

# Anna Lawless-Collins

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## Professional Experience

### **Boston University School of Law, Fineman and Pappas Law Libraries, January 2014-Present**

- *Associate Director for Systems and Collection Services, July 2016- present:* Oversee management of collection and library systems, including evaluation of new and existing materials, ensuring the library meets collections budget goals, and provides a dynamic working collection to patrons. Manage library systems, including Ex Libris's Alma, Primo, and Analytics; Yankee Book Peddler's GOBI, and various other systems. Manage and revise department workflows as necessary. Work with other library staff and stakeholders outside the library to ensure patron needs are met in the best manner possible. Supervise two professional librarians and three paraprofessional staff. Serve on the reference desk.
- *Collection Development Librarian, January 2014-June 2016:* Oversee the collection, including acquisitions of new materials and evaluation of existing materials. Run collection development committees for databases and for more general resources. Manage acquisitions department workflows and help provide leadership to the Technical Services department. Work with various library systems to ensure the collection is accurately reflected and discoverable. Work with circulation department staff and reference department staff to ensure faculty and student needs are met quickly and thoroughly. Serve on the reference desk. Supervise one Acquisitions Technician.

### **Northeastern University School of Law Library, February 2011-December 2013**

- *Acquisitions and Collection Assistant, May 2011-December 2013:* Ordered monographs and set up standing orders for updated materials. Worked with vendors to ensure maintenance of library collection and ensure appropriate pricing. Make collection development decisions when appropriate. Work with several library systems to import, create, and maintain records. Assist with transition to new library system. Check in serials and updated material. Supervise work-study student. Perform various other tasks to assist with maintaining the Law Library.
- *Reference Intern, February -May 2011:* Provided reference, research, and other bibliographic services, including expert on-line assistance, to law school community and the public. Prepared bibliographies, research guides, and other library publications tailored to the research needs of the law school community. Assisted with teaching the 3-credit Advanced Legal Research course. Assisted student journals with citation format.

### **K&L Gates LLP, Boston, MA, 2010-February 2011**

- *Associate, Corporate Division:* Drafted corporate documents and contracts, interpreted various agreements, researched corporate and tax matters, participated in client meetings, and performed due diligence. Also worked with non-profits and performed pro bono work. Attended professional development trainings. Managed and delegated work to administrative support staff.
- *Summer Associate, Summer 2008:* Researched a range of legal topics, including corporate law, intellectual property, and real estate. Participated in client meetings and observed court proceedings. Participated in the Volunteer Lawyers Project "Lawyer for a Day" program at the Boston Housing Court.

### **Office of the General Counsel, Northeastern University, Boston, MA, Winter 2008-2009**

- *Legal Intern:* Drafted memos, conducted legal research, attended depositions, and prepared and organized discovery in a variety of legal areas including intellectual property, employment, and higher education law.

### **The Land Court, Boston, MA, Winter 2007-2008**

- *Judicial Intern:* Conducted research, wrote memos and drafted opinions on a variety of land court matters. Research topics included adverse possession, zoning, and easements.

### **The Honorable Joyce London Alexander, United States District Court, District of Massachusetts, Summer 2007**

- *Summer Clerk:* Conducted legal research and drafted memoranda and orders on a variety of civil and criminal cases. Observed and assisted Judge in courtroom proceedings and mediations.

### **Domestic Violence Institute, Boston, MA, 2006-2008**

- *Team Leader:* Advocated for battered women who sought treatment at the Boston Medical Center Emergency Department. Trained other law students regarding domestic violence issues and process such as obtaining restraining orders and related criminal proceedings. Served as team liaison to medical staff.

**Habitat for Humanity of Greater Los Angeles, Los Angeles, CA, August 2005-July 2006**

- *AmeriCorps Crew Leader*: Performed and lead volunteers in a variety of construction tasks. Worked with homeowners. Taught basic construction skills to volunteers and homeowners.

## Education

### **Simmons College**, Boston, MA

Master of Science in Library & Information Science, May 2014

- *Courses*: Reference, Legal Bibliography, Information Organization, Technology for Information Professionals, Collection Development, XML, Principles of Management, Introduction to Cataloging and Classification

### **Northeastern University School of Law**, Boston, MA

Juris Doctor, May 2009

- *Relevant Courses*: Legal Research and Writing, Advanced Legal Research, International Intellectual Property, Administrative Law, Land Use, Jurisprudence, Negotiation, Domestic Violence Clinic
- *Academic Success Program Teacher's Assistant*: Assisted first year students with the academic transition to law school. Taught study skills, research and writing, and other legal learning techniques.
- *Social Justice Project*: Assisted the Stanley Jones Clean Slate Project by conducting extensive research and writing a report addressing the legal barriers to developing housing for the previously incarcerated. The group project was performed as part of the unique first year research and writing curriculum, which gives all students real clients in the first year of law school.

### **Clark University**, Worcester, MA

Bachelor of Arts, *summa cum laude* double major in Sociology and Theater, May 2005

- *Honors*: Honors in Theater Arts; Second Place in Alpha Kappa Delta National Annual Undergraduate Research Paper Contest (2005); Alpha Kappa Delta, Phi Beta Kappa.

## Professional Activities

### **Publications and Presentations**

- Presentation at the AALL Annual Meeting: "Are People Even Using This Database?": e-Resources and Statistics (Jul. 17, 2016).
- *Better Leadership through Communication of Values*, TECHNICAL SERVICES LAW LIBRARIAN, Jun. 2016, at 5.
- *Business skills clinic: the business of running a library*, LLNE BLOG, (Jan. 27, 2015) <http://llne.org/business-skills-clinic-the-business-of-running-a-library/>.
- *Theory into Practice: Mindfulness*, LLNE BLOG, (May 6, 2015), <http://llne.org/theory-into-practice-mindfulness/>.

### **American Association of Law Libraries**, Member

- ALL-SIS Collection Development Committee Co-chair, 2015-Present
- Leadership Academy 2016
- Business Skills Clinic 2015
- CONELL, Class of 2014
- Annual Meeting Program Committee Member, leadership group
- TS-SIS Member
  - Grant recipient: Leadership Academy 2016
- PEGA-SIS Member

### **Law Librarians of New England**, Member

- Social Media Manager (Fall 2014-Present)
  - Blog post: Business Skills Clinic: the business of running a library (<http://llne.org/business-skills-clinic-the-business-of-running-a-library/>)
  - Blog post: Theory into practice: mindfulness (<http://llne.org/theory-into-practice-mindfulness/>)
- Newsletter contributor (Fall 2014-Present)
- Instructor for LLNE's "Legal Research Instruction Program" (Taught session on "Strategy, or Putting it all Together" (Spring 2013 and Winter 2014)
- Grant recipient: Business skills clinic

**NELLCO, *Member***

- Collection Development Committee member