

# Washington & Lee Law Library

## Head of Collection Services

### Description

Reporting to the Assistant Dean of Library & Information Services, the Head of Collection Services Librarian serves as a member of the law library's leadership team, supporting collections, research and learning, and bibliographic services. Directs and manages all operations connected to the acquisition, discovery, and promotion of resources for the Law Library.

The Head of Collection Services Librarian manages the coordination of acquisitions, including the ordering, receipt, processing and cataloging of law library materials. Collaborates with colleagues to evaluate and select library materials and technology tools, and serves as the primary liaison with publishers and vendors. Additionally, the Head of Collection Services will work collaboratively with the Assistant Dean of Library & Information Services to prepare financial reports, statistical reports, annual reports, and contracts. Participates in the teaching of first-year legal research.

Washington and Lee University actively promotes a dynamic and inclusive environment that allows students and employees of multiple backgrounds, cultures, and perspectives to learn, work, and thrive together. Successful candidates will contribute to that environment and exhibit potential for excellence in their areas of expertise.

### Essential Functions:

#### *Collection Management*

- Leads strategic oversight for law library collections to align with the mission of the law school and the law library.
- Manages the library's integrated library system and related tools for collection discovery.
- Reviews collections, technology tools, and patron usage statistics to create reports and implement strategies for evidence-based collection and weeding decisions and for required statistical reporting. Develops benchmarks and metrics to evaluate materials usage with peer institutions.
- Oversees library materials expenditures. Manages and oversees publisher and vendor relations, purchasing, and licensing agreements for the law library.
- Oversees the Integrated Library System and manages catalog operations including original and copy cataloging, authority work, and quality control.
- Plans and manages collection projects.
- Manages and improves the collection development process.

#### *Departmental Leadership*

- Serves as a member of the law library's leadership team, led by the Assistant Dean of Information Services to establish, support, and accomplish library initiatives.
- Manages a librarian and two library assistants in the technical services department, ensuring the provision of robust collections services to faculty and students. Collaborates with the

department to streamline workflow, set and achieve goals. Completes the annual performance development process (the PATH) and provides ongoing feedback and performance conversations. Supports the skills and training for all departmental employees.

### *Teaching & Training*

- Teaches multiple sections of Legal Research to first year law students.
- Provides research services to support curricular and scholarly research needs of the law school community.
- Develops tools and sources to train patrons on the use of law library and related resources.

### *Other*

- Assists with digital initiatives, including the law school's institutional repository, Scholarly Commons, and other digital projects.
- Develops resources to enhance library resource visibility.
- Engages in academic and personal development. Participates in state, regional, and national library associations. Serves as a member of the library, law school, and university committees.
- Performs other related duties as assigned.

**Work Schedule:** 8:30am - 4:30pm, Monday through Friday

**Minimum Pay:** \$66,000 - Pay commensurate with experience

## Requirements

### **Minimum Qualifications:**

M.L.S. or equivalent degree from an ALA-accredited school is required. Must have a minimum of two years' experience working as a librarian or information services professional with direct experience in legal research or related instruction. A J.D. from an ABA-accredited school is preferred.

The successful candidate will have a firm commitment to a high level of service to faculty and students in a law school environment, as well as a demonstrated ability to contribute to law library innovations while being responsive to the needs of the law school community. Knowledge of OCLC cataloging services, and familiarity with RDA and emerging metadata standards is advantageous and proficient use of Microsoft office software is expected. Additionally, the candidate will have excellent interpersonal, communication, and analytical skills and the ability to work effectively with a variety of people. It is advantageous in this position to have experience in library supervision, budget management, strategic project management and statistics. The Head of Collection Services must have a strong knowledge of, or an ability to learn, all aspects of electronic resources management, including licensing, knowledge base management, link resolver technology, vendor records, e-book acquisitions, and patron driven acquisitions. The successful applicant will demonstrate an ability to respond effectively to the changing needs and priorities of the law library and be committed to working collaboratively with others to advance the academic mission of the Law School and the Law Library.

### **Application Instructions:**

Review of applications will begin immediately and continue until the position is filled. **Resume and cover letter are required.** Upload both required documents to the Resume/CV upload section of the application. You will be asked to provide names and contact information for three professional references.

External Applicants: Application instructions for external applicants are located on the [jobs.wlu.edu](https://jobs.wlu.edu) or [here](#).

Current W&L Employees: Apply from your existing Workday account. Instructions are located at [jobs.wlu.edu](https://jobs.wlu.edu) or [here](#).

Please feel free to reach out with questions to [mcosby@wlu.edu](mailto:mcosby@wlu.edu).