!" Volume 33, Issue 1, Winter 2008, at 8; <http://www.aallnet.org/chapter/seaall/documents/newsletter/seaallv33n1.pdf>
- *RIPS Law Librarian Newsletter*, co-author "The 7 C's of Co-Teaching," Vol. 28, No. 3, Spring 2006, p. 2; <http://www.aallnet.org/sis/ripssis/Newsletters/Spring2006.pdf>

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## VOLUNTEER LIBRARY EXPERIENCE

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

*Mentor*, 9/2003-8/2004

- Assisted all ages and school levels 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), 10/1998-5/2000

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