

Sara Gras

Seton Hall University School of Law
sara.gras@shu.edu · 973-642-8773

EXPERIENCE

Seton Hall University School of Law, Newark, NJ

Executive Director of the Rodino Center & Associate Professor of Law, August 2021 –

- Plan and direct all law library and IT operations, including budget, strategic planning, facilities, personnel, collections and archives, patron outreach, legal practice technology and educational technology programming, and legal research instruction and support
- Teach courses and present to students, faculty, and staff on legal research skills and legal practice technology

University of the District of Columbia, David A. Clarke School of Law, Washington, DC

Acting Associate Dean of Law Library & IT Services, July 2020 – July 2021

- Continued implementation of the library's current strategic plan to focus on higher level services, including formal instruction, faculty research support, and outreach, while also updating the integrated library system and Law IT infrastructure
- Managed the law library budget, including proposing the annual budget, approving all law library spending, monitoring expenditures using university systems, and properly planning for anticipated expenditures
- Oversaw all aspects of collection development and acquisitions in the law library and IT, including authorizing purchase of new technology and online resources to respond to changing community needs due to COVID-19
- Used faculty feedback and performance evaluations to address personnel issues and facilitate staff professional development
- Implemented systems and workflows for assessment of law library services and annual statistics reporting

Associate Director of the Law Library & Adjunct Professor, October 2018 – July 2020

- Taught required 1L Legal Research course and Advanced Legal Research
- Directed the delivery of legal research and practice technology instruction, including hiring of first year legal research instructors and revision of legal research curriculum
- Supervised public services staff and professional librarians through weekly meetings, setting annual goals and expectations in these employees' performance development plans, and conducting annual performance evaluations
- Managed all aspects of the law library's reference and faculty services, including training staff, delegating faculty research projects, reviewing work product for quality control, implementing a library research assistant program, compiling statistics, and drafting all relevant policies and procedures

- Facilitated library acquisitions and assisted with management of library budget, including submitting and tracking invoices; reviewing vendor proposals and invoices; negotiating agreements and renewals.

U.S. Department of Agriculture, Office of the General Counsel, Washington, DC

Law Librarian & Training Coordinator, August 2015 – September 2018

- Provided legal reference support to over 250 attorneys and staff of the Office of the General Counsel at Headquarters and 12 field office locations across the country
- Negotiated and managed procurement of legal research platforms, print materials and updates, and electronic newsletters as part of overall budget management
- Maintained print and online collections through new online acquisitions, significant weeding of print collection to accommodate loss of archive space, and a major legislative history digitization project in conjunction with the National Agricultural Library
- Coordinated required and optional developmental training for Office of the General Counsel in substantive legal areas, departmental practices and policies, and annual training conferences for new employees, supervisors, and professional staff
- Developed and delivered in-person and web-based training on legal issues, professional skills, and technology

Georgetown University Law Center, Washington, DC

Reference Librarian, February 2014 – August 2015

- Taught legal research to 100+ students in the first-year Legal Research and Writing (LRW) course
- Provided exceptional research and reference services to the law school community via online chat, in-person reference, email, telephone, and one-on-one consultations
- Liaised with 12 faculty members and the Georgetown Journal of Law & Public Policy
- Contributed to the law library's collection by serving as a selector for several areas and monitoring new publications for assigned faculty
- Formalized and managed the Prison Mail Project to create a service opportunity for law students while providing valuable legal resources to incarcerated individuals
- Prepared classroom and special presentations for foreign LLM students and participants in the Charles Hamilton Houston Law School Preparatory Institute

Brooklyn Law School, Brooklyn, NY

Reference Librarian and Assistant Adjunct Professor, August 2011 -- January 2014

- Taught full semester courses including Advanced Legal Research, Legal Research and Writing for Foreign-Trained Lawyers, and Intensive Online Legal Research for Foreign-Trained Lawyers
- Provided expert reference assistance to law school community via online chat, in-person reference, email, telephone, and one-on-one consultations
- Prepared classroom and special presentations on legal research strategy and tools

- Liaised with assigned faculty members and Brooklyn Law Review
- Participated in collection development activities based on scholarly interests of faculty
- Managed selection, implementation, and staffing of Library Chat Reference initiative

Thomson Reuters, New York, NY

Large Law Account Manager, August 2005 – August 2011

- Managed large law firm accounts to ensure delivery of high value service and information
- Provided training and reference assistance on general and specialized topics to attorneys and staff
- Designed and implemented education plans to achieve client training objectives

EDUCATION

Queens College (CUNY), Queens, NY

Master of Library and Information Science, June 2011

- Emphasis in law librarianship

Saint Louis University School of Law, St. Louis, MO

Juris Doctor, May 2005

- Certificate in Employment Law
- Managing Editor, Saint Louis University Public Law Review

University of Utah, Salt Lake City, UT

Bachelor of Science, Women's Studies and Sociology, August 2001

- Departmental Scholarship Award, 2000

PUBLICATIONS

Sara Gras, *Becoming a Library of One*, LAW LIBR. LIGHTS, Winter 2018.

Kathleen Darvil & Sara Gras, *The Missing Piece: Teaching Cost Recovery as Part of Cost-Effective Research*, 22 PERSPECTIVES: TEACHING LEGAL RES. & WRITING 107 (2014).

PRESENTATIONS

Navigating COVID-19 as a New Director, Southeastern Chapter American Association of Law Libraries Annual Meeting, May 2021

The Jail Mail Blues – How Law Libraries Support Access to Justice for Prisoners, American Association of Law Libraries Annual Meeting, July 2015

It's All About the Money: Rethinking the Way We Teach Cost-Effective Research, American Association of Law Libraries Annual Meeting, July 2013

PROFESSIONAL SERVICE

American Association of Law Libraries, 2011 – 2016, 2018 - present

- Research Instruction and Patron Services Special Interest Section, Member
 - Research Instruction Committee, Vice-Chair, 2021– 2022
- Academic Law Libraries Special Interest Section, Member
 - ALL-NEW Committee, 2013 – 2015, 2020 – 2021
- Annual Meeting Program Committee, Teaching and Training, 2020 – 2021
- Local Arrangements Committee, 2018 – 2019
- Standing Committee on Law Library Services to Prisoners, 2014–2015

Law Librarians' Society of Washington, DC, 2014 – 2016, 2018 – 2021

- Vice President/President Elect, 2020 – 2021
- Law Library Managers' Group, Member, 2020 – 2021

Law Library Association of Greater New York, 2011 – 2014

- Education Committee, Member, 2013 – 2014

PROFESSIONAL EDUCATION

AALL Leadership Academy, Participant, 2020

An intensive learning experience designed to prepare new and aspiring library leaders with core leadership skills, strategies to handle challenges and tools to grow as an effective leader.

AALL Annual Meeting Grant, Recipient, 2014

BAR ADMISSIONS

State of New York, 2005 – Present

State of Missouri, 2007 (Retired)

REFERENCES

Carla Wale, Associate Teaching Professor, Director, MLIS Law Librarianship Specialization
Information School
University of Washington
Box 352840, Mary Gates Hall, Ste. 370, Seattle, WA 98195
Phone: (425) 949-6052
Email: cpwale@uw.edu

Tamara Devieux-Adams, Associate Dean of Students
David A. Clarke School of Law
University of the District of Columbia
4340 Connecticut Ave, Washington, D.C. 20008
Phone: (202) 274-7322
Email: tamara.devieuxadams@udc.edu

Janet Sinder, Director of Library and Professor of Law
Brooklyn Law School
250 Joralemon St, Brooklyn, NY 11201
Phone: (718) 780-7975
Email: janet.sinder@brooklaw.edu