

TITLE: Reference 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 librarian to provide outstanding reference services to LA Law Library patrons. Under the general supervision of the Senior Librarian for the Reference and Research Services Division, the Reference Librarian is responsible for researching and responding to requests from patrons, either in person, by phone, or by email. LA Law Library serves a dynamic and diverse clientele, from librarians and attorneys at major law firms, to pro se litigants representing themselves in State and Federal court cases. Additional responsibilities will include teaching classes, creating research materials, and developing programs. The Reference and Research Services Division is a collaborative, collegial environment, where professionals teach and learn from each other. This position requires a reliable, self-motivated individual who is flexible and forward-thinking.

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.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

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.

Position Qualifications

Required

- Master's Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with standard of legal databases.
- Knowledge of social media use in libraries

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.