

from ARL/OMS, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

• ***The Guide to Innovation Resources and Planning for the Smaller Business***, prepared by the Commerce Department's Office of Productivity, Technology and Innovation (85 pages, 1984), lists more than 50 federal and 85 state government offices that offer assistance to small businesses in bringing new technology to the marketplace. An introductory section describes the innovation process and the role of smaller firms in innovation. Copies are \$13.50 from the U.S. Department of Commerce, National Technical Information Service, Springfield, VA 22161. Order number PB84-176304/LAH.

• ***River Bend Revisited: The Problem Patron in the Library***, by Bruce A. Shuman (186 pages, 1984), offers forty fictitious scenarios that portray plausible problem situations in the library. Although designed for public librarians, many of the events could arise in an academic setting such as the mad bomber, the injured patron who decides to sue, the arsonist, the voyeur, the flasher, and the graffiti artist. The book is designed as a workbook for students or library staff instruction, with ques-

tions for discussion and relevant resources after each scenario. Copies may be ordered for \$22.50 from the Oryx Press, 2214 North Central at Encanto, Phoenix, AZ 85004. ISBN 0-89774-125-0. ■■

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 \$5.00 per line for ACRL members, \$6.25 for others. Late job notices are \$12.00 per line for members, \$14.00 for others. Organizations submitting ads will be charged according to their membership status.

Telephone: All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$10 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 *CR&L News*, as well as ads which, because of narrow deadlines, will not appear in *CR&L News*. The cost of a six-month subscription is \$10 for ACRL members and \$15 for non-members.

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

Statement of ownership and management

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Extent and nature of circulation

("Average" figures denote the number of copies printed each issue during the preceding twelve months; "Actual" figures denote number of copies of single issue published nearest to filing date.) Total number of copies printed: Average, 12,593; Actual, 12,530. Sales through dealers and carriers, street vendors and counter sales: not applicable. Mail subscriptions: Average, 9,060; Actual, 9,237. Total paid circulation: Average, 9,060; Actual, 9,237. Free distribution by mail, carrier or other means, samples, complimentary, and other free copies: Average, 1,146; Actual, 946. Total distribution: Average, 10,206; Actual, 10,183. Copies not distributed: Office use, left over, unaccounted, spoiled after printing: Average, 2,387; Actual, 2,347. Returns from news agents: not applicable. Total (sum of previous entries): Average, 12,593; Actual, 12,530.

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POSITIONS OPEN

ASSISTANT DIRECTOR FOR DATA PROCESSING. Reports to the Associate Director/Director of Libraries and carries out assignments in accordance with established priorities. Works approximately 60% of the time in Denver with the staff of Colorado Alliance of Research Libraries (CARL) developing and maintaining an online integrated system. Plans and develops additional data processing applications and office automation systems in CU Libraries within the framework of CARL and Campus Administrative Data Processing Office. Provides liaison and coordination with CARL and Campus ADP Office. Supervises one FTE staff member in the Library Data Processing Office and provides project services, programming and advice concerning equipment and advances in technology. Required: ALA-accredited MLS degree; minimum of 5 years professional library/data processing and systems experience in designing, implementing or operating library automated systems; demonstrated ability to write computer programs; supervisory experience; demonstrated ability to work with supervisors and staff in the application of data processing systems; familiarity with commercially available data processing applications; knowledge of ALGOL, PASCAL or TAL programming languages. Desirable: knowledge of COBOL programming language; experience with microcomputer technol-

ogy plus large data processing systems; additional data processing systems experience. Salary range: \$25,000-\$32,000 for twelve months with faculty rank and status. Perquisites include TIAA/CREF and usual vacation and sick leave benefits. Apply by December 15, 1984, to: Leo W. Cabell, Chair, Search Committee, University Libraries, University of Colorado at Boulder, Boulder, CO 80309. Applicants should send resume plus names, addresses and telephone numbers for three references by closing date. The University of Colorado at Boulder is an equal opportunity, affirmative action and Section 504 employer. Minorities and women are encouraged to apply.

ASSISTANT EAST ASIAN LIBRARIAN. 12-month, tenure-track appointment, available January 1. Responsible for collection development, acquisitions, cataloging, and public service relevant to Chinese materials in the East Asian Library. Also assists in general operations of the Department. The East Asian collection consists of approximately 100,000 volumes in Chinese, Japanese, and Korean,

with a staff of 2 professional librarians, 1 fte support staff and 3 fte student assistants. Requires ALA-accredited MLS; native-level fluency in modern Chinese; ability to communicate and interact effectively with faculty, staff, and students; U.S. citizenship or permanent residency status. Strongly prefer library experience with East Asian materials relevant to duties described above; strong subject concentration in Chinese studies. Salary: \$17,000-\$25,000, dependent upon qualifications. To apply, send letter of application, resume, transcripts, and names of three references to: Sandra K. Gilliland, Assistant to the Dean, University of Kansas Libraries, Lawrence, KS 66045-2800. Minorities are encouraged to apply. Applications must be received by November 30, 1984. An equal opportunity, affirmative action employer.

ASSISTANT ENGINEERING LIBRARIAN. (Search reopened.) Requirements: MLS (ALA-accredited). Minimum of 2 years of professional experience, preferably in an Engineering or Science/Techno-

ASSOCIATE UNIVERSITY LIBRARIAN FOR TECHNICAL SERVICES

Arizona State University

The Arizona State University Libraries are seeking candidates for the position of Associate University Librarian for Technical Services. The successful candidate will report to University Librarian Donald E. Riggs, be responsible for the leadership and management of all technical services units, and participate in overall library planning and policy formulation.

Required qualifications include the ALA-accredited MLS degree; successful administrative experience at the department head level or above in technical services in a university library; a minimum of seven years' progressively responsible experience in an academic/research library; demonstrated organizational abilities and leadership qualities; demonstrated skills in written and oral communication, interpersonal relations, management and planning; comprehensive working knowledge of the functions of technical services in a major research library; successful supervisory experience, including supervision of professional and classified staff; knowledge of current issues/trends in technical services, including automation and established standards; evidence of university service, research and/or participation in professional associations. **Preferred experience:** As Assistant/Associate University Librarian for Technical Services (or its equivalent); fiscal, personnel and other administrative responsibility in two or more technical service areas; supervision of a large staff.

Arizona State University and its Libraries: ASU's mission is to continue development as a major research university and to become competitive with the best public universities in the nation. Toward that end, the Libraries have experienced dynamic growth during the past five years, adding 55 new positions and increasing the materials budget from \$1.7 million to the current \$3.1 million. A new science and engineering library was occupied in 1983, and the other libraries are being remodeled. The Libraries are creating a total online integrated system using Tandem hardware and Data Phase software. The transition from a COM catalog to an online public access catalog will be made in the near future, with acquisitions and serials subsystems to follow. A funding base has been established for an ongoing retrospective conversion project. Collections total 1.8 million volumes and 1.6 million microform units. Of the 243 FTE staff, 88 are employed in technical services. Membership is held in ARL, CRL, AMIGOS, and OCLC. The total budget is \$7 million. ASU, with 40,000 students, is the nation's 6th largest university and is located near Phoenix, the nation's 9th largest city.

Salary: \$40,000 minimum, depending on qualifications. TIAA/CREF and other alternatives to the State Retirement Plan; annual paid leave of 22 days' vacation, 12 days' sick leave, and 10 holidays; tuition remission for employee and family at all three Arizona universities. Librarians serve on university governance committees and are eligible for continuing employment status and sabbatical leave.

Applicants must include documentation or evidence of specific qualifications and short statements (no more than 2 pages each) concerning (a) their philosophy of technical service and (b) what new technical service programs they have implemented and are interested in implementing. Send letter of application, resume, supporting documents, and a list of four recent references to: **Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287.** A copy of the complete position description is available upon request. Recruitment will remain open until the position is filled. To ensure consideration, **applications should be received by December 31, 1984,** when review will begin.

ASU is a committed equal opportunity, affirmative action employer. Minorities are encouraged to apply.

logy Library. Desired qualifications: Experience or interest in automated library procedures; some computer experience or education desirable. Interest in publications and public relations. Database searching experience helpful. Some supervision experience needed. Ability to formulate, administer, and implement user education and public relations programs utilizing various media. Experience in bibliographic instruction to large classes. Shares in management and operational responsibilities. Participates in planning and implementation of new services, procedures, and policies. Shares responsibility for database searching, reference, performs liaison work with faculty, trains and supervises support staff, and shares in collection development and bibliographic instructional responsibilities. Faculty status and responsibilities. Rank commensurate with education and experience. Promotion and tenure require meeting standards of excellence in librarianship, publishing, research, and service. 12-month appointment with annual vacation of 22 days. Group Life, Major Medical, and disability insurance are in effect as are TIAA/CREF and Social Security. Salary: \$18,000 and up depending upon qualifications. Application deadline: November 30, 1984. Send resume and list of references to: Thomas L. Haworth, Personnel Officer, Libraries, Stewart Center, Purdue University, West Lafayette, IN 47907. An equal opportunity, affirmative action employer.

ASSISTANT LIBRARIAN, Cornell Law Library, Catalog Department. Original cataloging of serials, foreign language materials, special formats, and rare books, using AACR2, LCSH, and RLIN. Assisting department head in maintaining workflow, training, and establishing written procedures. Supervision of department in absence of department head. Requirements: MLS degree from an accredited school, 1-2 years experience, preferably in cataloging of serials in an academic or law library. Knowledge of German highly desirable, French and/or Italian also desirable. Salary: \$16,400+, depending on qualifications and experience. Submit cover letter and resume, listing at least three references to: Carolyn Pyhtila, Personnel Director, 235 Olin Library, Cornell University, Ithaca, NY 14853. Applications received by November 30 will receive priority consideration. Cornell University is an equal opportunity, affirmative action employer.

ASSOCIATE DIRECTOR. Responsible for planning and coordinating programs of public services division (3 departments in Main Li-

brary, Undergraduate, Music, and Agriculture-Veterinary Medicine libraries). There are 30 faculty and administrative staff, 75 support staff, plus student assistants in the division. Reports to the Library Director. Serves as a member of the Library Executive Committee which is the library's planning and policy-making unit. ALA-accredited MLS or equivalent required; five years administrative experience in a public services position; service-oriented philosophy; knowledge of reference and online services, bibliographic instruction, and collection development. Previous academic library experience and knowledge of library automation preferred. Salary: \$34,000-\$37,000. Tenure-track appointment at associate professor level. Send letter, current resume, and names of 3 references by December 15, 1984, to: Jill Keally, Personnel Librarian, The University of Tennessee Library, Knoxville, TN 37996-1000. UTK is an EEO, affirmative action, Title IX, Section 504 employer.

AUTHORITIES LIBRARIAN/CATALOGER. Northwestern University Library. As head of the Authorities Unit, oversees operations and maintenance of the online union authority file which forms a part of Northwestern's automated system, NOTIS (Northwestern Online Total Integrated System). Supervises 1 paraprofessional plus student assistants. Oversees authority control, validation, input, and maintenance for the authority file; acts as trainer/liaison to participants in the union file and to other library staff; participates in the ongoing design and development of the authority control system and procedures. As a cataloger, generally not less than one-third, but not more than half-time, performs original and complicated copy cataloging of monographs using NOTIS, AACR2, DDC 19, and LCSH, for eventual inclusion in the RLIN database. May contribute headings to the LC Name Authority File via the Name Authority Cooperative (NACO). Qualifications: Master's degree from an ALA-accredited institution. Minimum two years cataloging experience, preferably in a research library using an automated system, and including performance of authority work. Familiarity with the MARC bibliographic and authority formats. Working knowledge of one or more modern western languages, preferably including German or a Romance language. Hiring range: \$18,000-\$21,000. Position available: January, 1985. Send letter of application and resume, including names of three references, and have library school credentials, including transcripts, forwarded to: Lance Query, Director of Library Research, Analysis, and Personnel, Northwestern University Library, Evanston, IL 60201. Applications received by December 15, 1984, will be consid-

CHIEF, BIBLIOGRAPHIC CONTROL DIVISION

Columbia University Libraries

(Search reopened)

The Chief of the Bibliographic Control Division is responsible for managing cataloging production and maintenance activities for the majority of collections of the Columbia Libraries (except East Asian vernacular, Health Sciences, and Law) and for coordinating bibliographic control policies system-wide. The incumbent will report directly to the Director of the Technical Services Group and work closely with the Services and Resources Groups to insure the effective development of bibliographic, reference, and support services to provide access to instructional and research resources, including continuing development of the online catalog. The staff of the division consists of 26 librarians, 36 supporting staff, and an FTE of 10 student assistants. The incumbent is a member of the Libraries' senior staff Operations and Planning Council.

Requirements for the position: Accredited MLS or equivalent relevant experience; demonstrated evidence of imagination, leadership, and managerial and analytical skills; broad knowledge of cataloging theory and practice; substantial knowledge of computer-assisted technical processing activities and systems; effective writing, speaking, and interpersonal skills; ability to work effectively in a complex, participative environment; knowledge and understanding of the process of scholarly communication in various disciplines. Candidates with 5 years of relevant administrative experience will be sought, with special attention given to responsibility for cataloging activities. Salary ranges (through June 1984): Librarian II: \$29,500-\$35,350; Librarian III: \$32,500-\$47,125.

Applications or nominations should be submitted in writing to: **Box 35, Butler Library, Columbia University Libraries, 535 West 114th Street, New York, NY 10027. Deadline for applications is December 14, 1984.** External applicants should list three references and salary requirements.

An equal opportunity, affirmative action employer.

ered. Northwestern University is an AA/EEO employer.

CIRCULATION LIBRARIAN (Permanent position). Responsibilities include training and supervision of student assistants, in-house automated circulation system, and bibliographic instruction. Shares reference work, book selection, and evening and weekend duty. Participates in other appropriate professional activities. Qualifications: ALA-accredited MLS, with 2 or more years' relevant post-MLS professional experience. Working knowledge of OCLC and knowledge and interest in library computer applications desirable. \$14,000-\$19,000; rank and salary commensurate with qualifications. Send letter of application and resume with names of 3 references by November 30 to: Chair, Library Search Committee, State University Agricultural & Technical College, Canton, NY 13617. EO/AA employer.

COLLECTION DEVELOPMENT COORDINATOR FOR THE SCIENCES at Arizona State University, where collection development is performed by librarian-subject specialists under the general guidance of Collection Coordinators for the Humanities, Social Sciences, and Sciences, who report to the Associate University Librarian for Collection Development. The total library staff includes 57 professionals, including 7 science subject specialists, and 108 classified staff. Fifty-five new positions have been added to the Libraries in the past 5 years, and the book budget has grown to \$3.1 million. Required qualifications: ALA-accredited MLS; post-MLS experience in an academic or research library, including a minimum of 3 years in collection development; broad science background (preferably with emphasis in engineering or the physical sciences); knowledge of the domestic and foreign book trade, including blanket and approval plans; knowledge of national and international issues and trends in collection development and the book trade; demonstrated communication and interpersonal skills. Preferred: experience in analysis of library collections and needs; working knowledge of one or more foreign languages. Salary: \$18,000-\$30,000, depending on qualifications. Send letter of application and resume which address all qualifications and the names, addresses and telephone numbers of four recent references to: Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287. Copies of the position description and complete announcement of vacancy may be requested from the same person. Recruitment will

remain open until the position is filled. To ensure consideration, applications should be received by December 31, 1984, when review will begin. ASU is a committed equal opportunity, affirmative action employer. Minorities are encouraged to apply.

COLLECTION DEVELOPMENT LIBRARIAN. University of Arkansas at Little Rock. Responsible for selection of all formats of materials to support curricula; coordination of selector activity; coordination of planning and analysis of collection development and collection management policies and procedures. Participates in budget allocation; collection evaluation; use and user studies; policies and decisions regarding storage, weeding, conservation, and serials management. Some night and weekend work should be expected. Prefer strong academic background in history; archival experience; serials management; demonstrated skill at oral and written communications; and ability to work effectively with all levels of library employees, donors, patrons, and faculty members. Requirements include ALA/MLS and three years of post-MLS reference or collection development experience with upper-level academic materials and services. Minimum salary: \$20,000. The position is open now. Position is faculty-rank, tenure-track, 12-month, full-time with good fringe benefits including up to 6%-matched TIAA/CREF. Send resume and names of three references (with their current titles, addresses, and phone numbers) who have observed human relationships and professional abilities to: Library Search Committee, c/o Kathy Essary, Chair of Recruitment Committee, University of Arkansas at Little Rock, 33rd and University Ave., Little Rock, AR 72204. An EEO/AA employer.

DOCUMENTS LIBRARIAN. Associate University Librarian and Assistant Department Head. Qualifications: ALA-accredited master's degree in library science. Second master's degree desirable. At least five years experience. Some research library experience and government publications experience required. Supervisory or staff training experience desirable. Demonstrated understanding of the structure and functions of international government organizations and the British and U.S. national government. Salary: \$16,870+. Application must be received by December 7, 1984. Apply to: Lucille Higgs, Assistant Director for Administrative Services, Strozier Library, Florida State University, Tallahassee, FL 32306. EOE.



DIRECTOR OF UNIVERSITY LIBRARIES

Virginia Tech

Virginia Polytechnic Institute and State University (Virginia Tech) seeks applications for the position of Director of University Libraries. Virginia Tech is a land-grant university with enrollment of approximately 22,500 students, 4,500 of whom are graduate students. There are 59 doctoral programs at the University, and the master's degree is offered in 66 different programs. The total activity in research and sponsored programs is about \$50 million annually and the sponsored activities are presently growing in number and in dollar volume.

The Newman Library at Virginia Tech has a collection of 1.6 million volumes and a current subscription list of approximately 23,000 serials. The total annual budget of the libraries is approximately \$5.7 million. The staff level is 55.5 professionals and 105 support staff. The Newman Library also is a prime site for the Virginia Tech Library System which was developed here on campus.

The Director is expected to provide creative leadership in further enhancing the University Libraries. Candidates for the position must have an accredited MLS; have demonstrated achievement and interest in academic research; have a minimum of five years' experience in a university research library in upper management positions and have a broad understanding of both public and technical services within the library. Candidates must have a working knowledge of the developments in information technology. The candidate should demonstrate superior communication, management and interpersonal skills to permit effective working relationships with faculty, students, administrators and external constituencies.

Applications and nominations should be sent to the **Vice President for Computing and Information Systems, 201 Burruss Hall, Virginia Tech, Blacksburg, VA 24061**. Completed applications must include a resume and three letters of recommendation. Applications and nominations will be received **until December 15, 1984**, or until the position has been filled.

Virginia Tech is an equal opportunity, affirmative action employer.



GENERAL REFERENCE/DOCUMENTS LIBRARIAN. The University of Missouri-Columbia is seeking a librarian responsible for providing general reference service, online searching and some library instruction half-time in the General Reference Unit and for providing government document reference service, instruction and some collection development and maintenance half-time in the Government Documents Unit. Duties include providing reference service, providing bibliographic instruction, providing online searches, providing training in the use of documents by developing printed guides and handouts, participating in general reference collection development, supervising the maintenance of documents shelflist and stacks, assisting in developing the government documents collection, and performing other duties as assigned. Requirements include ALA-accredited master's degree in Library Science, ability to communicate well verbally and in writing, strong service orientation, and ability to work in a team environment. Strong social science background, familiarity with documents, and experience or training in online database searching desirable. Minimum salary: \$14,400 for 12 months with usual fringe benefits. Available: January 1, 1985. Send letter of application, names of three references and resume to: Pat Burbridge, Personnel Coordinator, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. To ensure consideration, applications should be received by November 30, 1984. An equal opportunity institution.

GOVERNMENT PUBLICATIONS LIBRARIAN. U.C. Irvine. Appointment at Assistant Librarian rank. Salary range: \$21,021-\$26,892 effective 1 January 1985. Cost of benefits equal to approximately 40 percent of salary. Benefits include 24 vacation days and 12 sick leave days per year, retirement plan coordinated with Social Security, reductions in incidental fees, and a variety of group life, medical and dental insurance plans. Responsible for development and bibliographic control of U.S. collection, substantial reference service for all collections, database searching, bibliographic instruction, and policy and procedure development. Qualifications: MLS, knowledge of database searching and library instruction concepts and methods, strong commitment to effective public service and personal professional development, good oral and writ-

ten communication skills, ability to work effectively with patrons and staff. Desirable: familiarity with government publications, and M.A. in social sciences. Deadline for receipt of letters: 1 January 1985. Send letter, resume, telephone numbers and names/addresses of at least 3 referees to: M.J. MacInnes, Personnel Director, Main Library, U.C. Irvine, P.O. Box 19557, Irvine, CA 92713; (714) 856-7115. An affirmative action, equal opportunity employer.

HEAD OF CATALOGING, Jerome Library, and Coordinator of Cataloging Services, Bowling Green State University Libraries. Reporting to Chair of Access Services, is responsible for supervising Original Cataloging, Editing, Catalog Maintenance, and Retrospective Projects. Coordinates cataloging efforts and policies of main collection with those of Music Library, Center for Archival Collections, Firelands College, and other areas within Libraries and Learning Resources. Supervises three faculty and six classified staff; sets priorities and determines workflow; has collection development responsibility in at least one subject area. Participates in planning for new integrated online system. Participates in library and university governance. All librarians at BGSU have full faculty status and must meet normal requirements for promotion and tenure. Qualifications: ALA-accredited MLS, familiarity with OCLC, AACR II, LC Classification and subject headings, supervisory experience, and a minimum of 3 years of cataloging experience are required. Preferred qualifications include second master's degree; foreign language background; demonstrated administrative skills; flexibility; commitment to integration of cataloging activities into total online library system; professional commitment to librarianship. Salary for 12-month appointment is \$23,000-\$27,000 depending on experience and qualifications. Tenure-track at Assistant or Associate Professor level, 24 days/yr. vacation, state retirement plan. Position available January 1985. Send resume by November 30 to: Joan Repp, Chair, Access Services, Jerome Library, Bowling Green State University Libraries, Bowling Green, OH 43403. EO/AA employer.

HEAD, CATALOGING DEPARTMENT, Central University Library, University of California, San Diego. Available immediately. Associate Librarian, \$24,828-\$35,748 or Librarian, \$33,372-\$46,260. (Sala-

DIRECTOR OF DEPARTMENTAL LIBRARY SERVICES

University of Illinois at Urbana-Champaign

A permanent position available February 1, 1985. Responsibilities: The Director of Departmental Library Services is responsible for the leadership and administration of 26 departmental libraries including the Undergraduate Library. Departmental libraries provide complete public service including original cataloging. The Director is responsible for budget and program planning for the service which has a staff of more than fifty professionals and more than one hundred support staff, and an annual budget of \$2.5 million. Five Assistant Directors, each of whom is responsible for a cluster of subject related libraries, report to the Director. The Director reports to the University Librarian and works with other library administrators to provide quality library service in a decentralized library system which is responsive to the needs of its academic community and is also a statewide resource. Librarians at the University of Illinois at Urbana-Champaign have faculty rank and status; and as chair of the Departmental Library Services faculty and its advisory committee, the Director assumes a leadership role in the evaluation and professional development of the Services' faculty.

Required qualifications: Master's Degree from an ALA-accredited school or its equivalent; eight years of professional library experience, including more than five years of experience in increasingly responsible public service positions in large academic or research libraries; research and publication record appropriate for appointment at the rank of Associate Professor or Professor; evidence of the ability to work effectively with others. **Preferred:** Experience with a departmental library or decentralized library system; experience in managing large budgets; experience with automated systems. Salary and Rank: Salary: \$42,000 upward, depending on appointment rank and experience. Appointment will be made at the rank of Associate Professor or Professor.

Send complete resume with names and addresses of five references to: **Allen R. Dries, Library Personnel Manager, University of Illinois Library at Urbana-Champaign, 127 Library, 1408 West Gregory Drive, Urbana, IL 61801; (217) 333-8168.** For maximum consideration, applications and nominations should be received **no later than December 1, 1984.**

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

ries to be increased by 3.8% effective January 1, 1985.) The Catalog Department, which currently consists of 9 FTE librarians, 36.55 FTE library assistants, and 2.82 FTE students, provides original and copy cataloging for the departments in the Central University Library, the Science and Engineering Library, and the Cluster Undergraduate Library. The Department's work is coordinated with cataloging units in the Scripps Institution of Oceanography Library and the Biomedical Library. The UCSD Library currently performs its cataloging on OCLC and loads its records into the University of California Online Union Catalog (MELVYL). The Library is in the process of automating all of its technical processing operations using the BiblioTechniques Library Information System (BLIS), and the Department may undergo organizational changes in response to changes in workflow and procedures. Under the general direction of the Assistant University Librarian-Access Services, the incumbent plans, directs, and administers the operations of the Central University Library Catalog Department. Oversees formulation and implementation of departmental policy and workflow. Responsible for organizational and personnel planning, and for allocation and assignment of staff within the Department. Assures that workflow and departmental or-

DIRECTOR

I.D. Weeks Library

The University of South Dakota invites applications and nominations for the position of Director of Library Services. The Director is the chief administrator of the I.D. Weeks Library including budget preparation, personnel management, policy development, collection building, facility planning, public relations, and resource sharing and networking. The Director reports to the Vice President for Academic Affairs.

Qualifications: Candidate must possess a Master's degree in library science from an ALA-accredited school, and a doctoral degree in a disciplinary area. The candidate should have held progressively more responsible administrative positions in an academic or research library and should be able to demonstrate knowledge of collection development, personnel management, budget planning, fund raising, automated systems, and library space planning and use. The candidate should also have a record of appropriate scholarly and professional achievement and should be eligible for appointment as a full professor.

Salary: Open and competitive with a minimum of \$35,000; 12-month contract, comprehensive benefit program.

Deadline for applications: December 1, 1984; position to be filled as soon as possible thereafter.

Applications should include a letter indicating interest in the position, a current resume, and names, addresses, and telephone numbers of three references. At least one of the references should be able to evaluate the candidate's performance in his/her current position.

Send applications and nominations to: **John A. Day, Acting Vice President for Academic Affairs, The University of South Dakota, Vermillion, SD 57069.**

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

ganization are efficiently adapted to changes in automated systems, and service priorities. Responsible for coordinating the work of the Department with that of other library departments. Represents the Library within the UC system on matters relating to cataloging policy. Maintains awareness of national and UC systemwide issues regarding bibliographic control and automation of library catalogs, communicates these issues within the Library, and contributes to the identification and resolution of these issues through appropriate professional activities. Qualifications: successful managerial and supervisory experience in a research or academic library; substantial knowledge of bibliographic control policies and procedures as applied in research libraries; knowledge of issues and trends relating to the automation of library processing; demonstrated ability to work effectively with library public and technical services staff at all levels; and understanding of the scholarly use of library collections. MLS from an ALA-accredited library school. An appointee at the Librarian level is expected to bring to the position well-developed managerial skills and cataloging expertise. Search extended to November 30, 1984. Submit a letter of application, enclosing a resume and a list of references to: Jacqueline Coolman, Personnel Librarian, University of California, San Diego, Library, C-075-H1, La Jolla, CA 92093. UCSD is an equal opportunity, affirmative action employer.

HEAD, HUMANITIES DIVISION, with faculty rank. Responsible for the Humanities Public Services Division of the Library directing the work of three professional librarians, three non-professionals, and four student assistants. Supervise collection development for materials in all literatures and languages, religion, the fine arts, architecture, general periodicals, library and information science, journalism, sports and recreation. Sit on the library director's council and serve on council committees concerned with overall library operation. Masters degree from an ALA-accredited library school; a bachelors or second masters in a discipline in the humanities; at least five years experience in an academic library public services position, preferably in the humanities. Initial appointment with faculty rank of Instructor with advancement to Assistant Professor at end of first year if merited. Free health and accident insurance, free life insurance and Oklahoma Teacher's Retirement, and TIAA/CREF Program. Twenty-two working days vacation and 8 holidays. Opportunity to work toward advanced degree. Salary: \$19,800 minimum. For full consideration application should be received by November 30, 1984. Submit letter of application with resume including names of three references to: Roscoe Rouse, University Librarian, Oklahoma State University, Stillwater, OK 74078. AA/EO employer.

HEAD LIBRARIAN. Responsible for complete operation of a major art museum library containing 125,000 volumes, 1500 current serials titles, 260,000 slides, 100,000 photographs and extensive microform and special visual resources holdings. Duties include acquisitions currently 4500/year with a budget in excess of \$150,000, bibliography, administration, personnel, provision of reader services to museum staff as well as university faculty and graduate students in art history, museum members, and the general public. Oversees staff of 22—eight professional and fourteen clerical as well as an RLIN-based technical services system, including cooperative origination of SCPIO, an RLIN special database of art auction catalogs. Reports to Museum Director. Qualifications include an ALA-MLS, BA minimum in art history, extensive acquisitions work, including familiarity with some of the appropriate languages (e.g., German, French, Italian, and Chinese or Japanese), five years' administrative experience in museum or university art library, familiarity with RLIN or a comparable bibliographic utility, and a demonstrated commitment to special library service in an art museum environment. Salary from \$30,000 plus benefits. Send letter containing resume and references by January 1, 1985, to: Evan H. Turner, Director, The Cleveland Museum of Art, 11150 East Boulevard, Cleveland, OH 44106. An equal opportunity, affirmative action employer.

HEAD OF SPECIAL COLLECTIONS DEPARTMENT. Roland R. Renne Library, Montana State University. Montana State University seeks a creative and energetic person to head the Special Collections Department which houses books, manuscripts, photographs and artifacts relating to the history of Montana, the Pacific Northwest, and Native Americans. The Head of Special Collections is responsible for the organization and management of Special Collections and the University Archives; provides access to and reference service in these collections for students, faculty, and other researchers; prepares grant proposals for special project funding; is active in the acquisition of additions to these collections; trains and supervises clerical and student staff; and is expected to participate in library and

university committees. The Head of Special Collections reports to the Assistant Director for Public Services. Qualifications: MLS from an ALA-accredited institution required. Master's or Ph.D degree in history, history of science, Native American studies or other related area of study desired and eventually required for promotion. Three years of training and experience in special collections work in an academic library (including processing, cataloging, and indexing special collection materials) required. Training and experience in archival organization and management and records management desired. Experience in computer applications in libraries desirable. Must demonstrate ability to communicate effectively, both orally and in writing. Appointment and salary: Position available February 1, 1985, or as soon as possible thereafter. Tenure-track, FY position at the Assistant Professor level, \$22,000 minimum. Candidate must meet university requirements for promotion and tenure. Montana State University, the state's land grant institution, is located in the Gallatin Valley of southwestern Montana ninety miles north of Yellowstone National Park. The university has an enrollment exceeding 11,000 in 47 undergraduate and 38 graduate fields with an emphasis on programs in science and technology. Renne Library, which houses Special Collections, holds a collection of 500,000 volumes with strengths in science, technology, and regional history. Montana State University is an affirmative action, equal opportunity employer and encourages applications from female, minority and disabled persons. Application procedures: Send letter of application, resume, and three letters of recommendation which specifically address the qualifications for this position to: Special Collections Search Committee, Dean's Office, Roland R. Renne Library, Montana State University, Bozeman, MT 59717-0022. Applications must be postmarked or received no later than November 30, 1984.

HEAD OF TECHNICAL SERVICES. University of Arkansas at Little Rock. Administers overall operations of collection development, cataloging, and physical processing. Responsible for coordination of bibliographic files throughout the library. Some night and weekend work should be expected. Qualifications include understanding of automated library systems; thorough knowledge of cataloging policies and procedures; demonstrated ability to plan and implement improved programs; demonstrated abilities in management; ability and willingness to communicate effectively and work well with all levels of employees; stable employment background. An innovative librarian with analytical skills is highly desirable. Requirements include ALA/MLS and five years of relevant post-MLS experience. Minimum salary: \$25,000. The position is open now. Position is faculty-rank, tenure-track, 12-month, full-time with good fringe benefits including up to 6%-matched TIAA/CREF. Send resume and names of three references (with their current titles, addresses, and phone numbers) who have observed human relationships and professional abilities to: Library Search Committee, c/o Kathy Essary, Chair of Recruitment Committee, University of Arkansas at Little Rock, 33rd and University Ave., Little Rock, AR 72204. An EEO/AA employer.

LIBRARY PERSONNEL OFFICER. A staff officer with responsibility for coordinating libraries' personnel policies in the areas of recruitment, compensation, employee relations and staff development; these services are provided for 271 employees including 68 professionals, 66 paraprofessionals, 44 clerical staff, and 93 FTE student assistants. The Library Personnel Officer uses independent judgment in handling problems in all the above areas and works closely with Department Chairs and other employees to develop and apply internal personnel procedures. The Personnel Officer represents the University Libraries in University work groups on personnel issues. Qualifications: A broad knowledge of all functional areas found in a large academic library; a clear understanding of individual jobs, job levels, and the interrelatedness of library functions; a knowledge of trends and developments in research librarianship nationally; ability to maintain effective working relationships with colleagues in the Library and the University and the ability to communicate logically, clearly and efficiently in oral and written form; and the ability to be objective, equitable, confidential and consistent in interpreting and applying University and Library personnel policies and procedures and sufficient independence of thought and maturity to sustain the resultant decisions is required. MLS degree from an ALA-accredited library school is required. Three to five years progressively responsible experience in a research library (including some supervision) strongly preferred. Rank and salary: Appointment at Associate Librarian level: Range: \$17,139-\$30,400; Full Librarian level: \$20,385-\$36,200. Initial appointment up to \$30,000 depending upon experience. Benefits: Twelve-month, tenure-track appoint-

ment with faculty status. Florida State Retirement of TIAA/CREF, Blue Cross/Blue Shield Group Plan, twenty-two days vacation per year, no state or local income tax. Send letter of application with complete resume and names and addresses of three references by December 15, 1984, to: James H. Renz, Associate Director, University of Florida Libraries, Gainesville, FL 32611. The University of Florida complies with Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974. Preliminary interviews available at ALA Midwinter.

MUSIC CATALOGER/ASSOCIATE LIBRARIAN II. Prepares original bibliographic records for music materials in accordance with AACR2, LC classification and subject headings, and UMCP standards; works with Music Library staff in providing bibliographic access to these materials; provides original cataloging records for non-print materials. Qualifications: Required: MLS from an ALA-accredited program; knowledge of at least one modern European language, German preferred; one year minimum professional music cataloging experience, using LC classification and subject headings, AACR2 for description; familiarity with MARC/OCLC tagging conventions; degree in music. Preferred: Experience with non-print cataloging. Salary: \$19,071 minimum; excellent fringe benefits. For full consideration, submit resume and names of three references by November 30, to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, University of Maryland, College Park, MD 20742. AA/EOE.

PUBLIC SERVICES LIBRARIAN, Cornell Law Library. Principally

HEAD, SERIALS DEPARTMENT

Berkeley

Management of a large, complex department with 32 FTE plus student assistants, responsible for the annual processing of 40,000 titles. Liaison work with 21 branch units for which the Department is a central receiving location is of particular importance. Implementation of online serials control will be a major activity.

Requires MLS degree from an accredited library school; demonstrated supervisory experience, preferably in a large research library; demonstrated organizational skills; previous work with serials processing and/or cataloging; familiarity with one or more European languages; good oral and written communication skills; an aptitude for training and instruction. Candidates with previous experience with automated systems and knowledge of MARC-S will be given special consideration.

Full job description mailed on request. Salary in the \$33,372 to \$46,260 per annum range, depending on qualifications. Position available 1 February 1985, or as soon thereafter as possible.

To apply, please send your resume, including the names and addresses of at least three professional references, **by December 14, 1984**, to:

**William E. Wenz
Library Personnel Officer
Room 447 General Library
University of California
Berkeley, CA 94720**

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

responsible for day-to-day supervision of circulation, reserve, and interlibrary loan operations, which may include hiring, scheduling, and overseeing training of student assistants. As part of the reference staff, offers reference service and may prepare bibliographies, assist with current awareness services, advise on collection needs and instruct library users in legal research methodology (including LEXIS and WESTLAW) in both formal and informal contacts. Regular evening and some weekend work will be expected. Requirements: MLS degree from accredited school; 1-3 years experience in public service position, preferably in an academic library (possession of a JD may substitute for experience if other requisite characteristics are present); strong service orientation; ability to work with people; flexibility; good problem solving skills; knowledge of legal bibliography or ability to learn quickly. Some supervisory experience preferred. Salary: \$16,400 +, depending on qualifications and experience. Submit cover letter and resume, listing at least three references to: Carolyn Pyhtila, Personnel Director, 235 Olin Library, Cornell University, Ithaca, NY 14853. Applications received by November 30 will receive priority consideration. Cornell University is an equal opportunity, affirmative action employer.

READER SERVICES LIBRARIAN at the John Hay Library, Brown University. Responsible for all aspects of reader services in Special Collections, the security of the Reading Room and the building, the development and implementation of policies for the use of all library materials by the public, the maintenance of and acquisition for the Special Collections reference collection, and the supervision of 2.5 support staff and 14 students. Reports to the Head Special Collections Librarian. Qualifications: MLS degree from an ALA-accredited

ISLAMICA LIBRARIAN

Berkeley

Responsible for development and maintenance of Islamica collections in humanities, social sciences and broad interdisciplinary areas. Provide specialized reference service to faculty and students in the use of Arabic, Persian and Turkish materials and to a broader Library clientele through service at the Catalog Information Desk. Perform original cataloging of monographs in Arabic, Persian and Turkish including descriptive cataloging. Some weekend work required.

Requires good knowledge of Arabic and working facility in either Persian or Turkish. Broad knowledge of Middle Eastern scholarship, book trade and understanding of current development in research libraries and of systems of bibliographic organization and access. Graduate degree from accredited library school preferred. An appointee lacking such a degree will be expected to earn the MLS within two to three years of appointment. Full job description mailed on request. Salary in the \$20,316 to \$46,260 per annum range depending on qualifications. Position available 1 February, 1985.

Send resume including the names of professional references **by December 14, 1984**, to:

William E. Wenz
Library Personnel Officer
Room 447 General Library
University of California
Berkeley, CA 94720

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

library school; advanced study in the humanities; reading knowledge of Classical and modern foreign languages; 2-3 years supervisory experience, as well as some professional reference experience in a rare book/special collections library; excellent verbal and written communications skills; familiarity with online library systems desirable. Appointment range: \$18,894-\$24,192, based upon experience. Interested candidates should send letter of application, resume and names of three references by December 31, 1984, to: Gloria Hagberg, Brown University Library, Providence, RI 02912. An equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN. Primary responsibilities include general reference desk work, bibliographic instruction to both graduate and undergraduate students, some selection responsibilities and evening/weekend reference duty. Some online searching is involved as well as production of bibliographies for general use. Academic experience is desirable. Requirements: MLS from an ALA-accredited library school; good written and oral communication

REFERENCE LIBRARIAN/ BUSINESS BIBLIOGRAPHER

University of Miami

The City of Miami is one of the fastest-growing centers of international business. The School of Business Administration at the University of Miami offers 7 Master's degree programs. A \$2.5 million endowment, created to develop outstanding business library services offers an unusual opportunity for imaginative collection building. We seek an experienced librarian who will direct the growth of the collection, provide creative reference services, teach library instruction, and offer direct research assistance to students and faculty of the School of Business.

Qualifications: MLS from an ALA-accredited school or equivalent; MBA or related advanced degree desirable. Extensive experience providing creative library service in the field of business and economics in an academic or special library. Capacity for developing close working relations with faculty colleagues in matters pertaining to library collection development, bibliographic instruction, and the creation of new library services.

Position is a 12-month faculty tenure-track appointment available immediately. Beginning salary range is from \$24,000-\$30,000, depending on experience and qualifications. Benefits include paid pension plan, partially paid insurance plans, one month's vacation, moving allowance, tuition remission.

For full consideration, please send **before December 15**, a letter of application, a resume, and the names of three references to:

Ronald P. Naylor
Assistant Director for
Administrative Services
University of Miami Libraries
P.O. Box 248214
Coral Gables, FL 33124

Interviews may be arranged at ALA Midwinter.

An EO/AA employer.

skills; willingness to deal with the public and to cooperate with fellow employees; must be service-oriented. Full-time, 12-month position; rank and tenure eligibility; salary minimum \$15,000. TIAA/CREF. Send resume and names of three references to: Kathy Essary, Chair, Library Search Committee, University of Arkansas at Little Rock, 33rd and University, Little Rock, AR 72204. An EEO/AA employer.

REFERENCE LIBRARIAN (LIFE SCIENCES). Search reopened. In addition to traditional reference duties, incumbent will provide in-depth reference and consultation service, perform online searches, maintain and develop BI classes, and be responsible for collection development in the biological and life sciences. Qualifications: ALA-accredited MLS. MS in a life science and minimum of two years experience desirable. Benefits: Faculty status (twelve-month appointment). Salary range: \$19,000 to mid-twenties depending on qualifications. Application: Send letter of application, resume and names of three references postmarked by November 30, 1984, to: Kenneth R. Murr, Chair, Reference Librarian Search Committee, R.M. Cooper Library, Clemson University, Clemson, SC 29631. Clemson University is an equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN, UNDERGRADUATE LIBRARY. Requirements: MLS (ALA-accredited). Minimum of 2 years of professional academic library reference experience. Desired qualifications: Experience with library instruction programs, including microcomputer applications and the use of other media; experience in supervising library support staff; experience with online searching and/or automated cataloging systems; experience in the selection of reference and other library materials. Excellent communications and

interpersonal skills. Participate in overall mission of the Undergraduate Library and must meet Purdue University requirements (excellence in librarianship, publishing, research, and service) for promotion and tenure. Supervise, train, and evaluate the work of 7 reference clerks. Serve as resource for staff. Participate in developing and presenting library instruction using a variety of techniques. Participate in collection development in reference and other subject areas. Serve as liaison with teaching faculty to promote effective use of available reference services. Reports to the Undergraduate Librarian. Faculty status and responsibilities. Rank commensurate with education and experience. 12-month appointment with annual vacation of 22 days. Group Life, major medical, and disability insurance plans are in effect as are TIAA/CREF and Social Security. Salary: \$18,000 and up depending upon qualifications. Application deadline: December 31, 1984. Send resume and list of references to: Thomas L. Haworth, Personnel Officer, Libraries, Stewart Center, Purdue University, West LaFayette, IN 47907. An equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN WITH SPECIALIZATION IN SCIENCE. Provides general reference service with 11 full-time reference specialists. Specialist activities include extensive online database searching, bibliographic instruction, and collection development. Emphasis is with students and faculty in the chemistry, physics, mathematics, and geology departments. ALA-accredited MLS, or equivalent, required. Undergraduate major in a physical science, mathematics, or a natural science, preferred. Advanced degree in one of these disciplines is desirable. Related reference experience and training in computer searching are desirable. Tenure-track position. 24 days annual leave, tuition remission, usual

UNIVERSITY LIBRARIAN

University of California, Davis

The University of California, Davis, invites applications and nominations for the position of University Librarian. The Davis campus is a general campus consisting of three colleges (Letters and Science, Agricultural and Environmental Sciences, Engineering), four schools (Graduate School of Administration, Law, Medicine, Veterinary Medicine), and three divisions (Biological Sciences, Environmental Studies, Statistics), with an enrollment of 19,000 students. The University Librarian is the chief administrative officer for the General Library System, including the General Library and its branch libraries in the health sciences, physical sciences, and agricultural economics, with aggregate holdings in excess of 1.7 million volumes, a staff of 60 professional librarians and 220 support staff, and a budget of \$10 million.

Responsibilities: Planning and establishing goals and priorities for development of collections in support of instruction and research; for physical facilities; and for the development of systematic approaches to library operations and application of computer and other technologies to library functions. Budgetary planning and allocation and management of resources. Recruiting and supervising professional and staff personnel; administering academic and staff personnel policies and the affirmative action plan of the Library. Developing policies and procedures for provision of services and administration of the General Library system. Serving as liaison officer with the Academic Senate, the administration, and other faculty and staff agencies within the University on library matters. Serving as a member of the Universitywide Library Council and of the Board of the Northern Regional Library Facility. The University Librarian reports to the Vice Chancellor—Academic Affairs.

Qualifications: A graduate degree in librarianship from an ALA-accredited institution or its equivalent. An advanced degree in an established discipline or demonstrated understanding of the responsibilities of a library system that meets the needs of those engaged in teaching, research, and scholarly activity in a university; substantial experience relevant to the design, development, and operation of a large academic/research library system; knowledge of current trends and application of library information technologies; superior interpersonal skills in providing leadership for a large professional and support staff and ability to interact with an academic community and its publics; demonstrated communication and verbal skills. Experience in planning for construction of facilities and in the area of labor relations in the context of collective bargaining is desirable but not essential.

Salary: Commensurate with qualifications and experience. (\$61,500–\$75,000).

Send applications or nominations with resume to: **Robert M. Cello, Vice Chancellor—Academic Affairs, University of California, 521 Mark Hall, Davis, CA 95616, by December 20, 1984.** Position will remain open until filled.

An equal opportunity, affirmative action employer.

benefits. Salary ranges, dependent upon qualifications: instructor: \$16,000-\$18,000; assistant professor: \$18,000-\$20,000. Send letter of application, current resume, and the names, addresses, and telephone numbers of 3 recent references by December 15 to: Jill Keally, Personnel Librarian, The University of Tennessee Library, Knoxville, TN 37996-1000. UTK is an EEO, affirmative action, Title IX, Section 504 employer.

SCIENCE AND TECHNOLOGY DEPARTMENT HEAD. Supervises two librarians and one career service employee. Department responsible for science and technology reference service, online searching, liaison to science faculty for collection development, and bibliographic instruction. Planning proceeding on an eight million dollar science center library. Qualifications: ALA-accredited master's degree in library science. Minimum of 5 years experience for Associate University Librarian (\$16,870 +) or 9 years experience for University Librarian (\$21,100 +). Strong science background (academic training and/or experience). Good communications skills and strong public service commitment required. Prior supervisory experience desirable. Position available no earlier than January 2, 1985. Applications must be received by December 7, 1984, for consideration. Address applications to: Lucille Higgs, Assistant Director for Administrative Services, Strozier Library, Florida State University, Tallahassee, FL 32306. EOE.

SCIENCE LIBRARIAN. Reporting to Assistant Dean of Libraries, responsible for managing The Frank C. Ogg Science and Health Library of 170,000 volumes serving the hard sciences, health, and technology. Supervises 1 professional and 4 clerical staff; provides reference, instruction, online searching, and individual research guidance to faculty, graduate students, and undergraduates. Serves as collection development liaison with Science Departments. Qualifications: ALA-accredited MLS required, plus 2 years of reference/collection development experience. Demonstrated familiarity with the bibliography and literature of science. Advanced subject degree in science area preferred. Commitment to active public service, instruction, and searching program required. Librarians at BGSU have faculty status and must meet usual promotion and tenure requirements. Salary for 12-month appointment is \$21,000-\$28,000 depending on experience and qualifications. Tenure-track, 24 days/yr. vacation, state retirement plan. Position available January 1985. Send resume by November 30 to: William Miller, Chair, Science Librarian Search Committee, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403. Expanded position description available on request. EO/AA employer.

SERIALS CATALOGER. Responsibility for cataloging English and foreign language serials using AACR2 rules as well as formatting and MARC tagging copy for input into the WLN database. Required: ALA-accredited MLS. Desirable: Experience in serial cataloging using LC classification, both pre-AACR and AACR 1 rules, preferably in an academic library; ability to work with foreign languages commonly encountered in academic libraries; experience in general serials processing, e.g. check-in binding, acquisitions, etc. Rank: Librarian 2. Salary: (minimum professional salary is \$17,500). TIAA/CREF, broad insurance program, 22 days annual leave, 12 days sick leave per year. 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. Review of applications begins January 2, 1985. Washington State University is an equal opportunity, affirmative action employer.

TECHNICAL SERVICES LIBRARIAN, Librarian II. The Hancock Library of Biology and Oceanography at the University of Southern California seeks a self-starting, dynamic librarian to carry primary responsibility for the condition, physical and bibliographic accessibility of the library's collection. S/He prepares policy, guidelines and schedules activities for the treatment of the library's holdings including serials, monographs, maps, atlases, reprints, and rare book collection. The Technical Service Librarian is responsible for acquisitions, cataloging, conservation activities; selects, trains, supervises and evaluates technical services personnel; develops section goals; implements programs and procedures; prepares statistical and narrative reports; coordinates technical services activities with public services needs; participates in reference and public services. The Technical Services Librarian will report to the Library Director and will supervise three FTE non-professionals. The Hancock Library contains 100,000 volumes and receives 2,500 serial titles currently. Qualifications: MLS from an ALA-accredited school. Five years of successful experience in preferably two or more areas of scientific, academic and/or research library technical services including two years of supervision and in-depth expertise with at least one bibliographic utility and familiarity with computer applications in other areas of library technical services is sought. Salary: \$20,000 to \$26,000 to start depending on experience. Send resume, letter of application, and three references by November 20, 1984, to: Technical Services Librarian Search Committee, Allan Hancock Foundation, University of Southern California, Los Angeles, CA 90089-0371. AA/EOE.

DIRECTOR OF THE LIBRARY

Search Reopened

California State Polytechnic University, Pomona

ALA-accredited MLS (or equivalent), plus an advanced degree required; an earned doctorate preferred. Eight years' experience in an academic or research library with a minimum of five years in administrative positions. Applicant must document history of successful leadership and creativity in library administration. *Salary is commensurate with experience and qualifications.*

Cal Poly, Pomona offers instruction for approximately 17,000 students in 72 degree programs with 900 faculty. The University Library has 460,000 volumes, 3,100 periodical subscriptions and over 1,000,000 microforms. The staff of 58 includes 14 professionals. Annual materials budget is approximately \$1,100,000. Interested persons should send letter of inquiry to: **Director of University Library Search Committee, c/o Paul F. Weller, Provost and Academic Vice President, 3801 West Temple Avenue, Pomona, California 91768, Attention: Sue Brown.**

To be considered for the position, applicants are required to submit a completed application form, current resume, three letters of reference, and official confirmation of highest degree earned (transcripts), postmarked **no later than December 7, 1984.** California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action, Title IX, 504 employer. Women, minorities, disabled persons and Vietnam-era veterans are encouraged to apply.

LATE JOB LISTINGS

ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES AND COLLECTION DEVELOPMENT.

Assertive, innovative, experienced individual to administer public services and collection development programs in a dynamic University environment. Operating budget \$700,000+ with staff of 26. Salary: \$34,000 with generous benefits. ALA-accredited MLS and 8 years relevant, increasingly responsible academic library experience required. Additional graduate degree and library automation experience desirable. Apply by January 15, 1985, with resume and 3 references to: Chair, Search Committee, 126 University Library, Wright State University, Dayton, OH 45435. An EEO/AA employer.

CHAIR OF INFORMATION SERVICES. Reporting to the Dean of Libraries and Learning Resources, is responsible for managing one of 2 major departments within Jerome (Main) Library. The chair participates in library-wide management decisions and has administrative responsibility for areas of reference services, online services, collection development, library user education, and Serials Department. Chair supervises 10 professional and 5 support staff. Will have collection development, departmental liaison, and user education responsibility in one or more specific areas. Qualifications: ALA-accredited MLS required, plus 5 years of public service experience, 2 of which have involved supervision/administrative duties. Advanced subject degree in social science subject area preferred. Successful candidate will have demonstrated leadership skills and active commitment to all phases of public service activity. Librarians at BGSU have faculty status and must meet usual promotion and tenure requirements. Salary for 12-month appointment is \$30,000-\$37,000, depending on qualifications and experience. Tenure-track at Associate Professor level preferred. State retirement plan. Position available July 1, 1985. Send resume by December 10, 1984, to: William Miller, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403. An EO/AA Employer.

DIVISION HEAD, INSTRUCTIONAL AND LEARNING RESOURCES. Manages Library Operations, Media Production and Media Services. Administers academic programs in Television and Radio, Photography, and Health/Recreation. ALA-MLS or M.S. in Instructional Technology or equivalent and a minimum of three years related teaching and/or related administrative experience. The selection process will begin November 21, 1984. Minimum salary: \$28,793. Send resume with salary history to: Richard W. Latham, Director of Personnel Services, Tompkins Cortland Community College, 170 North Street, Dryden, NY 13053. Located in the Finger Lakes region of upstate N.Y. EOE/AA.

GOVERNMENT DOCUMENTS/REFERENCE LIBRARIAN. 12-month contract, tenure-track position, Union College, Schenectady, New York, available January 1985. Responsibilities: approximately equally split between two roles: 1) Administers selective federal depository program, with direct or delegated responsibility for all phases of document selection, processing, and dissemination, including promoting, as well as assisting and instructing users and staff. Some supervision of paraprofessional and student workers. 2) Participates in providing general reference services (including some regular evening and weekend duty), online database searching, formal library instruction, and inter-library loan. Faculty membership necessitates demonstrated scholarship activity and college service for successful evaluations, promotion, and tenure. Requirements: ALA-accredited MLS; government documents training; some knowledge of OCLC cataloging; good communications and interpersonal skills. Preferred: working experience in government documents operations. Salary range from \$16,000, depending upon experience. Deadline for applications: December 1, 1984. Submit letter,

resume, and names and addresses of three recent references to: David Gerhan, Head of Information Services, Union College Library, Schenectady, NY 12308. Union College is an affirmative action, equal opportunity employer.

HEAD, REFERENCE DEPARTMENT (Search reopened.) Responsible for reference services in a university library of 750,000 volumes. Reports to Associate Director for Public Services. Duties include supervision of department personnel, online searching, collection development and bibliographic instruction. Candidate should have demonstrated planning, supervisory and communications skills and a commitment to responsive and innovative reference service. Must be able to evaluate effectiveness of service and implement changes to include increased emphasis on automation. Required: ALA-accredited MLS and subject masters; 5 years reference experience in medium or large academic library; evidence of professional development. Salary: \$22,000-\$25,000, 10.5 mo. contract, faculty status, tenure-track. Send letter of application, resume, names and addresses of three references and transcripts by December 31 to: Maxine Johnston, Library Director, Lamar University, P.O. Box 10021, Beaumont TX 77710. An EO/AA employer.

HUMANITIES REFERENCE LIBRARIAN, subject specialist for English and American literature. Duties include reference services, online literature searching (DIALOG), orientation and instruction, faculty liaison, shared collection development. Evening and weekend hours required. Qualifications: ALA-accredited MLS, with undergraduate or graduate degree in the humanities, preferably English or American literature. Strong communication skills. Experience and/or coursework in Black studies desirable. Training and/or experience with DIALOG or similar system. Three years experience or equivalent. Faculty status, Instructor or Assistant Professor rank. Salary from \$15,901.40. 9-month appointment with possibility of summer work. Resume, transcripts, 3 letters of reference, by December 1, to: Shirley M. Johnson, Chair, Library Search Committee, Clarion University of Pa., Clarion, PA 16214. EEO/AA employer; minorities are encouraged to apply.

PUBLIC SERVICES LIBRARIAN. Responsible for developing a full range of public services in support of Regis College's undergraduate and graduate programs. Services include: traditional and computer-assisted reference, telephone reference, bibliographic instruction in classroom and workshop settings, interlibrary loan, and circulation services. Serves as bibliographer and faculty liaison with faculty scholars for collection development within an appropriate subject specialty. Responsible for leadership in integrating informational and instructional services into the academic programs. Qualifications: MLS (ALA); 3 years of reference experience in a liberal arts college; experience in using machine readable databases and government documents; evidence of imaginative leadership in public services; demonstrated supervisory and leadership skills; skill in classroom teaching; good communication skills, both oral and written; and ability to work with both young adults and working adults. A second master's degree is desirable. Regis College is a 4-year Jesuit liberal arts college, with 3000 students enrolled in its undergraduate and graduate programs. The Library serves the main campus and two auxiliary locations. A branch library at Colorado Springs is in early development. The College is committed to the library becoming a major regional resource and an aggressive partner in the nurturing of academic excellence throughout the College programs. Position is a 12-month faculty appointment available July 1, 1985. Minimum salary in the high teens, generous benefits. Deadline for letters of application, resume, and 3 references is November 26, 1984. Send materials to: Pamela Ashby, Personnel Administrator, Regis College, West 50th Avenue and Lowell Boulevard, Denver, CO 80221. Regis College is an equal opportunity, affirmative action employer.

READER SERVICES/SERIALS LIBRARIAN. Participates in the provision of reference desk services, online searching, collection development, and is actively involved in a comprehensive program of course-related bibliographic instruction. Responsible for periodicals, including acquisition and maintenance of approx. 1,500 titles, maintenance of microforms and media area, and supervision of 2 paraprofessionals. Required: ALA MLS, 2-3 years reference, bibliographic instruction and online searching experience. Serials and supervisory experience necessary. Strong management and interpersonal skills essential. Salary: \$17,000, 22 days vacation. Apply, including names of 3 references, by December 15, to: Paula Warnken, Library Director, Xavier University, 3800 Victory Parkway, Cincinnati, OH 45207. Xavier is an equal opportunity employer. Interviewing at ALA Midwinter.

REFERENCE LIBRARIAN. Clarkson University seeks an entry level librarian to work with team providing reference services to both undergraduates and faculty. Responsibilities will include reference, bibliographic instruction, computer searching and collection development with subject emphasis in science, engineering and management. Will participate in overall planning for library programs. Will also supervise 2 support staff members working in reserve and interlibrary loan, develop policy and procedures for these areas, and resolve problems as they arise. Position requires ALA-accredited MLS. Knowledge of reference sources, computer-based bibliographic searching, bibliographic instruction techniques and a background in science or technology are all desirable. Screening began in September and will continue until position is filled. Salary minimum: \$19,000. Send application with resume and names and addresses of 3 professional references to: Richard D. Valente, Director, Educational Resources Center, Clarkson University, Potsdam, NY 13676. EO/AA employer.

REFERENCE LIBRARIANS (2). Opportunity to work in an environment where services are expanding and where there is considerable scope for implementing new program initiatives, including the application of new technologies to the delivery of services. Responsible for collection development, library instruction and computerized database searching in assigned disciplines. Provides service at the reference desk, including some weekend and evening hours. 1) Social Science Reference Librarian requires Master's degree from ALA-accredited library school and undergraduate degree in a social science discipline. Reference experience highly desirable. 2) Engineering Reference Librarian requires Master's degree from ALA-accredited library school and significant coursework in pertinent science disciplines or science reference experience. \$16,000 minimum salary, depending on qualifications and experience. Excellent benefits including choice of retirement programs. The University of Houston-University Park Libraries have 1.4 million volumes, a materials budget of \$2.4 million and a staff of 58 professionals and 200 support staff. To ensure consideration, applications must be received by January 15, 1985. Send letter of application, names of 3 references, and resume to: Dana Rooks, Assistant to the Director for Administration, University of Houston Libraries, 4800 Calhoun, Houston TX 77004. Preliminary interviews may be arranged at ALA Midwinter. Equal opportunity employer.

TECHNICAL SERVICES DIVISION HEAD. Responsible for overall management and supervision of the Division and its staff; for planning and resource allocation; and for the coordination of all technical processing operations with other library departments. The division currently acquires, catalogs, and does bindery and physical preparations for approx. 40,000 volumes per year. It currently has a staff of 5 librarians, 38 library assistants, and over 20,000 student assistant hours. In addition, the incumbent will participate as a full member of the Library's management team. This position

provides the opportunity for collection development activities and participation in a variety of other Library, University, and professional activities. Requires: Graduate library degree or equivalent; record of effective management and supervision, strong analytic, communication, and interpersonal skills; background in technical processes; experience with automated systems; record of university service, research, and/or participation in professional associations. Salary: \$25,692-\$47,880. Send letter of application, resume, and list of five professional references to: Joan Chambers, University Librarian, University of California, Riverside, P.O. Box 5900, Riverside, CA 92517. Deadline for application is Monday, December 17, 1984. The University of California is an equal employment opportunity, affirmative action employer. Minority candidates are encouraged to apply.

TECHNICAL SERVICES LIBRARIAN. Responsible for acquisitions, processing, binding, cataloging, catalog maintenance, and supervision of staff. Direct responsibility for collection development, original cataloging and faculty committee assignments. Responsible for leadership in planning for an online catalog integrated to circulation functions. The library is a member of OCLC and the collection is on Dewey with a conversion to LC a likely prospect. Qualifications: MLS (ALA); 5 years of experience in cataloging and/or administrative leadership in technical services in an academic library; experience in the automation of technical services; evidence of strong supervisory and leadership skills; knowledge of MARC formats, OCLC, Dewey and Library of Congress classification schedules; familiarity with media and government documents cataloging. A second master's degree is desirable. Regis College is a 4-year Jesuit liberal arts college, with 3000 students enrolled in its undergraduate and graduate programs. The Library serves the main campus and two auxiliary locations. A branch library at Colorado Springs is in early development. The College is committed to the library becoming a major regional resource and an aggressive partner in the nurturing of academic excellence throughout the College programs. Position is a 12-month faculty appointment available July 1, 1985. Minimum salary in the high teens, generous benefits. Deadline for letters of application, resume, and 3 references is November 26, 1984. Send materials to: Pamela Ashby, Personnel Administrator, Regis College, West 50th Avenue and Lowell Boulevard, Denver, CO 80221. Regis College is an equal opportunity, affirmative action employer.

LIBRARY AUTOMATION COORDINATOR. Responsible for providing technical expertise and support in the implementation of an integrated online system for the library and for acting as liaison to the library consortium maintaining the system. Coordinator is to identify microcomputer applications for some library functions and to implement and maintain them. Qualifications: experience with both integrated online systems and microcomputers preferred and required of at least one, including a knowledge of programming, system design and organization, and telecommunications; ALA-accredited MLS; problem-solving and communication skills; ability to work well with all levels of staff. Faculty rank on a tenure-track. Salary: \$19,500 minimum with fringe benefits. Send letter of application, resume with a description of experience in library automation, and three letters of reference to: Director's Office, Olson Library, Northern Michigan University, Marquette, MI 49855. Deadline: December 15. NMU is an EO/AA employer.



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