Services/Activities Inventory

Department: Law Library

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Provide legal reference assistance to attorneys, court personnel and the general public.
2. Maintain and preserve inventory of legal materials.
3. Update legal reference materials monthly to reflect the most current information.
4. Utilize the latest technology to access legal materials online.
5. Review new publications and make decisions regarding acquisitions.
6. Identify and obtain materials intended to help laypersons with legal concerns.
7. Prepare and maintain news alerts and an Intranet site to make patrons aware of library holdings and services.
8. Deal with vendors of legal reference materials and office supplies.
9. Prepare and oversee library budget.
10. Attend Roanoke County meetings as Department Head.
11. Prepare reports and planning documents as required of all Department Heads.
12. Update computer skills to keep pace with technology.
13. Take care of purchasing and billing.
14. Maintain office equipment.