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EMPLOYMENT

University of Washington
Marian Gould Gallagher Law Library
William H. Gates Hall
Box 353025
Seattle, Washington 98195
Title: Information Systems Coordinator
Dates: 2008 - present

Position Description: Under the general direction of the Associate Law Librarian, The Information Systems Coordinator is responsible for identifying, evaluating and recommending the purchase of discovery and delivery tools in support of the library's mission. In addition, the Information Systems Coordinator is responsible for the management and upgrade of the library's integrated library system.

Major activities:

- ❑ Investigate new library technologies or resources that will benefit the staff, faculty and patrons of the Law Library and Law School through enhanced access and use of the library collections in all formats.
- ❑ Manage the daily operation of the library's integrated library system, including communication with vendor, troubleshooting, staff education and training, software upgrades and implementation of new features.
- ❑ Implement and/or coordinate the implementation of new library technology with individual library staff, library departments, outside vendors or campus community.
- ❑ Coordinate Law Library technology infrastructure issues with UW Law School, UW Libraries and other campus units as necessary and desirable.
- ❑ Collaborate with outside library partners (as appropriate) on library technology projects.
- ❑ Serve as the primary contact for information resource vendors and set up presentations, trial periods and/or online demonstrations for library staff as requested.
- ❑ Participate in organizing, analyzing, and preparing data related to information resources for use in reference, collection development and institutional reporting
- ❑ Serve as the Law Library representative to UW Libraries committees dealing with information resources.
- ❑ Participate in the Law Library intern program, providing training and learning opportunities for interns interested in the management of information resources.
- ❑ Participate in law library professional activities related to information resources, digital projects, technology workflows and software/web platforms.

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 - 2008

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:

- ❑ Oversaw the maintenance of the library's bibliographic database in all forms.
- ❑ Coordinated and set priorities for adding new and retrospective records to RLIN and OCLC.
- ❑ Oversaw 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.
- ❑ Served as system administrator to the library's software vendor to report problems, develop enhancements and implement new software releases/products.
- ❑ Acted as liaison to the UW Libraries system and the UW Technology Department to coordinate cooperative automation planning and implementation.
- ❑ Served as the Law Library representative to UW Library committees for automation projects.
- ❑ Planned and recommended development of new technologies for library staff or services.
- ❑ Participated in the development of overall library policies, long-range plans, and fiscal decisions.
- ❑ Served on Law Library/Law School committees as assigned.
- ❑ Participated in professional organizations and keep abreast of current trends in technical services administration and management.
- ❑ Taught 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. Supervised and evaluated 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 kardex 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, and 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 Information School

Senior Lecturer, part-time

- ❑ Management of Automated Systems in Libraries, 2000-2001
- ❑ Library Technology Systems, 2002 - 2011

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

“A Tale of Two Law Libraries: Inside an international visiting law librarian experience”. Spectrum Magazine, November 2010.

“President’s Message”. LLOPSCited, Volume 15, Issue 4, Summer 2005, p. 1-4

“President’s Message”. LLOPSCited, Volume 15, Issue 3, Spring 2005, p. 1-3

“President’s Message”. LLOPSCited, Volume 15, Issue 2, Winter 2005, p. 1-3

“President’s Message”. LLOPSCited, Volume 15, Issue 1, Fall 2004, p. 1-3

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

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

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

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

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

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

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

LIBRARY PROFESSIONAL ACTIVITIES

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

- ❑ Academic Law Libraries Special Interest Section member, 2006-present
 - Strategic Planning Committee, 2006-2007
- ❑ Annual Meeting Programs:
 - 2001 - “Everything Old is New Again: Second (or Third) Generation Automated System Challenges”. (Coordinator and Speaker)
 - 2002 - “Intermediate Cataloging Workshop” (Coordinator and Moderator)
 - 2008 – “You want me to do what? Bridging the gulf and building understanding between technical services and public services managers.” (Coordinator, Moderator and Speaker)
 - 2008 – “Encore, Enterprise, Primo and WorldCat Local: Explore the Evolving Discovery Tools for Your Catalog” (Speaker)
 - 2010 – “Single Search Access to Your Library’s Resources Through OCLC’s Worldcat Local” (Speaker)
- ❑ Annual Meeting Program Committee (AMPC) member, San Antonio Annual Meeting, 2005
- ❑ Automation & Scientific Development Special Interest Section member, 1987 – 1991
- ❑ Education Summit participant, 2005
- ❑ Internet Room Committee, Co-Chair, Seattle Annual Meeting, 1994
- ❑ Local Arrangements Committee Volunteer Committee chair for AALL Portland, 2007-2008
- ❑ Online Bibliographic Services Special Interest Section (OBS-SIS) member , 1991 – present
 - Technical Services Law Librarian Editorial Board representative, 1999-2001
 - Education Committee, 2000-present
 - RLIN Committee, 2000-2001
 - Secretary/Treasurer, 2001-2003
 - Vice Chair/Chair-Elect, 2004-2005
 - Chair, 2005-2006
- ❑ Professional Development Committee (PDC), 2001-2003
- ❑ Restaurant Committee, Seattle Annual Meeting, 1994
- ❑ Social Responsibilities Special Interest Section (SR-SIS) member, 1985 – present
 - Gay & Lesbian Standing Committee, 1985-present
 - Vice-Chair, 2010-2011
 - Chair, 2011-2012
- ❑ Technical Services Special Interest Section (TS-SIS) member, 1991 - present
 - Strategic Planning Committee, 2000-2001
 - Bylaws Revision Committee, 2000-2001

American Bar Association (ABA) Section of Legal Education and Admissions to the Bar, Law School Facilities Committee

- ❑ ***Bricks, Bytes and Continuous Renovation Conference (2006)***
 - “Workplace/Workspace: Design Considerations for Staff Organizational Effectiveness” (Speaker)

American Society for Information Science and Technology (ASIS&T)

- ❑ ***Pacific Northwest Chapter Annual Meeting (2005)***
 - “Lingua Franca: How do we facilitate *human* operability?” (Speaker)

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

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

Colorado Association of Law Libraries (COALL) member, 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) member, 1992 - present

- ❑ Chair, 1996-1997
- ❑ Vice-Chair/Chair-Elect, 1995-1996
- ❑ Annual Workshop Local Arrangements Chair, AALL Seattle Meeting, 1994
- ❑ Program Speaker
 - “Mystery solved: How to Make Sense of Load Profiles!” (July 2007)

Innovative User Group (IUG) member, 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) member, 1992 – present

- ❑ Past President, 2005-2006
- ❑ President, 2004-2005
- ❑ Vice-President/ President-Elect, 2003-2004
- ❑ Membership Committee
 - Chair, 1994 – 1998
- ❑ Nominations Committee
 - Member, 2007-2008
 - Chair, 2009 - 2011
- ❑ Professional Education Committee member, 1993; 2000
 - Panelist, Spring Workshop 2000, “So Many Formats, So Little Time”
 - Panelist, Spring Workshop 2007, “Dawn til Dusk: Managing Electronic Services”
- ❑ Program Speaker
 - “Managing the Change Process in Law Libraries” (September 2000)

Northwestern Innovative User Group (NWIUG)

- ❑ Program Speaker
 - “Mystery solved: How to Make Sense of Load Profiles!” (October 2006)

Southwestern Association of Law Libraries (SWALL) member, 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) member, 1991 – present

- ❑ Local Arrangements Committee Chair, Seattle Meeting, 2005

VOLUNTEER ACTIVITIES

Seattle Architecture Foundation (SAF) member, 1994-present

- ❑ Gallery Volunteer, 1994-1996
- ❑ Tour Guide, 1996-present
- ❑ Viewpoints Tour Planning Committee
 - Member, 1996-present
 - Chair, 2004-2006
- ❑ Recipient, Volunteer of the Year Award 2006
- ❑ Member, Board of Directors, 2007-2008

Historic Seattle member, 1994-present

- ❑ Member, Advisory Board for the Northwest Resource Center for Preservation, 2007