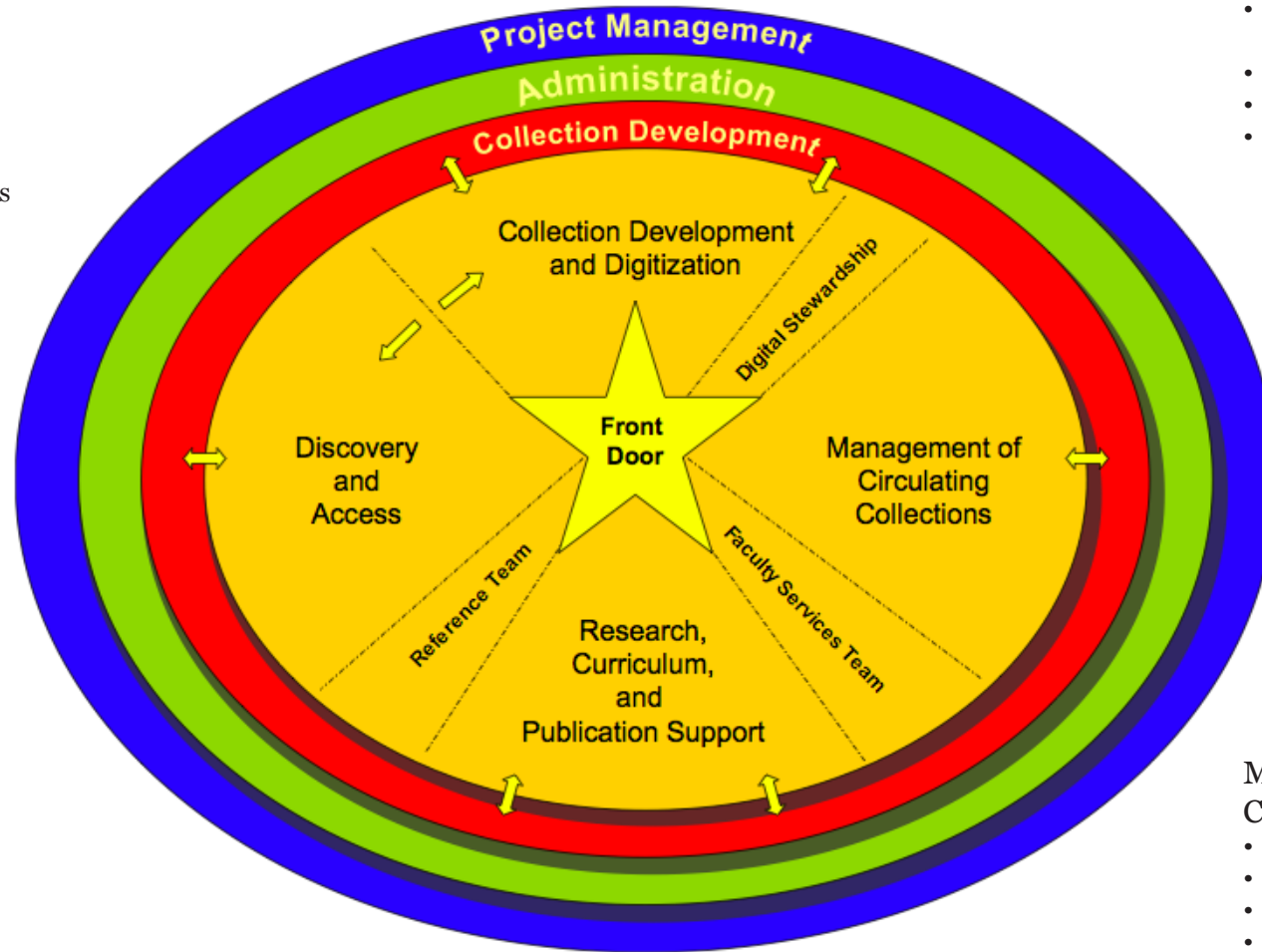# HARVARD LAW SCHOOL LIBRARY UNITS
AUGUST 2009

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

COLLECTION DEVELOPMENT & DIGITIZATION
- Digital projects
- Programming for digital applications
- Collection development oversight
- Web development
- Digital preservation
- External website

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

Diagram labels

Project Management
Administration
Collection Development

Collection Development and Digitization
Discovery and Access
Front Door
Management of Circulating Collections
Research, Curriculum, and Publication Support

Digital Stewardship
Reference Team
Faculty Services Team