



## Who We Are

Boughton Law is a Vancouver-based law firm. Organizations of all sizes and structures as well as individuals rely on us for their business, dispute resolution, personal and public sector related legal matters.

## Who We Are Looking For

Boughton Law is currently seeking an enthusiastic, service-oriented Librarian to join our team on a full-time basis. The successful candidate will be responsible for the overall direction and management of the library. This position has the opportunity to shape our reference services, establish collection management practices and work closely with our lawyers, students and staff.

## Job Duties & Responsibilities

- **Collection management** – catalogues all new materials in print and electronic form, ensures access to resources, orders new and standing order materials, negotiates contracts with publishers, monitors usage of electronic and print subscriptions and makes recommendations regarding acquisition and cancellation of electronic and print subscriptions.
- **Research and reference services** – provides research assistance, including retrieving and updating primary legal sources, and retrieving secondary sources, securities filings, precedents, news sources and other information.
- **Current awareness** – monitors and delivers targeted news alerts, legislation and new cases to lawyers, students and staff.
- **Training** – prepares and delivers internal education and training courses on research sources and methods.
- **Budgeting** - prepares and administers the library budget.
- **Intranet** – manages content on the firm's intranet site.
- **Various projects** – as required.

## Contact

Direct 604 647 4114  
Email [staffrecruitment@boughtonlaw.com](mailto:staffrecruitment@boughtonlaw.com)

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## LinkedIn

[Avril Tysoe](#) HR Manager  
[Caitlin Turner](#) HR Coordinator

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## Qualifications

- Graduate of a Master's Degree in Library and Information Studies from an accredited university.
  - An additional Degree in Law would be considered an asset.
  - Minimum 5 years' experience in a legal or business library.
  - Competence in the use of electronic databases is necessary (e.g. WestlawNext, LexisNexis, CanLII, RSS feeds).
  - Excellent English oral and written skills.
  - Highly motivated with excellent organizational, interpersonal and analytical skills.
  - Demonstrated knowledge and experience with legal research methods.
  - Committed to ongoing professional development.
  - Experience with library technology is considered an asset.
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