

State Court and County Law Library Job Responsibilities and Requirements

SCCLL was requested to provide sample job descriptions to be included in an appendix to the AALL salary survey. The job categories reflect the categories of that survey. The representative duties are a composite derived from a variety of sources including past job descriptions posted on the AALL hotline and the SCCLL website. Only representative duties and qualifications are included. Please see the job descriptions posted on the SCCLL website for fuller examples.

Note: There is a great variety of libraries serving state, court and counties, based on size, funding and governing laws. Years of previous library experience is not listed under the qualifications as many units have differing classification systems—i.e. Reference Librarian I, Reference Librarian II,

Solo Librarian:

Representative Duties: Manages all functions of a law library. Performs legal reference and research using traditional and electronic research. Engages in collection development including discontinuing unused titles and engages in space planning. Provides user services such as training, password management, outreach, interlibrary loan, reference guides, legislative histories, instruction guides, current awareness services and newsletters. Catalogs and processes library materials in a variety of formats and may file loose leaf services. Prepares and manages library budget including paying invoices and maintaining financial records. Prepares annual and financial reports. Maintains good relations with vendors and negotiates prices for products/services. Recommends and implements policies to the Board of Trustees. Provides professional consultations to judges and other court units. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Experience with integrated library systems, Westlaw and Lexis, general computer skills.

Director/Chief Librarian: (a/k/a State Law Librarian; Circuit Librarian)

Representative Duties: Long range planning, budget development and implementation, library automation, planning and managing library space and facilities, development and implementation of system wide policies, hires and supervises professional staff, negotiates with vendors. Provides professional consultation to judges and other court units. Involvement with and representation on governing board committees and professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Requires significant previous law library experience, strong organizational, analytical and communication skills.

Associate/Deputy/Assistant Director/Chief of Branch:

Representative Duties: Monitors and directs activities of branch libraries and librarians, develops and administers the budget, develops, implements and evaluates programs, coordinates personnel management, directs operations in absence of director/chief librarian. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Demonstrated skills in library management, legal research, previous supervisory experience. Requires significant previous law library experience.

Supervisory Librarian: May supervise one or more staff or an entire department.

Representative Duties: Assists in establishing and implementing library program priorities. Assists in determining staffing needs, recruits, interviews, selects and trains non supervisory library staff. Evaluates library staff performance. Participates in library budget planning. Implements internal operating procedures to meet the goals of the library program. Oversees preparation of library publications. Assists with long range planning and prepares reports of funds expended. In addition, may perform reference or other duties in the department she/he supervises (i.e. reference, technical services)

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices.

Computer/Automation Librarian:

Representative Duties: Maintain library website, develops new electronic resources, maintains library automation system, computer hardware and software. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Knowledge of HTML, web scripting languages, web application servers, familiarity with LANS, Integrated Library Systems, FTP, TCP/IP.

Acquisitions/Collection Development Librarian:

Representative Duties: Plans, organizes and directs collection development, acquisitions, binding and preservation and gift management. May supervise professional and nonprofessional staff. Evaluates existing collection in light of cost efficient practices, develops collection development policies, works with vendors. Processes claims for missing and replacement items, makes cancellations, tracks acquisition expenditures, develops statistical and analytical records and reports and assists in library budget's request. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices and the legal publishing industry.

Catalog Librarian:

Representative Duties: Using AACR2r and Library of Congress subject headings and classification schedules, classifies and catalogs the collection. Assist in the development of cataloging policy and procedures for the library. Does original and copy cataloging. Enters the cataloging into the library's integrated library system. Implements all necessary OLCL, AACR2r and LC classification policy and procedural changes. Checks library catalog for cataloging errors and performs retrospective cataloging. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Knowledge of AACR2r, OCLC, MARC formats, Library of Congress subject headings and classification schedules.

Technical Services Librarian:

Representative Duties: Plans, organizes and directs collection development, acquisitions, serials, binding and preservation and gift management and cataloging. May supervise professional and nonprofessional staff. Evaluates existing collection in light of cost efficient practices, develops

collection development policies, works with vendors. Processes claims for missing and replacement items, makes cancellations, tracks acquisition expenditures, develops statistical and analytical records and reports and assists in library budget's request. Assist in the development of cataloging policy and procedures for the library. Using AACR2r and Library of Congress subject headings and classification schedules, classifies and catalogs the collection. Does original and copy cataloging. Enters the cataloging into the library's integrated library system. Maintains shelf list. Checks library catalog for cataloging errors and performs retrospective cataloging. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices.

Public Services Librarian:

Representative Duties: Ensures quality reference services, assists with use of indices, catalog, reference tools and specialized resources, develop bibliographies, pathfinders, legislative histories and other user aids, provide current awareness services, oversees interlibrary loans, assists with collection development. Develops new user orientations and oversees fee based services. Develops and oversees circulation practices and procedures. Participates in professional associations.

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices.

Generalist: See solo librarian.

Representative Duties:

Qualifications: MLS from an accredited institution; knowledge of professional law librarianship concepts, principles and practices.

Library Assistant/Paraprofessional

Representative Duties: Staffs the circulation desk, checking out books and processing returned materials. Assists patrons with directional or basic reference questions. Refers patrons to the appropriate librarian for assistance. Processes library materials including checking in items on serial records, spine labeling and carding materials and may perform some copy cataloging. Prepares items for bindery and may claim for missing law review/journal issues. Files loose leaf services and pocket parts. May assist in preparation of public relation materials such as newsletters.

Qualifications: High School Diploma. Many require an additional two years of college.

Library Clerk:

Representative Duties: Staffs the circulation desk, checking out books and processing returned materials. Shelves books and assists with stack maintenance. Assists patrons with photocopiers and faxes, filling those machines with paper and toner. Checks in items on serial records, photocopies and faxes for interlibrary loan requests, maintains and ensures accuracy of circulation records. Processes mail.

Qualifications: High School Diploma.

Computer Technician:

Representative Duties: Maintains the hardware and software of library's computers. Manages and repairs desktop hardware components including computers, monitors, printers and other peripherals. Performs network administrative tasks, provides software application support and assistance. Maintains active directory architecture. Assists in the development of reports and data collection. Provides routine testing. Monitors security in hardware and software. Provides support for library's internet/intranet. Assists in the development of business continuity plans. Evaluates new hardware and makes proposals for adaptation. May customize software for library's use. Assists with negotiations with information on technical specifications for electronic products/platforms.

Qualifications: B.S. in Computer Science. Experience with LANS/WANs. May require network certification or experience with specific types of platforms, programming languages, or hardware.