THE CATHOLIC UNIVERSITY OF AMERICA

Reference Librarian (full-time, 35 hours/week)
Columbus School of Law
Position 101959

Position Summary: Provide substantive and complex legal, non-legal, and public policy research support and analysis for the full-time law deans and faculty using both print and electronic research resources on a wide variety of legal and non-legal subjects to support their teaching and research interests and the Catholic mission of the law school. Provide reference and research services to a law school community of day and evening law students, as well as other members of the university community, alumni, and the general public.

Essential Responsibilities Include: Provide reference and research assistance to all law school library patrons. Assists library patrons in all aspects of using the library’s collection, equipment, and electronic resources. Assist students, faculty, and visitors with the sources and techniques of legal research in a variety of instructional settings including, but not limited to, one-to-one consultation, small group presentations and tours, formal classes and workshops, and telephone and email help. Provide substantial, individualized research assistance to the law school faculty to support the faculty member’s teaching needs, individual research interests and the Catholic mission of the law school. Prepare bibliographies, monitor current awareness services, and search legal and non-legal databases to support faculty teaching and research. Participate in the Faculty/Librarian Liaison Program. Serve as the assigned primary library contact for approximately 20 law faculty members. Provide all library services to assigned faculty members, including innovative and expert research, assistance with obtaining legal and non-legal materials, and facilitation with research and teaching technology. Arrange for non-research and non-reference requests to be handled by the appropriate department or individual. Follow-up on all faculty requests to ensure timely closure. Assist in the maintenance and organization of the Law School's online scholarship repositories. Prepare instructional materials to enhance the use of library resources. Prepare library user guides (LibGuides) to the library's electronic and book-based resources. Actively participates in monitoring, revising, and providing content for the library's web page and newsletters. Provide instruction in legal research resources and techniques in law school courses. Teach research classes as assigned in the first-year Lawyering Skills Program and as part of the library’s team teaching of the upper-level course in Advanced Legal Research. Provide instruction in specialized legal research in subject area upper-level courses and library workshops.

Provide basic and advanced instruction on using Lexis, Westlaw, and Bloomberg Law, as well as other online subscription and non-subscription legal resources in both individual and small group settings. Participate in collection development and weeding, the development of library policies, and the implementing of information technology resources. Review lists of forthcoming books and assess their value as new acquisitions to the library’s collection. Review and evaluate electronic databases for possible addition to the library’s subscription resources. Assist in library administration by producing specialized reports, serving on law school and library committees, and providing feedback on library policies, acquisitions, and services. Speak regularly at professional conferences such as the American Association of Law Libraries annual meetings. Write for publication; this might include items appearing in law library professional journals such as Law Library Lights, the journal of the Law Librarian Society of Washington, D.C.; Spectrum and Law Library Journal, publications of the American Association of Law Libraries; and, the electronic resource, Social Science Research Network. Other publications might include book chapters and individual monographs. Serve as Librarian-in-Charge in the evening hours and on weekends while working in the reference rotation.

*Work scheduling five days a week Monday- Thursday 11 am - 7 pm Friday 9 am – 5 pm. Ability to accommodate flexibility and work one Sunday per month.

Minimum Qualifications: Master’s of Library Science (M.L.S.) degree from an A.L.A. approved library school. Preferred: Juris Doctor (J.D.) degree from an ABA approved law school, but sufficient practical experience may substitute. Three (3) years’ experience as a professional law librarian, preferably in the reference department of an academic law library. Expertise in computerized databases and presentation software. Excellent legal research and general library research skills. Strong service orientation and collegial work style. Ability and commitment to implementing information technology. Understanding of foreign and international legal research. Proven background in providing sophisticated reference services incorporating both print and electronic sources employed in a major research library. Proven background in providing library outreach through working with a diverse clientele, including faculty, law students, and unskilled library users.
**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101959 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of The Catholic University of America.** Position is open until filled.

The Catholic University of America  
Human Resources, 170 Leahy Hall  
620 Michigan Ave, NE  
Washington, DC 20064  
Fax: (202) 319-5802  
Telephone: (202) 319-5050