

THE CLASSIFIED ADS

Deadlines: Orders for regular classified advertisements must reach the ACRL office on or before the second of the month preceding publication of the issue (e.g., September 2 for the October issue). Should this date fall on a weekend or holiday, ads will be accepted on the next business day. Late job listings will be accepted on a space-available basis after the second of the month.

Rates: Classified advertisements are \$6.60 per line for institutions that are ACRL members, \$8.40 for others. Late job notices are \$15.95 per line for institutions that are ACRL members, \$18.90 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$295 to \$565 based upon size. Please call for sizes and rates.

Guidelines: For ads which list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary figure. Job announcements will be edited to exclude discriminatory references. Applicants should be aware that the terms faculty *rank* and *status* vary in meaning among institutions.

Contact: Classified advertising manager, *C&RL News* Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: U38398@UICVM.uic.edu.

Policy: ALA policy requires that organizations recruiting through ALA publications or placement services comply with ALA anti-discrimination policies. Policy 54.3 states that "ALA is committed to equality of opportunity for all library employees or applicants for employment, regardless of race, color, creed, sex, age, physical or mental handicap, individual lifestyle, or national origin." By advertising through ALA services, the organization agrees to comply with this policy.

GRANTS

GRANTS OFFERED. The Social Science Research Council (SSRC) and the American Council of Learned Societies (ACLS) announce the availability of awards of \$15,000-\$70,000 to universities and other research libraries in the United States for the purpose of making currently uncatalogued materials in major library collections accessible to users. Research materials eligible for inclusion in the program are those materials in the vernaculars of the territories of the former Soviet Union and Eastern Europe as currently constituted. Cost-sharing commitments are required and program support is subject to the availability of funds. The deadline is December 1, 1992. For information on application procedures, please contact: **Joint Committee on the Soviet Union and Its Successor States**, Social Science Research Council, 605 Third Avenue, New York, NY 10158; (212) 661-0280.

POSITIONS OPEN

ACQUISITIONS LIBRARIAN, Hollins College. Creative and innovative professional sought to plan, implement, and administer an automated acquisitions process and manage access to government

documents. Qualifications: ALA-accredited MLS, experience in acquisitions, automation, and publishing trends. Salary: low 20s; includes full benefit package. Please send resume and the names, addresses, and telephone numbers of three references to: Marianne Koperniak, Director of Personnel, Hollins College, Roanoke, VA 24020. Position available immediately. Hollins College is an equal opportunity employer.

ARCHIVIST, The Clarke Historical Library, Central Michigan University. Responsibilities: The archivist, working under the direction of the director of the CHL, will be responsible for appraising, arranging, and describing a wide-ranging body of historical records housed in the CHL. The records primarily document the history of Michigan. The Clarke Historical Library concentrates on documenting the history of Michigan and the Old Northwest Territory. Required Qualifications: MLS from an ALA-accredited institution and formal training in archival theory and practice. Preferred Qualifications: one or more years professional experience working in an archives, experience with creating MARC AMC records, experience using major bibliographic utilities, MA in history or related degree, knowledge of Michigan history, and demonstrated written and verbal communication skills. Salary and Fringe benefits: Position is an ongoing, twelve-month appointment. Minimum salary of \$27,000 is commensurate with qualification. Excellent fringe benefit package. To apply send letter of application, resume, and names, titles, addresses, and telephone numbers of three references to Chairperson, Selection Committee, 207 Park Library, Central Michigan University, Mount Pleasant, MI 48859. Position available January 1993. Applications will be accepted until the position is filled. Review of applications will begin October 15. Central Michigan University (AA/EQ institution) encourages diversity and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria. CMU is a state institution with an enrollment of 16,000 on-campus students and an off-campus constituency of about 12,000 students.

ASSISTANT HEAD, SPECIAL COLLECTIONS LIBRARIAN, University of Michigan. Duties: assists in administration of Special Collections Library. Plans, implements, and evaluates service policies and procedures. Initiates grant proposals, oversees implementation of collection development policy, and coordinates outreach programs. Acts as curator for either literature, drama, and general humanities collections or history of science and technology collections. Coordinates events and exhibitions in the unit. Develops programs of outreach and research support for scholars and students. Supervises 3.5 FTE professional and 1.0 paraprofessionals. Qualifications: Required: ALA-accredited MLS. Second master's degree or significant advanced coursework/research in an appropriate area. Five years of professional experience in a research library working with rare books, manuscripts, or special collections. Strong oral and written communication skills. Working knowledge of French or German plus one of these foreign languages: Italian, Latin, or Spanish. Rank & Salary: Senior Associate Librarian rank. Minimum salary of \$32,000, dependent on previous relevant experience. Apply to: Lucy R. Cohen, Library Personnel Office, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. Application deadline: Applications received by November 2, 1992, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

ASSISTANT LIBRARIAN OR ASSOCIATE LIBRARIAN, ASSISTANT HEAD OF PUBLIC SERVICES, Lilly Library. Under supervision of Head of Public Services, assist in all aspects of operations of Lilly Library Public Services Department, including: providing reference service for Lilly Library rare books and special collections (printed—not manuscript); scheduling, planning, preparing Lilly Library exhibitions; supervising Lilly Library during selected evening and/or weekend hours; assisting with Lilly Library tours and needs of visitors to Lilly Library. Qualifications: Required: master's degree from ALA-accredited library school with some coursework or experience in rare books, analytical bibliography, or history of printing; subject expertise pertinent to Lilly collections (e.g., European or American history or literature, history of science and medicine, European overseas expansion); knowledge of French, German, Spanish, or Latin; good written and oral communication skills. Desired: experience in library reference work, and/or antiquarian book trade; knowledge of reference tools related to rare books; knowledge of or experience in library exhibition techniques; ability to meet responsibilities and requirements of tenure-track appointment. Salary negotiable, dependent upon experience and qualifications, with minimum salary of \$25,375 for assistant; \$30,825 for associate. Conditions and Benefits: Librarians hold tenure-track appointments within, system of ranks analogous to and modeled on those of teaching faculty; participate in

Stanford University Libraries & Information Resources

Stanford, California

Curator For American & British History

Associate Librarian or Librarian

Associate rank: \$33,216 - \$42,204

Librarian rank: \$37,884 - \$49,752

Stanford University is seeking an experienced librarian with an academic research library background for the position of Curator for American and British History, effective Summer, 1993.

The Libraries are seeking someone with graduate training in American or British history to develop and manage general and special collections supporting those academic areas. The scope of the Curator's collecting responsibilities includes not only the full range of published texts in all formats, print and electronic, but also unpublished primary sources. The Curator should have both a formal understanding of current forms of historical research and teaching, and a knowledge of and commitment to acquiring original archival and manuscript resources. For at least a three year period, service for six to eight hours per week at the General Reference Desk will be required.

QUALIFICATIONS: Substantial knowledge of or experience in research libraries is required. Demonstrated knowledge of the fields of American or British history and of the distribution and sources of materials (including computerized resources) in these fields is required. Demonstrated professional accomplishments relevant to the responsibilities of this position are required. An MLS from an ALA-accredited library school or the equivalent in training and experience is required. Advanced graduate work in American or British history is required. Advanced graduate work in American history is preferred. Demonstrated capacity to work effectively and collegially with library and information resources staff as well as with faculty and students is required. Ability to perform effectively in and contribute successfully to a diverse, multicultural workplace is also required. Evidence of the ability to communicate effectively, both orally and in writing, is required.

The position reports to the Head of the Humanities and Area Studies Resource Group.

APPLICATIONS: A letter of application, resume, and the names, addresses, and telephone numbers of three references should be submitted by **October 30, 1992 to: Roberto G. Trujillo, Chair Search Committee, American & British History Curatorship, Stanford University Libraries, Stanford, CA 94305-6004.** Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and disabled individuals.

STANFORD UNIVERSITY



system of faculty governance which includes Bloomington Faculty council and University Faculty Council. Within the University they serve on university committees and task forces; are eligible for sabbatical and other research leaves. Benefits include Blue Cross/Blue shield, Major Medical insurance, TIAA/CREF retirement/annuity plan, group life insurance and liberal vacation and sick leave. To apply send letter of application, resume, names and address of four references to: Marilyn Shaver, Personnel Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405. Telephone: (812) 855-8196. Application reviews begins 10/15/92, continues until position is filled. EEO/AEE

ASSISTANT LIBRARIAN, ASSISTANT ACQUISITIONS LIBRARIAN, Indiana University-Purdue University at Indianapolis (IUPUI). Available January 1, 1993. Will report to the Head of Acquisitions. Responsibilities will include day-to-day operation of automated acquisitions, including establishing procedures, training, problem-solving, and monitoring appropriate paper and electronic information sources; maintaining communication with subject liaisons and library automation personnel regarding automated acquisitions procedures; assisting with vendor approval plans, statistics, and special projects. Qualifications: Required: master's or higher ALA-accredited degree. Minimum of one year experience in technical services, preferable in an academic library; knowledge of the book trade; excellent oral and written communication skills; familiarity with OCLC and the MARC formats; experience with automated library processing (preferably NOTIS) and with microcomputers; ability to meet the responsibilities and requirements for a tenure-track appointment. Preferred: knowledge of one or more foreign languages. Salary: \$25,375 minimum. Fringe Benefits: a month's vacation; sick leave; choice of medical plans available; dental plan; group life insurance; and TIAA/CREF retirement/annuity plan. Librarians are eligible for sabbatical leave and other research support. Apply: Send letters of application, resume, and names, addresses, and telephone numbers of four (4) references to: Jean Gnat, Associate Director, University Libraries, IUPUI, 815 W Michigan Street, Indianapolis, IN 46202-5163. Closing: Applications or nominations received by November 1, 1992, will be guaranteed consideration. Position remains open until filled. IUPUI is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

ASSISTANT SERIALS/ACQUISITIONS LIBRARIAN, Saint Louis University, Pius XII Memorial Library. Duties: assist Head of Serials/Acquisitions in planning and supervising monograph ordering and serials processing units. Direct and oversee daily operations of nine full-time plus part-time personnel. Monitor spending and fund accounting for library book, serial, and binding budgets. Reconcile fund accounting and provide budget reports as required. Coordinate acceptance and disposition of gift materials. Provide daily supervision of the monographic ordering and serials processing units. Train and supervise staff in use of MATSS acquisitions database, automated serials control systems, library catalogs, acquisitions tools, and other resources as applicable. Monitor spending and order activity of library materials budgets; prepare and distribute budget reports as required. Monitor performance of vendors and publishers. Consult with vendors, faculty, and requestors in resolving problems. Provide public service at serials information desk on limited basis. Requirements: ALA-accredited MLS. Previous experience in serials and or acquisitions with increasing responsibility, preferably in automated environment in academic library. Reading knowledge of one foreign language. Familiarity with bibliographic and book-trade tools, OCLC, AACR2. Commitment to professional growth. Experience with library vendors, knowledge of serials and book trades, and supervisory experience. Preferences: advanced subject degree. Working knowledge of microcomputer applications, including word processing and spreadsheet softwares such as MS WORD and LOTUS 1-2-3. Rank/Grade: Instructor or Assistant Professor rank equivalent, nontenure-track, twelve-month position. Salary: \$24,000 minimum based on qualifications and experience. Attractive benefits including retirement, health and life insurance programs, tuition remission, and vacation. Available: October 25, 1992, or as soon thereafter as possible. To apply: Send resume, including names, addresses, and telephone numbers of three professional references, by October 5, 1992, to: Serials/Acquisitions Librarian Search, Administrative Office, Pius XII Memorial Library, **Saint Louis University**, 3650 Lindell Boulevard, St. Louis, MO 63108-3302. Saint Louis University is an affirmative action, equal opportunity employer. Women, minorities, the handicapped, and veterans are encouraged to apply.

CATALOGER. Assistant or Senior Assistant Librarian (twelve-month, tenure-track). Salary: minimum \$23,400. Excellent benefits. Required: ALA-accredited MLS; working knowledge of AACR2, LC

classification/LCSH, OCLC. Knowledge of local automated systems preferred. Position includes cataloging monographs and serials for input into OCLC and LS2000. Will participate in night/weekend public service rotation. Review begins on: November 2, 1992. Send resume with cover letter and names of three reference to: Grace Jones, 301B Netzer Administration Building, **State University College, Oneonta, NY 13820-4015**.

CIRCULATION DEPARTMENT HEAD. The University of Northern Iowa seeks a creative and dynamic, service-oriented librarian to become Head of the Circulation Department. The Department Head manages the Library's circulation desk, photocopy center, stacks maintenance, reserves, interlibrary loan, and microform services; is responsible for building safety and security during the 106 hours/week that the library is open, and supervises 14 staff members (11.5 FTE) and 18.5 students assistant FTE. The Circulation Department is one of three department in the Access Services Division (which includes Acquisitions and Cataloging). The Circulation Department Head, in cooperation with the Assistant Director of Access Services, is responsible for the continuing development of the online circulation system; is a member of the Library Administrative Council; and works closely with other department heads to plan, implement, and coordinate library programs and policies. Requirements: ALA-accredited master's

Salary guide

Listed below are the latest minimum starting figures recommended by state library associations and the North Carolina State Library for Professional library posts in these states. These recommendations are intended for governmental agencies that employ librarians. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. For information on librarian salaries, job seekers and employers should consider these recommended minimums, as well as other salary surveys (such as the survey in the October 15, 1989, issue of *Library Journal*, the *ALA Survey of Librarian Salaries*, the annual *ARL Salary Survey*, or the annual CUPA Administrative Compensation Survey) when evaluating professional vacancies. For more information, contact the ALA Office for Library Personnel Resources.

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$26,200#
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$20,024
Pennsylvania	\$23,700*
Rhode Island	\$26,500
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$22,500
West Virginia	\$22,000
Wisconsin	\$25,830

*Rather than establish one statewide salary minimum, some state associations have adopted a formula based on such variables as comparable salaries for public school teachers in each community or the grade level of a professional librarian post. In these cases, you may wish to contact the state association for minimum salary information.

+Salary minimums for public librarians only.

#Option for local formula

Associate University Librarian for Automation and Technical Services

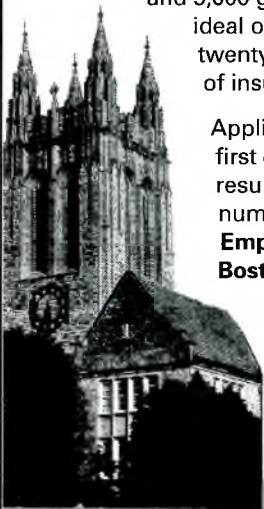
Plans and administers technology services within the main library and is responsible for the automation program system-wide. Participates in campus-wide planning for enhanced use of technology and telecommunication; serves as primary liaison to campus Information Technology staff. Manages technical services and systems operations through 3 department heads, 8 professionals and 30 staff members. Administers the current NOTIS and Faxon systems for all University Libraries and implements future automation projects. Provides leadership in planning for effective use of new technology and telecommunication opportunities. Participates in general library administration through planning, goal setting, budgeting, and committee service.

Requires an ALA-accredited MLS with a minimum of 5 years' progressively responsible administrative experience in an academic library. Comprehensive knowledge of technical services and a strong background in telecommunications and university computer applications; demonstrated ability in the implementation and management of automated library systems. Excellent communication skills, evidence of successful project management, ability to work in an innovative dynamic environment; and a strong commitment to public services and staff development are also required. Experience at the department level in technical services is strongly preferred. Evidence of active contribution to the library profession is highly desirable.

Salary: \$43,700+, depending on qualifications.

Boston College, a co-educational Jesuit University of 9,000 undergraduates and 5,000 graduate and professional students, is committed to the ideal of excellence and service to others. Benefits include twenty-two days' vacation, tuition remission, and a wide range of insurance programs.

Applications received before November 20, 1992, will receive first consideration. To apply, send two copies of both a resume and cover letter along with the names and telephone numbers of three references to: **Richard Jefferson, Director of Employee Relations, Department of Human Resources, Boston College, More Hall 315, Chestnut Hill, MA 02167.** An Equal Opportunity/Affirmative Action Employer.



BOSTON COLLEGE

A Jesuit University

REFERENCE LIBRARIAN/ SELECTOR - Documents

The University of Connecticut Libraries

Under the general direction of the Head, Research and Information Services, this anticipated position provides leadership for the library's documents programs for the United States and Connecticut. Includes selection, maintaining relationships with depositing agencies, and serving as the library's expert in U.S. and Connecticut documents. Is also responsible for developing and implementing services based on electronic government publications.

As a Reference Librarian/Selector, provide reference service, including assisting users with an extensive collection of CD-ROMs and online services. Some evening and weekend hours are required. Teaches library classes, creates guides and bibliographies, and serves as a liaison to the Political Science Department, including selecting materials for the reference and general collections.

Required: ALA-accredited MLS and experience with and knowledge of U.S. government documents; knowledge of microcomputer applications in libraries; excellent communications skills; ability to work with diverse users and staff in a changing environment. Desired: At least three years' relevant post-MLS academic library experience in a reference or documents position; reading knowledge of a modern foreign language; graduate study other than the MLS; knowledge of the information needs of Political Science faculty and students.

Appointment level and salary will be commensurate with experience and qualifications (e.g., Librarian II \$31,800 to \$40,054, Librarian III \$36,583 to \$49,387). **To apply, please send a letter of application, resume and the names, addresses, and telephone numbers of three professional references to: Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, CT 06269-1005. The Search Committee will begin screening applications on October 30, 1992 and will continue until the position is filled. The University of Connecticut actively solicits applications from minorities, women, and people with disabilities. (Search #3A60)**



UNIVERSITY OF
CONNECTICUT

degree in library science and a second master's degree or doctorate. Minimum of five years' post-MLS experience in an academic or research library, with a minimum of three years relevant experience in circulation, interlibrary loan, or reserve services. Previous experience must have included management of a multiperson library unit and direct supervision of staff. Also required are a thorough knowledge of circulation operations and emerging trends in access services within academic libraries; a proven record of a strong commitment to public service and excellent communication skills; and proven competencies in planning, leadership, and creative problem-solving. The successful candidate must be able to provide strong leadership in motivating, developing, and working harmoniously with departmental staff. A record of professional involvement and scholarly activity is

required for tenure. Preferred: experience with an automated system (particularly with a circulation module of an integrated system); familiarity with interlibrary loan policies and procedures, with resource sharing programs, and with microforms services. Salary: \$40,000-\$45,000 range, with comprehensive benefits, including TIAA/REF. Rank commensurate with credentials and experience; full-time, tenure-track; position available now. UNI is a comprehensive, rapidly growing university with an enrollment of 13,5000. It is located in a metropolitan area of 150,000 offering a high quality of life and a low cost of living. The Donald O. Rod Library has a collection of 719,000 volumes, over 500,000 microforms, and 250,000 documents. There are 58.5 staff members (FTE) and 36.5 student assistant FTE. The library's Innovative Interfaces integrated system was implemented in

UPSALA COLLEGE

Director Of the Library

Upsala College is a small, growing four-year liberal arts college, with a highly diverse student population, located fifteen miles west of New York City. The Director of the Library will occupy a tenure track appointment to the faculty, with rank determined by credentials and experience. Applicants must have an advanced degree in library science and a minimum of six years of full-time active service in a higher education library, with a record of increasing administrative responsibility. A second advanced degree in a liberal arts discipline is highly desirable. Knowledge of collection development capacity to plan and oversee increased introduction of electronic and automated systems, and demonstrated supervisory skills with professional colleagues, support staff, and student assistance is essential. The main campus library houses a language laboratory, audio-visual facilities, and a professionally staffed learning center; an extension campus in western New Jersey includes a small, satellite library. The Director reports to the Provost and Dean of the Faculty and works with other faculty academic unit coordinators in the natural sciences, humanities, social sciences, and business studies, as well as the director of two small graduate programs. Send letter of application, *curriculum vitae*, and three letters of reference to: **Personnel Office, Upsala College, East Orange, New Jersey 07019, Attention: Library Director Search.** Application deadline is October 19th; we offer a starting salary of \$40,000-\$50,000, commensurate with experience; search will continue until position is filled.

Equal Opportunity/Affirmative Action Employer

1989. Review of applications will begin upon receipt and continue until an appointment is made; applications received prior to October 26 will be given first consideration. Send letter of application, resume, and names, addresses, and telephone numbers of three professional references to: Marilyn Mercado, Chair, Circulation Department Head Search Committee, Donald O. Rod Library, **University of Northern Iowa**, Cedar Falls, IA 50614-3675. The University of Northern Iowa is an equal opportunity educator and employer with a comprehensive plan for Affirmative Action.

COORDINATOR, REFERENCE/INFORMATION DESK, ASSISTANT PROFESSOR (tenure-leading). Central Reference Services, starting January 4. 1. Daily supervision of the Reference/Information Desk, which includes the following: Reference/Information Desk duty (including nights and weekends), desk scheduling, supervision of paraprofessionals and student assistants, and handling of reference correspondence. 2. Training of personnel assigned to desk duty. 3. Encourage the use of electronic reference services. 4. Reference collection development and maintenance. 5. Liaison with academic departments, depending upon education and/or experience and needs of the department. 6. Participate in library committees and task forces. Required: MLS from an ALA-accredited library school and a minimum of two years professional experience in an academic or research library. Degree or relevant experience in the humanities or social sciences. Excellent communication skills (oral and written) essential. Preferred: twelve-month in supervision, collection development, online searching, reference in the humanities/social sciences. \$26,000 minimum for a twelve-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses./ telephone numbers of three references by November 15 to: Kent Hendrickson, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, Nebraska 68588-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through Affirmative Action and Equal Opportunity and is responsive to the needs of dual career couples. If you require a reasonable accommodation in order to apply or interview for this position, please call (402) 472-2526.

DIRECTOR, LIBRARY/MEDIA CENTER. Twelve-month position. Requires: MLS from an ALA-accredited program; one year administrative experience in library direction or administration. Salary range: \$56,316 - \$68,592. Preference will be given to applications received by October 23. For application materials call: Human Resources, **Palomar College** (North San Diego County), (619) 744-1150, ext. 2247. EO/AE.

GOVERNMENT PUBLICATION REFERENCE/ELECTRONIC RESOURCES LIBRARIAN. The University of Pittsburgh Hillman Library is seeking a creative, flexible, energetic librarian who possesses special knowledge of federal and U.N. government publications, who is committed to providing excellent public services, and is interested in working in a diverse university environment. Qualifications: an MLS from an ALA-accredited library school or equivalent. Experience in a reference service including government publication is required. U.S. citizenship or legal right to work in the United States. Rank of appointment as a faculty librarian will be commensurate with qualifications. Salary: Negotiable, minimum \$25,000. Comprehensive benefits package. Applications must be received in writing, including three letters of recommendation, no later than November 15, 1992. Address reply to: Secretary, Search Committee, Government Publications Reference Librarian, 271 Hillman Library, **University of Pittsburgh**, Pittsburgh, PA 15260. The University of Pittsburgh is an affirmative action, equal opportunity employer.

HEAD—ACQUISITIONS/COLLECTION DEVELOPMENT. La Salle University seeks a full-time Librarian to supervise all phases of its collection development program and to supervise all details of the ordering procedures for monographs from foreign and domestic vendors. Librarian formulates and develops collection policies and procedures; coordinates the efforts of the library faculty selectors in selecting materials for both the humanities and sciences; maintains close liaison with the teaching faculty and coordinates their collection development efforts. Responsibilities include reviewing existing collections and coordinating retrospective buying; conducting collection evaluation using statistical analysis and resultant reports. This professional reports directly to the Director of Library Services and supervises 2 full-time support staff. Responsible for a \$275,000 monograph budget, this position also supervises pre-order OCLC searching, bibliographic searching, ordering, and reception of all formats of materials. This position is also responsible for monitoring and reporting the status of library material funds and activities in a highly automated environment; monitors the effectiveness of library vendors and establishes standing order programs with a variety of vendors. Required Qualifications: Candidate must have an MLS from an ALA-accredited program; additional graduate degree is preferred. Candidate with additional experience in Special Collections will receive preference. Candidates should have a record of 5 years experience in Acquisitions/Collection Development in academic libraries. Selection will be based on evidence of ability to work effectively with faculty/staff; evidence of supervisory skills, effective oral and written communication skills, and knowledge of automated acquisitions procedures and systems. Position is available immediately. This is a recurrent twelve-month nontenure-track position. Librarians have faculty status but not rank and serve on all University faculty committees. Salary (mid 30s) is negotiable depending on qualifications and experience. Generous benefits. Application deadline is October 26, 1992. Applicants should submit a letter of application, resume, 3 names and addresses, of professional references to: Acquisitions Search Committee, Library Director's Office, Connelly Library, **La Salle University**, Philadelphia, PA 19141-1199. EEO/AA employer; women and minorities are encouraged to apply.

HEAD LIBRARIAN, Graduate School of Public and International Affairs/Economic Library. The University of Pittsburgh seeks a dynamic and creative librarian to lead the client-centered services of the GSPIA/Economics Library, a physically distinct unit within the University Library System specializing in the social sciences. This library services the entire University community but is the major information service point for the faculty and students of both the Graduate School of Public and International Affairs and the Department of Economics. This position participates in and directs all information services, collection development, library instruction, faculty liaison, and administrative services for this unit. Qualification required: master's degree in Library Science from an ALA-accredited library school, research library experience, and U.S. citizenship or legal right to work in the United States. Salary commensurate with experience, minimum \$27,000. Applications must be received in writing, including a resume and three letters of recommendation, no later than November 15, 1992. Address queries and/or reply to: Secretary, Search Committee,

Head GSPIA/Economics Library, 271 Hillman Library, **University of Pittsburgh**, Pittsburgh, PA 15260. The University of Pittsburgh is an affirmative action, equal opportunity employer.

HEAD OF PUBLIC SERVICES. Seeking person with commitment to making difference in the library and in the intellectual lives of students, with team of 6 professionals, with an ability to contribute to a collegial atmosphere committed to quality. Overall responsibility for quality in all aspects of public services with direct responsibility for reference. Additional duties in BI, collection development, and online searching. Campus, 25 years old and growing, is located in Piedmont region, a rapidly growing, increasingly cosmopolitan area of upstate SC. Required: ALA-accredited MLS, at least 6 years progressively responsible public services experience in an academic library, and demonstration of significant supervisory skills. Second master's highly desirable. Background and experience with business sources desirable. Twelve-month, tenure-track faculty appointment. \$28,500 minimum, d.o.q. Send letter of application, resume, and names and addresses, of at least 3 references (including at least one supervisor) by October 20, to: Julian W. Green, Dean of Library Services, **University of South Carolina at Spartanburg**, SC 29303.

HEAD OF TECHNICAL SERVICES, Hollins College. Opportunity to plan, develop, and administer an automated technical services division to include acquisitions, cataloging, document delivery, and serials. Some public service duties included in support of information technologies such as CD-ROM and microcomputer reference service and end-user training. Qualifications: ALA-accredited MLS, experience in supervision, automation and one or more technical services operations. Salary: minimum high \$20s; includes full benefit package. Please send resume, and the names, addresses, and telephone numbers of three references to: Marianne Koperniak, Director of Personnel, **Hollins College**, Roanoke, VA 24020. Positions available immediately. Hollins College is an equal opportunity employer.

HEAD OF TECHNICAL SERVICES, University of North Texas. The Head of Technical Services, a newly created position, has adminis-

trative responsibility for the cataloging, acquisitions, serials, and binding operations for the UNT Libraries. The Head will be responsible for the consolidation of two existing departments into a single unit. Current staffing consists of twelve librarians, seventeen classified staff, and five FTE student assistant. Duties include providing leadership in all aspects of technical service planning for the relocation of the unit, program review and implementation, evaluation of personnel, and analysis of costs and efficiency of all technical operations. The Head works closely with other unit heads and the administration in establishing and carrying out the Libraries' institutional mission. The required qualifications for the position include an ALA-accredited MLS or MIS, six or more years of professional experience at least three of which as head of a technical services unit; thorough understanding of all technical services activities; verbal and written communication skills; strong organizational and supervisory skills; experiences with automated library systems; knowledge of current developments in libraries and higher education; and a commitment to the virtual library concept. Desired qualifications include additional advanced degrees; knowledge of foreign languages; record of publications and involvement in professional associations. Appointment will be at the rank of Librarian III or IV with a minimum salary of \$40,000. Competitive benefits package; choice of state or optional retirement plans; no state income tax. The University of North Texas is a state-supported, comprehensive, doctoral-granting institution located in the Dallas/Fort Worth metroplex. UNT, with a student enrollment of over 27,000, is the fourth largest university in the state. The Libraries have total collections of over 1.5 million volumes, a full-time staff of 112, and an operating budget over five million. Applicants should submit a letter of interest, vita, and the names, addresses, and telephone numbers of at least three professional references. Send documentation to: B. Donald Grose, Director of Libraries, **University of North Texas**, P.O. Box 5188, Denton, TX 76203. Screening of applicants will begin on November 2, but applications will be accepted until the position is filled. UNT is an equal opportunity and affirmative action employer and encourages the applications of women and minorities.

LIBRARIAN, DATABASE LICENSING SERVICE REPRESENTATIVE. The H. W. Wilson Company has an immediate opening for a

REFERENCE LIBRARIAN

The Arts & Sciences Library Tufts University

The Arts & Sciences Library at Tufts University is seeking to fill the position of Reference Librarian.

Responsibilities: under the direction of the Head of Reference Services, provide general reference at the Reference Desk, including one evening per week and participation in weekend rotation. Participate in Library's program of instruction and share in Reference Services planning. Supervise Reference Library Assistant. Serve as coordinator for the Arts & Sciences Library's reference collection: coordinate selection recommendations, weeding, binding, and special bibliographic projects related to the collection. Participate in the work of Library committees.

Qualifications: Required: MLS from an ALA-accredited institution, or equivalent. Experience in academic library reference. Demonstrated database searching skills, familiarity with electronic information resources and technologies. Demonstrated ability to work with a wide range of groups, including students, faculty, and colleagues. Demonstrated ability to communicate effectively both verbally and in writing.

Preferred: supervisory experience; experience in bibliographic instruction; reading knowledge of at least one foreign language; familiarity with U.S. government publications.

Appointment will be made commensurate with experience and qualifications. Send letter of application, resume, and names and addresses of three references to:

Sonia Payne
Arts & Sciences Library
Tufts University
Medford, MA 02155

Screening for this position will begin on December 1, 1992, and will continue until the position is filled. Tufts University is an equal opportunity, affirmative action employer.

TWO POSITIONS

SCIENCE/ENGINEERING LIBRARIANS

The Johns Hopkins University Come join a dynamic library

Two years ago the Milton S. Eisenhower Library reorganized the way it delivers the full range of reference and collection development services to the academic community. The new Resource Services department is composed of subject specialists, each of whom is responsible for building close working relationships with the faculty and students in the handful of disciplines he or she serves. Our commitment to transformation will be felt in three key ways: a determination to make this excellent research library an equally excellent teaching library; a major remodeling and programmatic reorientation of the library's service spaces; and programmatic changes in serving the science/engineering community based on a study conducted by King Research.

The Eisenhower Library prizes energy, creativity, and professionalism and offers challenge, independence, and visibility to members of its Resource Services team.

Resource Services Librarian for Science and Engineering

Resource Service Librarian for Science and Engineering. Responsibilities: understand the work of a group of assigned academic departments, and cultivate and maintain close working relationships with the members of those departments; select materials to be added to the collection in assigned subject areas and manage the materials budget for each subject; provide a variety of reference and research services to library patrons.

Science Reference Coordinator and Resource Services Librarian for Science and Engineering

Science Reference Coordinator and Resource Services Librarian for Science and Engineering. The Science Reference coordinator will play a key role in the creation and delivery of effective service to the renowned scientists and engineers at Johns Hopkins. Responsibilities: coordinate the delivery of effective library service to the science/engineering community. Chair the Science Librarians Group, building a coherent vision and shared understanding of a program of service. Coordinate all Science Reference activity. Manage the materials fund for Science Reference. Serve as Resource Service librarian for a small group of assigned academic departments: same responsibilities as the position above.

Qualification for both positions: MLS from an ALA-accredited library school required, and an advanced degree in a science or engineering field or equivalent experience strongly desired. Two or more years' experience in collection development and/or reference in a research library preferred. Ability to conduct seminars and instructional programs in the use of the library and its resources. Reading knowledge of at least two foreign languages. Willingness to work a flexible schedule (including some evening and weekends) as part of a team.

Additional qualifications for coordinator position: demonstrated ability to design and implement programs. Demonstrated leadership qualities.

The hiring range for both positions is \$30,000 - \$36,900, depending on education and experience. The search will remain active until the positions are filled. Excellent benefits including life, health, and dental insurance, tuition plans for staff member, spouse, and dependent children. To apply send letter of application, resume, and three letters of reference to:

Edward Warfield
The Johns Hopkins University
Office of Human Resources
Garland Hall - 1st floor
Baltimore, MD 21218

The Johns Hopkins University is an affirmative action, equal opportunity employer. Smoke-free and drug-free.

ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES

Old Dominion University Library

Assistant University Librarian for Public Services: provide creative leadership in planning, developing, and administering all phases of public services for research and instructional programs. Communicate with faculty and students regarding library's services and collections. Represent the library to appropriate segments of the larger professional community. Division includes access services, art and music branches, government publications, and reference functions.

Qualifications: ALA-accredited MLS. Minimum of 5 years progressively responsible managerial experience in a university with research orientation; broad functional experience. Evidence of success as a manager and leader. Understanding of academic and scholarly processes, of automated public access systems and library networks, of current developments in university libraries. Evidence of serious commitment to librarianship through personal record of educational, scholarly, and professional achievement. Strong service orientation.

Salary: \$50,000 minimum. Send letter, resume, and list of references by **November 15, 1992**, to:

**Jean A. Major, University Librarian
Old Dominion University
405 University Library
Norfolk, VA 23529-0256
(804) 683-4141**

Old Dominion University is an affirmative action, equal opportunity employer and requires compliance with the Immigration Reform and Control Act of 1986.

POST-GRADUATE RESIDENCY IN LIBRARY AND INFORMATION SCIENCE

SMITHSONIAN INSTITUTION LIBRARIES

The Smithsonian Institution Libraries (SIL) offers a postgraduate residency for one year, beginning February 1, 1993. The program is designed to enhance the cultural diversity of SIL staff and extend the resident's formal education by providing practical professional work experience in a research library, training appropriate for a beginning professional, and exposure to bibliographic resources in the Washington, D.C., metropolitan area.

The program is open to librarians/information professionals who hold or show evidence of the imminent award of a master's degree from a library science program accredited by the American Library Association.

Grade and Salary: IS-1410-9, \$26,798 per annum.

The program receives funding from the James Smithsonian Society.

For more information and application forms write to:

**Post-graduate Residency
Smithsonian Institution Libraries
NHB 24, Mail Stop 154
Washington, D.C. 20560**

Applicants will also be required to submit a curriculum vitae, and an essay explaining his or her interest in research library or museum library work. Deadline for applications: **November 1, 1992**.

The Smithsonian Institution is an equal opportunity employer.



KALAMAZOO COLLEGE

Kalamazoo, Michigan

DIRECTOR OF LIBRARIES AND MEDIA SERVICES

Kalamazoo College, a highly selective liberal arts college, seeks a creative, future-oriented director for its Upjohn Library. Located in southwest Michigan, the culturally rich Kalamazoo metropolitan area of 225,000 affords easy access to Detroit, Chicago, and woodland recreational opportunities. The College's innovative year-round undergraduate program interweaves a traditional liberal arts curriculum with experiential education in local, national, and international settings. Over 85 percent of Kalamazoo graduates have participated in foreign study programs in Europe, Africa, Asia, or Latin America. The College is among the nation's top 20 undergraduate programs that produce Ph.D. candidates.

The library, with a collection of over 300,000 units of print and nonprint media and a full range of media and electronic reference services, provides the scholarly resources for an increasingly diverse patron base of 1260 students and 120 faculty. The fully integrated automation system from Innovative Interfaces, Inc. is Internet accessible.

Responsibilities of the director include: supervision of the library staff and service, the separately located media center, and the College archives; selection, organization, and maintenance of the collections; recruitment and training of a staff of 13.5 FTE; advocacy for the library with faculty, administration, and the wider community. The director will also be expected to engage the services and resources of the library in an ongoing institutional commitment to racial, ethnic, and gender understanding. The library director has faculty status and reports to the Provost. Salary for the twelve-month contract is highly competitive and depends upon qualifications and experience. The successful candidate must have an ALA-accredited MLS with several years of administrative experience in an academic library; substantial experience with online public access catalogs and electronic information resources; strong interpersonal skills, a strong service orientation, and demonstrated understanding of the role of library and media services in a small, independent liberal arts college.

Applications should include a letter of application that includes a statement of philosophy and goals, a complete resume, and three letters of references. Review of applications and nominations will begin on October 20 and continue until an appointment is made. Please send all correspondence to:

**Marilyn J. La Plante
Kalamazoo College
Kalamazoo, MI 49006**

An equal opportunity, affirmative action employer. Application from minority candidates are especially encouraged.

librarian with library sales experience to assist in the marketing of its tape service. Requirements include an ALA-accredited MLS and knowledge of mainframe and PC environments. Travel at least 50 percent of the time. Competitive salary and excellent benefits including 4 weeks vacation. Send resume and salary history to: Vice President, Personnel Administration, **The H. W. Wilson Company**, 950 University Avenue, Bronx, NY 10452.

PROCESSING ARCHIVIST, University of Georgia Libraries. Duties: The Richard B. Russell Memorial Library is a department within the University of Georgia Libraries which reports to the Director of Libraries and which functions as a center for the study of recent Georgia politics in both the state and the nation. Although the papers of the U.S. Senator Richard B. Russell are the cornerstone of the Library, acquisitions include the papers of other twentieth century political figures such as former U.S. Secretary of State Dean Rusk. The Russell Library staff consists of the department head, two archivists, and two other staff and is responsible for the acquisition, preservation, and processing of permanent historical records accord-

ing to archival standards and procedures and for providing reference assistance to a variety of patrons. The Processing Archivist is a member of the Libraries' faculty and reports to the head of the Russell Library. Qualifications: master's degree and ACA archival certification (we will accept applications from individuals who plan to take the September 1992 certification examination) or ALA-accredited MLS with archival concentration, preferably with two years experience in an archival setting; strong organizational ability; working knowledge of historical research methodology and experience with standard bibliographic tools; effective oral and written communication skills; ability to establish and maintain effective working relationships with coworkers, donors, and patrons; experience with computer applications for archival collections desired; previous supervisory experience desired. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid holidays. Salary minimum: \$22,800. Adjustments may be made commensurate with experience. Application Procedure: Send letter of application by November 6, 1992, including a resume and the names

of three references to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal opportunity, affirmative action institution.

REFERENCE LIBRARIAN. As part of a team, provides reference, bibliographic instruction, and online services. Manages CD-ROM and online reference services. Acts as Collection Development Liaison to academic department(s). Participates in committee work. Some evening and weekend hours. Qualification: seeking a dynamic, highly motivated, and flexible professional with a demonstrated commitment to user services. ALA-accredited MLS with a minimum of five years experience with information services in a library. Subject background in Arts, Humanities, or Social Sciences. Initiative to identify and implement improved systems and services. Working knowledge of PCs, CD-ROMS, and search systems software. Preferred: experience with LANs and microcomputer applications; facility in a non-European language; experience in a multicultural environment; familiarity with Internet. Salary: \$30,000 minimum and benefits. Occidental College is a highly selective, multicultural liberal arts college situated in a culturally enriched urban environment. Send letter of application, resume, and name, address, telephone/fax number of three professional references to: Jacquelyn McCoy, College Librarian, **Occidental College Library**, 1600 Campus Rd, Los Angeles, CA 90041. Tel. (213) 259-2671; Fax (213) 341-4991. Review of applications begins Nov. 2, 1992, with employment beginning Jan. 1993. AA/EEO.

SCIENCE INFORMATION SPECIALIST. Carnegie Mellon University Libraries seeks a creative, innovative librarian for the Engineering and Science Library. The successful candidate will be able to work comfortably in a highly computer-intensive environment and to provide input into the application of new information technologies for science library services. The Engineering and Science Library serves primarily the Carnegie Institute of Technology (Engineering disciplines), School of Computer Sciences, Departments of Mathematics, Physics, and several scientific research centers. Reporting to the Head, E&S Library, responsibilities include reference service (reference desk 14 hours/week with rotating nights and weekends) and database searching; departmental liaison and collection development in chemical engineering, materials science engineering, and mechanical engineering; supervision of E&S resource sharing activi-

ties: ILL, JADS (Journal Article Delivery Service), inter-institutional courier service, and PLAID (Professional Library Access Information Delivery—a fee-based information service for business and industry); participation in library outreach programs, including classroom library instruction. All librarians are expected to demonstrate continued professional development and to serve on University Libraries committees. Qualifications required are MLS (ALA-accredited); academic sci/tech library experience and/or a degree in engineering, one of the physical sciences, or mathematics; effective reference, instructional, and bibliographic skills; experience using automated systems (including database searching, CD-ROMs and office automation); demonstrated excellent interpersonal and communications skills; ability to work well in individual as well as team situations. Additional graduate degree in a sci/tech field is preferred. Salary is negotiable from \$23,500 minimum, depending upon qualifications and experience. Standard university library benefits. Application review will begin November 1, 1992. Send letter of application, resume, and the names of three references to: **Carnegie Mellon University Libraries**, Head, Administrative Services, 4825 Frew Street, Pittsburgh, PA 15213-3890. CMU is an AA/EEO Employer. Applications of minorities and women are particularly encouraged.

SENIOR CATALOG LIBRARIAN, Pius XII Memorial Library, Saint Louis University. Duties: perform original and complex adaptive cataloging for English and foreign language materials according to AACR2-R, LCRI, LCSH, and LC classification. Under direction of Department Head, coordinate original cataloging workflow including training catalogers and implementing national standards and authority control. Participate in reclassification and retrospective conversion projects. Communicate effectively current national cataloging practices. Participate in planning and implementing integrated library system. Requirements: ALA-accredited MLS. Four years successful professional cataloging experience, including original cataloging and authority control, experience in use of OCLC or other major bibliographic utility, working knowledge of at least two European languages, effective oral and written communication skills, and demonstrated commitment to professional growth. Preferences: working knowledge of Latin, experience with integrated library system, advanced subject degree. Rank/Grade: Assistant or Associate Professor rank equivalent, nontenure-track, twelve-month position. Salary: \$27,000 minimum based on qualifications and experience. Attractive

DIRECTOR OF LIBRARY SERVICES

Clayton State College

Senior college serving the south metropolitan Atlanta area seeks an individual to manage all aspects of library services. The library, composed of public services, technical services, and media services, has a staff of 20.

A master's degree in library science from an ALA-accredited program is required with an additional graduate degree desirable. Applicants must have a minimum of five years successful experience in library administration and management. Experience with computer-based library automation is also required with knowledge of instructional technology desired. Fiscal year salary is from \$45,000 commensurate with qualifications and experience.

Send letter of application, resume with names and telephone numbers of at least three references, and a one-page statement outlining your philosophy of the role of technology in an academic environment no later than November 30, 1992 to:



Dr. Elliott W. McElroy
Vice President for Academic Affairs
Clayton State College
P.O. Box 285
Morrow, GA 30260

Georgia is an open records state. AA/EEOI

THREE POSITIONS

Temple University Libraries

Librarian, Ambler Campus Library. Supervises the access service operation of a branch library serving the Ambler Campus. Oversees the daily operations of the circulation unit, the reserve unit, the intralibrary/interlibrary loan unit, and the Library Media Center. Provides professional services, including reference and information services, collection development, and library instruction. Contributes to the formulation and coordination of policies and procedures. In addition to qualifications listed below, experience in library access services or related areas is required. Experience with online library systems and office automation technology high desirable. Salary: \$24,500 minimum. Address correspondence to: Linda Cotilla, address below.

Automation Projects/Catalog Librarian. Assists in the planning and implementation of activities for enhancing and enlarging the automated bibliographic and other information resources of the Libraries, including performing technical analysis and designing of proposed projects. Oversees the implementation of assigned projects. Performs original cataloging, and revises cataloging and associated work of other staff in designated area. In addition to qualifications listed below, knowledge and experience with analyzing/designing, implementing, and maintaining automated databases is preferred. Knowledge of AACR2, LCSH, LC classification, USMARC formats, standards for bibliographic description and citation forms and familiarity with RLIN, OCLC, or equivalent bibliographic system are required. Familiarity with integrated library systems, Geac preferred. Cataloging experience (professional or senior paraprofessional level) strongly preferred. Knowledge of foreign languages highly desirable. Salary: \$24,500 minimum. Address correspondence to: Laila El Zein, address below.

Documents Librarian. Plans, implements, and periodically reviews and revises collection development policy for Documents collections. Monitors unit's budget encumbrances and assists in preparing budget requests. Establishes procedures and standards for the acquisition, processing, and maintenance of unit's collections and necessary records. Maintains up-to-date procedure manuals. Selects and weeds Documents collection in accordance with established policy. Serves at least 12 hours a week at the Business/Government Documents Reference Desk. In addition to qualifications listed below, broad social science or political science background preferred. Minimum 2 years' professional experience in an academic or research library including substantial government documents responsibilities. Broad knowledge of reference sources and research strategies required; online/CD-ROM searching and collection development experience desirable; working knowledge of microcomputers. Salary: \$27,000 minimum. Address correspondence to: Martha Henderson, address below.

Three positions: Qualifications: MLS from an ALA-accredited library school. Demonstrated oral and written communication skills, excellent interpersonal skills and strong service orientation are essential. Ability to supervise and direct work of staff. Salary: All positions are ten-month appointments; salaries may be higher depending on qualifications and experience. Additional month may be required for an added 9.6 percent of annual salary. Fringe benefits include health, dental, and life insurance; tuition remission; TIAA/CREF. Application procedure: Send letter addressing all qualifications stated above, resume, and names of three references to:

**Chair (named above)
Search Committee
C/O Administrative Services Department
Paley Library 017-00
Temple University
Philadelphia, PA 19122**

Review of applications will begin October 31, 1992, and continue until positions are filled.
An AA/EO employer.

benefits including retirement, health and life insurance programs, tuition remission, and vacation. Available: Application deadline October 25, 1992, with position to be filled as soon thereafter as possible. To Apply: Send resume and letter of application including names, addresses, and telephone numbers of three professional references to: Administrative Office 200, Senior Catalog Librarian Search, Pius XII Memorial Library, Saint Louis University, 3650 Lindell Boulevard, St. Louis, MO 63108-3302. Saint Louis University is an affirmative action, equal opportunity employer. Women, minorities, the handicapped, and veterans are encouraged to apply.

SERIALS ACQUISITIONS LIBRARIAN, Assistant Professor (tenure-leading). Acquisitions Department, starting January 4. Under the general direction of the head of acquisitions, responsibilities include (1) managing the Serial Records Section, including record maintenance for a collection of approximately 19,000 current serial titles utilizing Innopac; (2) providing leadership in planning and managing serial acquisition operations, including the expenditure of a serials budget of \$2 million; (3) monitoring and selecting serial vendors; (4) hiring, training, supervising, and evaluating a staff of 5 F.T.E.; (5) managing the department in the absence of the chair; (6) serving as liaison to other members of the library staff on matters concerning serial ordering and control. Required: MLS from an ALA-accredited library school; two years professional experience in a serials or acquisitions department of an academic library or a large research library. Preferred: an understanding of serials management and the critical issues in the field; knowledge of the rudiments of AACR2 cataloging rules and MARC records and formats; strong supervisory experience; well-developed written and oral communication skills and

excellent interpersonal skills; experience with an online integrated library system, preferably the Innovative Interfaces Innopac system; familiarity with one or more languages, preferably Eastern European. \$26,000 minimum for a twelve-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses, telephone numbers of three references by November 9 to: Kent Hendrickson, 106 Love Library, University of Nebraska-Lincoln, Lincoln, Nebraska 68588-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through Affirmative Action and Equal Opportunity and is responsive to the needs of dual career couples. If you require a reasonable accommodation in order to apply or interview for this position, please call 402/472-2526.

SERIALS CATALOGER, University of Michigan. Two-year term appointment. Duties: under the general direction of the head, Serials Cataloging Section, independently catalog serials within the Labadie Collection of moderate to high difficulty in all Western European languages. Perform successive title cataloging and other recataloging or online maintenance on titles of a complex nature. Solve cataloging problems referred by the Head of the Serials Cataloging Section. Assist in the training and supervision of project staff. Qualifications: Required: ALA-accredited MLS. Two or three years of progressively advancing professional serials cataloging experience using AACR2 or AACR2 revised, preferably in a large academic library. Experience in original and successive cataloging, subject analysis, LC classification, and authority work. Reading knowledge of at least 2 major Western European languages. Cataloging experience with net-

RARE BOOKS CATALOG LIBRARIAN

Washington University in St. Louis Olin Library System

The Olin Library System of Washington University in St. Louis is seeking a talented and dynamic individual to serve as Rare Books Catalog Librarian. The Olin Library System is engaged in a multi-year project of completing and expanding its online catalog including rare books and special collections materials, and renovating and expanding its facilities. The Olin Library System consists of a large central library and eight satellite subject libraries.

The Rare Books Catalog Librarian performs original and adaptive cataloging of rare books and other printed materials; assists users of Special Collections; supervises catalog maintenance, shelving of printed materials, bookplating, processing and preparation of protective enclosures, and related activities. Salary: minimum \$23,316; commensurate with qualifications and experience.

Required Qualifications: MLS degree from ALA-accredited library school; academic library or equivalent cataloging training or experience with AACR2 and LC classification; rare book cataloging training or experience; ability to work with non-English languages and non-Roman alphabets. Desirable qualifications: MA degree in the humanities; archival and manuscript cataloging experience using AMC format; working knowledge of OCLC and NOTIS or other automated systems; reference training or user services experience; supervisory experience; knowledge of preservation procedures; knowledge of national and international trends in bibliographic description.

For full consideration send a letter of application, resume, and three letters of reference to:

**Human Resources Office
Washington University
Campus Box 1184
One Brookings Drive
St. Louis, MO 63130-4899**

Position will remain open until filled. Initial review of applications will begin December 15, 1992. Employment eligibility verification required upon hire.

Washington University is an equal opportunity, affirmative action employer.

NOTIS CATALOGUER PROFESSIONAL LIBRARIAN POSITION (12 MONTHS)

Kean College of New Jersey

Description: coordinate technical services planning and implementation for NOTIS and other library computer information systems. Additional responsibilities: cataloging, reference (possible nights and/or weekends), instruction in collection use, bibliographic assistance. Qualifications: ALA-accredited MLS plus second master's in job-relevant area. Minimum five years professional library experience. Alternatives to second master's: ABD status or five additional years professional library experience. Working knowledge of OCLC. Effective supervisory skills. Title: Librarian I, tenure-track as Assistant Professor. Beginning salary: \$35,090 - \$40,356 depending upon background and experience. Application: Candidacy review begins September 30, 1992, and continues until appointment made. Send resume; names, addresses, telephone numbers of three references to:

**Barbara Simpson
Director of Library Services
Kean College
Morris Avenue
Union, NJ 07083**

Kean College is an equal opportunity, affirmative action employer.

LIBRARIAN

**Oliveira Lima Library
The Catholic University of America**

Library: The Catholic University of America. Oliveira Lima Library, Librarian. The Library is a center for research in Brazilian and Portuguese history, literature, and culture from the colonial period to the early twentieth century. The primary responsibility of the Librarian will be to catalogue on OCLC the collection of more than fifty thousand volumes and manuscripts. The Librarian also provides administrative support to the Curator; assists in collection management; and assists in organizing conferences, preparing exhibits, and writing catalogues and grant proposals.

Qualifications: two years experience in special collections and/or a research library; working knowledge of AACR2 rules, OCLC, and MARC formats; reading knowledge of Spanish and Portuguese; MA in history, literature, Latin American Studies, or related field desirable. Salary: \$25,000 - \$31,000 depending on qualifications; starting date negotiable. Send application letter, vita, and names and addresses of three references to:

**Thomas Cohen
Curator, Oliveira Lima Library
The Catholic University of America
Washington, DC 20064**

Review of applications will begin October 12 and continue until the position is filled.
The Catholic University of American is an equal opportunity, affirmative action employer.

work-based or local automated bibliographic systems, preferably OCLC. Good interpersonal and oral/written communication skills. Rank/Salary/Application: Associate Librarian rank. Two-year term appointment. Minimum salary of \$29,000. Apply to Lucy R. Cohen, Manager, Library Personnel Office, 404 Hatcher North, University of Michigan, Ann Arbor, MI 48109-1205. Applications received by October 23, 1992, will be given first consider-

ation. University of Michigan is a non-discriminatory, affirmative action employer.

TECHNICAL ARCHIVIST, University of Georgia Libraries. Duties: The Richard B. Russell Memorial Library is a department within the University of Georgia Libraries which reports to the Director of Libraries and which functions as a center for the study of recent

Georgia politics in both the state and the nation. Although the papers of the U.S. Senator Richard B. Russell are the cornerstone of the Library, acquisitions include the papers of other twentieth century political figures such as former U.S. Secretary of State Dean Rusk. The Russell Library staff consists of the department head, two archivists, and two other staff and is responsible for the acquisition, preservation, and processing of permanent historical records according to archival standards and procedures and for providing reference assistance to a variety of patrons. The Technical Archivist is a member of the Libraries' faculty and reports to the head of the Russell Library. Qualifications: master's degree and ACA archival certification (we will accept applications from individuals who plan to take the September 1992, certification examination) or ALA-accredited MLS with archival concentration, preferably with two years experience in an archival setting; experience with computer applications, preferably for archival collections, in an archival setting; working knowledge of historical research methodology and experience with standard bibliographic tools; strong organizational ability; effective oral and written communication skills; ability to establish and maintain effective working relationships with coworkers, donors, and patrons; knowledge of USMARC AMC and experience in working with IBM-compatible software, preferably WordPerfect and dBase, desirable. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid holidays. Salary minimum: \$22,800. Adjustments may be made commensurate with experience. Application Procedure: Send letter of application by

November 6, 1992, including a resume and the names of three references to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal opportunity, affirmative action institution.

U.S. DOCUMENTS/LIBRARY INSTRUCTION SPECIALIST, LSU Libraries. Reports to the head, Business Administration/Government Documents Department, and is responsible for bibliographic instruction/training in the area of government information resources; training and evaluating the graduate assistants; detailed reference and research assistance for government and business information; technical processing functions in the NOTIS online system. Required: ALA-accredited MLS degree; effective oral and written communication skills. Preferred: experience/training in library instruction or other teaching; graduate coursework and/or experience in government publications and/or business reference; well-developed interpersonal skills including the ability to work effectively with individuals or groups with diverse backgrounds and levels of interest; experience in using automated systems such as CD-ROM databases, online catalogs, or other bibliographic utilities; familiarity with microcomputer hardware and software. Salary: \$23,000 minimum, based upon qualifications/experience. To apply, send letter, vita, with names, addresses, telephone numbers of three references to: Caroline Wire, Search Committee, 295 Middleton Library, **Louisiana State University**, Baton Rouge, LA 70803. Preference given to application received by November 15, 1992.

Late Job Listings

DIRECTOR OF LIBRARY SERVICES. Assumption College invites applications and nominations for the position of Director of Library Services. The Position: The Director of Library Services is responsible for the overall functioning of the library and the media center, and reports to the Vice President for Academic Affairs. He/she formulates and administers policies and regulations for all operations of the library and has oversight responsibility for the media center, is responsible for the automation of the library, and insures the effective delivery of electronic services. He/she is responsible overall for the acquisition and dissemination of library materials, prepares the annual budget, and oversees expenditure of funds. He/she promotes library resources and services to the college community. Qualifications: An earned doctorate is preferred. Minimum qualifications are an ALA-accredited MLS and a second master's degree, substantial administrative experience, effective communication and interpersonal skills, experience with fiscal management, knowledge of and commitment to innovative technology, and a record of professional achievement. Must be knowledgeable about issues in higher education and committed to the mission of a Catholic liberal arts college. The College: Assumption College, founded in 1904 and sponsored by the Augustinians of the Assumption, is an independent, coeducational, Catholic liberal arts college with an undergraduate college that offers 23 majors in liberal arts and preprofessional programs. Graduate degrees are offered in five areas, and a variety of certificate and degree programs in Continuing Education are available. The D'Alzon Library, opened in 1988, currently houses a collection of more than 180,000 volumes and subscribes to approximately 1,150 journals. Also available are materials on microfilm, microfiche, and microcard. Access to other resources is available through local, regional, and national library networks. The college is located on a beautiful 150-acre campus in a residential section of Worcester. The city, the second largest in New England and located approximately one hour west of Boston, boasts a consortium of ten colleges and universities, an outstanding art museum and civic center, the American Antiquarian Society Library, and many other attractions. Application Procedure: Closing date for applications is November 6, 1992. Starting date is negotiable. Salary, in the mid 40s, is commensurate with experience and qualifications and includes excellent fringe benefits. Applications should include a personal letter of interest; a current resume; and the names, addresses, and telephone numbers of at least three professional references. Correspondence should be addressed to: Mary Lou Anderson,

Dean of Graduate Studies, and Continuing Education, Chair, Search Committee, **Assumption College**, 500 Salisbury Street, Worcester, MA 01615-0005. Assumption College is an equal opportunity employer.

MUSIC LIBRARIAN. Responsible for the operation of the Amherst College Music Library, for music reference service, music collection development, and for the cataloging of music materials. Reports to the Librarian of the College for the administration of the Music Library and to the Head of Cataloging for music cataloging. Supervises one FTE support staff; also student assistants. Qualifications: MLS, 3-5 years of experience cataloging scores and sound recordings, working knowledge of AACR2R and LC interpretations, OCLC, LC classification and authorities, and the ability to catalog foreign language materials. Bachelor's Degree in music desirable. Salary: \$27,000-\$30,000. Application deadline is November 13, 1992. Submit letter of application, resume, and the names and addresses of three references to: Willis Bridegam, Librarian, **Amherst College**, Amherst, MA 01002-5000. Amherst College is an AA/EEO employer and encourages women and minorities to apply.

ACQUISITIONS LIBRARIAN: Mississippi State University Libraries seeks applications for an Acquisitions Librarian. ALA-accredited MLS degree and experience with automated systems required. Working knowledge of AACR2 and LC, demonstrated supervisory skills, effective oral and written communications skills, ability to interact effectively with faculty and colleagues necessary. Experience with automated acquisitions system desired. Knowledge of gifts and exchange procedures and experience with OCLC preferred. Position is one of two FTE faculty reporting to Coordinator, Acquisitions Services. Duties include participation in planning and implementation of policies and procedures for acquisitions and serial services. Assists with monographs/serials acquisitions including pre-order searching, ordering, receiving, and approving invoices for payment. Direct responsibility for gifts and exchange unit. Trains and supervises small classified staff and student assistants. Faculty rank; privileges and responsibilities, tenure-track, 12-month appointment; retirement plan options including state and/or other plans; comprehensive medical insurance coverage; 18 days annual leave; 12 days health care leave per year, plus most university holidays. Salary dependent on qualifications and/or experience. Instructor rank: \$21,000-\$23,000. Assistant Professor rank: \$23,500-\$25,750. Send by October 30, 1992, letter of application, resume, and names, addresses, and telephone numbers of three (3) work references to: Frances Coleman, Associate Director, **Mississippi State University Libraries**, P.O. Box 5408, Mississippi State, MS 39762. Applications received thereafter will be considered if the position is still open. Mississippi State University is an AA/EEO Employer.

LIBRARY CATALOGER, SYSTEMS AND OPERATIONS DEPT., coordinator for bibliographic control (all formats). Responsibilities: Leadership, direction, documentation, and training for a team of librarians, staff, and students using OCLC and PALS in a highly automated environment for original and copy cataloging, retrospective conversion, and catalog maintenance. Required: MLS or equivalent from a library/information science program accredited by the ALA, 2 years cataloging experience with increasing supervisory responsibility. The successful candidate will need experience with AACR2 rev., LC classification, LCSH, and multiple MARC formats. Preference for relevant experience and/or subject area degrees. FSU is a polytechnic university of 12,400 with programs ranging to doctorate degrees, situated in Big Rapids, a community of 15,000, 50 miles north of Grand Rapids, Michigan's second largest metropolitan area. The library has a staff of ca. 75, budget of over \$2 million, and collections of ca. 1.5 million bibliographic units. Appt. at Asst. Prof. level; salary dependent on qualification (min. \$28,000). Apply by 11/13/92 with letter, resume, and 3 references to: Rick Bearden, Timme Library, 901 S. State Street, **Ferris State University**, Big Rapids, MI 49307. Full job descriptions are available; call (616) 592-2055. FSU is an EO/AEE.

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