

Law Library Director 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 Regional Law Library.

The Law Library Director reports to the Board of Trustees of the ??? Law Association.

Education, knowledge and experience

The Law Library Director must possess a Master's Degree in Library Science (M.L.S. or M.L.I.S) from an accredited library school.

The Law Library Director must have experience working in a law library, preferably in a supervisory capacity and is responsible for the overall successful day-to-day and long-term operation of the Library. They have both administrative responsibilities and front line responsibilities.

The Law Library Director must have demonstrated knowledge in library principles, methods and procedures and resources for keeping up-to-date in these areas. The require knowledge of: print and online legal materials and their uses; the structure and operation of the Canadian legal system and the Courts; personnel/human resources procedures; library management principles; and accounting and budgeting principles and practices.

The Law Library Director must be able to work independently as well as establish a good working relationship with staff, lawyers, LibraryCo employees, colleagues within and outside of the LibraryCo system, and the Board of Trustees.

They must be prepared to: administer the policies and procedures of the Board of Trustees and of LibraryCo Inc.; demonstrate leadership qualities and excellent communications skills; and be a motivated, progressive team player; in turn, motivate and support staff; demonstrate effective research skills, diplomacy, creativity, and a willingness to develop his/her library skills and management techniques; demonstrate an ability to promote the library and the library system.

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Administrative responsibilities include developing, controlling and overseeing the library budget; reporting financial information to the Board of Trustees and to LibraryCo; negotiating staff compensation packages (salaries, benefits etc.) with the Board of Trustees on an annual basis; drafting and recommending library policies and procedures to Board of Trustees and work with LibraryCo in implementing LibraryCo policies and standards; supervising professional and non-professional library staff and be responsible for hiring, promotions, terminations, and personnel evaluations; ensuring that staff members receive ongoing training in library procedures and developments in library practices; overseeing the completion and submission of monthly statistics on library usage to LibraryCo; and participating in continuing education opportunities such as conferences, training programs and professional reading.

Collection Maintenance involves: evaluating print and online sources for acquisition by the library using established guidelines on selection and weeding; monitoring the collection to ensure it is up-to-date, properly developed, and maintained; ensuring that the library provides complete legal reference and research assistance using both print and electronic resources; providing non-legal research as resources allow; and ensuring that the library collection is properly classified, catalogued, and shelved.

Library and equipment maintenance may involve selecting and purchasing equipment, software, and hardware as necessary for patron and staff use; keeping up-to-date with changes in technology; monitoring the physical facilities and liaise with Courthouse management to ensure that facilities are safe, secure and adequate.

Client Services involves: supporting and training lawyers in the use of the materials in the library proper as well as those electronic resources offered through LibraryCo; assisting lawyers to retrieve required information in various formats (i.e. paper or electronic sources) from the resources available in the law library or from another County or District Law Library via document delivery; providing reference and research assistance to *Local* and *Area* libraries, as necessary; overseeing the development of print and online guides and pathfinders, as necessary; ensuring that orientations and tours of the services and facilities are undertaken; marketing the library and its services to lawyers in the region; and examining ways to ensure that quality library services to the clients is guaranteed.

