

TITLE: Global Law Librarian

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SALARY: Commensurate with experience plus excellent benefits.

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

LA Law Library is currently seeking an innovative and energetic Global Law Librarian to provide outstanding reference services to LA Law Library patrons. Under the direction of the Director of Patron Services, the Global Law Reference Librarian is primarily responsible for providing foreign and international reference and research service to internal and external customers including the judiciary, government officials, attorneys, scholars, the business community, and the general public. The librarian has primary responsibility for global collection development and with special projects relating to the foreign and international legal materials.

Responsibilities and Duties

Core Responsibilities and Duties:

- Reference Assistance to Library Users
- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.

- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Focus Responsibilities and Duties:

Collaboration with Programs and Partnerships and Communications

- Works closely with the Directors of Programs and Partnerships and Communications to foster awareness in the Los Angeles community and beyond of the LA Law Library's global law collection.
- Assists in the assessment of the unique foreign and international law requirements of each of the Library's constituent groups including the courts, attorneys, the business community, academic community, and the general public.
- Proposes programs and special services to satisfy the demand for access to global law materials among the Library's various user groups.
- Develops and conducts FCIL training programs and classes for the Library's various global law user groups.

Reference and Research Assistance to Library Users

- Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.
- Provides complex reference & in-depth research searches for global law inquiries using both print and online resources.
- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.

Collection Development

- Helps manage the development of the Law Library's global collection resources in all formats.

- Works within the Collection Development Policy guidelines to establish and maintain the global law collection.
- Reviews and evaluates advertisements, website information and other sources for new titles and editions and makes recommendations on new purchases, replacements, updates and removals from the collection.

Staff Responsibilities

- Provides instruction and training for reference librarians on resources and products added to the global collection, and on research methodology and strategies.
- Plans and participates in training, seminars, and workshops for staff.

Participation in planning and direction of the LA Law Library

- Collaborates with the Director of Reference and Research on long range and short term planning for the global collection, reference services and the library in general.
- Assists in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Helps ensure quality reference and research services through participation in continuing education programs, seminars and workshops.

Position Qualifications

Education/Training Requirement:

- A graduate Library Science degree from an American Library Association (ALA) accredited school.

Experience Requirement:

- Two years' experience working with global legal resources in a library or related field.
- Reading knowledge of at least one foreign language Demonstrated ability to plan, implement and/or coordinate projects directed to range of constituent groups

Additional Preferred Qualifications:

- JD degree
- Experience working with global legal materials in a firm or law office

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual

orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a resume and cover letter to Careers256@lalawlibrary.org . To view other job openings please visit our website at www.lalawlibrary.org/CAREERS .