

## POSITION ANNOUNCEMENT

The University of Colorado Law Library is seeking a motivated and energetic individual to join its Public Services Department as a reference librarian. The CU Law Library serves a dynamic law school with approximately 35 full-time faculty members and 500 law students, as well as a major research university, state and local legal communities, and the general public. The law library faculty is a collegial group with a wide range of experience and expertise.

The CU law faculty is highly ranked, and its reference needs are challenging. In addition, the Law Library supports the University of Colorado Law Review, the Colorado Journal of International Environmental Law and Policy, the Journal on Telecommunications and High Technology Law, and several academic centers. The Law Library collection includes over 500,000 volumes and equivalents and the library is a selective federal depository. The law school's major research and curricular emphases include environmental law and constitutional law. An entirely new law building is nearing completion; occupancy is planned for August 2006.

The CU Law School is located in Boulder, Colorado, at the foothills of the Rocky Mountains. Boulder residents enjoy beautiful scenery, a moderate climate, and a high quality of civic, recreational and cultural life. CU Boulder's campus is within commuting distance of Denver, the major city in the Rocky Mountain region with many cultural amenities.

**JOB DESCRIPTION:** Reference Librarian (Twelve Month Renewable Faculty Appointment; Instructor Level/Non-tenure track.)

- 1. Reference-Research Assistance.** Provide reference services to law students and faculty, the university community, the bar and bench, and the general public. Librarian spends approximately 20 hours per week on the reference desk, including evenings and weekends. Create and update research guides and materials to assist patrons in using the library's collections. When the law school is in session, the librarian will work Sunday through Thursday OR Tuesday through Saturday.
- 2. Reference-Instructional.** Conduct tours of the library and provide occasional classroom teaching to help patrons become familiar with library resources. Provide tours to law and paralegal students, law school and university faculty, and practitioners. Prepare instructional legal research materials as assigned by the Head of Public Services.
- 3. Reference-Administrative Duties.** Assist the Head of Public Services in setting reference policies and procedures.
- 4. Interlibrary Loan.** With oversight from the Head of Public Services, manage interlibrary loan and Colorado Prospector services. Process patron borrowing requests according to established library and state guidelines. Supervise Library Technician I who processes loan requests as assigned. Represent the law library within the OCLC and Prospector systems. Assist the Head of Public Services in setting interlibrary loan policies. Keep statistics of interlibrary loan and prospector activities.

**5. Government Document Program.** Maintain GPO depository program to specifications. Attend Colorado GoPIG meetings when possible. Provide training in government document use as needed.

**6. Miscellaneous Duties.** Participate in Library meetings, collection development, and perform other duties as assigned.

**SALARY:** \$45,000 – 48,000 depending on experience; generous benefits.

### **QUALIFICATIONS:**

**Required:** American Library Association accredited MLS (or equivalent) and American Bar Association accredited J.D.; strong service orientation; good attitude; strong communication skills; flexibility; initiative; familiarity with electronic resources including Westlaw, LexisNexis and other online legal databases.

**Preferred:** Academic law library experience; teaching experience; experience using Innovative Interfaces' integrated library system and Microsoft Office Suite; experience developing and updating web-based research guides; experience with one or more electronic interlibrary loan systems (INNReach, Illiad, etc.).

**DEADLINE FOR APPLICATIONS:** Applications will be considered as they are received until the position is filled.

**APPLICATION PROCEDURE:** Please send cover letter, resume, and names and phone numbers of three professional references (preferably immediate supervisors) to:

Scott Matheson  
Head of Public Services  
University of Colorado Law Library  
Campus Box 402  
Boulder, Colorado 80309-0402  
scott.matheson@colorado.edu

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