

EDUCATION

UNIVERSITY OF SOUTH CAROLINA, Columbia, South Carolina
Masters of Library and Information Science, 1992.

Honors Beta Phi Mu

FLAGLER COLLEGE, St. Augustine, Florida
Bachelor of Arts, 1981

PROFESSIONAL EXPERIENCE

1995-present **Coleman Karesh Law Library, University of South Carolina**
Head of Access Services

Direct and supervise Circulation, Reserve, Interlibrary Loan, Photocopy Service, Document Delivery and shifting/shelving operations.
Update and maintain NOTIS Circulation module for Law Library.
Plan, organize and direct special projects for Department.
Supervise and train two full-time staff and 10-15 student employees.

1994-1995 **Coleman Karesh Law Library, University of South Carolina**
Circulation Librarian

Supervised circulation and reserve operations.
Trained and supervised student employees.
Handled all Interlibrary Loan operations.
Planned, developed and implemented NOTIS automated circulation module for Law Library.

1992-1993 **Coleman Karesh Law Library, University of South Carolina**
Catalog Librarian (Part-time Permanent)

Supervised cataloging, classification and processing of all current materials (copy and original).
Created original cataloging of material without copy and recataloged held titles as required.
Supervised Library Technical Assistant and graduate student employees.

1992 **Coleman Karesh Law Library, University of South Carolina**
Graduate Assistant and Intern

Assisted in retrospective conversion activities and maintenance of NOTIS database and shelf list catalog.
Reclassified major portion of foreign legal materials as Internship project for Master's degree

SCHOLARLY ACTIVITY

Book Review. 26 J.G.I. (*Crucibles of Hazard: Mega-cities and Disasters in Transition* (July 2000)).

Bibliography of South Carolina Practice Materials. 24 *Southeastern Law Librarian* 18 (1999), material included in DOYLE, FRANCIS B., *SEARCHING THE LAW : THE STATES*, at 1092 (Transnational 2000).

Bibliography of South Carolina Practice Materials. 24 *Southeastern Law Librarian* 18 (1999).

Bibliography of South Carolina Practice Materials. <<http://www.law.sc.edu/statebib.htm>

PROFESSIONAL ASSOCIATIONS

AMERICAN ASSOCIATION OF LAW LIBRARIES, 1992 - Present

SOUTH EASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, 1992- Present