

# 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 \$5.75 per line for ACRL members, \$7.25 for others. Late job notices are \$13.75 per line for members, \$16.20 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.

**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 \$15 for ACRL members and \$20 for non-members.

**Contact:** Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780.

## FOR SALE

**PEOPLE COUNTERS,** for information: 1-800-441-BOOK, library director designed and markets accurate electronic device that will count the people that enter your library with invisible beam, usable anywhere, portable or permanently, \$229 includes shipping. Full warranty for one year, Laser Counters, 120 West Walnut St., Blytheville, AR 72315. (501) 762-2431. Over 500 sold U.S. and Canada.

## MATERIALS WANTED

**SPACE PROBLEMS?** We will buy your surplus serials, technical, scientific and historic materials. Send list for best offer to: Colfax Books, P.O. Box 380542, Denver, CO 80238.

## POSITIONS OPEN

**ACQUISITIONS LIBRARIAN** to manage the activities of an eight-person, automated (INNOVACQ) department responsible for ordering, receiving, binding, and mending monographs and serials. The library has a materials budget of 1.5 million, acquires 12,000+ monographs per year through firm orders and approval plans, and subscribes to 5,200 periodicals. Acquisitions librarian reports to the Head of Collection Development. Required: ALA-accredited MLS, experience supervising staff and managing projects, excellent communication and bibliographic skills, and experience in or familiarity with acquisitions and binding processes. Minimum salary is \$24,000 for a 12-month appointment. Fringe benefits include 20 working days annual leave, tuition waiver, TIAA/CREF, life and fully paid family health insurance. Applications received by Sep-

## 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, 1988 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	\$19,619
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$22,000
New Hampshire	\$17,500
New Jersey	\$22,000
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$20,000
Rhode Island	\$21,000
Vermont	\$19,000
West Virginia	\$20,000
Wisconsin	\$23,700

\*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.



## Circulation Librarian

Responsibilities: Manage all Circulation Department and reserve collection operations; supervise 12 (7.75 FTE) library specialists; monitor library access, security, and use; interpret and apply library regulations; maintain complex departmental manuals; prepare written correspondence, forms, and procedures; provide reference desk assistance as a member of the library's reference services team; and plan for the eventual automation of circulation activities. Requirements: MLS or equivalent training and experience; knowledge of library circulation work and previous experience in a public service area; demonstrated administrative and managerial abilities; successful supervisory experience; familiarity with automated circulation systems and academic/business library procedures; effective oral and written communication skills; superior public relations skills; ability to exercise independent judgment, while accepting direction and guidance; and willingness to work some evenings, weekends and holidays. Rank: Assistant or Associate Librarian. Salary: \$29,000 to \$40,000, depending on qualifications and rank. **(Refer to Search Committee "C".)**

## Reference Librarian (two positions)

Responsibilities: As a member of the library's reference services team, perform direct reference service and participate in related reference activities; organize and maintain reference collections and equipment; prepare informational guides; participate in library orientation programs; interpret and apply library regulations; maintain complex departmental manuals; and prepare written correspondence, forms, and procedures. Requirements: MLS or equivalent training and experience; extensive knowledge of business and economics library reference sources; successful experience with providing direct reference assistance, including interlibrary loan work and on-line database searching; familiarity with academic/business library procedures; effective oral and written communication skills; superior public relations skills; ability to exercise independent judgement, while accepting direction and guidance; and willingness to work some evenings, week-ends and holidays. Rank: Assistant or Associate Librarian. Salary: \$29,000 to \$40,000, depending on qualifications and rank. **(Refer to Search Committee R1.)**

Candidate should send a letter of application, full resume, related documents, and names of references to: **J. Hugh Jackson Library, Graduate School of Business, (refer to correct Search Committee) Stanford University, Stanford, CA 94305-5016.** EEO/AEE.

# STANFORD UNIVERSITY



tion of the Head of Reference, assists the Coordinator of Bibliographic Instruction in planning, developing, and providing library instruction and tours. Provides in-depth reference and consultation service, collection development and evaluation, online searching, bibliographic instruction, and other liaison activities in the subject areas of forest and recreational resources. Works with ten other reference librarians in providing reference service and freshman library orientation. Qualifications: ALA-accredited MLS required. Degree in natural resources, forestry, recreation or tourism, and reference or teaching experience preferred. Faculty status, retirement plans including South Carolina and TIAA/CREF, various medical plans, dental plan, liberal leave. Salary range: \$21,000 minimum depending upon qualifications and rank. Clemson University Library, one of the important research facilities in the Southeast, has a collection of 13,500 serial titles and 1,486,658 volumes and uses NOTIS and BRS Search software. The staff includes 25 librarians and 60 support staff. Candidates applying by September 30, 1989, will receive first consideration. Send letter of

application with resume and names, addresses, and telephone numbers of 3 references to: Lisa Ridenour, Chair, Assistant Bibliographic Instruction Librarian Search Committee, R.M. Cooper Library, **Clemson University**, Clemson, SC 29634-3001. Clemson University is an affirmative action, equal opportunity employer. The university is particularly interested in the applications or nominations of women and minorities.

**ASSISTANT BIOLOGY LIBRARIAN.** Under direction from the Biology Librarian, the Assistant Biology Librarian coordinates reference and online searching services; is responsible for bibliographic instruction, supervision of some support staff, and some original cataloging. Position works closely with the Biology Librarian in the areas of planning, collection development, and inhouse automation projects. Department: Biology Library serves some 400 faculty and researchers, 375 graduate students, and a large undergraduate body. It has a materials budget of \$295,000 and houses a working collection of 113,000+ volumes, including

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## **ASSISTANT DIRECTOR, SOCIAL SCIENCES DIVISION**

### **Columbia University**

The Assistant Director for the Social Sciences Division has primary responsibility for the public service activities and operations of one of the Libraries' three major divisions. The staff of the Social Sciences Division includes 15 librarians (including 5 area studies bibliographers for Africa, Latin America, Middle East, Slavic/Eastern Europe, and South/Southeast Asia), 25 supporting staff, and an FTE of 22 student assistants.

The Division includes: Thomas J. Watson Library of Business and Economics, the second largest collection of its kind in the U.S., containing 364,000 printed volumes and 590,000 microforms; Herbert H. Lehman Library, the center of the Social Science Division and a collection of contemporary social science research materials, including the Documents Service Center, containing 336,000 printed volumes and 767,000 microforms; Whitney M. Young, Jr. Memorial Library of Social Work, a major research collection of 71,000 printed volumes; Sulzberger Journalism Library, a major collection in its field, containing 15,200 printed volumes and an active newspaper morgue.

In consultation with the Director of the Resources and Special Collections Group, the incumbent is responsible for coordination of collection development activities in these libraries.

The Assistant Director for Social Sciences reports to the Director of the Academic Information Services Group, and will be expected to ensure the effective continuation of current service activities while continuing the development of innovative services and programs, including: exploration with faculty of new approaches to information services; expanding access to computer-based data systems; developing the application of video, audio-visual, and computer-based instruction to educational and research programs.

In addition to an accredited MLS, requirements are: demonstrated evidence of imagination, leadership, and managerial skills; knowledge and understanding of the process of scholarly communication and of the complexities of a major research library; and at least five years of experience in pertinent areas of library operations, especially responsibility for public service activities. A relevant graduate subject degree is desirable.

Salary ranges are: Librarian II: \$36,500-\$49,275; Librarian III: \$39,500-\$57,275; Librarian IV: \$43,500-\$60,900. Appointment at Librarian IV is for individuals demonstrating exceptional experience and achievement. Excellent benefits include tuition exemption for self and family and assistance with University housing.

Send resume, listing names, addresses, and phone numbers of three references to:

**Kathleen M. Wiltshire  
Director of Personnel  
Box 35 Butler Library  
Columbia University  
535 West 114th Street  
New York, NY 10027**

Deadline for applications is **September 30, 1989.**

An affirmative action, EEO employer.

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2,000+ serial titles. Its staff includes 2 FTE librarians, .5 FTE graduate assistant, 4.5 FTE support staff, and other student assistants. Qualifications: Required MLS/ALA-accredited. One year of professional or preprofessional academic/research library experience. Extensive coursework or library experience in life sciences literature. Online searching experience. Research orientation and promotion/tenure eligibilities. Preferred: Experience in reference or bibliographic instruction; familiarity with personal computer packages, such as word processors, database management systems, or spreadsheets. Desired: Supervisory and cataloging experience. Salary/Rank: \$21,000 upward, depending on qualifications/experience. Twelve-month appointment as Assistant Professor. Must meet University requirements for promotion and tenure (librarianship, research, publications, university/professional service). Application: Send application, resume, names and addresses of five professional references by October 15, 1989, to: Allen G. Dries, Library Personnel Manager, **University of Illinois Library (UC)**, 1408 W. Gregory Drive, Urbana, IL 61801. Phone (217) 333-5494. The University of Illinois is an affirmative action, equal opportunity employer.

**ASSISTANT CURATOR FOR MANUSCRIPTS**, Essex Institute, Salem, Massachusetts. Accessioning, processing, and cataloging manuscript and archival photograph collections; assisting in reader service, donor relations, and coordinating preservation microfilming. Qualifications: MLS or MA in American history; concentration in archives and cataloging; knowledge of computer applications. Salary \$18,000–\$20,000 negotiable. To apply, send cover letter, resume, and names of three references by October 1, 1989, to: Personnel Officer, **Essex Institute**, 132 Essex Street, Salem, MA 01970.

**ASSISTANT DEAN FOR TECHNICAL SERVICES**, the University of Kansas Libraries—a tenure-track, 12-month appointment. Responsible for the direction of the Library's five departments, including 21 professional and 51 paraprofessional staff, primarily concerned with technical operations—Acquisitions, Serials, Cataloging, the Slavic Department, and the Department for Spain, Portugal, and Latin America—and for the coordination of technical operations (acquisition, cataloging, serials, and preservation) throughout the Library system. The Assistant Dean will oversee a materials budget of \$3.5 million and will be responsible for the formulation and implementation of collection development policies in consultation with the Collection Development Librarian, the Acquisitions and Serials Librarians, library bibliographers, and representatives of the faculty. The Assistant Dean will have direct involvement in the general administration of the Library and will represent the Library in technical service matters at the University, state, regional, and national levels. Requires graduate degree in library science; an understanding of and commitment to higher education generally and to teaching, scholarship, and research in particular; minimum of five years of successful research library experience; broad knowledge of and experience with technical operations and procedures; minimum of three years experience in management of a major technical services operation; demonstrated leadership ability in working with faculty and library staff; ability to write and speak effectively; knowledge of current issues in collection development and management; working knowledge of and experience with automated technologies and their appropriateness for library operations; demonstrated commitment to a consultative/participative managerial style; appreciation of the importance of successful interaction between public and technical services operations; commitment to affirmative action; strong skills in communication, interpersonal relations, planning, and resource management. Prefer advanced academic training in a subject discipline; broad knowledge of European languages; experience in library public services; experience in collection development. Salary dependent upon qualifications, minimum \$45,000. Excellent benefits. Application deadline: Applications postmarked by October 1, 1989, will be given first consideration. Review of applications will occur monthly thereafter until the position is filled. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, The **University of Kansas Libraries**, Lawrence, KS 66045-2800. An AA/EEO Employer.

**ASSISTANT DIRECTOR FOR TECHNICAL SERVICES**, University of Florida. Administers, coordinates, and provides leadership for the technical operations of the UF Libraries and has line

responsibility for Acquisitions, Cataloging, Preservation, and Systems; bears principle responsibility for technical services policies and goals, for coordination with Collection Management, Public Services, and Administrative Services Divisions, and for relations with organizations providing major technical support to the Libraries. Required: ALA-accredited MLS; diversified and increasingly responsible administrative experience, preferably in the technical operation of a large research library, sufficient to demonstrate administrative competence in the management of technical library operations; excellent human relations, conceptual, leadership, and communications skills; demonstrated technical competence; significant professional accomplishment relevant to the responsibilities of the position. Preferred: advanced academic preparation in addition to the MLS. Salary: negotiable depending upon qualifications, minimum \$53,000 for 12 months. Benefits: faculty status, 22 days vacation, TIAA/CREF or other retirement options, no state or local income tax. Send letter of application with resume and names, addresses, and phone numbers of 3 professional references by October 6, 1989, to: Lynn Badger, Library Personnel Officer, 211 Library West, **University of Florida**, Gainesville, FL 32611. An AA/EEO employer.

**ASSISTANT DIRECTOR FOR TECHNICAL SERVICES AND COLLECTION MANAGEMENT**. Reporting to the Director of Libraries and serving on the Libraries' Director's Council, this position administers the Technical Services Division, comprised of the Acquisitions/Serials Unit and the Bibliographic Control Unit (with 9 Faculty and 38 Classified Staff positions), which is responsible for acquiring, cataloging, and preserving the collections of the Libraries in support of the University's programs of teaching, research, and extension. The primary function of the position is to provide leadership in planning, implementing, and evaluating divisional operations and services in accordance with library and divisional goals and objectives. The Assistant Director serves as the principal liaison with the Western Library Network (WLN) and takes an active role in the development and enhancement of a locally developed integrated online system with online catalog, circulation, and serials control components operation. (A local acquisition system is being developed.) Required: ALA-accredited MLS or its foreign equivalent; progressively responsible technical services experience, including management or supervision of at least one technical services unit (e.g., acquisitions, serials, cataloging); experience with an online bibliographic utility. Preferred: Experience in an academic or research library; experience in local library automated systems; positive public relations experience; record of leadership in professional organizations; demonstrated verbal and written communications skills. Rank: Librarian 2 or above; tenure-track status. Salary: \$35,088–\$40,536, commensurate with qualifications and experience. TIAA/CREF, broad insurance programs, 22 days vacation, 12 days/year sick leave. Send letter of application, resume, and names of three references to: Donna L. McCool, Assistant Director for Administrative Services, Libraries, **Washington State University**, Pullman, WA 99164-5610. Application deadline is November 22, 1989. WSU is an EO/AA educator and employer. Protected group members are encouraged to apply.

**ASSISTANT MUSIC LIBRARIAN**. Responsibility for the original and copy cataloging of all music materials using OCLC. Assists with the development of cataloging policies and procedures. MLS from ALA-accredited library school required, undergraduate degree in music, knowledge of AACR2, LCSH, and MARC formats for music materials, bibliographic knowledge of French and German. Familiarity with OCLC and automated library procedures desirable. Salary: minimum \$26,500. Send letter, resume, and three letters of recommendation by October 1, 1989, to: Sarah Ransom Canino, Music Librarian, Box 38, **Vassar College**, Poughkeepsie, NY 12601. AA/EOE.

**ASSISTANT SCHAFFNER LIBRARIAN**. The Assistant Schaffner Librarian participates in all Schaffner services, including user education, faculty liaison, reference, and new technological initiatives. Also participates in materials selection and coordination of technical services. The position requires some evening hours and one day a week on the Evanston Campus coordinating Schaffner activities with the University Library. Participates in a variety of public service functions: teaches in the Library's course-related user education program, provides reference service (including two evenings a week until 7 p.m.), conducts CD-ROM and online searches, and provides microcomputer consulting service. Participates actively in the promotion of continuing innovation within

# ASSOCIATE DEAN OF UNIVERSITY LIBRARIES FOR LIBRARY SERVICES

## Arizona State University

The Arizona State University Libraries are seeking candidates for the position of Associate Dean of University Libraries for Library Services. The successful candidate will be responsible for the leadership and management of Access Services, Acquisitions, Bibliographic Records, FIRST, Government Documents Service, Instructional & Information Services, Interlibrary Loan, Original Cataloging & Special Languages, Reference Service, Library Technology & Systems, Architecture & Environmental Design Library, Music Library, and the Noble Science & Engineering Library. This library executive will be second in command in the University Libraries and play a prominent role in overall library planning and policy formulation/execution.

**Required qualifications:** ALA-accredited MLS degree; successful administrative experience at the department head level or above in public or technical services in a university library; a record of progressively responsible experience in an academic/research library; demonstrated leadership qualities; effective interpersonal and communication skills; successful supervisory experience; demonstrated ability to create, implement, and coordinate public or technical service programs in a diverse and complex environment; knowledge of latest trends in academic librarianship; experience with online systems and knowledge of emerging information technology; evidence of professional development, service, and participation in professional associations; must be able to qualify for continuing appointment and rank of Associate Librarian or above. Preferred qualifications include successful leadership in both public and technical services.

**Arizona State University and its Libraries:** ASU's mission is to continue development as a major research university and remain competitive with the best public universities in the nation. Toward that end, the libraries have experienced dynamic growth during the past few years. A science and engineering library was occupied in 1983, an \$11.8 million addition to the main library was occupied in early 1989, a new architecture & environmental design library will be occupied in 1989, and the other libraries are being expanded/remodeled. The libraries enjoy an advanced online catalog that includes indexes to periodicals and specialized collections. A Tandem-based CARL system is used for the online catalog and circulation/reserve systems; Innovacq is used for acquisitions/serials control. Membership is held in ARL, CARL, CRL, AMIGOS, OCLC, and as an associate member of RLG. Total library budget is about \$10.5 million; 210 FTE staff are employed in Library Services. ASU, with 43,000 students, is the nation's 5th largest university and is located near Phoenix, the nation's 10th largest city.

**Salary:** \$60,000 minimum, depending on qualifications.

**Benefits:** TIAA-CREF, VALIC, or state retirement plan; annual paid leave of 22 days vacation, 12 days of sick leave, and 10 holidays; tuition reduction for employee and family at any of the three Arizona universities. Librarians serve on university governance committees and are eligible for continuing employment status (tenure) and sabbatical leave.

Recruitment will remain open until position is filled. To ensure consideration, applications should be received by **October 18, 1989**.

Send letter of application, resume, supporting documents, and a list of four recent references to:

Donald E. Riggs  
Dean of University Libraries  
Arizona State University  
Tempe AZ 85287-1006  
Phone: (602) 965-3950

**ARIZONA STATE UNIVERSITY**



ASU is an EO/AA  
employer; minorities are  
encouraged to apply.

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The **LIBRARIES** of  
North Carolina State University

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### Head -- Textiles Library

**Responsibilities:** Under the direction of the Assistant Director for Public Services, has administrative responsibility for the Burlington Textiles Library. Plans and develops programs in collection management and public services in support of one of the world's leading textiles programs. Provides dynamic leadership in planning and implementing services that incorporate new technology in meeting textiles information needs. Participates in College of Textiles building project that features a new textiles library opening in 1990. Is responsible for planning, budget, personnel, and facilities management. Serves as a member of the Libraries' middle management group, participates in the Libraries' planning activities, and is expected to be active professionally.

**Qualifications:** Required: MLS degree from an ALA-accredited library school. Substantial experience in a special or academic research library. Subject degree or experience in a science/engineering library. Substantive experience with online searching in chemistry and other textile-related subjects. Effective interpersonal skills and some administrative and supervisory experience necessary. Preferred: Experience with the application of technology to the delivery of library services. Knowledge of microcomputer applications.

### Assistant Librarian for Monographic Cataloging

**Responsibilities:** Under the direction of the Head of the Monographic Cataloging Department, serves as one of a team of catalogers dedicated to achieving ambitious goals of cataloging quality and quantity in an online environment. Catalogs print and nonprint materials in assigned subject areas. Supervises one part-time support staff person who performs data entry. Serves as the resource person for microcomputer applications within the department. Participates in the Libraries' planning activities, and is expected to be active professionally.

**Qualifications:** Required: MLS degree from an ALA-accredited library school. Thorough understanding of AACR2, LCRI, OCLC cataloging subsystem and authority control files, and MARC formats. Reading ability in one or more foreign languages. Ability to communicate clearly in both written and oral form. Preferred: Subject degree or background in the sciences/engineering area. Knowledge of microcomputers and possible applications in a cataloging department.

**The University:** North Carolina State University is located in Raleigh within the Research Triangle. This region of North Carolina contains one of the nation's premier concentrations of academic, corporate, and public research. The area offers outstanding opportunities for professional growth and an exceptional quality of life.

**Salary and Benefits:** Salary: Head -- Textiles: \$31,000 - \$38,000; Assistant Librarian for Monographic Cataloging: Minimum -- \$21,100. Librarians at NCSU have academic status without tenure or faculty rank. Benefits include: 24 days vacation; health, dental, life, legal, and disability insurance; state retirement. Tuition waiver program for all 16 campuses of The University of North Carolina available.

**To Apply:** The positions are available as of January 2, 1990. The review of applications will begin on October 1, 1989 and will continue until the position is filled. Interested candidates should send a resume and the names and addresses of three current, confidential references to:

Chair, Textiles Librarian Search Committee  
or  
Chair, Assistant Librarian for Monographic Cataloging Search Committee  
Office of Personnel Services  
Box 7111, NCSU Libraries  
Raleigh, NC 27695-7111

**NCSU IS AN AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER**

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Schaffner and communicates that activity within the Northwestern University Library system and the profession at large. Coordinates Schaffner's library science student intern program. Coordinates the library's technical services activities. Assists in the selection and maintenance of the library's collections. Qualifications: MLS from an ALA-accredited library school; excellent communication skills and familiarity with microcomputers, online searching, and CD-ROM technology. One to two years experience preferred. Salary range: \$21,000-\$24,000 depending on qualifications. Applications may be submitted to: Ann Smith, Personnel Manager, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60208-2300. Applications submitted before September 8, 1989 will receive primary consideration. EEO, AA Employer. Employment eligibility verification required upon hire.

**ASSISTANT SPECIAL COLLECTIONS LIBRARIAN**, with faculty rank and tenure track. Under the direction of the Head, Special Collections and University Archives, assume responsibility for providing and coordinating reference service, preparing access points to collections, preserving material in paper format, and assisting in the management of manuscript and book collections and their related records. MLS from ALA-accredited library school and training or experience in special collections and preservation required; training or experience cataloging with MARC tagging, and providing reference service, as well as demonstrated ability to communicate effectively are highly desirable. Good fringe benefits. Salary: \$20,040 minimum, for 12 months. Salary and rank dependent upon qualifications and experience. For full consideration applications should be received by October 1, 1989; applica-

tions will continue to be considered until position is filled. Send letter, resume, and names of three references to: Edward R. Johnson, University Librarian, Oklahoma State University, 204 Edmon Low Library, Stillwater, OK 74078-0375. AA/EEO Employer. Successful applicant must comply with IRCA.

**ASSISTANT UNIVERSITY LIBRARIAN**, Boise State University. (Search Reopened). Responsibilities: Coordinate administrative functions under direction of University Librarian; supervise public service department heads; participate in collection development and other professional duties; assist in planning, policy development, and budgeting. Qualifications: MLS; demonstrated ability to plan, manage, and supervise; seven years of professional library experience in academic or research libraries; direct provision of professional services and a minimum of five years in increasingly responsible managerial positions; knowledge of automation and networks—strong preference will be given to applicants with experience in directing the implementation of an automated system; oral and written communication skills; ability to foster constructive interpersonal relationships. Minimum Salary: \$40,000. Tenure-track; rank dependent upon professional background. Screening Begins: November 1, 1989. Starting Date: Mutually agreed upon. To Apply: Submit letter of application and detailed resume with the names, addresses, and phone numbers of at least three references in position to assess professional potential on the basis of direct observation or work. Applicants should arrange for library school credentials to be forwarded to: Timothy A. Brown, University Librarian, Boise State University, Boise, ID 83725. EEO/AA Employer.

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## ASSOCIATE UNIVERSITY LIBRARIAN FOR COLLECTION DEVELOPMENT AND MANAGEMENT

### Syracuse University Library

**Responsibilities:** Under the general direction of the University Librarian, the Associate University Librarian for Collection Development and Management administers, directs, and provides leadership for all collection development and preservation activities of the Syracuse University Library. Has responsibility for collection development policy, allocation of materials budget, and selection decisions of bibliographers. Directs the collection development activities of over 25 librarians and chairs the collection development committee. Oversees the preservation unit of the Library. Develops close relationship with Deans, Department Chairs, and faculty.

As a member of the Library Administration, participates in planning, policy-making, budget and resource allocation, faculty and student relations, and in implementation and evaluation of programs. Maintains close liaison with public service and technical service departments.

Represents the University Library on regional and national committees in developing and implementing institutional and cooperative collection development and preservation programs.

**Qualifications:** An MLS from an ALA-accredited library school or equivalent. Earned doctorate and/or second master's degree preferred. Substantial collection development and management experience in a large library and in-depth knowledge of current issues in collection development, acquisitions, and preservation. Demonstrated ability to lead library staff and work effectively with members of the academic community. Effective written and oral communication skills. Fund-raising experience highly desirable.

**Salary:** Competitive and commensurate with experience and qualifications, minimum: \$48,000.

Send letter of application, resume, and the names of three references to:

**Search Committee**  
**Associate University Librarian for Collection Development and Management**  
**Office of Human Resources**  
**Syracuse University**  
**Skytop Offices**  
**Syracuse, NY 13244-5300**

Applications received by **October 1, 1989**, will receive first consideration.

Syracuse University is an equal opportunity, affirmative action employer.

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# CHIEF ACCESS SERVICES DEPARTMENT

## Penn State University Libraries

Academic administrative position responsible for services which provide access to library materials. Administers Lending Services, Interlibrary Loan, Microforms, Periodicals, and Photoduplication sections, which furnish circulation, reference, and interlibrary loan support for the main campus at University Park and at dispersed campuses across the state; analyzes and plans for system-wide circulation and document delivery activities; coordinates access services with collection development programs; participates in planning related to resource sharing, library automation, collection preservation and security programs, and space utilization, including administration of and planning for storage facilities.

**Qualifications:** ALA-accredited MLS or equivalent; minimum of five years experience in an academic or research library system required, including some administrative and access service responsibilities; familiarity with integrated, online library systems (in particular circulation components), interlibrary loan policies and procedures and resource sharing programs, collection preservation and security matters, periodical and microform collection management and service issues; excellent analytical, planning, and communication skills. Additional advanced degree desirable. Promotion and tenure potential will be considered.

The University Libraries include a central collection and six subject libraries at University Park and libraries at twenty campuses throughout the Commonwealth. Collections include over 3 million volumes, as well as extensive holding of maps, archival materials, microforms, and documents. Serving approximately 67,000 students at all locations, with 35,000 enrolled at University Park, the Libraries participate in ARL, OCLC, RLG, and the Pittsburgh Regional Library Center.

Salary and academic rank dependent upon qualifications, minimum \$40,000. Benefits include: liberal vacation; excellent insurances; State or TIAA/CREF retirement options; and educational privilege.

To apply: send letter of application, current resume, and names of three references to:

**Chief, Access Services Search Committee**  
**Box ASD**  
**Penn State University**  
**E1 Pattee Library**  
**University Park, PA 16802**

Application deadline: **November 1, 1989.**

An affirmative action, equal opportunity employer. Women and minorities are encouraged to apply.

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**ASSISTANT UNIVERSITY LIBRARIAN FOR TECHNICAL AND AUTOMATED SERVICES**, with faculty rank and tenure track. Reporting to the University Librarian, the Assistant University Librarian administers the Acquisitions, Cataloging, Access Services, and Automation departments. Provides leadership in the development of a unique integrated library system—SAILS—being developed for OSU by Swets of Amsterdam. Serves on University Librarian's management team and participates in long-range planning, resource allocation, and the formulation of goals, policies, and priorities for all areas of Library services and collection management. Provides guidance in the adoption of technology, works in close cooperation with University Computing Center in development of library automation, and represents Library at the state, regional, and national levels in the creation and expansion of cooperative networks and programs. MLS from ALA-accredited library school, substantial administrative experience in academic or research library, and strong interpersonal skills and effective skills in written and oral communication are required. Competence in technical services and experience in the implementation of automated library programs highly desired. Active participation in the library profession, demonstrated leadership abilities, the capacity to manage change, and a commitment to a style of management which emphasizes consultation and the effective interrelationship of the technical and public services also desired. Good fringe benefits. Salary: \$42,000 minimum, for 12 months. Salary and rank dependent upon qualifications and experience. For full consideration applications should be received by November 1, 1989; applications will continue to be considered until position is filled. Send letter, resume, and names of three references to: Edward R. Johnson, University Librarian, **Oklahoma State Univer-**

**sity**, 204 Edmon Low Library, Stillwater, OK 74078-0375. AA/EEO Employer. Successful applicant must comply with IRCA.

**ASSOCIATE LIBRARIAN II, REFERENCE** (Search Reopened). The University of Maryland College Park Libraries invites nominations and applications for an Associate Librarian II, Reference position in the Graduate Library. Responsibilities: Provides assistance in locating information or information sources; offers instruction in the use of library resources; searches machine-readable databases; maintains liaison with faculty; selects reference (and possibly general library) materials in law and criminology. Serves as liaison to the Coordinator for Library Instruction from McKeldin Reference. Qualifications: Required: MLS from an ALA-accredited program. One year professional library experience; demonstrated ability in effective oral and written communication; strong public service orientation; strong interest and demonstrated skills in library instruction; demonstrated familiarity with the literature of law and criminology; experience in searching online databases, especially LEXIS and related legal documents. Preferred: Supplementary familiarity with the literature of government and politics or anthropology. SALARY: \$24,384–\$34,342. Salary commensurate with experience. Excellent fringe benefits. For full consideration, submit resume and names/addresses of 3 references by October 2, 1989, to: Marjorie Simon, Library Personnel Office, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. The University of Maryland is an affirmative action, equal opportunity employer.

**BIBLIOGRAPHER**. Temple University Libraries. Reports to Associate Director for Collection Development and Public Services.



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# HOMER BABBIDGE LIBRARY

## The University of Connecticut

The University of Connecticut Libraries hold the most comprehensive and extensive publicly supported research collections in Connecticut. The Homer Babbidge Library, the central library in the system, has reorganized its public and technical service divisions within the last year, creating a number of new and exciting opportunities for librarians who aspire to leadership positions.

The Collections Development Department has two Bibliographer positions available for individuals to manage collection activities of the department and to coordinate the work of other selectors outside the department.

### **SOCIAL SCIENCES BIBLIOGRAPHER**

### **SCIENCES BIBLIOGRAPHER**

Reporting to the department head, the Bibliographers coordinate collection development activities in the Social Sciences and Sciences for the General Collection. Responsibilities will include long-range policy and procedure planning, direction and evaluation of activities of subject selectors, selection of materials in all formats, as well as liaison with academic departments and participation in the direct service program of the Research & Information Services Department.

Qualified candidates must have an ALA accredited MLS as well as substantive experience in Social Science or Science collection development in an academic research library. A subject background in one or more of the Social Sciences or Sciences in addition to demonstrated ability to organize and direct the work of others is essential.

Preferred candidates will have a working knowledge of one or more modern foreign languages, an advanced degree in a relevant subject area, experience in providing reference services in a research library and some familiarity with the selection of materials in non-print media.

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The Research & Information Services Department has two Coordinator positions available to manage the day-to-day operations of the Department.

### **COORDINATOR FOR COMPUTER-BASED INFORMATION SERVICES**

The chosen individual will provide leadership for programs within the department including on-line database

searching, an 18-station CD-ROM unit, and other uses of digital information. Responsibilities include development and implementation of policy and program, staff training, promotion and evaluation of services, budgeting and accounting, as well as evaluation of staff and participation in the full range of departmental activities. Qualified candidates must have exceptional teaching skills.

### **COORDINATOR FOR INSTRUCTIONAL SERVICES**

The Coordinator for Instructional Services provides leadership for the Department's orientation and instructional programs. Responsibilities include development and implementation of policy and programs, staff training, promotion and evaluation of services, oversight of departmental publications, including production of audio/visual and CAI products. The chosen individual who will have a formal role in the evaluation of staff, should also possess exceptional teaching skills.

Both of these positions require an ALA accredited MLS and 5 years of professional, directly relevant experience, preferably in a large research library. Also required is the proven ability to organize and coordinate the work of others, excellent written and oral communication skills, effective interpersonal skills, and the ability to work within a diverse environment.

Preferred candidates will have an advanced degree in addition to the MLS and reading knowledge of a modern foreign language. Other skills appropriate to the position such as experience with editing, design and production of printed, audio/visual, or computer media are preferred as is experience with computer programming, telecommunications, or statistical or full-text data files.

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Rank and salary for all four positions are dependent upon qualifications and experience. Initial appointment is expected to be at the University Librarian III level, with a beginning salary in the high \$30's. The University offers a generous and comprehensive program of benefits including Blue Cross/Blue Shield/Major Medical, 22 vacation days, 12 holidays and TIAA/CREF.

Send resume and cover letter addressing qualifications for the position being sought to: Nancy Kline, Administrative Offices, Homer Babbidge Library, U-5A, University of Connecticut, Storrs, CT 06269-1005. Applications received by September 22, 1989 will be given preference in screening. AA/EOE. (Search #'s 9A293, 9A294, 9A295, 9A296.)



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# DIRECTOR OF ACADEMIC LIBRARY SERVICES

## East Carolina University

The University invites applications and nominations for Director of Academic Library Services. ECU, with 16,000 students in ten professional schools, a College of Arts and Sciences, and a School of Medicine, is the third largest of the 16 institutions of the University of North Carolina. Located in Greenville, NC, a rapidly growing community 90 miles from Raleigh, Durham, and Research Triangle Park, ECU is the primary educational resource for the eastern region of the state.

Academic Library Services includes Joyner Library and the Music Library and has almost 900,000 volumes, over one million microforms, a staff of 86 including 30 professionals, SOLINET membership, and online catalog and automated circulation utilizing LS/2000.

Responsibilities: Serve as senior administrative officer with faculty rank; report directly to the Vice Chancellor for Academic Affairs; serve on the Council of Academic Deans; assume primary responsibility for all library operations, which will include a major role in planning a proposed 24.5 million dollar addition to the current library. Twelve-month appointment. Salary competitive; minimum \$60,000.

Qualifications: ALA-accredited MLS; earned doctorate or equivalent in education and experience; progressively responsible experience in academic or research libraries; demonstrated record of professional and scholarly activity; demonstrated leadership ability; superior communication skills; commitment to service, participatory management, and shared governance.

Screening of applications will begin on November 1, 1989, and applications will be accepted until position is filled.

Send a letter summarizing qualifications, curriculum vitae, and names of at least three references to:

**Helen Grove**  
**Chair, Search Committee for Director of Academic Library Services**  
**Joyner Library, Room 110**  
**East Carolina University**  
**Greenville, NC 27858-4353**

Proper documentation of identity and employability as well as official transcripts are required at the time of employment.

East Carolina University is an affirmative action, equal opportunity employer  
and, as such, encourages applications from women, blacks, and other minorities.

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sible for original cataloging in all formats in WLN-based technical services unit. Required: ALA-accredited MLS, knowledge of AACR2, MARC, LC classification, and LCSH. Previous professional experience, familiarity with WLN or other utility, foreign language skills, additional graduate degree, desirable but not mandatory. This is a 12-month, tenure-track faculty appointment. Minimum salary \$21,000 plus liberal faculty benefits including relocation assistance. Review of applications begins September 20, 1989. Send letter of application and resume, plus names, addresses, and telephone numbers of 3 current references to: Eileen Bell-Garrison, Head of Technical Services, Crosby Library, **Gonzaga University**, Spokane, WA 99258.

**CATALOGER.** Three-year position, beginning January 1, 1990, with possible three-year renewal. Performs original cataloging and cataloging with copy, using OCLC. Catalog maintenance, including authority work, using LS/2000. Some reference duties. Participates, with Head of Catalog Section, in formulation of catalog policies and procedures. Qualifications: MLS, 2 years cataloging experience, working knowledge of AACR2, OCLC, LC classification and subject headings; ability to catalog foreign language materials. Salary: Up to \$25,000, TIAA/CREF and usual fringe benefits. Send resume and names of three references by October 23, 1989, to: Willis E. Bridgeman, Librarian, **Amherst College**, Amherst, MA 01002. EOE, AA, M/F/H.

**CATALOGER,** Cornell University, 50% Art/Arch, 50% Soc Sci/Humanities. Responsible for descriptive and subject cataloging using AACR2, LCSH, and LC classification, and for authority work. Cataloging done on NOTIS system with planned upload to RLIN.

Qualifications Required: MLS; 3 years cataloging experience using AACR2, LCSH, MARC formats, automated systems (RLIN, NOTIS preferred); one Western European language (working knowledge of other languages desirable); evidence of professional commitment; and good interpersonal skills. Subject background in fine arts highly desirable. Salary commensurate with qualifications and experience (minimum \$23,000). Applications due September 30, 1989. Send cover letter, resume, and names and addresses of 3 references to: A. Dyckman, Director of Personnel, CU Libraries, 201 Olin Library, **Cornell University**, Ithaca, NY 14853. Cornell is an affirmative action, equal opportunity employer.

**CATALOGER,** Assistant Librarian, Monograph Cataloging Division, University of Michigan. Responsibilities: Perform original cataloging in accordance with standards for Western language materials. Primary responsibility for the implementation of Medical Subject Headings (MeSH) cataloging, providing MeSH subject headings for all incoming materials for the Health Science Cluster Libraries and for other libraries in selected Library of Congress classification ranges. Responsible for maintaining the MeSH authority file and for identifying mechanisms for supplying MeSH headings to selected recon. materials. Supervise and train pre-catalog searchers and student assistants. Assist in training and revising the work of original catalogers. Required: accredited MLS. Knowledge of at least two Western European languages. Strong communication skills and ability to work with staff. Good problem-solving skills, and ability to make decisions and exercise good judgment. Desired: Undergraduate degree in biological sciences, experience with MEDLINE, or previous science library experience. Previous cataloging experience. Minimum salary of \$25,000 de-

pendent on previous relevant experience. Applications received by September 30, 1989, will be given first consideration. Apply to: Lucy R. Cohen, Manager, Library Personnel and Payroll Services, 404 Hatcher Graduate Library, **University of Michigan**, Ann Arbor, Michigan 48109-1205. The University of Michigan is a non-discriminatory, affirmative action employer.

**CATALOGER/BIBLIOGRAPHER OF SPECIAL COLLECTIONS.** Museum of Comparative Zoology Library. Harvard University. Cataloging and bibliographic description of rare books and archival materials of all periods and in a variety of languages. Maintains security and access to the collections and participates in the provision of reference services. Qualifications include MLS; 2 years of experience with descriptive cataloging (preferably of rare books) utilizing LC/OCLC, AACR2; reading knowledge of 2 Western European languages and Latin. History of Science background, familiarity with McIntosh PC, interpersonal skills, and the ability to work independently desired. Anticipated hiring salary: high \$20s to low \$30s, depending on experience. Send letter and resume to: Susan Lee, Associate Librarian for Personnel, **Harvard University**, Widener 98, Cambridge, MA 02138. An affirmative action, equal opportunity employer.

**CATALOGER, LAW LIBRARY.** This position is primarily responsible for original and copy cataloging of monographs and serials for the Anglo-American and East Asian collections in the Law School Library. Materials are in English, Chinese, and Japanese. The incumbent will also supervise two support staff copy catalogers working in English, Chinese, and Japanese. In addition to an accredited MLS, requirements are: working knowledge of either Chinese or Japanese; aptitude for analytical and detail work; and working knowledge of automated cataloging systems as demonstrated through previous experience and/or superior performance in formal courses in cataloging and automation. Salary ranges are: Librarian I: \$25,000–\$32,500; Librarian II: \$27,000–\$36,450; Librarian III: \$30,000–\$43,500. Excellent benefits include tuition exemption for self and family and assistance with university housing. Submit resume, listing names, addresses, and phone numbers of 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 September 30, 1989. An affirmative action, equal opportunity employer.

**CATALOGER (MONOGRAPHS).** Duties: Under the general direction of the Head of Cataloging, this beginning position performs original cataloging of monographs in several subjects, including science and technology and in a variety of languages in both book and non-book format; assists in daily revision of public catalog files and works on other general assignments. This position is governed by the University's policies for research or creative achievement and professional service as outlined by the Faculty Handbook. Qualifications: Required: MLS from ALA-accredited library school; bibliographic knowledge of European languages; evidence of research and publication. Desirable: Broad educational background, including coursework in sciences, mathematics, or technology; familiarity with automated cataloging systems; knowledge of LC classification and subject headings, AACR2, and MARC formats, knowledge of Russian; second master's degree. First Screening Date: October 16, 1989. Search will remain open until filled. Salary: \$28,966 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 21 days vacation; University holidays; generous sick leave. University Libraries: A member of the Research Libraries Group and ARL, the University Library consists of a main library and six branches. The collection contains more than 2.2 million volumes, 17,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. A major expansion of the main library was completed in May 1982, doubling the size of library facilities. The Libraries possesses an LS2 automated circulation system and is heavily involved in other automation activities. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume and the names of three references including current supervisor, to: Donald C. Hudson, Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019. University of Oklahoma is an equal opportunity, affirmative action employer.

**CIRCULATION SERVICES LIBRARIAN.** Reopened position. Tenure-track, 12-month position in a 750,000-volume library serv-

ing a multi-ethnic university population of 12,000 in the San Francisco Bay Area. Responsibilities: circulation desk and reserve book room; automated circulation system operation; stack maintenance; physical access and collection security; analysis of collection use data. Participation in implementation of integrated online public access catalog including circulation and reserve modules. Required: ALA-accredited MLS; experience in working with an ethnically diverse student body; demonstrated ability to communicate effectively both orally and in writing; demonstrated professional commitment. Progressive professional and/or scholarly development required for promotion and tenure. Includes evening and weekend duty. Minimum of three years professional experience preferably in an academic library, with a minimum of two years in circulation or access services in a library which utilizes an online system. Demonstrated interpersonal and management skills; strong commitment to service. Senior Assistant or Associate Librarian rank, depending upon experience and qualifications (\$33,168–\$50,472). To be assured consideration applications must be received by October 30, 1989. Send letter of application, including complete resume and names, addresses, and telephone numbers of 3 references to: Melissa Rose, Library Director, **California State University, Hayward**, Hayward, CA 94542. Applications from women and minorities welcome. AA/EOE. Position #89-90 CSLIB (TT) 1.

**COLLECTION DEVELOPMENT LIBRARIAN.** Northern Michigan University is a state university of 8,000 students and 900 employees serving Michigan's Upper Peninsula and located on the shore of Lake Superior. Olson Library contains over 450,000 volumes, subscribes to over 2,900 serials, and houses both A-V and depository documents collections. This position is responsible for implementing, monitoring, coordinating, and evaluating the collection development program, which encompasses print materials, both monographic and serial, and non-print materials. Materials selection duties include management of an approval plan. Reports to the Director of the Library. Qualifications: ALA-accredited MLS; at least two years substantial collection development experience in an academic library; thorough knowledge of trends and issues in academic collection development and book selection; effective oral and written communication skills; ability to work effectively with faculty, students, and colleagues; skill in analyzing and interpreting statistical data; familiarity with automated library systems desirable; second master's degree highly desirable. Faculty status, tenure-track. Salary: \$28,674 minimum; depends upon experience and qualifications. Submit nominations or letter of application with resume, three letters of recommendation, copies of credentials and transcripts to: Director's Office, Olson Library, **Northern Michigan University**, Marquette, MI 49855-5376. Application review will begin after: October 15, 1989. Starting date: December 1, 1989. An AA/EEO employer.

**COLLECTION SERVICES LIBRARIAN,** Boston College Law Library. Requirements: MLS from ALA-accredited school. Previous professional experience with circulation, automation, or supervision desired. Knowledge of legal literature helpful. Duties: Directs and supervises activities relating to circulation, stack, and collection maintenance. Hires, trains, supervises, and evaluates full-time and student Circulation staff. Charged with immediate implementation of NOTIS automated circulation module in conjunction with the adoption of an integrated system for all library functions. Represents law library on appropriate University Library committees. Assists in long-range planning and implementation of collection services policies and procedures. Opportunity for reference duties. Reports to Public Services Librarian. Available: Immediately. Salary: \$25,000–\$32,000 per year, commensurate with education and experience. Send resumes to: Anita Ulloa, Personnel Officer, Department of Human Resources, **Boston College**, Chestnut Hill, MA 02167. Boston College is an affirmative action employer. The University also offers competitive salary and comprehensive benefits.

**COMPUTER REFERENCE SERVICES LIBRARIAN.** Northern Michigan University is a state university of 8,000 students and 900 employees serving Michigan's Upper Peninsula and located on the shore of Lake Superior. Olson Library contains over 450,000 volumes, subscribes to over 2,900 serials, and houses both A-V and depository documents collections. The Computer Reference Services Librarian provides and coordinates the library's computer-based reference services and microcomputer support services, gives direct assistance to patrons seeking information, and



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## DIRECTOR OF LIBRARIES

### University of North Dakota

#9-211. Applications and nominations are invited for the position of Director of Libraries. The Director reports to the Vice President for Academic Affairs, is a member of the University Senate, and works with the advice of the University Library Committee in the administration and management of facilities which together comprise the largest library in the state. The main facility is 154,000 square feet. Annual library budget: \$1,725,000. Staff: 36 FTE full-time, 22 FTE part-time, and student. The university hosts the statewide library automation system (PALS-based), is a member of MINITEX, and is an ERIC and a (joint) government document depository. UND is a research university with over 11,000 undergraduate, graduate, and professional school students pursuing academic programs in 130 fields. Founded in 1883, it is located on a 500-acre campus in Grand Forks—a city of approximately 50,000 people on the eastern boundary of the state—and employs over 2,000 faculty and staff.

Qualifications: Master's degree from an ALA-accredited program, plus substantial managerial experience in an academic/research library, with at least seven years of progressively more responsible professional library experience including five years of supervision and administration, required. Additional earned advanced degree preferred. Demonstrated expertise in collection development, strategic planning, personnel and fiscal management, information technology, and facilities planning sought. Proven ability to function in a university research environment, and to lead State/regional cooperative activities, essential.

Start January 1990. Closing date: August 20, 1989, or as soon thereafter as a suitable pool exists. Minimum salary: \$48,000 and includes TIAA/CREF and health coverage among fringe benefits.

Position description available through, or nominate/apply to:

**Library Director Search and  
Screen Committee  
c/o Assistant Director Diane Nelson  
Department of Personnel Services  
The University of North Dakota  
P. O. Box 8010, University Station  
Grand Forks, ND 58202-8010**

The University of North Dakota is an equal opportunity, affirmative action employer.

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colleagues; effective oral and written communication skills; a second master's degree in a subject area desirable. Salary: \$28,674 minimum, depending upon experience and qualifications. Faculty status, tenure-track. Submit nominations or letter of application with resume, three letters of recommendation, and copies of credentials and transcripts to: Director's Office, Olson Library, Northern Michigan University, Marquette, MI 49855-5376. Application review will begin after: October 15, 1989. Starting date: December 1, 1989. An AA/EO employer.

**COMPUTER SEARCH COORDINATOR/REFERENCE LIBRARIAN**, Assistant Professor (tenure-leading), Central Reference Services Department starting January 1, 1990. 1) Serve as the senior coordinator and provide innovative leadership for the computer search services of the University Libraries, which includes the administration, budget oversight, coordination with other library departments and, with the Assistant Coordinator for the Branch Services Department, outreach, training, planning, and development. 2) Serve on the Reference/Information Desk. 3) Assist in the management of the Reference/Information Desk. 4) Perform database searching in the humanities and social sciences. 5) May have collection development/subject liaison responsibilities. MLS from an ALA-accredited library school; minimum one year professional public service; strong interpersonal skills; demonstrated oral and written communication skills; experience in reference service; experience in online searching. Preferred: Graduate degree in the humanities or social sciences; general knowledge of budget management; reading knowledge of one or more foreign languages; demonstrated supervisory/management skills or experience. \$22,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses and telephone numbers of three references by October 15, 1989, to: Kent Hendrickson, Dean of Libraries, 106 Love Library, University of Nebraska-Lincoln, Lincoln, Nebraska 68588-0410. An Affirmative Action, Equal Opportunity Employer.

**COMPUTERIZED REFERENCE SERVICES LIBRARIAN and REFERENCE LIBRARIAN** entry level (2 tenure-track positions). California State University, Dominguez Hills is seeking to appoint library faculty effective January 1, 1990. Reappointment, promotion, and tenure require evidence of continuing professional development. 1) *Computerized Reference Services Librarian*, Assistant Professor or Associate Professor, dependent on experience and qualifications. Annual salary is \$33,168–\$58,164. Responsibilities: general reference, computerized reference services coordination, bibliographic instruction, and collection development. Qualifications: ALA-MLS, 2 years academic reference experience, 2 years online searching, microcomputer, and bibliographic instruction experience required. Knowledge of business, law, education, social sciences, or sciences desirable. 2) *Reference Librarian*/entry level, Assistant Professor. Annual salary is \$33,168–\$45,960. Responsibilities: general reference, bibliographic instruction (may include teaching of library skills course), online searching, and collection development. Qualifications: ALA-MLS, strong public service commitment, and teaching skills required. Relevant library experience and database searching knowledge desirable. Knowledge of business, education, law, social sciences, or sciences desirable. Excellent benefits. Submit letter, resume, and 3 recent references to: Betty J. Blackman, Dean, University Library, California State University, Dominguez Hills at Carson, CA 90747. Deadline: Application review begins October 30, 1989. Search will remain open until positions are filled. CSU/Dominguez Hills is an urban, comprehensive university with a highly pluralistic student body and many working adult students. Equal opportunity, affirmative action, Section 504, Title IX employer.

**COORDINATOR FOR LEARNING RESOURCES CENTER (LRC)**, Clark County Community College, Henderson Campus. Responsibilities: Supervise daily operations, activities, and services of the Henderson LRC; monitor public services and audio/visual requests; coordinate policies, procedures, and long-range planning through the Director of LRC. In cooperation with the LRC staff maintain open communication with system, state, and public libraries and college divisions; monitor inventory and maintain statistical records; assist the director with hiring, orientation, and evaluation of staff; maintain close communication with campus faculty to determine library and audio visual needs and requirements; serve on committees as required. Qualifications: Master's

teaches them how to use library resources. Qualifications: Master's degree from an ALA-accredited library school; facility with microcomputers and software; experience with database searching; knowledge of latest developments in computer reference services; ability to integrate automated and traditional reference services; ability to work effectively with faculty, students and

degree in Library Science from an ALA-accredited institution. At least five years experience in a college library, three of which have been in the supervision of library and audio/visual services. Demonstrated ability to work cooperatively with other personnel in the system, willingness to work both day and evening hours as required, and understanding of community college philosophy and purpose. Application Procedure: Letter of application, current resume, names, addresses, and phone numbers of three references should be forwarded to: Personnel Office, C1A, **Clark County Community College**, 3200 E. Cheyenne Ave., N. Las Vegas, NV 89030. Salary Range: \$29,000-\$35,000 and liberal fringe benefits package. Deadline for Application: September 20, 1989. Target Date for Employment: November 1, 1989. AA/EEO.

**COORDINATOR OF BIBLIOGRAPHIC INSTRUCTION.** Responsible for the coordination of the Bibliographic Instruction Department. The department consists of four subject specialist librarians, 2 teaching assistants, and one support person. In addition to managing the department, the position includes teaching bibliographic instruction classes, reference desk service, collection development, and database agate searching. Reports to the Assistant Director, Bibliographic Instruction and Reference. The bibliographic instruction department works closely with the reference department. Qualifications: ALA-accredited MLS, an additional graduate degree in social sciences or humanities, 3 years academic library experience with at least 2 years including bibliographic instruction. Administrative experience preferred. The University of Toledo is a growing state university with an enrollment of 24,000 in 8 colleges offering graduate degrees including the doctorate. The library is currently implementing the NOTIS system. Toledo is a dynamic city which provides a wide variety of cultural and educational resources. Faculty status; 12-month contract; liberal fringe benefits. Salary \$30,000. Applications accepted until the position is filled. Send letter of application, resume, and the names of 3 references to: Sharon L. Bostick, Search Committee Chairperson, Carlson Library, The **University of Toledo**, Toledo, OH 43606. The University of Toledo is an Equal Opportunity, Affirmative Action Employer.

**COORDINATOR OF MEDIA COLLECTIONS,** Rhode Island School of Design. Responsibilities: Administer collections of c.500,000 items, including slides, pictures, photographs, videotapes, and sound recordings; supervise 3 FTE staff plus students; work with other department heads in library to provide service to dynamic and active art school community, including museum. Qualifications: Background in art, architecture, design; master's degree, preferably in library science; three years administrative and supervisory experience in visual resource collection management; knowledge of automation of visual collections desirable. Salary: mid-\$20s minimum, excellent benefits. Send letter of application, resume, and names of three references by October 20, 1989, to: Carol Terry, Director of Library Services, **Rhode Island School of Design**, 2 College Street, Providence, RI 02903. E/O Employer.

**COORDINATOR OF PUBLIC SERVICES.** Position Description: The Library has four organizational divisions, each headed by a coordinator. Coordinators are responsible to the library director for the administration and coordination of divisional activities in accordance with the goals and mission of the Library and for fostering the cooperative pursuit of Library goals among divisions. The Public Services Division comprises the service units of: circulation/reserve, interlibrary loan, information services (primarily online database searching, bibliographic instruction, reference service, and reference collection development), and special collections (regional history and archives). The coordinator also serves as an information services librarian with responsibilities for performing the unit's primary functions. Divisional personnel, in addition to the coordinator, include five Library faculty, three classified staff, and eight FTE student assistants. Librarians from other divisions also provide reference desk service and specialized bibliographic instruction. Responsibilities will change somewhat when new building is occupied. Qualifications: Required: Master's degree from program accredited by the American Library Association. Five years applicable experience as public services librarian providing information services as defined above. Applicable supervisory experience. Proficient written and oral communication skills. Interpersonal skills necessary to work collegially with the Library faculty and cooperatively with the Library staff and the university and public communities. Personal and managerial commitment to

professional and staff development. Understanding of the service role of the library and of the division in a complex, comprehensive state university. Knowledge of and commitment to automated information services. Preferred: second master's degree, demonstrated collegial management style, understanding of the respon-

## DOCUMENTATION AND TRAINING LIBRARIAN

### Penn State University Libraries

Faculty position with academic rank for an experienced cataloger who wants broad responsibility in an innovative department. Under the leadership of the Catalog Department Chief, has responsibility for developing and maintaining training programs for cataloging and acquisitions department staff, and for cataloging operations distributed among public service units. Provides liaison with librarians and senior staff in documenting cataloging policy and practice, and helps ensure quality control of the LIAS database through management of training programs, through consideration of impact of database maintenance projects, and through coordinator of decentralized cataloging operations with the Libraries. The Documentation and Training Librarian would share in the regular cataloging workload of the department as time permits. 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 monographic cataloging experience with extensive knowledge of MARC tagging and AACR2; experience with other bibliographic formats helpful. Knowledge of at least one foreign language required. Prior experience with training and/or documentation very desirable. Potential for promotion and tenure will be considered.

Salary and rank dependent upon qualifications, minimum \$27,000. Benefits include: liberal vacation; excellent insurances; State or TIAA/CREF retirement options; and educational privilege.

To apply, send letter of application, current resume, and names of three references to:

**Head, Search Committee  
Box DT  
Penn State University  
E1 Pattee Library  
University Park, PA 16802**

Applications will be reviewed beginning October 15, 1989, and continuing until suitable candidates are identified.

An affirmative action, equal opportunity employer. Women and minorities encouraged to apply.

sibilities and demands of faculty status for library faculty, and experience with library automation. Appointment: Position is permanent, tenure-leading, with faculty status and rank. Librarians are expected to meet tenure and promotion requirements of the Library faculty. Tenure is as Library faculty, not coordinator. Conditions are: 12-month contract, 24 days annual leave, 11 university holidays, 12 sick days, health/life insurance package with 80 percent paid by the university, retirement program choice of TIAA/CREF or state system (both entirely paid by the university annual rate approximately 10 percent of salary). Better than average funding and support for professional development. Salary is \$24,500, slightly more depending on experience. University: Tennessee Technological University is a state-supported institution within the State University and Community College Systems of Tennessee. Tech has approximately 7,000 full-time students and 350 full-time faculty. The Library has begun implementation of the ATLAS system of Data Research Associates and will occupy a new building in June 1989. Application Procedure: The position is open and will be filled as quickly as possible. Screening of applicants will begin October 1, 1989. Position will remain open until filled. Applicants must submit: letter of application, resume, transcripts for all college credit (unofficial copies of transcripts are acceptable for initial application), and three current letters of reference. Incomplete applications cannot be considered. Mail to: Coordinator Search Committee, Tennessee Technological University, Li-

brary Box 5066, Cookeville, TN 38505. Minorities are encouraged to apply and to identify themselves for affirmative action programs. An AA/EEO Employer.

**DIRECTOR OF LIBRARY SERVICES.** North Georgia College. Twelve-month position available January 2, 1990. Master's of Library Science from ALA-accredited school (doctorate preferred) with five years experience in an academic library. The 120,000-volume facility employs five professional and six support staff and thirty student assistants. Salary range: \$30,000-\$40,000. Send vita with transcripts and three letters of reference by September 25, 1989, to: Personnel Office, Attn: Library Position, North Georgia College, Dahlonega, GA 30597. AA/EEO.

**DIRECTOR OF MCGRATH LIBRARY,** Hilbert College. Hilbert College, located in Hamburg, New York, seeks a highly enthusiastic and motivated Director of McGrath Library. The Director is responsible for implementing and administering library and learning resources programs and services which serve a diverse student and faculty body; manages technical and public services; plans and coordinates development of library collections; participates in regular library duties and coordinates the expansion and development of library technologies as well as recommends and develops new programs and services. Required: MLS from an ALA-accredited program, 3-5 years experience in academic librar-

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## DOCUMENTS LIBRARIAN/SOCIAL SCIENCE CATALOGER

### Penn State University Libraries

Penn State University Libraries invites applications for the position of Documents Librarian/Social Science Cataloger. We seek a creative, flexible individual who shares our enthusiasm for the concept of integrated public and technical service functions. This is a faculty position with academic rank at the University Park campus library.

Public service aspects of this position involve a wide range of reference and instructional responsibilities in the areas of federal, international, state, and local documents, maps, law, and political science, and with special focus on the development of state and local documents collections and coordinating CD-ROM services in Documents.

Technical service aspects include acting as liaison between public and technical service staff in matters of bibliographic control and training of the Documents/Maps processing staff, original cataloging in the social sciences and other cataloging duties, and establishment of bibliographic policies and priorities for the assigned subject field.

The Penn State University Libraries include collections of over 3 million volumes, 25,000 current serials and extensive holdings of maps, microforms, and computer-based information sources. Penn State is a selective depository as well as a patent depository. The Libraries have an integrated automated system (LIAS) and participate in ARL, RLG, OCLC, and the Pittsburgh Regional Library Center.

**Qualifications:** Requires ALA-accredited MLS or equivalent; facility with at least one Western European language; experience with government documents in an academic or research library, with consideration given to significant pre-professional library experience. Prefer academic background in a social science; knowledge of AACR2 and MARC tagging; experience working with a national utility or local automated system in the cataloging of library materials. Evidence of potential for promotion and tenure will be considered.

Salary and rank dependent on qualifications, minimum \$27,000. Benefits include liberal vacation; excellent insurances; State or TIAA/CREF retirement options; and educational privileges.

To apply, send letter of application, resume, and names of three references to:

**Nancy Slaybaugh  
Personnel Coordinator  
E1 Pattee Library  
Penn State University  
University Park, PA 16802**

Applications will be reviewed beginning October 15 and continuing until the position is filled.

An affirmative action, equal opportunity employer. Women and minorities are encouraged to apply.

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# FOUR CATALOG LIBRARIAN POSITIONS

## The University of Alabama Libraries

### **Monographs Catalog Librarian**—Instructor level (New Position).

*Responsibilities:* To provide, under the supervision of the Head, Monographs Department, general original cataloging and editing of OCLC copy for monographs in the main and departmental libraries. To assist with the formulation and review of policies and procedures in the department, and with conducting Graduate School of Library Service internships.

*Qualifications:* Required: An MLS from a program accredited by ALA; knowledge of AACR2, Library of Congress classification, LCSH, and relevant MARC formats; ability to work effectively with others. Desired: Experience with OCLC or other bibliographic utility; cataloging experience, preferably in an academic research library; coursework, undergraduate, or graduate degree in business or the sciences; experience with NOTIS; knowledge of one or more modern European languages.

### **Special Collections Catalog Librarian**—Assistant Professor level (New Position).

*Responsibilities:* To provide, under the direction of the Head, Monographs Department, original cataloging of monographs, pamphlets, manuscripts, photographs, and other non-book materials, with the exception of music scores and music sound recordings. To supervise copy cataloging, catalog maintenance, and stacks preparation of Special Collections materials. To maintain an awareness of bibliographic access needs of Special Collections, and serve as liaison between Special Collections and the cataloging department, and to be responsive to the priorities set by the Assistant Dean for Special Collections

*Qualifications:* Required: An MLS from a program accredited by ALA; successful professional cataloging experience, preferably with special collections materials in an academic research library; knowledge of AACR2, Library of Congress classification, LCSH, and relevant MARC formats; ability to work effectively with others. Desired: undergraduate or graduate degree in history; knowledge of Alabama and southern history; experience with OCLC or other bibliographic utility; experience with NOTIS.

### **Serials Catalog Librarian**—Instructor level;

### **Serials Catalog Librarian**—Assistant Professor level (New Position).

*Responsibilities:* To provide, under the supervision of the Head, Serials Department, original cataloging and editing of OCLC copy for serials in the main and departmental libraries. To assist with the formulation and review of policies and procedures in the department.

*Qualifications:* Instructor: Required: An MLS from a program accredited by ALA; knowledge of AACR2; Library of Congress classification, LCSH, and relevant MARC formats; ability to work effectively with others. Desired: Experience with OCLC or other bibliographic utility; cataloging experience, preferably in an academic research library; experience with NOTIS; knowledge of one or more modern European language

*Qualifications*—Assistant Professor: Required: An MLS from a program accredited by ALA; successful professional serials cataloging experience, preferably in an academic research library; knowledge of AACR2, Library of Congress classification, LCSH, and relevant MARC formats; ability to work effectively with others. Desired: Experience with OCLC or other bibliographic utility; experience with NOTIS; knowledge of one or more modern European languages.

*Salaries:* Appointments at the Instructor level will be with a beginning salary of \$19,500. Assistant Professor level \$23,500 minimum.

The University of Alabama is a member of ARL, OCLC, and CRL, and is currently converting to the NOTIS system.

*To Apply:* Applicants are invited to apply for one or more positions depending upon credentials and interests.

Send letter of application, resume, and names and addresses of three references to:

**Sondra Tucker**  
**Libraries Personnel Officer**  
**The University of Alabama**  
**Catalog Librarian Searches**  
**P. O. Box 870266**  
**Tuscaloosa, AL 35487-0266**

by the application deadline of October 6, 1989.

The University of Alabama is an equal opportunity, affirmative action employer.

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ies or related information agencies, supervisory experience, ability to communicate effectively, and to interpret and promote the library to the campus community. Salary: Mid to high \$20s. To apply send letter of application, resume, and names of 3 references to: G. Charles Newman, c/o President's Office, **Hilbert College**, 5200 South Park Avenue, Hamburg, New York 14075. Applications are due by September 15, 1989, or until position is filled. Hilbert College is an AA, EEO employer. Qualified women, minorities, and handicapped persons are encouraged to apply.

**ELECTRONIC INFORMATION SERVICES LIBRARIAN** (Search Extended). Under direction of Associate Director, provides overall development of electronic information services in cooperation with reference unit and other units. Primary duties: Sets up and maintains local information databases (DORIS), CD-ROMs and vended services such as BRS/After Dark, Knowledge Index, and other electronic information systems. Major duties related to DORIS: Maintains screen and files specifications, manages load of citation databases and full text, develops access to computer center data files and transfers bibliographic information into DORIS, serves as a liaison with Division of Administrative Programming Services on DORIS, solicits new files to add to DORIS, and develops new programs related to database establishment and access. Qualifications: ALA-accredited MLS required. Preferred: Experience with online searching techniques and reference services; knowledge of database environment, preferably experience with BRS Search; excellent writing and teaching skills. Computer science degree or background desirable. Faculty status, retirement plans including S.C. and TIAA-CREF, various medical plans, dental plan, liberal leave. Salary range: \$25,000 minimum depending on qualifications. Clemson University Libraries has a collection of 13,500 serial titles and 1,500,000 volumes and uses NOTIS. The University, South Carolina's land grant institution, is located in the foothills of the Blue Ridge Mountains, 30 miles from Greenville, S.C. and within 2 hours driving time from Atlanta, Ga. Candidates applying by September 30, 1989, will receive first consideration. Send letter of application with resume and names, addresses, and telephone numbers of 3 references to: Peggy Cover, Chair, Electronic Information Service Librarian Search Committee, R. M. Cooper Library, **Clemson University**, Clemson, SC 29634-3001. EEO/AA employer.

**ENGINEERING AND COMPUTATIONAL SCIENCES LIBRARIAN**. New position in a landgrant university library serving 8,500 undergraduates, 1,000 graduate students, and 700 faculty. Under the direction of the Assistant Director for Collections Management and Reference Services, responsible for liaison with College of Engineering and Architecture and departments of Computer Science and Operations Research, Mathematics and Statistics, and possibly others as assigned. Duties include collection development in assigned areas, general reference work in the Main Library, library instruction, and online database searching. Additional tasks may be assigned in accordance with individual professional strengths and interests. Minimum qualifications: graduate degree from an ALA-accredited school; background in engineering, computational sciences, mathematics, or related area, including online database searching experience; effective oral and written communication skills; ability to interact effectively with colleagues and students. Preferred qualifications: degree in engineering, computational sciences, mathematics, or related area; professional experience in an academic, special, or research library. The NDSU Library is a member of Tri-College University, an established and accredited consortium (NDSU, Moorhead State University, Concordia College). The Tri-College University Library Consortium has been a member of the Minnesota State University System's PALS online integrated system since its inception in 1979. NDSU is located in Fargo, an educational, cultural, and medical center for the Upper Plains. The total population of the metropolitan area, which includes Moorhead, Minnesota, approximates 150,000. The area is within a short drive of the Minnesota lake country and 4 hours from Minneapolis or Winnipeg. Minimum salary \$22,500. Generous benefits including TIAA/CREF and Blue Cross/Blue Shield. Applications should be received no later than September 30, 1989 for maximum consideration. Send letter of application; current resume; and names, addresses, and phone numbers of three references to: Personnel Office, **North Dakota State University**, P.O. Box 5227, Fargo, ND 58105. NDSU is an equal opportunity institution.

**ENGINEERING/PHYSICAL SCIENCES/GENERAL REFERENCE LIBRARIAN** with a collection management assignment.

Senior assistant librarian. \$33,168-\$36,372 for 12 months; 10-month option available with proportionate salary reduction. Duties include general reference desk service, specialist as physical sciences/engineering librarian, online searching, bibliographic instruction, and collection management. MLS and recent professional experience required. Position announcement listing requirements and preferred qualifications sent on request. Write to: Chair, Search Committee, c/o Library Secretary, **California State Polytechnic University**, 3801 West Temple Avenue, Pomona, CA 91768. Letter of inquiry must be postmarked by September 29, 1989. EEO/AA/Title IX, Section 504 employer.

**GENERAL REFERENCE LIBRARIAN**. Mervyn H. Sterne Library, University of Alabama at Birmingham. Position available immediately at the rank of Assistant Librarian with a twelve-month academic appointment; minimum annual salary of \$20,000; generous fringe benefits. Responsible for general reference service to a broad and diverse user population in the state's largest metropolitan center. Must be service oriented; equally important responsibilities include bibliographic instruction and collection development in the area of general reference materials. Regularly scheduled evening and weekend hours. Requirements: ALA-accredited MLS. Preferred: undergraduate degree in humanities or social sciences, general reference experience in an academic library, experience with database searching. Position expected to be filled by January 1, 1990. Applications received by October 1, 1989, will receive first consideration. Send letter of application, current resume, and names, addresses, and telephone numbers of three references to: Mary A. Robertson, Mervyn H. Sterne Library, **University of Alabama at Birmingham**, University Station, Birmingham, AL 35294. An affirmative action, equal opportunity employer.

**GOVERNMENT DOCUMENTS/REFERENCE LIBRARIAN**, Smith College. Reports to the Head of the Reference Department. Responsibility for overseeing the management of a modest (75,000 volume) United States and United Nations document collection, including selection, acquisition, organization, reference; and, supervision of a clerical and student assistant. The incumbent will participate in reference desk service, including nights and weekends; library instruction and online computer searching. Requirements: ALA-accredited MLS, with at least two years of experience in a government documents collection; experience in social sciences and humanities reference work, bibliographic instruction, and computer searching (BRS and/or DIALOG); knowledge of at least one foreign language. Familiarity with microcomputer applications in libraries desirable. Review of applications will begin November 1, 1989, and continue until the position is filled. Annual starting salary range \$23,000-\$25,500. Submit letter, resume, and the names of three references to: Director of Personnel Services, **Smith College**, 30 Belmont Avenue, Northampton, MA 01063. An Affirmative Action, Equal Opportunity Institution. Minorities and women are encouraged to apply.

**GOVERNMENT DOCUMENTS/TECHNICAL SERVICES LIBRARIAN**. Responsible for developing and maintaining a collection of federal, state, and local documents. The position involves both technical and public services duties including library instruction, faculty liaison, general reference desk work, and cataloging. Qualifications: An ALA-accredited MLS, good interpersonal skills are required. Strong interest and background in government documents; the ability to catalog using SuDocs, LC classification and subject headings, and AACR2; experience with library instruction; and knowledge of a foreign language are highly desirable. Minimum salary is \$20,000, tenure-track, TIAA/CREF, 24 days annual leave. Send letter of application, resume, the names of 3 references, and a sample of written work by September 15, 1989, to: Ella Jane Bailey, University Library, **University of Nebraska at Omaha**, Omaha, NE 68182-0237. Review of resumes will continue until position is filled. AA/EEO.

**HEAD, CATALOGING DEPARTMENT**. The University of Akron is the third largest state-assisted university in Ohio. It offers its 27,000 day and evening students more than 230 associate's, bachelor's, and master's degree programs, and 14 doctoral degree programs. The University Library and Learning Resources is seeking a professional, experienced manager to effectively set priorities and direct the workflow of its Cataloging Department. Reporting directly to the Director of University Library and Learning Resources, the Head of the Cataloging Department supervises 6.0 professional





and 5.0 staff employees. This working manager is responsible for: coordinating the original cataloging, copy cataloging, and pre-order searching of monographs, serials, government documents, media, and machine-readable datafiles; maintaining the database, catalog, and authority files; participating in the ULLR's Department Head's Advisory Group and serving on other standing and ad hoc committees; planning and implementing the department's goals and budget. Required: MLS from ALA-accredited institution; at least 5 year's cataloging experience in varied academic or research libraries; demonstrable successful management of a large cataloging unit; proven expertise with OCLC or other major bibliographic utilities, MARC formats, and local automated systems; thorough knowledge of AACR2, LC classification and authority control; excellent oral, written, and interpersonal communication skills. Preferred: Record of increasing responsibility of staff supervision; experience with VTLS; budgetary experience; potential for research and evidence of scholarly/professional achievement; evidence of creative and imaginative contributions to overall library management. This is a 12-month, tenure-track appointment at the rank of Associate Professor. It includes 22 days vacation, standard benefits package, and a starting salary between \$33,000-\$36,000. Application deadline is October 1, 1989. The position is available January 1990. Send letter of application, resume, and three current letters of professional recommendation to: Rebecca Kopanic, Chairperson, Search Committee for Head, Cataloging Department, **University of Akron**, Library and Learning Resources, Akron, OH 44325-1706. The University of Akron is an Equal Education and Employment Institution.

**HEAD, CONSERVATION AND PRESERVATION DEPARTMENT.** Assistant Librarian, \$26,136-\$33,444, Associate Librarian, \$31,944-\$46,020, or Librarian, Steps I-IV, \$42,948-\$54,060, dependent on qualifications and experience. Open immediately. Reporting to the Assistant University Librarian for Collections, is responsible for developing, implementing, and administering the Library's policies and programs for preserving collections. Plans and directs the work of the Conservation and Preservation Department (6.5 FTE staff and students), including bindery preparation, identification and treatment of brittle materials, and preservation microfilming. Responsible for environmental monitoring, preservation education for staff and users, and disaster preparedness. General responsibility for conservation in branch libraries. Participates in divisional and library budget preparation, planning, and policymaking. The University of California is engaged in a University-wide program for collections preservation. Regular meetings are held to review and discuss the provisions of program activity, to develop and implement cooperative programs, and to work for common goals. Graduate degree in librarianship from an ALA-accredited institution or its equivalent. Research library experience at the professional level. Experience and/or specialized training in conservation and preservation. Knowledge of current conservation and preservation principles, practices, and techniques. Demonstrated effective communication, management, and planning skills. Excellent writing, speaking, and interpersonal skills. Supervisory experience and experience in staff training and grant preparation. Send letter, resume, and the names, addresses, and telephone numbers of three references (including current supervisor) to: Sandra A. Vella, Assistant Personnel Librarian, 108 Shields Library, **University of California, Davis**, CA 95616. Telephone: (916) 752-1138. Applications received by October 13, 1989, will be assured consideration. 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, GRADUATE SCHOOL OF INTERNATIONAL RELATIONS AND PACIFIC STUDIES LIBRARY,** University of California, San Diego. Salary Range: Associate Librarian: \$31,944-\$46,020; or Librarian: \$42,948-\$59,556. UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Under the general direction of the Associate University Librarian for Administrative and Public Services, the incumbent is responsible for planning, developing, implementing, and managing the branch library's services, collections, and operations; functions as primary liaison between the branch library and faculty, graduate students, and other scholars using the Library; hires, supervises, and monitors staff; develops and implements policies and procedures; develops and promotes special programs, especially innovative automated services; keeps abreast of developments in relevant subject areas, in information

science, etc.; has responsibility for coordinating collection development in Pacific Studies and may have selection responsibility in one or more subject areas; has reference and instructional responsibilities. UCSD Librarians are expected, as academic appointees, to participate in library-wide planning and to be active professionally. Qualifications: Required: MLS from an ALA-accredited library school. Applicants with successful experience in managing an academic library public services unit, developing research collections, and delivering automated information services will be preferred. Demonstrated communication skills, both written and oral; demonstrated ability to work effectively with faculty and other researchers; understanding of the research process and the needs of researchers in the social sciences. Desirable: Knowledge of a foreign language relevant to the School's areas of interest (especially Japanese, Korean, or Chinese) and graduate level background in the Social Sciences and/or appropriate area studies. Appointment at the Librarian level requires substantial relevant experience. Applications received by October 13, 1989, will be assured of consideration. Submit a letter of application, enclosing a resume and a list of references, to: Janet Tait, Assistant for Academic Personnel, Library, C-075-H, **University of California, San Diego**, La Jolla, CA 92093.

**HEAD OF ACQUISITIONS/SERIALS.** Applications and nominations are invited for the position of Head of Acquisitions/Serials at Oregon State University Libraries. Administers centralized acquisition of library materials and serial control operation. Responsible for ordering, receiving, and accounting for all materials (monographs and serials/print and nonprint) acquired by purchase, gifts, or exchanges. Responsible for organization, planning, and implementation of policies and procedures within the Acquisitions/Serials Division. Reports to the Assistant Director for Technical, Automation, and Administrative Services. Key participant in implementation of automated acquisitions and serials control systems subsequent redesign of work flow. Coordinates monographic/serial acquisitions and control processes with technical processing, collection management, and reference functions. Manages one professional and thirteen support staff plus student assistants. Qualifications: MLS or equivalent from ALA-accredited program; minimum of 5 years progressively responsible professional experience, including two years in a serials and/or acquisitions department; superior communication and interpersonal skills; ability to analyze work processes and implement new technology; organizational, managerial, and supervisory skills, second master's or other advanced degree required for tenure. 12-month position with faculty status; salary \$30,000; medical/dental insurance and retirement benefits. Send letter of application, resume, and names, addresses, and phone numbers of 3 references to: Barbara Thornburg, Kerr Library 121, **Oregon State University**, Corvallis, OR 97331-4501 by application deadline: September 30, 1989. OSU is an AA/EEO employer and is responsive to the needs of dual career couples. Minority applicants are encouraged to apply and identify themselves for affirmative action purposes.

**HEAD OF COLLECTION MANAGEMENT,** The University of Wisconsin-Whitewater, Library and Learning Resources. Search Reopened. The University of Wisconsin-Whitewater invites applications for a full-time, tenure-track faculty position available December 1, 1989. Responsibilities: Coordinate the development and implementation of collection management policies and procedures; build and maintain library collections in consultation with the faculty; supervise department personnel; plan and manage collection development budget; maintain and analyze financial and collection data; participate in the Administrative Council of Library and Learning Resources. Qualifications: MLS from ALA-accredited institution; professional experience in acquisitions/collection development; knowledge of fiscal management; supervisory skills; familiarity with publishing trade in both print and non-print formats; knowledge of computer-based acquisitions and serials control; effective oral and written communication skills. Second advanced degree in an academic discipline is preferred. Minimum Rank: Assistant Professor. Salary: Minimum \$25,000. Benefits: 22 paid vacation days; one day per month sick leave accumulation; 9.5 paid holidays; choice of group medical and dental insurance; state retirement benefits. The University of Wisconsin-Whitewater enrolls 11,000 students in the colleges of Business and Economics, Education, Letters and Sciences, and Arts. Library and Learning Resources is a modern facility of over 360,000 books and bound periodicals, 2,800 serials subscriptions, 260,000 documents, 700,000 microforms, 10,617 audiovisual materials, and partici-

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## FOUR POSITIONS

### University of North Texas

**Fine Arts, Assistant Reference Librarian.** Provide reference assistance for students and faculty of the largest fine arts department in the Southwest. Under the supervision of the Head of General Reference, this position is responsible for providing collection development, bibliographic instruction, and database searching in the assigned area. Qualifications: three to five years experience in reference, preferably in fine arts; subject specialization in art history, preferably an advanced degree; familiarity with basic computer applications in libraries. Salary: \$26,000 minimum for 12-month renewable contract. Apply to: Martha Tarlton, Fine Arts Librarian Search Committee, address below.

**Assistant Music Librarian.** Supervise the daily operations and reference work for a Music Library and Audio Center serving the second largest music school in the United States. Selection, acquisitions, and cataloging of recordings. Opportunities for research, performance, advanced study. Qualifications: at least five years of experience in an academic music library; undergraduate and music degrees or equivalent knowledge/experience; knowledge of appropriate foreign languages; experience in cataloging and public services preferred. Salary: \$30,000 minimum for 12-month renewable contract. Apply to: Morris Martin, Music Librarian Search Committee, address below.

**Science Librarian.** Provide reference services, with an emphasis in the hard sciences, perform database searches, participate in collection development and bibliographic instruction under the supervision of the Head of the ISB Libraries, a branch facility serving the sciences, technologies, and library and information sciences. Qualifications: at least three years reference experience, preferably in a science area; undergraduate degree in science or mathematics, preferably an advanced degree in one of these areas; training or experience in online database searching; familiarity with computer applications in libraries. Salary: \$29,000 minimum for a 12-month renewable contract. Apply to: William B. Floyd, Science Librarian Search Committee, address below.

**Assistant Science Librarian.** Duties same as position above. Qualifications: one to three years reference experience; undergraduate degree in one of the sciences or mathematics; training or experience in online database searching; familiarity with computer applications in libraries. Salary: \$26,000 minimum for 12-month renewable contract. Apply to: William B. Floyd, Science Librarian Search Committee, address below

The University of North Texas is a comprehensive university with a student population of over 25,000 and is located in Denton, a community of 60,000 in the Dallas/Fort Worth metro-area. The University Libraries have collections of over 1.5 million volumes, a full-time staff of 113, and an operating budget of over \$4.5 million.

All four positions are available 1 September 1989 and require a master's degree from an ALA-accredited library science program. To ensure full consideration, applications should be received by **30 September 1989**, but applications will be accepted until positions are filled.

Submit a letter of application, complete resume, names, addresses, and telephone numbers for three references to:

(Name and search committee listed above)  
c/o Administrative Offices  
University Libraries  
University of North Texas  
P.O. Box 5188  
Denton, TX 76203

The University of North Texas is an equal opportunity, affirmative action employer and encourages applications from women and minorities.

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pates in OCLC online cataloging, and has an LS/2000 local automation system. A complete application file consists of formal letter of application and current vita, *official* copies of all transcripts, and three *current* letters of professional recommendation. *All* materials must be received before application can be considered. Deadline for application: September 20, 1989. Address applications and nominations to: Hsi-ping Shao, Dean of Library and Learning Resources, Harold G. Andersen Library, **University of Wisconsin-Whitewater**, Whitewater, WI 53190. UW-Whitewater is an equal opportunity employer with an affirmative action plan. Women, ethnic minorities, persons with disabilities, and Vietnam-era veterans are encouraged to apply.

**HEAD OF PUBLIC SERVICES.** Ohio Wesleyan University, a selective undergraduate liberal arts college with an enrollment of 1,900 is seeking a dynamic and innovative librarian to fill the position of Head of Public Services. The new Head of Public Services will be offered the opportunity to make a major impact on services, to advance our planning and evaluation process and to participate in the radical restructuring of the library. The Head of Public Services is responsible for the management, development, and supervision of staff and services of the following units: Circulation, Reference, Instruction, Online Searching, Interlibrary Loan, Government Publications Access, the Audio-visual Center, and three branch libraries. Staff responsible for the library's role in



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# HEAD, ACQUISITIONS DEPARTMENT, TECHNICAL SERVICES

## University of Georgia Libraries

The Head of the Acquisitions Department is responsible for the planning, coordination, and control of the acquisition of the Libraries' materials in all languages, subjects, and formats, excluding current periodicals and government publications. Materials handled by this Department include those for the Main and Science Libraries, all laboratory collections, and off-campus research facility libraries. The Head reports to the Assistant Director for Technical Services and is responsible for the work of 1 FTE librarian and 16 FTE support staff. Other intralibrary contacts include interaction with other Technical Services Department Heads and additional staff members in all areas of the Libraries as necessary and appropriate to the work of the Department. Contacts external to the Libraries are maintained with various book dealers and publishers. In all activities the goal is to develop, through general leadership, a service-oriented, efficient, and effective staff.

The University of Georgia Libraries belongs to the Association of Research Libraries and the Center for Research Libraries, and is a charter member of SOLINET (Southeastern Library Network) through which it participates in OCLC. The Libraries' collection includes over 2.6 million volumes, and 56,000 titles and subscriptions on standing order.

*Qualifications:* ALA-accredited MLS; Two years acquisitions-related experience in a large academic or research library; two years supervisory experience; experience with automated systems; effective oral and written communication skills; ability to establish and maintain effective working relationships; working knowledge of one or more modern foreign languages; participation in library committee work and professional activities beyond the local level desired.

*Salary Minimum:* \$33,000.

*Application Procedure:* Send letter of application by **October 16, 1989**, including resume and names and addresses of three references, to:

**George H. Libbey**  
**Asst. Dir. for Administrative Services**  
**University of Georgia Libraries**  
**Athens, GA 30602**

This position will be filled only if suitable applicants are found.

An Equal Opportunity, Affirmative Action Institution.

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campus Microcomputer Services also report to the Head of Public Services. This position supervises ten staff members (3 librarians, 3 full-time and 4 part-time support staff), and works with staff from other library departments who devote time to public services. The Head of Public Services is a member of the library management team and will actively participate in two major ongoing initiatives: continued implementation of an integrated library system (LS/2000), and integration of the "teaching library" philosophy into all aspects of library services. Additional duties include: staffing the reference desk, including some nights and weekends; and service as a liaison to faculty departments for the purpose of collection development, instruction, and online searching. Ohio Wesleyan University offers the collegial atmosphere of a liberal arts college with 22 majors, in a town of 19,000 located close to Columbus. The college is committed to supporting cultural diversity and community service as well as academic excellence in the student body. The library has a collection of over 430,000 volumes with a strong rare book collection and one of the country's oldest federal depositories. The main library, branches, and AV Center are linked by an integrated online catalog and circulation system and an activist approach to library services. Qualifications: Master's degree in library science from an ALA-accredited program; minimum of five years of experience in providing public services with progressively increasing responsibilities and demonstrated skills in planning, supervisory, communication, and staff development skills; and a strong user-oriented philosophy. Experience in teaching, microcomputer applications, and/or automated library systems, and educational technology highly desirable. A second master's degree, background in science or social science preferred but not essential. Twelve-month librarian/faculty appointment, salary range in the mid-\$30s. Send letter of application, resume, a statement of personal public service and management philosophy (no more than 2 pages, please), and three letters of reference to: Kathleen Weibel, Director of Libraries, **Ohio Wesleyan University**, Delaware, OH 43015. Applications will be accepted until August 15, 1989. The position will be filled as soon as possible. Ohio Wesleyan University actively encourages the applications of women and minorities. The college is an equal opportunity, affirmative action employer.

**HEAD OF PUBLIC SERVICES/ASSISTANT DIRECTOR.** Full-time, administrative position, reporting to Library Director, to begin January 1, 1990. Plan, develop, manage, and evaluate all aspects of public services; supervise all public service staff/departments including circulation and reserve, interlibrary loan, periodicals, and reference; responsible for public service programming, innovation, and basic facility management; share in collection development and liaison responsibilities; participate fully in professional public service activities including Sunday rotation of reference desk responsibilities. Qualifications: ALA-accredited MLS; four recent years in a post-MLS public services position at an academic library; strong oral and written communication skills; demonstrated working knowledge of computer database searching; demonstrated experience with bibliographic instruction; evidence of excellent organization skills required. Administrative or management experience in an academic library; subject master's degree; reading knowledge of a modern foreign language; evidence of professional involvement; and working knowledge of Word Perfect desirable. Salary: \$26,040-\$40,480; starting salary normally not to exceed \$29,230. Send letter of application, resume, graduate transcripts, a statement of public service philosophy, and addresses and telephone numbers of three references by September 30, 1989, to: Gaynelle Pratt, Personnel Office, **Keene State College**, Keene, NH 03431. AA/EOE.

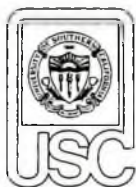
**HEAD OF SERIALS DEPARTMENT,** University of California, Irvine Library. Responsible for overall management of Serials Department. Plays a key role in relocation to a new Science Library; implementation of an integrated system; and reorganization of technological processing units. Required: ALA-accredited MLS; professional serials experience in academic or research library; library automation experience; supervision, planning, analytical skills, initiative, etc. Highly desired: broad-based library experience including serials cataloging. Salary \$31,944-\$46,020. Deadline September 15, 1989; applications accepted until filled. To apply: send letter, resume, and 3 references to: Anne Rimmer, AUL for Personnel Serv., **The University of California at Irvine**, P. O. Box 19557, Irvine, CA 92713; (714) 856-7115. AA/EOE.

**HEAD OF TECHNICAL SERVICES.** Responsibilities include: Managing/directing technical services, cataloging, classification,

physical processing, and bibliographic records (online, WLN, and card catalog). Candidates must have: ALA-accredited MLS; administrative experience in academic technical services; familiarity with a major bibliographic utility, at least one foreign language, application of microcomputers, retrospective conversions, and bibliographic database management; and effective interpersonal and communication skills. Professional position, salary (\$25,000-\$26,500) depends upon experience and qualifications. Women and minorities are encouraged to apply. Seattle Pacific University in Seattle, Wash., is an evangelical Christian university of the arts, sciences, and professions. SPU has a combined undergraduate and graduate enrollment of 3,300 students with an additional 4,000 students enrolled in off-campus programs each quarter. Send resume and letter listing three or more references to: Gary R. Fick, University Librarian, Weter Memorial Library, **Seattle Pacific University**, Seattle, WA 98119. Phone: (206) 281-2228. Closing date is October 1, 1989.

**HEAD OF TECHNICAL SERVICES, PRINCIPAL LIBRARIAN, COLLECTION ACQUISITION AND PROCESSING.** Salary range \$48,000-\$60,000. Available December 1989. Reporting to the Director of The New York State Library, the Principal Librarian (Collection Acquisition and Processing) directs a staff of 22 professionals, 4 paraprofessionals, and 32 support staff. The position is responsible for a \$2.5 million acquisitions budget and \$259,000 in contractual services funds. The position participates actively in the administration of the Library and serves on Library-wide and State

Education Department committees. The six units of Collection Acquisition and Processing (CAP) that report to the Principal Librarian are responsible for acquisition and cataloging of all Library materials, and for maintenance of the bibliographic information on the Library's online catalog. All acquisition and cataloging are done on computer systems: OCLC, OCLC ACQ350, Faxon LINX. The Library is a full Cooperative Online Serials Program (CONSER) member and has partial National Coordinated Cataloging Operation (NACO) status. CAP staff are currently responsible for the NEH New York State Newspaper Project (part of USNP) and participate in the HEA Title II-C cooperative cataloging of the Goldsmiths'-Kress Library of Economic Literature on microfilm. CAP staff work with other areas of the Library to maintain the New York State Documents Depository System and are responsible for producing the monthly Checklist of Official Publications and the Dictionary Catalog of Official Publications of the State of New York. The New York State Library is a comprehensive research library with a staff of 200 and holdings of 2.1 million volumes, 4.5 million microforms, and many thousands of manuscripts, maps, musical scores, photographs, and other special collections. The Library is a Federal Regional Depository, the Regional Library for the Blind and Visually Handicapped and a U.S. Patent Depository, and is the only State Library member of the Association of Research Libraries. Candidates will be expected to have at least five years experience in technical processes, at a managerial level, in a major research library. Applicants who wish to be included on an announcement mailing list should send a letter of interest to: Jerome



## **INTERLIBRARY LOAN LIBRARIAN/ ASSISTANT HEAD, ACCESS SERVICES**

**University of Southern California**

Position #127. Reports to Head, Access Services. Responsible for interlibrary loan (ILL), Doheny Express (document delivery), Periodicals Reading Room.

Oversees the development of software package to manage the ILL/Document Delivery functions. Manages personnel resources, establishes policies and procedures, determines priorities, performs bibliographic verification, manages cost controls, prepares reports. Works with programmers to develop software and networked databases for handling bibliographic searches, client records, and correspondence. Conducts performance tests and evaluates software.

In absence of Head, manages Circulation Services, Doheny stacks, and East Library storage facility. Assists Head in handling administrative responsibilities.

MLS from ALA-accredited library school. Experience with interlibrary loan or document delivery. RLIN/OCLC and ILL order generation required.

Experience with database creation, local area networks, and automated circulation systems. Reading knowledge of German, French, or Spanish desirable. Excellent oral/written communications skills. Experience in supervision required.

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

**Benefits:** Include TIAA Retirement Program, 22 days paid vacation per year under a twelve-month contract, a choice of medical plans, a dental plan, and tuition remission.

**Position Available:** September 1, 1989, and will remain open until filled.

**Apply To:**

**Carolyn J. Henderson**  
Associate University Librarian for Administrative Services  
Doheny Memorial Library  
University of Southern California, University Park  
Los Angeles, CA 90089-0182

Submit letter of application, resume, and names and telephone numbers of three references. Please refer to Assistant Head, Access Services, Position #127-CRL on all correspondence.

AA/EOE.



Yavarkovsky, Director, **New York State Library**, Cultural Education Center, Albany, NY 12230.

**HEAD, SYSTEMS AND OPERATIONS**, to manage bibliographic control, acquisitions, collection development, serials, and automated services with 4 professional and 8 paraprofessional staff. Qualifications: ALA-accredited MLS, 3 years experience in technical services with evidence of increasing supervisory responsibility, and good communication skills are required. Knowledge of LCSH, LC Classification, AACR2, and MARC formats, and experience with OCLC and automated library systems are desirable. Tenure-track faculty appointment on 12-month basis with 20 days annual leave and competitive standard benefits with \$26,000 minimum salary. Apply by September 15, 1989, with letter, resume, and names and addresses of three references to: Dean of the Library, Library and Resource Center, **Auburn University at Montgomery**, 7300 University Drive, Montgomery, AL 36117-3596; (205) 244-9200. AUM is an EEO/AA employer.

**INFORMATION ACCESS LIBRARIAN FOR REFERENCE AND DOCUMENTS**. Responsible for providing reference service, including serving at the Reference desks in General Reference and Documents. Service level in Documents reflects Regional Depository status. Participates in collection development and liaison activities in selected subject areas. Assists with bibliographic instruction and online searching as needed. Primary responsibility is to the General Reference Unit (approximately 2/3 time); secondary responsibility is to the Documents Unit (approximately 1/3 time). Responsible to the Head, Reference and Documents, under the guidance of the Coordinator, General Reference and the Coordinator, Documents/Reference. Requirements: MLS from an ALA-accredited library school required. Second Master's desirable. Knowledge of documents, as demonstrated by course work or experience. Good oral and written communication skills. Must possess an attitude of flexibility and adaptability in order to serve multi-dimensional purposes required of the position. Salary and Benefits: Salary \$19,000-\$20,000 for a 12-month appointment. Excellent benefits package; 88% of Social Security paid for first \$16,500 of salary; choice of retirement programs including TIAA/CREF; 14 state holidays; no state or local income tax. General Information: Texas Tech University, one of five comprehensive state universities in Texas, has an enrollment of 24,000. It is located in Lubbock, Texas, a commercial center for the area and metropolitan population of 224,000. The library has 1.1 million volumes and a materials budget of \$1.7 million. Planning for an online catalog is underway. Application: Applications received prior to September 31, 1989, will be given first consideration. Position available immediately. Send letter of application, resume, names and addresses of three references to: E. Dale Cluff, Director of Libraries, **Texas Tech University**, Lubbock, TX 79409. Minorities are encouraged to apply.

**INSTRUCTIONAL SERVICES LIBRARIAN**. Duties: Provide support for Law School audio-visual needs including videotaping of classroom and clinical programs; oversee Law Library computer lab featuring 30 personal computers linked to Law School local area network; develop, conduct, and supervise instructional programs for students, faculty, and staff in use of Wordperfect and online databases in cooperation with other Library and Law School computer center staff; answer questions concerning use of local area network, personal computers, software, and databases; recommend hardware and software for administrative and educational use to Law Library and Law School administrators; supervise media and microform collections. Requirements: ALA-accredited MLS; a high degree of "media literacy," including previous experience with videotape equipment, preferably in a classroom setting; extensive experience with personal computers, online databases (LEXIS and WESTLAW preferred), and computer software (Wordperfect preferred); supervisory and instructional skills; well-developed interpersonal skills; previous experience in law school library preferred. Salary: Commensurate with qualifications and experience, with a minimum salary of \$27,500; excellent benefits include tuition exemption for self and family and assistance with University housing. Submit letter of application, resume, and three references to: Scott B. Pagel, Asst. Law Librarian, Columbia Law School Library, **Columbia University**, 435 W. 116th St., New York, NY 10027. Deadline for applications is October 15, 1989. Columbia University is an Equal Opportunity, Affirmative Action Employer.

**LIBRARY CONSERVATOR**. The Hagley Museum and Library has extended its search for a book and paper Conservator to develop

and carry out its newly-established comprehensive preservation program for library collections. This individual will be responsible for preparing, implementing, and documenting conservation treatment of books, manuscripts, and pictorial materials; monitoring construction of and administering new conservation laboratory; implementing general preservation programs; and preparing newly-acquired materials for use by patrons and for exhibit. Requires demonstrated ability to develop and carry out restoration and conservation treatment of library materials. Graduate degree from recognized book and manuscripts conservation training program plus minimum 2 years' related experience or equivalent extensive experience in conservation of library materials. Comprehensive knowledge of historic restoration techniques including historical book structures and bindings. Familiarity with preservation issues in research libraries highly desired. The Hagley Museum and Library is an independent research library which houses an important collection of manuscripts, photographs, books, and pamphlets documenting American business, economic, and technological history. It is located on the 250-acre site of the original duPont black powder mills, estate, and gardens, and offers easy access to Philadelphia, Washington, and New York. Salary to the mid-\$20s, dependent upon qualifications and experience. Comprehensive benefits package including TIAA-CREF. Please send resume immediately to: Personnel Department, **Hagley Museum and Library**, P. O. Box 3630, Wilmington, DE 19807. EOE.

**LIBRARY DIRECTOR**. Under the general supervision of the Director of University Libraries, the University of Connecticut's Hartford Regional Branch is seeking a Director to be responsible for the management of its Harleigh B. Trecker Library. The chosen individual will also serve as Assistant Director of Regional Campus Libraries and, in that capacity, is responsible for the administrative coordination of library programs at five regional campuses within the University of Connecticut Library system. Qualifications include an MLS from an ALA-accredited graduate library program, and least 6 years of professional library experience including at least 3 years of managerial experience. Some experience in a library unit on a remote campus is preferred. An advanced degree in the Social Sciences and/or other evidence of appropriate education and/or experience in the Social Sciences is desired. Anticipated hiring salary is in the mid \$40s. Closing date for applications is September 22, 1989, with an anticipated starting date of January 1, 1990. Please send letter of application and resume to: Administrative Offices, Homer Babbidge Library, **The University of Connecticut**, Box U-5A, 369 Fairfield Road, Storrs, CT 06269-1005. An Affirmative Action, Equal Opportunity Employer. (Search #9A309.)

**MANUSCRIPTS LIBRARIAN**, Harry Ransom Humanities Research Center. Responsible for the administration, personnel management, and operation of manuscripts and archives. Participate in analysis and planning to facilitate transition from a manual to an automated cataloging system. Catalog manuscripts and archives using MARC AMC format; train support staff in processing of collections and in data entry. Coordinate the documentation of input standards and revision of departmental processing and cataloging manuals. Serve as liaison with books cataloging division to assure thorough integration of bibliographic records for archives and books in the locally developed Online Catalog. Librarian reports to the HRHRC Associate Director. Division personnel consists of two professional librarians (including this position) and 4.5 FTE support staff. Qualifications: MLS from an ALA-accredited graduate library program, with special collections or archives concentration. Significant experience in manuscripts/archival processing preferably in an academic/research library, including familiarity with MARC AMC format and AACR2. Experience with a major bibliographic utility (OCLC, RLIN), including familiarity with MARC formats and online authority file systems. Superior supervisory, communication, and interpersonal skills, with experience in staff instruction and training. Reading knowledge of French. Academic degree in literature. Salary: \$27,000-\$30,000 depending upon qualifications and experience. No state or local income tax. Competitive benefits package. Retirement plan options. Position available October 1, 1989. To insure consideration, application should be received by September 20, 1989. Send letter of application and resume, including the names of three professional references, to: Michael Whalon, Associate Director, Harry Ransom Humanities Research Center, Box 7219, **The University of Texas at Austin**, Austin, TX 78713.

**MELLON INTERN FOR PRESERVATION ADMINISTRATION**, University of Michigan. Responsible for expansion of the Library's

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# PERSONNEL ASSISTANT FOR STAFF DEVELOPMENT AND PROFESSIONAL RECRUITMENT

## University of Michigan

*Responsibilities:* Under the general direction of the Manager, Personnel & Payroll Services, the incumbent will have primary responsibilities for assessing staff development needs in the areas of automation, management and supervisory skills, continuing education, organizational effectiveness, and orientation. The incumbent will be responsible for planning, promoting, and coordinating the appropriate activities necessary to meet Library staff developmental needs as well as evaluating their effectiveness.

The incumbent will also be responsible for administering the Library Research Residency Program, which provides recently graduated librarians with opportunities for advanced training and professional experience. Responsibilities include planning, implementing, and evaluating all aspects of the Residency program including the recruitment and educational component. Responsible for the recruitment, selection, and appointment activities of Librarian positions and for assisting in personnel functions with primary responsibility in matters relating to Librarians including staff relations, classification, and promotion.

*Required:* Accredited MLS. Extensive experience in an academic library. Demonstrated knowledge of trends and issues in academic librarianship. Knowledge of automated systems. Previous experience developing training materials for staff or end users and in training staff or Library patrons. Demonstrated ability to plan and organize programs, gather and analyze data, and work with a variety of people. Skill in written and oral communication. Demonstrated skills in supervision and general personnel management.

*Desired:* Previous experience with staff development programs. Knowledge of issues related to Library personnel. Rank of Associate/Senior Associate Librarian dependent on final classification.

Salary range of \$27,000–\$45,000 dependent on previous relevant experience and final classification level. Applications received by September 30, 1989, will be given first consideration.

Apply to:

**Lucy R. Cohen**  
**Manager, Library Personnel and Payroll Services**  
**404 Hatcher Graduate Library**  
**University of Michigan**  
**Ann Arbor, Michigan 48109-1205**

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

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preservation program in the divisional and branch libraries. Outlines a broad preservation program for a specific collection, with particular attention to the replacement/reformatting of brittle books; develops and oversees implementation of procedures and workflows; develops and presents training modules for divisional library staff; writes narrative and statistical reports and other documents relative to project. Participates with Preservation Office staff in managing ongoing programs (brittle books replacement, conservation and book repair, bindery preparations, and microfilming) and in planning and implementing new preservation initiatives. Participates in staff and user education program, and in disaster preparedness and recover training program. In addition, will be responsible for overseeing special projects as assigned; preparation of samples and surveys as needed; participation in planning and implementing grant-based initiatives. Supervision of staff and student employees may be required in carrying out responsibilities. Reports to Associate Preservation Librarian. Required: MLS. Minimum of 5 years post-MLS experience; ability to plan and implement projects and to work independently; strong oral and written communication skills; demonstrated ability to work effectively with staff at all levels, representatives of other institutions, and the public. Desired: Experience in a large academic or research library; successful management experience including planning, supervision, training, and budget responsibilities. Salary commensurate with current level of experience up to a maximum of \$31,500. Full benefits package. Applications received by September 30, 1989, will be given first consideration. Apply to: Lucy Cohen, Manager, Library Personnel Office, 404 Hatcher Graduate Library, The University of Michigan, Ann Arbor, MI 48109-1205. A nondiscriminatory, Affirmative Action Employer.

**ONLINE CATALOG DEVELOPMENT LIBRARIAN** in the Technical Services Division, Illinois State University, full-time, tenure-track position. Manages the development of the library's online catalog; coordinates its growth and access; acts as liaison with Public Service faculty regarding the operation of the catalog; develops projects for full utilization of Illinet Online (IO), the state's online union catalog, at ISU. ISU is a multi-purpose university with more than 20,000 students, located in the medium-sized urban area of Normal/Bloomington. Milner Library is the central library facility for the university community with a staff of 110 including thirty-five professionals, over one million volumes, and a materials budget of \$1.5 million. The Library is a member of the CRL and the Illinois Library Computer System, a resource-sharing network of thirty-five academic institutions in the State of Illinois. Qualifications: MLS from an ALA-accredited school; second advanced degree or CAS in Library Science required for tenure and appointment or promotion beyond instructor rank. Technical and practical knowledge of library computer systems (OCLC, INNOVACQ, LCS/FBR) and microcomputers is required. Salary \$23,000 minimum. Salary and rank commensurate with qualifications and experience. Applications will be accepted until the position is filled, but for maximum consideration, applications should be received no later than September 20, 1989. Submit a letter of application, resume, and the names of three current references to: Richard Christensen, Librarian Search Committee, 311 Milner Library, Illinois State University, Normal, IL 61761. Illinois State University is an Equal Opportunity, Affirmative Action Employer.

**RARE BOOK LIBRARIAN**, Washington University School of Medicine Library. Curator of eight distinguished historical book and

journal collections. Responsible for description and cataloging of rare books, rare book purchasing, exhibits, and conservation. Contributes to management of related archives and contemporary imprint collections in the history of medicine. Qualifications include an MLS or MA with specialization in history of medicine, experience with automated library cataloging, familiarity with the antiquarian book market, and reading knowledge of Latin and German (facility in other European languages desirable). Academic 12-month appointment. Salary \$25,000–\$28,000, depending on qualifications. Generous benefits. Send resume and three references by September 30, 1989, to: Paul G. Anderson, Associate Director, Archives and Rare Books, **Washington University School of Medicine** Library, Campus Box 8132, 660 S. Euclid Ave., St. Louis, MO 63110. Washington University is an equal opportunity, affirmative action employer.

**READERS' SERVICES LIBRARIAN**, Rhode Island School of Design. Provide reference service, library orientation, and bibliographic instruction to dynamic and active art school community, including museum; supervise public services, including circulation, reserve collection, and interlibrary loan; oversee serials and bindery. ALA-accredited MLS; undergraduate degree in art history or studio art preferred; reading knowledge of one or more modern European languages; three years professional and supervisory experience; knowledge of online reference services desirable. Salary: Mid-\$20s minimum, excellent benefits. Send application, resume, and names of three references by September 20, 1989, to: Carol S. Terry, Director of Library Services, **Rhode Island School of Design**, 2 College Street, Providence, RI 02903.

**REFERENCE AND TECHNICAL SERVICES LIBRARIAN**. West Virginia University is seeking an energetic, service-oriented individual to join a team of dedicated, forward-looking librarians in the largest of WVU's nine branch libraries. The Evansdale Library, opened in 1980, houses a collection of 200,000-plus volumes and serves graduate and undergraduate programs in Agriculture, Engineering, Education, Art, Theatre, Forestry, Energy Resources, Social Work, and Physical Education. Responsibilities: participate in reference, database searching, and bibliographic instruction services; coordinate cataloging and acquisitions activities with main library; supervise catalog and serial record maintenance; participate in collection development activities; supervise bindery operations; participate in automation and other long-range planning activities. Qualifications: ALA-accredited MLS; subject degree or experience in a library serving one of the disciplines supported by the Evansdale Library; knowledge of AACR2, LC classification, LCSH, and MARC formats; effective oral, written, and interpersonal communication skills; experience in computerized database searching; familiarity with OCLC and CD-ROM applications; knowledge of major reference tools and question negotiation strategies; supervisory ability; strong public and technical services skills; service orientation; minimum of two years of experience preferred. Salary: \$20,500 negotiable, depending on qualifications. Benefits: non-tenure-track faculty position; TIAA/CREF; 24 days annual leave; 18 days sick leave; proximity to Allegheny Mountain recreation areas, Pittsburgh, and Washington, DC; West Virginia has had the lowest crime rate in the U.S. for the past nine years; West Virginia University is the land-grant institution for West Virginia. Send letter of application, resume, and names/addresses of three references to: Harold B. Shill, Chair, Reference and Technical Services Librarian Search Committee, Evansdale Library, **West Virginia University**, P.O. Box 6105, Morgantown, WV 26506-6105. Application deadline September 30, 1989. West Virginia University is an affirmative action and equal opportunity employer.

**REFERENCE/BIBLIOGRAPHER** (New Position). Provides general as well as in-depth reference services in the humanities and social sciences, including online literature searching; selects library materials in designated subject areas, including English literature; teaches library usage and serves as liaison with one or more academic departments. Qualifications: MLS from an ALA-accredited library school; degree in English literature preferred; reading knowledge of a foreign language desirable; knowledge of online searching, preferably BRS and Dialog; experience in reference or collection development in an academic library desirable. Minimum salary \$20,316. Send letter of application, resume, and three letters of reference to: Personnel Office, Box 1184, **Washington University**, One Brookings Drive, St. Louis, MO 63130-4899. Applications accepted until the position is filled. Initial review of

applications will begin November 1, 1989. Employment eligibility verification required upon hire. Washington University is an equal opportunity, affirmative action employer.

**REFERENCE/BIBLIOGRAPHER, SCIENCES**, Research and Information Services Department, Homer Babbidge Library, University of Connecticut. Responsibilities include providing reference assistance to library users; computer-based services, including online searching and CD-ROMs; instructional and orientation activities; faculty liaison with one or more schools or departments, including selecting materials for the general and reference collections. The Research and Information Services Department consists of 12 librarians and 4 paraprofessional staff, supported by a processing staff of 5. It provides reference services, broadly defined, in the Homer Babbidge Library, the central library for the University, which supports students in all academic disciplines. Requirements: ALA-accredited MLS; background in the sciences or engineering developed through either graduate study or work experience; demonstrated ability to work with diverse users and staff; proven ability in written and verbal communication, and an ability to function effectively in a changing environment. Preferred: minimum of two years of relevant post-MLS experience as a reference librarian in an academic library; knowledge of microcomputer applications in libraries; reading knowledge of a modern foreign language; and graduate study or advanced degree in addition to the MLS. Initial appointment is expected to be at the University Librarian I, II, or III rank with salary range in the mid \$20s to the high \$30s depending on background and experience. Benefits: TIAA/CREF; Blue Cross/Blue Shield, including Major Medical coverage; life insurance; and 22 days vacation and 12 paid State holidays per year. Send resume, cover letter, and three letters of reference to: Lois Brandt, Administrative Offices, Homer Babbidge Library, Box U-5A, The **University of Connecticut**, 369 Fairfield Road, Storrs, CT 06269-1005. Applications received by September 22, 1989 will be given preference in the screening process. AA/EOE. (Search #9A312.)

**REFERENCE LIBRARIAN**. This Assistant Reference Librarian is responsible for professional reference service including some evening and weekend work in a busy metropolitan progressive university library, with a diverse clientele, which is in the process of implementing NOTIS. Database and CD-ROM searching, library user instruction, collection development are other dimensions of this position. Faculty rank and status, 12-month contract, tenure-track with liberal fringe benefits. Salary is \$21,500. We are seeking a reference librarian with an ALA-accredited MLS. Send resume and names, addresses, and phone numbers of at least three references to: Kathleen Voigt, Chairperson of Search Committee, William S. Carlson Library, The **University of Toledo**, 2801 W. Bancroft St., Toledo, OH 43606. Applications will be accepted until the position is filled. The University of Toledo is an Equal Opportunity, Affirmative Action Employer.

**REFERENCE LIBRARIAN**. West Virginia University's Wise Library announces a new reference position. Under the direction of the Head of Reference, supervises interlibrary loan services; provides reference service, including some night and weekend hours; performs computerized literature searches, and assists users with CD-ROM products; participates in bibliographic instruction, including a formal one-hour course; serves as reference specialist and general bibliographer for one or more assigned areas in the social sciences. Minimum Qualifications: ALA-accredited MLS; academic background in one of the social sciences; strong service orientation; excellent oral and written communication skills. Salary and Rank: \$19,500. 12-month appointment. Entry level Staff Librarian. TIAA/CREF, 24 days annual leave, and other excellent benefits. Deadline for Applications: September 20, 1989. Position available November 1, 1989. Starting date negotiable. Send letter of application stating qualifications, 2 copies of resume, and names, addresses, and telephone numbers of at least 3 professional references to: Myra N. Lowe, Chair, Search Committee for Reference Librarian, Wise Library, **West Virginia University**, P.O. Box 6069, Morgantown, WV 26506-6069. West Virginia University is an Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN**. Sterling Memorial Library, Yale University Library. Minimum Rank: Librarian II or III. Responsibilities: Provides reference desk assistance, bibliographic instruction, and computer-assisted reference service. Administers and supervises interlibrary loan. The department, the central reference location on



campus, serves all levels of users with special focus in the humanities and social sciences, and is in an exciting period of development as it seeks to expand its role in meeting the information needs of the Yale community. Qualifications: MLS degree from an ALA-accredited library school. Two or more years of academic reference experience in the humanities and social sciences. Reading knowledge of two foreign languages. Familiarity with online database and compact disc searching, the application of microcomputers to reference services. Familiarity with current trends in interlibrary loan. Demonstrated interpersonal skills including excellent oral and written communication with strong analytical skills. Ability to work cooperatively in a demanding and rapidly changing environment. Supervisory experience in an interlibrary loan unit desirable. Additional graduate work desirable. Salary and rank commensurate with qualifications and experience; from a minimum of \$27,300 at Librarian II or \$31,500 at Librarian III. Application deadline: October 15, 1989. To be assured of consideration, please send letter of application, resume, and names of 3 references to: Diane Y. Turner, Acting Head, Library Personnel Services, **Yale University** Library, P.O. Box 1603A Yale Station, New Haven, CT 06520. An EEO/AA employer.

**REFERENCE LIBRARY HEAD.** Reports to the Director of General Public Services. Responsible for administration of Reference Library staff, collection, and services. Selects, trains, and evaluates staff personnel. Participates in the provision of reference service and other departmental activities. Works closely with Reference Librarians and the Director in sustaining, planning, and extending effective and innovative services. Incumbent will be a member of the Library Administrative Council. Department: Reference Library provides reference and research services to the campus community, online search and other computer-based services, and a variety of user education programs. The general reference collection includes 23,000+ volumes. Staff includes 8 FTE librarians, 2 FTE support staff, 3 FTE grad assistants and other student assistants. The Information Desk is also administered by the Reference Library. Qualifications: Required: MLS/ALA-accredited. Four years of progressive and responsible experience in a large university or major research library, some within general reference. Evidence of outstanding management, planning, organization, supervision, and communication skills in addition to experience in reference service, online searching, user education, and collection development. Strong commitment to responsive and innovative reference service. Ability to meet University standards of research, publication, and service. Preferred: Reference service management experience including the application of new technologies to general reference service. Desired: Reading knowledge of a Western European language. Salary/Rank: \$35,000 upward, depending on qualifications. Twelve-month appointment. Faculty rank dependent on experience and accomplishments. Must meet University standards for research, publication, and university/community professional service. Application: Send application, resume, names, and addresses of five professional references by October 15, 1989, to: Allen G. Dries, Library Personnel Manager, **University of Illinois** Library (U-C), 1408 West Gregory Dr., Urbana, IL 61801; (217) 333-5494. Specific Inquiries: Contact Susan Bekiares, Chairperson, Search Committee, (217) 244-2058. The University of Illinois is an affirmative action, equal opportunity employer.

**SCIENCE ONLINE SERVICES COORDINATOR/REFERENCE LIBRARIAN.** University of Georgia Libraries. The Science Library serves the biomedical, agricultural, and physical sciences. The 76,000 sq. ft. facility has 700,000 volumes and 5,500 current journal subscriptions with a staff of 28. (Salary minimum \$21,000.) Duties: The Science Online Services Coordinator manages the librarian-mediated search service and the end-user search program and works closely with the Main Library's Online Services Coordinator. Reference duties include providing assistance to users, participating in instructional and referral services, and developing the collection in assigned areas. The librarian assists patrons in making effective use of science databases and other library resources, including government documents. The librarian reports to the Head of Science Reference. Qualifications: ALA-accredited MLS; minimum of one year of database searching experience, preferably in science databases such as Chemical Abstracts and Biological Abstracts; demonstrated organizational ability; working knowledge of basic and scientific reference sources; effective oral and written communication skills; ability to evaluate resources and technologies; ability to establish and maintain effective working relationships; coursework in natural or

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## UNIVERSITY LIBRARIAN

### Georgetown University

Georgetown University invites applications and nominations of highly qualified candidates for the position of University Librarian of its main campus library system consisting of a central facility and three branches currently housing over one and a quarter million volumes. The University Librarian manages a staff of 145 FTE and a total budget of over \$5.2 million. An integrated automated computer system (GEAC) (online catalog, circulation, acquisitions, and serials) is operational. The Library, a member of ARL, is an active participant in the Washington Research Library Consortium.

Candidates should demonstrate proven administrative ability in a large academic library system; experience with information and computer technology; strong commitment to the teaching, research, and service missions of the University; the ability to communicate effectively; a knowledge of modern management practices as applied to libraries; a commitment to regional resource sharing; experience in library fundraising; an understanding and commitment to affirmative action and equal opportunity; and commitment to the goals and objectives of Georgetown as a Jesuit, Catholic institution of higher education.

The University Librarian has primary responsibility for budget, facilities, planning, library services, collection development, fundraising, local library cooperation, personnel, and library automation.

Requirements are an ALA-accredited Master's degree. An additional advanced degree in an appropriate subject field is highly desirable. Candidates should demonstrate a record of increasing administrative responsibility and success in an academic research library.

Appointment to be effective if possible by February 1, 1990, otherwise by July 1, 1990. Applicants should send a resume and the names of at least three references by **October 30, 1989**.

Applications, nominations, and questions should be directed to:

**Search Committee for University Librarian**  
c/o Marie-Helene Gibney  
Office of the Provost  
Georgetown University  
Washington, D.C. 20057  
(202) 687-6400

Georgetown University is an Equal Opportunity,  
Affirmative Action Employer.

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physical science or a demonstrated interest in science literature desired; experience with the use of microcomputers desired; strong interest in academic or special librarianship desired. Application Procedure: Send letter of application by October 2, 1989,

including resume and names of three references to: Florence E. King, Personnel Librarian, **University of Georgia** Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity, Affirmative Action Institution.

**SCIENCE REFERENCE LIBRARIAN/COORDINATOR OF COMPUTER SERVICES FOR THE SCIENCES AND ENGINEERING** at Arizona State University. The incumbent serves as a reference librarian in the Noble Science and Engineering Library and is responsible for subject specialist support and training in the use of online databases, optical disks, indexes on the online catalog, and microcomputers. This is a continuing appointment-track position with requirements for professional development and service as well as excellence on the job. Required qualifications: ALA-accredited MLS degree; strong background in science (academic training and/or experience); demonstrated communication skills; experience with microcomputers; experience with or knowledge of end-user technologies/systems; experience using DIALOG, BRS, or STN; science reference experience in an academic, research, or special library. Preferred: Undergraduate or graduate degree in the sciences; supervisory experience; instructional experience; substantial experience with program development, implementation and evaluation, especially of the introduction of microcomputers and vendor-supplied online databases into library service programs. Salary: From \$23,500 (negotiable, dependent on qualifications and experience). To apply: Send letter of application, resume, and the names, addresses, and telephone numbers of four recent references to: Constance Corey, Associate Dean of Libraries, Hayden Library, **Arizona State University**, Tempe, AZ 85287-1006; phone (602) 965-3417. Recruitment will remain open until the position is filled, but review of applications will begin October 10, 1989. ASU is an affirmative action, equal opportunity employer.

**SENIOR ASSISTANT OR ASSOCIATE LIBRARIAN** (depending on qualifications). Public Services Department. Tenure-track, full-time. Salary range: Senior Assistant Librarian \$2764-\$3830/month; Associate Librarian \$3487-\$4847/month. Application deadline is September 30, 1989. Qualifications: MLS degree from ALA-accredited library school or equivalent. Minimum of 2 years full-time professional librarian experience. Desirable: Public Services librarian experience; supervisory skills and experience; computer knowledge; experience implementing managing, or using an online circulation system. Responsibilities: Under the general direction of the Chair of Public Services, has administrative responsibility for operation of the Circulation Unit, including circulation in both libraries, maintenance of general stacks, reserve book room, security, fines and billing operations, online circulation module coordination, and planning for compact storage of materials. May include other Public Service assignments such as reference. Hires and oversees the training, development, and evaluation of Circulation personnel. Submit letter of application, resume, and names, addresses, and phone numbers of 3 professional references to: Ann Waggoner, Chair, Public Services Department, Oviatt Library, **California State University, Northridge**, 18111 Nordhoff St., Northridge, CA 91330. An AA/EO, Title IX, Section 503 and 504 Employer.

**SENIOR CATALOG LIBRARIAN.** Serves as primary resource to catalog librarians and assists with training. Performs original and complex cataloging in several formats, including monographs, computer files, and foreign language materials. Responsible for ensuring that the Library's original cataloging conforms to national standards. Assists the Head of Online Catalog Management with coordination of NOTIS authority control operations among cataloging agencies utilizing the University's online system. Manages and organizes departmental documentation and conducts workshops on current cataloging resources/practices as needed. Serves as online system specialist for the department, working with the department head to coordinate NELINET/OCLC and NOTIS planning and maintenance. Participates in departmental and library-wide committees to plan for future developments and directions and to formulate policies and procedures. Qualifications: ALA-accredited MLS; 5 years professional cataloging experience in an academic or research library; substantive experience with LC classification, LCSH, AACR2, OCLC, and MARC formats; practical experience with integrated online systems, including online authority control, highly desirable; reading knowledge of two or more foreign languages; and excellent communication and interpersonal skills. Salary from \$29,000, depending on qualifications.

Boston College, a co-educational Jesuit University of 9,000 undergraduates and 5,000 graduate and professional students, is committed to the ideal of excellence and service to others. The central O'Neill Library provides an attractive and intensely used environment for study and teaching. The University Libraries, with a staff of 50 professional, 90 support positions, and over 200 student assistants, are recognized as the focal point for research and information services at the university. Fully automated since 1984, the Libraries have just migrated to the NOTIS system and continue to be leaders in using new information technology to enhance service to users. The Library administration encourages participative management, open communication, and staff development at all levels of the organization. Benefits include 22 days vacation, tuition remission, and a wide range of insurance programs. Applications received before October 15, 1989, will receive first consideration. To apply send resume and cover letter indicating position of interest along with names and telephone numbers of 3 references to: Richard Jefferson, Employment Manager, Department of Human Resources, **Boston College**, Chestnut Hill, MA 02167. An equal opportunity, affirmative action employer.

**SENIOR CATALOGER.** Responsibility in an academic library with major emphasis on serial cataloging and Library of Congress classification. MLS required from an ALA-accredited library school, minimum of three years experience. OCLC cataloging and an interest in automated library procedures desirable. Salary: minimum \$29,500. Position available December 1, 1989. Send application, resume, and three letters of reference by October 1, 1989, to: Robert C. Smith, Head Cataloger, **Vassar College**, Poughkeepsie, NY 12601. AA/EOE.

**SLAVIC REFERENCE LIBRARIAN**, responsible for advanced reference service for users of the Slavic and East European Studies Central Collection of the Hoover Institution, Stanford University. Qualifications: an MLS and a degree (a graduate degree preferred) in 20th-century European or Russian history or equivalent, with excellent knowledge of Russian and a working knowledge of at least one other European language; evidence of strong public service orientation in similar environment; proven ability to pursue bibliographic research and communicate clearly in oral and written English. Salary ranges are: Associate Librarian: \$30,900-\$43,100; Librarian: \$35,200-\$52,000. Send resume and a list of three references to: Neil McElroy, Head of Readers' Services, **Hoover Institution**, Stanford, CA 94305. Deadline for applications is October 2, 1989. Hoover Institution is an equal opportunity, affirmative action employer.

**SYSTEMS COORDINATOR** with faculty rank. Search reopened. Available January 1990. To coordinate libraries' automated system (NOTIS); supervise database maintenance activities (cataloging, authority control); coordinate use of IBM microcomputer classroom including software and applications instruction; and participate in delivery of public services. Required: MLS from an ALA-accredited program or MS in information science. Strong communication skills and the ability to work effectively with students, faculty, and colleagues. Preferred: Demonstrated knowledge of latest developments in micro-based applications and library automated systems in an academic environment. Salary: minimum \$22,000, commensurate with experience. Send letter of application, resume, transcripts, and 3 letters of recommendation to: David W. Jordan, Vice President for Academic Affairs, **Austin College**, Sherman, TX 75091-1177. Review of candidates will begin October 2, 1989. EOE.

**SYSTEMS LIBRARIAN** (Search Extended). Participates in the ongoing development of an automated library information system and helps to maintain the efficient operation of existing automated processes. Desirable Qualifications are: working experience in a library processing environment; programming experience and/or coursework in assembler language and/or a block-structured higher level language such as PL/I, Pascal, or "C," preferably on a main-frame machine; knowledge of interactive transaction processing and batch text-processing applications. Required: an MLS from an ALA-accredited library school or a graduate degree in a discipline related to information science. Minimum salary \$22,176. Send letter of application, resume, and three letters of reference to: Virginia F. Toliver, Director of Library Personnel and Administrative Services, Olin Library, **Washington University**, Box 1061, One Brookings Drive, St. Louis, MO 63130-4899. Applications will be accepted until October 31, 1989, or until the position is filled.



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

**TECHNICAL SERVICES LIBRARIAN**, Williams College Library. Participates with the Head of Technical Services in the management of acquisitions, cataloging, and serials. Performs original cataloging of monographs, serials, music scores, sound recordings, and videos. Does authority work, both subject and name. Oversees retrospective conversion and reclassification projects. Performs online catalog maintenance. Does complex bibliographic searching. Directs the work of technical assistants and student workers. Performs other professional assignments as necessary. Maintains ongoing familiarity with technological advances. Qualifications: MLS degree. Knowledge of OCLC, LC classification and subject headings, the online catalog, and MARC formats for records, scores, and media. Ability to work with foreign language materials. Salary from \$22,000, depending upon experience. Send resume and names of three references by September 25, 1989, to: James Cubit, Assistant College Librarian, **Williams College**, Williamstown, MA 01267. An EO/AA employer.

**THEOLOGY CATALOG LIBRARIAN**. Saint John's University is seeking applicants for a theology cataloger who will be responsible for maintaining the bibliographic integrity of the theology collection at Saint John's University. Duties include, but are not limited to: cataloging theological materials, creating original cataloging records, and assisting paraprofessional staff with general cataloging. Some reference desk hours are required. Saint John's University, located in a beautiful wooded area in central Minnesota 70 miles northwest of Minneapolis/St. Paul, seeks to educate students in the liberal arts within a Benedictine Catholic environment. St. John's University and the College of St. Benedict, located 6 miles to the east, cooperate in all aspects of college life and enroll 3,800 students in the liberal arts. The St. John's library supports a Graduate School of Theology and has close ties with the Hill Monastic Manuscript Library and the Institute for Ecumenical and Cultural Research. Position requirements: ALA-accredited MLS and graduate work in theology, religion, or medieval studies;

working knowledge of German and at least one other modern European or classical language; working knowledge of AACR2, LCSH, and MARC formats; excellent oral, written, and interpersonal communications skills. Full-time position; salary based on qualifications and experience; minimum \$22,000. Excellent fringe benefits. Requests for additional information should be directed to: Michael D. Kathman, Director of Libraries, Media, and Academic Computing, Alcuin Library, Saint John's University, Collegeville, MN 56321; (612) 363-2119. A letter of application, resume, and the names, addresses, and phone numbers of three references should be sent to: Herbert Trenz, Director of Personnel, **Saint John's University**, Collegeville, MN 56321. Applications received by September 30, 1989, will receive first consideration but the position will remain open until a suitable applicant is found. St. John's is an EOE employer.

**UNIVERSITY ARCHIVIST**: Collects, preserves, catalogs, and provides reference service for the University Archives and for papers housed in the Research Collections; creates and maintains finding aids for all materials housed in Archives, including university records, manuscripts, official publications, photographs, graphic materials, microforms, and audio-visual materials; is responsible for planning for selected automated access to archival materials; shares supervisory responsibilities for 1 FTE and several student assistants. Reports to the Head of Special Collections. Position is a twelve-month, non-tenure-track appointment. Qualifications: Master's degree, preferably in history or the social sciences, or MLS required. Previous archival education/experience required. SAA certification preferred. Familiarity with library automation and microcomputer use desirable. Knowledge of current archival preservation practices. Ability and willingness to assist the public in a helpful and courteous manner. Minimum salary \$20,316. Send letter of application, resume, and three letters of reference to: Personnel Office, Box 1184, **Washington University**, One Brookings Drive, St. Louis, MO 63130-4899. Position will remain open until filled. Initial review of applications will begin October 6, 1989. Employment eligibility verification required upon hire. WU is an equal opportunity, affirmative action employer.



## SOCIAL SCIENCES LIBRARIAN

SWARTHMORE COLLEGE has an immediate opening for an individual responsible for a full range of services including bibliographic assistance and instruction, preparation for and implementing a 3-College automation project, manual and computer-assisted general reference and collection development. The position also includes supervisory responsibility for documents (U.S., Pennsylvania, U.N.) and liaison with academic departments in the Social Sciences. Applicants must possess appropriate subject matter graduate degree and an ALA-accredited MLS.

Salary dependent upon qualifications, minimum \$25,300. Applications accepted until position is filled. Send vita and letters of recommendation to: **Michael J. Durkan**, College Librarian, SWARTHMORE COLLEGE LIBRARY, Swarthmore, PA 19081. Equal Opportunity Employer.

## GOVERNMENT DOCUMENTS COORDINATOR Brown University Library

*Reports to the Head, Serials/Documents Department. Responsible for the management of the Library's depository collections (United States, United Nations, and Rhode Island), including budgeting for the purchase of the library material, processing of incoming material, maintenance of documents collections, provision of reference service for these collections, and promotion of the documents by means of bibliographic instruction. Requirements: MLS degree from an ALA accredited library school; previous supervisory experience; familiarity with automated library systems; undergraduate specialty in a social science discipline such as political science or economics preferred; experience with U.S. documents preferred; experience in an academic/research library preferred. Hiring range: \$28,000-\$35,000 based upon experience. To be assured of consideration, please send letter of application, resume and names of three references by September 30, 1989, to Geneva Ferrell, Human Resources Department, Box 1879/MG582, Brown University, Providence, RI 02912. Brown University is an Equal Opportunity/Affirmative Action Employer.*



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## LATE JOB LISTINGS

**HEAD, CHEMISTRY LIBRARY**, Emory University Libraries. Available: November 15, 1989. Has authority, responsibility, and accountability for administration of the Chemistry Library, including services provided to users, and projects developed to enhance user access (e.g., reference services, online searches, and library users instructions). Selects reference and general collection materials, primarily for Chemistry. Minimum Qualifications: ALA-accredited MLS with undergraduate or master's degree in chemistry. Several years research, scientific or technical library reference experience. Appropriate equivalent combinations of education and/or experience will be considered. Background for applying computer technology desirable. Reading knowledge of one modern European language desired, preferably German. Knowledge and/or skill in searching chemical databases. Understanding of scholarly research methods and information needs. Ability to communicate effectively to establish and maintain effective working relationships with all segments of the academic community. Demonstrated administrative and supervisory competence. Beginning Salary and Rank: Dependent upon qualifications and experience, minimum for Librarian II, \$23,750; minimum for Librarian III, \$28,500. Comprehensive benefits package. Application Procedure: Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Janet T. Paulk, Library Personnel Officer, Robert W. Woodruff Library, **Emory University**, Atlanta, GA 30322. Review of materials begins September 25, 1989, and continues until an appointment is made. Emory University is an Equal Opportunity, Affirmative Action Employer.

**LEARNING RESOURCE CENTER HEAD**. Oversee A-V services, including purchasing, distribution and production, and microcomputer lab. Reports to library director. Supervises 3 staff. ALA-accredited MLS or master's in educational technology. Some experience preferred. Salary commensurate with experience, excellent fringe benefits. Send letter and vita with 3 references to: Mignon Adams, Library Director, **Philadelphia College of Pharmacy and Science**, Woodland Avenue at 42nd Street, Philadelphia, PA 19104. Applications accepted until position is filled. AA/EO Employer.

**LIBRARIAN II**, search reopened. ALA-accredited MLS required. Library experience preferred. Management of Technical Services Department including original cataloging and complex editing of OCLC copy, supervision of cataloging staff, catalog maintenance, planning for technical processing operations, and participation in implementing an online catalog and circulation system. Will also teach some courses in an undergraduate library science minor, participate in a four-person reference desk rotation, and do DIALOG searches. \$17,008-\$26,019 (12 months) contingent upon qualifications and experience. Group health and disability insurance provided, TIAA/CREF, classified state position. Position available immediately and will be open until a suitable candidate is found. Send letter of application and resume with undergraduate and graduate transcripts, and three original letters of reference to: Darryl Podoll, Library Director, **Valley City State University**, Valley City, ND 58072. VCSU is an EQ/AA employer.

**LIFE/HEALTH SCIENCES LIBRARIAN**, (tenure-track position). Idaho State University seeks an innovative librarian to develop its Health Sciences Library, act as faculty liaison, and supervise collection development in the life and health sciences. Pursue grants and other external funding opportunities, provide specialized reference service, including database searching. Required: ALA-accredited MLS. Bachelor's degree in the life or health sciences. Experience with online searching. Capacity to assume increasing responsibility for development and eventual management of a Health Sciences Library; excellent oral and written



communication skills. Desired: Graduate study in the life/health sciences or health-related professions. Familiarity with academic library operations and services. Supervisory experience. The Eli M. Oboler Library is a modern, spacious facility in a small university town close to scenic and recreation areas. It has had an online catalog for six years. Available immediately: recruitment will continue until the position is filled. Salary: Negotiable, \$26,000/year minimum. Generous vacation and benefits. Faculty-equivalent status. 12-month appointment. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Charles Perry, Public Services Director, Eli M. Oboler Library, **Idaho State University**, Pocatello, ID 83209-8089. ISU is an equal opportunity, affirmative action employer. Applications from women and minorities are especially sought.

**REFERENCE HEAD.** The University Libraries of Notre Dame are seeking a creative experienced librarian to lead a dynamic Reference Department into service programs for the 21st century. The Department consists of seven professionals plus support staff serving Business, the Humanities, and Social Sciences in a research university setting. Services currently offered include reference desk, government documents, bibliographic instruction, database services, and interlibrary loan. A record of professional accomplishment and evidence of leadership skills are essential. Compensation is open and generous, with a salary of at least \$33,000—the right person might expect significantly more. If you are open to the challenges of leading in a rapidly changing research library environment, we invite you to contact: Peggy Weissert, Library Personnel Officer, Theodore M. Hesburgh Library, **University of Notre Dame**, Notre Dame, IN 46556. While we will continue looking until we find the right person, our initial review of applicants will occur October 15, 1989. An Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN.** University of Wisconsin-Stout located in Menomonie, Northwest Wisconsin, seeks a reference librarian with a teacher education (Educational Materials Center) emphasis. Serves at Reference Desk, in bibliographic instruction, and as resource person for Educational Materials Center; works with online public access information sources, and electronic indexes. Requirements: MLS degree; skill in reference interviews and library instruction; training or experience in teacher education collection development; experience in using microcomputers and software. Desirable: Experience or education in UW-Stout's mission areas; e.g., industry, technology, home economics, business, vocational rehabilitation, hospitality/tourism. Appointment: Annual, Probationary Academic Staff. Salary: \$26,000. Closing date: First screening of applications will begin on October 15, 1989, and will continue until a suitable candidate is selected. Send letter of application, resume, and names, addresses, telephone numbers of three references to: John J. Jax, Director of the Library Learning Center, **University of Wisconsin-Stout**, Menomonie, WI 54751. Applications from women, minorities, and persons with disabilities are especially encouraged.

**REFERENCE LIBRARIAN/ENGINEERING BIBLIOGRAPHER,** Michel Orradre Library, Santa Clara University. Readvertised. Serves as primary library liaison to School of Engineering and Department of Mathematics. Develops and manages library collections. Coordinates online searching. Provides reference assistance and bibliographic instruction. Required: MLS or equivalent degree from ALA-accredited program and 3-5 years relevant professional experience; academic background or library experience in scientific or technical collection development and/or reference; prior experience with bibliographic instruction and database searching; strong interpersonal and communication skills. Desirable: Second Master's in computer science, engineering, or mathematics,

knowledge of modern foreign language, German preferred. Santa Clara is a Jesuit university located 46 miles south of San Francisco in the heart of California's Santa Clara Valley. Initial appointment at either Senior Assistant or Associate Librarian rank, depending upon qualifications. 1989/90 salary range: \$28,222-\$46,560. Apply by October 15, 1989, to: Elizabeth M. Salzer, University Librarian, Michel Orradre Library, **Santa Clara University**, Santa Clara, CA 95053. Santa Clara is an Affirmative Action, Equal Opportunity employer.

**REFERENCE POSITION**, full-time, twelve-month, tenure-track position. Will be involved in reference services and bibliographic instruction including use of the statewide online catalog, CD-ROM workstations, etc. Includes evening and weekend work. Degree requirements for tenure: MLS from an ALA-accredited library school plus second master's degree. Experience in reference, academic librarianship, bibliographic instruction, and online database searching preferred. Librarians hold faculty rank and are evaluated for retention and tenure in areas of primary duties, research, and service. Salary: Instructor, \$25,140; Assistant Professor, \$27,900. Deadline for applications: October 15, 1989. Send letter of application, resume, names, addresses, and telephone numbers of three references, and transcripts to: Cynthia Johnson, Administrative Clerk, University Library, **Western Illinois University**, Macomb, IL 61455. WIU is an Equal Opportunity, Affirmative Action Employer. Applications are especially encouraged from women, minorities, and handicapped persons.

**SLAVIC CATALOG LIBRARIAN**, Hoover Institution, Stanford University. One and one-half years appointment. Performs cataloging of the Slavic government documents (monographs, serials, and microforms), 1917 to the present, according to AACR2 and RLIN standards. Qualifications: an MLS from ALA-accredited school or equivalent, with background in Russian history or political science; reading knowledge of Russian required. Previous experience doing original cataloging utilizing an automated cataloging system preferred. Salary Range: Assistant Librarian \$28,000-\$38,750; Associate Librarian \$30,900-\$43,100. Contact: Joseph Kladko, Head of Technical Services, **Hoover Institution**, Stanford, CA 94305; (415) 723-2054. Application should be made by September 15, 1989. Hoover Institution is an equal opportunity, affirmative action employer.



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### A Bloomsbury Iconography

By Elizabeth P. Richardson. 372 pages. List of illustrations. Preface. Introduction. Appendices. Indexes. 1989. \$84

Pictures are essential for documenting the British artists, writers, and intellectuals of the first half of this century known as the Bloomsbury Group, which included Virginia and Leonard Woolf, Roger Fry, Lytton Strachey, and E.M. Forster. This is a systematic and annotated guide to reproduction of books, periodicals, and exhibition catalogs of approximately 4,000 portraits, sketches, and photographs from nearly 700 sources.

### American Battle Monuments:

*A Guide to Battlefields and Cemeteries of the United States Armed Forces*

Edited by Elizabeth Nishiura. 469 pages. Illustrated with photographs, maps. Foreword. Index. 1989. \$65

An illustrated compilation of documents from the American Battle Monuments Commission provides detailed information on monuments and cemeteries in many countries. The book includes summaries of the text of monument inscriptions, photographs, and tips to make travel easier for veterans, soldiers, tourists, and anyone who wishes to visit an American ser-

### GOVERNMENT ASSISTANCE ALMANAC, 1989-90:

*The Guide to All Federal Financial and Other Domestic Programs*

Edited by J. Robert Dumouchel. Third edition. 749 pages. Summary tables. Index. 1989. Standing Order Available. \$55



Revised. Enlarged. An invaluable guide to government assistance programs. Over 1,115 programs, 4,000 addresses and phone numbers. Includes information about government loans with and without interest; fellowships, scholarships, living stipends; how-to-apply for assistance; and much more. Master index features 130 two-column pages.

### Jobs Today:

*Current Developments Concerning Employment, Particularly of the Young, the Elderly, Women, and the Disabled*

Quarterly journal. Annual subscription: \$48; Single issue: \$15. 1989. (Sampler on request.)

**Youth**, the first issue in a series of four journals, addresses current developments concerning employment for America's young people. Identifies training opportunities; entry-level jobs; interview advice; and problems in the future.

**Seniors**, the second issue, reflects the return to the workplace by retirees, middle-aged, and older workers, who are contributing skills and experiences to the job market. Strategies are discussed for identifying job opportunities, the reassessment of skills, the mapping of plans for new ventures, and for the restructuring of traditional life-styles.

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