

CURRICULUM VITAE

JILL HALFORD BSc Dip Lib MCLIP

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KEY EXPERIENCE

- Design and management of Information Services to meet the strategic information needs of Companies and their Clients.
- Design and management of SharePoint Portal and WSS document libraries.
- Information enquiries and research using the Internet, CD-ROM, On-line and manual literature searching.
- Experience of Lotus Notes and Window based systems, Word, Access, Excel, PowerPoint and SharePoint.
- Lotus Notes databases for accessing collections of information.
- Reorganising, classifying, cataloguing and management of small libraries.

CAREER EXPERIENCE

Charles Taylor & Co Ltd, International House, 1 St Katharines Way, London E1W 1UT
Information Officer (21 hours per week) *February 2000 to date*

Charles Taylor & Co Ltd is part of CTC Charles Taylor Consulting, a consultancy which provides management services to mutual insurance companies, with a large presence in the marine insurance market through it's management of The Standard P&I Club.

As a Solo Librarian I have set up a library and information service to meet the company's strategic information needs. This has included initially designing a Lotus Notes database to be used as a library catalogue and later migrating it to SharePoint. I manage the renewal of all subscriptions including electronic subscriptions as well as their licensing agreements. I prepare and manage the library budget and produce and circulate a Library Bulletin giving information about relevant websites, new acquisitions etc.

I have developed specialised information products for the company. Working with the IT department I have designed a Lotus Notes database to provide access over the network to the Company's "Know How" collection. The documents are scanned, with OCR, into a structured database with full search facilities. I have since designed a SharePoint Library to hold this information. I was the business representative responsible for document libraries using SharePoint on the team for designing and implementing a new workflow system for the Claims and Underwriting executives. I have designed and manage a SharePoint portal to link document libraries not held under the workflow system.

I have also developed a system for archiving dormant claims files. In the past these were stored on microfiche, they are now scanned into a Lotus Notes database, which I have designed. This has resulted in large savings for the company.

I provide a training, research and information service to 100 executives using the internet, including Lawtel and i-law, and print sources.

Serle Court, 6 New Square, Lincoln's Inn, London, WC2A 3QS
Consultant (16 hours per week) *June 2003 to July 2003*

Serle Court is a Barristers Chambers located in Lincoln's Inn, which specialises in business law. I provided consultancy services to them over a seven week period to substantially reorganise their legal library. I classified, catalogued, and managed the labelling of their entire library of textbooks, loose leafs, and law reports. I identified old editions and a reference collection and I provided signage, procedures documentation and training. The project was completed on time and to budget.

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Entec UK, 17 Angel Gate, City Road, London EC1V 2PT
Librarian/Researcher (22.5 hours per week) *June 1997 to February 2000*

Entec is one of the UK's largest environmental and engineering consultancies. It provides consultancy services to businesses and government departments. I provided a research and information service to support approximately 100 consultants, and I managed the libraries in both the London and Northwich (Cheshire) offices, as a solo Librarian.

I used a variety of information sources ranging from in house print sources and databases on CD-ROM and extensive use of the Internet, backed up by reference sources at the British Library. I developed the information service extensively including managing a current awareness bulletin

I developed a core in-house Library and Information Collection of key texts, reports legislation, guidance, Standards and Journals. I developed a personal website of Environmental Links which the consultants used. I was a member of the company's Change 2000 Implementation Team chaired by the Managing Director. I had responsibility for the development of a common Library and Information Management System across the company using Lotus Notes, which included Library Catalogue, Journals, Acquisitions, Research, Library Bulletin, and also Standard Company Documents and Procedures. I was also a trainer for the new company procedures, which resulted.

Jumeirah English Speaking School, Dubai, United Arab Emirates
School Librarian. *September 1994 to December 1995.*

I was living in Dubai for two years while my husband was the Principal Structural and Civil Engineer on the prestigious Jumeirah Beach Resort development. Actively participating in the English teaching programme of a large English Junior school in the Middle East, I set up library instruction lesson plans for seven academic years to comply with the English National Curriculum. I researched and advised on software to provide an integrated loan system and catalogue. I managed the library including reclassifying a portion of it.

Researcher (Part Time) for Lois Edgerly (American Author) *January 1993 to December 1993*

Researching for information using National and specialist libraries, County Record Offices and other sources of information to provide Mrs Edgerly with material for her book on Victoria Claflin Woodhull Martin.

Howard Humphreys, Consulting Engineers, Leatherhead, Surrey
Temporary Librarian (18 hours per week) *May 1990 to May 1991*

By completely reclassifying (using UDC) an engineering library, and designing a series of databases using Cardbox, into which the library catalogue was entered, I set up an integrated computerised catalogue, loan system and book ordering system which was used by Civil and Structural Engineers

WS Atkins (Services) Limited, Epsom, Surrey
Temporary Librarian (Part-time), *February 1990 to April 1990*

I was responsible for a departmental library within the engineering consultancy used by Civil and Structural Engineers.

WS Atkins (Services) Limited, Epsom, Surrey
Deputy Head and Head of Central Information (Library and Archives), *June 1981 to June 1986*

As Deputy Librarian I answered information enquiries using manual and on-line literature searches, operated the inter-library loan service and managed the British Standards Collection across the company. I was promoted in 1984.

As Head of Central Information for the WS Atkins Group (Engineering and Management Consultants) I provided a library and information service to a potential 2000 employees and directed the activities of seven library and archives staff. I answered information enquiries using manual and on-line literature searches (Using Dialog, IRS and Textline), initiated book orders and periodical subscription orders, catalogued and classified new material.

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I was responsible for preparing and controlling the departmental budget including charging through client accounts for significant information enquiries.

Hampshire County Council Librarian, Lordshill Library, Southampton *January 1978 to June 1981*

Hampshire County Council Library Assistant, Shirley Library, Southampton *February to December 1976*

QUALIFICATIONS

Member of the CILIP The Chartered Institute of Library and Information Professionals	MCLIP April 2002
Member of the Institute of Information Scientists	MInfSc July 1999
Chartered Librarian	ALA March 1979
Manchester Polytechnic Post Grad Dip in Library and Information Studies	Dip Lib 1977
Queens University, Belfast BSc Hons II.2 in Geography 1971 to 1975	BSc 1975
Richmond Lodge School, Belfast 9 O-Levels 3 A-Levels 1957 to 1971	

OTHER PROFESSIONAL INTERESTS

Chair of the Industrial and Commercial Libraries Group (ICLG) of CILIP 2003-2005.

I am an active member of the CLSIG (ICLG), BIALL freelancers and NetIKX Network for Information and Knowledge Exchange.

Publications

Halford, Jill. Using Microsoft Sharepoint for a reference document library in a P&I Club.
Legal Information Management (2006) 6 99-101