

## **Drake University Law Library**

### **Reference and Instruction Librarian**

**Description:** The Reference and Instruction Librarian provides expert reference and research support, teaches research, and utilizes technology to develop and deliver focused instruction to support curricular needs. The librarian also provides oversight of the library's interlibrary loan and document delivery services and collaborates with colleagues in the administration of the library, to include policy development, data reporting, and the development and delivery of responsive services. The Reference and Instruction Librarian position is a 12 month, tenure track Law Library faculty appointment reporting to the Associate Dean for Information Resources and Technology & Director of the Law Library. Routine work hours are Monday-Friday, 8 a.m.-4:30 p.m., with occasional hours outside that time frame. A start date of July 1, 2019 is preferred but negotiable.

#### **Essential functions:**

- Reference and Research Support: Provide roving/on call reference service at scheduled times (approximately 10 hours per week); respond to faculty and administration requests for reference and research assistance; provide reference consultations to law students; help staff Information Desk.
- Teaching: Provide research instruction to groups and classes; co-teach a one-credit advanced legal research course; participate in library orientation activities for new students; coordinate faculty and visiting scholar training and TWEN/password support.
- Library Publications: Create and maintain web-based research guides; update pages on the Law Library's website in areas of responsibility; create and update other web and print library publications.
- Faculty and Professional Engagement: Participate in library, law school, and/or university-wide committees; participate in library professional activities and associations; contribute to the profession through research and scholarship; attend continuing education meetings and workshops; review professional literature related to library and legal fields to maintain proficiency in library theory and practice.
- Library Administration: Participate in reviewing, updating, and implementing library policies and procedures; provide statistical data in areas of responsibility; assist in collection development and library service planning.
- Interlibrary Loan: Oversee interlibrary loan and document delivery services; supervise the Public Services Associate who performs daily interlibrary loan and document delivery functions.
- Facilities Coordination: Coordinate library facilities use for exams and special events.

#### **Required:**

- M.L.I.S. or equivalent graduate degree from an ALA-accredited program.

- 1-3 years of library experience.
- Excellent oral, written, and interpersonal communication skills.

**Preferred:**

- J.D. from ABA accredited school.
- Experience working in a Law Library.
- Experience in library instruction and reference services.
- Supervisory ability and management skills.
- Demonstrated administrative and organizational ability.
- Ability to formulate policies and prepare reports.

**Salary:** Competitive with peer schools and dependent upon qualifications and experience. Benefits include TIAA/CREF retirement program, medical insurance, disability benefits, life insurance, and tuition remission.

**About Drake Law School and Law Library**

The Drake University Law School, a private law school offering J.D., M.J, and LL.M. programs to nearly 400 students, is the only law school in Des Moines, Iowa's capital city. The law school is noteworthy for its strong clinical programs, its Agricultural and Constitutional Law Centers, and the newly formed Institute for Justice Reform and Innovation. The Drake Law Library fosters research and learning by providing exceptional services, collections, and facilities that empower the Drake community to access, critically evaluate, and apply information. It serves as a resource for the university, Iowa bench and bar, and the general public.

For more information about benefits, the Drake University community, and the greater Des Moines area, please visit the university's Human Resources site at <https://www.drake.edu/hr/>. Des Moines consistently earns high rankings as a Best Place to Live (US News) and Best Affordable Place to Live (US News) and is ranked the #1 Best Place for Young Professionals (Forbes).

**Application procedures:**

Submit an application including a letter of application, current curriculum vita, and references at <https://drake.HireTouch.com> (position number 999279). Review of applications will begin April 1, 2019 and continue until the position is filled.

Drake University is an Equal Opportunity Employer dedicated to building a culturally diverse and pluralistic community committed to teaching and working in a multicultural environment and strongly encourages applications from all qualified applicants. Candidates must demonstrate ability to provide support to and work with individuals and groups from diverse socioeconomic, cultural, sexual orientation, disability and/or ethnic backgrounds.