

Law Library Assistant Position Description For The ??? Law Association

The Association

The ??? Law Association has been in existence since ??? It is an Association of ??? members who are lawyers in the County. However, under the philosophy of universal access and universal funding, endorsed by the County and District Law Presidents' Association and approved by the Law Society of Upper Canada the law library may be used by any member of the Law Society of Upper Canada.

The ??? Law Association's library is one of the 48 County and District Law Libraries under LibraryCo Inc. (www.libraryco.ca). Under the Blended System this library has a designation of a ??? Law Library.

The Library Assistant reports to **the President and/or Library Committee Chair of the ??? Law Association.**

Education, knowledge and experience

The candidate must possess a High School Diploma. Preference will be given to those with a post secondary degree and/or diploma.

Preference will be given to those with library experience.

The candidate should have knowledge of and experience in using:

- the *Microsoft* Suite of products in a *Windows* environment. (This includes *Word* (word processing), *Microsoft Outlook* (email), and *Microsoft Excel* spreadsheet applications)
- automated library systems
- automated accounting package and preferably *Simply Accounting*
- CD Rom products
- the Internet

Position Description

The Library Assistant for ??? is a ??? time staff position working ??? hours per week. The duties are varied where some are daily and others less frequent. Responsibilities fall within the broad categories of *Administration*, *Collection Maintenance*, *Library and Equipment Maintenance*, and *Client Services*

Administrative responsibilities may include: recording and submitting monthly system-wide statistics for LibraryCo Inc.; with financial information, record keeping and reporting of law library expenditures; distribution of Association notices to its members and assisting in the coordination of educational and social functions of the Association.

Collection Maintenance involves all technical processes relating to the collections. This includes: collecting/reviewing and sharing with the Library Committee promotional literature for possible acquisition; ordering and maintaining appropriate order records; liaising with the legal publishers; receipt of all mail; recording and filing of all library materials (including looseleaf releases, law reports, textbooks, CD Roms etc); noting and claiming missing and/or damaged materials; reporting new titles to The Great Library for cataloguing and processing materials when the products are return after being catalogued; maintaining circulation records; and loading CD Roms when necessary.

Library and equipment maintenance involves the day-to-day upkeep of the library proper. This may include: answering the phone; opening mail; keeping the law library tidy and re-shelving materials as required; maintaining the smooth functioning of photocopier, printer and facsimile machine (i.e. clearing paper jams, making sure there is adequate toner and paper etc); and ordering necessary office/business supplies.

Client Services may involve answering simple reference and/or directional questions from the resources available in the law library or from another County or District Law Library via document delivery or referring clients to larger libraries in the system for assistance with more complex reference and research queries.

