

JANE WOLDOW

Vermont Law School
164 Chelsea Street, South Royalton, Vermont 05068
802.831.1449 | jwoldow@vermontlaw.edu

EDUCATION:

SUNY AT ALBANY, School of Information Science and Policy, Albany, NY
Master of Library Science

VERMONT LAW SCHOOL, South Royalton, VT
Juris Doctor

TULANE UNIVERSITY, Newcomb College, New Orleans, LA
Bachelor of Science in Psychology, *cum laude*

EXPERIENCE:

JULIEN & VIRGINIA CORNELL LIBRARY, Vermont Law School, South Royalton, VT

Library Director & Associate Professor of Law May 2019 – June 2021

Library Director & Professor of Law, July 2021 -

- Oversees all aspects of library operations, including budgeting; hiring, and supervision of library staff; strategic planning with respect to the future growth and development of the law library; initiating and overseeing library programs, services, and emergency management; as well as monitoring the library physical plant.
- Ensures that the law library's collection and resources are sufficient to meet the primary goal of supporting the teaching and research needs of the school of law's faculty, staff, and students.
- Ensures that the law library maintains compliance with accreditation standards of the American Bar Association, the Association of American Law Schools, the Federal Depository Library Program and the New England Commission of Higher Education.
- Serves on Law School committees and law library committees as appropriate, and supports the library's relations with the law school, library consortia, and professional organizations.
- Administers the Vermont Department of Libraries grant supporting the Community Legal Information Center (CLIC) services and CLIC Coordinator as outlined in grant contracts.
- Develops and teaches the Introduction to Legal Research course, an Advanced Legal Research course as well as research workshops and research sessions for substantive legal courses, including Foreign, Comparative, and International legal research topics.
- Provides reference services to the law school community and the public; including the faculty liaison program.

Associate Library Director and Adjunct Professor of Law, November 2013 – March 2016

Associate Library Director and Assistant Professor of Law, November 2017 – April 2019

- Serves as the Interim Library Director in the absence of the Library Director.
- Supervises the Collections Management department comprised of three full time equivalent staff.
- Manages the library's materials budget, including contract and license negotiations.
- Serves as the Head of Collection Development, coordinating selector activities and leading the collections strategic planning team.
- Serves as the Federal Depository Library Program Coordinator for the government documents collection.
- Selects materials for the foreign, comparative, and international law collection.
- Develops and teaches the Introduction to Legal Research course, an Advanced Legal Research course as well as research workshops and research sessions for substantive legal courses, including Foreign, Comparative, and International legal research topics.
- Provides reference services to the law school community and the public; including the faculty liaison program.

Lawyer Librarian, Head of Collections Management, and Adjunct Professor of Law, May 2009 – October 2013

- Supervises the Collections Management department comprised of four full time equivalent staff.
- Manages the library's materials budget, including contract and license negotiations.
- Serves as the Head of Collection Development and selects materials for the Canadian and Main collections.
- Serving as the Interim Federal Depository Library Program Coordinator for the government documents collection, as of January 2012.
- Develops and teaches the Introduction to Legal Research course, an Advanced Legal Research course as well as research workshops and research sessions for substantive legal courses, including Foreign, Comparative, and International legal research topics.
- Provides reference services to the law school community; including the faculty liaison program.

Lawyer Librarian for Collection Development, July 2007 - April 2009

- Oversaw the library's materials budget, including contract and license negotiations.
- Served as the Head of Collection Development and selected materials for the Canadian and Main collections.
- Developed and taught the Introduction to Legal Research course, as well as research workshops and research sessions for substantive legal courses, including Foreign, Comparative, and International legal research topics.
- Developed and taught an Advanced Legal Research, as of January 2009
- Provided reference services to the law school community; including the faculty liaison program.
- Supervised the ILS Systems Administrator and the Assistant Librarian for Acquisitions & Technology, as of July 2008.

Assistant Librarian for Collection Development, July 2003 – June 2007

- Developed and taught the Introduction to Legal Research course as well as research workshops and research sessions for substantive legal courses.
- Provided reference services to the law school community; including the faculty liaison program.
- Oversaw library acquisitions with an \$850,000+ materials budget.
- Served as the Head of Collection Development and selected materials for the Canadian and Main collections.

EGGLESTON & CRAMER, Ltd. Burlington, VT

Law Librarian, January 2001 – June 2003

- Provided collection development, bibliographic instruction, library budget oversight, and organizational guidance.

RUTLAND FREE LIBRARY, Rutland, VT

Outreach Librarian, February 2003 – June 2003

- Developed, coordinated, administered, evaluated, provided and promoted library informational and instructional service to off-site users.

MIDDLEBURY COLLEGE LIBRARIES, Middlebury, VT

Reference Librarian – Temporary, September 2002 - February 2003

- Provided reference services to students, faculty, staff and other library users.
- Conducted bibliographic instruction sessions and evaluated select areas of the library's collection.

DEWEY GRADUATE LIBRARY, SUNY at Albany, Albany, NY

Library Graduate Fellow, January 2001 – May 2002

- Assisted librarians by performing reference desk duties, writing the library newsletter, creating and updating subject web pages, and conducting bibliographic instruction sessions.

MIDDLEBURY COLLEGE LIBRARIES, Middlebury, VT

Science Library Assistant, September 1999 – January 2001

- Assisted in daily library operations as member of the Access Services department.
- Oversaw maintenance of collection, handled Interlibrary Loan lending procedures, served as Disaster Planning Committee representative, assisted with technical and reference questions, and supported student employees.

SAXER, ANDERSON, WOLINSKY & SUNSHINE, Burlington, VT

Law Librarian, August 1999 – June 2000

- Managed all aspects of this private law library including budget oversight, selection and maintenance of collection, reference and automation.

PROFESSIONAL CONTRIBUTIONS:

- Author, Center for Computer Assisted Legal Instruction (CALI) lesson, *Vermont Legal Research: Primary and Secondary Resources* (2021).
- American Association of Law Libraries, Annual Meeting Grant Awards July 2020-2021.
- Revised the American Association of Law Libraries Legal Information Services to the Public Special Interest Section's Vermont Public Libraries Toolkit, January 2020.
- American Association of Law Libraries, Scholarship Awards July 2019-2020.
- Vermont Consortium of Academic Libraries, Board of Directors, July 2021-.
- Vermont Consortium of Academic Libraries, Board of Directors' Secretary, Webmaster, and Independent Colleges Representative, May 2019-June 2021.
- NELCO Board of Directors member, Board Budget & Finance Committee member, May 2019-.
- American Association of Law Libraries, Academic Law Libraries Special Interest Section, Continuing Education Committee member 2017-2019 (*Chair 2018-2019*).
- Law Librarians of New England, Government Relations Committee, Vermont Representative, 2017-.
- Co-developer of online legal research course in conjunction with the Vermont Law School Online Learning department. (2013-).
- Developed and maintains the Vermont Law School library *Vermont Law Research Guide* (2013-). <http://libguides.vermontlaw.edu/vermontlawguide>.
- American Association of Law Libraries, Academic Law Libraries Special Interest Section, Collection Development Committee member 2008-2009, 2010-2013, 2014-2015.
- Participant in American Association of Law Libraries Vermont Working Group to Ensure Access to Electronic Legal Information (2010).
- Developed and maintains the Vermont Law School library *International & Foreign Law Research Guide* (2009-). <https://libguides.vermontlaw.edu/FCIL>
- Publication team leader and co-author: *State Documents Bibliography: Vermont*. 3rd Ed. (AALL, 2009).
- Vermont Law Review Symposium panelist, Vermont's Confidentiality of Library Patrons Act, October 17, 2008.
- Jane Woldow, *The Demise of a Book Vendor: One Library's Experience*, The CRIV Sheet, May 2005, at 3.