

**GERARD V. LA FOREST LAW LIBRARY  
UNIVERSITY OF NEW BRUNSWICK  
FREDERICTON, N.B.**

The Gerard V. La Forest Law Library invites applications from qualified candidates for the position of **Technical Services Librarian**. This tenure-track position is expected to be filled at the rank of **Librarian I or II**. Anticipated start date for this position is May 2013.

UNB-Fredericton, located in New Brunswick's beautiful capital city, is a comprehensive university offering a variety of degree programs. UNB's Faculty of Law has been ranked consistently as one of the country's best undergraduate law programs. The Gerard V. La Forest Law Library serves the legal information needs of law students, faculty and staff as well as the law-related requirements of the larger UNB community and the adjacent St. Thomas University. The law library is integrated fully into the daily life of the law school and is a highly respected partner in the educational experience of our law students and in the teaching and research roles of our law faculty.

Reporting to the Head Law Librarian, this position is responsible for the supervision of the Law Library's technical services operation, as well as some participation in reference, student orientation, and bibliographic instruction services.

**Duties:**

- Directs the technical services operation at the Law Library. As well as the traditional technical services functions of acquisitions, cataloguing, serials control, reserves, and the technical aspects of circulation, this position is increasingly involved in the management of our growing collection of electronic resources. This includes describing and providing access to these resources through UNB WorldCat, social media, UNB's institutional repository, the Law Library website, and the integrated discovery tools on the UNB Libraries' website.
- Ensures on- and off-campus access to licensed electronic legal resources by working with vendors and UNB Libraries' systems staff to troubleshoot access problems.
- Represents the Law Library at university-wide technical services meetings; serves on other relevant university committees.
- Continues development of the collections in the Law Library's La Forest Rare Books Reading Room; implements recognized standards for rare book cataloguing and preservation.
- Provides access to law-related government documents by choosing items for acquisition, providing bibliographic access for print and electronic items, and organizing the collection for convenient use.
- Provides reference and research consultation to library users, in collaboration with the other librarians.
- Conducts library tours, orientation sessions, and bibliographic instruction, in collaboration with the other librarians.
- Participates in library planning and decision-making, particularly as it relates to technical services.

- Contributes actively to law librarianship through professional affiliations, participation in continuing education presentations, and collegial networking. Research activities relating to the candidate's areas of interest are encouraged.

**Qualifications:**

MLIS degree or equivalent from an ALA accredited institution is required, with two (2) to four (4) years' relevant experience preferred. Experience using current cataloguing standards such as MARC, LCC, LCSH, and AACR2 / RDA, as well as knowledge of technical services operations within an automated integrated library system environment, are also essential. The successful candidate will have a service-oriented approach to librarianship, superior time-management and organizational skills, and effective written and verbal communication skills in English.

In addition, any or all of the following are highly desirable: knowledge of Canadian law, legal materials, and legal research methodology; experience with legal cataloguing and classification, including use of the KF Modified Classification scheme; experience managing or providing access to electronic resources; experience with social media and institutional repositories; familiarity with standards for rare books cataloguing and processing; familiarity with methods for acquiring and/or providing access to government information; experience with website design and/or content creation; experience in providing reference consultation and/or bibliographic instruction.

**Salary:**

Librarians are members of the Association of University of New Brunswick Teachers. Rank and salary are dependent upon experience and qualifications. An attractive benefits package is available.

**To apply:**

Review of applications will begin on February 1, 2013 and will continue until the position is filled. Applicants should mail or email a letter of application, curriculum vitae, and the names of three (3) references to the address below. Recent graduates should also include an official copy of their transcript from their MLIS program.

Law Library Assessment Committee  
c/o Janet Moss  
Gerard V. La Forest Law Library, University of New Brunswick  
Bag Service 44999, 41 Dineen Dr.  
Fredericton, NB E3B 6C9  
Phone: 506-447-3266 Email: [lawlibapps@unb.ca](mailto:lawlibapps@unb.ca)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Applicants should indicate current citizenship status. Position is subject to budgetary approval.

**THE UNIVERSITY OF NEW BRUNSWICK IS COMMITTED TO THE PRINCIPLE OF  
EMPLOYMENT EQUITY**