**Harvard Law School Library Units**

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**Collection Development & Digitization**
- Digital projects
- Programming for digital applications
- Collection development oversight
- Web development
- Digital preservation
- External website

**Discovery and Access**
- Historical collections (special collections)
- Acquisitions
- Serials processing
- Cataloging and metadata creation
- Database management
- Monograph receipts
- Invoice processing
- Budget management for personnel and operations

**Research, Curriculum, & Publication Support**
- Reference service
- Academic technology
- Clinic support
- Publication support & open access
- Teaching and coordination of training programs for students
- Faculty research
- Research Assistants for Hire program
- Empirical research support

**Management of Circulating Collections**
- Document delivery
- Circulation services
- Access privileges
- Microforms support
- Harvard Depository processing
- End processing
- Bindery
- Preservation of modern collection
- Stack management
- Updating of looseleafs, pocketparts, & microforms

**Administration**
- Staff support supervision
- Facilities liaison and custodial oversight
- IT supervision
- Human Resources liaison
- Communications coordinator
- Training coordinator
- Key and security coordination