

The Belmont College of Law Library in Nashville, Tennessee seeks a Research Librarian to provide reference and research support to the Law School community. The Research Librarian participates in the reference desk rotation, provides legal research instruction and training, prepares bibliographies and research guides, and assists in Law Library outreach and marketing efforts. The Research Librarian reports to the Associate Dean for Information Services.

Primary Responsibilities

1. Provide coordinated research services to law faculty members, students, and library patrons. Responsibilities include, but are not limited to: preparing bibliographies, facilitating current awareness services, fact-checking, identifying relevant books and articles.
2. Participation in reference desk rotation.
3. Assist faculty members in research for scholarship and teaching.
4. Provide legal research instruction & training to students and faculty.
5. Participate in the development of instructional materials in legal research, including tutorials, course sites, and research guides.
6. Process Interlibrary Loan requests.
7. Contribute to the planning, development, and provision of reference and reference services; and identify new avenues for delivery of library services.
8. Promote and publicize library services and programs that support faculty and students.
9. Assist with circulation desk duties and in marketing and outreach materials such as, displays, exhibits, brochures, and other print-based media.
10. Promote the value of the library's services and content to the law school and wider university communities.
11. Assist with the library's social media presence to reach law students and faculty.
12. Communicate library activities and accomplishments to law library admissions office as requested.

Additional Responsibilities

1. Actively continue ongoing professional development, including maintaining a high degree of expertise in many facets of research services including information technology, knowledge of legal and law-related information sources, and instructional methods.
2. The above statements describe the job's essential responsibilities and requirements. They are not an exhaustive list of the duties that may be assigned to job incumbents.

Qualifications, Knowledge, Skills and Abilities

- Master's degree in Library and Information Science (or equivalent) and J.D. from accredited institutions.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated competence in legal reference, research, and information literacy skills.
- Knowledge of current information technologies and publishing formats.
- Strong service orientation.

- Strong organizational and time-management skills.
- Commitment to continuous improvement and innovation.
- Ability to work with flexibility to respond to changing information and library needs.
- Demonstrated professional ethic.

To apply, please visit: <https://jobs.belmont.edu> and search for “Research Librarian.”
Representatives will also be at the AALL conference in Denver to conduct preliminary interviews and collect resumes.

Applicants with questions should contact: Nathan Collins, Associate Dean for Information Services, at nathan.collins@belmont.edu.

Belmont University is a Christian community. For more information, please see:
<https://www.belmont.edu/notices/nondiscrimination.html>