

Bette Dengel, Beaver County Law Library, Beaver, PA

Part-time Law Library Assistant:

Responds to requests from the public in person, over phone and/or via mail.

Assists patrons in legal research, both in print and computer, during Librarian's absence

Records ordinances as received from municipalities.

Learn, assist and instruct patrons in use of legal research software.

Acquire basic research skills in Westlaw.

Be familiar with the titles and services to which the law library subscribes.

Direct patrons to the most appropriate resource for their needs.

Receives, tallies and disperses funds

Processes the mail and new library resources.

Posts daily information into computer databases.

Monitors patrons to prevent theft of materials.

Makes decisions regarding which level of recycling is appropriate.

Copies and faxes materials as requested by patrons.

Operates various equipment such as copier, fax, microfiche reader and computer; ensures that this equipment is in working order.
Work includes contact with occasional persons who exhibit disagreeable behavior.

Files cards in card catalogue.

Performs a variety of tasks as assigned by librarian.