

# Public Services Law Librarian

## University of Mississippi Grisham Law Library

The University of Mississippi Grisham Law Library seeks applicants for a permanent, full-time Public Services Law Librarian position.

This position provides reference, research, and instructional services to law students, law faculty, and other law library patrons. The incumbent has the authority to exercise discretion and judgment in coordinating operational activities of the library including reference, circulation and interlibrary loan.

### Examples of Work Performed

- Assists patrons with research requests and answers reference inquiries using print and electronic resources.
- Instructs patrons in the use of research tools, print resources and online databases.
- Supervises routine interlibrary loan transactions performed by the Senior Library Assistant and student assistants.
- Handles complex interlibrary loan requests.
- Services document delivery requests from attorneys and law firms and maintains loan documentation, including forms, manuals, records, and reports.
- Supervises law library circulation and stack maintenance operations and staff.
- Prepares and updates reference guides, forms and manuals in both print and digital formats.
- Instructs the legal research component of the Legal Research and Writing course and the Advanced Legal Research course.
- Collaborates with other librarians and instructors to design and revise content for the legal research component of the Legal Research and Writing course and the Advanced Legal Research course.
- Prepares syllabus, selects assigned readings, and prepares assignments and grades tests.
- Serves as law library liaison to law school faculty members.
- Gives presentations on subject specific research techniques and resources for students in other law school courses.
- Assists in maintaining law library's website and manages the law library's social media presence.
- Updates law library content on the law center's digital signage.
- Identifies, evaluates, and demonstrates relevant new technologies, particularly law office and legal practice applications.
- Performs similar or related duties as assigned or required.

## Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides reference and research services to law students, law faculty, and other law library patrons in a variety of formats and settings.
2. Hires, trains and supervises the work of student employees (law students), and the law library's circulation and interlibrary loan staff.
3. Teaches legal research and related subjects in law school courses, such as Legal Research and Writing, Advanced Legal Research and other similar courses.

## Minimum Education/Experience

### *Education*

Juris Doctor Degree from a law school accredited by the American Bar Association, or Master's Degree from an ALA accredited college or university in Library Science, or related field.

### *Experience*

Two (2) years of experience related to the above described duties.

## How to Apply

To apply, please go to <https://careers.olemiss.edu/job/University-Public-Services-Law-Librarian-MS-38677/517594300/>.