

INDIANA UNIVERSITY LIBRARIES
Bloomington, Indiana 47405

LIBRARY FACULTY POSITION DESCRIPTION FORM

Name: L. Cindy Dabney

Years covered: October 1, 2007 – December 31, 2012

Position Title: Assistant Librarian for Outreach Services/Adjunct Lecturer in Law

If other than full time, please indicate:

Campus: Bloomington

Library/Branch/Department: Law Library

Immediate Supervisor(s): Keith Buckley

Department Head: Linda Fariss

I. Primary responsibilities

Please list here, in tabular form, those duties which you regularly or occasionally perform on which the majority of your time is spent. The duties should be directly connected with the title of your position and the function of your department. If these duties include any significant one-time projects, please specify.

1. Answer reference questions in person, over the phone, via e-mail, and through the mail. Primary Reference Desk hours include one evening a week and roughly two weekends per semester.
2. Look through all in coming journals for articles of interest to members of the faculty; route the articles to them. Create and maintain electronic awareness alerts.
3. Act as liaison with non-law faculty. Arrange library tours for them and/or give guest lectures to their classes.
4. Give guest lectures to the Legal Writing & Research classes.
5. Coordinate library tours.
6. Maintain Faculty Bibliography and Research Guides on the Library website.
7. Add new faculty publications to the Digital Repository, and make sure that they are linked to the Faculty Bibliography.

II. Secondary responsibilities

Please list here, in tabular form, those duties which you regularly or occasionally perform but which do not require the majority of your time. These duties should include regularly scheduled departmental or administrative meetings, but should not include committee appointments unless service is ex-officio.

1. Attend monthly administrative meetings on current projects and developments.
2. Write articles for the law library publications particularly the BLAWg IN Bloom.
3. Moderate the BLAWg in Bloom.
4. Create occasional displays for the Library's two display cases.
5. Create print and online legal research tools.

III. Qualifications

Please list here any special qualifications for the completion of your primary responsibilities. If previous library experience is essential, please indicate its length and nature. Other qualifications might include language skills, advanced degrees in non-library areas, non-library experience, etc. If such qualifications would be merely helpful rather than essential, please do indicate.

1. M.L.I.S. from ALA-accredited library school, required.
2. J.D. from ABA-accredited law school, required.
3. Knowledge of both print and electronic legal research sources, required.
4. Previous reference experience, required.
5. Basic knowledge of website design including HTML and related programs, highly desirable.
6. Previous teaching experience, desirable.