Associate Director for Collection Services
Bounds Law Library

Responsibilities:
Supervise Collection Services Dept. (technical services, collection development, ordering and processing of materials)
Supervise and assist in Cataloging materials (making decisions on where materials will be classified)
Supervise students in the up-keep of library materials (pocket-parts and loose-leaf materials)
Assist in creating special projects for collection services as well as public services

Duties:
Catalog electronic materials and check links to the materials
Do authority work on headings in the online system
Assist with any projects concerning shifting materials, discarding materials
Catalog new materials as well as special collections materials
Troubleshoot any problems in collection services
Assist Director and Deputy Director as needed

Qualifications:
Master’s degree in Library Services from an ALA accredited institution
Knowledge of Library of Congress cataloging system
Supervisory experience
Ability to get along with co-workers