POSITION DESCRIPTION
Legal Research Services Librarian
July, 2014

Organizational Placement
The Legal Research Services Librarian reports to the Head of Reference

Qualifications
- Master’s degree in Library Science from an accredited library school
- Juris Doctor from an accredited law school
- Knowledge of legal materials and CALR
- Reference or public services library experience or demonstrated knowledge of reference
- Law Library experience preferred
- Good organizational ability
- Ability to interact positively with students, faculty, and other users
- Web development skills, such as HTML, CSS, PHP, and Perl preferred.

Duties

Administrative
- Recommend reference and public service policies
- Develop and make recommendations regarding public relations activities.
- Evaluate and make recommendations regarding library space

Reference
- Prepare library guides, handouts, and other research materials as needed.
- Prepare library pathfinders and bibliographies as requested.
- Assist library users with online catalogs.
- Provide general reference services and staff the reference desk.
- Provide Westlaw, Lexis, and general CALR assistance as needed
- Participate in collection development as requested
- Participate in development and presentation of first year legal research curriculum
- Participate with other library staff in the development and presentation of instructional programs on aspects of legal research

Electronic Services
- Assist in the maintenance of library websites and computer systems
- Provide support for faculty in the use of electronic distribution tools, particularly TWEN
- Maintain and update electronic exam file
Other

- Serve as a member of Law Library committees as appointed and assigned
- Maintain membership in law library and other library professional associations and organizations
- Attend professional meetings and activities
- Participate in local and national library organizations
- Perform back-up responsibilities of other library employees as assigned
- Perform other duties as assigned by the Director and Deputy Director