



## **Corporate Reference/Research Law Librarian Job Description**

### **Titles:**

Corporate Reference/Research Law Librarian; Information Specialist; Legal Librarian; Knowledge Manager.

### **Purpose/Function:**

To identify and deliver quality legal and non-legal information and provide reference and research services to attorneys and paralegals.

### **Qualifications:**

Education: Master's degree in Library & Information Science (or equivalent) from an ALA-Accredited institution.

### **Responsibilities May Include:**

- Manage the library's collections. Including the evaluation and acquisition of both legal and non-legal online, print and CD-ROM resources in addition to serials' subscriptions.
- Responsible for training the attorneys and paralegals on print and electronic information resources.
- Provide Reference Services to attorneys and paralegals
- Responsible for researching both legal and non-legal databases.
- The management of vendor contracts and contract negotiations
- Manage Library Budget.
- Interlibrary Loan Coordinator

### **Requirements:**

This position requires an individual that is a self-starter, pays attention to detail. Can multi-task, prioritize projects, and is a team player. He/She must have excellent oral and written communication skills and take pride in their work.

### **Salary range:**

Generally this depends on the type, size, and location of an organization. In the Chicago Metropolitan Area, the 2009 AALL Salary Survey shows the a range of \$51,824 - \$93,640 with a mean of \$71,920 for Private Firm and Corporate Reference/Research Librarians.