



**Supporting  
Solicitors**



## Assistant Librarian

### **Job purpose:**

- To provide professional support to an efficient Library and Information Service, principally for members and staff of the Law Society. The post holder will play a key role in the provision of the Library enquiry service.

### **Key Accountabilities:**

#### **Essential**

- Refers the customer to appropriate source materials, Law Society staff and external organisations as appropriate.
- Member of library enquiry team - analyses and interprets library research enquiries from customers. Carries out detailed research using legal information sources to answer enquiries as necessary and refers the customer to source materials as appropriate. Working knowledge of Lexis, Westlaw and Justis desirable.
- Catalogues and indexes new material received on the catalogue database (OLIB).
- Takes key role to any legal research training projects including face-to-face training and potential development on online training packages.
- Assists with various shared administrative tasks (e.g. shelving, looseleaf updating) to ensure the efficient operation of the library service.
- Contributes to the development and promotion of the LawDocs service.
- Contributes to library engagement programme by making presentations about library services to internal and external groups.



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### Desirable

- Provides support for the Lawdocs copying service for members by dealing with complex requests, and helping with the fetching, copying and dispatch of copies when required.
- Evaluates and researches information for the online Library catalogue and indexes.

### **Knowledge, Skills & Experience**

- Graduate with either a first degree or a post-graduate qualification in library/information studies.
- Experience of working with legal information and can demonstrate a good understanding and knowledge of legal research methodology and current sources
- Basic knowledge of English and EU law and of legal sources and terminology
- High level of attention to detail and accuracy in producing catalogue records, content for e-alerts and similar tasks.
- Ability to deal with complex enquiries under pressure, and prioritise tasks.
- Ability to quickly acquire a working knowledge of library print and electronic information sources, and an in-depth understanding of legal and professional terminology.



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- Ability to work effectively as part of a team.
- Ability to undertake other professional tasks competently and with minimal supervision.
- Excellent communication skills (oral and written)
- Positive attitude to customer care
- Substantial knowledge and experience of using electronic information sources and office IT applications

### Planning & Organising

#### Enquiry Team:

The post holder will be part of an enquiry team. Legal research enquiries can be complex, with answers often required quickly by the customer. Therefore, a high standard of accuracy and reliability is required. Enquiries typically concern case law, actual and proposed legislation, published regulations, precedents (e.g. model legal documents, court forms, etc), and treaties. A wide range of printed and electronic sources is used in addressing enquiries.

They will also play a key role in the library engagement programme, helping to promote the library services through a range of activities - including presentations and article writing.

#### Organisation Chart





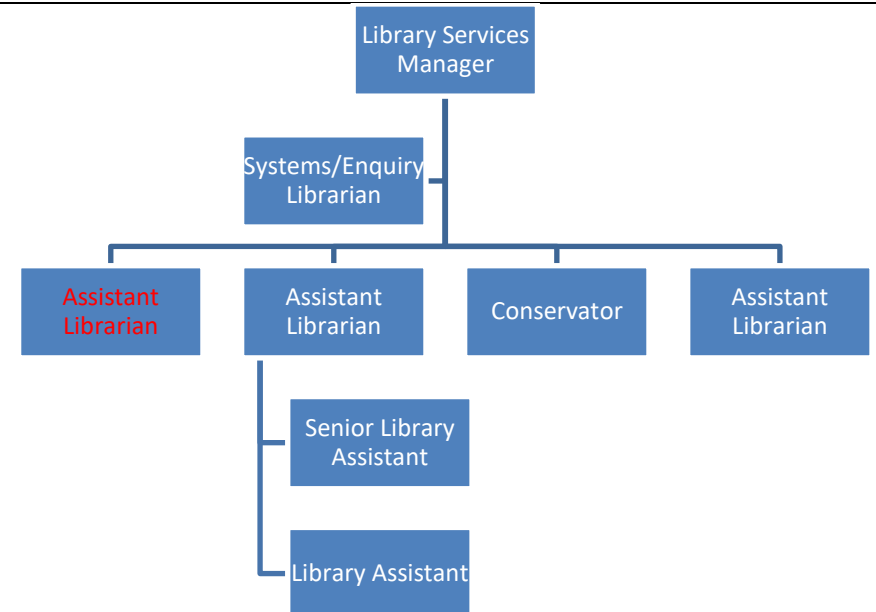
## Library:

The post holder will be a member of the Library Team reporting directly to the Library Manager

They will be a member of a customer-focussed team (total of 6.9 FTE) of professional law librarians providing a legal research enquiry service to members and staff of the Law Society. The Library receives over 10,000 enquiries a year.

As appropriate they will be expected to partake in one-off library or library related projects

The post holder is physically based in the Library, timetabled on a rota to answer enquiries from customers in the Library, or by phone, or by e-mail, and to assist with Lawdocs requests





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### Dimensions

#### Library Systems duties:

Legal research enquiries can be complex, and answers are often required quickly by the customer at all levels and their employees by telephone, email, letter and in person. Enquiries are also received from legal specialists in various Law Society business units. A high standard of accuracy and reliability is required. Enquiries typically concern case law, actual and proposed legislation, published regulations, precedents (e.g. model legal documents, court forms, etc), and treaties. A wide range of printed and electronic sources are used in addressing enquiries.

May need to use probing questions to clarify the nature of the information required, particularly when dealing with employees of solicitors who have no legal training

Evaluates and recommends legal information sources in printed and electronic formats to meet the demands placed on the service by customers, within budget and space constraints. This is a team activity.

Provides solutions to day to day problems posed by customers in using the Library and in making enquiries, using professional skills and experience to suggest other services (within the Law Society, or external) when appropriate.

Should have a basic understanding of copyright law as it applies to the copying of Library material for customers.