



The Law Firm Library

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Nebraska Library Association Spring Meeting

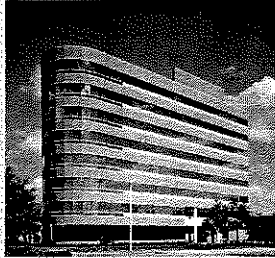
Overview

- Law library in a law firm environment
- Paraprofessionals in the law firm library
- Law Librarian
- Collaboration and networking

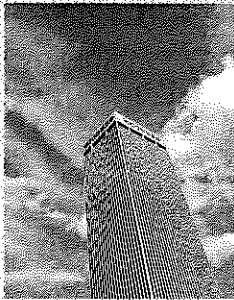
Law Firms vary in size and culture--
the best firms have law librarians to
acquire and manage law libraries.

Koley Jessen PC LLO

- West Omaha location
- 50 attorneys
- Began in 1988
- Library Staffing:
Librarian 20 hours and
Library Assistant
20 hours



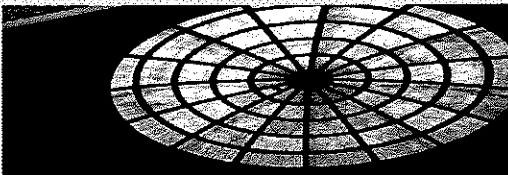
Baird Holm LLP



- Five floors of the Woodmen Tower
- 75 lawyers
- Over 130 years in existence
- Library Staffing:
Librarians job-share 52
hours per week and library
assistants 50 hours per
week

Time is Income

- Lawyers sell their knowledge and ability to apply it to legal issues to solve the clients problems.
- Laws and regulations are changing daily.
- Legal court opinions and orders are issued daily.



The Paraprofessional



AALL JOB DESCRIPTION FOR LIBRARY ASSISTANT/PARAPROFESSIONAL IN ACADEMIC LAW LIBRARIES:

- **Library Assistant/Paraprofessional**
- This position provides support to the basic functions of the library, including the training and supervision of Library Clerks. Responsibilities may include any combination of the following: provide guidance to library users on library policies and procedures, order and process invoices for new materials, maintain subscriptions, communicate with outside suppliers (e.g., publishers, vendors, commercial bindery, other libraries).
- Minimum requirements: High School degree; ability to sustain attention to detail; strong written and verbal communication skills; ability to simultaneously manage multiple tasks; basic computer skills.
- **LAW FIRM LIBRARY ASSISTANT POSITIONS ARE SIMILAR. THE CULTURE AND SIZE OF THE FIRM MAY REQUIRE ADDITIONAL RESPONSIBILITIES.**

Paraprofessional and Library Assistant Salaries

National estimates for the occupation: 630

Employment (1)	Employment (2)	Mean hourly wage (3)	Mean annual wage (4)	Wage R95 (5)
112,236	11.5%	\$14.93	\$15,640	22.4%

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.11	\$10.33	\$14.93	\$19.21	\$22.97
Annual Wage (2)	\$17,000	\$22,000	\$32,370	\$41,800	\$49,000

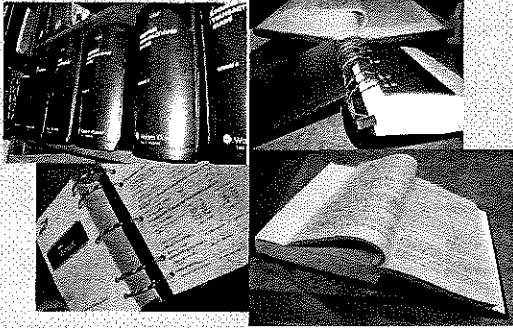
National estimates for the occupation: 740

Employment (1)	Employment (2)	Mean hourly wage (3)	Mean annual wage (4)	Wage R95 (5)
115,510	11.8%	\$11.97	\$12,520	18.8%

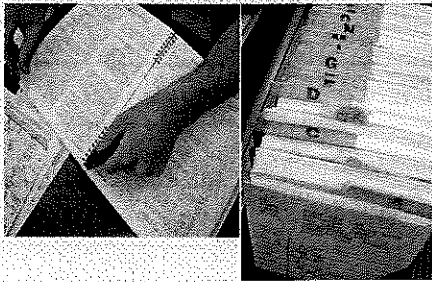
Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$7.02	\$8.79	\$11.97	\$15.28	\$17.81
Annual Wage (2)	\$14,600	\$18,300	\$24,800	\$31,900	\$37,000

- Library Assistant-Technical Library Assistant-Clerical
- Source: Occupational Outlook Handbook -- Library Assistants -- Wages (May 2009) www.bls.gov -- Occupational Employment Statistics

Filing loose-leafs and pocket parts

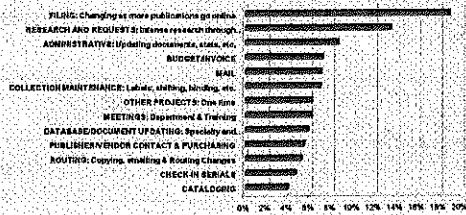


Filing and Circulation



Law Library Facts and Figures

Percent of Hours Per Duty: 3-Month Average (2008)

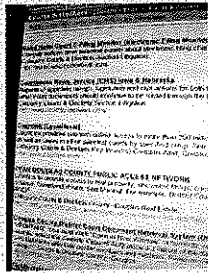


Skills for Law Firm Librarian Employment

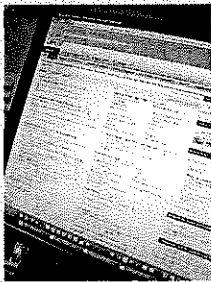
- Core Competencies of the Law Librarian from the American Association of Law Libraries
 - Library Management
 - Reference, Research and Client Services
 - Information Technology
 - Collection Development
 - Cataloging
 - Teaching
- <http://www.aallnet.org/sis/plisis/Toolkit/ToolkitCoreCompetencies.pdf>

Librarian as Administrator

- Administrative Duties
 - Scheduling
 - Online and technical issues
 - Budgeting
 - Department goals
 - Vendor contracts and contacts
 - Purchases
 - Renewals
- Training
- Cataloging



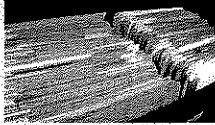
Librarian as Researcher



- Research Assistance
 - Time-keeping
 - Billable research
 - Nonbillable research
 - Legal and regulatory information
 - Nonlegal information
 - Marketing
 - Demographics
 - Firm history

Networking for Results

- Interlibrary Loan
- Professional Listservs
- Contacting and working with SLA, AALL, NLA members
- Other local and regional library collection --- strengths



Join Library Organizations

- Membership to SLA Nebraska
- Free Library Student Memberships to SLA Nebraska