

## **Reference / Assistant Law Librarian 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](http://www.libraryco.ca)). Under the Blended System this library has a designation of a *Regional* Law Library.

The **Reference / Assistant Law Librarian reports to the Law Library Director.**

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### **Education, knowledge and experience**

The candidate must possess a Master's Degree in Library Science (M.L.S. or M.L.I.S) from an accredited library school or (*equivalent experience and knowledge??*)

The candidate must have experience working in a library. Preference will be given to those with Law Library experience.

The candidate requires knowledge of: library principles, methods and procedures; of both print and electronic legal resources and their uses; and the structure and operation of the Canadian legal system and the Courts.

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

They must demonstrate effective research skills, diplomacy, creativity, and have a willingness to develop library skills and management techniques.

### **Position Description**

The Reference / Assistant Law Librarian 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, and Client Services.*

*Administrative* responsibilities may include: assisting in recording and submitting monthly system-wide statistics for LibraryCo Inc.; participation in reporting of law library expenditures; managing the library in the absence of the Law Library Director; managing the Document Delivery procedures; assisting in the implementation of LibraryCo Inc. guidelines and standards; supervising non-professional and clerical staff, taking part in their hiring and personnel evaluations; ensuring ongoing training in library procedures and developments for non-professional and clerical staff; and participation in continuing education opportunities such as conferences, training programs and professional reading.

*Collection Maintenance* may include managing front line library operations such as circulation, shelving and collection management; retrieving and disseminating legal materials of interest as part of current awareness; managing the operation of technical services by ensuring accessibility of the collection at all times; managing the classification and cataloguing of the library collection and submitting the required forms to the Great Library cataloguing department; assisting the Law Library Director in analyzing and evaluating library resources (print and electronic); ordering publications; and participating in the de-selection of the library collection.

*Client Services* involves training lawyers in their use of the materials in the library proper as well as those electronic resources offered through LibraryCo. This may include assisting counsel to retrieve required information in various formats (i.e. paper or electronic sources) from the resources available in the law library or from another source via document delivery. The work may also include providing reference and research services assistance to *Local* and/or *Area* library staff; developing print and online guides and pathfinders; and conducting patron orientation tours and marketing the library to lawyers in the region.

