

JOB POSTING

Date: January 25, 2012 **New Position**
Position/Grade: Reference Librarian/20 **Replacement Position**
Department: Mendik Library **Revised Replacement Position**

Position Summary: Provides reference services to law school community. Participates in the Library's Faculty Liaison program. Administers U.S. Government Resources Collections. Maintains Library's microforms collection.

Responsibilities:

1. PROVIDES REFERENCE AND INSTRUCTIONAL SERVICES.

- Participates in scheduled Reference Desk coverage. Helps patrons locate and use all library resources including paper, microform and electronic materials. Performs computer database searches in legal and non-legal sources in support of reference functions. Explains and implements library rules.
- Uses resource sharing utilities to determine other libraries' holdings of requested materials not available in our library, and facilitates patrons' access to any needed materials.
- Answers telephone and e-mail reference inquiries from patrons and other libraries.
- Teaches instructional sessions in legal and non-legal research techniques (including government documents and resources) for faculty and students, as assigned.
- Compiles library guides and resource directories employing Web technology.
- Develops and prepares instructional materials in both print and electronic formats.

2. SERVES AS LIBRARY LIAISON TO ASSIGNED FACULTY MEMBERS.

- Assists faculty in research, locating and obtaining library materials, checking citations, and preparing materials for research projects and classroom use.
- Regularly interviews assigned faculty to keep abreast of their teaching assignments and research interests.
- Monitors topical information sources to provide faculty with current awareness information.
- Meets with the other librarian liaisons to share information on faculty research interests and instructional needs.

3. ADMINISTERS THE LIBRARY'S U.S. GOVERNMENT RESOURCES COLLECTIONS.

- Provides reference services to patrons in using all government resource collections, including paper, microform and electronic collections.
- Evaluates all document materials received, and advises the Technical Services department on cataloging classifications, location and labeling.
- Monitors Federal Depository Library Program (FDLP) distribution program and selects items for selection / discontinuation. Monitors access requirements for FDLP patrons. Serves as primary contact librarian for all FDLP questions, surveys and inspections. Works with the Technical Services department to keep statistics and prepare reports as required.

4. MAINTAINS THE LIBRARY'S MICROFORMS COLLECTIONS.

- Assists patrons in locating and using microfiche and microfilm collections.
- Supervises and maintains the microform collection. Advises Technical Services department on cataloging classification, online records, location and labeling of microform collections.
- Prepares and updates Library's Guide to Microform Collections.
- Monitors space requirements for microform collections, coordinates shifts and reorganizations, and makes recommendations regarding storage needs.
- Maintains reader / printer / scanner equipment, duplicating equipment, and evaluates and makes recommendations regarding equipment needs.

5. MISCELLANEOUS DUTIES & RESPONSIBILITIES.

- Manages the library's PACER account for electronic federal court filings, facilitating appropriate use and monitoring system charges.
- Serves on the library's Automation Committee, advising the committee on government resources and reference department matters.
- Performs special projects designated by the Associate Librarians and Library Director.
- Performs shelf-reading and collection maintenance duties.
- Participates in professional meetings and conferences to keep abreast of developments in law, legal education and library services.
- Participates in interdepartmental meetings and library-wide projects.

OTHERS RESPONSIBILITIES:

Supervise 1 or 2 part-time library assistants or work-study students.

Requirements:

EDUCATION: MLS and JD are required. Substantial library experience may be substituted for the JD.

EXPERIENCE: Legal reference experience, preferably in an academic library; knowledge of OCLC, and legal and non-legal electronic sources and databases; knowledge of government documents and resources, their sources and uses.

OTHER REQUIREMENTS: Excellent written and oral communications skills. A strong service orientation and evidence of ability to work well with faculty, students, staff and attorneys in a variety of settings are essential.

Contact: **Kitty Montanez, Manager of Staffing, Office of Human Resources, 212.431.2133**
All external candidates are required to complete an application which can be located at www.nyls.edu Please include your cover letter and resume to jobs@nyls.edu