

COLLEEN C. MANNING

South Texas College of Law Houston
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Houston, Texas 77002
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EDUCATION:

Master of Science in Library and Information Science
University of Illinois, Urbana-Champaign

Juris Doctor
University of Illinois, Urbana-Champaign

Bachelor of Science in Psychology University
of Illinois, Urbana-Champaign

ADMITTED TO BAR:

Illinois: November 5, 1992.
Florida: December 21, 2007.

RELEVANT EMPLOYMENT:

South Texas College of Law Houston, Fred Parks Law Library
Houston, Texas

Director of the Fred Parks Law Library & Assistant Professor, 2015-current:

- Responsible for all aspects of library operations, including management, budgeting, strategic planning, collection development, and initiating and monitoring programs and services. Specific achievements include: reorganized and improved tracking of the library budget; revamped the collection development policy; and established consistent tracking of statistics;
- Hire and lead five librarians, five FTE staff, temporary employees, and student workers. Specific achievements include: reorganized library staff and duties to accommodate a smaller team; and evaluated and updated library work-flows; and
- Actively create a collaborative and supportive relationship with other departments in the School.

Florida Coastal School of Law, Information and Technology Center
Jacksonville, Florida

Interim Library Director, 2014:

- Lead the Library consisting of nine professional Librarians, three staff, and eight FTE student workers to maintain services and resources while the institution and budget were shrinking;
- Determined options for long-range library goals; set priorities; created and maintained the zero-based budget for the law library; planned for remodeling, and drafted initial portions of the SACS application; and
- Actively created a collaborative and supportive relationship with other departments in the School and between other schools in the consortium.

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Florida Coastal School of Law, Information and Technology Center (continued)

Assistant Director, 2007-2014:

- Managed seven to ten professional Librarians (including two supervising Librarians), two staff employees, and student workers;
- Lead public service operations for up to eighty faculty and over 1,500 students, including research support, instruction, interlibrary loan, circulation, stacks maintenance, and the community access program;
- Coordinated services and curriculum with the Legal Research and Writing program;
- Explored opportunities to use information technology in the library; facilitate communication between the Academic Technology and the Informational Technology departments; and
- Drafted several sections of the 2012 ABA Self Study and almost the entire ABA SEQ;

Head of Public Services, 2003-2007:

- Managed reference, interlibrary loan, circulation, stacks maintenance, and community access program, including three librarians, two staff employees and student workers;
- Developed integrated reference services to support faculty teaching and research;
- Created and taught in the library workshop program which quickly became a component of every legal research class;
- Created a Faculty Liaison program, matching interests and needs of faculty members with librarians to optimize faculty services and foster strong relationships with faculty members in order to anticipate faculty needs; and
- Participated in the space planning for a move to a newly renovated building.

Head of Access Services & Reference Librarian, 2001-2003:

- Managed interlibrary loan, circulation, stacks maintenance, and community access program including two staff employees and student workers;
- Developed circulation and interlibrary loan policies and guidelines, including creation of forms and publications to facilitate faculty and student services; and
- Responsible for the library newsletter, weekly email update, library displays, and new book displays.

Ohio Northern University, Taggart Law Library
Ada, Ohio

Interim Director of the Law Library, 2000 to 2001:

- Managed two professional librarians, six staff employees, and student workers;
- Prepared and negotiated the library and law school's information technology budgets; and
- Developed and interpreted library policies and rules; determined options for long-range library goals; set priorities for the law library; prepared statistical reports; managed and explored opportunities to use information technology in the law school.

Law Reference Librarian/Associate Professor, 1996 to 2001:

- Provided traditional and electronic research services to professors, students, and public patrons;
- Created and provided all library workshops, including a required series supplementing the first- year legal research and writing classes;
- Supported Law School Activities, including judged moot court competitions; supervised independent studies; tutored upperclass law students in legal research and writing; participated on law school and campus committees; and acted as PAD faculty advisor.

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U.S. Army Corp of Engineers Construction Engineering Research Laboratory
Champaign, Illinois

Graduate Assistant/Legal Researcher, 1994 to 1995:

- Researched and synthesized information and diverse legal issues on government contracts and employment law;
- Wrote memoranda and opinion letters; and
- Collaborated with supervising attorney regarding case tactics.

Meyer, Capel, Hirschfeld, Muncy, Jahn & Aldeen, P.C.
Champaign, Illinois

Research Attorney, 1992 to 1994:

- Practiced primarily in the area of Cable Television Law;
- Researched and drafted memoranda, correspondence letters, and prepared motions and discovery documents; and
- Trained and supervised law clerks.

TEACHING:

- Advanced Legal Research, 2006-2014, 2016.
- Advanced Online Legal Research (asynchronous distance), 2013.
- Elder Law, 1999-2000.
- Supervised independent study students who wrote papers on first amendment, elder law, trusts and estates, tax policy, and other issues, 1997-2007.
- School appointed legal research tutor, 1997-1998 & 2009-2010.
- Guest Lecturer in federal income tax, ethical writing, admiralty law, trusts & estates, property, family law, legal research & writing, law review seminar and other courses, 2002-current.

PUBLICATIONS AND PRESENTATION:

- Speaker, *How to Create a Mutually Beneficial Relationship with Law Schools*. Lexis Annual Meeting, Law School Account Representatives, Orlando, Fla. July 2011.
- *Puzzled by Legal Research?* Tenth Annual Nat'l Legal Research Teach-in Training Kit 1 (A.A.L.L. RIPS-SIS 2002) (Gigi Panagotacos Co-Author).
- *The Medicare Alzheimer's Disease Demonstration*, 1 ELDER L.J. 113 (1993).

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PROFESSIONAL ASSOCIATIONS & ACTIVITIES:

American Association of Law Libraries (AALL):

ALL-SIS Continuing Status/Tenure Committee, 2007-2009;

ALL-SIS Mentoring Committee,

Chair, 2012-2013;

ALL-SIS ALL-NEW Committee, 2012-2013;

Government Documents SIS,

Secretary/Treasurer, 2001-2005;

Mentoring Committee,

Member 2000-2002,

Chair 2002-2003;

Placement Committee, 1997-1999.

Houston Area Law Librarians:

Scholarships/Grants Committee, 2016-2017

Vice President/President Elect, 2017-2018

Florida Bar Association, 1992-current.

Illinois State Bar Association, 2007-current.

Southeastern American Association of Law Libraries:

Government Relations Committee, 2005-2007;

Placement Committee,

Member 2003-2004,

Chair 2004-2005.

Ohio Regional Association of Law Libraries:

Scholarship Committee, 2009-2011.

Southwestern Association of Law Librarians:

2015-2016 Programming Committee, 2015-2016.

UNIVERSITY & LAW SCHOOL COMMITTEES:

South Texas College of Law Houston

Administrative Advisory Committee, 2015-current

ABA Self Study Committee, 2015-current;

Curriculum Committee, 2015-current;

Security Committee, 2015-current.

Florida Coastal School of Law:

ABA Self Study Committee, 2010-2012;

Coastal Management Team, 2014;

Curriculum Committee, 2007-2014;

Curriculum 2020 taskforce, 2014;

Disaster Preparedness Committee, 2006-2007;

Education Technology Committee, 2009-2010;

Emotional Intelligence Facilitator Group, 2011-2013;

Faculty Development Committee, 2014;

Learning Management System Selection Committee, 2010;

Infilaw Library Best-Practices Team, 2011-2014;

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Senior Administrators Team, 2006-2013;

Technology Collaboration Committee (IT&AT), 2007-2014.

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Ohio Northern University:

University Committees:

Academic Affairs Committee, 1996-2001;

Cultural Affairs and Special Events Committee; 1997-1999;

Graduation Committee, 2000-2001;

Law School Committees:

Disabilities Accommodation Committee, 1998-2001;

Faculty Development Committee, 1998-2000;

Judicial Board, 1996-1997;

Legal Research & Writing Committee, 1996-2001;

Legal Resources Committee, 1996-1998.