Queen's University Library Queen's University Library Position Guide

Position Title: **Research and Instruction Librarian**

Unit/Library: **William R. Lederman Law Library**

Term: **12-month Limited Term Position**

DESCRIPTION:

Reporting to the Head Law Librarian, the Research and Instruction Librarian plays a lead role in providing research services and instruction to assist all Queen's legal researchers in the use of the Law collections and legal resources, both print and electronic.

As part of a highly motivated team, the librarian provides consulting and research services to all Queen's legal researchers; delivers large group, small group and individual instruction sessions related to legal research, either in-person or online; participates in the development of web pages, Libguides, course materials, and other materials; and is involved in collection development, maintenance, and stewardship activities, including special projects. The librarian consults and collaborates with other service providers in the library and participates in project groups in the library and Faculty of Law as needed. The librarian supports the library and Faculty of Law in aligning our work with the University's anti-racism, diversity and inclusion priorities, and Truth and Reconciliation efforts.

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the [QUFA Collective Agreement](#).

RESPONSIBILITIES AND DUTIES:

Provides legal research support (answers reference questions, helps students, staff and faculty develop and evaluate effective research strategies) both in person and at a distance in an effective and efficient manner.

Responsible for supporting the Introduction to Legal Skills (ILS) course at the Faculty of Law.

Designs, develops and delivers instructional programs to promote effective and efficient legal research for students, faculty, and library staff as required.

Participates in the development and maintenance of web pages, Libguides, course materials, and other materials.

As part of a team, evaluates and selects legal information resources according to collection development policies, acquisitions budget, existing and emerging faculty research and teaching needs, and strategic priorities. Collaborates with unit on print stewardship projects.

Actively participates in a culture in the Library where diversity, equity and inclusion are valued and recognized.

Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students and visitors.

Consults and collaborates with staff across the Queen's University Library system and the Faculty of Law and promotes the vision of a team-based learning organization.

Participates in academic and/or professional development, and service to the university, profession or community; maintains awareness of current developments in librarianship, particularly in areas of expertise and responsibility; identifies best practices.

QUALIFICATIONS:

REQUIRED: An ALA-accredited M.L.S. degree or equivalent; familiarity with legal research techniques and the major legal print and electronic research resources (both pay and free). Basic knowledge of Library of Congress classification; strong commitment to user service; teaching skills; ability to work effectively under pressure; excellent communication and interpersonal skills including the ability to work effectively in a team-based environment, and to work harmoniously with library users.

PREFERRED: An LL.B., J.D. or other legal training. Some public service, some teaching experience, and experience in a law library.