

BILLIE JO KAUFMAN
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LAW LIBRARY EXPERIENCE

2004

Associate Dean for Library & Information Services
American University, Washington College of Law

2003- 2004

Law Library Director & Professor of Law
American University, Washington College of Law

1996 - 2003

Director Law Library & Technology Center
Assistant Professor Law, 1996-2001; Associate Professor of Law, 2002
Shepard Broad Law Center, Nova Southeastern University, Fort Lauderdale, Florida

Administrative and management responsibility for the law library serving faculty, staff, students, the Bar, agencies, and the general public.

Plan and develop services, oversee a 2+ million dollar budget and human resources for 25+ (FTE) professional and support staff.

Provide leadership and direction toward achieving the mission of the law library and technology center on local, state, and national levels.

Establish and maintain library goals and objectives, policies and public relations.

Coordinate Law Center/Law Library technology needs (hardware, software, and training).

Insure the collection development policy is administered and reviewed to reflect the faculty/student scholarship, research, and curricular needs.

Provide opportunities for library staff development and training.

Represent the Law Library & Technology Center at University and community functions.

Coordinates with Law Center Administration and University staff to insure the maintenance and upkeep for library facilities.

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1994-1996

Acting Director Law Library

Shepard Broad Law Center, Nova Southeastern University, Fort Lauderdale, Florida

1992-1994

Assistant Librarian for Public Services, Law Library

Shepard Broad Law Center, Nova Southeastern University, Fort Lauderdale, Florida

Managed day-to-day operations for the public services department including reference, circulation, government documents, interlibrary loan, and collection development and maintenance.

Supervised two professional employees, six support staff, and approximately fifteen Nova student and work-study employees.

Scheduled and supervised circulation and reference desk staff.

Provided support for six professional reference librarians.

Developed and maintained policies and procedures for public services department.

Provided reference and research services for faculty and students.

Coordinated library services with Head of Technical Services.

Provided computer assisted legal research for University administration, the faculty and the Bar.

Assisted Library Director in administration and management including statistical reports and fiscal planning.

Guest lecturer in Legal Research & Writing and substantive seminar courses.

Guest lecturer in Advanced Legal Research & Writing course.

1991-1992

Head of Public Services

Law Library

Nova University, Fort Lauderdale, Florida

Same responsibilities as above.

Assisted with planning and preparations for move to new law school/law library building.

1988-1991

Head of Technical Services

Law Library

Nova University, Fort Lauderdale, Florida

Managed day to day operations of technical services department.

Supervised four support staff and four student employees.

Devised policies and procedures for department.

Supervised bar coding of collection for integrated library system implementation.

Assisted Library Director with collection development.

Supervised and assisted with cataloging and processing of acquisitions.

Supervised publication of two library publications.

Assisted in the maintenance and upkeep of library collection.

Reference desk duty as scheduled.

Guest lecturer in Advanced Legal Research & Writing course.

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1987-1988
Serials & Acquisitions Librarian
Law Library
Nova University, Fort Lauderdale, Florida

Managed day to day operations of serials and acquisitions in technical services department.
Supervised two support staff and two student employees.
Assisted with maintenance of the collection.
Assisted with collection development title searching for acquisitions department.
Reviewed acquisitions forms and procedures.
Reference desk duty as scheduled.

LEGAL EDUCATION & RELATED TEACHING EXPERIENCE

2006- CyberLaw Seminar
American University, Washington College of Law

2003- Advanced Legal Research Seminar
American University, Washington College of Law

2004 Catholic University of American
School of Library & Information Science
Adjunct Professor, Legal Bibliography

2000-2003 Criminal Procedure – Online AAMPLE™ program
Shepard Broad Law Center
Nova Southeastern University

1994-2003 Appellate Brief Writing Seminar
Advanced Legal Research Seminar
Advanced Legal Research Techniques
Shepard Broad Law Center
Nova Southeastern University

1989-1998 Adjunct Professor, Nova Southeastern University
Legal Studies Department
Legal Research & Writing/Mock Trial

1988-1997 Instructor, Legal Assistant Program,
Nova Southeastern University
Legal Research & Writing, II

1996, 1999 Adjunct Instructor, Law Librarianship
University of South Florida

OTHER LIBRARY PROFESSIONAL BACKGROUND

1971-1983 Public library and public school librarian

EDUCATION

Nova University, Shepard Broad Law Center, JD, 1990
Indiana University, M.S., 1974
(Majors - Library Science and Education)
Indiana University, B.S., 1971
(Majors - Library Science and Social Studies)

PROFESSIONAL ORGANIZATIONS

American Bar Association, 1987-
Accreditation Inspection Teams, 2001-
American Association of Law Libraries, 1987-
Academic SIS, Strategic Planning Chair, 1998-1999
Annual Conference, Local Advisory Committee, 2002
Government Relations Committee, 2003-2005
American Association of Law Schools, 1992-
Committee on Libraries & Technology, 2000-2003
Chair, 2002-03
Membership Review Inspection Team, 2005-
Southeast Association of Law Libraries, 1988-
Scholarship Committee, 2003-2004
Local Arrangements SEAALL, 2002
Program Committee, 1997-98 and 2004-05
Nominations Committee, 1996-97
Education Chair, 1993-94
Education Committee, 1992-93
Law Librarians' Society of DC
President, 2006-07
Computer Assisted Legal Instruction
Editorial Board, 1998-
Excellence in Service Award, 2001
Consortium of Southeast Law Libraries
Board Nominations Committee, 2003
Board Nominations Committee, 1996-97
Chair of Public Services Round table, 1992-1995
South Florida Association of Law Libraries
President 1993
Secretary 1991-1992
Southeast Florida Information Network (SEFLIN)
Library Administration & Management Committee, 2002
Chair, Collection Development Committee, 1992
Reference Committee, 1993-1994
Technology Committee, 1997-

ACHIEVEMENTS

Finalist, Nova Southeastern University, Administrator of the Year, 2002
NSU Law School named "#1 Wired Law School" 1998; repeated 2001
Phi Alpha Delta, Nova Southeastern University Professor of the Year Award, 1993-1994
SEAALL Scholarship, 1992
AALL Scholarship, 1988

PUBLICATIONS, PRESENTATIONS & COMMITTEES

How to Push an Elephant Through a Straw: Using Wireless Technology in a Web-Enhanced Skills Program, 15 Int'l Rev. L. Computers & Tech. 281 (2001) (co-authored)
Interesting Books and Magazine Sites on the Internet, SFALL NEWSL., Winter 2000, at 6.
Taking the Wireless Route at NSU, SPECTRUM, Nov. 1999, at 12.
Required to be Wired, L. TECH. PRODUCT NEWS, and Dec. 1998 at 108.
Book Review, LEGAL INFO. ALERT, July-Aug. 1994, at 8 (reviewing FAY ROZOVSKY, HOME HEALTH CARE LAW: LIABILITY & RISK MANAGEMENT (1993).
Book Review, LEGAL INFO. ALERT, Apr. 1994, at 12 (reviewing FAY ROZOVSKY, ELDER LAW PORTFOLIO SERIES (1993).
Book Review, LEGAL INFO. ALERT, Nov-Dec, 1993, at 10 (reviewing MARK RUSSELL, PLANNING FOR THE FUTURE: PROVIDING A MEANINGFUL LIFE FOR A CHILD WITH A DISABILITY AFTER YOUR DEATH (1993).
Book Review, LEGAL INFO. ALERT, Apr. 1992 at 4 (reviewing JOAN GLEICH, CLOSING THE GAPS: A GUIDE FOR IMPROVING INTERNAL CONTROLS IN LAW FIRMS (1991).
Presentation, AALS, Distance Education, Technology & Pedagogy Workshop
Presentation, CALI, 2003, Virtual Reference
Presentation, SEALS, 2003, The Future of the Law Library
Presentation, CALI, 2000 "Alumni Community and Electronic Portfolios"
Presentation, Laptops in the Classroom Conference, "Implementing a Wireless Program", February 2000
Dell Computer Corporation, Success Story, 1999
Presentation, AALL, Space Planning & Technology, Wireless Network, 1999
Presentation, AALL, Technology Management, 1998
Presentation, Computers in Libraries, 1998
Presentation, SEAALL, "Generation X and Legal Education", 1998
Presentation, Popular Culture Association, "Generation X and Legal Education", 1998
Presentation, VALL Institute, "Using PowerPoint to Communicate", 1998
Chair, Universal Access Card Committee, Nova Southeastern University, 1995-1998
Member, Nova Southeastern University Committee for Information Resources and Network, 1994-96
Shepard Broad Law Center, Representative, Florida Bar Continuing Legal Education Committee, 1997-2000
Member, Nova Southeastern University Program Review Committee, 1995-2001
Visiting Professor, Anglia University, Chelmsford and Cambridge Campuses, 1997
Panelist, Communications Workshop, SEAALL, 1997
Panelist, CALI, 1998
Panelist, CALI, 1997
Member, Nova Southeastern University Continuing Education Committee, 1996-97
Member, Task Force on Internet Access for Students and Faculty, 1996
Member, Search Committee for University Librarian, 1996
Florida Legal Assistants, Inc. "CLA Legal Research Review", 1995
Guest Lecturer, Politics, Economics & Law of Higher Education, 1995
Member, Nova Southeastern University On-line Public Access Catalog Committee, 1994-95
Search Committee, Legal Assistant Coordinator, Nova College, 1994
Florida Legal Assistants, Inc. "Computer Assisted Legal Research", 1994
Chair, CD-ROM Institute, SEAALL, 1994
Speaker, Westlaw Academic Student Representatives Meeting, 1994
Panelist, SEAALL Institute, "CD-ROM Networking", 1993
Legal Research, Barcharts, editor, 1992
Member, Search Committee, Legal Studies Department
Assisted Nova College, Legal Assistant program for ABA accreditation process.

DEVELOPMENT & FUND-RAISING SKILLS

Volunteer Coordinator, 9th District Congressional Office, State of Indiana
Chaired \$ 2.4 million dollar bond issue drive for public library
Organizer, Friends of the Library
Legislative testimony for network/consortium funding
Attended Grantsmanship Writing Workshop, Washington, D.C.
Phonathon, Nova Law School
Building Committee, First United Methodist Church, Boca Raton, FL
Finance Committee, First United Methodist Church, Boca Raton, FL
Heart Ball Committee, American Heart Association, Boca Raton, FL
Indiana University Alumni Association, Palm Beach Chapter
Scholarship Chair
Emily's List

COMPUTER SKILLS

Proficient search skills in Westlaw, Lexis/Nexis, Lois Law
Trained in WebCT, Blackboard online classroom management software
Expertise with ExamSoft online exam administration software
Specialized training in OCLC, Dialog, WordPerfect, Microsoft Office Suite, & Amicus Attorney
Familiarity with Innovative Interfaces millennium modules – circulation, cataloging, serials & acquisitions.
Expertise in Wilsonline, Autographics, United Nations Index, CIS, and other law related indices

SOCIAL ORGANIZATIONS

Shepard Broad Law Center Alumni Association
Indiana University Alumni Association
First United Methodist Church of Gainesville

