Job Description
Reference Librarian, Biddle Law Library

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

Biddle Law Library is searching for a talented Reference Librarian to join us in providing outstanding reference, research, and teaching support at a law school that prides itself on cross-disciplinary studies.

Penn Law School has approximately 750 JD, 100 LLM, and 10 SJD students. A permanent faculty of 50+, half of whom have a PhD in addition to a JD, is deeply committed to interdisciplinary research and teaching. The School has close ties with the Wharton School, the Annenberg School for Communications, the Center for Bioethics and graduate departments such as history, philosophy and sociology. It offers several joint-degree programs. Biddle Law Library is one of the major law collections in the nation with particularly strong collections in numerous areas of American law, legal history and foreign and international law. The American Law Institute was founded at Penn in 1923, and Biddle is a repository for its archives. Philadelphia is rich in legal history, the home of the new National Constitution Center and a city of many cultural opportunities.

Responsibilities: Under the general direction of the Associate Director for Research Services, the Reference Librarian will be expected to do the following:

• Participate in Reference and Chat rotation, helping patrons in a wide variety of ways such as: identifying possible research sources in all formats, suggesting research strategies, giving “over the shoulder” guidance in the use of online databases, assisting in the use of library equipment, and exercising discretion and tact in representing the library in the best possible light to the walk-in, chat, email or call-in patron.
• Participate in Biddle’s Faculty Liaison Program by meeting regularly with assigned faculty about their research interests, attending their workshop presentations, developing faculty course portal materials, making recommendations on their behalf to the Collection Development Committee, bringing new acquisitions to their attention with their research interests in mind, doing everything possible to make faculty feel that librarians support them proactively.
• Teach legal research in formal and informal settings, including but not limited to, first year legal research instruction, upper-level law students in classes and tutorials, LLM classes in an intensive August program, “one-on-one” consultations with students writing research papers and with non-law university patrons.
• Enhance the library’s contribution to the mission of the Law School by producing bibliographies for the Faculty Appointments Committee, supplying specialized information for administrators, and providing assistance to all administrative units of the Law School as appropriate.
• Write library guides, handouts, bibliographies, etc., and contribute to webpage projects.
• Contribute to the Library’s teams and strategic initiatives, including identifying innovative outreach efforts and applying new technologies to Reference and the Library’s work.
• Foster contacts with other professionals and libraries by participating in the activities of professional organizations.

Requirements:
• ABA-accredited JD and ALA-accredited MLS degrees.
• A thorough knowledge of basic legal sources and skill in using print and electronic materials.
• A strong service orientation toward all library patrons with special attention to law faculty and students.
• Excellent organizational, communication and interpersonal skills.
• Ability to work with initiative and flexibility in order to respond effectively to changing information needs.
• Collegiality which fosters team building among librarians and staff so as to constantly improve service.
• Active participation in the intellectual and administrative life of the Law School.

Preferred: Additional degrees or training in non-legal fields; instructional experience; facility with webpage development, statistics software, Excel, and web 2.0 technologies (blogs, wikis, social media apps).

Salary and Benefits: Highly competitive and dependent upon qualifications and experience. Benefits include TIAA/CREF or Vanguard retirement program, medical insurance, disability benefits, life insurance, tuition remission, among others.

Diversity: The University values diversity and is an equal opportunity employer. It is committed to non-discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, age, disability, marital status, status as a Vietnam Era Veteran, or any other trait or status protected by applicable law.

Proposed Start Date: Negotiable but strong preference for candidates who could join the reference team no later than the start of the Fall 2018 semester.

To apply: http://jobs.hr.upenn.edu/postings/34060

The University of Pennsylvania and its Law School are equal opportunity employers.