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Against the Grain Classifieds

Edna Laughrey
Against the Grain, elaughrey@aol.com
Acquisitions Librarian

Capital University Law School, situated in its beautiful and newly renovated building in downtown Columbus, Ohio, seeks an Acquisitions Librarian. This position shares responsibility with the technical services staff for providing library services to the faculty, students, staff, and members of the bar.

Duties include: monitor the budget, maintain financial records, establish and maintain vendor relationships, manage the order and receipt of library materials, coordinate serials check-in and claiming, order and cancel subscriptions, assist in the development of technical services policies and procedures, and catalog serials.

Qualifications: M.L.S. from an ALA accredited institution. At least two years of relevant professional experience, preferably in a law library. Demonstrated knowledge of standard budgetary, library, and publishing practices. Good organizational and problem-solving skills.

Familiarity with Microsoft Windows and the Internet. Willingness to work cooperatively with a small staff.

Desired: Demonstrated knowledge of law librarianship and the legal publishing industry. Demonstrated experience with Innovative Interfaces Inc., or similar integrated library system. Proficiency with OCLC, AACR2, MARC and Library of Congress Classification.

Salary: Upper 30’s, depending on experience; paid education, medical, pension and life insurance benefits.

To apply: please submit resume, three references, and cover letter to Linda Gorsuch, Director Administrative Services, Capital University Law School, 303 E. Broad Street, Columbus, Ohio 43215. EOE.

For a more complete job description, please visit our website at: http://www.law.capital.edu/jobannouncement/lib.htm