

The Cuyahoga County Law Library has an opening for a **Reference and Circulation Librarian**.

JOB DESCRIPTION: Reference and Circulation Librarian (Part-time or Full-Time)

PAY RANGE: Commensurate with experience

REQUIREMENTS: Masters in Library Science. Juris Doctorate or 3 years of experience working in a law library with public service responsibilities considered a plus.

Under the direction of the Law Library Director, the Reference and Circulation Librarian implements the Law Library's reference services, circulation services, and Interlibrary Loan program.

A. Reference Services

1. Performs reference services for patrons
2. Assists patrons in using the Law Library's collections and services
3. If an attorney, performs billable research projects for members and maintains a research database
4. Prepares FAQs and research aids
5. Provides library tours and individualized instruction
6. Assists with programming for patrons
7. Develops, maintains, and updates web page content in consultation with the Law Library Director and the Network Services Librarian
8. Instructs staff on database search techniques and new resources
9. Makes collection recommendations to meet patron needs and realize cost efficiencies
10. Assists with the Law Library's social media platforms

B. Circulation/ILL Services

1. Performs circulation functions
2. Provides electronic document delivery
3. Manages Interlibrary Loan requests from members and other libraries
4. Maintains Interlibrary Loan records and statistics

C. Miscellaneous duties

1. Assists with the procurement of books and databases
2. Performs special projects at the request of the Law Library Director
3. Consults with the Law Library Director on reference services, service policies, programming, and acquisition needs

Please email or mail your resume or CV, with references, to Kathleen M. Dugan, Esq., MLS:

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