

**CHRISTY L. SMITH**  
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## **EDUCATION**

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J.D., Arizona Summit Law School (*Phoenix, Arizona*)  
M.L.I.S., University of Oklahoma (*Norman, Oklahoma*)  
B.B.A., Northeastern State University (*Tahlequah, Oklahoma*)

## **PROFESSIONAL EXPERIENCE**

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**Seton Hall University School of Law Rodino Center | Newark, NJ (telecommute)**  
**9/2019-Present**

*Head of Collection Services, 9/2019-Present*

- Provide oversight of the Collection Services department (cataloging, acquisitions, electronic resources, serials, government documents, processing) and the collections budget
  - Create policies and procedures
  - Catalog materials
  - Order and receive materials
  - Train employees
- Utilize OCLC's Worldshare Management Services (WMS) library services platform (metadata, acquisitions, circulation, course reserves, Discovery, analytics)
- Serve as liaison for library collection resource (databases, online services, books, etc.) vendors and publishers

**Vanderbilt University Heard Libraries | Nashville, TN**  
**9/2017-6/2019**

*Head of Collection Services of the Massey Law Library, 9/2017-6/2019*  
*Interim Director of Metadata Services of the Heard Library, 1/2018-8/2018*

- Provided oversight of the Collection Services department (cataloging, acquisitions, electronic resources, serials, government documents, processing) and the collections budget
  - Hired, trained, and evaluated employees
  - Facilitated team meetings and training
- Coordinated collection development among librarians and selected materials for various subjects
- Served as law library liaison for library collection resource (databases, online services, books, etc.) vendors and publishers
  - Negotiated and facilitated license agreement processes
  - Coordinated training sessions and vendor visits
- Served as trainer and created training handouts and workshops for various modules of the ExLibris Alma library services platform
- Utilized Sirsi integrated library system prior to Alma migration

- Created policies and procedures
- Redesigned workflows for better efficiency
- Provided oversight of the Heard Library Metadata Services team consisting of four librarians and eleven paraprofessionals (January 2018-August 2018)

**Arizona Summit Law School (formerly known as Phoenix School of Law) | Phoenix, AZ  
4/2007-9/2017**

*Associate Dean of the Law Library, 12/2014-6/2015 and 6/2017-9/2017*

*Associate Dean of Project Management & Information Services, 7/2015-6/2017*

*Interim Director of the Law Library, 8/2008-7/2010 and 8/2011-12/2014*

*Assistant Director, 6/2008-12/2014*

*Head of Technical Services, 4/2007-5/2008*

- Ensured successful operation of library services
  - Library services consistently scored as one of the highest ratings on the annual LSSSE (Law School Survey of Student Engagement) survey
  - Developed and maintained capital and operating expenses budget using Oracle Hyperion
  - Hired, trained, evaluated, promoted, and terminated employees as needed
  - Implemented new programs to improve student and faculty outcomes:
    - *AWR (Advanced Writing Requirement) Liaison Librarian Program:* Librarians were paired with students writing their AWR each semester to provide more in-depth research training on a small group and individual basis. This program helped reduce the number of Incompletes (grades) each semester and was the library's most popular program.
    - *1L Liaison Librarian Program:* Students were assigned a Research Services Librarian as their research advisor and the librarian would provide individual and more in-depth research assistance as requested.
    - *Student Scholarly Writing Award:* This was an award for a student who wrote the best AWR. The library would pay for the student's submission for publication. It involved creating a review panel of faculty members and a library representative, funding, and marketing.
    - *RA/TA (Research Assistant/Teaching Assistant) Training Program:* One of our Research Services Librarians provided specific training to RAs and TAs each semester. The program was well-received by faculty and their RAs and TAs.
    - *Faculty Scholarship Reception:* This was an annual reception that the library hosted to honor and highlight faculty members who had published the previous year. This was the library's initiative and we worked with the Associate Dean for Faculty Scholarship to plan each year's event.
    - *Legal Technology Workshop Series:* This was a semester-long series of lunch-time training workshops offered to the law school community.
- Administered ILS: Innovative Interfaces' Sierra
- Administered learning management systems: Brightspace D2L and Westlaw's TWEN
- Provided legal research assistance
- Participated in the AWR (Advanced Writing Requirement) Liaison Librarian program

- Presented research training as an invited guest for the *Therapeutic Jurisprudence* seminar classes each semester and created a LibGuide (online research guide) for the class
- Served as liaison for students writing on topics such as employment law, health law, and other topics
- Taught legal research methods in Legal Writing and seminar classes as requested
- Coordinated collection development among librarians
- Created LibGuides for the law school Academic Success and Bar Prep program
- Served as liaison librarian for selected faculty and law school departments
- Drafted policies and procedures
- Trained employees how to use various programs and databases: Sierra ILS, D2L, TWEN, Lexis plagiarism tools, Desk Tracker for reference statistics, and others
- Planned, prepared, and coordinated capital building projects involving the library
  - Created a satellite library for the Fall 2011 semester while in the midst of a buildout from one location to another
    - Collaborated with library team, faculty, and students to identify needs for the satellite library
    - Drafted policies and procedures for services
    - Identified collection resources and mapped collection for the temporary library which was housed in a classroom
    - Created a courier service
  - Created new library which opened in January 2012
    - Collaborated with library team, faculty, and students to identify needs for the new library
    - Identified growth and non-growth areas
    - Planned layout of collection
    - Designed a quiet zone and a collaborative zone
    - Increased the number of study rooms (went from 6 in the old library to 34 in the new library)
    - Worked with the architects and construction team to design a 24/7 floor which involved adding an internal staircase that was a construction challenge
    - Identified service area locations:
      - Designed a Research Help Desk that was prominent in the library and we later attributed the location and regular staffing to the increase in the amount of research assistance we provided (the number of research questions more than doubled from what we had when our desk was located in a less prominent area of the library)
      - Added the IT Help Desk to the other end of the Circulation Desk so that students had easier access to IT assistance
      - Cross-trained IT and Circulation staff to be able to answer frequently asked questions and assist with checking materials in and out and to assist with basic IT issues
      - Ensured that the copy room was away from the quiet study areas
    - Worked with architects and designers on decisions for carpet, furniture, shelving, service desks, study rooms, offices, and library classroom

- Worked with construction superintendent on timelines, plans, and change orders
  - Worked with Collection Services to map the collection to the new space
  - Worked with Facilities to plan and coordinate move schedules and the moving crew
  - Coordinated and provided oversight of movers for the library collection
- Drafted portions of American Bar Association self-study and other accreditation reports
- Compiled annual statistics for various accrediting agencies
- Managed various academic and non-academic institutional projects:
  - Academic Success and Bar Prep departmental projects
  - Accreditation report projects
  - Cross-Border Institute (study abroad program)
  - Summer Study in Paradise (summer in Hawaii program)
  - Business and Legal Skills for Healthcare Professionals Certificate Program (partnered with a local medical school)
- Managed bar preparation program enrollment and course administration using CampusVue (student registration system), D2L, Barbri and Kaplan (commercial online bar preparation programs)
  - Created and maintained online course sites in D2L
  - Posted content and exams in D2L
  - Marketed programs using brochures and email campaigns
  - Administered student contract process
  - Enrolled students using CampusVue and D2L
  - Coordinated creation of supplemental programs and content
  - Managed all student data (scores, GPAs, LSATs, attendance, personal data)
  - Coordinated programming with IT, HR, Facilities, faculty, coaches, Finance, Records and Registration, Student Services, law school administrators, and third party vendors
  - Advised students
  - Interpreted school and vendor policies and procedures
  - Drafted training handouts and instructions
  - Proctored exams and facilitated accommodated exams
  - Prepared degree audits and student graduation information for state bar examiner boards
- Provided academic advising and referral for students to external resources (counseling, tutors, alums, faculty, attorneys)
- Coordinated the law school Character & Fitness program
  - Created brochures and handouts
  - Hosted information sessions
  - Advised students regarding remediation of issues
  - Served as liaison to the Arizona Judicial Branch Committee on Character and Fitness
- Administered the law school Pro Bono service learning program
  - Worked with external agencies and attorneys to identify student service learning opportunities
  - Approved student service hours
  - Administered student service database
  - Assigned Pass/Fail grade for the program

**Texas Tech University School of Law Library | Lubbock, TX**  
**8/2003-4/2007**

*Assistant Director for Collection Services, 8/2006-4/2007*

*Head of Technical Services & Collection Development, 3/2004-7/2006*

*Technical Services Librarian, 8/2003-2/2004*

- Provided oversight of the Collection Services department (cataloging, acquisitions, serials, electronic resources, government documents, mail, processing)
- Hired, trained, and evaluated employees
- Utilized two different integrated library systems: Ex Libris' Aleph and Innovative Interfaces' Millennium
- Trained others how to use ILS modules
- Created policies and procedures
- Served as law library collections liaison for vendors and publishers
- Planned and facilitated major projects:
  - Treatise evaluation project
    - Coordinated the project among all librarians and Collection Services
    - Created project plan, policies, procedures, and forms
    - Canceled duplicative titles
    - Added titles to fill in gaps or enhance the collection
  - Library collection shift (consisting of three floors)
    - Created timeline and project plan
    - Identified growth and non-growth areas
    - Created map for each bookshelf range on each of the three floors of the library
    - Created map for each microform cabinet (26 cabinets)
    - Created RFP (Request for Proposal) for movers
    - Served as liaison for movers
    - Planned and coordinated move
  - Request for Proposal (RFP) process for a new ILS
    - Chaired the committee
    - Planned and facilitated team meetings
    - Created timeline, project plan, and RFP
    - Planned and coordinated vendor visits
  - Millennium ILS implementation
    - Served as implementation lead
    - Created data migration map for vendor
- Coordinated collection development among librarians
- Participated in JX reclassification project to classify materials into K, KZ, and other applicable classification areas
- Provided research assistance to students, faculty, alums, and members of the public
- Taught legal research modules to various law school classes
- Taught two research modules of the *Certificate of Excellence in Legal Research* program

**University of Tulsa Mabee Legal Information Center | Tulsa, OK  
8/1999-8/2003**

***Cataloging and Serials Law Librarian, 6/2003-8/2003***  
***Public Services/Serials Librarian, 8/1999-5/2003***

- Supervised the Technical Services department (cataloging, serials, mail, processing)
- Scheduled and supervised the staffing of the Information Desk (quick reference desk staffed by support staff)
- Hired, trained, evaluated, and terminated employees as needed
- Trained employees in various ILS modules
- Cataloged library resources
- Drafted policies and procedures
- Provided research assistance to faculty, students, and members of the bar
- Selected materials for the health law collection
- Provided legal research instruction as invited guest in law school classes
- Served as liaison librarian for the *Health Law Certificate Program*
  - Assisted the Director of the program with research requests
  - Taught research as an invited guest to 1-2 classes each semester
- Started the first special collection for the library, *Bernard Schwartz Collection*, which contained manuscripts and recordings of interviews with selected U.S. Supreme Court judges
  - Organized the collection
  - Obtained releases to make recordings available
  - Started a Finding Aid (left employment prior to completing)

**University of Tulsa McFarlin Library | Tulsa, OK  
8/1997-7/1999**

***Serials Librarian, 8/1997-7/1999***

- Cataloged serials, conference proceedings, and monographic series
- Provided research assistance
- Taught *Writing I* students how to use library resources to conduct research for writing assignments

**ACADEMIC SERVICE**

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Vanderbilt Libraries, Library Advisory Council	2019
Vanderbilt Libraries, Alma Acquisitions & E-Resources Committee	2018-2019
Vanderbilt Libraries, Alma Cataloging & Metadata Committee	2018-2019
Vanderbilt Libraries, Collections Council	2018-2019
Vanderbilt Libraries, Support Staff Conference Working Group	2018-2019
Vanderbilt Libraries, Collegium of Catalogers	2018-2019
Vanderbilt Libraries, Alma Training Team for Fulfillment	2018
Vanderbilt Libraries, Alma Training Team for Primo	2018
Vanderbilt Libraries, Alma Training Team for Resource Management	2018
Vanderbilt Libraries, Alma Training Team for Serials	2018

Arizona Summit Law School, Academic Standards Committee	2015-2017
Arizona Summit Law School, Academic Deans' Council	2014-2017
Arizona Summit Law School, Pro Bono Committee	2014-2017
Arizona Summit Law School, Library & Technology Committee	2011-2016
Arizona Summit Law School, Building Committee	2009-2012
Arizona Summit Law School, Law School Dean Search Committee	2009-2010, 2017
Arizona Summit Law School, Leadership Team	2008-2017
Arizona Summit Law School, Associate Dean of the Library Search Committee	2008-2010
InfiLaw Consortium of Law Schools, Library Best Practices Team	2007-2015
InfiLaw Consortium of Law Schools, Millennium Best Practices Team	2007-2014
Texas Tech University Libraries, Web OPAC Customization Team	2004
Texas Tech University Libraries, Aleph Support Team	2003-2006

## **PRESENTATIONS/PANELS**

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- Presenter, *Working from Home: Lost in Space, Home Alone, or Harry Potter and the Sorcerer's Stone*, American Association of Law Libraries annual meeting program, Online (2020)
- Presenter, *The Diverging Roles of Academic Law Librarians: Theory & Implications*, Southwestern Association of Law Libraries annual meeting program, Waco, TX (2010)
- Moderator, *The State of the Internet – Taking Control of the Internet*, Oklahoma Library Association, University and College Division workshop, Oklahoma City, OK (1999)

## **CONSULTING**

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Texas Higher Education Coordinating Board, [\*The Feasibility of Accreditation for the University of North Texas at Dallas College of Law\*](#), p.16, July 2010.

## **PROFESSIONAL AFFILIATIONS**

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American Association of Law Libraries (AALL)	1999-2014, 2017-Present
Southeastern Chapter of the American Association of Law Libraries (SEAALL)	2017-2019
Desert States Law Library Consortium	2008-2010
Arizona Association of Law Libraries	2007-2014
Southwestern Association of Law Libraries	1999-2014
Oklahoma Library Association	1997-1999

## **GRANTS AND AWARDS**

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Intermediate Cataloging for Law Librarians workshop grant (AALL)	2002
AALL Annual Meeting Travel Grant	2001

## **VOLUNTEER SERVICE**

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Maricopa County Guardian Review Program, Court Visitor	2014-2015
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