

## **THEODORE A. POTTER**

Reference Librarian and Adjunct Lecturer in Law  
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### **PROFESSIONAL EXPERIENCE**

#### **Reference Librarian and Adjunct Lecturer in Law - University of Iowa Law Library: 10/15-present**

Provide reference service at a central service point as well as on an informal basis. Provide instruction in legal research sources and methods as part of the Legal Analysis, Writing and Research course; teach Advanced Legal Research Methods in Specialized Subjects covering health law, family and elder law, and intellectual property. Create research guides, tutorials, and educational literature in both digital and print formats. Participate in professional activities at the national and regional level, as well as at the university level.

#### **Head of Public Services – University of Iowa Law Library: 2/05-9/2015**

Managed day-to-day operations of the Public Services Division of the law library, which included four departments: reference, circulation, interlibrary loan, and audio-visual/microform/looseleaf filing; the departments consisted of six professionals, five support staff members, and 13-18 student workers, of which I personally supervised and evaluated five professional librarians and five support staff member; participated as part of a management team with the Executive Law Librarian and the Head of Collection Services; coordinated and provided reference service; created and updated research guides and tutorials; initiated, supervised and participated in providing legal research updates to faculty and students outside of formal courses; consulted with the Head of Electronic Resources and Computer Services on computer purchases and installations within the law library.

#### **Interim Co-Director - Marquette University Law Library: 9/02 – 6/03**

Shared the management of day-to-day operations of the Law Library while the law school conducted a search for a Law Library Director; in cooperation with the other Co-Director, supervised and evaluated six professional librarians; responsible for collection development; primary responsibility for the budget process; provided reference service; coordinated and participated in the faculty liaison program.

#### **Associate Director – Marquette University Law Library: 12/98 – 9/02; 6/03-1/05**

Managed day-to-day operations of the public and technical services areas of the law library; supervised and evaluated six professional librarians in four of five departments; participated in collection development along with the Director; participated in the budget process; coordinated and provided reference service; coordinated and participated in the faculty liaison program.

#### **Manager of Public Services – University of Toledo Law Library: 12/86 – 12/98**

Managed reference and circulation services; established and implemented policies and procedures; provided 20-25 hours of reference service each week; trained and supervised reference librarians and support staff; recommended and implemented computer purchases and installations within the law library; set up and maintained computer hardware and software

**within the law library as well as in the college; provided and arranged for training on Westlaw and LexisNexis online services; responsible for audio and video services to the College of Law.**

**Manager of Acquisitions/Serials Department - University of Toledo Law Library: 4/83 - 12/86**  
**Supervised the ordering, processing and upkeep of monographs and continuations, as well as the record-keeping functions for acquisitions and serials; monitored expense budgets for each type of material; supervised support staff and student workers.**

## **TEACHING**

**Iowa: 2/05 – present**

**Advanced Legal Research Methods in Specialized Subjects – Health Law, Family and Elder Law, Intellectual Property Law**

**Advanced Legal Research – summer session 2006 and fall, 2014**

**Participate in teaching first year legal research as a part of an integrated, year-long Legal Analysis, Writing & Research course. (2005-present)**

**Guest legal research lecturer in substantive and seminar law classes (Fall semesters of 2005-2008)**

**Participated in the Hubbard Fellows program for underrepresented minority groups in a month-long introduction to law school program. (Summer 2005)**

**Marquette: 1/99 – 12/04**

**Taught advanced legal research: a two credit course in 1999, and a seven week, one credit course focused on Wisconsin materials in the Spring semesters of 2000 through 2004, Summer of 2002, Fall of 2003, and ALR-Federal in Fall of 2002**

**Participated in teaching first year legal research as a part of an integrated, year-long Legal Writing & Research course. (2001-2004)**

**Coordinated and participated in teaching a separate first year legal research course (1999-2001)**

**Guest lecturer on legislative history for Prof. Michael O’Hear’s Legislation course (Fall, 2003)**

**Provided guest lectures for undergraduate courses in Media/Communications Law and Introduction to Law. (1999-2002)**

**Toledo: 12/86 – 12/98**

**Guest lecturer for Legal Research and Writing course. (Topics: administrative law materials and legislative history materials); lectured on specific topics of legal bibliography for classes inside and outside the College of Law**

**Organized and taught a one-credit Ohio CLE session on computerized legal research as part of the annual law alumni weekend. (1996-98)**

## **PUBLICATIONS**

**LEGAL RESEARCH IN WISCONSIN, 2D ED. General Editor and Author. Buffalo, NY: William S. Hein & Co. Inc. 2008**

**“Using the Internet for Case Preparation.” with Diane Duffey, 76 Wisconsin Lawyer 26 (June 2003)**

**“Configuring Computer Labs: Training Needs Dictate Computer Lab Design.” 7 AALL SPECTRUM 16 (April 2003)**

**“So you want to be a Writer. Writing Prospects Broaden Among Law Library Publications.”**  
with Miriam Murphy and Kumar Percy, 6 AALL SPECTRUM 32 (July 2002) (A short piece based on a skit we wrote and presented at the AALL annual meeting in Minneapolis, MN)  
**"A New Twist On An Old Plot: Teaching Legal Research Is A Strategy, Not A Format." 92 L. LIB. J. 287 (2000)**  
Revised the **ORALL HANDBOOK**, a guidebook for members.  
Authored numerous articles for the *ORALL Newsletter*

## **SERVICE**

### **American Association of Law Libraries (AALL)**

**Mentoring Committee (2001-03)**  
**Publications Policy Committee (1992-94)**  
**Publications Committee (1987-88)**  
**Academic Law Libraries Special Interest Section (1985-present)**  
**Research Instruction and Patron Services Special Interest Section**

### **Mid-America Association of Law Libraries (MAALL)**

**Served as Vice President/President-Elect and Education Committee Chair (2011-12)**  
**President (2012-13), Past President & Nominations Committee Chair (2013-14), member of additional committees and task forces.**

### **Law Librarians' Association of Wisconsin (LLAW)**

**Served in several capacities, including as President, and spoke at three meetings (1999-2004)**

### **Ohio Regional Association of Law Libraries (ORALL)**

**Served in several capacities, including Program Chair and President, and was newsletter editor (1983-1997)**

### **University of Iowa Law Library**

**Law School, Curriculum Committee (2005-06)**

### **Marquette University**

**Law School, Curriculum Committee (2000-01)**  
**Law Library, Alternative Formats Advisory Committee (Chair, 2001-2002)**  
**Law Library, Web Committee (1999-2000)**

### **University of Toledo**

**Participated in the implementation of the NOTIS integrated online system for all of the University of Toledo libraries, including serving as chair of two subcommittees**  
**Participated in the migration of the University of Toledo libraries from the NOTIS system to Innovative Interfaces online system**

## **PROFESSIONAL EMPLOYMENT**

<b>2015-present</b>	<b>Reference Librarian and Adjunct Lecturer in Law University of Iowa Law Library, Iowa City, IA</b>
<b>2005-2015</b>	<b>Head of Public Services University of Iowa Law Library, Iowa City, IA</b>
<b>2002 – 2003</b>	<b>Interim Co-Director and Adjunct Assistant Professor of Law Marquette University Law School Library, Milwaukee, WI</b>
<b>1998 –2005</b>	<b>Associate Director and Adjunct Assistant Professor of Law Marquette University Law School Library, Milwaukee, WI</b>
<b>1988 – 98</b>	<b>Assistant Law Librarian for Public Services University of Toledo College of Law Library, Toledo, OH</b>

- 1986 - 88**      **Day Public Services Librarian and Head of Circulation**  
                    **University of Toledo College of Law Library**
- 1983 - 86**      **Head of Acquisitions and Serials**  
                    **University of Toledo College of Law Library**
- 1982 - 83**      **Assistant Law Librarian**  
                    **Jay P. Taggart Memorial Library, Ohio Northern University, Ada, OH**

## **EDUCATION**

- JD**      **University of Toledo College of Law - 1987**  
                    **(Admitted to practice in Ohio; presently Inactive)**
- MS**      **Library and Information Science - 1982**  
                    **University of Illinois, Urbana-Champaign**
- BA**      **Liberal Arts and Sciences - 1979**  
                    **University of Illinois, Urbana-Champaign**