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EMPLOYMENT

University of Washington
Marian Gould Gallagher Law Library
William H. Gates Hall
Box 353025
Seattle, Washington 98195
Title: Assistant Librarian for Technical Services
Dates: 1992 - present

Position description: Primary responsibility for the management and administration of the Technical Services Department of the Gallagher Law Library, including the cataloging, serials and acquisitions operations of the library. Also responsible for the ongoing planning, coordination and direction of the library systems operations, including the automation of the library's bibliographic functions. Supervise a staff of 11 permanent employees.

Major activities:

- ❑ Oversee the maintenance of the library's bibliographic database in all forms.
- ❑ Coordinate and set priorities for adding new and retrospective records to RLIN and OCLC.
- ❑ Oversee the structure, creation and maintenance of the library's automated system records, including bibliographic, order, checkin and item.
- ❑ Set policies and procedures for the continuing implementation and organization of the library's bibliographic systems.
- ❑ Teach graduate level class on "Library Technology Systems" for University of Washington Information School.
- ❑ Serve as system administrator to the library's software vendor to report problems, develop enhancements and implement new software releases/products.
- ❑ Act as liaison to the UW Library system and the Computing & Communications Department to coordinate cooperative automation planning and implementation.
- ❑ Serve as the Law Library representative to UW Library committees for automation projects.
- ❑ Plan and recommend development of new technologies for library staff or services.
- ❑ Participate in the development of overall library policies, long-range plans, and fiscal decisions.
- ❑ Serve on Law Library/Law School committees as assigned.
- ❑ Participate in professional organizations and keep abreast of current trends in technical services administration and management.
- ❑ Teach class section on technical services operation for Selection and Processing of Law Library Materials (LIS 558) as requested.

University of Colorado Law Library
Campus Box 402
Boulder, Colorado 80309
Title: Assistant Librarian for Technical Services
Dates: 1988 - 1991

Position description: Responsible for the administration and supervision of all technical service operations, comprising cataloging, serials control and acquisitions. Supervise and evaluate 5 clerical staff members and one professional in Technical Services Department in the receipt, processing and preparation of materials for library use.

Major activities:

- ❑ Implemented all modules of an integrated library system (CARL) for the library, including online catalog, serials checkin, acquisitions and accounting.
- ❑ Designed and implemented the organization of a complete retroconversion & reclassification project using the OCLC bibliographic network.
- ❑ Organized complete reclassification and re-shelving of the periodical collection with Library of Congress call numbers.
- ❑ Provided reference assistance to all library patrons on a regular basis.
- ❑ Prepared monthly and annual statistics of the Technical Services Department for the use of the library director.
- ❑ Prepared policies and procedures for future library needs, including automation options for technical services.
- ❑ Trained all library personnel in the functions and procedures of the Technical Services Department.
- ❑ Taught legal research workshops to new library staff members.
- ❑ Performed original cataloging of library materials using manual system of law classification.
- ❑ Supervised loose-leaf and serial karex operations, along with bindery shipments.

University of Colorado Law Library

Boulder, Colorado 80309

Title: Reference/Government Documents Librarian

Dates: 1986 - 1988

Position description: Provided legal reference service to students, faculty and public patrons of the law library. Supervised library circulation service, including student assistants and library staff, in the provision of reserve materials, exams, and shelving assignments.

Major activities:

- ❑ Assigned work schedules for desk assistants and prepared payroll records for all hourly library employees.
- ❑ Scheduled WESTLAW and LEXIS temporary learning centers and taught computer research classes to students and faculty.
- ❑ Completed special projects (space planning, reserve collection weeding, student handbooks, library maps) for public services department.

George Washington University National Law Center

Jacob Burns Law Library

716 20th Street, N.W.

Washington, D.C., 20052

Title: Collection Development Librarian

Date: 1985

Position description: Supervised acquisitions department for selection and ordering of new materials for law collection. Provided legal reference service and circulation assistance to law library patrons. Supervised one full-time and one part-time employee.

Major activities:

- ❑ Prepared reports and statistics as required for library administration.
- ❑ Completed collection development projects for selected subject areas.
- ❑ Approved and allocated budget expenditures for acquisitions.
- ❑ Trained library technical services staff in use of INNOVACQ automated library system.

University of Denver College of Law

Westminster Law Library

1900 Olive Street-LTLB

Denver, Colorado 80220

Title: Acquisitions Assistant

Dates: 1982-1985

Position description: Selected, ordered and processed new materials for the law collection. Taught legal research workshop on law library resources and basic legal research to incoming law students.

Major activities:

- ❑ Approved payment of invoices and maintained budget reports.
- ❑ Provided legal reference service to library patrons, including computer-assisted legal research.
- ❑ Supervised graduate research assistants during internships in the acquisitions department.

National Conference on Social Welfare (NCSW)

1730 M Street, N.W., Suite 911

Washington, D.C. 20036

Title: Staff Associate

Dates: 1980-1981

Position description: Assisted staff in the preparation of written materials and planning for a national convention. Maintained in-house library collection for staff use.

Major activities:

- ❑ Established information files and organized small research library for staff use.
- ❑ Assisted in the planning of the NCSW Annual Forum, including correspondence and scheduling of conference participants.
- ❑ Wrote columns for quarterly newsletter.
- ❑ Tracked federal legislation for reporting to NCSW members.

Surrey & Morse (Merged with Jones, Day, Reavis & Pogue)

1156 15th Street, N.W.

Washington, D.C. 20005

Title: Assistant Librarian

Dates: 1978-1980

Position description: Assisted firm librarian in all aspects of library operation, including public and technical services.

Specific duties included:

- ❑ Provided legal research and reference assistance to staff attorneys, including computer-assisted legal research.

TEACHING

University of Washington Graduate School of Library and Information Science

Lecturer, part-time

- ❑ Management of Automated Systems in Libraries (Spring Quarter 2000, Winter Quarter 2001)
- ❑ Library Technology Systems (Spring Quarter 2002, Summer Quarter 2002, Spring Quarter 2003, Spring Quarter 2004)

EDUCATION

Certificate of Advanced Management/Supervision, May 1990

University of Colorado

Employee Development Department

Boulder, Colorado 80309

Master of Arts in Librarianship and Information Management, 1985

The University of Denver

Graduate School of Librarianship & Information Management

Denver, Colorado 80208

Master of Arts in International Affairs, 1980

The American University

School of International Service

Washington, D.C. 20016

Bachelor of Arts in History, 1976

The State University of New York College at Cortland

Cortland, New York 13045

PUBLICATIONS

Book Review. **The Guide to State Legislative Materials, Revised Edition**. Published in Legal Reference Services Quarterly, Volume 4, No. 2, Summer 1984.

Book Review. **The National Directory of State Agencies 1982-1983, 5th Edition**. Published in Legal Reference Services Quarterly, Volume 4, No. 4, Winter 1984/ 1985.

Book Review. **Recommended Publications for Legal Research 1979**. Published in Legal Reference Services Quarterly, Volume 6, Nos. 1-2, Spring/Summer 1986.

Book Review. **Directory of Fee-Based Information Services**. Published in Legal Reference Services Quarterly, Volume 7, No. 1, Spring 1987.

Book Review. **The Bottom Line: A Financial Magazine for Librarians**. Published in Legal Reference Services Quarterly, Volume 8, Nos. 1-2, 1988.

Bibliography on Acquired Immune Deficiency Syndrome (AIDS). Published in Southwestern Association of Law Libraries Bulletin, Volume 19, No. 3, May 1988.

Book Review. **Law Books and Serials in Print 1988-A Multimedia Sourcebook**. Published in Legal Reference Services Quarterly, Volume 10, Nos. 1-2, 1990.

Bibliography on Historic Preservation. Published in Southwestern Association of Law Libraries Bulletin, Volume 22, No. 1, September 1990.

“Automated Library Systems at the Gallagher Law Library”. LLOPSCited, Volume 10, Issue 2, Winter 1998, p. 11-12.

LIBRARY PROFESSIONAL ACTIVITIES

American Association of Law Libraries (AALL), 1985 – present

- ❑ Annual Meeting Activities:
 - 2001 - “Everything Old is New Again: Second (or Third) Generation Automated System Challenges”. (Coordinator and Speaker)
 - 2002 – “Intermediate Cataloging Workshop” (Coordinator and Moderator)
- ❑ Automation & Scientific Development Special Interest Section, 1987 – 1991
- ❑ Internet Room Committee, Co-Chair, Seattle Annual Meeting, 1994
- ❑ Online Bibliographic Services Committee, 1991 - present
 - Technical Services Law Librarian Editorial Board representative, 1999-2001
 - Education Committee, 2000-2004
 - RLIN Committee, 2000-2001
 - Secretary/Treasurer, 2001-2003
- ❑ Program Committee, 2004
- ❑ Professional Development Committee, 2001-2003
- ❑ Restaurant Committee, Seattle Annual Meeting, 1994
- ❑ Social Responsibilities Special Interest Section, 1985 – present
 - Gay & Lesbian Standing Committee, 1985-present
- ❑ Technical Services Special Interest Section, 1991 - present
 - Strategic Planning Committee, 2000-2001
 - Bylaws Revision Committee, 2000-2001

Associated Librarians of the University of Washington (ALUW), 1992-present

- ❑ Secretary, 1998-1999
- ❑ Faculty Council on University Facilities & Services representative, 2000-2001

Colorado Association of Law Libraries (COALL), 1982 - 1992

- ❑ Membership Committee, 1984
- ❑ Secretary, 1987
- ❑ Public Relations Committee Member, 1986-1987
 - Chair, 1988-89
- ❑ Long Range Planning Committee, 1989
- ❑ Professional Development Collection Committee, 1989
- ❑ Vice-President/President-Elect, 1989
- ❑ President, 1990

Innovative Law User Group (ILUG), 1992 - present

- ❑ Chair, 1996-1997
- ❑ Vice-Chair/Chair-Elect, 1995-1996
- ❑ Annual Workshop Local Arrangements Chair, AALL Seattle Meeting, 1994

Innovative User Group (IUG), 1992 - present

- ❑ Nominations Committee, 1994
- ❑ Annual convention program speaker:
 - 1998 topic: “Managing Recon Projects with Innovative Interfaces”
 - 2002 topic: “System Migration Challenges: INN-REACH, RLIN and OCLC”

Law Librarians of Puget Sound (LLOPS), 1992 - present

- ❑ Vice-President/ President-Elect, 2003-2004
- ❑ Membership Committee
 - Chair, 1994 - 1998
- ❑ Professional Education Committee Member, 1993; 2000
 - Panelist, Spring Workshop 2000 “So Many Formats, So Little Time”
- ❑ Program Speaker
 - “Managing the Change Process in Law Libraries” (September 2000)

Southwestern Association of Law Libraries (SWALL), 1982 - 1991

- ❑ Continuing Education Committee, 1986 - 1991
- ❑ Annual convention program speaker:
 - 1989 topic: Group Cooperation and Conflict Resolution
 - 1990 topic: Law Librarian's Link to Automation

Western Pacific Chapter of the American Association of Law Libraries (WestPac), 1991 – present