

## Wyoming State Law Library

# LAW LIBRARIAN

### **Duties:**

The law librarian directs all functions of the library, including reference, cataloging, classification, acquisitions, circulation, and fiscal management. The law librarian provides assistance and direction to ensure adherence to established policies and standards.

The functions of the law librarian include:

- Prepare, submit and justify all budget requests for the library.
- Evaluate employee's performance and discuss with them as required.
- Evaluate library materials, cull and select new materials for purchase.
- Be responsible for planning, implementing and directing all policies, standards and programs.
- When requested, consult with other law libraries on the selection and purchase of materials so as to improve law library service at the local level.
- Consult with the State Penitentiary so as to maintain that law library.
- Develop law library surveys, studies, and statistics as required for use in planning for future growth and other purposes.
- Maintain awareness of new national developments in the law library field, analyzing and adopting those of value to the Law Library.
- Actively participate, within budgetary limitations, in state, regional and national professional associations, panels, workshops, and conventions.
- Perform other duties as directed by the Chief Justice or the Court.

### **Qualifications:**

- Master of Library Science from an accredited school and five years experience in a law library or other specialty library, including significant experience in administration or management.
- A degree in law from an accredited law school is desirable and may substitute for library experience, as well as administrative or management experience.