

Access Services Librarian

Kathrine R. Everett Law Library, UNC – Chapel Hill

The Kathrine R. Everett Law Library seeks applicants for the position of Access Services Librarian (ASL). The ASL is responsible for providing high-quality, consistent, innovative, and user-focused leadership of the law library's circulation and interlibrary loan services. The ASL will hire, train, and supervise students and staff who work in circulation and interlibrary loan and will practice an open, collaborative management style with other librarians and staff members. The ASL will oversee the daily operations of circulation and interlibrary loan; process notices and reports as needed; maintain collection security through best practices; oversee documentation of policies and procedures related to circulation and interlibrary loan; maintain a current awareness of issues and trends related to university access services by participating in professional development activities; collect, analyze, and produce reports of data relating to circulation, interlibrary loan, and other library services and resources; develop professional relationships with counterparts in other institutions, both on and off UNC's campus; and conduct special research projects as needed.

This appointment is governed by the Law Librarian Ranking Plan, which provides terms for multi-year contracts, reappointments, and promotions. Librarians, like all library staff, have leadership responsibilities. Leadership for librarians includes activities such as contributing to goals and strategic library directions through active participation on committees, teams, and task forces, and sharing expertise throughout the library in order to further library and university missions. Librarians participate in other department, library, university, and professional activities, as appropriate. The ASL reports to the Head of Access Services of the law library.

Educational Requirements:

Master's degree in Librarianship or Information Science. All required degrees must be conferred prior to the employee's start date.

Qualifications and Experience:

Minimum three years of academic library, circulation, and interlibrary loan experience; consultative management style; ability to interact positively with students, staff, faculty, and the public; excellent oral and written communication skills; commitment to collegiality and service; and demonstrated commitment to the law library profession through active engagement in library associations and/or publications. Demonstrated and effective problem-solving skills. Proven capability for managing a variety of tasks and multiple priorities. Strong service orientation and awareness of end-user needs as related to circulation and interlibrary loan policies and procedures. Excellent oral, written, and interpersonal communication.

Preferred Qualifications:

- Supervisory experience in an academic law library, preferably in circulation and/or interlibrary loan.
- Ability to work evenings and weekends as part of a regular schedule.
- Experience working at an academic library customer service point.
- Demonstrated ability to work with a diverse community of faculty, staff, students, and other patrons.
- Experience assessing and improving workflows.
- Demonstrated ability to work with new software and technologies.
- Experience providing training or developing training-related documentation.
- Knowledge of law library circulation and interlibrary loan functions and processes.
- Experience managing confidential patron records.
- Demonstrated ability to interpret and ensure compliance with policies.
- Experience working with commercial service providers.

Equal Opportunity Employer:

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

How to Apply:

Please apply at the following link: unc.peopleadmin.com/postings/154159