

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). Late job listings will be accepted on a space-available basis after the second of the month.

Rates: Classified advertisements are \$6.00 per line for ACRL members, \$7.60 for others. Late job notices are \$14.50 per line for members, \$17.00 for others. Organizations submitting ads will be charged according to their membership status.

Telephone: All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$15 will be charged for ads taken over the phone (except late job notices or display ads).

Guidelines: For ads which list an application deadline, that date must 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.

JOBLINE: Call (312) 944-6795 for late-breaking job ads for academic and research library positions. A pre-recorded summary of positions listed with the service is revised weekly, each Friday a new tape includes all ads received by 1:00 p.m. the previous day. Each listing submitted will be carried on the recording for two weeks. The charge for each two-week listing is \$30 for ACRL members and \$35 for non-members.

Contact: Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513.

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 life-style, or national origin." By advertising through ALA services, the organization agrees to comply with this policy.

POSITIONS OPEN

ACADEMIC LIBRARIAN John Carroll University, Catalog Department. Position involves cataloging of books and non-print material, including computer software. Supervises and trains student assistants in charge of barcoding for DRA automation system. Requires MLS and experience in cataloging using OCLC, AACR2, LC classification and subject headings. Experience in implementing DRA automation helpful. This is a faculty position, tenure track. Salary competitive, plus usual benefits. Position available fall semester 1991. Send resume by March 4, 1991, to: John Piety, Director, Grasselli Library, John Carroll University, 20700 N. Park Blvd., University Heights, OH 44118.

APPLIED LIFE STUDIES LIBRARIAN. Responsible for the administration and operation of the Applied Life Studies Library including the development and provision of reference, research, and instructional services. Works closely with the students and faculty of the College of Applied Life Studies and the Department of Dance in collection development. Selects, trains, and supervises clerical staff. Qualifications: Required: MLS from an ALA-accredited program or its degree equivalent; minimum of 3 years successful professional experience in an academic, research, or special library; understanding of research library activities and procedures; demonstrated administrative ability; evidence of research orientation and ability to meet university standards for promotion and tenure. Knowledge of, or experience with, subject areas relevant to fields of study noted above; experience in reference and collection development. Preferred: Bibliographic instruction, cataloging and database searching experience; familiarity with state and federal documents. Desired: Experience in the use of microcomputers. Salary and rank: \$26,000 upward for appointment as Assistant Professor and \$29,000 upward for appointment as Associate Professor, depending on qualifications, experience, and scholarly credentials. Must meet university requirements for promotion and tenure (librarianship, research, publication, university/professional service). Application: Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to: Allen G. Dries, Library Personnel Manager, University of Illinois Library (U-C), 1408 West Gregory Drive, Urbana, IL, 61801; phone (217) 333-5494. Deadline: March 29, 1991. The University of Illinois is an affirmative action, equal opportunity employer.

ASIAN STUDIES LIBRARIAN. The Asian Studies Librarian provides leadership in the development, management, and processing of the 80,000+ volumes of the Asian Studies Collection of the Libraries of the Claremont Colleges. The Asian Studies Librarian reports to the Assistant Director for Collection Development and is responsible for the administration of the Asian Studies Department of Honold Library. The department consists of 2 FTE (including the Librarian) and provides strong service in support of the instructional and research programs offered by the Claremont Colleges. Qualifications: Graduate degree from a program accredited by the American Library Association. Demonstrated creativity, initiative, and ability to implement effective public service, technical service, and collection development programs in Asian Studies libraries. Demonstrated ability in the management of library operations, including the supervision of library personnel. Knowledge of current bibliographic control systems and general knowledge of computer applications in libraries. Expert language facility in Chinese or Japanese required and reading knowledge in at least one other major East Asian language preferred. Demonstrated ability to work effectively with students, faculty, and staff at all levels. Preferred candidates should have the following qualifications: Strong written and oral communication skills and experience with the development of grant proposals. Evidence of involvement with professional/academic associations at the national and international levels. Evidence of a strong academic subject background in Asian Studies or Asian Studies librarianship. Experience with CJK bibliographic systems. Salary: \$33,500 minimum. Starting salary dependent on background and experience. 22 days vacation. TIAA-CREF, good health and benefits package. Application deadline: Applications received by March 16, 1991, will receive first consideration. Send letter of application, full resume, and the names, addresses, and telephone numbers of at least 3 references who are knowledgeable of your qualifications to: Bonnie J. Clemens, Library Director, Claremont Colleges Libraries, 800 Dartmouth, Claremont, CA 91711. An equal opportunity, affirmative action employer.

ASSOCIATE DIRECTOR FOR COLLECTION DEVELOPMENT. Northern Illinois University Libraries. As Head of the Collection Development Division, the Associate Director provides ongoing leadership for a strong program of collection development in the University Libraries system. The Associate Director administers the overall operations of the Collection Development Division with a staff of 14.5 FTE faculty, 21 FTE staff, 6 FTE graduate assistants, and 25 FTE student assistants; allocates budgetary and personnel resources in the division; plans, implements, and evaluates divisional activities; insures appropriate communication within the units in the division and others outside the division; and represents the division within the University Libraries. Supervises all department heads within the division including the Heads of Acquisitions.

Serials, Social Sciences and Business, Science and Engineering, Humanities and Behavioral Sciences, and Rare Books and Special Collections. Also works directly with libraries faculty and staff outside the division when they participate in collection development. The 1990-1991 libraries materials budget is \$2.3 million. Appointment will be at the level of professor or associate professor, based on experience and qualifications. These qualifications include: master's degree from an ALA-accredited library education program and second master's or doctorate required; doctorate preferred; successful and progressively responsible professional experience in an academic or research library, including experience in collection development; record of publication and professional involvement supporting a senior level appointment in a tenure track is preferred; experience with public relations and with computer applications in collection development, acquisitions, or serials is also desirable; and demonstrated administrative ability, strong leadership qualities, and communication skills to work cooperatively with all segments of the university community are required. Salary: \$50,000 for twelve-month appointment. Applications and nominations should be submitted, with applications including full curriculum vitae and names, addresses, and telephone numbers for at least three references. Please direct these to: Peggy Sullivan, Director, University Libraries, **Northern Illinois University**, DeKalb, IL 60115. Application deadline is March 1, 1991. Northern Illinois University is an equal opportunity, affirmative action employer.

BIBLIOGRAPHIC SERVICES LIBRARIAN. Northeastern University, Boston. Provide reference and related information services. Prepare and deliver bibliographic instruction seminars. Conduct online and other technology-based searches. Serve as liaison to one or more academic programs as assigned and identify curriculum and research directions. In assigned subject areas, prepare and maintain currency of collection development statements, evaluate the collections, select materials within allotted budget, and identify items needing deselection, preservation or replacement. Participate in the planning and implementation of innovative services and automated operations. Service desk schedules include some evening and weekend hours, rotating with other staff. MLS from an ALA-accredited program. Two years of experience, preferably in an academic library. Working knowledge of print and online reference sources in two or more broad academic areas. Some experience with collections policy development, selection and analysis, and with bibliographic instruction. Self-motivated, service oriented and resourceful. Strong organization, analytical, planning, interpersonal and oral and written communication skills. Knowledge of instructional and scholarly research methodologies and of trends in academic libraries and higher education. Salary: \$22,625 grade minimum, depending on qualifications and experience. Applications received by February 22, 1991, will receive first consideration. Please submit letter of application, resume, and the names, addresses, and phone numbers of three references to: Lynda Leahy, Associate Dean, User Services and Collection Development, **Northeastern University Libraries**, 320 Snell Library, 360 Huntington Ave., Boston, MA 02115. Northeastern University is an affirmative action, equal opportunity employer.

CATALOG LIBRARIAN. Serves as head of Catalog Section, supervising seven support staff and reporting to Systems Librarian. Responsible for original cataloging, assisting in systems maintenance, and problem solving in a VLS/OCLC environment. MLS required with OCLC cataloging experience, or an equivalent combination of education and experience. Two years academic librarianship desired. Salary range: \$21,600-\$37,900, starting salary up to \$29,750. Excellent benefits, and an attractive urban campus. Review of applications will begin on February 15, 1991, position to be filled by April 1, 1991. Please send letter of interest, resume, transcripts, and the names and addresses of three references to: David C. Genaway, University Librarian, **Youngstown State University**, Youngstown, OH 44555-3675. YSU is an affirmative action, equal opportunity employer.

CATALOGING AND SYSTEMS LIBRARIAN. Responsibilities: Provides cataloging services in all OCLC formats using DDC and LC classification and LCSH. Supervises students who process and repair library materials. Supervises retrospective conversion project. Plans, implements, and provides oversight for automated systems, including hardware for OCLC and computer literature searching, CD-ROMS, microforms, and library automated systems for circulation, public catalog and interlibrary access. As a member

of the library professional staff, provides reference coverage approximately one weekend day each month and on occasional evenings. Reports to Head of Technical Services. Supervises several student assistants, and is assisted by one full-time para-professional. Qualifications: ALA-accredited MLS or MSLIS. Prior relevant professional experience. Salary: Determined by qualifications and experience. Hiring range begins at \$23,600. Benefits: TIAA-CREF retirement and disability available. Life insurance and fully covered single health insurance (optional family health coverage and dental plan), 20 days vacation plus holidays. Free employee tuition; tuition benefits for spouse and children. Institution: North Park College and Theological Seminary is located on Chicago's far north side in a residential community. Founded by Swedish immigrants, North Park is the only college and seminary of the Evangelical Covenant Church. The student population is just over 1,000 FTE. Library holdings total nearly 225,000 items, with an annual budget in excess of \$600,000 and a professional staff of

Salary guide

Listed below are the latest minimum starting figures recommended by state library associations and the North Carolina State Library for Professional librarian 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	\$27,000
Indiana	varies*
Iowa	\$20,580
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$27,554*
New Hampshire	\$17,500
New Jersey	\$24,200
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$23,700*
Rhode Island	\$23,750
South Carolina	varies*
South Dakota	\$20,000
Vermont	\$21,500
West Virginia	\$20,000
Wisconsin	\$24,837

*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.

BIBLIOGRAPHIC PROJECTS MANAGER

Washington University in St. Louis Olin Library System

The Olin Library System of Washington University in St. Louis is seeking a creative and service-oriented individual as Bibliographic Projects Manager. The Olin Library System is engaged in a multi-year project of strengthening and expanding its collections and services to correlate with the university's program of enriched research and teaching activities. The Olin Library System consists of a large central library and eight satellite subject libraries.

The Bibliographic Projects Manager is initially responsible for organizing and managing a vendor based retrospective conversion project for over 600,000 titles. Records will be integrated into the library's NOTIS-based online catalog which has been operational for 8 years. The unit includes 3 full-time staff members.

Qualifications: Candidate must have a master's degree from an ALA-accredited library school; two years retrospective conversion or cataloging experience in an academic library using Library of Congress classification and subject headings; knowledge of OCLC, AACR2; supervisory experience and knowledge of automated systems desirable; an understanding of the information needs of a research university; and the ability to work effectively in a collegial manner in a changing environment. Minimum salary: \$24,948.

For full consideration applicants should send a resume and the names of three references to:

Virginia F. Toliver
Director of Administration and Planning
Olin Library
Washington University
Campus Box 1061
One Brookings Drive
St. Louis, MO 63130-4899

Position will remain open until filled; initial review of applications will begin **February 28, 1991**.

Washington University is an affirmative action, equal opportunity employer.
Employment eligibility verification required upon hire.

seven. Available: March 1, 1991. To apply: Send resume, references and letter of application describing your interest in the position to: Eileen Karsten, Head of Technical Services, **North Park College** Library, 3225 W. Foster Ave., Chicago, IL 60625. Applications are accepted until position is filled. Minorities are encouraged to apply. EOE.

CIRCULATION LIBRARIAN. Responsible for the administration of the circulation department including general circulation, reserves, bookstack maintenance, self-service photocopying, and security. Supervises 14 support staff members and approximately 35 student assistants. Circulation operates on the NOTIS system. Qualifications: MLS degree from an ALA-accredited library school or equivalent, knowledge of automated library system, supervisory experience, ability to work with faculty, students, and staff. Preference will be given to applicants with academic library and/or circulation experience. Appointment will be at the Librarian II or III level, depending on experience. Minimum salary, \$25,000. Generous fringe benefits, including immediate tuition waiver for self and dependents. Position available immediately. Consideration of applications will begin February 18, 1991. Send letter of application, resume, and names of three references to: Kathleen Sierke, **Howard-Tilton Memorial Library, Tulane University, New Orleans,**

LA 70118-5682. Tulane University is an equal opportunity, affirmative action employer.

COLLECTION MANAGEMENT. Thomas Cooper Library, University of South Carolina. Under the Collection Management Officer, responsible for coordinating collection building and assessment in the social sciences (excluding history), and serves as a selector in one or more subject areas. Involved in the formulation and development of collection policies and procedures. Coordinates the efforts of the library faculty selectors in selecting materials and maintaining close liaison with the teaching faculty. Assists in the training and development of selectors, and in the preparation of the library materials budget. Serves as a member of the collection management advisory committee. Participates in the bibliographic instruction program, and has some reference duties. Required: ALA-accredited MLS; undergraduate degree in a social science field; three years experience in an academic library, with some collection development experience; knowledge of current collection issues; organizational ability, human relations skills, and proficiency in oral and written communication. Advanced degree in a social science field and reading knowledge of a modern European language (preferably German) desirable. Salary: \$26,000 minimum. Tenure-track position with faculty status. Excellent



ASSISTANT ARCHIVIST

University of Southern California
Arnold Schoenberg Institute

The University of Southern California is looking for a Librarian as Assistant Archivist. Reports to Archivist, Arnold Schoenberg Institute. Assists in providing reference service. Supervises and implements technical processing work in the archives, including cataloging and maintenance of the authority files and shelf lists. Works with automated systems. Assists in the selection, acquisition, and preservation of manuscripts, books and preparation of materials. Assists in research for and construction of exhibits of archival materials. Assists in production of the *Journal* and the *Arnold Schoenberg Institute* including original research. Assists in training and supervising student assistants.

Qualifications: MLS/ALA-accredited institution and undergraduate degree in music. AACR2 cataloging experience. Fluency in German, familiarity with RLIN or OCLC, knowledge of the literature and repertory of Schoenberg and his era, and two years experience highly desirable.

Salary and Rank: Librarian II-\$32,000/Librarian III-\$37,900 minimum salary, negotiable depending upon background and experience, plus benefits.

Position open: November 1, 1990, and will remain open until filled.

Apply to:

Gloria J. Donaldson, Personnel Manager
Doheny Memorial Library
Los Angeles, CA 90089-0182

Applicants should submit a letter of application, curriculum vitae, and the names, addresses, and phone numbers of three professional references. Please refer to Assistant Archivist, Position #139, Arnold Schoenberg Institute, on all correspondence.

AA/EOE.

fringe benefits, including various medical/hospital plans, a dental plan, and disability benefits. Choice of retirement plans. Application deadline: March 25, 1991. Send letter of application with resume and names, addresses, and phone numbers of four references to: Alexander Gilchrist, Collection Management Officer, Thomas Cooper Library, University of South Carolina, Columbia, SC 29208-0103. The University of South Carolina is an affirmative action, equal opportunity employer.

DEAN OF LIBRARIES. Eastern Washington University. Applications and nominations are invited for this position which is responsible for providing leadership and policy direction for planning, organizing, budgeting, coordinating, directing, and evaluating all library and instructional media center functions and integrating them with the instructional programs of the university. The university will be undertaking a major effort over the next several years to automate, renew, and expand library services and facilities. Plans for major building expansion now under way. The library has over one million items, with over 5,000 current periodical and serials subscriptions. The annual budget is over \$3 million, including \$800,000 for library materials augmented by grants. The library has a full-time-equivalent staff of 64 including 12 library faculty. Qualifications: The successful candidate should have an ALA/MLS, and at least 5 years administrative experience preferably in an academic library. A second master's degree or the doctorate in an appropriate field is desirable. Particular weight will be given to

candidate's demonstrated leadership ability, personnel management and development background, experience with inter-institutional cooperation, imagination and resourcefulness in collection renewal and development, and experience in use or implementation of automated library systems. Salary is negotiable with a starting salary of \$60,000-\$70,000, with excellent benefits. Review of applications and nominations will begin on March 1, 1991. Women and minorities are encouraged to apply. Resumes with a list of references should be sent to: John Douglas, Professor of Chemistry, Chair, Search Committee, Dean of Libraries, MS #114, Eastern Washington University, Cheney, WA 99004-2496. AA/EOE.

DEAN OF UNIVERSITY LIBRARIES. Arizona State University. The University Libraries consist of a main library, 4 branches, and media systems. Collections total more than 2.6 million volumes, and the annual budget exceeds \$10 million. The libraries are fully automated. The entire cataloged collection and 12 additional databases comprise the online catalog, which is accessible via campus network and modems. The libraries support off-campus instruction and the research needs of a branch campus. There is a strong commitment to user service and to the recruitment and continued development of outstanding personnel. The libraries employ a total of 338 FTE, including 87 academic professionals, 192 support staff, and 59 student assistants. Preferred starting date: July 1, 1991; date negotiable. Salary competitive. Nomina-

tions and applications should be addressed to: Anne Schneider, Chair, Search Committee for Dean of University Libraries, College of Public Programs, **Arizona State University**, Tempe, AZ 85287-0803.

DIRECTOR. Dana Medical Library, University of Vermont. Administers all phases of library operations. Develops policies. Coordinates planning for services to College of Medicine, School of Nursing, School of Allied Health, Medical Center Hospital of Vermont and medical community of the region. Required qualifications: ALA-accredited MLS. Minimum of 7 years professional library experience with progressively responsible administrative assignments in health sciences setting. Demonstrated management, leadership, and communication skills. Record of substantial professional achievement. Strong commitment to service and Affirmative Action policies. Desirable qualifications: academic library experience, life sciences background, MLA certification, grant writing experience. Candidates expected to warrant appointment at rank of Library Professor (non-tenure track). Salary \$50,000 minimum. Generous benefits. TIAA/CREF (or alternative plan). 22 days annual leave. Position open until filled; priority given to applicants before March 31. Send letter of application, resume, and names of three professional references to: Chair, Dana Search Committee, Bailey/Howe Library, **University of Vermont**, Burlington, VT 05405. The University is an equal-opportunity educator and employer and specifically invites and encourages applications from women and minorities.

DIRECTOR OF LIBRARY. Albright College. Albright College invites applications for the position of Director of the Library to begin June 1, 1991. Albright is a very competitive liberal arts college with 1,225 students and 92 full-time faculty. The library operates with a budget of more than \$850,000, is expanding rapidly, and is in the midst of an ambitious program of renovation and automation. Responsibilities: The Director of the library holds a 12-month administrative appointment, with courtesy faculty title, and reports to the Vice President for Academic Affairs. He/she has overall responsibility for all library services, planning, budget, and personnel. Qualifications: An MLS from an ALA-accredited institution (2nd advanced degree in an academic field preferred); five years academic library experience, with significant management responsibilities, preferably at a liberal arts college; expertise in automated library systems combined with an old fashioned love of books; ability to provide leadership and to work with faculty, students, and staff in a supportive manner to enhance the role of the library in the educational process; commitment to a participatory management style; understanding and sympathy for the philosophy of a liberal arts college. Salary will be competitive and commensurate with qualifications and experience, minimum \$37,000. Review of applications will begin March 4, 1991, and will continue until the position is filled. Send letter, vita, and names of three references to: Eugene Lubot, Vice President for Academic Affairs, **Albright College**, Reading, PA 19612-5234. Albright College seeks to build a diverse community and invites applications from women and minorities. AA/EOE.



HEAD, COPY CATALOGING SECTION

**University of Southern California
Doheny Memorial Library**

The University of Southern California is seeking a Librarian as Head, Copy Cataloging Section. Reports to Head, Catalog Department. Responsible for hiring, training, supervision, and ongoing review of copy catalogers in the section. Performs original cataloging of English and Western European language monographs (primarily French, German, Italian, and Spanish) using LC Classification schedules, LSCH, and AACR2 rev., following USC cataloging practices.

Qualifications: MLS/ALA-accredited institution; minimum 3-5 years supervisory experience, preferably in a large research library catalog department with demonstrated expertise in using MARC formats, RLIN/OCLC, and local automated systems for cataloging using LC classification, AACR2 rev. and LCSH. Experience in hiring, training, supervising, and reviewing work of copy catalogers.

Rank and Salary: Librarian II-\$32,000/Librarian III-\$37,900 minimum salary, negotiable depending upon background and experience.

Position open: November 1, 1990, and will remain open until filled.

Apply to:

**Gloria J. Donaldson, Personnel Manager
Doheny Memorial Library
University of Southern California
University Park, Los Angeles, CA 90089-0182**

Applicants should submit a letter of application, curriculum vitae, and the names, addresses, and telephone numbers of three professional references. Please refer to Head, Copy Cataloging Section, Position #138, Doheny Memorial Library, on all correspondence.

AA/EOE.

REFERENCE/ACCESS SERVICES LIBRARIAN



University of Southern California Von Kleinsmid Library

The University of Southern California is seeking a Librarian as Reference/Access Services Librarian. Reports to Head, Von Kleinsmid Library. Provides public access to library's collection and information resources. Duties include preparing and conducting library orientation and bibliographic instruction classes; answering reference questions and performing online searches. Manages and supervises circulation desk, book stacks maintenance, student assistants, and Library Assistant IV.

Qualifications: MLS/ALA-accredited institution with undergraduate degree in the social sciences. Ability to interact effectively with students from diverse cultural backgrounds and faculty. Demonstrable experience or training in online database searching and bibliographic instruction. Ability to communicate effectively both orally and in writing. Awareness and basic knowledge of current public and international issues.

Rank and Salary: Librarian I—\$29,500/Librarian II—\$32,000 minimum salary, negotiable depending upon background and experience, plus benefits.

Position open: November 1, 1990, and will remain open until filled.

Apply to:

**Gloria J. Donaldson, Personnel Manager,
Doheny Memorial Library
University of Southern California
University Park
Los Angeles, CA 90089-0182.**

Applicants should submit a letter of application, curriculum vitae, and the names, addresses, and phone numbers of three professional references. Please refer to Reference/Access Services Librarian, Position #137, Von Kleinsmid Library, on all correspondence.

AA/EOE.

GOVERNMENT PUBLICATIONS LIBRARIAN. As a member of library public services area faculty, coordinate collection development, provide reference service and outreach, and administer Missouri state and federal government publications program, bibliographic instruction and organize information programs for the university community, supervise one support staff and student workers, and provide some reference service including evenings and weekends. Owens Library was designated a federal depository in 1982 and has been a U.S. Census Bureau depository and a Missouri State Publications depository since 1972 and 1977, respectively. ALA-accredited MLS required. Minimum of two years documents experience in an academic or research library preferred. Innovative and creative approach to problem solving; ability to work effectively as team member. 12-month tenure-track faculty appointment. Salary from \$25,000 dependent on qualifications. Available immediately. Application deadline: preference will be given to applications received by Jan. 31, 1991. Send letter of application, resume, and names and telephone numbers of three references to: Madonna Kennedy, Chair of Search Committee, Owens Library, Northwest Missouri State University, Maryville, MO 64468-6001. EEO employer, Northwest encourages women and minorities to apply.

HEAD, DATABASE MANAGEMENT (position readvertised). Serves as the supervisor of the Database Management Section of

the Bibliographic Control Unit in the Technical Services Division. Reports to the Head, Bibliographic Control and oversees a section consisting of 7.55 FTE staff positions and several temporary employees in two functional units—Database Maintenance, which provides online maintenance and quality control of the WSU local online catalog; and Marking, which provides the physical marking of items in the WSU Libraries collections. May also perform original cataloging of monographs and/or serials in a variety of formats. The Washington State University Libraries run a locally developed integrated online system which is part of the university's database operating on an IBM 3090-300E mainframe. The library system includes an online catalog, circulation, detailed holdings, and a serials control system. The user-friendly interface to the online catalog and the serials control system have been written in a 4th Generation Language (Natural 2). Development is underway to add an acquisitions component to the online system. The Head, Database Management sits on the Database Coordinating and Implementation Committee which oversees development and enhancement to the libraries' online system. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the university's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades of 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly

achievement is expected of all librarians. Required: ALA-accredited MLS or its foreign equivalent; professional cataloging experience in an academic or research library, including a substantial component of fully original cataloging; extensive knowledge of national and international standards, including AACR2 and LCSH; experience with a bibliographic utility and familiarity with local online systems. Preferred: Experience in a database maintenance or quality control unit; experience with a variety of formats, subjects, and languages; supervisory experience; demonstrated verbal and written communication skills. Salary: From \$25,000; commensurate with qualifications and experience. Rank: Librarian 2 or 3, commensurate with qualifications and experience; full faculty status. Benefits: TIAA/CREF, broad insurance programs, 22 days vacation, 12 days/year sick leave. Application procedures: Send letter of application, resume, and names of three references to: Donna L. McCool, Acting Director of Libraries, **Washington State University Libraries**, Pullman, WA 99164-5610. Application review begins: March 15, 1991. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

HEAD OF ACCESS SERVICES LIBRARIAN. The University of Texas at San Antonio seeks applicants for a new position responsible for circulation, reserves, and ILL. Reports to Assistant Director for Public Services. Qualifications: ALA-accredited MLS; 4 years professional experience in public service with background in circulation and/or ILL; supervisory experience, strong service orientation. Prefer knowledge of NOTIS and OCLC. Salary: \$30,000 minimum, commensurate with experience; liberal benefits; no state income tax. Application: Send letter of application and resume to: Margaret Joseph, Assistant Director for Public Services, **University of Texas at San Antonio Library**, San Antonio, TX 78285. Applications received by April 1, 1991, receive priority. UTSA is an EEO/AA employer.

HEAD OF GOVERNMENT PUBLICATIONS AND MAPS DEPARTMENT. The Head of the Government Publications and Maps Department reports to the Assistant Director for Public Services and supervises the operations of a department consisting of three

support personnel and five FTE student assistants. This position serves as liaison with the Library Programs Service of the GPO, from which the department selects approximately 70 percent of available publications. The position also serves as liaison with the Nuclear Regulatory Commission. The Head of the Government Publications and Maps Department works closely with technical services units in managing a MARCIVE database of federal publications integrated into the libraries' NOTIS system. The position also serves in the reference desk rotation of the Central Library Reference Department, which provides reference service for the documents collection, and offers specialized documents reference assistance, bibliographic instruction, and online searching as needed. Qualifications: Required: Master's degree from an ALA-accredited library school; working knowledge of GPO materials; two+ years of professional experience in public and/or technical services. Desired: Supervisory experience; experience working with MARCIVE records, especially in a NOTIS environment; a Master's degree in a subject discipline. Employment: Full-time. Non-traditional work week. Location: The University of Texas at Arlington, located in the Dallas-Fort Worth metroplex, has a current enrollment of approximately 25,000 and offers 97 degrees, 22 at the doctoral level. The University Libraries, consisting of the Central Library, the Architecture & Fine Arts Library, and the Science & Technology Library, have 800,000 volumes, 1 million documents, 5,727 serial subscriptions, a staff of 107 including 38 librarians, and a budget for FY90-91 of \$4,750,000. The libraries participate in AMIGOS/OCLC, DIALOG, BRS, STN, and use the NOTIS automated system and an IBM token-ring local area network. Salary and benefits: \$23,650 salary plus \$965 in state contributions toward Social Security for an annual minimum of \$24,615. Additional state contributions include up to \$2,400/annum to health and benefits package, and 8.5 percent of annual salary contributed by the state for optional retirement programs. Applications: Applications should include a resume and the names and addresses of three professional references. Consideration for the position will begin March 4, 1991, and will continue until a satisfactory candidate has been found. Applications should be addressed to: Bob Gamble, Chair, Documents Search Committee, the **University of Texas at Arlington Libraries**, P.O. Box 19497, Arlington, Texas 76019. UTA is an affirmative action, equal opportunity employer.



DIRECTOR

University of Wisconsin-Madison Wendt Engineering Library

The University of Wisconsin-Madison College of Engineering invites applications for the position of Director, Wendt Engineering Library. Candidates must have an MLS from an ALA-accredited school of library and information studies, with significant scientific/technological subject matter experience; or a degree in engineering, the physical sciences, biotechnology, technological communication, or related field, with 2-3 years experience in professional academic library administration. Minimum salary \$41,600.

Position is available beginning July 1, 1991. To receive a full position description or to submit an application, contact:

**Associate Dean William Wuerger
College of Engineering
1513 University Avenue
Madison, WI 53706
(608) 262-5726**

Applications must be received by **February 28, 1991.**





University of California, San Diego The University Library

Invitation to apply for three reference openings

UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The Biomedical Library at the University of California, San Diego, has three exceptional job opportunities in Reference Services as a result of the University of California's voluntary early retirement incentive program. We are seeking dynamic candidates with initiative and excellent interpersonal and communication skills who enjoy the challenge of applying advanced technology to provide excellent service. The Biomedical Library's services and collections support the teaching, research, and patient care programs of the School of Medicine and the Department of Biology. The Biomedical Library and its branch Medical Center Library have a collection of over 208,000 volumes with 4,100 current serials and a staff of 37 FTE with 9.5 FTE librarians. The library is fully automated and offers a full range of public services, including a comprehensive instructional program. Integration of new technology into the delivery of services is an important component of the library's program. Librarians at UCSD are academic appointees and are entitled to 16 hours per month of annual leave and eight hours per month of sick leave. The University has an excellent benefits package.

Reference Librarian (2 positions)

Salary range: Assistant Librarian \$28,668 - \$36,696. Positions report to Head of Public Services as members of a Reference Services staff of 5.0 FTE librarians. Responsibilities include reference desk services, online searching, instruction, reference rotations at the Medical Center Library, and outreach services. One position will have lead responsibility for coordinating online search services and the other for coordinating reference services. MLS degree required. Additional qualifications such as relevant course work, previous work experience, or computer skills should be highlighted; however, full consideration will be given to recent MLS graduates and librarians without health or life sciences library experience.

Reference/Access Services Librarian

Salary range: Assistant Librarian - Associate Librarian III, \$28,668 - \$38,496. Reference/Access Services Librarian reports to the Head of Public Services and is responsible for overall management of access services including automated circulation, reserves, interlibrary loan, and document delivery; directs 5 FTE support staff and 5 FTE students; determines access policies in cooperation with other library units; collects and analyzes statistics and prepares reports. Incumbent also serves at the reference desk and participates in online searching, instruction, reference rotations at the Medical Center Library, and outreach services. Required qualifications include an MLS degree, strong interpersonal skills, demonstrated organizational ability, initiative, and flexibility. Highly desirable are supervisory experience and experience in a health or life sciences library.

For all positions: UCSD librarians, as academic appointees, are expected to participate in librarywide planning and to be active professionally. Consideration of applications will begin on **March 8, 1991**, and continue until the positions are filled. Submit a letter of application, indicating the positions of interest, and enclose a resume and a list of 3 references to: University of California, San Diego, Janet Tait, Assistant for Academic Personnel, Library, 0175H-1, 9500 Gilman Drive, La Jolla, CA 92093-0175.

HEAD, SCIENCE AND ENGINEERING LIBRARIES. Position currently open. Responsible for the leadership, program development and administration of the collections and services of the WSU science libraries: Owen Science and Engineering, Fischer Agricultural Sciences and Veterinary Medical/Pharmacy, with a total faculty of 7 FTE and a staff of 14.2 FTE. There are approximately 6,850 current serial subscriptions. Reports to the Director of Libraries and serves on the Director's Council, the advisory body of principal administrators. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the university's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades of 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Required: ALA-accredited MLS; substantial experience in a science, engineering or medical library; supervisory experience; ability to work creatively and effectively with library users and staff; excellent written and verbal communication skills; strong service commitment and understanding of science research needs. Preferred: Experience in all aspects of public service: reference, collection development, library user education, and database searching; academic library experience; administrative experience. Salary: From \$35,000 commensurate with qualifications and experience. Rank: Librarian 3; full faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Application procedures: Send letter of application, resume, and names of three references to: Wash-

ton State University Libraries, Donna L. McCool, Acting Director of Libraries, Pullman, WA 99164-5610. Application review begins: March 15, 1991. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

LIBRARIAN. WSU Tri-Cities (Richland, Washington). Position available July 1, 1991. Under direction of the Extended Campus Library Services Head (Pullman campus) and the Dean of the WSU Tri-Cities campus administers the WSU Tri-Cities library. Assesses library needs and identifies means to provide necessary library support. Coordinates as appropriate with other libraries in the geographic area to provide library support. Duties include reference, online searching, user education, and collection development. Supervises staff. Maintains strong liaisons with teaching faculty, campus Dean and Extended Campus Library Services Head. Assists in preparation and administration of library budget. The schedule requires some evening commitment, reflecting the strong evening instructional program. Extended campus librarians are appointed as members of the Washington State University faculty with tenure residing in the University Libraries on the Pullman Campus. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Re-



FOUR POSITIONS

Ball State University Libraries

Ball State University, located in Muncie, Indiana, is a comprehensive regional university of about 1,000 faculty and 19,000 students. The university libraries consist of a main collection and two branch libraries. Collections total 1.4 million volumes and a large, active media collection. The library system has an online public catalog and provides computerized database searching, including CD-ROM. The following positions are for a twelve-month appointment with 24 days vacation and excellent fringe benefits. Possible tenure-track appointment with faculty rank and status depending on credentials.

Consideration of credentials will begin immediately and will continue until the positions are filled.

Head of Information Services. Responsible for all personnel and activities relating to Reference, Instruction, Government Publications, Maps, Music, and Archives & Special Collections and assists the Assistant Dean for Library Public Services. Provides leadership, development, and evaluation for Information Services units; assists the Assistant Dean for Public Services with planning, publicity, public relations, and special projects; allocates Information Services budgets for student wages and supplies; coordinates and develops internal and external publications about library services. Minimum qualifications: MLS from an ALA-accredited library program or equivalent; library public service management experience at unit/department head level; effective oral and written communication skills. Preferred qualifications: Reference and instruction experience; knowledge of automated systems, particularly NOTIS and CD-ROMs; background in writing for publication, e.g., newsletters, instructional materials, publicity, etc.; second master's degree. Salary: negotiable, \$34,000 minimum.

Coordinator of Reference Service. Manages the Reference Service Unit; plans, develops, promotes, and evaluates reference services in the university libraries. Directs all activities of the Reference Service Unit and provides leadership to its personnel; works closely with Coordinator of Library Instruction to develop and provide support for instructional activities; supervises, either directly or indirectly, all unit personnel; responsible for Reference Service budgets for student wages and supplies; initiates, devel-

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quired: ALA-accredited MLS or its foreign equivalent; experience in program planning, implementation, and management. Willingness to work a flexible schedule. Excellent communication and interpersonal skills. Preferred: Subject background or library experience in Science or Business area. Experience with computers and applications in the delivery of information. Collection development experience. Experience coordinating provision of library services in an extended campus academic environment. Salary: From \$26,000; commensurate with qualifications and experience. Rank: Librarian 2, full faculty status, tenure-track. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Application procedures: Send letter of application, resume, and names of three references to: Donna L. McCool, Acting Director of Libraries, **Washington State University** Libraries, Pullman, WA 99164-5610. Application review begins: March 15, 1991. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

LIBRARY DIRECTOR. Beaver College (suburban Philadelphia). Seeking an experienced professional for the leadership and administration of the Atwood Library. Reports to the Academic Vice-President. Required: ALA-accredited MLS, 3-5 years administration and supervision experience, demonstrated skills in building campus involvement with the library, budget and planning skills. Preference to candidates with second graduate degrees; doctoral degree is a plus. Salary range: \$40,000-45,000. Position begins

approximately July 1, 1991. College enrolls 2,000 students in undergraduate and master's programs. Minority candidates especially encouraged. Send application, resume, and the names of three references by February 20 to: Jean Dowdall, V.P. Academic Administration, **Beaver College**, Glenside, PA 19038.

LIBRARY INSTRUCTION COORDINATOR, Temple University Libraries. Coordinates library instruction activities throughout the libraries; administers the *Library Skills Workbook* program (a core curriculum requirement); edits the printed workbook and related computer assisted instruction; organizes and presents course-related instruction; oversees creation of printed library guides; serves on the Library Instruction Committee. Serves 15 hours per week at the general reference and business/government documents desks, plus weekend rotation and occasional evenings. Participates in computerized database searching and reference collection development. Qualifications: ALA-accredited MLS required. Social Science or Humanities background preferred. Minimum two years' professional experience in an academic or research library, including substantial library instruction responsibilities or reference position with secondary or college teaching background. Required: broad knowledge of reference sources and research strategies, strong service orientation, well developed interpersonal skills, and ability to conceptualize and express ideas effectively both orally and in writing. Desirable: online searching experience, working knowledge of microcomputers. Salary: Minimum \$25,000 for 10-month appointment; higher depending on qualifications and experience. An additional month may be required for an added 9.6% of annual salary. Fringe benefits include



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ops, and interprets policies and procedures. Minimum qualifications: MLS from an ALA-accredited program or equivalent; reference experience, particularly with automated reference sources; effective oral and written communication skills; supervisory skills. Preferred qualifications: Knowledge of automated systems; second master's degree. Salary: negotiable, \$30,000 minimum.

Access Services Librarian. Manages Interlibrary Loan/Document Delivery Services and assists Head of Access Services with planning and development of interlibrary loan, document delivery, and electronic mail; oversees and interprets service policies and functions; provides interlibrary loan service to library users and training and review of OCLC searching for unit staff. Minimum qualifications: MLS from an ALA-accredited program or equivalent; knowledge of OCLC and print bibliographic sources; effective communication skills. Preferred qualifications: Interlibrary loan experience; experience with NOTIS, CD-ROMs, and automated circulation, second master's degree. Salary: negotiable, \$24,000 minimum.

Reference Service Librarian. Helps library users gain access to information through print and computerized sources, instruction in library use, and referrals to other library services. Provides direct reference service to library users from the university and community; shares in reference assignments including evenings, weekends, and academic recesses; teaches classes in use of library resources; prepares bibliographies and aids for library use; searches computerized program or equivalent; effective communication skills. Minimum qualifications: MLS from an ALA-accredited program or equivalent; effective communication skills. Preferred qualifications: Reference experience with automated reference sources; classroom teaching; background in business and legal research; second master's degree. Salary: negotiable, \$22,000 minimum.

Application: Send 1) a letter of application, 2) resume, 3) graduate transcripts (unofficial copies acceptable), and 4) a list of three references, including addresses and telephone numbers to:

**Nyal Z. Williams, Chairperson
Department of Library Service
Ball State University
Muncie, IN 47306**

Ball State University practices equal opportunity in education and employment.



THREE POSITIONS

University Libraries University of the Pacific

Head of Reference Department.

Responsibilities: Reports to the Associate Dean for Public Services. Coordinates development of reference services, bibliographic instruction, computer-assisted information retrieval, and develops and maintains the reference collection. Develops policies and procedures for the Reference Department. As a department head, participates in discussions of library policies. Supervises 3.5 FTE librarians in department. Responsible for collection development in assigned subject areas. Participation in reference desk staffing, including nights and weekends, bibliographic instruction and database searching. Requirements: Three to five years professional library experience with at least two years reference experience, preferably in an academic library. Demonstrated supervisory skills, knowledge of reference techniques, online searching, and bibliographic instruction methods, familiarity with technology in reference services.

Reference Librarian.

Responsibilities: Reports to the Head of the Reference Department. Responsible for providing general reference to students and faculty in the main library, including evenings and weekends. Responsible for collection development in assigned subject areas. Participation in bibliographic instruction and database searching. Requirements: Preferred: Educational background in or knowledge of social sciences. Experience with online systems. Reference experience in an academic library. Recent graduates will be considered.

Reference Librarian/Database Services Coordinator.

Responsibilities: Reports to the Head of the Reference Department. Coordinates and promotes computer-assisted reference services, including analysis of present services and innovative development of future services including networking of CD-ROMs and end-user services. Responsible for providing general reference to students and faculty in the main library, including evenings and weekends. Responsible for collection development in assigned subject areas and participation in bibliographic instruction and database searching. Requirements: Experience with or knowledge of online database services and computer-assisted reference services (e.g., vendors, networks, CD-ROM products, expert systems). Recent graduates will be considered.

Requirements for all positions: ALA-accredited MLS. Demonstrated skills in problem solving; listening, oral and written communication skills; proven ability to work independently and cooperatively with patrons, colleagues, and staff. Innovative approach to development of new services and commitment to library service and the profession. Rank, salary: Appointment at the rank of assistant or associate professor. Salary for Head of Reference Department: from \$26,000 to \$32,000; for Reference Librarian and Reference Librarian/Database Services Coordinator from \$21,000 to \$27,000; depending on qualifications and experience. Librarians are expected to meet university tenure and promotion requirements. Twenty-four days of vacation, 11 holidays, TIAA/CREF, and generous benefits.

Applications will be accepted until position is filled, but those received by **March 29** will receive first consideration. Send letter of application, resume and the names, addresses, and phone numbers of three current references to:

**Jean Purnell, Associate Dean for Public Services
University Libraries
University of the Pacific
Stockton, CA 95211**

UOP is an equal opportunity, affirmative action employer.

health, dental, and life insurance; tuition remission; TIAA-CREF. Send letter addressing all qualifications stated above, resume, and names of 3 references to: Mark Jacobs, Chair, Search Committee, C/O Administrative Services Department, Paley Library 017-00, Temple University, Philadelphia, PA 19122. Review of applications will begin February 20, 1991, and continue until position is filled. An EE/EO employer.

MANAGEMENT REFERENCE LIBRARIAN. Under direction of Head of Reference and in collaboration with the other management specialist in Reference Department, plans and carries out multifaceted service program to meet reference and instructional needs of Northwestern University's J.L. Kellogg Graduate School of Management (KGSM). Participates in and helps develop full range of

reference programs, including reference desk service, bibliographic instruction, online and CD-ROM services, and research consultations. Develops service programs in one or more fields related to management. Northwestern University Library is largely centralized and management materials have long been integrated into the main library stacks and the Reference Department. As a result of recent reorganization responsibility for reference services for KGSM is now vested in the Reference Department. In support of KGSM, new initiatives are now being planned in the areas of information technologies and user education. KGSM is ranked among the top five graduate business schools in the country. The faculty numbers approximately 100 and current student enrollment is 1,033. Qualifications: MLS from accredited library school, at least one year para-professional reference experience, good

Kent State University Libraries

(two positions)



Kent State University Libraries and Media Services seeks qualified candidates for two positions which offer opportunities for professional challenge and growth. The University Libraries holds membership in the Association of Research Libraries, the Center for Research Libraries and NEOMARL, a consortium of ten academic and research libraries in northeastern Ohio. Kent State University has fully implemented a NOTIS online system in the main and five branch libraries on the Kent campus, which have a combined collection of over 1.7 million volumes and almost 8,000 active serial subscriptions.

SYSTEMS LIBRARIAN

Reports to Head of Systems. Responsibilities include: support to library staff for the the Libraries' integrated automation system (NOTIS), OCLC, and other systems services and products; maintenance of security and system parameters; scheduling of batch programs; installation and testing of software; creating and distributing documentation; troubleshooting; and training. Involves working closely with the University's Computer Services department on operational aspects of the NOTIS system. *Qualifications:* Required - ALA accredited MLS degree; familiarity with computer systems; and good communication skills. Desired - Previous library experience; knowledge of NOTIS, OCLC, and Innovative Interfaces systems; coursework or experience in computer programming and telecommunications.

REFERENCE LIBRARIAN

Reports to Head of Reference and Information Services. Responsibilities include: participation in all aspects of reference service including service at reference desk, online/CD-ROM database searching, and bibliographic instruction. Provide general reference service with a principal specialization in business and other subject areas as needed. Assist in assessing and improving current service, as well as planning and implementing new service initiatives. Serve as liaison librarian for business in Libraries' collection development program. *Qualifications:* Required - ALA accredited MLS degree; effective interpersonal and communication skills; flexibility and initiative; and an interest in professional growth. Desired - Reference experience, preferably including online searching and/or bibliographic instruction; strong public service orientation; subject background and/or advanced degree in business.

Salary, Rank and Benefits

Both positions are twelve month, tenure track faculty positions with appointment at the instructor level or above. Incumbent must meet all departmental and university requirements for reappointment, tenure, and promotion. Initial salary and academic rank will be commensurate with education and experience. Minimum salary: \$24,445.

Benefits include: 20 days vacation per year; life, dental and health insurance; tuition waiver; and other University benefits. Kent State University (enrollment 24,434) is situated on 1,200 rolling acres in the city of Kent, 35 miles south of Cleveland and 11 miles east of Akron.

Application Procedure

Send letter of application, resume, and the names, addresses, and telephone numbers of three current references to: John P. Kerstetter, Interim Personnel Officer, University Libraries and Media Services, Kent State University, Kent, OH 44242. **Deadline for applications for both positions is February 28, 1991.**

Equal opportunity, affirmative action employer

TRENTON STATE COLLEGE

ASSOCIATE DIRECTOR

LIBRARY SYSTEMS & TECHNICAL SERVICES

Anticipated opening: Responsible for the management and coordination of all automated library systems including the implementation of NOTIS integrated library system, microcomputer/CD-ROM applications and local and campus-wide networking. Serves as liaison with Office of Information Management. Also directs all units of Technical Services. Prepares budgets and participates in program development, staffing, resource planning and policy making. Reports to the Director of Library Services. **Qualifications:** ALA-accredited MLS. Substantial experience with a major integrated library system, preferably NOTIS and currency in other academic library technologies. Experience in project management including budget control, supervision and a major aspect of Technical Services. **Salary Range:** \$42,454-\$59,435, TIAA/CREF. Submit letter of application, resume, and names, telephone numbers and addresses of three (3) professional references to: Dr. Paul Z. DuBois, Director, R.L. West Library, Trenton State College, Hillwood Lakes CN4700, Trenton, NJ 08650-4700. Review of applications will begin February 1, 1991 and will continue until position is filled. To enrich education through diversity, TSC is an AA/EOE employer.

communication skills, and ability to work effectively with colleagues and library users required. Academic background in social sciences, especially in business-related discipline, and familiarity with business reference, electronic systems and bibliographic instruction methods preferred. Some evidence of research or participation in professional associations preferred. Employment eligibility confirmation required upon hire. Starting salary: \$23,500 - \$27,000 depending upon qualifications. Send letter of application and resume, including names of three references, to: Rachel Biegen, Personnel Manager, Northwestern University Library, Evanston, IL 60208. Applications must be received by March 15, 1991. Northwestern University is an equal opportunity/affirmative action employer.

PRESERVATION LIBRARIAN. Required: ALA-MLS with emphasis on preservation administration preferred; knowledge of and/or experience with current preservation principles, practices, and techniques; good interpersonal skills; demonstrated ability to plan projects, write reports and communicate effectively; demonstrated interest in professional development/contributions and service, as required for promotion and continuing appointment. Preferred: Supervisory experience; experience in a research library preservation program or equivalent training with some field experience. Deadline: February 15, 1991. Salary: \$23,000 minimum. Send letter, resume, and names, addresses and phone numbers of four references to: Constance Corey, Associate Dean/Management Services, Hayden Library, Arizona State University, Tempe, AZ 85287-1006. AA/EEO.

PUBLIC SERVICES/BIBLIOGRAPHIC INSTRUCTION LIBRARIAN. Manages public services and user education functions of the library, including reference, BI, public relations, integration of online technology and the development of instructional publications. Provides service to faculty and students, as well as leadership in the areas of responsibility. Oversees reference collection development and participates in general materials selection. Required: ALA/MLS; minimum 3 years professional experience in reference and BI. Experience with developing library teaching aids

Librarian of the Fine Arts Library

Applications and nominations are invited for the post of Librarian of the Fine Arts Library.

Reporting directly to the Roy E. Larsen Librarian of Harvard College, the Librarian is responsible for the leadership and administration of the Fine Arts Library, which consists of four major departments: Book Collections, Visual Collections, the Rubel Asiatic Research Collection, and the Aga Kahn Program of Islamic Architecture. With an operating Budget of close to \$1.5 million, printed collections of approximately 240,000 volumes, visual collections of 1,519,314 items, and a staff of 29 FTE, the Fine Arts Library is one of the largest operating units in the University Library System. As a member of senior management of the College Library, the Librarian participates in the formulation and coordination of College Library policy and provides leadership for formulation and implementation of a strong evolving Fine Arts Library program to meet the art information needs of faculty, scholars, students, and art professionals.

Requirements: Earned doctorate in related academic discipline and professional degree in library science preferred; substantial, successful academic/research management experience and a record of involvement and leadership in the profession; expertise in library management including collection development, strategic planning, fiscal management, information technology, personnel, and fundraising; understanding and appreciation of art research utilizing book and non-book visual materials in a university environment; the ability to interact effectively with HCL Department Heads, the Faculty of the Fine Arts Department, the Officers of the Art Museums and a wide range of external contacts including government agencies, foundations, collectors, publishers, etc.

Starting salary \$48,000. Anticipated start date July 1991. Screening will begin in January and continue until the position is filled. To apply please send a letter of interest, resume, and names of three references to Hazel Stamps, Personnel Officer, Widener 98, Harvard University, Cambridge, MA 02138. An equal opportunity/affirmative action employer.



Harvard
University

SOCIAL SCIENCES BIBLIOGRAPHER and SCIENCES BIBLIOGRAPHER

Tufts University

Tufts University, Medford, Massachusetts, seeks qualified applicants for two new positions. Reporting to the Assistant Director for Collection Management, these openings are part of a recently implemented collection development and management program. Their purpose is to create, administer, and maintain the library's collections on a subject-specific basis, will full intellectual and fiscal responsibility.

Responsibilities: Administer all science or social science library materials funds with full responsibility for title selection and allocation of individual subject-specific funds. Formulates collection development policies. Represents the library and its policies and procedures to all constituencies. Acts as a liaison with relevant faculties, students, and staff. Participates in the development of policies and procedures through committee work and acts as a resource person for science- or social-science-related collection development and management, both individually and through scheduled meetings and discussions. Conducts serials reviews, collection evaluations, and relocations. Prepares annual materials' budget rationale.

Qualifications: An ALA-accredited MLS, or equivalent, is required. Well-developed interpersonal and communication skills are required, as is the ability to work creatively in a rapidly changing environment. An undergraduate degree in one of the social sciences or sciences and previous experience in collection development and management will receive strong preference. The successful candidate will be one who is flexible, diligent, and responsible; who can work with minimum supervision; and who can show initiative. Advanced English fluency—both written and verbal—is essential; one or more foreign languages is desirable.

Appointment will be made commensurate with experience and qualifications. Send letters of application including resume and names and addresses of 3 references to:

**Bonnie Naifeh Hill, Chair, Search Committee
Arts and Sciences Library
Tufts University
Medford, MA 02155**

Screening for this position will continue until such time as the position is filled.

Tufts University is an equal opportunity, affirmative action employer.

and use of AV desirable, high comfort level with library technology required. Position available at Assistant Professor or Associate Professor level; Salary: \$27,000 minimum, doe/doq. 12-month contract, position available July 1, 1991. Benefits include health and life insurance, state retirement and 20 days vacation. FLC is a state supported, liberal arts undergraduate institution of 4,000 students, located in SW Colorado. Apply to: Alice McKinney, Chair, Public Services/BI Librarian Search Committee, 113 Reed Library, **Fort Lewis College**, Durango, CO 81301. Submit a letter of application, a resume, and statement of philosophy on the role of the library in a liberal arts institution. Have confidential letters sent from 3 professional references to be received no later than March 1, 1991. Fort Lewis College is an AA/EEO employer and actively encourages minority applications.

REFERENCE AND SERIALS LIBRARIAN. Responsibilities: Designs and provides reference and library instruction services in conjunction with the Head Reference Librarian. Provides reference daily as needed, one evening each week, and one weekend day each month during the academic year. Directs and manages

serials including subscriptions, collection development, CD-ROM indexing sources, microforms, and related reference and instructional activities. Supervises a half-time serials assistant and several student assistants. As a member of the college faculty, participates in research and scholarly activities. Qualifications: ALA-accredited MLS; second master's required within seven years for tenure. As a Christian liberal arts college, North Park seeks individuals for its faculty who can relate their Christian faith to their discipline. Salary: Determined by qualifications and experience. Assistant Professor hiring range begins at \$26,000. Benefits: 10-month contract. Faculty rank and tenure-track status. TIAA-CREF retirement and disability available. Life insurance and fully covered single health insurance (optional family health coverage and dental plan). Free employee tuition; tuition benefits for spouse and children. Institution: North Park College and Theological Seminary is located on Chicago's far north side in a residential community. Founded by Swedish immigrants, North Park is the only college and seminary of the Evangelical Covenant Church. The student population is just over 1,000 FTE. Library holdings total nearly 225,000 items, with an annual budget in excess of \$600,000 and a

HISTORY OF MEDICINE LIBRARIAN WITH TEACHING RESPONSIBILITIES (MLS/Ph.D.)

Duke University Medical Center Library

The Duke University Medical Center Library is seeking a curator for the Trent Collection. This position will carry with it an appointment as Lecturer in the History Department and in the projected Josiah Charles Trent Program in the History of Medicine. Responsibilities in the Trent Collection include maintenance of the rare book collection, book selection, preparation of exhibits, reference work, and outreach to the Medical Center and other parts of the Duke University community. Responsibilities to the History Department include teaching one or two courses a year, participation in the intellectual life of the Trent Program, and some scholarly output.

Applicants should have a professional library degree and, preferably, several years experience in an academic library. A Ph.D. is also required, preferably in history of science or history of medicine, although we will consider applicants with degrees in other disciplines whose dissertation work concerned a topic closely related to history of medicine. Above all, Duke is looking for a librarian-scholar committed to making the Trent Collection relevant and useful to the growing community of historians of medicine in Durham-Chapel Hill area. Salary: \$35,000-\$50,000 per annum. Deadline for applications is **1 April 1991**. Send curriculum vitae to:

Peter C. English
Box 3675
Duke University Medical Center
Durham, NC 27710

DOCTORAL FELLOWSHIPS

Indiana University Library and Information Science

Fellowships to support doctoral students at the School of Library and Information Science at Indiana University are available for individuals admitted to the program beginning the fall 1991 term, and who are United States citizens. Fellowship awards may vary according to academic merit. Applications for the 1991-92 academic year should be received no later than **April 15, 1991**. Individuals who are interested in fellowship awards to the doctoral program, but who cannot enter the program until after fall 1991, should write to obtain an information packet leading to future application and award consideration.

Research Consultant Fellowship. Applications for the position of Research Consultant are being accepted through **April 15, 1991**, for a doctoral student to advise librarians in the Indiana University-Bloomington Libraries in the development and implementation of research projects. This individual will report directly to the Dean of University Libraries and be responsible for providing consultative support and guidance to members of the Libraries Faculty at Bloomington. The applicant must meet the requirements for admission to the IU Ph.D. program and must be pursuing the doctorate on a full-time basis. Preference will be given to applicants with a demonstrated record of research experience and/or one complete year of study toward the Ph.D. degree. Experience working in an academic library is also recommended. The recipient will be granted an \$8,000 graduate fellowship and expected to consult 12-15 hours a week. Applicants should submit a letter of interest and complete vitae to:

Daniel Callison, Coordinator of the Doctoral Program
School of Library and Information Science
Indiana University
Bloomington, IN 47405
(812) 855-2018

TWO POSITIONS

University of West Florida John C. Pace Library

The University of West Florida seeks nominations and applications for two positions.

Head, Acquisitions/Collection Development (reopened). Responsibilities: selects, acquires, evaluates current and retrospective monographic titles; monitors and recommends allocation of funds to academic departments; supervises a staff of three paraprofessionals; oversees bibliographic verification and processing of orders; monitors and evaluates approval plan and vendor performance; selects replacement titles and oversees weeding operations as well as gift retention/dispersement; formulates and interprets appropriate policies/procedures; participates in professional development activities as appropriate. Requirements/qualifications: ALA-accredited MLS, three years experience in acquisitions/collection development, preferably in an academic library; strong analytical, communication, interpersonal, organizational, and quantitative skills; ability to work with faculty; familiarity with the publishing trade; working knowledge of microcomputers and/or automated acquisitions. Experience with NOTIS highly desirable. Salary \$30,000-\$37,000.

Head, Government Documents. Responsibilities: directs collection management of federal, state, and local government documents; interprets and implements U.S. and Florida depository guidelines; formulates and interprets appropriate policies and procedures; provides documents reference assistance, bibliographic instruction, online and CD-ROM searching; develops programs for promoting the use of documents; supervises personnel; provides statistical and narrative reporting as required by USGPO and library director; creates a climate of cooperation between this department and others; participates in professional development activities as appropriate. Requirements/qualifications: ALA-accredited MLS; three years experience in a public services capacity; familiarity with government documents or related material; ability to plan, organize, and prioritize tasks; strong verbal and written communication skills; working knowledge of microcomputers and/or automation. Salary: \$26,000-\$33,000.

Environment: The University of West Florida, one of nine institutions in the State University System, is located on a 1,000-acre tract of forest adjacent to the city of Pensacola with its beautiful white sand beaches. The library serves over 8,000 students with a collection of more than 500,000 volumes, 170,000 government documents, and 4,500 serials subscriptions. Staff include 19 librarians and 29 support personnel. A NOTIS automation system serves the nine universities of the state. Benefits: Assistant or associate librarian rank, 22 days vacation, health insurance, optional retirement systems, no state or local income taxes. Send letter of application, resume, and three professional written references by **March 1, 1991**, to:

**Director's Office
Pace Library
University of West Florida
11000 University Parkway
Pensacola, FL 32514-5750**

UWF is an equal opportunity, affirmative action employer.

professional staff of seven. Available: July 1, 1991. To apply: Send curriculum vita, references, and letter of application describing your interest in the position to: Dorothy-Ellen Gross, Associate Dean for Academic Support, **North Park College and Theological Seminary Library**, 3225 W. Foster Ave., Chicago, IL 60625. Applications are accepted through March 1, 1991. Minorities are encouraged to apply. EOE.

REFERENCE/COLLECTION DEVELOPMENT LIBRARIANS, Humanities/Social Sciences Public Services, Washington State University. Two (2) positions currently open. Provide full range of

general reference services in all Social Science and Humanities disciplines. Participate in library user education program. Perform online database searches. The positions will be responsible for collection development in anthropology, psychology, sociology, and other related areas. The specific assignment for each position will be dependent upon the qualifications of the individuals appointed. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the university's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3,

and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Required: ALA-accredited MLS; strong academic background in one or more of the following disciplines: anthropology, psychology or sociology. Substantial professional collection development experience in one or more of the above disciplines may substitute for academic background. Training in online database searching. Preferred: Professional experience in the following areas: reference in the social sciences and humanities, collection development, user education and online database searching. Salary: From \$22,000, commensurate with qualifications and experience. Rank: Commensurate with qualifications and experience; faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Send letter of application, resume, and names of three references to: Donna L. McCool, Acting Director, Washington State University Libraries, Pullman, WA 99164-5610. Application review begins: March 15, 1991. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

REFERENCE LIBRARIAN. The Colorado School of Mines Arthur Lakes Library invites applications for the position of Reference Librarian. Major duties include sharing reference desk responsibilities; providing assistance in the use and interpretation of automated systems, online catalogs, library indexes, and other reference materials; evaluating reference materials; serving as liaison to academic departments for collection development; and some reference collection maintenance. MLS from an ALA-accredited program and at least two years of experience in technical reference with increasing responsibility is required. A second master's degree in natural science or engineering and previous supervisory experience is preferred. Public service orientation is of extreme importance. The position will remain open until such time as a successful candidate is appointed. Salary range: \$26,000-\$30,000. Send letter of application, resume, graduate transcripts, and the names, and addresses of three personal references to: Colorado School of Mines, Reference Librarian Search Committee, P.O. Box 69, Golden, CO 80402. An equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN. General reference position with responsibility for reference desk coordination. Reports to the Head of Reference Unit. Some night and weekend work required. Participates in general library orientation, formal library instruction (freshman seminars and freshman English program), and interlibrary loan activities. ALA-accredited MLS required. Good communication and interpersonal skills are essential. Two years academic reference experience preferred, including experience with end-user searching and library instruction. Full-time twelve-month contract with state-mandated benefits. Tenure-track position; rank commensurate with experience. Minimum salary \$24,000. Position available: July 1, 1991. Applications received by March 15, 1991, will receive first consideration, but applications will be accepted until position is filled. Send letter of application and resume (including the names, addresses, and phone numbers of at least three references) to: Reference Librarian Search Committee, c/o Carole McIver, Administrative Services Librarian, Atkins Library, the University of North Carolina at Charlotte, Charlotte, NC 28223. AA/EEO.

REFERENCE LIBRARIAN/BIBLIOGRAPHER. Honnold/Mudd Library for the Claremont Colleges. Responsibilities: The Reference Librarian/Bibliographer performs general reference work and bibliographic instruction in the social sciences and humanities and develops the collections in specific social science fields. The primary reporting line is to the Head of Reference with collection development assignment reviewed by the Assistant Director for Collection Development. The Reference Department consists of five reference librarians and two library assistants serving a population of 6,000 students and the faculty and staff of the Claremont Colleges (five undergraduate colleges and one graduate institution) as well as the local community. The Honnold/Mudd Library houses the social sciences and humanities collections and is the central library of a four-library system with more than 1.7 million volumes. A broad range of computer-based services are provided and an integrated online system designed by Innovative Interfaces is utilized. Qualifications: ALA-accredited MLS; strong commit-

ment to public service and bibliographic instruction; background in the social sciences required with an advanced degree preferred; ability to establish and maintain effective working relationships with co-workers and the public; ability to communicate clearly both orally and in writing; knowledge of online searching and experience with CD-ROM and remote database searching preferred; interest in academic librarianship preferred. Appointment: Position to be filled by July 1, 1991. Salary minimum \$25,000; good health and benefits package including 22 days vacation and TIAA/CREF. To apply: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Bonnie J. Clemens, Director of the Libraries, the Claremont Colleges, 800 Dartmouth Ave., Claremont, CA 91711. Applications received by March 1, 1991, will receive first consideration. The Claremont Colleges are an equal opportunity, affirmative action employer.

SCIENCE REFERENCE LIBRARIAN. University of California, Santa Cruz. Associate Librarian or Librarian rank. Offers an unusual opportunity to become one of six librarians working to expand public services in a spacious new Science Library scheduled to open in spring 1991. Provides reference and instructional services in the sciences, especially those related to the use of electronic information resources. Participates in designing programs for the end user. Qualifications: Graduate degree in librarianship; undergraduate degree in sciences or equivalent knowledge/experience; substantial experience in science reference in an academic or research library, including significant online search experience; demonstrated strong communication skills. Preferred qualifications: experience in training and assisting end-user searchers; graduate level knowledge of a physical science, engineering, or technology; experience in the design of user interfaces. Salary: \$35,052-\$65,346. Position available May 1, 1991. Send resume and names of 4 references by February 28, 1991, to: Katherine Beiers, AUL-Personnel, University Library, University of California, Santa Cruz, CA 95064. UCSC is an EEO, AA, IRCA employer.

SERIALS LIBRARIAN. Reports to Head Serials Librarian and participates in all activities related to serials including: acquisition, processing, preservation; database maintenance of bibliographic and financial records in Innovative Interfaces integrated system; public service of periodicals (including weekend rotation); retrospective cataloging of serials. The Serials Section of Technical Services consists of two professional librarians and six paraprofessional staff. Qualifications: Requires ALA-accredited MLS; knowledge of AACR2, MARC serials format, LC classification/LCSH; experience with OCLC or other bibliographic utility; aptitude for analytical and detailed work; user oriented philosophy; effective communication and interpersonal skills; flexibility; ability to work with rapid change; previous relevant experience with serials. Preferred: minimum of 2 years' professional experience in an academic library; experience with an automated acquisitions/serials control system. This is a twelve-month tenure-track position, for continued employment, successful performance of job responsibilities and a record of university and professional contributions that meet university standards is expected. Salary range: \$28,000 upward, depending on qualifications/experience. Twenty-four days vacation; standard package of fringe benefits including TIAA/CREF; no state income tax. Located in cosmopolitan Las Vegas, UNLV is one of the fastest growing universities in the nation with a current enrollment of more than 18,200 students. Application: Applications must be received by March 1, 1991, to be considered. Send letter of application; resume; names, addresses, and phone numbers of three references to: Mary Dale Deacon, Dean of Libraries, University of Nevada, Las Vegas, NV 89154-7001. AA/EEO.

SOCIAL SCIENCES BIBLIOGRAPHER. Responsible for developing and managing collections in the social sciences (excluding history) and ethnic studies. Duties include selecting materials, monitoring approval plans and budget expenditures, evaluating collections, and serving as a liaison to the faculty. These duties require the building and maintenance of effective working relationships with book dealers. Maintains close contact with various UCLA research centers, as well as with departments and academic programs in the social sciences. Works with appropriate library staff in the handling of materials in his/her areas of responsibility. Provides advanced reference and may be called upon to participate, either formally or informally, in a variety of teaching, research, or other academic programs. Qualifications: Graduate-level study

(or equivalent) in the social sciences and a thorough understanding of research needs and the organization of scholarly literature are required. Practical experience in collection development and a demonstrated interest in scholarly activities (research, publications, or teaching) are desirable. Working knowledge of one or more languages in addition to English is desirable. The ability to work effectively with faculty, students, and library staff in a culturally diverse environment is essential. Equal-opportunity employer actively seeking minority applicants. Application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. Salary range: \$28,668-\$59,316, depending upon qualifications. Mail to: Rita A. Scherrei, Associate University Librarian (CR), Personnel and Administrative Services, University of California, Los Angeles, 405 Hilgard Avenue, Los Angeles, CA, 90024-1575. Applications received by March 1, 1991, will be given first consideration.

TECHNICAL SERVICES LIBRARIAN. Cabrillo College seeks an energetic, experienced librarian for head of Technical Services to be responsible for the organization, development, and coordination of technical services and for supervision and leadership of staff. The successful candidate will be involved in evaluating, selecting, and implementing an integrated automated library system, processes that translate into many exciting challenges. Qualifications: possession of a California Community College Librarian Credential, or a Master's degree in Library Science or equivalent from an ALA-accredited program; recent, progressive experience in library technical services in an automated environment. Cabrillo College is on the beautiful Pacific coast near Santa Cruz. Salary competitive, commensurate with qualifications and experience; starting salary range: \$27,537-\$37,844. For information packet/application materials contact: Personnel Department, Cabrillo College, 6500 Soquel Drive, Aptos, CA 95001; (408) 479-6217. All application materials due by 1 March 1991. Employment contingent on funding and Governing Board approval. AA/EEO.

LATE JOB LISTINGS

AUL FOR HUMANITIES AND SOCIAL SERVICES. UC Irvine Library. Responsible for management of public services in a division serving Schools of Humanities, Social Science, and Fine Arts; the Graduate School of Management, and the Program of Social Ecology. Division also includes public service departments: Circulation, Government Publications, Microforms, Reference, and Special Collections. Duties: plan/budget, resource allocation; establish public service goals/objectives; evaluate staff; establish library policies; substitute as public service representative at University meetings; administer duties. Required: MLS degree; academic public service experience; 5+ years managing public services to include supervising and evaluating librarians; leadership, administration, planning, and organizational skills; experience developing/implementing public service programs; knowledge of library systems; oral/written communications skills; able to work in culturally diverse work environment; team-oriented; involved in professional association, research, or university service. Desired: Advanced humanities/social science degree. Appointment at AUL salary of \$48,400-\$76,900 commensurate with qualifications and experience; general benefits and retirement. Applications received by March 31, 1991, considered first but will be accepted until filled. Send application letter with statement of qualifications, resume of education and experience, and the names, addresses and phone numbers of three references to Library Personnel Office, University of California, Irvine, P.O. Box 19557, Irvine, CA 92713. Telephone: (714) 856-7115; Fax (714) 725-2472. AA/EEO actively seeking minority applicants.

BIBLIOGRAPHER FOR WESTERN EUROPEAN AND INTERNATIONAL LAW. The Harvard Law School Library is seeking a Bibliographer for Western European and International Law, to select materials in those areas and to oversee the development of the collections. Reporting to the Associate Librarian for Collection Services, the bibliographer will select materials for Western Europe and for international and comparative law, and for other civil law jurisdictions if required. The position will also provide reference assistance to users of the foreign and international law collections of the Law School Library. Other duties include chairing the Foreign and International Selection Committee, analyzing current and retrospective collection strengths, and working with library staff and others on problems relating to collection development and the acquisition and receipt of materials. This position has responsibility for monitoring the use of endowments and general income funds for the purchase of materials in its area. The Harvard Law School Library serves an international research community as well as the faculty and students of the School. Its collections include more than 1.5 million books, serials, microforms, and other information sources from most of the world's

legal jurisdictions. The Library is a member of the Research Libraries Group, the New England Law Library Consortium, and is a tape-loading member of OCLC. The Harvard On-Line Library Information System (HOLLIS) is used for integrated technical processing. Required: Bachelor's degree; reading knowledge of two modern Western European languages, preferably French and German; familiarity with legal materials and legal bibliography; ability to work under pressure in a high volume, collegial environment; excellent written and oral communication skills. Preferred: ALA-accredited MLS; formal training in civil law systems, either through courses in comparative law in an ABA-approved JD program, or through study for a civil law degree; experience in a research library setting working with legal, foreign language, or government documents collections. The position is available immediately. Salary negotiable, depending upon experience; minimum: \$35,000. Generous benefits, including professional development support. For full consideration, send letter, resume, and the names of three references by April 15, to: Harry S. Martin III, Librarian, **Harvard Law School Library**, Langdell Hall, Cambridge, MA 02138. Harvard University is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

BIBLIOGRAPHIC INSTRUCTION/COMPUTER-BASED INSTRUCTION LIBRARIAN. Administer BI Lab, develop and promote computer-based instruction programs, integrate independent and directed laboratory learning tutorials into the instruction program, interpret appropriate learning behaviors for different groups, assist in delivery of reference services, teach sections of library-use courses and provide instruction for end-user searching. ALA-accredited MLS, experience in the development and delivery of library instruction sessions and supporting materials in a variety of formats, significant training or previous experience in development and application of computer-based instruction programs, excellent communication skills, and ability to work effectively with all levels of university clientele. Preferred: Candidates with education or substantial background in Instructional Design and/or Education; \$24,000 minimum, depending upon qualifications; competitive benefits. Iowa State offers a positive environment for career growth and challenge. Review of applications will begin March 18, 1991. Submit letter, resume and the names, addresses and telephone numbers of three references to: William K. Black, Assistant Director of Administrative services and Personnel, **Iowa State University**, 302 Parks Library, Ames, IA 50011-2140. Iowa State University has a strong commitment to equal opportunity and affirmative action. Members of protected classes are strongly encouraged to apply. Iowa State is an equal opportunity, affirmative action employer.

CHEMICAL SCIENCES LIBRARIAN. Case Western Reserve University Library. Under general direction of Assistant Director for Public Services and Collection management, chemical sciences librarian is responsible for a wide range of information services in chemistry, chemical engineering, macromolecular science, materials science, and biochemistry. Responsibilities include collection management and liaison with faculty, general and specialized reference, database searching, and user education. The librarian manages materials funds, coordinates collection development across departments, and participates in traditional and technological reference service in science, engineering, and management disciplines as well as specialized information services to students and faculty in the chemical sciences. Qualifications: Required: MLS from an ALA-accredited program; knowledge of the literature of chemical sciences either from professional experience or extensive course work; commitment to client-centered services; strong interpersonal and communication skills. Preferred: Advanced degree in chemical sciences or related area; minimum two years' reference or collection development experience in research or special library; experience in database searching; ability to conduct library instructional programs; working knowledge of foreign language.

Salary range: \$21,980-37,380. Send letter of application, current resume, and the names, addresses and phone numbers of three current references to: Catherine Wells, Chair, Chemical Sciences Librarian Search Committee, **Case Western Reserve University**, Sears Library, 10900 Euclid Ave, Cleveland, OH 44106. Application review will begin March 20, 1991, and will continue until the position is filled. CWRU is an equal opportunity, affirmative action employer; minorities are encouraged to apply.

HEAD, SERIALS, ACQUISITIONS AND BINDERY LIBRARY. O'Neill Library, Boston College. This position is responsible for planning, developing and administering the ongoing procurement, receipt and processing of serials and monographs. Supervises a staff of eighteen in three units (serials, acquisitions, and bindery), and reports to the Assistant University Librarian for Systems and Technical Services. Monitors an acquisitions budget of two million dollars as well as a bindery allocation of \$120,000. Will be involved with strategic and operational planning for enhanced library services and future technology, working with colleagues from other departments and library units. Opportunity for participation in the Boston Library Consortium's cooperative programs as well as professional activity on a national level. Boston College is a coeducational Jesuit University with 14,000 students and a number of outstanding graduate and professional programs. With over 1.2 million volumes and a staff of 135, the University Libraries are recognized leaders in utilizing information technology to enhance services. Among these technologies, the O'Neill Library uses the NOTIS, OCLC, and Faxon SC-10 systems, as well as university-wide procurement systems developed at Boston College. Qualifications: ALA-accredited MLS and at least 5 years of academic research library experience, including budget management and supervisory responsibilities. A working background in serials and acquisitions using automated library systems is required. Commitment to a participative, "hands-on" management style, combined with the ability to analyze and creatively address the challenges intrinsic to acquisitions, serial, and bindery management in a large academic library. Excellent interpersonal and communications skills. Salary from \$40,000 depending on qualifications. Benefits include twenty-two days vacation, tuition remission, and a wide range of insurance programs. Applications received before March 22, 1991, will be given first consideration. To apply, send cover letter and resume along with the names and telephone numbers of three references to: Richard Jefferson, Employment Manager, Department of Human Resources, **Boston College**, Chestnut Hill, MA 02167. An equal opportunity employer

REFERENCE LIBRARIAN. Join us in the development and delivery of library service for the 1990's. Responsibilities include general reference, bibliographic instruction, and materials selection. Qualifications: ALA-accredited MLS, and the ability to communicate effectively both orally and in writing. Desirable: Study in the physical sciences. Salary: \$22,000-\$24,000. Excellent fringe benefits, including 22 days of vacation annually. Available: immediately. Application deadline: February 22, 1991. Indiana University Northwest is a 5000 student campus of Indiana University. Its proximity to industrialized population centers, rural areas, and national park land in Indiana, and to Chicago and its environs, provides varied residential, educational, and recreational opportunities. Send resume and the names of three references to: Robert F. Moran, Jr., Director of Library Services, **Indiana University Northwest**, 3400 Broadway, Gary, IN 46408. An equal opportunity employer.

Management Ideas

CLIP Notes (College Library Information Packets)

Designed by ACRL's College Libraries Section to collect data and sample documents from academic libraries, *CLIP Notes* provide practical management ideas.

NEW! College Library Newsletters. CLIP Note #13

Compiled by Patricia Smith Butcher and Susan McCarthy Campbell. 1990. 154p. 0-8389-7445-7. \$16.95; ACRL member \$13.95.

NEW! Performance Appraisal in Academic Libraries. CLIP Note #12

Compiled by Barbara Williams Jenkins with the help of Mary L. Smalls. 1990. 128p. 0-8389-744-9. \$16.95; ACRL member price \$13.95.

Collection Development Policies for College Libraries. CLIP Note #11

Compiled by Theresa Taborsky and Patricia Lenkowski. "This volume is well worth the price" *Library Journal*. 1989. 181p. 0-8389-7295-0. \$23.95; ACRL member \$19.95.

Annual Reports for College Libraries. CLIP Note #10

Compiled by Kenneth Oberembt. Contains data-gathering forms, graphics, and selected annual reports. 1988. 135p. 0-8389-7219-5. \$20; ACRL member \$17.

Friends of College Libraries. CLIP Note #9

Compiled by Ronelle Thompson. "A must for two groups of libraries: those who have Friends groups and those who do not." *Library Journal*. 1987. 134p. 0-8389-7171-7. \$17; ACRL member \$14.

Periodicals in College Libraries. CLIP Note #8

Compiled by Jamie Webster Hastreiter, Larry Hardesty, David Henderson. "Recommended for all college and university libraries." *Library Journal*. 1987. 116p. 0-8389-7143-1. \$17; ACRL member \$14.

Managing Student Workers in College Libraries. CLIP Note #7

Compiled by Michael D. Kathman and Jane McGurn Kathman. "Supervisors looking for help in hiring and managing these [student] workers, whether in small or large academic libraries, will find this compilation very useful." *RQ*. 1986. 182p. 0-8389-097-4. \$17; ACRL member \$ 14.

Mission Statements for College Libraries. CLIP Note #5

Compiled by Larry Hardesty, Jamie Hastreiter, and David Henderson. "The survey is a good one, eliciting answers to questions about why and how libraries developed statements of purpose, or why not...a commendable production..." *RQ*. 1985. 107p. 0-8389-6944-5. \$20; ACRL member \$15.

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