

Access Services Librarian - School of Law University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255415>

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Posted Apr. 4, 2025, set to expire May 5, 2025

Job Title	Access Services Librarian - School of Law
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Apr. 4, 2025
Application Deadline	05/05/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Sciences (all categories)
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Job Description

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Access Services Librarian - School of Law

Position overview **Position title:** Access Services Librarian

Salary range: The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the salary scale for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/nov-2024-rep-librarian-scales/t26-b.pdf. The current base salary range for this position is \$77,631 - \$159,380

Percent time: 100%

Anticipated start:

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Summer 2025

Position duration: This is a full-time potential career appointment.

Application Window

Open date: April 3, 2025

Next review date: Thursday, Apr 17, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Monday, May 5, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The University of California, Berkeley, School of Law (Berkeley Law) is one of the nation's premier law schools, located at one of the world's great universities. The Law Library holds one of the largest law collections in the world. It houses an extensive collection of Anglo-American, international, foreign, and comparative law. The Law Library serves a faculty of more than 100, including tenured and tenure track, clinical, adjunct, and visiting professors and lecturers; more than 1000 J.D. students; 250 LL.M. students; 150 Professional Track LL.M. students in the summer; graduate students from the School of Jurisprudence and Social Policy; more than 100 visiting scholars each year; as well as researchers from other scholarly and legal communities. These include members of the University of California community, private attorneys, and members of the general public. Berkeley Law is the home of the prestigious Robbins Collection, which specializes in religious and civil law, and includes rare books and manuscripts. The Law School has a wide variety of research centers, clinics, and student-initiated projects.

Position Overview

The UC Berkeley School of Law Library seeks an Access Services Librarian to play a pivotal role in ensuring seamless and efficient access to library resources, supporting the academic and research needs of students, faculty, and the wider campus scholarly community. The position oversees all aspects of the Law Library's Access Services department, including circulation, interlibrary loan, reserves, stacks maintenance, and employment of students and staff to support the department. This role reports to the Law Library's Associate Director for Public Services and works collaboratively across the library and broader campus to deliver exceptional user experiences.

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Responsibilities

Leadership and Operations Management

- Oversee daily operations of Access Services, including circulation, reserves, resource sharing, and document delivery.
- Oversee stacks maintenance, ensuring proper shelving, shelf-reading, shifting, and collection organization.
- Develop, implement, evaluate, maintain, and document departmental policies and procedures to optimize service efficiency and user satisfaction.
- Coordinate with others to develop and implement library access policies, and serve as the primary liaison with other departments on issues related to access and circulation.
- Collaborate with library staff to analyze space usage and collection growth, recommending strategies for space planning.
- Collaborate with library staff, campus partners, and consortial groups to streamline operations and align services with institutional goals.
- Collaborate with Law School Building Services department to ensure library security and maintain the library's physical facilities.

Supervision and Staff Development

- Hire, train, supervise, and evaluate professional staff, student workers, and part-time employees.
- Provide guidance and mentorship to staff, fostering a collaborative and inclusive work environment that supports ongoing learning and development.
- Develop and deliver training programs for staff on access services policies, emerging technologies, and best practices.
- Delegate responsibilities effectively and ensure equitable workload distribution.
- Ensure access service points are staffed at all times during the library's open hours.

Technology and Data Management

- Collaborate with Law Library IT to maintain and troubleshoot library systems related to circulation, resource sharing, and reserves.
- Monitor and evaluate new technologies, recommending and implementing updates to improve user access and operational efficiency.
- Collect, analyze, and report data on library usage, circulation trends, and service performance.
- Contribute to policy development and service enhancements.

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- Ensure data integrity in patron accounts and manage system configurations for library services platforms.
- Maintain and update access-related information on the Law Library website and communicate with campus libraries.

User Services and Outreach

- Serve as a resource for library users, addressing complex inquiries and resolving service-related issues professionally and diplomatically.
- As needed, work at a library service point, such as the public services desk.
- Lead library orientations and tours for students, faculty, and staff, as needed.
- Develop and maintain FAQs and other user-focused resources.
- Collaborate with faculty and administrative departments to ensure alignment of services with academic and institutional priorities.
- Manage library wayfinding and signage

Professional Development and Service

- Participate in library-wide strategic planning and initiatives.
- Serve on campus committees and in professional organizations.
- Stay abreast of trends and innovations in academic and legal librarianship, sharing insights with colleagues.
- Engage in research and professional activities that contribute to the library, the field of law librarianship, and the library and information management profession in general.

Working Conditions

- This is a full-time, on-site position with occasional evening or weekend hours to support library operations.
- Where feasible, this position may be able to work four days onsite and one day remotely.
- The role may involve lifting, shelving, and moving library materials.
- Work is performed with regular interruptions and shifting priorities.

Labor Contract: <https://ucnet.universityofcalifornia.edu/resources/employment-policies->

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[contracts/bargaining-units/professional-librarians/](#)

Qualifications

Basic qualifications (required at time of application)

Candidate must hold an advanced degree

Additional qualifications (required at time of start)

- Minimum three years of experience in access services.
- Minimum three years of direct experience with integrated library systems (e.g., TIND, Alma, Sierra) and circulation modules.
- Minimum three years of supervisory experience, including hiring, training, and evaluating staff.

Preferred qualifications

- Degree in library science, law, government, or related field.
- Strong organizational, analytical, and problem-solving skills.
- Excellent interpersonal and communication abilities, with a commitment to user-focused services.
- Experience developing policies, procedures, and workflows for library operations.
- Experience implementing technologies to enhance library services.
- Knowledge of copyright and course reserves management.
- Familiarity with data analysis tools and methodologies.
- Creative thinker with experience in creating library events and promotional materials.
- Demonstrated customer services skills including adaptability, active listening, conflict resolution, effective communication, and patience.

Application Requirements

Document requirements

Additional materials may be requested of applicants.

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - Detailing a statement of qualifications

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Reference requirements

- 3 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF04801>

Help contact: academicpositions@law.berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's

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previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04801>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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