

FIAT LUX:

THE MCGILL LIBRARY REIMAGINED

POSITION POSTING

Head Librarian Nahum Gelber Law Library

Assistant Librarian or Associate Librarian (tenure track)
Duration: three years, with possibility of renewal
Salary minimum: salary commensurate with experience
Posting number: JR0000022924

The McGill Library seeks an enthusiastic librarian committed to providing outstanding support for learning, research, and teaching in the Faculty of Law and McGill University. As Head of the Nahum Gelber Law Library, this position is responsible for the overall management of the library, its programs and services, for building the collections, and for supervising the staff.

The Head Librarian will be forward-thinking, anticipating future library and user requirements, proactively developing creative new services and building collections that meet our users' evolving needs. The Head Librarian will be current with professional and scholarly activities impacting legal scholarship and be able to apply this knowledge to have a significant, positive impact on the Faculty of Law and the larger McGill community.

THE NAHUM GELBER LAW LIBRARY

Opened in 1998, the Nahum Gelber Law Library is a state-of-the-art facility with a collection of over 220,000 volumes of statutes, regulations, law reports, treatises, books, journals and other legal material. The Library provides resources and services to support primarily the teaching and research programs of the Faculty of Law and several Institutes and Research Centres. In addition to Canadian law, the collection has a special emphasis on Air and Space Law, Comparative Law, International Law, Conflict of Laws, Continental Private Law, Human Rights, Environmental and Medical Law. It also has legal materials from other jurisdictions such as Great Britain, France and the United States.

Information about the Faculty of Law can be found at <https://www.mcgill.ca/law/>. Information about the Nahum Gelber Law Library can be found at <https://www.mcgill.ca/library/branches/law/about>

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Located in Montréal, one of the world's great multicultural and multilingual cities, McGill University is internationally recognized for its excellence as a leading institution of higher education and research. For nearly 200 years, through the work of dedicated people, McGill has been breaking ground in diverse fields and contributing solutions to some of the world's most significant issues. McGill is also the most internationally diverse research-intensive university in Canada, with over 32% of its students coming to McGill from more than 150 countries. The University systematically appears on the annual list of the best employers in Montreal.

The McGill Library is committed to delivering high-quality, innovative information products, services and programs that focus on client needs and support the University's strategic mission and directions. The Library proactively supports the teaching, learning and research needs of faculty and students to fulfill McGill's strategic mission of excellence as a research-intensive, student-centred university.

The McGill Library has the largest collection in Quebec and is one of Canada's largest academic libraries with over six million monograph titles and 150,000 e-journals and databases. The Library is a member of the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the *Bureau de coopération interuniversitaire* (BCI), the Center for Research Libraries (CRL), and the HathiTrust Digital Library.

INFORMATION FOR PROSPECTIVE STAFF

Information about the [University](#) and the [McGill Library](#) can be found on the University's web site. As a tenure stream appointee, the successful candidate is expected to satisfy the requirements in the [Regulations Relating to the Employment of Librarian Staff](#)

The appointment to this senior administrative position is for a term of three years, renewable. Evening and weekend work may be required.

DUTY STATEMENT

Under the general direction of the Associate Dean, User Services, the Head Librarian is responsible for working closely with administration, faculty, and students at the Faculty of Law to support all aspects of learning, teaching, and research; providing overall management and policy guidance; developing, implementing, and participating in service programs; hiring, developing, and evaluating personnel; overseeing development and maintenance of the Nahum Gelber Law Library collections; and contributing to the achievement of McGill Library's objectives and the fulfillment of the McGill Library's strategic plan and the Faculty of Law's vision. The Head Librarian is responsible for building effective relationships with faculty and students, and collaborations with campus and community groups and institutions and for

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working closely with administration, faculty, and students to support all aspects of learning, teaching, and research.

Duties and responsibilities include, but are not limited to:

- Responsible for the administration of service programs at the Nahum Gelber Law Library including collection development, reference, instruction, and circulation.
- Responsible for outreach to faculty and students in conjunction with Liaison Librarians. Ensures that the library's users are provided with quality collection development, reference and research assistance, instruction, and other appropriate services and support.
- Provides leadership to a dynamic team of employees. Fosters a culture of innovation, engagement and collaboration, and promotes continuous professional growth and learning at all staff levels.
- Responsible for the management, supervision, training, and evaluation of Liaison Librarians and staff.
- Leads a user-centered approach to the acquisition, processing, and accessibility of law collections in all formats. Works collaboratively with Collection Services and the Liaison Librarians to manage budgets and to build and maintain excellent research collections that meet the needs of faculty, students and the broader legal community both today and in the future.
- Responsible for the preservation, promotion and use of the Nahum Gelber Law Library's special collections, including the Wainwright Collection and the Hon. Robert Mackay Collection.
- Facilitates use of the collections in university-wide research and teaching at the graduate and undergraduate level. Promotes the collection to the wider McGill and legal communities through broader outreach initiatives.
- Coordinates, and may participate in, user education activities as part of the Nahum Gelber Law Library's instructional programs.
- Fosters positive, effective, and collaborative working relationships with faculty, staff and students in the Faculty of Law, including participation in faculty and student-led committees and groups.
- Works with facilities administrators to manage the space planning and capital needs of the Nahum Gelber Law Library.
- As a unit head, maintains a broad understanding of the McGill Library's operations, policies, priorities, and objectives. Assists in the development and achievement of these by participating in library-wide initiatives as appropriate. Facilitates communication among Nahum Gelber Law Library staff and other Library's units.
- Represents Nahum Gelber Law Library users and services within the McGill Library. Actively contributes to discussions and planning for Library policies, programs, and services.
- Engages in fundraising activities and cultivates relationships with potential donors.

Reporting relationship

The position reports to the Associate Dean, User Services.

SELECTION CRITERIA

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Required:

1. Master of Library and Information Studies (MLIS) or equivalent ALA-accredited degree.
2. A minimum of five years professional experience in an academic or law library, with evidence of increased responsibilities.
3. Bilingual (English/French).
4. Demonstrated leadership skills. Relevant administrative, managerial and supervisory experience. Can effectively manage and mentor staff in changing environments. Has the capacity to thrive in an environment of change and to nurture that capacity in others.
5. Demonstrated excellent interpersonal and communication skills evidence by the ability to establish and maintain effective working relationship with colleagues, faculty, staff, and students.
6. Demonstrated planning, decision making and problem-solving skills. The ability to manage complex projects and multiple competing priorities is essential.
7. Demonstrated commitment to equity, diversity, and inclusion in the workplace.
8. Evidence of a strong user-service focus, including the development and evaluation of user-centered library programs and services.
9. Considerable experience developing a law library collection across multiple formats.
10. Knowledge of best practices and emerging trends in academic law libraries.
11. Proven experience engaging stakeholders, including faculty, donors, library staff, students and other groups, in positive collaborative relationships and a proven ability to work with others in a team environment.

Preferred:

12. LL.B, J.D., or equivalent
13. Experience working in a unionized environment, particularly in an academic institution.
14. Successful record of fundraising and cultivating donor relations.
15. Commitment to ongoing professional development and scholarship.
16. Demonstrated research experience and expertise.

APPLICATION PROCEDURE

Applications should address the above selection criteria, be accompanied by a letter of interest, curriculum vitae, and the names and addresses of three referees. Applications will be accepted immediately and will be reviewed starting on March 25, 2022, on a continuing basis until the position is filled.

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Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are accessed using the 'Find Jobs' report in Workday under the "Careers" application. Please refer to the job aid: [Applying at McGill Guide for Internal Candidates](#)

External Candidates: Applicants who are not current McGill employees must apply via external postings on [Workday](#). Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. **Do not use @mail.mcgill.ca or @mcgill.ca email addresses.**

Applicants must use their legal name when creating an applicant account on Workday. Please refer to the job aid: [Applying at McGill Guide for External Candidates](#)

COMMITMENT TO EQUITY AND DIVERSITY

McGill University is committed to equity and diversity within its community and values academic rigour and excellence. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities.

At McGill, research that reflects diverse intellectual traditions, methodologies, and modes of dissemination and translation is valued and encouraged. Candidates are invited to demonstrate their research impact both within and across academic disciplines and in other sectors, such as government, communities, or industry.

McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, or that may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate's record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [this email](#).

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.