

PUBLIC SERVICES LAW LIBRARIAN

Duties:

The Public Services Law Librarian is responsible for insuring that quality reference service is provided to all clients of the law library; assisting clients with use of the library catalog, specialized indices, reference tools and other library resources; overseeing circulation services; and assisting the State Law Librarian in formulating plans to improve library services to the Supreme Court, as well as other users.

The work includes:

- **Coordinate Reference Services.**
 - **Insure direction and instruction is provided to all clients needing assistance.**
 - **Develop bibliographies, pathfinders, and other user aids for both conventional and electronic resources.**
 - **Provide current awareness services to court staff and other library users**
- **Oversee Circulation and Document Delivery Services.**
 - **Insure materials requested are copied and mailed or faxed to non-Cheyenne Bench and Bar.**
 - **Insure interlibrary loan requests are fulfilled.**
 - **Insure circulation policies and procedures are followed.**
- **Supervise evening and weekend library aides.**
- **Provide library tours and workshops when requested.**
- **Oversee the maintenance of statistics for use in planning for future growth and other purposes.**
- **Oversee the allocation of space to the library collection and the planning**

required to meet the demands of growth and usage.

- **Assist in the identification of materials to be added to or removed from the collection.**
- **Assist in the classification and cataloging of law library materials as directed.**
- **Assist in the maintenance and supplementation of law library materials as directed.**
- **Review current case law on national and state levels.**
- **Maintain awareness of new national developments in the law library field.**
- **Participate in court or interbranch committee activities as requested.**
- **Participate in state, regional and national professional associations, including participation on panels, in workshops, and at conventions.**
- **Partake of educational opportunities to keep both library skills and legal knowledge current.**
- **Substitute as required, in absence of State Law Librarian or Computer/Technical Services Librarian.**
- **Perform other duties as directed by the State Law Librarian.**

Qualifications

- **A degree in law from an accredited law school and a minimum of three years library experience, preferably in a law library open to the public.**
- **A Master of Library Science degree from an accredited school is desirable and may substitute for library experience.**