

## Associate Law Librarian for Collection Services

### Emory University School of Law

Emory University School of Law, a top tier law school in the thriving city of Atlanta and the home of the Hugh F. MacMillan Law Library at Emory University School of Law, is seeking an enthusiastic, creative, and service-oriented professional to join our team as **Associate Law Librarian for Collection Services**. This is a full-time position, available immediately.

#### **Position Summary:**

Reporting to the Director of the Law Library, the Associate Law Librarian for Collection Services provides leadership and vision for the organization and maintenance of library resources in all formats; including but not limited to the supervision of the processing of physical materials; collaboration with the University Library in the cataloging of materials and in the use and maintenance of the university's ILS; and management of statistical collection and reporting functions related to the use of the law library's collection. The Associate Librarian advises the Library Director with respect to best practices and innovation in collection management, monitors the acquisitions budget in consultation with the Library Director, continues intellectual and professional growth through involvement in professional associations relevant to the demands of the position, and fosters strong working relationships with colleagues in other academic law libraries locally, regionally, nationally, and internationally.

#### **Essential Responsibilities and Duties:**

The Associate Law Librarian for Collection Services is a member of the Senior Management Team for the MacMillan Law Library. Specifically, within Collection Services, the Associate Librarian:

- Supervises a team of professionals that includes the Assistant Law Librarian for Cataloging and Metadata and the Assistant Law Librarian for Special Collections;
- Supervises three to five productive and motivated paraprofessional staff members;
- Participates in regular strategic planning with the Library Director, the Associate Librarian for Research Services, and the Head of Access Services;

Works collaboratively with all library team members in carrying out the long and short-term objectives and goals of the Hugh F. MacMillan Law Library and Emory University School of Law.

#### **Application Procedure:**

Applications may be submitted as WORD or PDF attachments and must include:

- Cover letter of application describing qualifications and experience;
- Current resume/vita detailing education and relevant experience; and
- The names, email addresses, and telephone numbers of three professional references, including a current or previous supervisor.

Address the cover letter to *Search Committee, Associate Law Librarian for Collection Services*, and Refer to Job Number 17747.

Applications MUST be submitted electronically through Emory's online application system. The Emory HR portal and the page for this job can be found at: <https://tinyurl.com/ybw6o9do>

Applications received by **April 13, 2018** will receive priority consideration. Review of applications will continue until the position is successfully filled.

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

**Required Qualifications:**

- A Master's Degree in Library and Information Studies or Knowledge Management from an ALA accredited school or foreign equivalent;
- Four to six years of experience in academic libraries;
- Demonstrated experience in a supervisory role;
- Working knowledge of integrated library systems as used by technical services and collection management units, including statistical and fund maintenance, proxy servers, reporting functions, and the structure and management of online catalogs;
- Knowledge of OCLC;
- Adept in the use of the Microsoft Office Suite and other standard business and academic applications;
- Familiarity with content standards (e.g. RDA, etc.) and metadata systems, existing and emerging cataloging principles as well as metadata schemes;Familiarity with content standards (e.g. RDA, etc.) and metadata systems, existing and emerging cataloging principles as well as metadata schemes;
- An aptitude for and interest in project planning and management, as well as excellent organizational, time-management, and analytical skills;
- Demonstrated ability to work effectively, both independently and collaboratively, within a collegial environment;
- A strong work ethic and commitment to excellent service;
- Ability to balance the pursuit of excellence with a spirit of kindness, tolerance, and collaboration;

Excellent communication and interpersonal skills, with the ability to establish and maintain professional, effective working relationships with diverse members of the Emory community.

**Preferred Qualifications:**

- Knowledge of standard and emerging cataloging principles and metadata schemes:
- Experience with Ex Libris's Alma ILS:
- Experience with collection development and collection analysis in an academic law library setting:
- Familiarity with maintenance and support of digital collections:

Experience with or knowledge of Samvera or other digital assets management systems.

**About Emory University School of Law**

The MacMillan Law Library at Emory University School of Law is located in the Atlanta metropolitan area and is an integral part of the greater Emory University community. The mission of the Law Library is to support fully the scholarly pursuits of the faculty and students of the College of Law and, to fulfill this mission, the MacMillan Law Library offers an active program of legal research instruction, an experienced and helpful staff, and extensive collections of law and law-related information. The collection of about 400,000 volumes and volume-equivalents includes primary and secondary resources in United States and British law as well as international law. The resources available to Emory Law's faculty and students extend far beyond the MacMillan Law Library's own holdings. The collection of the University's Woodruff Library and several other school and departmental libraries, including extensive holdings of U.S. and U.N. documents, health sciences materials, and the riches of Emory's Manuscripts and Archives Library, is available a short walk from the Law School. The MacMillan Law Library building was opened in 1995. As such, it is a newer, more modern, attractive, and comfortable facility. Its unique design allows for a lot of natural light to enter every level of the building. There are dramatic, three-story atrium spaces, and cozy, quiet reading areas. The building has over 400 seats for its patrons, including carrels, tables and comfortable soft seating. The Law Library also has an Archives Room that houses Law School archives

and notable collections of papers and other materials, and there are ten group study rooms that may be reserved for individual or group use.