

descriptions of 24 additional films are also included. Copies are available for \$15.95 from Teachers College Press, Columbia University, 1234 Amsterdam Ave., New York, NY 10027. ISBN 0-8077-2915-9.

•The *University Software Resource Guide* has been produced by Computer Learning Month (see boxed item on p.605) in partnership with EDUCOM. It contains information to help college faculty get started using or expanding their use of computers in instruction. The guide has four sections: an introduction to using and developing software for instruction in higher education; abstracts of faculty-developed software recognized by EDUCOM; abstracts of sponsor companies' software appropriate for university use; and abstracts of major software directories, review groups, and other key sources of information on higher education software. The guide is available free of charge in college bookstores and libraries or for a \$3.00 shipping and handling charge from: Computer Learn-

ing Month, P.O. Box 60967, Palo Alto, CA 94306-0967.

•The *Zip/Area Code Directory*, compiled by Ruth Marks (47 pages, 1988 ed.), is a very useful tool for people who make or receive many long-distance telephone calls. The booklet is in two parts: part one is a numerical list of zip codes with corresponding telephone area codes (so that when you finally decide to call the person who wrote you months ago on letterhead that omitted a phone number, you don't have to play guessing games with the telephone book); and part two is a numerical list of area codes with the corresponding state or province and its largest city (so that when you return a call from a particular area code you can choose to do it at such a time when the other party is neither at lunch or still asleep). Copies may be ordered for \$3.95 (plus \$1.00 handling) from Pilot Books, 103 Cooper St., Babylon, NY 11702. ISBN 0-08576-083-X. ■ ■



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). If the second falls on a weekend, the deadline is the following Monday. Late job listings will be accepted on a space-available basis after the second of the month.

Rates: Classified advertisements are \$5.25 per line for ACRL members, \$6.60 for others. Late job notices are \$12.60 per line for members, \$14.70 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). Ads may also be sent by FAX machine, (312) 440-9374, or by ALANET (ALA0306).

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.

Fast Job Listing Service: A special newsletter for those actively seeking positions. This service lists job postings received at ACRL headquarters four weeks before they appear in *C&RL News*, as well as ads which, because of narrow deadlines, will not appear in *C&RL News*. The cost of a six-month subscription is \$10 for ACRL members and \$15 for non-members.

Contact: *Classified Advertising Dep't, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.*

FOR SALE

NEW: MINIATURE RELEASEABLE MARKERS. These Post-it Notes (cut to approximately 1" x 1/2") are a low-cost means for marking ads, citations, etc., in books and magazines. For sample pack of 6 pads (600 markers), send \$1.00 to: Florand Corporation, 217 N.W. 34 Drive, Gainesville, FL 32607.

MATERIALS AVAILABLE

FREE MATERIALS AVAILABLE. Moody's Manuals Hardbound Editions 1962-1982: Bank & Finance Manual, Industrial Manual, Public Utility Manual, Transportation Manual; 1962-1983: Municipal & Government Manual; 1970-1982: OTC Industrial Manual. We prefer to donate the complete collection instead of individual volumes. Contact Irene Jernstedt, Dillon Read & Co., Inc., Library; (212) 906-7768.

POSITIONS OPEN

ACQUISITIONS LIBRARIAN, Corpus Christi State University. Reporting to University Librarian, person manages Acquisitions Department which is responsible for bibliographic verification and the ordering and receiving of monographs and serials. Responsible for vendor relations and for correspondence and claims. Prepares Library materials budget; monitors and reports on budget; approves invoices for payment; supervises 2 classified employees and student assistants; works closely with colleagues and faculty on collection development; functions as part of academic-professional team. Qualifications: ALA/MLS; three to five years experience in Acquisitions in academic or research library with at least one year of full-time supervisory experience in Acquisitions in academic library. Knowledge of book trade, serials, automated acquisitions, as well as current developments in these fields. Excellent communication and interpersonal skills. Prefer academic library experience with OCLC and working knowledge of a modern European language. Salary: from \$23,000 for 12 month appointment depending on qualifications. Benefits include contribution to S.S. and insurance program, State of Texas vacation, holiday package, and choice of retirement

programs. No state or local income taxes. Send letter of application, resume, names of 3 references to: R. L. O'Keeffe, **Corpus Christi State University** Library, 6300 Ocean Dr., Corpus Christi, Texas 78412. Applications received by November 11, 1988, will receive first consideration. C.C.S.U. is an EEO/AA employer.

ASSISTANT CATALOG LIBRARIAN (MONOGRAPHS), University of North Texas Libraries, Denton, Texas. The University of North Texas Libraries have installed an online catalog through the VTLS System. The database contains 410,000 bibliographic records representing holdings of all of its libraries. Retrospective conversion of holdings is ongoing. Although the Main Card Catalog is closed, several specialized card catalogs remain open. Position Description: This is an intermediate-level professional position responsible for original and OCLC cataloging of music scores and AV-media. The position requires skilled use of LC classification schedules and subject headings, AACR 2, and MARC formats. The position also involves participation in VTLS database management, department planning and instructional activities, and retrospective conversion. Incumbent receives direction from and reports through the Head, Cataloging (Monographs) Unit, to the Head, Bibliographic Control Department. Minimum Qualifications: Candidates should have an MLS degree from an ALA-accredited program and a bachelor's degree with a major in music; demonstrated knowledge of AACR 2, LCSH, LC classification, and MARC formats; reading knowledge of one or more modern European foreign languages; demonstrated ability to communicate clearly; cataloging experience of one to three years in an academic or large research library. Desirable Qualifica-

Salary guide

Listed below are the minimum starting salary figures recommended by 16 state library organizations for professional library posts in these states. Job seekers and employers should consider these recommended minimums, as well as other salary surveys (such as the survey in the October 15, 1987, 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 Services.

Connecticut	\$22,200
Indiana	varies*
Iowa	\$18,000
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$20,000
New Hampshire	\$17,500
New Jersey	\$20,350
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$18,000
Rhode Island	\$20,000
Vermont	\$18,500
West Virginia	\$20,000

*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.

-BERKELEY-

ASSISTANT UNIVERSITY LIBRARIAN

Collection Development & Management

Embracing over 7 million volumes of books, 100,000 current serials, and 50 million items of manuscript, the Library of the University of California, Berkeley is recognized as one of the largest and most renowned libraries in the United States.

Reporting to the University Librarian and working closely with staff, faculty and selectors, the individual in this position will oversee a comprehensive development, management and preservation program for the Library's collection, and allocate acquisitions of Library material. Other responsibilities include implementing programs to enhance selectors' skills and foster cooperative collection planning among campus librarians. In addition, this professional will represent the Library at local and national forums, enlist the Library in regional and North American cooperative collection programs, and oversee certain fundraising responsibilities. Library policy and budget formulating are also involved.

Requirements include a master's degree from an accredited library school, substantial administrative experience, especially in collection development and management, and familiarity with academic interests which flourish in a university environment. Also essential is ability to communicate with scholars in a variety of disciplines. Excellent presentation skills and knowledge of book trade are also requisite. Experience in budget management, grant proposal development and collections promotions are desirable.

We offer a minimum salary of \$50,000 and excellent benefits. To apply, direct your resume with salary history before October 15, to: **University of California, The Library, Room 447, Berkeley, CA 94720.** EOE/AA

tions: Candidates with a second master's or the equivalency of one year's study on a doctorate in music history; knowledge of one or more of the following languages: German, French, or Italian; knowledge of pre-AACR 2 cataloging codes; familiarity with VTLS and microcomputer applications. Available: Open until filled. Salary: \$20,245+ depending upon qualifications and experience. Applicants should send a resume, copies of all transcripts, and the names and addresses of three references to: Margaret E. Galloway, Associate Director of Libraries, **University of North Texas**, Box 5188 N.T. Station, Denton, Texas 76203-5188. The University of North Texas is an Equal Opportunity, Affirmative Action Employer.

ASSISTANT DIRECTOR FOR BIBLIOGRAPHIC INSTRUCTION AND REFERENCE. Duties: To exercise administrative leadership responsibility and act as a subject specialist. Qualifications: Graduate degree in addition to a MLS from ALA-accredited school. Minimum of two years administrative experience in an academic library. The University of Toledo is a state university of 21,000 students offering associate, bachelor, professional and doctorate degrees in eight colleges. Faculty status; 12-month contract; very liberal fringe bene-

fits; salary about \$35,000 depending on qualifications. Position available immediately. Applications will be accepted until position is filled. Send resume and the names of at least three references to: Leslie W. Sheridan, Search Committee Chairperson, Carlson Library, **The University of Toledo**, Toledo, OH 43606. The University of Toledo is an Equal Opportunity, Affirmative Action Employer.

ASSISTANT DIRECTOR, PUBLIC SERVICES, Search Extended. The Library of Michigan is seeking an enthusiastic, creative and effective manager to direct and motivate its newly reorganized Public Service area. In September 1988, the Library of Michigan will move into its new 312,000 square foot facility. The Library serves a diverse clientele through a research collection of 5.1 million items. Responsibilities of this position include supervision of public service staff as well as the planning, analysis and coordination of patron services. \$15.44-\$21.64 per hour (approximately \$32,115-\$45,011 annual), plus excellent fringe benefits. Qualifications: Masters degree in Library Science or Information Science from an ALA-accredited program. Five years of progressively responsible experience in library

DIRECTOR

The Lockwood Memorial Library

State University of New York at Buffalo (Associate Librarian). The UB Libraries seek applications for the position of Director of the Lockwood Memorial Library. This is a tenure-track, library faculty position at a salary of at least \$42,000 for an Associate Librarian or at least \$47,000 for a Librarian.

UB is the largest of the SUNY University Centers with an enrollment of over 27,000 students. The Libraries rank among the nation's major research systems. Combined holdings of over two million volumes are housed in seven major libraries on two campuses. The Libraries participate in RLG, ARL, OCLC, and CRL. A Geac automated circulation system is operational; a NOTIS integrated system is being implemented.

LML is the primary graduate research library for the humanities, social sciences, art, social work, management, and education. It is the largest library at UB. LML's collections include 1.3 million volumes, over 9,000 current journal subscriptions, and over 2.5 million microforms. The library is a depository for U.S. government documents. Its annual acquisitions budget is \$1.2 million. LML has a staff of 22 professionals, 23 clericals, and numerous student assistants.

The Director of LML is the senior administrator of the library and of its branch, the Architecture and Environmental Design Library. The Director of LML reports to the Associate Vice President of University Libraries and serves on the Libraries' Management Advisory Group which is responsible for system-wide strategic planning and policy making.

Candidates must be creative, innovative, and independent managers with demonstrated experience in library problem solving. They must have an accredited MLS and five years experience in progressively responsible positions in academic or research libraries. In addition, they must be conversant with collection development and management, resource sharing, bibliographic instruction, reference services, and library automation. A demonstrated ability to plan and implement library services and programs as well as a demonstrated skill in managing budgets, facilities, and personnel are also required. Excellent oral and written skills along with a record of research and publication are essential. Advanced degrees in relevant disciplines are desirable.

The Libraries are looking for a Lockwood Director who will coordinate and lead the library in formulating goals and setting priorities and who will then work to secure the resources to accomplish programs. The successful candidate will be someone who will be able to work effectively with the deans of the disciplines Lockwood serves, who will be able to represent Lockwood effectively within the Libraries and throughout the University. The Director must be a person who is committed to working closely with and developing the Lockwood staff.

Interested and qualified individuals should forward letters of application and resumes including the names of at least four references to:

**M.E. State
Libraries Personnel Officer
432 Capen Hall
SUNY/Buffalo
Buffalo, NY 14260**

An EO/AA Employer. Ethnic minorities and women are encouraged to apply.

public services, at least three years of which are at the middle management supervisory level. Interested persons should submit a resume to: Robin VanAlstine, Personnel Officer, **Library of Michigan**, 735 East Michigan Avenue, P.O. Box 30007, Lansing, MI 48909 by 5:00 p.m., 17 October 1988. Equal Opportunity, Access Employer.

ASSISTANT HEAD, SCIENCE AND TECHNOLOGY LIBRARIES. Syracuse University Library. Newly created position reports to Head, Science and Technology Libraries. Assists Head in managing Science and Technology Library and Math, Physics and Geology branches, including supervision of professional and support staff. The staff includes 7 librarians and 9 support staff. Will be actively involved in planning, including major improvements in facilities and services. Provides reference and online search services. Responsible for collection development and faculty liaison in assigned subject areas in the sciences. The successful candidate will be innovative in planning, implementing and strengthening services in an environment of change. Required: MLS from an ALA-accredited institution; 3 years' experience as a science librarian; training and experience in online searching; supervisory experience; and strong organizational, oral and written communication skills. Preference will be given to candidates with graduate degree in the sciences; demonstrated planning skills; experience in facilities renovation or improvement, and experience in collection development. Salary: \$26,000 minimum, depending upon experience and qualifications. Send letter of application, resume, and names of 3 references to: Search Committee for Assistant Head, Science and Technology Libraries, Office of Human Resources, **Syracuse University**, Skytop Offices, Syracuse, NY 13244-5300. Applications received by November 1, 1988, will be given first consideration. Syracuse University is an Equal Opportunity, Affirmative Action Employer. The University is particularly interested in the applications or nomination of women and minorities.

ASSOCIATE UNIVERSITY LIBRARIAN FOR TECHNICAL AND ADMINISTRATIVE SERVICES. Duties: Overall administrative responsibilities for technical services including acquisitions, cataloging, circulation and micro-computer access. Provides leadership in planning, coordinating, organizing, staffing, and evaluating technical services activities. Other system-wide administrative responsibilities include budget and fiscal management, grant writing, and personnel. Reports to the University Librarian and is responsible for four service units staffed by eleven library faculty and over fifty support staff. University and Library: Illinois State University is a multi-purpose university with more than 20,000 students, located in the medium-sized urban area of Normal/Bloomington. Academic programs and courses are offered in thirty-three academic departments organized into five colleges with master's degree programs in most fields and doctoral degree programs in art, biological sciences, curriculum and instruction, economics, education, English, history and mathematics. Milner Library is the central library facility for the university community with a staff of 110 including thirty-four professionals, over 1 million volumes and a materials budget of \$1.4 million. The Library is a member of the CRL and the Library Computer System (LCS), a resource-sharing network of twenty-seven academic institutions in the State of Illinois. Qualifications: Accredited MLS degree with second advanced degree or certificate of advanced study in library science or another subject discipline. Required: Minimum of seven years of professional experience in academic libraries, primarily in technical services including at least five years of successful administrative experience in a technical services area; proven ability to lead effectively in a collegial setting. Publication and professional activity appropriate for the rank of Associate Professor. Thorough knowledge of computer and newer technologies applications in technical services. Salary and Rank: \$35,000 minimum, administrative/professional position with faculty rank (Associate Professor) and eligibility for tenure. Benefits include State Retirement Program, health insurance and other fringe benefits. Position Available: November 15, 1988. Applications: Send application, resume, and the names of three references to: Chairperson, Search Committee, Milner Library, Room 311B, **Illinois State University**, Normal, IL 61761. Deadline: October 21, 1988 or until position is filled. Illinois State University is an Equal Opportunity, Affirmative Action Employer.

CATALOG LIBRARIAN, Central State University, Ohio. Principal cataloger of monographs, musical scores and AV formats, using OCLC, AACR2 and LC classification. Performs some original cataloging, maintains subject and shelflist catalogs, statistics, and assists in the development of future short- and long-term activities. Provides

reference service on an assigned basis. Evening and weekend work required. Qualifications: MLS from ALA-accredited library school, cataloging experience with monographs, serials, non-print materials in an academic library; knowledge of AACR2, ALA filing rules, LC classification, MARC formats, LC subject headings. Working knowledge of German or French. Some knowledge of library automation systems desirable. Faculty rank, status, good benefits. Salary: \$24,000-\$26,000/ten months. Library collection: 160,000 volumes plus 275,000 microforms. State-assisted historically black institution with an integrated student body of 3,000, located 20 miles east of Dayton. Member OCLC and OHIONET. Position available November 1, 1988, or earlier. Send letter of application, resume, and at least three letters of reference to: George T. Johnson, Library Director, **Central State University**, Wilberforce, OH 45384. AA/EOE.



FIVE POSITIONS FIND/SVP

A leading business research firm has 5 key opportunities available in a dynamic, fast paced, challenging environment. All positions offer full benefits and competitive salaries.

Librarian: to manage service oriented library with a lucrative budget. Excellent communication skills needed to liaise with internal departments and clients. Knowledge of a variety of online services including, but not limited to, Dialog, Nexis and Dow Jones. Will utilize LOTUS for budgets and other management applications. MLS or Information Science degree required. Salary mid \$20's to \$30,000, depending on experience.

Experienced Researcher in Healthcare: to work in Quick Information Service. Experience in a healthcare organization a plus; special consideration given to clinical or marketing experience. Excellent oral communications skills needed. Salary \$25,000-\$35,000, depending on experience.

Experienced Researcher in Financial: to work in our Quick Information Service. Knowledge of sources of financial information a must. Should be familiar with current trends in finance or insurance. Excellent oral communications needed. Salary mid \$20's, depending on experience.

Researchers (2): to work in our Document Services Department. One will be responsible for retrieval of documents from internal and external sources including traveling to libraries in the metropolitan area. Clerical responsibilities as well. Senior position must be knowledgeable of interlibrary loan system and other document sources. Supervisory experience a plus. Salary: Junior position low \$20's, Senior \$25,000-\$35,000, depending on experience.

Other opportunities will be opening shortly. Please forward your resume with cover letter stating desired position to:

**FIND/SVP
Personnel, Department BR
625 Avenue of the Americas
New York, NY 10011**



CONSULTANT. Request for Proposal for consultant services for a study of public library development in the state of Michigan. The Library of Michigan is seeking professional consultant service to create a five-year action plan for future public library development within the state. Public libraries (378), Public Library Cooperatives (16), and the Library of Michigan wish to develop a plan that will help to maximize the effectiveness of library service in the state and significantly improve the ability of residents to access library materials and information. Qualified persons and firms interested in bidding on this project should submit proposals to the Library of Michigan no later than 31 October 1988. For a complete Request for Proposal, contact: Tina Deitrich, **Library of Michigan**, Box 30007, Lansing, MI 48909; (517) 373-1593.

DEPUTY HEAD FOR ADMINISTRATION, Reference Department, Division of Humanities and History, Columbia University Libraries. The Butler Reference Department, including six professional reference librarians, offers reference services and instructional programs to readers in the academic community. Primary responsibility of the department is to students and faculty in the humanities and history and an increasing number of readers with interdisciplinary needs. Responsibilities include general and in-depth reference services, including bibliographic searching; staff administration and scheduling; training staff and writing training manuals; providing instruction, including working with the various programs in the Center for Reference and Advanced Research; conducting database searching using commercial databases as well as RLIN and CLIO, Columbia's online information system; preparing bibliographies and informational materials in print and online formats; and taking a major role in planning for the department and the libraries at large. Qualifications: an MLS or equivalent; at least 3 years of relevant professional experience; demonstrated abilities in managing staff, as well as excellent verbal, written and interpersonal skills; a strong background in the humanities and/or historical studies; relevant experience in database searching and use of technology in the workplace. Advanced subject degree is desirable. Salary ranges: Librarian II, \$27,000-\$36,450; Librarian III, \$30,000-\$43,500. Excellent benefits include free tuition for self and family, and assistance with university housing. Submit resume and the names of 3 references to: Kathleen M. Wiltshire, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline for applications is November 15, 1988. AA/EOE.

ETHNIC STUDIES LIBRARIAN. Assistant or Associate Librarian, \$25,380-\$44,686, based on qualifications and experience. Available immediately. Responsible for collection development and management for collections supporting expanding programs in ethnic studies (Afro-American, Asian-American, Chicano, and Native American studies) and for providing leadership in library services to campus multicultural community through faculty liaison, library instruction, preparation of guides, and other activities. Shares in providing reference, instructional, and online searching services in the humanities and social sciences, including some night and weekend reference hours. Participates in librarywide planning and in campus activities. Reports to head of humanities/social sciences department. Qualifications: MLS or equivalent; demonstrated experience in interaction with diverse multicultural academic community; a public services/collection development orientation; subject background in ethnic studies or social sciences or humanities discipline relevant to ethnic studies; excellent writing, speaking, and interpersonal skills; demonstrated energy, initiative, and leadership skills. This position is covered by a collective bargaining agreement. Applications received by November 4, 1988, will be assured consideration. Applicants should send letter, resume, and the names and telephone numbers of 3 references (including current supervisor) to: Sandra A. Vella, Assistant Library Personnel Officer, 108 Shields Library, **University of California/Davis**, Davis, CA 95616; (916) 752-2110. The University of California/Davis is committed to a policy of affirmative action and specifically invites inquiries and applications from women and ethnic minorities.

HEAD OF CATALOGING, Western Oregon State College Library. Coordinate cataloging department, including automated activities; share reference and collection development responsibilities. Requires ALA/MLS, LC classification and subject heading experience, experience with automation and technical services, and one year cataloging experience. 12-month, tenure-track, faculty rank, \$21,000-\$23,000 minimum salary, plus benefits. Send letter, resume, and names of 3 references, (with address and telephone) postmarked by 5 p.m., October 28, 1988, to: Gary Jensen, Library

Director, **Western Oregon State College**, Monmouth, OR 97361; (503) 838-1220, ext. 240. AA/EOE.

HEAD OF TECHNICAL SERVICES AND SYSTEMS. Mercer University, Stetson Memorial Library. Supervise Technical Services areas of Acquisitions, Cataloging, Periodicals, Bindery, and Automation, using INNOVACQ and OCLC. Direct installation of INNOPAC, Innovative Interfaces, Inc., public access catalog and circulation modules; plan changes in workflow and job assignments accompanying automation. Reports to Director and participates fully in planning, resource allocation, and overall policy development. This position will be instrumental in preparing for move in mid-1989 to new main library equipped to put Mercer University in the forefront of library technology for the 90's. On the library's staff are 8 professional and 13 support personnel. Stetson is the central library at Mercer, a leading church related institution established in 1833. Mercer provides undergraduate, graduate, and professional programs in the liberal arts, business, engineering, law, medicine, and pharmacy on campuses in Macon and Atlanta, and at off-campus centers around the state. Historic Macon (120,000) is located in a growing metropolitan area (280,000) only 80 miles south of Atlanta. ALA-accredited MLS required, knowledge of OCLC and automated library systems. Minimum 4-years academic library experience, 3 in technical services. Must demonstrate successful supervisory and leadership potential. TIAA/CREF, 22 days vacation and generous benefits. Salary \$27,000 minimum, faculty rank dependent on experience and qualifications. Position available, review of candidates to begin immediately. Please send resume, copy of graduate transcript, and names of three references to: Mary R. Howard, Director, Stetson Memorial Library, **Mercer University**, Macon, GA 31207. An equal opportunity employer.

HEAD, PERIODICALS DEPARTMENT (search reopened). Reporting to the Director of Library Services, incumbent will manage approximately 2,000 subscriptions. Functions include: selection and acquisition, record keeping, supervision, and maintenance of periodicals collection in hard copy and microformat; general collection development; and information desk services. ALA/MLS required with minimum of two years post MLS library experience, including work with serials; supervisory experience. Knowledge of microcomputers and/or serials automation preferred along with science or business background. Salary range \$23,000 to \$26,000. Screening will begin October 24, 1988 and continue until position is filled. Send letter of application, resume, and three current professional references to: Henry R. Stewart, Director, William Allen White Library, **Emporia State University**, Emporia, KS 66801. AA/EOE.

HEAD, PERIODICALS/GIFTS AND EXCHANGE DEPARTMENT. Responsible to Coordinator of Collection Development and Management Division for the management of the department in accordance with the library mission. Major responsibilities, in addition to those normally assumed for ordering, receiving, claiming, and binding periodicals and for the processing of gifts and exchanges, include: 1) budget management, 2) liaison with University faculty, 3) collection development, 4) public relations with donors, and 5) possibly some reference desk duty. The library receives approximately 3,000 periodical subscriptions and 9,000 gift books yearly. Department personnel supervised includes two full-time classified staff and student assistants. Position responsibilities may be modified as a result of the automation of library functions which should begin in late 1988, and the relocation of functions in a new library building, which should be occupied in 1989. Qualifications: Master's degree from a program accredited by ALA is required. Entry-level persons will be considered. Applicable experience in an academic library is preferred. Ability to work harmoniously with University faculty and cooperatively with Library staff, effective interpersonal and communicative skills are essential. Interest in and basic knowledge of library automation is helpful. Flexibility and tolerance of ambiguity will be necessary, given the impending changes noted above. Appointment: Position is permanent, tenure leading, with faculty status and rank. Appointment rank will be Instructor. Librarians are expected to meet tenure and promotion requirements of the Library faculty. Conditions are: 12-month contract, 24 days annual leave, 11 University holidays, 12 sick days, health/life insurance package with major portion paid by state, retirement TIAA/CREF or state system paid entirely by state, and better than average funding and opportunity for professional development. Salary is \$18,500. Responsibilities of position, pending Library automation, faculty status and privilege, and an excellent collegial and physical work environment offer an exceptional opportunity for a beginning librarian. Minorities are encouraged to



THE AMERICAN UNIVERSITY

WASHINGTON, DC

The American University welcomes nominations and applications for the position of University Librarian. The Library, which has holdings exceeding 500,000 volumes and an active non-print media center, supports a full-time faculty of 440, 11,500 students and programs through the doctorate. Automated systems in use include OCLC, CLSI, a local serials system, and both on-line and CD-ROM database for reference searching. The Library is a member of the Washington Research Library Consortium.

Minimum qualifications for applicants include:

- An MLS from an ALA-accredited library school
- A record of professional or academic achievement that qualifies the candidate for the rank of librarian with tenure
- Evidence of managerial skills based on at least 10 years of successful professional experience, primarily in academic libraries (or an additional graduate degree and 8 years of such experience), including at least 5 years of increasing administrative responsibility for budgeting, personnel, daily operations and long range planning
- Ability to attract campus support for the library and to help attract outside funding
- Ability to work with University, Library, and Consortium colleagues
- Familiarity with current library technology and ability to integrate new technologies into library operations

Salary is competitive and commensurate with experience. Interested candidates should send applications and nominations by October 21, 1988. Applications should include a letter of interest, a comprehensive resume, and the names, addresses, and telephone numbers of three references. Send applications and nominations to: Professor Robert L. Beisner, Chair, University Librarian Search Committee, Box 34, Eagle Station, The American University, 4400 Massachusetts Avenue, N.W., Washington, D.C. 20016.

The American University is an affirmative action/equal opportunity employer and is particularly interested in receiving nominations of and applications from minority and women candidates.

apply and to identify themselves for affirmative action purposes. Tennessee Technological University is a state-supported institution within the State University and Community College System of Tennessee. Tech has approximately 7,000 full-time students and 350 full-time faculty. Application Procedure: Initial screening of applicants will begin November 1, 1988; and the position will remain open until filled. Send letter of application, resume, transcripts (unofficial copies are acceptable for initial application), and three current letters of professional reference to: Roger Jones, Chair Search Committee, University Library, Box 5066, **Tennessee Technological University**, Cookeville, TN 38505.

HEAD, RECORD PRODUCTION/CONSISTENCY UNIT, BIBLIOGRAPHIC RECORDS SERVICES DEPARTMENT, The University of Virginia. Reporting to the Director of Bibliographic Services, the Head of the REPROCON Unit manages, organizes, and coordinates the work of 13 support staff and some part-time student employees who are responsible for copy cataloging of monographic publications and inputting and editing of departmental cataloging into the OCLC database. Hires, trains, evaluates staff, establishes and monitors workflow, maintains consistency and uniform application of policies, and develops operational procedures. Works with department head and other unit heads to establish priorities, allocate personnel and resources, and make long-range plans. Assists in the preparation for the transition to an online catalog. Required qualifications: ALA-accredited MLS; experience in monographic cataloging or technical services, preferably in a research library, knowledge of the *Anglo-American Cataloging Rules, 2nd Ed.*, LC classification and subject headings, MARC formats, and an automated cataloging system such as OCLC; skills in organizational leadership or supervision, communication, and human relations; ability to work harmoniously with many levels of staff in a rapidly changing environment. Preferred qualifications: Ability to write procedures and create appropriate documentation; working knowledge of one or more Western European languages; familiarity with national trends in bibliographic control and library computer applications; demonstrated commitment to professional growth. Salary: \$25,000 or higher, depending upon qualifications. General faculty status, 22 days vacation, generous sick leave, Blue Cross/Blue Shield, state and TIAA/CREF retirement plans, research leave. Applications received before November 7, 1988, will be given first consideration. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Gail Oltmanns, Personnel Director, Alderman Library, **University of Virginia**, Charlottesville, VA 22903-2498. An Equal Opportunity, Affirmative Action employer.

HEAD, SCIENCE & ENGINEERING REFERENCE/RESEARCH SERVICES, University of Minnesota Libraries-Twin Cities, Institute of Technology Libraries. The Institute of Technology (IT) Libraries, University of Minnesota, seeks a Head of the Science & Engineering Reference/Research Services Division in its recently consolidated Science & Engineering Library. The position will provide leadership in the development of information services for the academic community, as well as business and industry. These services include reference service, computer-based information service, user education and document delivery. A strong emphasis is placed on the application of technology to enhance library services. The Head of Reference reports to the Director of the IT Libraries, serves as a member of the library's Management Council and directs the work of 5 librarians, plus support staff. Responsibilities: Plan and implement information service programs to improve and expand access to information for faculty, staff, students and other clientele. Actively participate in delivery of reference service, database searching, orientation and teaching programs, and development of reference collections. Manage work of the division, evaluate its programs, direct activities of staff, develop policies and procedures, and participate in space and facilities planning. Serve as member of the IT Libraries' management team, which involves discussion of major program and administrative policy issues. Participate in long range planning for the IT Libraries. Serve on University Libraries system-wide committees as appropriate. Required qualifications: 1) ALA-accredited Master's degree or related Master's; 2) Minimum five years professional experience as a science or engineering librarian, with a minimum of two years administrative experience, preferably in an academic institution; 3) A strong commitment to experimentation and change with an interest in long range planning for innovative reference services; 4) Highly developed skills in the areas of reference service and online searching; 5) Knowledge and understanding of trends and issues in information services for science & technology. Successful candidates must demonstrate ability to interact productively with library

users and staff; ability to manage and supervise effectively while working cooperatively in a demanding and rapidly changing environment; excellent written and oral communication skills, and skills in long-range planning. The Institute of Technology Libraries is comprised of the Science & Engineering Library, with its collections in Chemistry, Engineering, Geology and Physics, plus departmental libraries for Mathematics and Architecture. Taken together, the IT Libraries consist of 400,000 volumes, 4,500 current serials, and a staff of 46. The University Libraries system, including IT Libraries, utilizes NOTIS software for its integrated online system. Salary: Minimum \$34,000. Appointment: Assistant or Associate Librarian, depending upon qualifications. Initial review of applications will begin November 14, 1988, but the search will continue until the position is filled. Send application letter, resume, and names of three references to: Barbara J. Doyle, Personnel Officer, **University of Minnesota Libraries**, 453 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Please identify application with UL 177. The University of Minnesota is an equal opportunity employer and invites and encourages applications from women and minorities. Note: The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

HEAD, SERVICE PROGRAM DEVELOPMENT OFFICE. Reporting to the Director of Academic Information Services, this position has primary responsibility for planning and implementing new library services, programs and activities. The incumbent will review and assess support services from outside sources; serve as a central resource about new technological trends and their impact on public services; plan and coordinate activities in specified library programs (e.g., CAI, staff workshops, major equipment installations); coordinate development and production of materials, programs and exhibits about Columbia's library resources and services; serve as liaison among public service units and other units to evaluate success of ongoing programs; administer centralized publications and database services programs; allocate funds for projects within programs and supervise program expenditures. In addition to an accredited MLS, requirements are: successful relevant experience in planning and implementing library programs and projects; evidence of imagination and leadership skills; knowledge and understanding of the process of scholarly communication and of the complexities of a major research library; familiarity with trends in information technology; and superior oral and written communications skills. Salary ranges are: Librarian I: \$26,500-\$34,450; Librarian II: \$28,500-\$38,475. Excellent benefits include tuition exemption for self and family and assistance with University housing. Send resume, listing three references, to: Kathleen Wiltshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline for applications is October 30, 1988. An Affirmative Action, Equal Opportunity Employer.

INFORMATION SERVICES LIBRARIAN, University of Wisconsin-Madison Instructional Materials Center. Participate in and manage reference, online searching and library use instruction; supervise support staff; work closely with the Director in planning and collection development. Requirements: Required: MLS from ALA-accredited program; two years of experience in reference or information services, including online searching. Desirable: Experience with bibliographic instruction, CD-ROM, media or circulation services. Background in education. Knowledge of library automation and microcomputers. Salary: \$22,647 minimum. Send letter of application with complete resume and the names, addresses and telephone numbers of three references to: Jo Ann Carr, Instructional Materials Center, **University of Wisconsin-Madison**, 225 N. Mills, Madison, WI 53706. Applications received by October 15, 1988, will receive highest consideration. An EEO/AA employer.

MANUSCRIPTS LIBRARIAN SPECIAL COLLECTIONS. Qualifications: ALA-accredited MLS required, with an advanced degree in History or other appropriate subject preferred. At least two years experience in an academic library with demonstrated successful processing and cataloging of manuscript collections required. Familiarity with archival and records management desirable. Individual in this position must have a thorough knowledge of standard manuscript and archival processing and preservation techniques; strong analytical and writing skills with aptitude for bibliographic detail; excellent communications and interpersonal skills; ability to work independently and well with other staff members and the general public; commitment to public service necessary. A broad general understanding of history and politics and an expertise for recognizing sig-

nificant historical items is needed. Supervisory skills required. Duties: Organization and arrangement of manuscript collections; preparation of descriptive inventories, collection cataloging, subject and other indexing. Compiling of guides to the collections and submitting detailed descriptions to various national publications. Reference service to researchers and patrons of Special Collections and University Archives. Rotating weekend assignments, with special assignments as necessary for overall operation of Department. Supervision of support staff and Library Student Assistants in processing work. Benefits: Include faculty rank, status, privileges and responsibilities; enrollment in the State Retirement System; comprehensive medical coverage; University holidays and annual and health care leave. Salary: \$19,000, or higher, depending upon qualifications and/or experience. Position Available: This position will be filled only if a suitable applicant is found. The Search and Screening Committee will begin to consider nominations and applications immediately and will continue to do so until the position is filled. Application Proce-

dures: Send application and resume, including names, addresses and telephone numbers of at least three references (preferably work) to: Frances N. Coleman, Chair, Search Committee, P.O. Box 5408, **Mississippi State University**, Mississippi State, MS 39762. Mississippi State University is an equal opportunity, affirmative action institution.

MAP CATALOG LIBRARIAN. Responsible for a full range of cataloging functions, including classification, descriptive cataloging and subject cataloging of maps and cartographic materials. Revises the work of paraprofessional working with contributed copy in the same subject area. Required: MLS from an ALA-accredited library school. Preferred: Subject master's in geography or geological sciences; knowledge of one or more European languages; familiarity with AACR2, LC Classification and MARC formats; experience with OCLC or other online databases. Salary: Minimum \$18,000. Send letter of application, resume and names of three references and/or



FOUR POSITIONS

Pennsylvania State University

Penn State is recruiting four library faculty members with academic rank to fill two cataloging positions and two public services positions with cataloging assignments.

Catalog Librarian, Serials Format; Catalog Librarian, Non-Print Formats. Excellent opportunities for experienced catalogers who want to join an innovative department. Positions combine subject cataloging assignments in the humanities and social sciences, responsibility for policy recommendations, documentation for either the serials or the non-print formats and some supervisory duties. The department catalogs over 30,000 titles annually using LIAS, the Penn State-developed online system, which also supports online public access and inventory control. Penn State utilizes and contributes to both the RLIN and OCLC databases. Qualifications: ALA-accredited MLS or equivalent; minimum two years professional cataloging experience with either serials or non-print materials, knowledge of MARC tagging and AACR2; knowledge of at least one foreign language (German or Spanish preferred). Subject master's degree preferred; academic background in music or music cataloging experience desirable for non-print formats position. Potential for promotion and tenure will be considered.

Special Collections Librarian/Social Sciences and Humanities Cataloger; Physical Sciences Librarian/Sciences Librarian/Science Cataloger. Opportunities for two creative and flexible librarians to work with both public and technical services aspects of an integrated, automated system (LIAS). After training in the cataloging unit, incumbents will move to home public service locations in either the Rare Books Room or the Physical Sciences Library, maintaining original cataloging assignments and formal ties with the cataloging unit. Public service duties include reference, instructional services and collection development. Cataloging duties include original cataloging in either the physical sciences or in the social sciences and humanities, assessment and maintenance of database quality, and participation in establishing cataloging policies and priorities in assigned subject field.

Qualifications: ALA-accredited MLS or equivalent; academic background in the social sciences and humanities or chemistry and related sciences as appropriate; subject master's degree preferred; facility with at least one Western European language. Humanities or chemical and physical sciences reference experience in academic, research or special library, or cataloging via national utility or local automated system experience desired (candidates with both preferred). Significant preprofessional library experience and potential for promotion and tenure considered.

Salary and rank dependent on qualifications. Liberal benefits, State or TIAA/CREF retirement, educational privilege. To apply, send letter, current resume, and names of three references to:

Nancy Slaybaugh
Box 2
Penn State University Libraries
E505 Pattee Library
University Park, PA 16802

Please specify position for which you are applying. Deadline, **November 15, 1988**, or until suitable candidates are identified.

An Affirmative Action, Equal Opportunity Employer. Women and minorities encouraged to apply.



Placement Bureau address by November 1, 1988, to: Dennis R. Defa, 328 Marriott Library, **University of Utah**, Salt Lake City, UT 84112. The University of Utah is an Equal Opportunity, Affirmative Action Employer. Women and Minorities are encouraged to apply.

MAP LIBRARIAN, (CATALOGER). The University of Arizona is seeking a professional librarian who will report to the Head Map Librarian and be responsible for cataloging cartographic material for the Map Collection, including original cataloging, coordination of copy cataloging, catalog maintenance, and liaison with the Catalog Department. The Map Librarian (Cataloger) participates in reference desk service and is responsible for the day-to-day operation of the department in the absence of the department head. Requirements for this position include a Master's degree in Library Science from an ALA-accredited school; cataloging experience and knowledge of AACR2, LC subject headings, and the LC classification system; demonstrated understanding of cartographic materials; and the ability to communicate effectively. Map cataloging experience and knowledge of MARC formats and OCLC are preferred. Salary is \$20,000 or higher depending upon qualifications and experience. Librarians at the University of Arizona have academic professional status, are eligible for continuing status, are voting members of the faculty, and may take up to 24 days professional leave per year. They have 22 days paid vacation, 12 days sick leave and 10 holidays. Send a letter of application, resume, and names of three references to: W. David Laird, University Librarian, **University of Arizona** Library, Tucson, Arizona 85721; by November 30, 1988. The position will be available April 10, 1989. The University of Arizona is an Equal Employment Opportunity, Affirmative Action employer. Women and minorities are urged to apply.

PUBLIC SERVICES LIBRARIAN. The David D. Palmer Health Sciences Library is seeking applicants for a Public Services Librarian, a full time faculty appointment at the rank of Instructor. Faculty responsibilities include reference desk service, online database searching, bibliographic instruction and supervision of 5.0 FTE circulation staff. Secondary duties assigned as necessary. Reports to Library Director. The successful candidate must possess ALA-accredited MLS degree; good communication and interpersonal skills, and a strong service orientation. Public services and supervisory experience helpful. Salary dependent upon experience and education; \$22,500 minimum. An excellent benefits package includes retirement, health, dental and disability insurance plans; 20 days paid vacation and holiday leaves. Located in the scenic and historic Mississippi River Valley, Palmer College of Chiropractic is the founding and largest chiropractic college. The college overlooks the Mississippi River and downtown Davenport. The Iowa-Illinois Quad-Cities, has a metropolitan population of 350,000 + with a diverse calendar of cultural and

social events. The college enrollment includes 1800 Doctor of Chiropractic and 50 Chiropractic Assistant candidates with a faculty of 110. The library employs 6.0 FTE librarians with a support staff of 13.0 FTE; a health science collection of 40,000 + and 750 + serial subscriptions; the Library participates in several consortia. Applications taken until position is filled. Send letter of application and resume, with three references to: Phyllis Kalmerton, Chair, Library Faculty Search Committee, **Palmer College of Chiropractic**, 1000 Brady Street, Davenport, IA 52803-5287. EEO/AA employer.

REFERENCE LIBRARIAN, Associate Librarian I (Search Reopened). The University of Maryland College Park Libraries invites nominations and applications for an Associate Librarian I, Reference position, Undergraduate Library. Responsibilities: Provide general reference assistance; searching of machine-readable databases; planning and conducting group instruction in the use of library resources; preparation of bibliographic guides and instructional aids; selection of materials and other collection management functions in assigned fields; maintaining liaison with faculty. Qualifications: Required: MLS from an ALA-accredited program. Ability to communicate effectively, demonstrated strong public service orientation. Preferred: Reference experience; exposure to online database searching; experience in teaching or library instruction. Salary \$20,355-\$27,239. Salary commensurate with experience. Excellent fringe benefits. For full consideration, submit resume and names/addresses of 3 references by October 31, 1988, to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, **University of Maryland**, College Park, MD 20742. Invited candidates may be asked to pay part/all of travel expenses. The University of Maryland is an affirmative action equal opportunity employer.

REFERENCE LIBRARIAN, Associate Librarian II, University of Maryland College Park Libraries. The University of Maryland College Park Libraries invites nominations and applications for an Associate Librarian II, Reference position, Undergraduate Library. Responsibilities: Provides general reference assistance; searches machine-readable databases; coordinates reference automated services for the unit; plans and conducts group instruction in the use of library resources; prepares bibliographic guides and instructional aids; selects materials for library collections in assigned fields; serves as liaison with faculty. Qualifications: Required: MLS from an ALA-accredited program. One year professional library experience; reference desk experience; ability to communicate effectively; demonstrated strong public-service orientation; and experience searching an online database. Preferred: Experience in teaching or library instruction. Salary: \$23,558-\$31,526. Salary commensurate with experience. Excellent fringe benefits. For full consideration, submit resume and names/addresses of 3 references by October 31, 1988,



SENIOR PROGRAM OFFICER

Research Libraries Group, Inc.

RLG seeks a Senior Program Officer to manage the Shared Resources Program and support the work of RLG's Public Services Committee. The SRP members have developed RLIN Interlibrary Loan policies that govern how members share materials rapidly and efficiently, and will now examine possible uses of new technologies to enhance library users' access to research information through user workstations, user-initiated ILL capabilities, and facsimile transmission.

Requires significant experience in research libraries in positions of increasing responsibility, especially in public services; demonstrated ability to manage projects; excellent communication skills; sensitivity to new technology and commitment to innovation. Salary \$3,290-\$4,269/month.

To apply, send resume and cover letter highlighting qualifications to:

Kathy DeMoulin
#51270-CRL
Personnel Services
Old Pavilion
Stanford University
Stanford, CA 94305-6110

An equal opportunity employer through affirmative action.

to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, **University of Maryland**, College Park, MD 20742. Invited candidates may be asked to pay part/all of travel expenses. The University of Maryland is an affirmative action, equal opportunity employer.

REFERENCE LIBRARIAN, Associate Librarian II (Search Reopened). The University of Maryland College Park Libraries invites nominations and applications for an Associate Librarian II, Reference position, Undergraduate Library. Responsibilities: Provides general reference assistance; offers instruction in the use of library resources; selects library materials for the General Reading Collection and carries out other collection management functions in assigned fields; searches machine-readable databases; maintains liaison with faculty; conducts special reference projects including a two-year pilot developing, coordinating and implementing workshops and instructional programs for novice users of automated reference services. Qualifications: Required: MLS from an ALA-accredited program. One year professional library experience to include reference experience, experience with online database searching, and experience in teaching or library instruction. Demonstrated ability in effective oral and written communication and strong public service orientation. Preferred: Demonstrated experience with the use of automation or AV technology in development of instructional aids and experience in collection management activity. Salary: \$23,558-\$31,526. Salary commensurate with experience. Excellent fringe benefits. For full consideration, submit resume and names/addresses of 3 references by October 31, 1988, to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, **University of Maryland**, College Park, MD 20742. Invited candidates may be asked to pay part/all of travel expenses. The University of Maryland is an affirmative action, equal opportunity employer.

REFERENCE LIBRARIAN. The University of Akron is seeking candidates for the position of reference librarian. This is a 12-month contract, professional position with 22 days vacation and standard benefits package. The salary is \$19,786. The reference librarian will furnish professional assistance to the head of the Science and Technology Department in the provision of reference, information, and instructional services in the University Library and assist in the planning, development, delivery, and evaluation of information services in the Science and Technology Library. The individual will also oversee the reference collection which involves selecting materials, de-selecting, and providing training in the use of reference materials; assist the department head in planning effective reference services; provide general reference service for patrons; supervise the circulation system procedures and solve circulation problems; and act as liaison to the Cataloging and Acquisitions Departments by recognizing and resolving ordering and cataloging conflicts. Qualifications: An MLS from an ALA-accredited institution; library experience; and strong written and oral communication skills are required. A science library background and academic library experience is preferred. To apply, send a letter of application, resume, and three references to: Julia Gammon, Search Committee Chair, Bierce Library, The **University of Akron**, Akron, OH 44325. The deadline for applications is November 15, 1988. The University of Akron is an Equal Education and Employment Institution.

REFERENCE LIBRARIAN/COMMUNICATION AND JOURNALISM SUBJECT SPECIALIST. Tenure-track position with academic professional rank, 12-month contract and excellent fringe benefits. The successful candidate will provide general reference service in the social sciences, humanities and fine arts and, in the assigned subject specialties, will engage in collection development, faculty liaison and specialized public service (database searching, orientation and instruction, and in-depth reference and research assistance). Required: ALA-accredited MLS degree or foreign equivalent; appropriate academic background in Communication, Journalism or other relevant social sciences discipline; strong interpersonal and communication skills. Preferred: Graduate degree in Communication or Journalism; relevant reference or collection development experience in an academic, large public or research library; experience and/or training in collection development and management, general reference, orientation and instruction, and online searching, end-user systems or other automated technologies. Salary: \$19,500 and up, dependent on qualifications and experience. To ensure consideration, applications should be received by October 31, 1988. If applying for more than one position, please submit separate applications. Send letter of application and resume which together address all qualifications sought, and the names, addresses and telephone numbers of four recent references to: Constance Corey, Associate

Dean of University Libraries, Hayden Library, **Arizona State University**, Tempe, AZ 85287-1006; (602) 965-3417. ASU is an affirmative action, equal opportunity employer.

REFERENCE LIBRARIAN/JUSTICE STUDIES, POLITICAL SCIENCE & PUBLIC AFFAIRS SUBJECT SPECIALIST. Tenure-track position with academic professional rank, 12-month contract and excellent fringe benefits. The successful candidate will provide general reference service in the social sciences, humanities and fine arts, and, in the assigned subject specialties, will engage in collection development, faculty liaison and specialized public service (database searching, orientation and instruction, and in-depth reference and research assistance). Required: ALA-accredited MLS degree or foreign equivalent; appropriate academic background in Justice Studies, Political Science, Public Administration or other relevant social sciences discipline; strong interpersonal and communication skills. Preferred: Graduate degree in Justice Studies, Political Science or Public Administration; relevant reference or collection development experience in an academic, large public or research library; experience and/or training in collection development and management, general reference, orientation and instruction, and online searching, end-user systems or other automated technologies. Salary: \$19,500 and up, dependent on qualifications and experience. To ensure con-

HEAD, ACQUISITIONS DEPARTMENT

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Head, Acquisitions Department, Technical and Automated Services. Reporting to Associate University Librarian, will plan and administer central monograph acquisitions activities for Rutgers University Libraries. Early tasks include: development of improved fund accounting schemes, further integration of acquisition and copy cataloging, planning for improved searching efficiency; work closely with systemwide technical services units and AUL for Collection Development and Management. Supervise staff of 12.

Qualifications: Master's from an ALA-accredited library school; 3 years experience in large library and direct experience with a bibliographic utility required. Supervisory or management experience preferred. Collegial orientation essential.

Salary: Negotiable, dependent upon experience and qualifications, with a minimum of \$30,705 for 12 month appointment, excellent benefits.

Rutgers Libraries is comprised of 18 libraries on 3 major campuses throughout the State and the University is a member of the Research Libraries Group. The Libraries are investigating new ways of providing electronic information services to the Rutgers community in an environment of change and growth.

Submit resume and three sources for current reference no later than **November 15, 1988**, to:

**Sandra Troy (App. 141)
Library Personnel Officer
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08903**

Equal Opportunity, Affirmative Action Employer.

sideration, applications should be received by October 31, 1988. If applying for more than one position, please submit separate applications. Send letter of application and resume which together address all qualifications sought, and the names, addresses and telephone numbers of four recent references to: Constance Corey, Associate Dean of University Libraries, Hayden Library, **Arizona State University**, Tempe, AZ 85287-1006; Phone: (602) 965-3417. ASU is an affirmative action, equal opportunity employer.

RESEARCH SUPPORT SERVICES LIBRARIANS. Two positions available in Information and Research Support Services. The ASU West Campus Library seeks applications from opportunity-seeking, dynamic, energetic and creative librarians to join a department of 4.5 Librarians and 5 paraprofessionals. Responsibilities: reference and research support, including an innovative partnership with paraprofessional information providers, individual consultation with students and faculty on research projects, and delivery of online services; bibliographic instruction in assigned subject areas; collection development in specific disciplines with emphasis on a strong liaison role with the faculty; and participation in program development and planning. Minimum qualifications for both positions: An ALA-accredited MLS; post-MLS experience in a research library setting; providing reference, online searches and bibliographic instruction; experience in selection of materials and developing library collections; excellent interpersonal skills; the ability to market and promote library services in a new environment; evidence of creativity and initiative in professional practices. Preferred qualifications for both positions: subject expertise, demonstrated by substantial reference or collection development experience and/or degree in one of the following: fine arts, English, interdisciplinary humanities, business, sociology, communication, environmental or biological/biomedical sciences. For appointment as Associate Librarian, salary \$27,500 minimum: Must meet minimum qualifications listed above and have five or more years of post-MLS experience; demonstrate a substantial record of service and contributions to librarianship and/or an applicable academic discipline. For appointment as Assistant Librarian, salary \$20,000 minimum: Must meet the minimum qualifications listed above. About ASU West: The West Campus is a newly founded and rapidly growing upper-division branch campus with exceptional faculty and students, an elegant new library building, a program emphasis on quality services tailored to institutional and client needs, collection building coordinated with curriculum building, intensive use of electronic information technology, and partnership with faculty in the academic mission. An online catalog provides access to both West Campus resources and the collections of ASU in Tempe. Over 400 junior-, senior-, and graduate-level courses are presently offered. ASU West Campus has a projected enrollment of 10,000 students when completed. The Fletcher Library building contains 97,000 square feet and has an acquisitions budget of \$1.4 million in FY 1989. To apply: A letter of application, addressing specific qualifications as they relate to the responsibilities described, a current resume, and the names, addresses and telephone numbers of 4 references must be postmarked by November 1, 1988, and sent to: Carol Burroughs, Head, Information and Research Support Services, Fletcher Library, **Arizona State University West Campus**, POB 37100, Phoenix, AZ 85069-7100; (602) 543-8504.

SENIOR INFORMATION SPECIALIST. The Westinghouse Research and Development Center located in Pittsburgh, PA, has an immediate opening in its technical library for a Senior Information Specialist. The position requires a Master's degree in Library and Information Science/Studies and a Bachelor's degree in Engineering or the Physical Sciences. Qualified applicants should have three or more years of experience in a technical library, preferably in an industrial environment, proficient personal computer skills, and be familiar with DIALOG, BRS, and STN information retrieval systems. Salary will be commensurate with experience. Range to \$3,200 per month. Interested candidates should send their resume in confidence to: **Westinghouse Research and Development Center**, 1310 Beulah Road, Pittsburgh, PA 15235, Attention: Ty Long, Employment Manager.

SERIALS LIBRARIAN, ASSISTANT, responsible for cataloging and classification of serials and the supervision and training of two paraprofessional staff. Directs and revises staff in cataloging and catalog maintenance in both manual and online environments. The position also is responsible for serials holdings information in a local automated periodical list, LS2000, and OCLC's Serial Control Subsystem. (SC350 will be implemented in Fall 1988). The Serials unit of Technical Services consists of two professional librarians and

six paraprofessional staff. The Assistant Serials Librarian reports to the Serials Librarian. The candidate should possess excellent interpersonal skills and the ability to participate in the continuing development of unit policies and procedures. Requirements: ALA-accredited MLS; serials cataloging experience (preferably in a academic library); familiarity with OCLC and serials subsystems. Desired qualifications: Second Master's degree; supervisory experience, including training and evaluating personnel; working knowledge of AACR2, Library of Congress Subject Headings, LC classification; and experience with LS2000. Candidates should be aware that the position encompasses responsibilities normally associated with faculty rank and status. Appointment will be made at the rank of Instructor or Assistant Professor, depending on qualifications. Salary: Minimum \$20,000 for 12-month year. Send letter of application (non-citizens must include current visa status), resume, and names of 3 references by November 1, 1988, to: Ruth M. Datz, University Librarian, Dimond Library, **University of New Hampshire**, Durham, NH 30824. Women and minorities encouraged to apply. UNH is an AA/EEO Employer.

SOCIAL SCIENCE REFERENCE/INSTRUCTION LIBRARIAN. Duties: 1) coordination of planning, development, promotion, and evaluation of library instruction to support upper-level courses in Business and the Social Sciences, in conjunction with three other division librarians; 2) some service at the social science reference desk; 3) collection assessment and development responsibility for at least two departments from among the following: Sociology/Social Work, Criminal Justice, Management, Marketing, Accounting, Law; 4) Liaison responsibilities with those same departments. University and Library: Illinois State University is a multi-purpose university with more than 21,000 students, located in the medium-sized urban area of Normal/Bloomington. Academic programs and courses are offered in thirty-three academic departments organized into five colleges with master's degree programs in most fields and doctoral degree programs in art, biological sciences, curriculum and instruction, economics, education, English, history and mathematics. Milner Library is the central library facility for the university community with a staff of 110 including thirty-four professionals, over 1 million volumes and a materials budget of \$1.4 million. The Library is a member of the CRL and the Library Computer System (LCS), a resource-sharing network of twenty-seven academic institutions in the State of Illinois. Qualifications: ALA-accredited MLS degree. Second advanced degree or certificate of advanced study in library science or another subject discipline required for Tenure and Appointment or Promotion beyond Instructor Rank. Requirements: Educational background in Social Sciences or Business; knowledge of Social Science/Business Information sources; considerable experience and strong interest in bibliographic instruction; ability to communicate well with individuals and classes. Online searching experience in business and social science databases; experience with CD-ROM searching; experience in using and integrating innovative techniques and technologies into library instruction programs. Salary and Rank: \$25,000 minimum, Faculty Rank and eligibility for tenure. Benefits include State Retirement Program, Health and Dental Insurance and other fringe benefits. Position Available: January 5, 1989. Applications: To assure consideration, send application, resume, and the names of three references to: Alan R. Nourie, Associate University Librarian for Public Services and Collection Development, Milner Library, Room 311B, **Illinois State University**, Normal, IL 61761. Deadline: October 31, 1988, or until position is filled. Illinois State University is an Equal Opportunity, Affirmative Action Employer.

TECHNICAL SERVICES LIBRARIAN. Search Extended. Findlay College, a private liberal arts college, is seeking an experienced professional to direct all of its acquisitions, cataloging, and processing operations and perform occasional reference duties. Required: ALA-accredited masters, knowledge of AACR2 and OCLC cataloging, 2-3 years experience. Desired: Administrative and supervisory experience, familiarity with microcomputer applications, working knowledge of Spanish. Salary: Minimum \$18,500 for 12 month appointment, generous fringe benefits. Please send letters, resumes, and names and addresses of three references to: Robert W. Schirmer, Director of Shafer Library, **Findlay College**, Findlay, OH 45840. AA/EO employer.

TECHNICAL SERVICES LIBRARIAN, University of Wisconsin-Madison Instructional Materials Center. Coordinate acquisitions, cataloging, processing of materials, catalog print and non-print items, supervise support staff; work closely with the Director in planning

and collection development. Requirements: MLS from ALA-accredited program; two years of experience in technical services; experience with AACR2, OCLC, AV cataloging formats. Desirable: Knowledge/experience with NOTIS; background in education; automation experience; interest/background in public services. Salary: \$22,647 minimum. Send letter of application with complete resume

and the names, addresses and telephone numbers of three references to: Jo Ann Carr, Instructional Materials Center, **University of Wisconsin-Madison**, 225 N. Mills, Madison, WI 53706. Applications received by October 15, 1988, will receive highest consideration. An EEO/AA employer.

LATE JOB LISTINGS

BUSINESS REFERENCE/COLLECTION DEVELOPMENT LIBRARIAN. Responsibilities include 50% Reference, with some specialization in Business, and 50% Collection Development for the College of Business Administration. Reference assignment includes research assistance/information service and library instruction. Collection Development responsibilities include selection, evaluation, policy development, and interaction with academic departments and faculty. An ALA-accredited MLS is required. The following are preferred: academic background in business; reference experience in an academic library; experience in computerized searching; an understanding of scholarly research needs, good communication skills, and potential for continuing professional contributions. Salary: \$20,000 minimum, salary and rank based upon qualifications. Letter of application, resume, and names of three recent references must be postmarked by November 1, 1988, and submitted to: Arthur L. Ketchersid, Acting Director, University Libraries, **University of South Florida** Library, Tampa, FL 33620. USF is an Equal Opportunity, Affirmative Action Employer.

COLLECTION DEVELOPMENT OFFICER. Northeastern University Libraries, Boston. Search extended for a new position under the general direction of the Associate Dean for User Services and Collection Development. Member of the library administrative team. Articulate, plan, coordinate and provide leadership for all collection development, resource sharing, preservation and disaster preparedness goals, strategies, policies and programs for print, non-print and technology-based information resources for the University Libraries. Oversee the preparation and currency of collection policy statements. Recommend allocations and monitor use of an increasing resource budget currently at \$1.5 million. Identify prospective funding sources, prepare proposals and grant applications, and develop gifts programs. Coordinate and evaluate collection analysis and selection activities of 20 librarians. May serve as liaison to one or more academic disciplines and select materials for that area. Assure close working relationships with faculty and curriculum development committees. Assess the adequacy of the collections and of the materials resource budget for accreditation reviews and for new course and program proposal reviews. Coordinate collection development planning with plans for online support systems and for a new centralized library building on the Boston campus. Evaluate information delivery technologies for satellite campus collections. Represent the University Libraries regionally and nationally in collection development and preservation matters. Qualifications: MLS from an ALA-accredited program. At least five years of demonstrated successful and increasingly responsible professional experience related to collection development, preferably in an academic library and including effective supervision, budgetary analysis and development, and faculty relations. Knowledgeable about collection preservation and disaster preparedness, about qualitative and quantitative collection analysis techniques, and about trends in higher education, research and curricular development. Strong planning, organizational, interpersonal, analytical, and oral and written communication skills. Ability to set priorities and to articulate goals and innovative programs. Commitment to staff development. Prefer advanced subject degree, and familiarity with a matrix organizational structure and with technology-based information systems and services. Salary: \$40,000 minimum, depending upon qualifications and experience. Please send letter of application, resume, and

the names of three references to: Alan R. Benenfeld, Dean, **Northeastern University** Libraries, 211 Dodge, 360 Huntington Avenue, Boston, MA 02115. Review of applications will begin October 31, 1988, and will continue until position is filled. Northeastern University is an Equal Opportunity, Affirmative Action Title IX Employer.

COORDINATOR OF COLLECTION DEVELOPMENT (Associate Professor/Collection Development Librarian), University of New Hampshire Library. Plans, organizes and monitors the collection development program for a university library serving a research university having 11,000 students and 600 faculty. The collection presently includes about 925,000 bound volumes and 5,000 serial subscriptions. Reports to the University Librarian. Responsibilities: Coordinates the selection of print materials, both monographs and serials, and nonprint materials through interaction with subject specialists and teaching faculty, curriculum committees, book dealers and subscription agents. Facilitates the selection of manuscript, curriculum and other special materials. Reviews materials received through approval plans and as gifts. Recommends allocations and monitors the use of the materials budget. Evaluates collections, updates policy manuals, serves on preservation and disaster preparedness task forces, and participates in appropriate state, regional and national activities concerned with collection development and resource sharing. Qualifications: MLS from an ALA-accredited program; 5 years of collection development experience in an academic library; knowledge of technology-based information resources; demonstrated planning and communication skills. Prefer second graduate degree and knowledge of collection analysis techniques. This is a 12-month, tenure-track faculty position. Professional achievement and research/creative activity are required for tenure and promotion. Salary \$32,000 minimum, depending on qualifications and experience. Submit a letter of application (non-citizens must include current visa status) and the names, addresses and telephone numbers of three current references to : Ruth M. Katz, University Librarian, Dimond Library, **University of New Hampshire**, Durham, NH 03824. Applications must be postmarked by November 7, 1988. Women and minorities are encouraged to apply. UNH is an AA/EEO Employer.

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FINE ARTS LIBRARIAN. Directs the activities of the Fine Arts Library, a branch library of over 40,000 volumes which supports the curricula in art, architecture, and music. Duties include providing service in reference and bibliographic instruction, acting as liaison with library representatives and other faculty members from the subject areas served, meeting the needs of students and faculty in these areas, directing circulation activities, supervising 1.5 FTE support staff and approximately fifteen student workers. Responsibilities also include collection development and maintenance, catalog maintenance, and security maintenance. MLS from an ALA-accredited institution required. Two years' previous experience as a fine arts librarian or in a position closely related to the fine arts field preferred. Substantial subject expertise in at least one of the three pertinent disciplines and experience in bibliographic instruction are highly desirable. Good communication skills are essential. Annual salary is \$24,000 minimum; rank dependent on qualifications. Twelve-month, tenure-track, TIAA/CREF, twenty-two days annual leave, tuition and other benefits. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional degrees. Situated in the Ozarks, Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Applications accepted until the position is filled. Send letter of application, resume, and the names, addresses, and telephone numbers of three current references to: John A. Harrison, Director of Libraries, **University of Arkansas**, Fayetteville, Arkansas 72701. The University of Arkansas is an equal opportunity, affirmative action employer.

LIBRARIAN (search reopened). To administer and supervise the operations of the College library. MLS degree and 5 years of academic library experience required. Familiarity with library technology and instructional media preferred. Salary range: \$20,000--\$34,500. Liberal fringe benefits. 12-month appointment. Application deadline: October 15, 1988. Apply to: Ted Spring, Dean of the College, **Herkimer County Community College**, Reservoir Road, Herkimer, NY 13350. AA/EOE.

REFERENCE LIBRARIAN, Librarian I (entry-level) or Librarian II. University of Pennsylvania (Philadelphia). Responsible to Head of Reference, Van Pelt Library, for general reference functions including information and bibliographic service. Participates in library orientation and instruction programs. Conducts online searches. Documents reference work is a substantial part of the Department's activity. Required: MLS from ALA-accredited program, strong subject background in social sciences or humanities; advanced degree preferred. Second language helpful. Entry-level appointment (Librarian I): requires no previous experience, but understanding of educational/research process essential. Librarian II appointment: minimum 2 years professional experience. Hiring range: Librarian I: \$19,525--\$24,725. Librarian II: \$21,475--\$27,200. Send letter of application and resume to: John Keane, Business Administration, **University of Pennsylvania** Libraries, 3420 Walnut Street, Philadelphia, PA 19104-6206, by October 30, 1988. EEO/AA employer.

REFERENCE/SOCIAL SCIENCES BIBLIOGRAPHER has collection development responsibility and general reference duties. Requires master's

degree from ALA-accredited school and minimum of four years experience, including online database searches in university library. Teaching experience desirable. Position available: immediately. Salary: \$22,000--\$24,500. Send letter of application and resume with names and telephone numbers of three references to: Director of Human Resources Management, **Northwest Missouri State University**, Maryville, MO 64468. An affirmative action, equal opportunity employer, Northwest encourages women and minorities to apply.

SERIALS LIBRARIAN. Responsible for technical and public service functions in a combined serials and microform department with 1,650 subscriptions, 69,000 bound volumes and 1.1 million microform items. Supervises clerical and student employees. Some night and weekend reference work. Opportunity for involvement in bibliographic instruction, and/or online searching. Requires ALA MLS, strong service orientation and demonstrated communication and human relations skills. Professional experience in academic or research library, especially in serials is preferred. Successful supervisory experience and knowledge of automated serials procedures is desirable. Tenure track position. Instructor or Assistant Professor. Nine month contract. Additional summer employment usually available. Competitive salary. Excellent benefits. Screening will begin October 15, 1988, and continue until position is filled. Send letter of application, full vita and supporting documentation and three letters of reference to: Louis Como, Bailey Library, **Slippery Rock University**, Slippery Rock, PA 16057. AA/EEO.

(Washington Hotline, cont'd)

Other provisions. The trade bill also includes a variety of literacy, education, and technology programs, including a student literacy corps, technology education, regional technology transfer centers, and an Education Department Office of Training Technology Transfer to serve as a clearinghouse for education and training software. It also strengthens international enforcement of intellectual property rights.

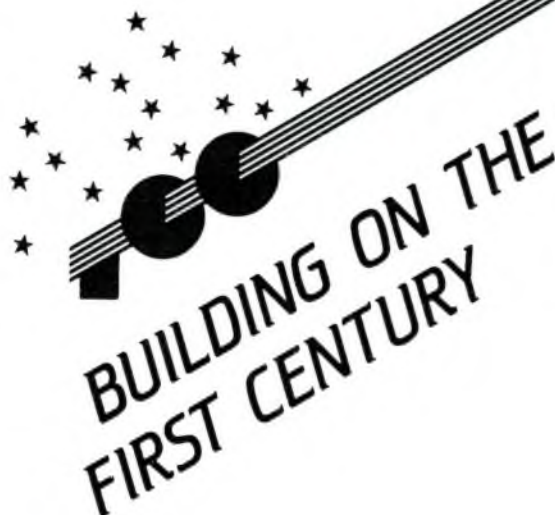
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