

Georgetown Law Library is one of the country's premier legal research institutions, with a dynamic staff of 70 people and a collection of over one million volumes.

We strive to live up to our motto:

“Supporting Scholarship, Excelling in Service, Leading in Technology.”

Special Collections Librarian Georgetown University Law Library

Georgetown University Law Library is seeking applications for a Special Collections Librarian.

Located in the nation’s capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. The Law Library consists of the Edward Bennett Williams Law Library and the John Wolff International and Comparative Law Library. Focused on service excellence and innovation, it is among the largest academic law libraries in the nation.

Under the direct supervision of the Associate Law Librarian for Patron Services, the Special Collections Librarian is a member of the Special Collections department and actively collects and manages rare legal materials and the collected papers of people and organizations related to legal history or the history of Georgetown Law. The Special Collections Librarian is directly responsible for the planning and management of projects related to Special Collections. The Special Collections Librarian also manages the Law Center’s archive, which is the institutional memory of Georgetown Law, provides reference services, and educates Law Center staff on record preservation procedures. The Library’s Special Collections comprises rare books, manuscripts, archives, and the National Equal Justice Library (NEJL). For greater detail on each of these components, please see the Special Collection Department’s webpage at <http://www.law.georgetown.edu/library/collections/special.cfm>.

Required:

Master of Library Science from an ALA-accredited school of library or information science (or foreign equivalent); a minimum of two years relevant professional library experience and professional accomplishments with special collections; demonstrated familiarity with information technologies; and excellent written and oral communication skills.

Preferred:

A graduate degree in history and/or a certificate from an accredited archives program; knowledge and understanding of trends and issues in special collections, including the use of technology for preservation; and a demonstrated interest in law, legal history, archival management, or special collections librarianship.

Salary is commensurate with experience and qualifications.

To apply for this position, please submit applications via the [Georgetown University Human Resources Joblist](#) (http://www12.georgetown.edu/hr/employment_services/joblist/jobs.cfm) website by using **Job Number 20130067R**. Address applications to Michelle M. Wu, Director of the Law Library, and include a cover letter, a current resume, and the names and contact information for three references.

Resume review will begin March 15, 2013.

Georgetown University is an EO/AA employer.