

ELIZABETH HILKIN

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WORK EXPERIENCE

Lawton Chiles Legal Information Center, University of Florida Levin College of Law, Gainesville, Florida
Assistant Director for Public Services and Legal Research Faculty February 2020-present

- Oversees access, instructional, and reference services including faculty research support, student programs, curriculum goals, outreach to the greater UF community and the public. Coordinates interdepartmental activities and projects with a focus on optimizing services.
- Participates in and provide leadership and supervision of reference services, which include physical and virtual reference services during scheduled reference hours, research consultations for law students and other users, a faculty/librarian liaison program for faculty research support, production and maintenance of research guides, tutorials, reference related areas of the Legal Information Center's website and other tools.
- Collaborates with the access services manager to develop policies for access services functions that will improve customer service and increase accuracy and efficiency in circulation, interlibrary loan, document delivery and stacks management.
- Oversees legal research instruction including the first year Legal Research curriculum, Advanced Legal Research courses, library instruction and support for undergraduate legal research assignments, and other instructional services for the Levin College of Law community. Oversees outreach and programming for law students and assessment of student user needs.
- Teaches first year Legal Research courses in the Fredric G. Levin College of Law.
- Maintains statistics and reports for access, instructional and reference services. Designs and implements statistical data collection required for external and internal reporting, as well as for programmatic assessment.

Tarlton Law Library, University of Texas School of Law, Austin, Texas
Head of Special Collections June 2014-February 2020

- Coordinated and oversaw Special Collections Department, including supervision of two professional librarians and a one-year FTE appointment, communicated with donors to the department, and maintained and updated all policies to ensure the department is following best practices.
- Served as primary library contact and provided research assistance and library support to assigned law school faculty through the library liaison program.
- Provided outreach service to students, faculty, and other library users through regular, weekly shifts staffing the library's reference desk. Participated in transfer and first-year orientation events and tours.
- Processed and made available archival collections. Coordinated, oversaw and prepared on-site and digital exhibits and digitization projects. Developed and maintained content for the Special Collections section of the website.
- Served as editor of the Tarlton Law Library Oral History Series, oversaw editing, and prepared publications for print.

Tarlton Law Library, University of Texas School of Law, Austin, Texas
Archivist and Reference Librarian May 2011-June 2014

- Served as liaison to faculty members, providing a primary contact within the library in addition to research assistance and library support.

- Participated in regular reference shifts, offering in-person, chat, and phone reference to students, faculty, and other library patrons.
- Conducted initial appraisal, create organizational structure, rehouse papers in archival housing, and produce finding aids for archival collections.
- Curated placement of Hyder Collection art and objects, created detailed inventory, and designed informational brochure and self-guided tour in Adobe InDesign.
- Compiled and published monthly newsletter of recent faculty scholarship, updated physical and digital faculty writings displays.

Tarleton Law Library, University of Texas School of Law, Austin, Texas

Library Assistant/Project Archivist

June 2010-April 2011

- Assessed over 90 linear feet of paper archives of Judge William Wayne Justice, federal judge for the Eastern District of Texas, including material from *Ruiz v. Johnson* and other decisions.
- Developed organizational structure, arranged collection in archival housing and created Encoded Archival Description (EAD).
- Selected and digitized material and wrote corresponding text for web site showcasing the William Wayne Justice Papers.
- Created digital exhibits for publications of the University of Texas School of Law faculty and alumni.

TEACHING EXPERIENCE

University of Florida Levin College of Law, Gainesville, Florida

Spring 2020-present

Legal Research

The University of Texas School of Law, Austin, Texas

Spring 2016-Spring 2020

Texas Legal Research

Guest lectured on legal research strategies and library resources in a variety of law school courses.

EDUCATION

The University of Texas at Austin, Austin, Texas

Masters of Science in Information Studies

Mercer University School of Law, Macon, Georgia

Juris Doctor, *cum laude*

Honors: Faculty Award for Excellence in Legal Writing; CALI Awards for Academic Excellence in Legal Research, the Habeas Project

Iowa State University, Ames, Iowa

B.A. in Religious Studies, with honors

Minor: Criminal Justice Studies

PRINT PUBLICATIONS

DAVID ANDERSON: AN ORAL HISTORY. Austin, Tex.: Jamail Center for Legal Research, University of Texas at Austin, 2019 (editor).

JAY WESTBROOK: AN ORAL HISTORY. Austin, Tex.: Jamail Center for Legal Research, University of Texas at Austin, 2018 (co-editor).

LUCAS A. POWE, JR.: AN ORAL HISTORY. Austin, Tex.: Jamail Center for Legal Research, University of Texas at Austin, 2016 (co-editor).

CYNTHIA BRYANT: AN ORAL HISTORY. Austin, Tex.: Jamail Center for Legal Research, University of Texas at Austin, 2015 (co-editor).

A CONVERSATION WITH WILLIAM ALLISON. Austin, Tex.: Jamail Center for Legal Research, University of Texas at Austin, 2015 (co-editor).

The Hyder Collection: Art and Education at Tarlton Law Library, AALL SPECTRUM, March 2015, at 10 (co-author).

Program Review, The Civil Rights Act of 1964: Celebrating Its 50th Anniversary, LH&RB, NEWSLETTER OF THE LEGAL HISTORY AND RARE BOOKS SPECIAL INTEREST SECTION OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, Fall 2014, at 17.

THE HYDER COLLECTION. Austin, Tex.: Jamail Center for Legal Research, the University of Texas at Austin, 2012 (co-author and co-editor).

Program Review, "Digging" Legal History in Philadelphia: The Meriwether Lewis Project, LH&RB, NEWSLETTER OF THE LEGAL HISTORY AND RARE BOOKS SPECIAL INTEREST SECTION OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, Fall 2011, at 21. [Reprinted in 5 UNBOUND: AN ANNUAL REVIEW OF LEGAL HISTORY AND RARE BOOKS 73 (2012)].

MEMBERSHIPS AND ACTIVITIES

American Association of Law Libraries

Team Member, Teaching + Training Content Area Annual Meeting Program Committee, 2020-2021

Moderator/Coordinator, Creating an Oral History Program: Capturing History and Building

Connections, AALL Annual Meeting 2019

Legal History and Rare Books Special Interest Section

Chair (2017-2018)

Vice Chair (2016-2017)

Outreach Committee Chair (2014-2016)

Southeastern Association of Law Libraries