Position: Law & Business Librarian
Regular, 1.0 FTE Librarian Appointment
Start date: on or after July 1, 2019

Summary of Responsibilities:
The Law & Business Librarian is a member of University of Victoria Libraries and is situated in the Diana M. Priestly Law Library. The position is responsible for learning and research assistance, collection development, and embedded course instruction and curriculum engagement in the Faculty of Law and in the Peter B. Gustavon School of Business.

- Collaborates with colleagues to plan and deliver in-depth, high-quality service in satisfaction of the research and learning needs of students and faculty in the Law and Business Faculties.
- Collaborates with other law librarians to plan and deliver legal research and law library research instruction to Faculty of Law classes, as required; and plans and delivers library research instruction to Faculty of Business classes, as required.
- Engages actively with the law school community and Faculty of Business; and, as appropriate, attends meetings of Law Faculty Council and Business Faculty Council.
- Participates in a variety of activities including, in-depth research collaborations, and reference consultations, as appropriate.
- Prepares and maintains research guides to support learning needs within the law school community and Business Faculty.
- Assists with selection and evaluation of print, electronic, and media resources to support and evolve the law library collection and research and learning tools; and, applies knowledge of information resources in business to guide the development and assessment of the business collections. In regard to the law and business acquisitions subject areas, works closely with the AUL Learning & Research Resources and the Acquisitions & Electronic Resources Librarian.
  - Selects and approves titles to be added/retained to the collection; selects and makes retention decisions relating to serials; makes retention decisions for gift collections.
  - Assists the AUL Law with responses to requests for Law Library collection evaluations for new course proposals, Faculty reviews; responds to requests for Business subject collection evaluations for new course proposals, accreditation requirements, etc.
  - As needed, communicates with Faculty of Law Library ad hoc committee and the departmental liaison for the Faculty of Business in regard to trials, new products, and Libraries acquisitions updates.
  - Identifies and curates collections for web archiving initiatives.
  - Maintains subject specific approval plan profiles, as appropriate.
  - Maintains a working knowledge of ILS Acquisitions, fund codes, and related files.
  - Maintains a working knowledge of discovery and linking technologies.
- Depending on Faculty of Law need, may instruct credit courses, particularly in legal research and writing, including syllabus design, assignment development and evaluation, course delivery, and grading in compliance with Faculty of Law grading policies.
- Provides liaison services to Faculty of Law and Faculty of Business clinical and research centre programs as assigned.
- Collaborates with colleagues to develop outreach with the broader business, legal, and business and legal information communities, with the goal of providing collaborative and innovative services within the Libraries and Faculties of Law and Business.
- Contributes to Law Library communications initiatives, including website and social media.
- Participates in UVic Libraries committee and project work as assigned.
- Other duties as assigned.
Reporting Relationships:
The Law & Business Librarian reports to the Associate University Librarian, Law. Works collaboratively with other librarians and staff in the Law Library and across the University of Victoria Libraries.

Qualifications:
- Master’s degree from an accredited school of library science, or a Master’s or higher degree in another discipline with expertise and excellence in professional practice relevant to the position if the candidate agrees to complete a MLS from an accredited school of library science before the end of the probationary period.
- A degree in Law from an accredited program is strongly preferred for this position.
- A degree or significant experience in business, business information, or competitive intelligence is preferred for this position.
- Demonstrated knowledge about Canadian legal resources and instruction in legal research methods and law library use, such as may be gained in a law library in the academic, law firm, or other law sector legal information environment is preferred; and, optimally, research expertise with business literature and resources, including for market and industry analysis, and including specialized databases and datasets such as may be gained in an academic or professional business program is preferred.
- Demonstrated experience in project planning and project management.
- A commitment to professional ethics and continuous learning and professional and personal development.
- Ability to learn and use new instructional technologies.
- Ability to work in an engaged, proactive, and innovative way in an embedded library environment.
- Ability to work collegially and collaboratively in a rapidly changing environment, and superior interpersonal and communication skills.

Scholarly and Professional Activities:
Participates in Libraries and University committees, councils, task forces, and teams as appropriate. Keeps up-to-date with developments in digital scholarship in the profession and related fields, and on broader issues that affect the practice of librarianship. Participates in professional organizations as appropriate. Undertakes research and engages in scholarship as appropriate.

Standards of Performance:
Faculty and Librarians at the University of Victoria are governed by the provisions of the Collective Agreement (https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf). Members are represented by the University of Victoria Faculty Association (www.uvicfa.ca). Standards of performance are assessed as set out in the Evaluation Policy for Librarians.