

DONNA NIXON

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Education

University of North Carolina, Chapel Hill	<i>1999-2001</i>	M.S.L.S.	Information and Library Science
Stanford University School of Law	<i>1995-1998</i>	J.D.	Law
Brooklyn College (CUNY)	<i>1986-1991</i>	B.S.	Computer and Information Science

Experience

Electronic Resources Librarian and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB#3385. *January 2019 - present.*

- Manage projects creating, providing access to, and promoting digital content
- Maintain knowledge of best practices in licensing and participate in license review and negotiation for the law library
- Organize and maintain all documentation for law library licenses
- Coordinate electronic resource evaluation and recommend electronic resources for the law library's collection
- Work with electronic resources management team in acquisition and management of electronic resources
- Develop relationships with vendors to keep abreast of trends in electronic resources
- Evaluate collection-related library staff electronic resource training needs and coordinate as appropriate
- Participate in creating and maintaining records and electronic resources links in the online catalog, on the library's website, and in campus electronic resource management systems
- Maintain faculty publications database
- Provide SSRN scholarship posting assistance and training to faculty
- Serve as library registrar for Perma.cc website archiving for law school scholars and journals
- Serve as a liaison to TRLN and campus libraries as assigned by the Director
- Teach Advanced Legal Research and other courses as needed

- Provide general reference services and staff reference desk as needed
- Serve as liaison to assigned faculty
- Manage other Collection Services projects as assigned

Electronic Resources Librarian, Clinical Assistant Professor of Law, and Faculty Coordinator, International Exchange Programs Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB#3385. *January 2018 – January 2019.*

- Manage projects creating, providing access to, and promoting digital content
- Maintain knowledge of best practices in licensing and participate in license review and negotiation for the law library
- Organize and maintain all documentation for law library licenses
- Coordinate electronic resource evaluation and recommend electronic resources for the law library's collection
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- Serve as library registrar for Perma.cc website archiving for law school scholars and journals
- Serve as a liaison to TRLN and campus libraries as assigned by the Director
- Teach Advanced Legal Research and other courses as needed
- Provide general reference services and staff reference desk as needed
- Serve as liaison to assigned faculty
- Manage other Collection Services projects as assigned
- Direct all aspects of the UNC School of Law's International Exchange Program.
- Coordinate marketing, communications and processing of all application materials for law school international exchanges, both for participants from UNC Law and from partner institutions.
- Work with International Student and Scholar Services (ISSS) at UNC to arrange appropriate student entry documents.

- Arrange entry of all participants from partner institutions into the University's Affiliate System to generate PID and other necessary administrative identifications.
- Coordinate admissions, advising and registration of participants for courses, as appropriate, verifying that they meet enrollment requirements.
- Assist participants with meeting health insurance requirements, and in locating appropriate housing, coordinating with the UNC Housing and other offices as needed.
- Arrange orientation and processing with university administration for all participants from partner institutions, upon arrival.
- Maintain records of international program participation and accomplishments and report on those activities to the law school administration, ISSS, UNC Global and other entities as directed.
- Create, maintain, and update international exchange webpages on the UNC School of Law website.

Electronic Resources Librarian and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB#3385. *August 2016 – January 2018.*

- Manage projects creating, providing access to, and promoting digital content
- Maintain knowledge of best practices in licensing and participate in license review and negotiation for the law library
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- Coordinate electronic resource evaluation and recommend electronic resources for the law library's collection
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- Serve as a liaison to TRLN and campus libraries as assigned by the Director
- Teach Advanced Legal Research and other courses as needed
- Provide general reference services and staff reference desk as needed

- Serve as liaison to assigned faculty
- Manage other Collection Services projects as assigned

Electronic Resources & Access Services Librarian and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB#3385. *July 2014 to July 2016.*

- Manage projects creating, providing access to, and promoting digital content
- Maintain knowledge of best practices in licensing and participate in license review and negotiation for the law library
- Organize and maintain all documentation for law library licenses
- Coordinate electronic resource evaluation and recommend electronic resources for the law library's collection
- Work with electronic resources management team in acquisition and management of electronic resources
- Develop relationships with vendors to keep abreast of trends in electronic resources
- Evaluate collection-related library staff electronic resource training needs and coordinate as appropriate
- Participate in creating and maintaining records and electronic resources links in the online catalog, on the library's website, and in campus electronic resource management systems
- Maintain faculty publications database
- Provide SSRN scholarship posting assistance and training to faculty
- Serve as library registrar for Perma.cc website archiving for law school scholars and journals
- Serve as a liaison to TRLN and campus libraries as assigned by the Director
- Teach Advanced Legal Research and other courses as needed
- Provide general reference services and staff reference desk as needed
- Serve as liaison to assigned faculty
- Manage Circulation operations including the following:
 - Coordinate departmental policies, procedures, forms and web pages
 - Coordinate use of automated circulation system, including loan rule tables and other circulation parameters
 - Establish material loan periods and fine policies, consulting with the Assistant Director for Collection Services as necessary
 - Manage the opening, closing and hours of operation of the law library

- Supervise two full-time circulation/interlibrary loan staff-members and monitor supervision of student staff
- Oversee interlibrary lending and borrowing
- Formulate recommendations concerning improvements of circulation systems and services
- Serve as desk attendant during scheduled hours and as backup as needed, including evening and/or weekend hours, when students and appropriate full-time staff are unavailable

Electronic Resources Librarian and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB#3385. *March 2012 – July 2014.*

- Manage projects creating, providing access to, and promoting digital content
- Maintain knowledge of best practices in licensing and participate in license review and negotiation for the law library
- Organize and maintain all documentation for law library licenses
- Coordinate electronic resource evaluation and recommend electronic resources for the law library's collection
- Work with electronic resources management team in acquisition and management of electronic resources
- Develop relationships with vendors to keep abreast of trends in electronic resources
- Evaluate collection-related library staff electronic resource training needs and coordinate as appropriate
- Participate in creating and maintaining records and electronic resources links in the online catalog, on the library's website, and in campus electronic resource management systems
- Maintain faculty publications database
- Serve as a liaison to TRLN and campus libraries as assigned by the Director
- Teach Advanced Legal Research and other courses as needed
- Provide general reference services and staff reference desk as needed
- Serve as liaison to assigned faculty

Assistant Director for Public Services and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB# 3385. *January 2007 – February 2012.*

- Supervise and manage reference, ILL and circulation operations and staff
- Plan and coordinate advanced legal research instruction, courses, class sessions and special programs

- Coordinate library participation in first year RRWA program
- Prepare division reports for the Director and Deputy Director
- Oversee and assist with training for public services personnel
- Oversee public services' content management of the Law Library Webpage
- Oversee public services' contribution to the management and creation of displays
- Coordinate faculty research support, including the Faculty Liaison Program, Faculty Research Service and Faculty Information Delivery Service
- Coordinate services to local and regional law librarians
- Oversee Reference Desk Scheduling
- Provide advanced and specialized research instruction
- Provide general reference services and staff the Reference Desk
- Prepare bibliographies and other library publications
- Assist in collection development, including selection of materials for reference collection
- Participate in faculty research support

Head of Reference Services and Lecturing Fellow, Duke University Law Library, Box 90361, Durham, NC. *July 2004-January2007.*

- Supervise two professional librarians, one full-time library assistant and four to five student assistants. Recruit, train and evaluate employee performance.
- Coordinate research portion of 1st year Legal Analysis, Research & Writing (LARW) program.
- Set policies and procedures and manage scheduling for reference services.
- Teach 1st year LARW section.
- Coordinate library's faculty liaison program and faculty research assistants program.
- Serve on the Duke Law School Information Services (Computing, Education Technologies, and Library) management team.
- Supervise interlibrary loan and document delivery.
- Prepare annual and semi-annual reports on behalf of the reference department.
- Participate in library collection development.
- Oversee current awareness services for faculty and staff.
- Manage creation and maintenance of library research guides and other research and reference tools.
- Provide reference services to faculty, staff, students and the public.
- Manage enhancement and updates to content and usability of library's web pages.
- Provide tailored research instruction sessions for students and staff.
- Liaise with representatives from Lexis, Westlaw and other online legal publishing companies to coordinate access and training for students, faculty and staff.

Reference/Access Services Librarian and Clinical Assistant Professor of Law, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB# 3385. *August 2001 to July 2004.*

- Supervise circulation, faculty document delivery service and interlibrary loan.
- Provide reference assistance, bibliographic instruction, research guides and electronic services to support the law library's services to students, faculty, staff, practicing attorneys and the public.
- Actively contribute to professional library and law-related organizations.

Graduate Assistant, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB# 3385. *May 18, 2000 to June 30, 2001.*

Duties: Provide reference assistance, bibliographic instruction, research guides and technical and computer services to support the law library's services to students, faculty, staff, practicing attorneys and the public.

Reference Assistant, Kathrine R. Everett Law Library, University of North Carolina, Chapel Hill, CB# 3385. *1999-2000.*

Duties: Assist faculty, students, staff, practicing attorneys and the public in locating legal information and assist them in use of research materials.

Law Associate/Attorney, Pillsbury Madison & Sutro, LLP, 2550 Hanover St., Palo Alto, CA, 94304; *1998-1999.*

- Draft licensing, distribution, and development contracts for bio-technology and computer technology clients.
- Draft service contracts for various clients.
- Negotiate contract terms with parties to potential contracts. Revise current and proposed contracts.
- Participate in client conferences concerning pending agreements.
- Review existing contracts in anticipation of business mergers.

Law Clerk, Pillsbury Madison & Sutro, LLP, 2550 Hanover St., Palo Alto, CA, 94304; *Summer, 1997.*

Duties:

- Research securities law and draft securities documents and client memoranda.
- Assist in bringing clients into compliance with federal and local requirements in preparation for mergers, acquisitions and initial public offerings of stock.

Law Clerk, George, Donaldson and Ford, LLP, 114 W. Seventh Street, Suite 1100 Austin, TX 78701; *Summer, 1997.*

- Research case law, prepare trial briefs and memoranda of law, draft motions.
- Attend court sessions and assist lawyers in preparation for litigation.

Law Clerk, Texas Attorney General's Office, Natural Resources Division, PO Box 12548, Austin, TX 78711; *Summer, 1996*.

- Research case law concerning bankruptcy, natural resource, public utility, land claim, and related legal issues.
- Draft petitions, settlement letters, and legal memoranda relating to cases.
- Attend meetings and seminars of related agencies and organizations and provide synopses of each.
- Attend court sessions and assist lawyers in preparing cases.

Senior Court Clerk/Court Assistant, Brooklyn Civil Court, 141 Livingston St., Brooklyn, NY, 11201; Nassau District Court, 99 Main St., Hempstead, NY, 11550; *1989-1995*.

- Site Manager for computer Local Area Network system for Brooklyn Small Claims Court. Instruct litigants on court procedures.
- Supervise courtroom activities.
- Evaluate and process motion papers, suits, appeals, and other documents to be filed with the court.
- Fill out motion papers for pro se litigants.
- Issue copies of court judgments, transcripts, and certificates of disposition.
- Track case information utilizing computer search routines.
- Provide information and referrals.
- Call calendar of cases and record all case dispositions and decisions.
- Keep court records.

Professional Memberships

- American Association of Law Libraries (AALL)
- American Bar Association (ABA)
- State Bar of California
- Southeastern Chapter of the American Association of Law Libraries (SEAALL)
- Librarians' Association of UNC Chapel Hill
- Beta Phi Mu International Library & Information Studies Honor Society

Teaching and Presentations

- Speaker, Atlanta Law Librarians Association Meeting, AALL Update, and panel discussion: "New Associates' Research Skills." *May 27, 2015*. (AALL Board Chapter Visit)
- Speaker, Law Librarians of Puget Sound Meeting, AALL Update, and panel discussion: "New Associates' Research Skills." *May 27, 2015*. (AALL Board Chapter Visit)
- Speaker, "So You Think You Can Teach," Annual Meeting Educational Program, American Association of Law Libraries Annual Meeting (Washington, D.C., July 2008).
- Speaker, "So You Think You Can Teach," SEAALL Annual Meeting Education Program, April 2008.

- Coordinator and Speaker, “*And Still I Rise, Resurrecting the Legal System in New Orleans: Tales from the Trenches*,” Annual Meeting Educational Program, American Association of Law Libraries Annual Meeting (New Orleans, La, July 2007). Presented, on behalf of AALL’s Black Caucus, program on the disaster recovery efforts of New Orleans’ legal community.
- Instructor, Advanced Legal Research (co-taught with Sara Sampson), University of North Carolina Law School, *Summer 2014*.
- Instructor, Advanced Legal Research, University of North Carolina Law School, *Fall 2008, Spring 2013*.
- Instructor, Introduction to Law of the U.S., University of North Carolina Law School, *Spring 2009-2012, Fall 2016, Fall 2017*.
- Instructor, Legal Analysis, Research & Writing, Duke University Law School, *2004-2007*. Teach legal research each semester as part of Legal Analysis, Research & Writing course in coordination with writing instructor.
- Instructor, Advanced Legal Research, University of North Carolina Law School, *Fall 2001, Fall 2002*. Co-taught advanced legal research class to 2nd and 3rd year law students.
- Speaker, “*What in the World Do They Know?: Information Literacy and Today’s Law Students*,” Annual Meeting Educational Program, American Association of Law Libraries Annual Meeting (Boston, Mass, July 2004). Presented, along with two colleagues, results of a survey of new law students’ research abilities and perceptions. Colleagues at Boston University and Northwestern University and I created and conducted the survey which was sponsored by a grant from the American Association of Law Libraries and Aspen Publishing.
- Speaker, Conference of Newer Law Librarians, American Association of Law Libraries Annual Meeting, (San Antonio, July 2005). Gave guidance to newer law librarians on how to become an active member in the national and regional chapters of our professional law library association.

Publications

- ❖ *The Integration of UNC-Chapel Hill – Law School First*, 98 N.C. L. REV. (forthcoming 2019).
- ❖ *State Documents Bibliography, North Carolina*, American Association of Law Libraries (2009). Co-authored with Nichelle Perry and Jason Sowards.
- ❖ *You’ve Got to Be in it to Win It: Six Steps to Securing and Completing a Research Grant*, AALL Spectrum, Vol. 8, No. 5 (March 2004) at 14.
- ❖ *Copyright and Interlibrary Loan Rights*, Journal of Interlibrary Loan, Document Delivery & Information Supply, Vol. 13, No. 3 (2003) at 55.
- ❖ *From North Carolina to KwaZulu Natal: World Library Partnership*, North Carolina Libraries, Vol. 61, No. 4, at 146 (2003) (available at <http://www.ncl.ecu.edu/index.php/NCL/issue/view/614>).

Professional Activities and Community Service

- Member, George A. Strait Scholarship and Fellows Committee, American Association of Law Libraries, *Feb. 2018 – present*.

- Member, Nominations Committee, Black Caucus of the American Association of Law Libraries, *Aug. 2017 – July 2018*.
- Member, Librarian's Association of UNC Chapel Hill (LAUNC-CH) Professional Welfare Committee, *Sept. 2017 – present*.
- Member, UNC Law School Diversity & Inclusion Committee, *2017 - present*.
- Member, UNC Law School Admissions Committee, *Oct. 2016 – present*.
- Member American Association of Law Libraries Executive Board, *July 2014 - July 2017*.
- Member, Black Caucus Community Service Committee, American Association of Law Libraries, *July 2012 – July 2017*.
- Member, ALL-SIS Nominations Committee, *July 2013 – July 2014*.
- Chair, SEAALL Education & Publications Committee, *April 2011 – April 2012*.
- President, Epsilon Chapter, Beta Phi Mu International Library and Information Studies Honor Society, *May 2011 – May 2013*.
- Vice-President/President-Elect, Epsilon Chapter, Beta Phi Mu International Library and Information Studies Honor Society, *May 2009 – May 2011*.
- Member, SEAALL Education & Publications Committee, *April 2010 – April 2011*.
- Member, Librarians' Association of UNC Chapel Hill, 2013 Conference Committee, *June 2012-May 2013*.
- Chair, Black Caucus, American Association of Law Libraries, *July 2007-June 2008*.
- Chair, SEAALL Community Service Committee, *July 2007-July 2008*.
- Member, SEAALL Program Committee, *July 2009-June 2010*.
- Member, American Association of Law Libraries Appointments Committee, *2010-2011*.
- Member, American Association of Law Libraries Annual Meeting Program Committee, *April 2005-July 2006*.
- Member, American Association of Law Libraries Career Development Task Force, *July 2003-July 2004*.
- Member, American Association of Law Libraries Professional Development Committee, *July 2002-July 2003*.
- Member, Librarians' Association of UNC Chapel Hill, 2002 Conference Committee, *September 2001-March 2002*.
- President, Information and Library Science Student Association, University of North Carolina, School of Information and Library Science, *January 2000-January 2001*.
- Treasurer, Alumni Association, University of North Carolina, School of Information and Library Science, *September 2002-September 2004*.
- Secretary, Board of Directors, World Library Partnership, *March 2002-December 2005*.
- Volunteer Tutor, Orange County Literacy Program (North Carolina) *1999-2003*.
- Volunteer Mentor, Chapel Hill-Carrboro City Schools Blue Ribbon Mentor-Advocate Program (North Carolina) *2003-2012*.

Honors and Awards

- Co-Recipient, AALL/Aspen Law and Business Research Grant 2003.
- Member, Beta Phi Mu, International Library and Information Studies Honor Society, Epsilon Chapter, inducted May 2002.
- Recipient, American Association of Law Libraries Minority Leadership Development Award, 2002.
- Member, Alpha Epsilon Lambda Honor Society, inducted March 2001.
- Recipient, West Group Excellence in Law Librarianship Scholarship, 2000.
- Recipient, AALL Government Documents Section, Conference Travel Stipend Award, 2000.
- Recipient ARL Initiative to Recruit a Diverse Workforce Stipend Award, 2000.
- Recipient, Margaret Ellen Kalp Scholarship, University of North Carolina, School of Information and Library Science, 1999.
- Recipient, American Association of Law Libraries, George A. Strait Minority Scholarship, 1999.
- Recipient, WCHL Village Pride/Hometown Hero Award, June 2012.

References

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