Working in the Library

Student Position Job Descriptions

Circulation Assistants

The Circulation Department hires law students and graduate students from the School of Information and Library Science to staff the Circulation Desk. We are looking for responsible students interested in customer service and working in a library setting. Our students work an average of 10-12 hours per week, including some late night and weekend hours. The library depends on circulation desk assistants to staff the desk whenever the library is open. The work assignments include basic tasks at the Circulation Desk: checking out and discharging library materials, handling fines, issuing borrowers' cards, and helping patrons. The beginning pay rate is $8.50 per hour. If interested, please contact Stacey Byrd, Night Circulation Coordinator and Interlibrary Loan Manager.

Faculty Research Service Assistants

The Faculty Research Service is a program that provides assistance in short research projects for the Law Faculty. We employ two student researchers for ten hours per week, working on projects that range from the strictly legal to interdisciplinary projects in a variety of subjects. SILS students and law students with prior legal experience are eligible for these positions. The pay rate is $10 per hour. In addition to the salary, we offer valuable experience in legal research and law librarianship, exposure to the kinds of assistance typically requested by law faculty, and an opportunity to work with librarians who can provide references when it comes time for students to seek permanent employment. The service operates weekdays and is supervised by Reference Librarian Leslie Street.

Graduate Assistant

The Graduate Assistantship at the Kathrine R. Everett Law Library is an exciting learning opportunity for a student with a law degree and currently enrolled in a graduate degree program of the UNC-CH School of Information and Library Science (SILS), or a student in the J.D./MSLS or J.D./MSIS dual-degree program at SILS. The program is designed to prepare the Graduate Assistant (GA) for the profession by getting practical hands-on training in an academic law library. The student is able to put theory into practice and discover the aspects of law librarianship they find most interesting - whether it is helping people with questions at the Reference Desk, cataloging and acquiring materials for the collection, or maintaining the computer system and webpages for the Library.

The GA position requires 20 hours of work per week during the academic year. The time is divided between the Public Services, Computer Services and Collection Services departments. This rotation allows the GA to gain experience in all of the various work environments within the Law Library. Some of the Public Services responsibilities include assisting students and faculty at the Reference Desk, conducting classes on Internet searching, and preparing research guides on topics such as Tax Research, Federal Legislative Research, and Treaties. In Computer Services, the GA assists the Systems Librarian with software installation, maintenance of workstations, and web work. In Collection Services, the GA assists with serials and cataloging projects. In addition, the GA participates in library meetings, online discussions, and attends professional meetings as practicable. All of this while receiving a generous stipend. For more information visit the GA information page or contact Leslie Street.

Reference Assistants

The Law Library Reference Desk employs four to six student reference assistants during the academic school year. Current second- and third-year law students, as well as graduate students in library science with a background in law, are welcome to apply. Students who have taken, or are currently registered for, an advance legal research course are preferred. The main responsibility of the reference assistant is to staff the Reference Desk between the hours of 3 p.m. and 6 p.m. on weekdays, 9

a.m. to 5 p.m. on Saturdays, and 1 p.m. to 5 p.m. on Sundays. Each student works one afternoon during the work week and various weekend hours, averaging seven to ten hours a week over the course of the semester. The pay rate is $9.50 per hour with a $0.50 increase for returning students. The reference assistants are supervised by Leslie Street. Each student is trained in the basics of legal research and library policies by various librarians. These reference assistant positions offer the student the opportunity to hone their legal research skills, work with a variety of patrons (from students and faculty to the general public), and answer questions ranging from directional to extensive.

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