

# Legal Information Management

Journal of the British and Irish Association of Law Librarians

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Sweet & Maxwell Ltd., The Hatchery, Hall Bank Lane, Mytholmroyd, Hebden Bridge, W. Yorks, HX7 5HQ.

## Back issues

William S. Hein & Co Inc, 1285 Main Street, Buffalo, New York 14209, USA

The journal is published quarterly in March, June, September and December. It is indexed in *Current Law Index*, *Legal Information Management Index*, *Legal Journals Index*, *Legal Resource Index*, *Library and Information Science Abstracts* and *Library Literature*.

Current issues are available from the Editor at cover cost plus postage and packing. Advertising rates are available from the Editor. Individual issues for 1997/2002 cost £15.00.

Books for review should be sent to the Reviews Editor.

The closing dates for copy and notes on the preparation of manuscripts and the use of references are available from the Editor.

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The British and Irish Association of Law Librarians was founded in 1969 to promote the better administration and exploitation of law libraries and legal information units.

Full membership is open to persons and institutions engaged in the provision or exploitation of legal literature. Associate membership is open to individuals and institutions not so engaged, but who support the aims of the Association. Members are entitled to participate in Association activities, about which they are automatically notified.

Further information and membership application forms may be obtained from the Administrator at the above address.

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## contract positions

### Information Assistant £Neg

An academic library based in North Yorkshire requires an Information Assistant to work on a part-time basis. Duties include: issue and return of materials, shelving and tidying, helping students with basic research enquiries, loose-leaf filing, and other general library activities. The post is term time only (44 weeks per year), working 2 evenings and 1 weekend day (12-5) per week. You should have excellent communication skills, be IT literate and, preferably, have experience of dealing with users in a customer care environment. Ref LE16331  
**Academic** **North Yorkshire**

### Information Assistant £17-18k

A leading law firm requires an Information Assistant for a 6 month contract. Working within a key practice area, you will be an initial contact point for anyone with a related enquiry. There is a large element of research within this role using both online and paper based research tools. There will also be administrative aspects of this role including responsibility for maintaining the internal know-how database and cataloguing of texts. Ref LE16342  
**Law** **Central London**

### Compliance Assistant £25-27k

A Compliance Assistant required to: carry out due diligence reviews of clients; assist with the implementation of an anti money laundering policy; collate, store and index relevant information; and maintain a database. This role would suit a candidate who is library or information qualified with experience of working for a law firm. Ref LE16323  
**Law** **London**

### Assistant Librarian £17k

A Library Assistant required to assist in the management of a serials and loose leaf collection for a law firm. Candidates must have previous library experience ideally with a commercial or legal background. Duties will include: maintaining and updating an information management system, circulating journals, dealing with post, and general library maintenance. The successful applicant must have a smart and professional manner, previous experience of using databases and, ideally, an automated serials management system. You will also be able to work independently and under pressure. Ref LE16339  
**Law** **London**

## information and knowledge management positions

### Librarian £25-30k

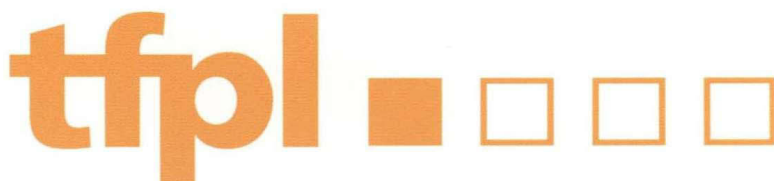
A Librarian is required by a law firm to help develop knowledge management within the organisation and maintain the information service. The role requires: a minimum of 3 years' experience working within a law library; familiarity with online information sources, including Lexis, Lawtel and Butterworth's Direct; and the ability to deal with a wide range of requests from fee earners and others within the firm in a timely and professional manner. You must be information qualified with the ability to communicate effectively at all levels. Ref LE16268  
**Law** **London**

### Professional Support Librarian £23-25k

A professional Support Librarian is required to join an international law firm to provide comprehensive legal and business research internally. Key responsibilities will be to: engage in enquiries, liaise with the Professional Support Manager, catalogue know-how material, and undertake projects as and when required. You will be an information graduate with a minimum of 1 year's post qualification experience, have excellent business research skills and the ability to communicate at all levels. Ref LE16317  
**Law** **London**

### Senior Assistant Librarian £Neg

A Senior Assistant Librarian is required by an international law firm to take responsibility for: the current awareness service, the loose-leaf collection, management of the subscription electronic service, intranet development, enquiry desk duties, the provision of induction and user training, and visiting the other offices as and when required. You will have 2 years' plus post graduate experience with the ability to prioritise and communicate at all levels. Ref LE16351  
**Law** **London**



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