



**Position Available**  
**Librarian – Part Time**  
**Michigan Court of Appeals**

Manage multiple physical and electronic libraries containing legal and other specialized materials for all divisions of the Michigan Court of Appeals (COA) and the Michigan Supreme Court (MSC) to enhance and facilitate the legal research conducted by justices, judges, law clerks and staff attorneys. Reporting to the Research Director at the COA, the primary responsibilities for this position include:

- Select, order, receive, and catalog electronic and print materials and communicate with vendors regarding the selection, order, and receipt of library materials.
- Process bills for print and online resources, checking for accuracy and discrepancies and forwarding to the COA and MSC finance departments.
- Create and update online catalog records.
- Facilitate updating of loose-leaf and “pocket part” titles to ensure sets are properly maintained.
- Review the inventory in each library location to ensure the accuracy of the catalog and to identify missing items for possible replacement.
- Provide research and reference assistance to COA and MSC employees.
- Maintain Westlaw, LexisNexis, and ICLE online accounts for COA and MSC users and renegotiate contracts with online account vendors.
- Oversee library budget, review contracts and usage data, and prepare recommendations to the library committee on collections, contract modifications, and long-range planning.
- Facilitate and participate in training of COA and MSC employees using print and online resources and inform COA and MSC employees of new products and services.
- Serve as a liaison with the State Library of Michigan Law Library staff to facilitate reciprocity of library sources.

**EDUCATION AND EXPERIENCE:** Masters in Library Science and a minimum of three years of experience working in a law library.

**WORK LOCATION:** Hall of Justice, Lansing, MI. Occasional travel to the Court offices in Detroit, Troy, and Grand Rapids is required.

**TO APPLY:** Please send your cover letter and resume in Microsoft Word or PDF file to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov). If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Judicial Human Resources Department, Attn: Librarian, P.O. Box 30052, Lansing, MI 48909.

**POSTING DEADLINE**  
**August 10, 2017**  
**5:00 p.m.**

AN EQUAL OPPORTUNITY EMPLOYER