

Associate Law Librarian for Research Services

MacMillan Law Library - Emory University School of Law

The Hugh F. MacMillan Law Library at Emory University School of Law is seeking an experienced, energetic, and creative professional to join our team as **Associate Law Librarian for Research Services**. This position is instrumental in enhancing and expanding the range and quality of research services offered to library users. **Anticipated start date is Fall 2017.**

Under the general supervision of the Director of Library Services, the Associate Law Librarian for Research Services is responsible for planning, implementing, and reviewing all policies and programs related to research, instruction, and related services for all library user groups, participates directly in these programs, and teaches courses related to research. The incumbent will supervise the work of five professional staff members. In addition, as part of the Law Library senior management team, the incumbent will work closely with the Library Director, the Associate Law Librarian for Collection Services, and Head of Access Services to develop policies and plans that guide overall library operations.

Responsibilities:

Reference and Information Literacy. Manages the operations of the reference desk, including scheduling, staff training, evaluation and policy development. Works with the faculty of the Law School to ensure that students receive the best possible training in research. Plans and directs information literacy programs for Law School students and other key user groups. Participates directly in reference and user instruction programs. Teaches courses in advanced legal research.

Faculty Research Support. Plans, directs, and promotes the Library's program for supporting Law School faculty information needs. Oversees the work of librarians in providing research support. Evaluates the effectiveness of these services and implements beneficial changes. Participates directly in faculty support.

User Technology. Handles ongoing relations with Westlaw, LexisNexis, and other providers of online legal information resources. Identifies, evaluates and implements current and emerging technologies to maximize usage of the Library's electronic resources. Consults with the other members of the Library senior management team on the public interface for the Law Library catalog. Evaluates and assesses emerging research, training, and communication technologies for the Law Library.

Service Promotion and Communications. Plans and coordinates the promotion of library services, communications, and outreach efforts of the Law Library. Directs and participates in the preparation of research guides, bibliographies, and other publications of the Law Library. Coordinates with the Head of Access Services and the Assistant Law Librarian for Outreach Services to organize and manage public events hosted by the Law Library. Represents the Law Library on Law School and university library committees and in professional organizations.

Administration and Supervision. Hires, trains, and supervises all professional staff members of the Research and Services department. Advises the Director of Library Services regarding departmental staffing and budgetary needs. As part of the Law Library senior management team, works closely with the Director of Library Services, the Associate Law Librarian for Collection Services, and Head of Access Services to develop and implement policies and plans that guide overall library operations.

Qualifications:

Education J.D. from an ABA-accredited law school and MLS from an ALA-accredited institution, (or equivalent information sciences degree).

Experience At least seven years of successful experience as a public services law librarian; with at least four years gained in an academic library setting. Experience in teaching legal research and significant supervisory experience are strongly preferred.

Technical Skills Knowledge and experience with technology used in legal practice. Knowledge of current and emerging trends and best practices in library technology and databases.

Administrative Skills Well-developed ability to manage multiple projects and deadlines in an active department where priorities and workflow are subject to change. Demonstrated ability to train, supervise, and motivate professional staff.

Reference and Instructional Skills Extensive knowledge of current and emerging trends in legal research, reference services, and information literacy. A strong commitment to the highest level of reference and instructional service.

Interpersonal Skills Highly developed communication skills, both oral and written. The ability to

work collegially and promote teamwork among colleagues. Aptitude for handling challenging service situations.

NOTES:

Additional Salary Information: Salary will be based on qualifications and experience. Emory provides a highly competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement.
Internal Number: 72393BR

About MacMillan Law Library - Emory University School of Law

The MacMillan Law Library at Emory University School of Law is located in the Atlanta metropolitan area and is an integral part of the greater Emory University community. The mission of the Law Library is to support fully the scholarly pursuits of the faculty and students of the College of Law and, to fulfill this mission, the MacMillan Law Library offers an active program of legal research instruction, an experienced and helpful staff, and extensive collections of law and law-related information. The collection of about 400,000 volumes and volume-equivalents includes primary and secondary resources in United States and British law as well as international law. The resources available to Emory Law's faculty and students extend far beyond the MacMillan Law Library's own holdings. The collection of the University's Woodruff Library and several other school and departmental libraries, including extensive holdings of U.S. and U.N. documents, health sciences materials, and the riches of Emory's Manuscripts and Archives Library, is available a short walk from the Law School. The MacMillan Law Library building was opened in 1995. As such, it is a newer, more modern, attractive, and comfortable facility. Its unique design allows for a lot of natural light to enter every level of the building. There are dramatic, three-story atrium spaces, and cozy, quiet reading areas. The building has over 400 seats for its patrons, including carrels, tables and comfortable soft seating. The Law Library also has an Archives Room that houses Law School archives and notable collections of papers and other materials, and there are ten group study rooms that may be reserved for individual or group use.