

Appellate Division Law Library, M. Dolores Denman Courthouse, Rochester, NY
Job Description: Law Librarian, JG-20, Part-Time (Updated 2/2002)

Position reports directly to the Senior Law Librarian for Public Services.

1. Reference - 50%
Assumes primary responsibility with the Senior Law Librarian for Public Services for staffing the Reference Desk. Provides accurate, timely reference service to the Court, attorneys, and the general public using both manual and electronic resources. Assists users in the location and use of library materials. Compiles statistics of reference usage, including number of questions answered per day, per hour, and for the various courts.

2. Outreach Services - 40%
Assists the Senior Law Librarian for Public Services in the development and evaluation of services offered to users. Designs, edits, and produces a semiannual newsletter. Develops and conducts user training tailored to the needs of attorneys and the general public.

3. Collection Development - 5%
Participates in collection development decisions with the senior library staff, including evaluating professional literature, publishers' catalogs or Web sites, and current library holdings. Makes informed suggestions for additions to and withdrawals from the collection.

4. Participation in Professional Activities - 5%
Attends staff meetings and participates on library committees. Participates in professional activities such as meetings and conferences to develop professional contacts within the library community. Reads professional literature to remain abreast of developments in the general library and law library fields. Attends continuing education courses, seminars and workshops to contribute to individual professional growth and competence.

Other duties as assigned by the Director of the Law Library.