**Gail Mathapo**

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**EDUCATION**

 *The Catholic University of America, Washington, DC*  **2011**

 **Master of Information Science (M.S.L.S.)**

*University of the District of Columbia, Washington, DC* **2006**

**Juris Doctor**

*Missouri Valley College, Marshall, MO***1995**

**Bachelor of Arts, Political Science**

**TEACHING EXPERIENCE**

 **Adjunct Professor August 2016 – Present**

*University of Florida, Fredric G. Levin College of Law*

 Teach 1-credit 1L Legal Research and 2-credit Advanced Legal Research courses.

 **Adjunct Professor**  **2013 – 2015**

 *University of the District of Columbia, David A. Clarke School of Law*, Washington, DC

 Taught a required 1-credit 1L Legal Research course.

**PROFESSIONAL EXPERIENCE**

 **Faculty Services Librarian and Professor of Legal Research**

 **Gainesville, FL June 2019 – Present**

*University of Florida, Fredric G. Levin School of Law*

 *Lawton Chiles Legal Information Center*

* Facilitating the library liaison program to full time faculty, adjunct faculty and law reviews.
* Training and supervising library research assistants.
* Coordinating and leading the instruction tasks of librarians teaching Legal Research course.

 **Reference Librarian and Professor of Legal Research**

 **Gainesville, FL July 2016 – June 2019**

 *University of Florida, Fredric G. Levin School of Law*

 *Lawton Chiles Legal Information Center*

* Serve as a member of the tenure track reference team by:
	+ Staffing the reference desk 6 hours a week;
	+ Providing general and advanced legal reference services in-person, by telephone, email, and by appointment;
	+ Acting as librarian liaison to 8 environmental law faculty members;
	+ Providing collection development support of print and online materials in the subjects of environmental, civil litigation and local government law;
	+ Preparing and/or maintaining web-based research guides for library users;
	+ Giving library tours to incoming law, LLM, visiting and undergraduate students.
* Provide legal bibliographic instruction by means of class presentations, informal workshops, small group seminars, and individualized instruction, in addition to teaching legal research, a 1-credit course in the first-year J.D. curriculum.
* Participate in outreach to law school and law librarian community by creating surveys and writing executive reports of the results.
* Contribute to the LIC, the Levin College of Law, the UF Libraries, the University, and the profession through substantive involvement in such activities as committee work, research, publishing, and active participation in professional organizations.

 **Associate Director Washington, DC Nov. 2013 – June 2016**

 *University of the District of Columbia, David A. Clarke School of Law*

 *Charles N. and Hilda H. M. Mason Law Library*

* Managed day to day operations of Public Services functions.
* Supervised and trained Public Services staff.
* Facilitated the faculty liaison program.
* Oversaw and participated in weekday and weekend reference rotation.
* Assisted with maintenance of library budget by maintaining data and systems for budget tracking, reporting and generating reports.
* Prepared for American Bar Association site visit by facilitating the collection of statistics on faculty publications and writing an assessment of library reference statistics over a five-year period.
* Compiled data on information pertaining to physical facilities and library collection.
* Worked on a law library renovation project by reviewing blueprints, meeting with architects and providing feedback for implementation of designs.
* Served on 2 search committees for law library positions – Technical Services Specialist and Emerging Technologies Librarian.
* Gave presentations on legal resources to courses as requested, including resources for writing seminar papers and DC legal research.

 **Circulation Librarian Washington, DC May 2007 – Oct. 2013**

 *University of the District of Columbia, David A. Clarke School of Law*

 *Charles N. and Hilda H.M. Mason Law Library*

* Supervised Circulation staff, including 5 to 18 student workers per semester.
* Provided reference services to students, public patrons and University staff.
* Participated in faculty liaison program.
* Created reference guides.
* Gave presentations on legal resources on state and administrative law for Advanced Legal Research and student legal clinics.
* Taught legal research as Embedded Librarian in Community Development Clinic.
* Facilitated interlibrary loan requests from local educational and government institutions.
* Chaired a search committee for Emerging Technologies Librarian position.

**Paralegal Specialist Washington, DC July 2006 - May 2007**

*University of the District of Columbia, Office of the General Counsel*

* Drafted and Filed Motions and Pleadings.
* Assisted in interviewing and contacting witnesses for trial.
* Researched relevant case law on issues pertaining to labor and educational law.
* Reviewed and conducted research regarding civil rights complaints filed by an employee and students.
* Located and collated extensive intellectual property research for launch of University online course program.

**Student Advocate Washington, DC Aug. 2005 – Dec. 2005**

*University of the District of Columbia, David A. Clarke School of Law*

*Community Development Clinic*

* Drafted Articles of Incorporation and Operating Agreements for upstart and small businesses.
* Advised a small business on licensing requirements and business contracts.
* Planned and conducted research for an IRS tax workshop geared towards non-profit organizations.
* Initiated research of pending liability issues.

 **Student Advocate Washington, DC Jan. 2005 - April 2005**

*University of the District of Columbia, David A. Clarke School of Law*

*Legislation Clinic*

* Drafted a bill for the Council of the District of Columbia regarding Small Claims Court filings.
* Made oral presentations regarding District of Columbia legislative issues and research.

**Research Assistant Washington, DC May 2004 – Aug. 2004**

*University of the District of Columbia, Office of the General Counsel*

* Conducted research of issues pertaining to business and employment contracts with the federal government.
* Digested depositions.
* Created litigation files.
* Drafted memorandums.
* Reviewed contracts.
* Assisted with general office tasks.

**Intern Washington, DC Summer 2003**

*U.S. House of Representatives, Office of Congresswoman Stephanie Tubbs Jones*

 *(11th District, OH)*

* Wrote correspondence.
* Conducted research for Congressional Staff.
* Attended and reported to panels on the Hill.
* Drafted Dear Colleague Letters to other members of Congress on behalf of the Congresswoman.
* Assisted with drafting of floor statements and other announcements.

 **Intake Secretary Cleveland, OH Jan. 2001 – Feb. 2003**

*Legal Aid Society of Cleveland*

* Conducted interviews.
* Acted as conduit between attorneys and clients.
* Helped answer inquiries concerning requirements and legal services.
* Drafted pleadings.

 **Account Document Specialist Cleveland, OH April 2000 – Jan. 2001**

 *Weltman, Weinberg & Reis*

* Set up new account files for the Real Estate Department.
* Maintained records.
* Performed docket clerk duties.

 **Legal Office Temporary Worker Cleveland, OH** **Sept. 1999 - April 2000**

 *Major Legal Services (Currently known as Alliance Solutions Group (ASG)*

* Maintained records.
* Performed general office duties including typing correspondence, filing and answering phones.

 **Paralegal Intern Cleveland, OH Summer 1999**

 *U.S. Bankruptcy****,*** *Northern District of Ohio, Randolph Baxter*

* Reviewed Chapter 7, 11 and 13 bankruptcy cases prior to hearings.
* Attended status conferences.

**PUBLICATIONS**

*Navigating Law Librarianship While Black...A Week in the Life of a Black Female Librarian*, 110 Law Library Journal (Summer 2018) (co-authored with Shamika D. Dalton and Endia Sowers-Paige), <https://www.aallnet.org/llj_article/diversity-dialogues-navigating-law-librarianship-while-black-a-week-in-the-life-of-a-black-female-law-librarian/>

(accessible with login to American Association of Law Libraries’ website).

*Bottom-Up Goal Setting: Creating Actionable, Assessable, and Achievable Goals for Your Library*, 22 AALL Spectrum 6 (July/Aug 2018) (co-authored with Sarah Lewis and Rachel Purcell), <https://www.aallnet.org/spectrum_article/bottom-up-goal-setting/> (accessible with login to American Association of Law Libraries’ website).

*District of Columbia: Secondary Sources*, Computer-Assisted Legal Instruction Online Tutorial, <https://www.cali.org/lesson/17344> (accessible with subscription to cali.org) (July 2018) (co-authored with Lachelle Smith).

*Florida’s Uniform Citation System*, Computer-Assisted Legal Instruction Online Tutorial, <https://www.cali.org/lesson/17344> (accessible with subscription to cali.org) (April 2018) (co-authored with Sarah Lewis and Rachel Purcell).

Book Review of *Basic Legal Research: Tools and Strategies 6th* (edition)*,* by Amy E. Sloan. RIPS-SIS Legal Research Text Review. <https://www.aallnet.org/ripssis/wpcontent/uploads/sites/15/2018/02/BookReview-Basic-Legal-Research-6th.pdf>.

Book Review of *How Learning Works: Seven Researched-Based Principles*

*for Smart Teaching,* by Susan A. Ambrose, Michael W. Bridges, Michele DiPrieto,

Marsha C. Lovett & Marie K. Norman*.* RIPS-SIS Legal Research Text Review. <https://www.aallnet.org/ripssis/wp-content/uploads/sites/15/2018/02/BookReview-How-Learning-Works.pdf>.

*Experimenting with Embedding: A Law School Library Embeds Librarians in Clinics and*

*Seminars,* 16 AALL Spectrum 18 (2012) (co-authored with Brittany Kolonay), <https://www.aallnet.org/spectrum_article/experimenting-with-embedding/>

(accessible with login to American Association of Law Libraries’ website).

**PRESENTATIONS**

Facilitator, “Recognizing and Resolving Discrimination in the Workplace,” *American Association of Law Libraries Black Law Librarians and Diversity and Inclusion Special Interest Sections*, Online, April 29, 2021.

Speaker, “T & P – Service Criteria,” *University of Florida George A. Smathers Libraries Tenure and Promotion Session,* Gainesville, FL, May 26, 2020.

Speaker, “The Webinar on Webinars,” *American Association of Law Libraries Research Instruction & Patron Services Special Interest Section Online Training Committee Seminar*, Online, May 26, 2020,

Speaker, “Integral to the Law School: Enhancing the Role of the Faculty Services Librarian,” *American Association of Law Libraries Annual Meeting*, Washington, DC, July 14, 2019.

Speaker, “Teaching a Public Patron to Fish,” *Southeastern Chapter of American Association of Law Libraries Annual Meeting,* Hot Springs, VA, March 21, 2019.

Speaker, “Riding the Wave of Change to Transform Your Career Path,” *Southeastern Chapter of American Association of Law Libraries Annual Meeting,* Hot Springs, VA, March 21, 2019.

Speaker, “Minority Females in the Profession: Librarians Promoting Diversity and Inclusion (Part II).” *American Association of Law Libraries Annual Meeting*, Baltimore, MD, July 16, 2018.

Speaker, “Bottom up Goal Setting: Creating Actionable, Assessable and Achievable Goals for Your Library,” *Southeastern Chapter of American Association of Law Libraries Annual Meeting,* Nashville, TN, April 13, 2018.

Speaker, “Cool Tools Café (Presentation on Zotero - a citation management tool),” *American Association of Law Libraries Annual Meeting*, Austin, TX, July 18, 2017.

Speaker, “Legal Education for Law Practice: Teaching Legal Research in a Practice Environment,” *American Association of Law Libraries Annual Meeting,* Philadelphia, PA,

July 24, 2011.

**PROFESSIONAL MEMBERSHIPS AND SERVICE**

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

Member-at-Large, Executive Board (newly formed Black Law Librarians Special Interest Section)

 July 2020 - Present

Member-at-Large, Executive Board Black Caucus, AALL July 2019 – July 2020

Member, AALL/Bloomberg Law Continuing Education Grant Jury 2019 - 2020

**AALL Academic Law Libraries Special Interest Section (ALL-SIS)**

Member, ALL-SIS Student Services Committee 2016 - 2017

**AALL Research Instruction and Patron Services-Special Interest Section (RIPS-SIS)**

Member, RIPS-SIS, Online Training Committee 2019 - Present

Member, RIPS-SIS, Patron Services Committee 2019 - Present Chair, RIPS-SIS, Legal Research Teach-In Kit Committee 2018 - 2019 Vice Chair, RIPS-SIS, Legal Research Teach-In Kit Committee 2017 - 2018

Member, RIPS-SIS Research Instruction Committee 2016 - 2017

**Southeastern Chapter of the AALL (SEAALL)**

Member, Government Relations Committee May 2021 – Present

Member, Membership Committee 2018 – 2019

**UNIVERSITY AND LIBRARY SERVICE**

**University of Florida Fredric G. Levin College of Law**

Member, UF Law Facilities & Sustainability Committee 2019 – Present

Member, UF Law Student Life Committee Summer 2020

Member, UF Law Curriculum & Strategic Planning Committee 2018 - 2019

Member, UF Law Committee on Requests for Legal Assistance 2016 - 2018

**University of Florida George A. Smathers Libraries**

Chair, Junior Faculty Committee 2019 - Present

Member, Library Diversity Committee 2018 - 2019

Member, Career Development Handbook Committee 2016 - 2017