

Curriculum Vitae

Adeen Postar
Pence Law Library
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Education

Masters of Science in Library Science, 1986
Catholic University of America School of Library and Information Science
Washington, D.C.

Juris Doctor, 1980
Washington University
St. Louis, Missouri

Bachelor of Arts, *magna cum laude*, 1977
Washington University
St. Louis, Missouri

Bar Affiliations

Rhode Island; Massachusetts; Virginia; American Bar Association

Professional Experience

Associate Law Librarian and Deputy Director, Washington College of Law, Pence Law Library; June 2004 to date. The primary responsibilities of this position are the management of the services, collections, and resources of the library in support of the educational mission of the law school. In this regard, I assist the Associate Dean of Library and Information Resources in all aspects of library management, including operations, budget, and personnel and strategic planning matters. I also participate in the reference desk rotation, legal research instruction and collection development as well as other library, law school and university committees and activities. As such, I am the chair of the Pence Law Library Collection Development Committee, a member of the WCL Admissions Committee, the WCL Senior Staff, the WCL Student Services Working Group, on the faculty board of the Administrative Law Review and an ex-officio member of the WCL Faculty Appointments Committee.

I am an active and engaged participant in legal research instruction, including regular presentations to classes, law journals, the first year Legal Rhetoric classes and conduct library workshops on numerous topics, including advanced research techniques, cite

checking, choosing a topic, guidance on publishing papers, securities law, basic and advanced topics in administrative law and legislative history. As an adjunct professor I teach Advanced Legal Research Techniques to between 12 and 18 students in the fall and spring semesters.

I also directly supervised the Circulation Department, including two full time circulation supervisors between September 2004 and November 2006 when the supervision of the department shifted to the new Access Services Librarian; and the Acquisitions Department between August 2005 and April 2006 when the supervision of the department shifted to the new Acquisitions Librarian. I chaired the search committees for both of these professional tenure-track librarian positions. In addition, I serve as ex-officio member of all working groups in the Library.

Recent major special projects include incorporating the collections of the Office of Career and Professional Services and the Clinic Library into the Pence Law Library Collection (Summer and Fall 2009); participating in the process of the March 2010 ABA inspection, through assessments and library reporting requirements; assisting in the creation of the law school's Digital Commons Repository (Summer and Fall 2009); and a major shift and weeding of both the reserve and general collections (2007-2009). Facilities related projects include the re-carpeting of the library main stairwell (Summer, 2004); painting the library (Winter, 2005); re-carpeting the entire library (Winter 2006); and the remodel of the library mezzanine area to accommodate approximately 25 SJD degree students and visiting scholars (2005).

Washington Library Branch Manager, Blank Rome LLP; May 1998 - May 2004. I was responsible for all facets of the operation of the library, including reference, budgeting, classification of library materials, processing materials, interlibrary loan and collection development in all formats. I was also responsible for training attorneys and paralegals in the efficient use of online and Web-based research systems and created several hands-on classes to train users. I analyzed library operating costs, and renegotiated vendor contracts for online services, loose-leaf filing and other services and continuously restructured the collection, which resulted in reduced costs without adverse effects on the quality of library services. I also assisted the firm in the design and build for a new library.

Coordinator of External Services, Edward Bennett Williams Law Library, Georgetown University Law Center; May 1985 – December 1997. I created and managed the daily operation of the Library's Public Patron Program, which provides library access to the legal community under a membership fee arrangement. I was responsible for all administrative and financial matters, including billing and budgeting, correspondence and the supervision of one assistant. In this capacity I also administered access to the library.

I taught law students basic and advanced Lexis and Westlaw and search strategies and techniques for research on the Internet. I also participated in other bibliographic instruction for Law Center students, faculty and paralegals, which included basic and

advanced legal research, legal research using the Internet, and research in administrative law, legislative history, environmental and energy law. I was a member of the Law Center's Visiting Scholar Committee, which was responsible for the education of approximately 50 scholars and researchers annually in the structure of the U.S. legal system and the most efficient research techniques in American law.

In addition, I was responsible for the writing, editing and the production of several Williams Library publications, including the annual Law Library Guide, the Faculty Services brochure, the Media Services Guide, as well as the Library's newsletter, Headnotes, and several other brochures. These publications and others were recognized by the American Association of Law Libraries with the 1993 AALL Publications Award.

Reference Librarian, Law Library of Congress; May 1983 - August 1984. Provided in-depth research and bibliographic assistance to members of Congress, their staffs and the general public. Corresponded with the public and prisoners on varied topics of legal interest.

Librarian, Tucker, Flyer and Lewis; 1982 - 1983. As the first professional librarian at this firm, I organized and began the process of cataloging the collection, and instituted regular LEXIS training for the members and the staff of the firm. During my tenure, we significantly expanded the collection.

Attorney, Schreiber and Cooper; 1980 - 1981. In this general practice litigation firm, I practiced in the areas of criminal law, bankruptcy, family law, general business law and personal injury.

Courses Taught

Adjunct Professor, Washington College of Law; LAW 929-001 Advanced Legal Research Techniques, two-credit hours; Fall 2008, Spring 2009, Summer 2009, Fall 2009 and Spring 2010. This class introduces law students to independent research methods that provide grounding in student-level scholarly writing and assist students in producing high quality research-based written papers. It covers many subjects in legal research including administrative and legislative history research techniques, banking, securities, tax, international law, immigration, labor and employment law and emphasizes both scholarly and cost effective research techniques.

Adjunct Professor, Catholic University School of Library and Information Science; Introduction to Legal Literature, LSC 826, Fall 1993 - 1998. I taught a three-credit course on the basic elements of legal research, including print, online and Internet resources and approaches to legal research theory for candidates in the Master's in Library Science program.

Instructor, International Law Institute: Legal Research for International Law Students; Georgetown University Law Center. Summers, 1992 - 1997.

Publications

“Use Best Practices to Promote Your Library: Four Basic Principles to Promote Your Library.” 10 *AALL Spectrum* 12 (May 2006).

Associate Editor, State Practice Materials, Annotated Bibliographies, (Hein) 2005- .

With Karen Beck and Maria Protti. "The Write Way: Past 'AALL Call for Papers' Winners Advise the Hesitant Writer." 5 *AALL Spectrum* 4 (December 2000).

A Review of From Law School to Law Practice: The New Associate’s Guide, 2nd Ed. (1998) in 91 *Law Library Journal* 485 (1999).

Co-Editor, Washington Area Library Directory, 1996.

“Edward Bennett Williams Law Library.” 35 *Law Library Lights* 8 (April/May) 1992.

Forthcoming Publications

Maryland Practice Materials, State Practice Materials, Annotated Bibliographies .

Lectures and Presentations

Washington College of Law, Pence Law Library, Washington, D.C.

Lectures on Publishing Papers in Student Publications, various audiences, including LLM students, law journal members and several individual classes, 2008 - .

Lecturer, Civil Rights Research and Primary/Archival Research Techniques, History of Civil Rights Lawyering, October 2009

Lecturer, Electronic Rulemaking and Advanced Administrative Law Research, Advanced Administrative Law Seminar, October 2009

Lecturer, Securities and Commercial Law Research, Way2Search Workshops for WCL students, February 2007 - 2009

Coordinator and Lecturer, Secondary Research, September 2007 - 2009
First Year Legal Rhetoric Class (with Jamie Abrams)

Coordinator and Lecturer, Statutory Research, September 2007 - 2009
First Year Legal Rhetoric Class (with Jamie Abrams)

Coordinator and Lecturer, Case Law Research, September 2007 - 2009
First Year Legal Rhetoric Class (with Jamie Abrams)

Coordinator and Lecturer, Statutory and Administrative Law Research, January 2007 -
2009 First Year Legal Rhetoric Classes

Coordinator and Lecturer, Legislative History Research, January 2007 and January 2008
First Year Legal Rhetoric

Lecturer, Advanced Sources for Administrative Law, March 2007
Advanced Administrative Law Seminar

Presenter, Library Services and Resources, August and January, 2006 – 2010
LLM Orientation

Coordinator and presenter, Library Services Orientation for Transfer Students, August
and January 2006 - 2010; Office of Student Services

Coordinator and presenter, Library Services and Research Techniques for Dean's
Fellows, June 2005 - 2009; Library program and webinar

Resources for Legal Rhetoric Classes, tour and orientation to Legal Rhetoric Dean's
Fellows, August 2006 - 2009

Presenter, Specialized Government and Administrative Law Sources, September 2007
Scholarship in the Digital Age Faculty Workshop

Presenter, Legal History Sources, September 2007
Scholarship in the Digital Age Faculty Workshop

Presenter, Nuts and Bolts of Using SSRN, September 2007
Scholarship in the Digital Age Faculty Workshop

Lecturer, Basics of Legal Research and Introduction to Library Resources, August 2006 -
2008; Legal Analysis Program

Coordinator and presenter, Identifying Research Topics, September 2005, 2006, January
2008; Research Seminar on Gender Perspectives throughout the World

Orientation to Law Library Services and Resources, Continuous from 2004 -
SJD students, Humphrey Fellows, Visiting Scholars and Researchers

Coordinator and presenter, Lexis for Library staff members, February 2005
Library program

Coordinator and presenter, Westlaw for Library staff members, March 2005
Library program

**Georgetown University Law Center, Edward Bennett Williams Law Library,
Washington, D.C.**

Coordinator and Presenter, What You Need to Succeed: A Summer Associate Survival Seminar, March 1991 (Administrative Law Research)

Coordinator and Instructor, Strategies for a Successful Summer, March 1992
(Administrative Law Research)

Coordinator and Instructor, Lexis and Westlaw Research for Paralegals,
Summers, 1992-1997

Instructor, Using Lexis, Spring and Fall, May 1985 to October 1997
Classes taught to all 1L students by individual librarians

Instructor, Using Westlaw, Spring and Fall, May 1985 to October 1997
Classes taught to all 1L students by individual librarians

Additional Presentations

Lecturer, “Administrative Law and the Administrative Procedure Act”, Washington Semester Program, American University, October 2009.

Lecturer, “Basic Legal Research”, Introduction to Law, American University, September 2009.

Panelist, “Alternative Careers in Law”, Washington College of Law, April 2009.

Presenter and Co-Creator, with Michael Petit, “Here Today, Gone Tomorrow? The Future of Print Periodicals at the Pence Law Library”, American Association of Law Libraries Annual Convention, July 2009.

Coordinator and Presenter, “Supporting New Faculty: Helping Them to Energize, Evolve and Explore Their Teaching and Scholarship Responsibilities”, American Association of Law Libraries Annual Convention, July 2008.

Co-Coordinator and Presenter, “Why Go it Alone? Leveraging the Collective Expertise of Law Library and Legal Writing Faculty in 1L Research Instruction”, Rocky Mountain Legal Writing Institute, March 2008.

Coordinator and Presenter, “Services for New Faculty Members”, American Association of Law Libraries Annual Convention, Faculty Services Roundtable, July 2007.

Lecturer, “Federal Regulations, Adjudications and Executive Orders: Basics of Administrative Law Research”, Law Librarians Society of the District of Columbia, May, 2007.

Co-coordinator and Moderator, “Call for Papers”, American Association of Law Libraries Annual Convention, July 2000.

Presenter, “Library Budgeting”, given at the April Brownbag sponsored by the Private Law Librarians Special Section, April 2000.

Presenter, “Updating Your Legal Research”, given at the LLSDC Annual Legal Research Workshop. April 1998 and 1999.

Presenter, “The Small Firm Library Reference Perspective”, American Association of Law Libraries Annual Convention, July 1999.

Presenter, “Quality Customer Service”, American Association of Law Libraries Annual Convention, July 1999.

Presenter, “Recent Developments in Updating Your Legal Research”, American Association of Law Libraries Annual Convention, July 1999.

Co-Coordinator and Moderator, "Alternatives to 9 to 5", American Association of Law Libraries Annual Convention, July 1994.

Coordinator and Moderator, “Glasnost at the Reference Desk”, American Association of Law Libraries Annual Convention, July 1990.

Research Guides, Web Pages, Handouts, Internal Documents and Publications for the Pence Law Library

Guide to Publishing Your Paper, Fall 2009

Collection Development Policy for the Pence Law Library, October 2007, Revised September 2009

Finding Comment Topics on Administrative Law Issues, April 2006 - 2009

Tips for Spaders, Summer 2009

Library Policies and Procedures at the Pence Law Library, Summers 2004 - 2009 (Web page)

Selected Articles: Assisting Law Students with Disabilities in the 21st Century: A New Horizon, March 2009

Select Reference Sources at the Pence Law Library for Dean's Fellows, June 2007, June 2008, June 2009

Running a Preemption Check, Summers 2007 - 2009

Basic Legal Citation Handout, August 2006 – 2009

Library Services for Dean's Fellows, June 2005 - 2009

Finding Comment Topics, February 2006, April 2007, April 2008

Selective Bibliography: Research in Women and International and Humanitarian Law, September 2007, January 2008

Research Strategies for Seminar Papers, September 2007, June 2008

General Administrative Law Sources Available at the Pence Law Library, March 2007

Internet Resources for Federal Regulatory Information, March 2007

Services to WCL Alumni, August 2006 (Webpage for the Office of Development and Alumni Relations).

Keys to Successful Online Searching, February 2005

CD Rom's at the Pence Law Library, February 2005

Guide to Using ExpressO, January 2005, 2006

Guide to Using SSRN, January 2005, September 2007

Topical Research Guides for D.C., Maryland and Virginia Law, Summer 2004 (Web page)

Goodman Rare Book Annotated Bibliography, August 2004

Conferences, Workshops and Professional Meetings Attended

Changing Assumptions: The Role of the Law Librarian in the Legal Academy, June 2008; Association of American Law Schools, Cleveland, OH

Rocky Mountain Legal Writing Conference, March 2008: Salt Lake City, UT

Teaching the Teachers: Effective Instruction in Legal Research, October 2007;
Tarleton Law Library, University of Texas, Austin, TX

ACRL/Harvard Leadership Institute for Academic Librarians, August 2007;
Harvard University, Cambridge, MA

American Library Association, Annual Meeting, July 2007;
Washington, D.C.

Conference on Back to the Future of Legal Research, May 2007;
Chicago-Kent College of Law, Chicago, IL

American Library Association Mid-Winter Meeting, January 2005;
Boston, MA

Annual Convention, American Association of Law Libraries, 2000 -

South East Association of American Law Libraries, 2005 -

Professional Activities and Memberships

American Association of Law Libraries and Associated Organizations

Member and incoming Chair, Research and Publications Committee, 2007 –

Member, Student Services Committee, Academic Law Libraries Special Interest Section.
2009-

Member, Faculty Services Committee, Academic Law Libraries Special Interest Section,
2006 - 2008

Chair and Member, Education Committee, Southeastern Association of Law Libraries,
2006 - 2007

Member, Public Relations Committee, 2005 - 2007

Member, Membership Retention Committee, 2003 - 2005

Chair and Member, AALL/Lexis Call for Papers Committee, 1999 - 2001

Sub-Committee Chair and Member, Awards Committee, 1997 - 1999

Chair and Member, Publications Review Committee, 1995 - 1997

Member, Publication Policy Committee, 1991 - 1993

Member, Biographical Directory Committee, 1992 - 1993

Program Chair, Reader Services Special Interest Section, 1994 - 1995

Member Nominations Committee, Reader Services Special Interest Section, 1997

Member, Nominating Committee, Consortium of Southeastern Law Libraries, Spring 2005

Law Librarians Society for the District of Columbia

Member, Academic Law Librarians Special Interest Section, 1985 - 1997; 2004 -

Chair, Mentor Committee, 2008-

Member, Private Law Librarians Special Interest Section, 1998 - 2004

Secretary, Private Law Librarian's Special Interest Section, 2001 - 2002

Member, Education Committee of the Private Law Librarian's Special Interest Section, 1999 - 2000

Chair, Publications Committee, 1994 - 1998

Member, Public Relations Committee, 1992

Member, Nominating Committee, 1987

LLSDC representative to the Washington Area Library Directory, 1994 – 1996

Washington College of Law Service

Faculty Board, Administrative Law Review, 2006 -

Ex Officio Member, Faculty Appointments Committee, 2005 -

Member, Senior Staff, 2008 -

Member, Admissions Committee, 2005 -

Member, Student Services Working Group, 2004 -

Member, Public Interest Committee, 2004 - 2005

Assisted planning, 9th Annual Sylvania Woods Conference on African Americans and the Law, April 2005