

**King Count Law Library  
Seattle, WA**

*Law Library Trustee:*

*General Position Definition:* As a member of the Board of Trustees, determines the goals and purposes of the library, formulates and adopts policies to govern the operation and programs of the library, monitors the progress of programs, ensures that resources necessary for achievement of goals and purposes are available and used efficiently , and cooperates with the law librarian in the development of the library

*Supervision Exercised:* Select and supervise the law librarian, delegating the day to day administration of the library to the law librarian.

*Representative Duties:*

- Employ a competent and qualified law librarian
- Know the program and needs of the law library in relation to its community; keep abreast of standards and law library trends, cooperate with the librarian in planning the library program, and support the librarian and staff in carrying out the library program
- Determine and adopt written policies to govern the operation and programs of the library to meet the needs of the library's patrons
- Secure adequate funds to carry on the library's program, assist in the preparation of the annual budget and reports, approve expenditures from the law library fund
- Establish rules and regulations for the use of the law library
- Ensure that suitable facilities are provided for the law library ,staff and users
- Establish policies for book and material selection
- Report regularly to governing officials
- Actively support law library legislation
- Discharge legal and fiduciary responsibilities
- Attend all board meetings and see that accurate records are kept on file at the law library
- Establish, support and participate in a planned program to bring the library's story to the attention of its community of users
- Attend law library professional meetings and workshops

*Requirements:* ability to act as a liaison between the library and the community it serves, willingness to attend regular monthly meetings and study sessions, familiarity with the policies, operations and officials of local and state bar and government; knowledge of modern law library operations and services.

The parallel duties of the trustees and the law librarian and staff complement each other. The Role of the law librarian in relationships with the Board of Trustees:

- Acts as technical advisor to the Board, recommends needed policies for Board action, recommends employment of all personnel and supervises their work
- Carries out the policies of the library as adopted by the Board

- Suggests and carries out plans for extending library services
- Prepares regular reports embodying the library' current progress and future needs; cooperates with the Board to plan and carry out the library program
- Maintains an active program of public relations
- Prepares an annual budget for the library in consultation with the Board and gives a current report of expenditures against the budget at each meeting
- Actively supports law library legislation
- Selects and orders all books, and library materials and equipment
- Attends all Board meetings acting as Board secretary
- Participates in activities of local, state and national law and law library professional organizations and attends professional meetings and workshops
- Reports regularly to the Board, to the local bench and bar, and to government officials as required