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.

Description:
The Reference Librarian is responsible for service as a faculty liaison performing extensive research and reference service for faculty members, keeping them apprised of library services, and monitoring their research interests. The Reference Librarian is also an active member of the library’s team of instructional librarians, teaching in a wide range of credit and non-credit library instructional programs. In addition, the Reference Librarian participates in library committees, helps the library advance its services, participates in the identification and adoption of new technologies that will enhance library services, and helps promote the library to the faculty, staff and students of the law school.

Duties:

• 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.
- Assume primary responsibility for management and maintenance of Biddle’s Government Documents/Depository collection.

**Required Qualifications:**

- 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.
- 3-5 years’ experience or equivalent combination of education and experience.

To apply: [https://jobs.hr.upenn.edu/postings/42889](https://jobs.hr.upenn.edu/postings/42889)

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