

**Appellate Division Law Library, M. Dolores Denman Courthouse, Rochester, NY**  
**Job Description: Law Library Clerk, JG-14 (Updated 2/2002)**

Position reports directly to the Senior Law Librarian for Public Services. Looseleaf filing and related duties are supervised by the Senior Law Librarian for Automation and Technical Services.

1. Interlibrary Services - 40%  
Has primary responsibility for the interlibrary loan functions of the Appellate Law Library. Conducts interviews with patrons to determine their information needs. Using the OCLC online service, searches for titles, produces borrowing requests, and answers lending requests. Searches LION, shelves, storage and microforms for requested materials. Photocopies, packages, ships and/or faxes out requests. Creates duplicate copies of microforms when requested. Keeps monthly statistics on ILS usage. Copies the tables of contents of pertinent law reviews into a Periodical Bulletin and distributes it to court personnel. Responsible for writing and updating the section of the procedures manual pertaining to Interlibrary Services procedures, and for creating ILS forms and brochures.
2. 2<sup>nd</sup> Floor Service Desk - 30%  
Answers directional questions and basic reference questions before referring all other questions to the reference librarian on duty. Assists patrons with the use of the microform reader printers, the photocopier, and the compact shelving.
3. Filing - 20% (partially included in time at service desk)  
Responsible for filing all Commerce Clearinghouse looseleaf services and updates to the Shepard=s Citations series.
4. Court Consultation Rooms - 20%  
Files into looseleaf titles, updates Shepard=s Citations and other titles with pocket parts, replacement volumes, etc. Corrects any problems as needed, including shifting the collection due to space constraints.
5. Circulation Desk  
Staffs the Circulation Desk one hour per week and acts as backup when needed. Checks out books to patrons, processes returned books, collects overdue fines, answers the telephone and directs calls to the appropriate places, answers directional questions and basic reference questions before referring all other questions to the reference librarian on duty.

**Other duties as assigned.**