

Who Does What at the UNM Law Library

WHAT (library function)	WHO (first responder)
After Hours Access	Rob Thomas
Archives, Rare Books & Special Collections	Ernesto Longa
Budget	Michelle Rigual
Cataloging	Moses Moya
Circulation Desk & Circ Student Employees	Rob Thomas
Collection Development	Sherri Thomas
Collection Maintenance	Moses Moya
Computer Lab	IT
Copiers/Printers	Rob Thomas
Course Reserves	Rob Thomas
Database A to Z List	Jen Laws
Database Passwords for Faculty	Jen Laws
Database Passwords for Students	Moses Moya
Database Troubleshooting	Jen Laws
Digital Sign	Marie Andrews
Display Case	Rob Thomas
Electronic Resources	Jen Laws
Facilities and Maintenance Requests	Rob Thomas
Faculty Publications Archive	Sherri Thomas
Faculty Request Portal	Alex Siek
FDLP/Government Documents	Sherri Thomas
Gifts and Book Donations	Sherri Thomas
Hours	Rob Thomas
Instructional Services	Alex Siek
Interlibrary Loan	Rob Thomas
Inventory	Rob Thomas
Journals Administrative Support (NMLR & NRJ)	Marcy Botwick
Libguides	Marie Andrews
Logo Liaison	Marie Andrews
Mail	Andrea Lujan
Newspapers	Rob Thomas
Orientation	Alex Siek
Outreach	Alex Siek
Payments	Keeta Harnett
Personnel	Michelle Rigual
Policies	Michelle Rigual
Purchasing	Keeta Harnett
Print Collection	Sherri Thomas
RAs	Alex Siek
Reference Desk Hours and Policies	Logan Migliore
Research Support	Ernesto Longa
Room Reservations (King Room & 1328)	Rob Thomas
Scholarly Publishing Support (SSRN, copyright compl	Jen Laws
Serials Receiving, Updating & Student Employee	Andrea Lujan
Signs (print)	Rob Thomas
Social Media	Alex Siek
Statistics	Sherri Thomas
Study Carrels	Rob Thomas
Supplies	Andrea Lujan
Webpage	Marie Andrews

Last updated 11/16/2018