

## THEODORE A. POTTER

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### PROFESSIONAL EXPERIENCE

#### MANAGEMENT OF LAW LIBRARY FUNCTIONS

##### **Head of Public Services – University of Iowa Law Library: 2/05-present**

Manage day-to-day operations of the Public Services Division of the law library, which includes four departments: reference, circulation, interlibrary loan, and audio-visual/microform/looseleaf filing; the departments consist of six professionals, five support staff members, and 13-18 student workers, of which I personally supervise and evaluate five professional librarians and five support staff member; participate as part of a management team with the Executive Law Librarian and the Head of Collection Services; coordinate and provide reference service; create and update research guides and tutorials; initiate, supervise and participate in providing legal research updates to faculty and students outside of formal courses; consult with the Head of Electronic Resources and Computer Services on computer purchases and installations within the law library.

##### **Interim Co-Director - Marquette University Law Library: 9/02 – 6/03**

Shared the management of day-to-day operations of the Law Library while the law school conducted a search for a Law Library Director; in cooperation with the other Co-Director, supervised and evaluated six professional librarians; responsible for collection development; primary responsibility for the budget process; provided reference service; coordinated and participated in the faculty liaison program.

##### **Associate Director – Marquette University Law Library: 12/98 – 9/02; 6/03-1/05**

Managed day-to-day operations of the public and technical services areas of the law library; supervised and evaluated six professional librarians in four of five departments; participated in collection development along with the Director; participated in the budget process; coordinated and provided reference service; coordinated and participated in the faculty liaison program.

##### **Manager of Public Services – University of Toledo Law Library: 12/86 – 12/98**

Managed reference and circulation services; established and implemented policies and procedures; provided 20-25 hours of reference service each week; trained and supervised reference librarians and support staff; recommended and implemented computer purchases and installations within the law library; set up and maintained computer hardware and software within the law library as well as in the college; provided and arranged for training on Westlaw and LexisNexis online services; responsible for audio and video services to the College of Law.

**Manager of Acquisitions/Serials Department - University of Toledo Law Library: 4/83 - 12/86**  
Supervised the ordering, processing and upkeep of monographs and continuations, as well as the record-keeping functions for acquisitions and serials; monitored expense budgets for each type of material; supervised support staff and student workers

## **TEACHING**

**Iowa: 2/05 – present**

**Taught advanced legal research – summer session 2006; fall, 2014**

**Participate in teaching first year legal research as a part of an integrated, year-long Legal Analysis, Writing & Research course. (2005-present)**

**Guest legal research lecturer in substantive and seminar law classes (Fall semesters of 2005-2008)**

**Participated in the Hubbard Fellows program for underrepresented minority groups in a month-long introduction to law school program. (Summer 2005)**

**Marquette: 1/99 – 12/04**

**Taught advanced legal research: a two credit course in 1999, and a seven week, one credit course focused on Wisconsin materials in the Spring semesters of 2000 through 2004, Summer of 2002, Fall of 2003, and ALR-Federal in Fall of 2002**

**Participated in teaching first year legal research as a part of an integrated, year-long Legal Writing & Research course. (2001-2004)**

**Coordinated and participated in teaching a separate first year legal research course (1999-2001)**

**Guest lecturer on legislative history for Prof. Michael O’Hear’s Legislation course (Fall, 2003)**

**Provided guest lectures for undergraduate courses in Media/Communications Law and Introduction to Law. (1999-2002)**

**Toledo: 12/86 – 12/98**

**Guest lecturer for Legal Research and Writing course. (Topics: administrative law materials and legislative history materials); lectured on specific topics of legal bibliography for classes inside and outside the College of Law**

**Organized and taught a one-credit Ohio CLE session on computerized legal research as part of the annual law alumni weekend. (1996-98)**

## **PUBLICATIONS**

**LEGAL RESEARCH IN WISCONSIN, 2D ED. General Editor and Author. Buffalo, NY: William S. Hein & Co. Inc. 2008**

**“Using the Internet for Case Preparation.” with Diane Duffey, 76 Wisconsin Lawyer 26 (June 2003)**

**“Configuring Computer Labs: Training Needs Dictate Computer Lab Design.” 7 AALL SPECTRUM 16 (April 2003)**

**“So you want to be a Writer. Writing Prospects Broaden Among Law Library Publications.” with Miriam Murphy and Kumar Percy, 6 AALL SPECTRUM 32 (July 2002) (A short piece based on a skit we wrote and presented at the AALL annual meeting in Minneapolis, MN)**

**"A New Twist On An Old Plot: Teaching Legal Research Is A Strategy, Not A Format." 92 L. LIB. J. 287 (2000)**

**Revised the ORALL HANDBOOK, a guidebook for members.  
Authored numerous articles for the *ORALL Newsletter***

## **SERVICE**

### **American Association of Law Libraries (AALL)**

**Mentoring Committee (2001-03)**

**Publications Policy Committee (1992-94)**

**Publications Committee (1987-88)**

**Academic Law Libraries Special Interest Section (1985-present)**

**Research Instruction and Patron Services Special Interest Section**

### **Mid-America Association of Law Libraries (MAALL)**

**Served as Vice President/President-Elect and Education Committee Chair (2011-12)**

**President (2012-13)**

### **Law Librarians' Association of Wisconsin (LLAW)**

**Served in several capacities, including as President, and spoke at three meetings (1999-2004)**

### **Ohio Regional Association of Law Libraries (ORALL)**

**Served in several capacities, including Program Chair and President, and was newsletter editor (1983-1997)**

### **University of Iowa Law Library**

**Law School, Curriculum Committee (2005-06)**

### **Marquette University**

**Law School, Curriculum Committee (2000-01)**

**Law Library, Alternative Formats Advisory Committee (Chair, 2001-2002)**

**Law Library, Web Committee (1999-2000)**

### **University of Toledo**

**Participated in the implementation of the NOTIS integrated online system for all of the University of Toledo libraries, including serving as chair of two subcommittees**

**Participated in the migration of the University of Toledo libraries from the NOTIS system to Innovative Interfaces online system**

## **PROFESSIONAL EMPLOYMENT**

<b>2005-Present</b>	<b>Head of Public Services University of Iowa Law Library, Iowa City, IA</b>
<b>2002 – 2003</b>	<b>Interim Co-Director and Adjunct Assistant Professor of Law Marquette University Law School Library, Milwaukee, WI</b>
<b>1998 –2005</b>	<b>Associate Director and Adjunct Assistant Professor of Law Marquette University Law School Library, Milwaukee, WI</b>
<b>1988 – 98</b>	<b>Assistant Law Librarian for Public Services University of Toledo College of Law Library, Toledo, OH</b>
<b>1986 - 88</b>	<b>Day Public Services Librarian and Head of Circulation University of Toledo College of Law Library</b>
<b>1983 - 86</b>	<b>Head of Acquisitions and Serials University of Toledo College of Law Library</b>
<b>1982 - 83</b>	<b>Assistant Law Librarian Jay P. Taggart Memorial Library, Ohio Northern University, Ada, OH</b>

**EDUCATION**

- JD University of Toledo College of Law - 1987**  
**(Admitted to practice in Ohio; presently Inactive)**
- MS Library and Information Science - 1982**  
**University of Illinois, Urbana-Champaign**
- BA Liberal Arts and Sciences - 1979**  
**University of Illinois, Urbana-Champaign**