Qualifications

Master’s degree in Library Science from accredited library school
Experience in collection development and library acquisitions
Law Library experience and knowledge of legal bibliography preferred
Second master’s degree in related field useful
Administrative ability and management skills
 Ability to coordinate varied tasks
Ability to interact positively with faculty, students and other users.

Duties

Collection Development/Acquisitions
Revise Collection Development Statement periodically
Interview faculty periodically concerning library needs
Select book titles, journals, and other materials
Direct new books and materials to librarians
Direct new books to faculty lounge
Assist with the management of the new books budget

Special Collections

Collect and organize materials pertaining to the history of the Law School, Law School Alumni, and Legal History
Serve as contact person for donors of manuscript or rare book collections
Provide reference service to patrons desiring to use Special Collections materials, or to patrons interested in Alabama legal, constitutional, or political history
Supervise use of Hugo Black library/Study
Compile Special Collections statistics

Other

Supervise weekly assembly and distribution of CASE (Current Awareness Service)
Collect information for CASE cover (weekly notices, faculty publications, etc.)
Take part on special projects, serve on Law Library committees, etc.
Maintain membership in law library and other professional organizations
Attend professional meetings and activities
Perform back-up duties for other library employees as specified
Perform other duties as assigned by the Associate Director for Collection Services and the Director.