Job Description
Head of Access Services 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.

Description:
The Head of Access Services is responsible for ensuring patrons’ access to the library’s rich collection through multiple services and activities. These include supervision of the library’s circulation functions, management of the library’s Faculty Document Delivery program, maintenance and upkeep of the physical collection, and participation in promotion of the collection through reference services and instructional programs.

Duties:

**Supervision of circulation activities:**
- The Head of Access Services is the manager of the library’s circulation unit consisting of six full-time staff, one part-time staff and eighteen student workers. The Head of Access Services is responsible for hiring, training, and supervising circulation staff, assigns work responsibilities, and evaluates work flow of the unit. The Head of Access Services also monitors new developments in access services and implements new services, technologies, and methods when appropriate as well as recommends any necessary changes in staffing or staff duties.

**Faculty Document Delivery Program:**
- The Head of Access Services oversees the library’s Faculty Document Delivery program. This includes direct supervision of staff fulfilling faculty requests to insure timely completion, resolving issues with difficult requests, and insuring faculty satisfaction with program.

**Collection Maintenance:**
- The Head of Access Services supervises the activities of the staff in updating and maintaining the library’s physical collection. This includes shelving materials, shifting the collection when appropriate, identifying materials needing repair or replacement, and the updating of materials with loose-leaf supplements and pocket parts.

**Physical Access:**
- The Head of Access Services manages access to the library including managing periods of restricted access as well as requests to use the library from individuals outside the law school and university community.
**Intellectual Access:**

- The Head of Access Services helps patrons gain access to the content of the library’s rich collection through participation in reference services including chat reference and our educational programs. Educational programs may include orientation activities and online and in person instructional presentations. In addition, the Head of Access Services participates in promoting the library and its resources through our social media presence, and through one-one-one interaction with other members of the Penn Law community.

Required Qualifications:
Candidates should have at least three years of relevant supervisory experience, extensive knowledge of current information technologies and publishing formats, and database and Internet searching proficiencies. The successful candidate will have excellent oral and written communication skills, a strong service orientation, and proven abilities to contribute and lead in a collegial environment. An MLS from an accredited institution is required.

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