

Who Does What at the UNM Law Library

Short Answer: If you don't know, [contact the Law Library](#)

Last updated 5/8/25

WHAT (library function)	WHO (first responder)
After Hours Access	Sol Johnson/Rob Thomas/Chris Johnson
Archives, Rare Books & Special Collections	Ernesto Longa
Budget	Michelle Rigual
Cataloging	Haley Johnston
Circulation Desk	Sol Johnson/Rob Thomas/Chris Johnson
Collection Development	Sherri Thomas
Collection - Stack Maintenance	Rob Thomas/Sol Johnson/Chris Johnson/Haley Johnston
Computer Lab	IT/Cesar Peralta
Copiers/Printers	IT/Cesar Peralta
Course Reserves	Chris Johnson
Database A to Z List	Jen Laws
Database Passwords for Faculty	Jen Laws
Database Passwords for Students	Cesar Peralta/Chris Johnson
Database Troubleshooting	Cesar Peralta
Digital Sign	Alexandra Siek
Display Case	Sol Johnson/Rob Thomas/Chris Johnson
Electronic Resources	Jen Laws
Facilities and Maintenance Requests	Rob Thomas/Sol Johnson
Faculty Publications Archive	Haley Johnston
FDLP/Government Documents	Haley Johnston
Gifts and Book Donations	Sherri Thomas
Hours	Rob Thomas
Instructional Services	Alexandra Siek
Interlibrary Loan	Sol Johnson
Journals Support	Alexandra Siek
LibAnswers & LibGuides	Logan Migliore
Lost & Found	Rob Thomas/Sol Johnson/Chris Johnson
Lost & Missing Books, Billing	Rob Thomas/Sol Johnson/Chris Johnson
Mail	Haley Johnston
Newspapers	Haley Johnston/Rob Thomas
Orientation	Michelle Rigual
Outreach - Faculty & Students	Alexandra Siek
Outreach - Public & NM Bar	Logan Migliore
Passwords (Faculty)	Jen Laws
Passwords (Students & Staff)	Cesar Peralta/Chris Johnson

Payments	Anna Martinez
Personnel	Michelle Rigual
Project Assistant Support (formerly RAs)	Alexandra Siek
Proxy Access (Offsite log-ins to e-resources)	Cesar Peralta/Chris Johnson
Purchasing (faculty book requests)	Rob Thomas
Purchasing (all except faculty book requests)	Anna Martinez
Reference Desk	Logan Migliore
Research Support	Ernesto Longa
Room Reservations (King Room & 1328)	Rob Thomas/Sol Johnson
Scholarly Publishing	Jen Laws
Serials Receiving & Updating	Haley Johnston
Signs (print)	Rob Thomas/Sol Johnson/Chris Johnson
Social Media	Alexandra Siek
Statistics	Sherri Thomas
Study Carrels	Rob Thomas/Sol Johnson/Chris Johnson
Supplies	Anna Martinez
Teaching Rotation	Michelle Rigual
Webpage	Logan Migliore