



GARDEN COURT CHAMBERS
RESEARCH LIBRARIAN

Responsible to: Operations Manager

Job Description

Duties

1. Management of chambers' books and periodicals library: -
 - a) Keeping abreast of new publications in areas of law relevant to Chambers' practice areas,
 - b) Reviewing, selecting and ordering new publications,
 - c) Maintaining subscriptions for journals and loose-leaf works,
 - d) Maintaining the Library's Catalogue (hard copy and online) and applying and developing the in-house classification scheme,
 - e) Regular weeding of older books and binding of older law reports,
 - f) Maintaining a large archive of older materials,
 - g) Managing a system for book loans to members of chambers and system of financial penalties for persistent non-return of items,
 - h) Promotion of new materials to practice teams through distribution of contents pages (journals) and New Book alerts,
 - i) Maintaining record of Library Committee decisions "not to purchase" and label old editions and library copies accordingly,
 - j) Purchasing of supplements to main editions and alert users to these through labelling.

2. Management of chambers' online information resources:
 - a) Keeping abreast of and selecting appropriate online legal resources,
 - b) Management of online contracts, negotiating annual licences and renewals and monitoring usage,

- c) Promotion of online resources through training and the provision of easy access points via intranet and tailored practice area emails and password lists
 - d) Allocating passwords, controlling usage and providing ongoing support for users,
 - e) Setting up current awareness updates for users,
 - f) Maintaining the Library's page and links on the intranet.
3. Managing the Library Budget
- a) Setting the Library budget for the financial year,
 - b) Monitoring expenditure over the year and preparing quarterly financial updates to management committee and annual report for chambers AGM,
 - c) Preparing annual breakdowns of expenditure to establish spending in hard copy and online resources.
 - d) Managing requests for new resources within existing financial parameters.
4. Assisting barristers and Chambers' Legal Researcher in legal research as and when required.
5. Distributing information on various legal development and "current awareness" newsletters for different areas of law, in co-operation with relevant Practice Managers.
6. Assisting with bundle preparation occasionally if required.
7. Chairing and servicing bi-monthly Library Committee meetings, preparing agendas and recording and circulating minutes.
8. Promoting the services and stock of the Library and training barristers and pupils in the use of the library and of electronic resources. Undertaking new joiner inductions and training and providing ad hoc sessions for existing users.
9. Maintaining good relationships with legal publishers and information suppliers and keeping up to date with new products and services.
10. Ordering of personal copies of books for barrister through group book orders organised by the Library, taking advantage of existing supplier discounts. Also organising access for individuals to additional online products/add-ons to existing Library licences.

Person Specification

- 1. Relevant library or information management qualification (desirable)
- 2. In-depth knowledge of legal research resources (both on-line and hard copy) (essential)
- 3. Experience of legal research (essential)

4. Excellent inter personal skills (essential)