

**SARAH HOOKE LEE**  
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## **EDUCATION**

**J.D.**, University of Maine School of Law, 1982

- Class rank - 10th
- Dean's List, 1980 - 1982
- American Jurisprudence awards for top grades in securities, bankruptcy and creditors rights courses

**M.L.S.**, University of Maine, 1976, summa cum laude

- 3.9 GPA
- Dean's List all semesters

**B.A.**, University of Maine, 1974, summa cum laude

- 3.7 GPA; major in Anthropology
- Dean's List all semesters

## **OTHER ACADEMIC HONORS**

- Phi Beta Kappa
- Phi Kappa Phi Honor Society
- Alpha Lambda Delta Honor Society

## **EXPERIENCE**

**Associate Dean and Director of Information and Research Services, and Assoc. Professor, 2003 – present**  
**Northeastern University School of Law, Boston, MA**

- Direct a 258,000 vol. eq. law library with extensive electronic research sources serving 37 f/t professors, 600 f/t law students, and the public
- Oversight of the School of Law's computer operations
- Plan and manage \$1.8 mil. library budget, and \$300,000 annual computer services budget
- Hire and manage 14 f/t library staff and 3 f/t computer services staff
- Work with the Dean of the University library on a shared Millennium system and coordinated policies
- Teaching: 2 sections of Advanced Legal Research each year
- Member, Curriculum, Building, and Administrative Planning Committees and Legal Research & Writing Implementation Work Group

**Director, Law Library and Information Technology, and Associate Professor, 2001 – 2003**  
**Florida International University College of Law, Miami, FL**

- Planned and built 150,000 vol. law library and computer technology for a new Florida state law school. FIU obtained ABA accreditation in the shortest time possible under ABA standards
- Planned and managed \$1.8 mil. annual budget, plus \$2.1 mil. start-up appropriation
- Hired and managed 12 f/t employees (10 library and 2 computer services) and over 20 p/t employees
- Supervised and supported faculty, classroom, and administrative computing and AV. Automated all library operations. Built computer labs and electronic resources for students and faculty.
- Planned and renovated temporary Law School facility
- Initial planning to design a new \$26 million, 155,000 sq. ft. law school building.

### **Associate Dean for Law Library and Associate Professor, 1998 - 2001**

#### **Golden Gate University School of Law, San Francisco, CA**

- Directed 235,000 volume law school library serving 38 f/t and 80 p/t professors, 750 students, alumni, and member law firms and corporations
- Supported curriculum of J.D., four LL.M. and S.J.D. programs, and 2 clinics. Developed 3 new for-credit legal research courses in Electronic Legal Research, California Legal Research and U.S. Legal Research for International Students.
- Planned and managed \$1.5 million annual budgets and budgets for special projects, at or below budget
- Hired and supervised 15 f/t library and IT employees and 20 p/t employees
- Managed library IT and INNOPAC library operating system for Law and University Libraries.
- Co-Chair, University-wide Information Technology Council that developed technology policy for the University's administrative and academic departments
- Chair, Law School Facilities Task Force: work with University and Law School administrations
- Interim Director, Law School's first-year Writing and Research Program
- Taught Advanced Legal Research and Property I.
- Wrote library self-study and managed successful ABA-AALS re-inspection in 1998

### **Associate Library Director and Head of Public Services, 1997 - 1998**

#### **William Mitchell College of Law, St. Paul, MN**

- Managed daily public services operations of 300,000 volume law school library serving 36 f/t and 75 adjunct professors, 850 law students in J.D. and LL.M. programs, and the public
- Hired and supervised 8 f/t and 15 p/t library employees
- Managed library's networked IT facilities and electronic resources.
- Administered library's teaching programs
- Managed public services aspects of ABA-AALS re-inspection visit

### **Library Director and Professor, 1990 - 1996 Massachusetts School of Law, Andover, MA**

- Authored strategic plan, then built the library facility, staff, 65,000 volume print collection, policies, computer labs and services for a start-up law school
- Planned and managed \$1 million budgets, at or below budget
- Planned and built out new 19,000 sq. ft. library. Planned and supervised library move
- Planned and implemented law library technology initiatives, including automating library operations, introducing Internet access and adding electronic resources
- Hired and managed 7 Pt and 20 p/t library employees, plus temporary teams
- Taught Legal Writing and Research

### **Legislative and Government Affairs Counsel, Law Department, 1987 - 1989 John Hancock Life Insurance Company, Boston, MA**

- Legal and legislative research and drafting: met with state legislators; represented the company

### **Legal Counsel, 1986 - 1987**

#### **Massachusetts Cable TV Commission, Boston, NIA**

- Legal research and drafting of agency regulations and opinion letters; advised consumers and licensees

### **Legislative Counsel, 1982 - 1985**

#### **Maine Legislature, Office of Policy and Legal Analysis, Augusta, ME**

- Provided legal counsel to the 13 Legislators of both parties on 3 of the Legislature's busiest committees. the Joint Standing Committees on Business Legislation, Labor, and Legal Affairs

- Researched and drafted statutes, amendments and other legislative documents

**Attorney, 1982; Legal Intern, Summers of 1980 and 1981; Paralegal, 1978 - 1979 Law Offices of Pagnozzi and Locke, Lincoln, ME**

- Work as paralegal, intern and attorney in general practice law firm

**Library/Media Center Director, 1977 - 1978**

**School Administrative District No. 31, Howland, ME**

- Administered library facility, collection, budget and staff

**Catalog Librarian, 1976 - 1977**

**Western New England College School of Law, Springfield, MA**

- Cataloged collection tripling in size to meet accreditation standards; provided reference service

**PROFESSIONAL SERVICE**

- American Association of Law Librarians 1990 - present
- Southeastern Association of Law Librarians, 2001 - 2003
- Northern California Association of Law Librarians, 1998-2001
- Law Librarians of New England, Member 1990-present; Executive Committee, 1995-1996
- AALL Mentor to New Law Librarians program 2004
- AALL Education Task Force (for ALL-SIS) 2004-2005 and 2005-2006
- AALL Research Committee, 1998-2000

**PUBLICATIONS**

- *Preserving Our Heritage: Protecting Law Library Core Missions through Updated Library Quality Assessment Standards*, 100 Law Libr. J. 9(2008)
- *Survey on Access and Teaching of Alternative Legal Research Using Internet Portals and Gateways*, in Briefs in Law Librarianship Series, Vol. 12 (AALL Publications Series No. 56, 2006)
- *Inflexibility or Complexity? A Response to Sid Kaskey's View that the Professional Defines Qualified Law Librarian Too Narrowly*, AALL Spectrum, June 2006 at 20
- *A.B.A. Standards and Law School Libraries*, 2 MSL L. Rev. 65 (1994).
- *Report to the Court: History of Legal Education*, 2 MSL L. Rev. 111 (1994)
- *The Deeply Unsatisfactory Nature of Legal Education Today: A Self-Study Report*, by Lawrence R. Velvel and Sarah Hooke Lee, 346-445 (1992)

**OTHER**

Admitted to practice in Maine and Massachusetts.  
Married, with two children. Excellent health.