

Research Librarian
Bass, Berry and Sims
Nashville, TN

Job Summary:

The Research Librarian provides reference and in-depth research services, both legal and non-legal, in support of all practice and administrative areas of the firm.

Responsibilities:

- Participate in knowledge management activities including development of internal work product and information collections.
- Maintain client user accounts for multiple research products.
- Contribute to and maintain the firm's Research Services Intranet content. Participate in library updating, maintenance, accounting and cataloging.
- Actively market library services within the firm.
- Develop and conduct research training to all audiences and levels within the firm.
- Maintain relationships with appropriate business and marketing technology vendors to maintain an understanding of the services and products available to the firm and to achieve optimum pricing.
- Ongoing self-education and professional development to ensure that she or he is knowledgeable of the development of legal services technologies available to the law firm, and understands the state of the art legal technology necessary to maintain the firm's competitive edge in this area.
- Meets crises outside of regular working hours or when out of the office.
- Undertake other duties as requested by the firm's Research & Records Manager.

Qualifications:

- At least three years of relevant professional experience in a legal research.
- Proven success providing on-demand reference and in-depth research services, both legal and non-legal, to multiple practices and administrative areas.
- Knowledge of legal research in all formats.
- Experience teaching legal research to attorneys, paralegals and legal assistants, or the clearly demonstrated ability to deliver this service.
- Experience reviewing, evaluating and recommending materials for practice group library collections, including electronic research products and licensing.
- Advanced knowledge of relevant research products such as Westlaw, Lexis, BloombergLaw, Monitor Suite, Cheetah, Manzama, and others.
- Strong knowledge of the following applications: Microsoft Word, Excel, PowerPoint, SharePoint, InMagic (or other integrated library system). Web design and content management experience desired.
- Degree in Library Science or equivalent is preferred.

- Professional services experience is a plus.
- Strong interpersonal skills that allow the ability to work with a variety of attorneys and administrative staff, and the professional presence and demeanor to represent the firm in its research services functions to the attorneys, staff and administrative departments. Strong written and oral communications skills, and must be able to convey her or his ideas in a manner that is convincing to others.
- Strong work ethic and flexibility to meet the demands of the position; this includes working with attorneys and staff in the firm's various offices on both the day and evening shifts.

Position is open until filled.

About Bass Berry and Sims

Founded on client service in 1922; centered to deliver today.

In the early days, our founders developed a reputation for excellence; F.M. Bass, Frank Berry and Cecil Sims were fastidious, intellectually curious and highly sought after. They pioneered our now robust mergers and acquisitions practice by participating in notable transactions such as the Cheek-Neal Coffee Company, known for Maxwell House Coffee, in its sale to Postum in 1928 for \$20 million and by representing Fourth and First National Bank in its merger with American National Bank in 1930. A few years later, Cecil Sims initiated one of the firm's first alternative fee arrangements, which lasted from 1934 until the late 1960's, with Vanderbilt University's Chancellor Kirkland.

Ninety years after its inception, Bass, Berry & Sims continues to lead clients through increasingly complex legal challenges. Our highly skilled attorney teams aim to provide a profound understanding of our clients' businesses and perspective, sound judgment, efficiency and responsiveness to every matter. Recently, we represented a Nashville-based, leading provider of healthcare services in its leveraged buyout (LBO), which was, at the time, the largest LBO in history; we were engaged as the New York Stock Exchange's Regulatory Auditor; and we successfully tried the largest case in Tennessee involving the breach of a \$1.4 billion merger agreement. We advance opportunities and deliver results.

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