

# THE

# CLASSIFIED

# ADS

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

**Rates:** Classified advertisements are \$6.60 per line for institutions that are ACRL members, \$8.40 for others. Late job notices are \$15.95 per line for institutions that are ACRL members, \$18.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$295 to \$565 based upon size. Please call for sizes and rates.

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

**Contact:** Jack Helbig, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: UJ21808@UICVM.uic.edu.

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

## POSITIONS OPEN

**ARCHIVIST.** Beinecke Rare Book and Manuscript Library, Yale University. Two positions. Minimum rank: Librarian I. Responsibilities: Processes and catalogs literary and historical materials in conformity with national and local bibliographic standards. Creates finding aids and bibliographic, authority, and collection management records. Salary and rank dependent upon qualifications and experience. from a minimum of \$30,800. Comprehensive benefits program including 22 days vacation; 17 holiday, recess, and personal days; health care, retirement plan, and some relocation assistance available. Please submit a letter of application, resume, and the names of three references by October 1, 1993, to: Diane Y. Turner, Director, Library Personnel Services, P.O. Box 1603A, Yale Station, New Haven, CT 06520. EEO, AA.

**ASSISTANT DIRECTOR.** University Libraries, Thomas E. Dewey Graduate Library. Responsibilities: Reporting to the Dean and Director of Libraries, the Assistant Director is responsible for leadership, administration and services of the Dewey Graduate Library. This library serves the faculty and students of the Nelson A. Rockefeller College of Public Affairs and Policy and its graduate schools of Criminal Justice, Information Science & Policy, Public Affairs, and Social Welfare. As a member of the Library Policy Group, the Assistant Director is responsible for planning and carrying out the mission and goals of the University Libraries, especially as they relate to the Dewey

## PATENT SEARCHER

### Chemical Abstracts Service

Immediate opening for online patent searcher. Must be able to demonstrate strong knowledge of online chemical and scientific literature searching in patents, using major public services such as STN, LEXIS, Dialog, Infopro (Orbit). Experience as a patent agent desirable. Good communication skills a must.

This position involves training customers and technical support for STN patent files (including Derwent, IFI, API, and CA), development of technical presentations, training patent searchers on use of STN patent files, and providing technical support to customers and marketing staff. Minimum of 40% travel required.

To apply, send resume and salary requirements to:

**Chemical Abstracts Service  
Employment Department  
P.O. Box 3012  
Columbus, OH 43210**

Or fax to Employment Department at:  
**(614) 447-3750.**

*Equal opportunity employer.*

Library and coordinating its collections, operations, and services with all library divisions. Maintains active liaison with the Provost, Dean, and faculty of Rockefeller College. Assists in the provision of reference and collection development services as needed. Research, publication, and service to the libraries and university are expected to satisfy criteria for continuing appointment and promotion of library faculty at the University at Albany. Qualifications: Required: MLS from ALA accredited school of library and/or information science; demonstrated successful administrative and public service experience in an academic or research library; knowledge of library computer applications; strong communication skills, and a record of professional contributions. Preference will be given to candidates with a strong background in one of the subject strengths of the Rockefeller College, e.g., American public policy and comparative government, political science, public administration, etc. Salary: Commensurate with education and experience. Appointment expected at the Associate Librarian rank (salary minimum \$39,000). Apply to: Christine M. Travis, Library Personnel Officer, University Libraries-UL 139, University at Albany, State University of New York, 1400 Washington Avenue, Albany, NY 12222. Deadline: Review of letters of application and resumes will begin October 20, 1993. Please include the names, addresses, and phone numbers of three references who we can contact. The University at Albany, State University of New York is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled, and Vietnam-era veterans are especially welcome.

**ASSISTANT HEAD, GOVERNMENT PUBLICATIONS AND MAP DEPARTMENT.** Administers the U.S. Federal Depository collection, and selects reference materials and publications not received through depository agreements. Provides in depth reference, including bibliographic instruction, for federal, state, and international documents. Assists in the planning and coordination of the department's technical services, including cataloging of government documents. Supervises three FTE paraprofessionals. The department is a depository for United States (75%, Illinois, United Nations, and European commu-

## LIBRARY SYSTEMS COORDINATOR

(Search Reopened)

### Smith College Libraries

**RESPONSIBILITIES:** Guide the continued integration of information technology into the libraries' operations and services; serve as the principal Smith College expert on the five-college integrated library system (INNOPAC); coordinate operation of and training for the CD-ROM and other local networks and for Internet-based resources and services; coordinate procurement, installation, documentation, and troubleshooting; oversee related contracts, licenses, and accounts; serve as principal library liaison with the college's Information Systems, Five College automation groups, NELINET, and vendors. Serve on the Library Staff Council, share in library-wide planning duties with division coordinators, and carry out administrative assignments not limited to technical concerns.

**QUALIFICATIONS:** Required: A master's degree, preferably in library science (ALA-accredited) or in computing/information systems; at least five years experience with integrated library systems, electronic information resources, and microcomputers; management and planning experience in a library setting. Highly desired: Working knowledge of CD-ROMs, LANs, multiuser systems, and the Internet.

**NORMAL HIRING SALARY:** \$33,230-\$37,000; actual salary commensurate with experience. Review of applications begins October 1, 1993. Submit letter of application, resume with salary requirements, and names of three references to:

**Employment Group  
Office of Human Resources  
Smith College  
Box 730  
Northampton, MA 01063**

*An Affirmative Action/Equal Opportunity Institution. Minorities and women are encouraged to apply.*

ties, and acquires materials from about 30 other international organizations. The department contains 267,000 volumes, 544,000 microfiche sheets, and 198,000 maps, and offers reference service 63 hours per week. Staff: 3.5 FTE librarians, 4 FTE paraprofessionals, and 3.5 FTE students. Qualifications: MLS from ALA-accredited library school and a minimum of one year government publications reference experience required. Additional experience with government publications and cataloging strongly preferred. Academic background or knowledge of the social sciences and experience in an automated environment preferred. Demonstrated commitment to government publications librarianship and to quality public services, and excellent communications skills required. Salary: \$26,000-\$30,000. Send letter of application, resume, and names and addresses of three references to: Peter Devlin, Personnel Librarian, **Northwestern University** Library, Evanston, IL 60208-2300. For priority consideration, applications should be received by October 1, 1993. Northwestern University is an EEO, AA employer. Hiring is contingent upon eligibility to work in the United States.

**ASSOCIATE DEAN.** The New Mexico State University Library seeks an Associate Dean to be a leader in forming and realizing the vision that will enable the library to satisfy the changing information needs of a diverse university community. The Associate Dean will coordinate the operations of the collection management, information services, and technical services departments and systems office, oversee day-to-day budget and facilities operations, manage library personnel processes, function as the principle administrator in the Dean's absence, participate actively in planning and institutional evaluation, and encourage library faculty and staff development. Required: A broad working knowledge of academic library operations, demonstrated organizational leadership, a management philosophy that promotes teamwork and decision-making involving all levels of staff, excellent interpersonal communication skills, at least nine years of progressively responsible experience that includes supervision of personnel, an MLS from an ALA-accredited program, an additional graduate degree, and eligibility for senior faculty appointment. Desired: Budgetary experience, familiarity with information technology and systems integration, flexibility and openness to innovation, the ability to foster a cooperative, collegial, organizational climate, good

public relations skills, experience in grant writing and/or grant administration, evidence of initiative and creativity, and a demonstrated ability to work in a multicultural environment. NMSU, New Mexico's land-grant university, enrolls over 15,000 students in 71 undergraduate, 45 master's, and 19 doctoral degree programs. NMSU is classified as a Carnegie I research institution, and is a member of the Hispanic Association of Colleges and Universities. The university library has an annual budget exceeding 4 million dollars, and contains approximately 900,000 volumes in two facilities. A new general library houses humanities and social sciences collections. The building that houses the agriculture, engineering, science, and business collections is undergoing renovation. Library computer systems include VTLS, INNOVACQ, an Internet connection, and a new CD-ROM LAN. Located along the Rio Grande in southern New Mexico, NMSU is 40 miles north of El Paso, Texas, at the southern end of the Rocky Mountains. The desert area enjoys abundant sunshine and is within easy driving distance to alpine areas that include excellent hiking, skiing, and water sports. Salary: Dependent upon qualifications; minimum: \$52,000 for a 12-month appointment. Benefits include 22 vacation days per year. Send a letter of application, resume, and names and telephone numbers of three references by October 15th, 1993, to: Bonnie Wetzel, Chair, Associate Dean Search Committee, **New Mexico State University** Library, Box 30006, Dept. 3475, Las Cruces, NM 88003-0006. New Mexico State University is an EEO, AA employer. Offers of employment are contingent upon the verification of the individual's eligibility for employment in the United States.

**ASSOCIATE LIBRARIAN II.** The University of Maryland College Park Libraries invites applications for an Associate Librarian II, Gordon W. Prange Newspaper Project-Japanese Language Serial Cataloger. This is a full-time, contractual position (four-year fully funded project). Responsibilities: As senior project librarian for the Prange Newspaper Project, oversee the creation of a summary holdings list (brief bibliographic entry and summary holdings statement) for the 24,000 newspapers and assist in the grant writing for the preservation and full cataloging of the collection. Qualifications: Required: ALA-accredited master's degree in library science. Experience: Required: Minimum of one year professional cataloging experience; working knowledge of the Japanese language including proficiency in both Kyu Kanji and Shin Kanji characters. Highly desirable: Serial cataloging experience using

## TWO POSITIONS AVAILABLE DECEMBER 1, 1993

### University of California, Santa Cruz

The University of California, Santa Cruz, is a dynamic and growing campus located in a redwood-forest setting overlooking Monterey Bay, 75 miles south of San Francisco. The library with a collection of 1 million volumes and a staff of 140, serves 10,000 students and 700 faculty.

#### **Assistant University Librarian, Human Resources (\$45,980-\$73,055)**

The Assistant University Librarian, Human Resources (AUL-HR) is one of two AULs, who along with the University Librarian constitute the senior administrative staff addressing the whole range of library issues. The AUL-HR works collegially with the ten-member Library Management Group in establishing library policy.

Under the direction of the University Librarian, the AUL-HR is expected to lead a comprehensive human resources program that works to maximize the potential of all library staff. Within the framework of University-wide personnel programs, the AUL-HR develops, interprets, and implements progressive personnel policies for librarians, other professional and career staff, and student assistants. Assisted by and responsible for a 3-person staff, the AUL-HR also serves as the library's specialist in all aspects of personnel work, such as individual and team development, labor relations, affirmative action, performance review, and recruitment.

**QUALIFICATIONS:** Substantial, responsible, and successful experience in human resources administration, including familiarity with modern management trends such as TQM; superior communication and interpersonal skills, including the ability to maintain effective working relationships with a wide variety of individuals; a strong commitment to a culturally diverse workplace; a graduate degree from an ALA-accredited library school and/or an advanced degree in another personnel-related field, or equivalent. Preferred: Line administrative experience in a medium-sized to large library, or comparable public sector institution.

#### **Multicultural Outreach Coordinator/Reference Librarian Assistant/Associate Librarian (\$28,668-\$50,496)**

As a member of the reference services unit, coordinates a program in library services for a diverse campus community. Coordinates library instruction and specialized reference service in multicultural/ethnic studies. Provides general reference service in the social sciences and humanities; serves 12-15 hours/week at the Reference Desk, including weekend and evening service; participates in library-wide activities, including administrative committees and special projects.

**QUALIFICATIONS:** Graduate degree from an ALA-accredited library school; demonstrated interest in the areas of multicultural/ethnic studies; demonstrated ability to provide specialized services to a multicultural community; broad interest in the humanities and social sciences and in working with undergraduates, graduate students, and faculty; ability to work at the reference desk, provide library instruction, and perform online searches. Preferred: Prior reference desk experience; multicultural outreach experience.

**DEADLINE FOR APPLICATIONS: September 30, 1993.**

**TO APPLY:** Send a complete statement of qualification, a resume, and names of four references to:

**Katherine Beiers  
Library Personnel Office  
University Library  
University of California  
Santa Cruz, CA 95064**

*An affirmative action, equal opportunity employer.*

# BIBLIOGRAPHIC SYSTEMS LIBRARIAN

## University of California, Santa Barbara

The UCSB Library is seeking a creative and dynamic librarian to manage and maintain the library's NOTIS-based integrated bibliographic system (PEGASUS). The position of Bibliographic Systems Librarian provides a high level of technical expertise and working knowledge of NOTIS, exercises independent judgment in analyzing and diagnosing problems with the system, and works with all library departments and the campus computing center in ensuring the efficient and effective use of the system. Major areas of responsibility include system administration, library liaison activities, and project management.

Requires: ALA-accredited MLS; substantial experience with a NOTIS-based integrated system; knowledge of MARC record structure; demonstrated organizational and analytical skills; superior interpersonal, written, and oral communication skills; strong commitment to responsive and innovative service, with the ability to work effectively in a demanding and rapidly changing environment; familiarity with current developments in library automation.

Appointment at Associate Librarian/Librarian level, salary range is \$35,052 to \$59,316. Applications will be reviewed starting September 30, 1993. Send resume and the names and addresses of three references to:

**Detrice Bankhead**  
**Assistant University Librarian-Personnel**  
**University of California**  
**Santa Barbara, CA 93106**

*UCSB is an affirmative action, equal opportunity employer.*

LC classification and subject headings in accordance with AACR2 and its LC rule interpretations and experience with a bibliographic utility such as OCLC or RLIN. Salary: \$29,000 minimum. Benefits available. For full consideration, submit resume and names/addresses of three references by October 1, 1993, to: Ray Foster, Library Personnel, McKeldin Library, University of Maryland, College Park, MD 20742-7011. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

**AUTOMATION LIBRARIAN** (search reopened). Guides selection and implementation of integrated library system; provides computer support and leadership; trains library staff. Participates in book selection and reference service. Qualifications: Accredited MLS, MLIS, or master's in computer science with two years professional experience as automation librarian with demonstrated abilities in applying computer technology to library applications. Experience with implementation and operation of integrated systems; current awareness of software and hardware options; and communications software; good communication skills. Preferred: Familiarity with MARC and OCLC, CD-ROM technology, and project management skills. Twelve-month, tenure-track. Salary approximately \$30,000. Standard benefits. Send letter, resume, copies of transcripts, and names and addresses of three references by October 15, 1993, to: Patricia Painter, Chair, Automation Librarian Search Committee, Auburn University at Montgomery Library, 7300 University Dr., Montgomery, AL 36117. Montgomery is rich in history and architecture, with outstanding theaters, museums, and nearby recreational facilities. AUM is an AA, EEO employer.

**AUTOMATED SYSTEMS COORDINATOR**. Assistant professor rank. Tenure-track. Twelve-month contract. Manage, plan, and coordinate the library's automation and networking activities. Data Research ATLAS system. Required: ALA-accredited master's degree and professional experience in maintenance of an integrated library automation system. DRA, VAX/VMS, TCF/IP, and DECNET experience is preferred. Candidates should have a clear understanding of

bibliographic control and database management issues, as well as knowledge of public and technical services. Applicants familiar with microcomputer-based applications, CD-ROM databases, and Novell networking will receive extra consideration. Good interpersonal, organizational, and analytical skills are required, as is demonstrated ability to work with library staff at all levels. Appointment date: December 1, 1993. Salary: \$30,000. Valdosta State University, student population 8,000, is a regional unit of the University System of Georgia. The campus is located in a city of 50,000 in south Georgia. Send application letter, resume, and names of three references by October 1, 1993, to: Betty D. Paulk, Associate Director for Technical Services, Odum Library, Valdosta State University, Valdosta, GA 31698. Valdosta State University is an equal-opportunity, affirmative-action employer.

**CATALOGING COORDINATOR**. The Cataloging Coordinator will supervise all non-exempt staff (currently eight adaptive catalogers and one library assistant). Assist Team Leader with appropriate personnel matters. Oversee training in cataloging and authority control for new hires. Maintain quality control standards, production standards, and act as a resource person for solving complex authority and bibliographic problems. Contribute original/feldling cataloging and authority work. Keep up-to-date with LC and OCLC policies and cataloging practices as well as those relate to authority control and database maintenance. Reports to the Cataloging Team Leader. Required qualifications: ALA-accredited MLS degree; several years recent cataloging experience, including cataloging MARC format other than books and assignment of Library of Congress classification and LCSH subject terms. Expert knowledge of AACR2 and familiarity with earlier cataloging codes. Familiarity with a bibliographic utility. Ability to work with material in foreign languages. Experience working with a local system. Supervisory experience, demonstrated skills in human relations and ability to work with many levels of staff in a rapidly changing environment. Excellent communication skills; demonstrated ability to write procedures and create appropriate documentation. Computer literate; experience with word processing and spreadsheets. Ability to read one foreign language. Preferred: Subject

cataloging specialty in one or more of the following: agriculture, veterinary medicine, science, geography, and rare books. Experience with OCLC. Experience with an automated system having a cataloging module. Tenure-track position. Library faculty must meet university requirements for promotion and tenure. Twenty-four days annual leave, tuition remission, usual benefits. Assistant or Associate Professor rank. Salary: \$30,000 minimum. Send letter of application that addresses each qualification, current resume, and names, addresses, and telephone numbers of recent references to: Jill Keally, Human Resources, The University of Tennessee Libraries, 1015 Volunteer Boulevard, Knoxville, TN 37996-1000, or fax: (615) 974-4696. Review of applications will begin October 15, 1993, and will continue until the position is filled. The University of Tennessee Knoxville is an EEO, AA, Title IX, Section 504, ADA employer.

**CATALOG LIBRARIAN, VISUAL IMAGES.** The North Baker Research Library of the California Historical Society is undertaking a grant-funded project to digitize and catalog in RLIN a selection of its visual images. The images will consist mostly of photographs, but will also include printed illustrations, paintings, and three-dimensional objects. Will work with the Curator of Photography and the Library Director in establishing and documenting procedures and be responsible for all copy and original cataloging. This is a full-time, one-year position beginning Jan. 1, with a minimum salary of \$27,000 plus benefits. Part-time with equivalent salary and duration will be considered. Requirements: MLS from an ALA-accredited program and knowledge of AACR2, LCSH, and MARC format. Preferred: Previous experience in cataloging visual images, preferably in RLIN. Knowledge of photographic and illustrative techniques, Graphic Materials, LCGTM, and AAT. Familiarity with NeXTSTEP helpful. Send a letter of application, resume, and three references by Nov. 1 to: Jeffrey Barr, Library Director, California Historical Society, 2099 Pacific Ave., San Francisco, CA 94109-2235. (E-mail: jeffrey@calhisthissoc.org) The Society is an equal opportunity, affirmative action employer.

**CURATOR, CARNEGIE CORPORATION ARCHIVES.** Rare Book and Manuscript Library, Columbia University. Primary responsibility of this position is supervising the maintenance and servicing of the Carnegie Corporation and related archives, including providing in-depth reference service for these archives; and with other curators providing in-depth reference service and overseeing circulation and use of rare books and manuscripts. Responsible for the processing, cataloging, and description of manuscript collections, including archival records for the Carnegie and related archives; maintenance of all records necessary for the archives' use; acting as liaison with various Carnegie organizations; and maintaining, developing, and servicing the needs of these collections. The position shares responsibilities for supervision of student assistants, for library instruction, and for assistance with special projects. Position may also include additional administrative responsibilities. In addition to an accredited MLS, requirements include: knowledge of manuscript and archival management techniques and skills; knowledge of American and English history, literature and publishing; knowledge of reference sources, tools and techniques in rare books and manuscripts; knowledge of historical, social science, and literary research methods; ability to search in RLIN and other electronic databases. Effective writing and oral communication skills and the ability to work cooperatively are essential. Preference will be given to candidates with a reading knowledge of French and/or German, knowledge of preservation techniques and security procedures; knowledge of and experience with the RLIN AMC database, some knowledge of and experience in descriptive bibliography; and a graduate degree in American history or other relevant graduate degree. Salary ranges are: Librarian I: \$30,600-\$39,780; Librarian II: \$32,600-\$44,010. Excellent benefits include assistance with university housing and tuition exemption for self and family. Women and minorities are encouraged to apply. 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, 1993. An affirmative action, equal opportunity employer.

**DIVISION HEAD, READER SERVICES DIVISION.** Dudley Knox Library, Naval Postgraduate School. This librarian GS1410-12 position is responsible for the development and implementation of the library's reader services and collection development programs. In addition to managing the Reader Services Division (nine full-time equivalent), the incumbent provides assistance to library patrons in accessing information, and taking a proactive role in developing the library's reference and user instructional services and resources in both print and electronic formats. Qualifications: Master's degree in library science and a minimum of two years professional experience,

including at least one at the GS-11 level. Supervisory experience and experience in reader services and collection development in an academic library supporting advanced instruction and research in the fields of science, engineering, and management preferred. Undergraduate or graduate coursework in the fields of science, engineering, or management desirable. The Dudley Knox Library's collections include over 200,000 monographs and bound journals, 825,000 research reports, and 1,500 journal subscriptions. The library is housed in a newly renovated and expanded 100,000-square-foot facility and uses the Notis library management system. The Naval Postgraduate School, accredited by the Western Association of Schools and Colleges, is located on the Monterey Peninsula and is dedicated to graduate level education and research, awarding degrees at the master's and doctorate levels. The school's curricula include programs in science, engineering, administrative sciences, and public policy. In FY93, funded research at NPS totalled approximately \$25 million. The school's 1,700 students are drawn primarily from the officer corps of the U.S. Navy, but include officers from the other branches of the U.S. Armed Services and from allied nations, as well as Department of Defense civilians. For applications and information call the Naval Postgraduate School at (408) 656-2002 or 2003. A completed Form 171 is required as part of the application. Application deadline: October 1, 1993. Minimum salary: \$40,298 per annum. The Department of the Navy is an equal opportunity employer. All qualified applicants will receive consideration for position vacancies without regard to race, creed, color, age, national origin, lawful

## Salary guide

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

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$25,198+
Pennsylvania	\$23,700*
Rhode Island	\$26,500
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$22,500
West Virginia	\$22,000
Wisconsin	\$25,830

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

+Salary minimums for public librarians only.

#Option for local formula

# ATTENTION MATH AND COMPUTER ENGINEERING LIBRARIANS

## THE JOHNS HOPKINS UNIVERSITY

### COME JOIN A DYNAMIC LIBRARY

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

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

### **Resource services librarian for pure and applied math, computer science, and electrical and computer engineering.**

**RESPONSIBILITIES:** Understand the work of the Mathematics, Mathematical Sciences, Computer Science, and Electrical & Computer Engineering departments, and cultivate and maintain close working relationships with the members of those departments. Select materials to be added to the collection in assigned subject areas and manage the materials budget for each subject. Provide a variety of reference and research services to library patrons.

**QUALIFICATIONS:** MLS from an ALA-accredited library school required, and an advanced degree in one of the four assigned fields, or equivalent experience strongly desired. Two or more years' experience in collection development and/or reference in a research library preferred. Ability to conduct seminars and instructional programs in the use of the library and its resources. Willingness to work a flexible schedule (including some evenings and weekends) as part of a team.

The hiring range for this position is \$30,000 - \$40,500, depending on education and experience.

Personnel benefits include 22 days vacation; free life insurance; retirement program, including TIAA/CREF, and group health plan cost shared by individual and university.

To apply, send letter of application indicating JOB #S93-356, resume, and three letters of reference by **October 15, 1993**, to:

**The Johns Hopkins University  
Office of Human Resources  
119 Garland Hall  
Baltimore, MD 21218**

*AA/EOE. Smoke-free and drug-free. Women and minorities are encouraged to apply.*

political affiliation, sex, marital status, membership or non-membership in an employee organization, mental or physical disability, not disabling to the job, or other non-merit factors.

**ELECTRONIC RESOURCES LIBRARIAN, INFORMATION SERVICES UNIT (ACADEMIC LIBRARY).** Description: University Library Services of Virginia Commonwealth University seeks an electronic resources librarian to serve in the Information Services Unit in the James Branch Cabell Library. Primary duties include: Planning and implementing electronic reference services and resources. Evaluates, selects, and integrates electronic reference resources in cooperation with collection management and automation support staff. Develops local and remote resources, e.g., Internet-based resources and tools such as gopher. Trains library staff and users; develops print

and electronic instructional materials. Primary service assignment will be at the Reference/Information Desk. Provides reference and consultation service. Evening and weekend rotation may be required. The Information Services Unit is one of five service units in Academic User Services. Unit is responsible for all information services in the academic library through multiple service points: government documents, reference, media resources, and special collections and archives. The libraries are aggressively building an electronic reference environment. This is a faculty position reporting to the Information Services Manager (Academic Library). Qualifications: ALA-accredited MLS required. The following are preferred: Minimum two years experience in a comprehensive, automated reference setting in an academic library; record of initiative and achievement in implementing electronic reference services; training/instruction experi-

# DEAN, ACADEMIC INFORMATION SERVICES

## Northern Michigan University

THE POSITION: Northern Michigan University invites applications and nominations for the position of Dean, Academic Information Services. The candidate selecting for this position will provide leadership for information services to the university community. These services include the Lydia M. Olson Library, academic computing and its networks, media services, archives and records management. This is a senior administrative position at NMU, reporting to the Vice President for Academic Affairs. Salary range: \$57,500-\$68,500, dependent upon experience and qualifications.

### QUALIFICATIONS:

- A master's degree in library science from an ALA-accredited school
- At least five years of experience with increasing administrative responsibilities in an academic library
- Demonstrated familiarity with academic computing services, automated library systems, learning/information technologies, and networks
- Demonstrated academic management and leadership skills
- Effective interpersonal, organizational, and communication skills
- Demonstrated ability to articulate and implement a vision of the future for library and information technologies

Desirable qualifications also include administrative experience in academic computing, an additional master's or higher degree, evidence of commitment to instruction in the use of traditional and technological resources, commitment to cultural diversity and affirmative action, and evidence of commitment to professional development of faculty and staff, and familiarity with a work environment which includes collective bargaining units.

The university continues to pursue actively the goal of ethnic and gender diversity and is seeking a diverse applicant pool for the position of Dean. We strongly encourage all to apply who may contribute to this diversity and who meet the basic qualifications of the position.

THE UNIVERSITY: Northern Michigan University is one of 15 state-assisted universities in Michigan. Located in Marquette, a city of 21,000 on the southern shore of Lake Superior, the university plays an important role in the cultural and commercial affairs of the community. Founded as a teacher education institution in 1899, NMU has expanded to six colleges with a student enrollment of 9,000 and approximately 340 faculty members.

APPLICATIONS AND NOMINATIONS: Applications should include a complete resume, letter of application, and addresses and telephone numbers of five references. Nominations are welcomed and should be submitted as early as possible. Application materials and letters of nomination should be sent to:

**Kay Payant, Chair  
Search and Screen Committee  
c/o Lydia Olson Library  
203 Harden Learning Resources Center  
Northern Michigan University  
Marquette, MI 49855**

Applicant review will begin in mid-September and the screening will continue through mid-October. While the expected appointment date is January 1, 1994, the recruitment process will continue until the position is filled.

*Northern Michigan University does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. Persons having inquiry may contact the Affirmative Action Office at (906) 227-2420.*

ence with a range of reference technologies; proficiency with MS-DOS programming and applications, LAN, and CD-ROM operations; working knowledge of an integrated library management system and OCLC reference services; strong service orientation; excellent oral and written communication skills; positive interpersonal relations with ability to work independently and in groups; sensitivity to the concerns of a research library and its users; flexibility and the ability to accept and manage change; ability to deliver work on deadline; interest in and ability to meet the requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred. Environment: Virginia Commonwealth University is a publicly supported urban research university in Richmond, Virginia. It is the major urban university in the state and one of six doctoral institutions in Virginia. It serves more than 22,000 students on both the Academic Campus and at the Medical College of Virginia (MCV) Campus. VCU is a member of the Association of Southeast Research Libraries and the Center for Research Libraries. The library uses OCLC and the NOTIS integrated library system, with locally mounted Medline, PsycInfo, ERIC, ABI/Inform, Newspaper Abstracts, and seven Wilson databases. The libraries have over one million volumes and a materials budget of \$5.1 million. Salary: \$28,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/REF); remuneration for university courses; and paid life insurance. Application: Submit resume and names and phone numbers for three current references to: Sarah Watstein, Assistant Director for Academic Services and Head, James Branch Cabell Library, Virginia Commonwealth University, University Library Services, 901 Park Avenue, Box 2033, Richmond, VA 23284-2033. Review of applications will begin on October 18, 1993, and continue until position is filled. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities, women, and persons with disabilities are encouraged to apply.

#### **GOVERNMENT DOCUMENTS/PUBLIC SERVICES LIBRARIAN.**

A non-tenure-track, 12-month renewable appointment provides management of Government Documents department, some general reference service during the day, and participates in the evening and weekend rotation at a private, liberal arts institution. Salary minimum: \$24,000. For full job description and application process, contact: Librarian Vacancy Committee, Furman University, James B. Duke Library, Greenville, SC 29613-0600; (803) 294-2191. Application deadline: October 1, 1993. AA, EOE.

**HEAD, CIRCULATION DEPARTMENT.** Responsibilities: The University of Alabama is seeking leadership for the Circulation Department in the Gorgas (main) Library. Incorporated in this department are the main circulation and reserve desk, stack maintenance, and a newly reorganized periodicals and microforms service area. The staff consists of eleven classified support personnel and student assistants. The department head coordinates circulation and reserve activities in the Gorgas and departmental libraries, and the staff of the circulation main desk and reserve unit are responsible for opening and closing the Gorgas library building. The department head serves as a member of the Libraries Management Council and Systems Management Council, and reports to the Associate Dean of Libraries for Access Services. Qualifications: Required: MLS from an ALA-accredited program; successful supervisory experience including excellent interpersonal, communication, and management skills; at least three years of successful, relevant professional experience; knowledge of library automated systems, preferably NOTIS; and a demonstrated interest in contribution to the profession. A strong service orientation and a commitment to cooperative and flexible working relationships are essential, as is a willingness to accept the full range of middle management responsibilities. Salary/Benefits: Rank and salary will be dependent upon qualifications: Assistant or Associate Professor, minimum salary for this department headship will be \$29,400. Twelve-month tenure-track position, strong benefits. To apply: Send letter of application, resume, and names and addresses of three references to: Voni B. Wyatt, Assistant to the Dean for Personnel, The University of Alabama Libraries, Box 870266, Tuscaloosa, AL 35487-0266. Applications must be postmarked by September 30, 1993. The University of Alabama Libraries hold membership in ARL, CRL, SOLINET, CNI, and the Network of Alabama Academic Libraries, and have implemented the NOTIS integrated library system. The University of Alabama is an equal opportunity, affirmative action employer.

**INTERLIBRARY LOAN/RESOURCE SHARING COORDINATOR.** Assistant Professor (tenure-leading). General Services Department, starting January 1, 1994. Responsible for overall management of Interlibrary Loan unit, including borrowing and lending activities and

## **RARE BOOKS CATALOGER** (search reopened) **St. John's University** **Collegeville, MN**

Saint John's University, Collegeville, Minnesota is seeking an individual with a high degree of self-motivation to catalog the recently acquired Kacmarcik collection of rare and reference books. The Kacmarcik collection consists of approximately 32,000 rare and reference books in the following areas: the history of printing; typography; the art of the book (especially twentieth century fine printing, and private presses); manuscripts and incunabula dealing with monasticism, theology and liturgy; art and architectural history with an emphasis on Christian liturgical design. The collection is currently housed in proximity to the Hill Monastic Manuscript Library. St. John's University is a liberal arts college and graduate school of theology under the sponsorship of the Benedictine monks of St. John's Abbey. St. John's is located about an hour away from the Minneapolis-St. Paul metro area amongst the woods and lakes of central Minnesota.

The rare books cataloger will perform cataloging of manuscripts, rare books, printed materials, and other related ephemera from the Kacmarcik collection and process, prepare, and shelve printed materials, and related activities. This is a five-year position, externally funded with possible renewal. Salary: minimum \$27,500.

**Required qualifications:** An MLS degree from an ALA-accredited library school; academic library or equivalent cataloging training and experience in AACR 2 and LC classification. A working knowledge of OCLC; a working knowledge of Latin and two non-English languages (French and German desirable); and previous experience in cataloging of rare books and manuscripts.

**Desirable qualifications:** Graduate work beyond the MLS, knowledge of the art of the book, previous experience or knowledge of procedures for the preservation of books, and knowledge of national and international trends in bibliographic description.

Applicants should send a letter of application with a resume and three letters of recommendation by September 24 to: Director of Human Resources, Saint John's University, Collegeville, MN 56321. Applications received after that date cannot be guaranteed consideration. Saint John's is an EEO/Affirmative Action Employer. Women and minorities are encouraged to apply.



**Stanford University Libraries & Information Resources**  
**CURATOR FOR THE SOCIAL SCIENCES -**  
**SEARCH EXTENDED**

**Librarian or Associate Librarian**

**Librarian Rank: \$3283-4500/month**

**Associate Librarian Rank \$2879-3658/month**

**Stanford University** is seeking an experienced librarian for a senior collection development position responsible for the management and development of collections, faculty liaison, advanced reference, and instruction in the social sciences. The Curator selects research materials and information sources in three or more subject fields of the social sciences, including Economics, Political Science and Sociology. The Curator is responsible for coordination with Bibliographers in the Green Library, the main research library for the Humanities and Social Sciences, the branch libraries, and the independent libraries on campus, including the J. Hugh Jackson Library of the Graduate School of Business, etc.

The Curator also participates in the planning and operation of programs supporting academic computing in the social sciences and plays a lead role in the design and operation of the Academic Data Service, a joint Libraries and Information Resources program providing access to numeric and other machine-readable data. For a period of at least three years, the Curator will serve six to eight hours per week at the General Reference Desk.

The Curator reports to the Head of the Social Sciences Resource Group, which includes the Social Sciences Collections Program, the Jonsson Library of Government Documents, The Green Library Reference Services Division, the Cubberley Education Library and Academic Computing Support to the Social Sciences.

**Qualifications:**

- MLS from an ALA-accredited library school or the equivalent in training and experience
- M.A. or Ph.D. in a social sciences discipline is strongly preferred. Graduate study in the social sciences or related areas
- Substantial knowledge of or experience in research libraries
- Demonstrated knowledge of social sciences information resources, including materials in electronic and machine-readable format
- Demonstrated professional accomplishments relevant to the responsibilities of this position
- Demonstrated capacity to work effectively and collegially with library and information resources staff, as well as with faculty and students
- Ability to perform effectively in and contribute successfully to a diverse, multicultural workplace
- Evidence of the ability to communicate effectively, both orally and in writing
- Working knowledge of at least one or more foreign languages is desired

\*\* Applicants with an advanced degree in the social sciences and substantial relevant experience in a research library will be given preference in consideration. \*\*

**Applications: A letter of application, resume, and the names, addresses, and telephone numbers of three references should be submitted by October 30 to: Barbara Celone, Chair, Search Committee, Social Sciences Curatorship, Stanford University Libraries, Stanford, CA 94305-3096.** Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and disabled individuals.

**STANFORD  
UNIVERSITY**



## DIRECTOR OF THE UNIVERSITY LIBRARY

### Ellender Memorial Library Nicholls State University

Nicholls State University is seeking candidates for the position of Director of the University Library. NSU is a predominantly undergraduate teaching institution with graduate professional programs in Education and Business. The library's total collections of circa 700,000 print and nonprint items serve 7,000 students and 250 faculty. The university is implementing a campuswide electronic network providing access to internal and external information technologies. The library is participating in the LALINC project which will provide a shared academic automated catalog using the NOTIS system by September, 1993. While proud of our state-of-the-art electronic capabilities, we set a high priority on strong traditional library service in Reference, Bibliographic Instruction, and Collection Development.

Nicholls State University is located in Thibodaux, Louisiana, the heart of French, cajun culture. The campus is within an hour of New Orleans or Baton Rouge. NSU is a state-supported school of the Louisiana Board of Trustees for State Colleges and Universities and is one of the state's regional campuses.

**RESPONSIBILITIES:** The Director is responsible for the planning, development, coordination, and administration of all library programs, operations, and services, leading a staff of 13 professional library faculty and 18 support staff. The Director must have a strong commitment to undergraduate education and be an effective advocate and spokesperson for the library's educational mission on campus. The Director reports to the Provost and Vice President for Academic Affairs and serves on the Academic Council of Deans.

**QUALIFICATIONS:** ALA-accredited MLS and a subject doctoral degree with significant library administrative experience. Superior communication and interpersonal skills in building productive, cooperative working relationships with colleagues, faculty, students, and staff; and in successfully representing the library to the administration and campus. Evidence of ability in effective strategic and fiscal planning. Experience with major library automation systems and knowledge of emerging information technologies. Knowledge of technical and public services operations, bibliographic instruction, and collection development.

**SALARY:** \$46,000-\$52,000, depending on qualifications and experience. Review of applications will begin September 1, 1993, and continue until the position is filled. The position will be available on January 1, 1994. Please send letters of nomination or application; a current curriculum vitae and the names and addresses and telephone numbers of four references to:

**Albert L. Etheridge**  
**Provost and Vice President for Academic Affairs**  
**Nicholls State University**  
**P.O. Box 2002, University Station**  
**Thibodaux, LA 70310**

document delivery service. Supervise Library Specialist responsible for supervising 4.5 FTE staff and 5 FTE student assistants. Provide leadership with new technologies relating to document access. Participate in planning and implementing shared resource agreements with other libraries. Participate in policy formulation, prepare reports. Responsible for revolving account and student wage budget. Coordinate borrowing and lending activities with state, regional, and national networks and consortia. Serve on management team within department. Provide general reference service at reference desk five to ten hours per week. Required: MLS from an ALA-accredited library school; minimum of three years professional experience in an academic or research library; demonstrated strong interpersonal, oral, and written communication skills; supervisory experience. Preferred: Experience with OCLC ILL subsystem; experience in interlibrary loan; knowledge of technologies related to document access; familiarity with document delivery systems; reference experience; familiarity with one or more foreign languages; experience with an online integrated library system, preferably Innovative Interfaces; subject master's degree. \$28,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful 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, 1993, to: Kent Hendrickson, 106 Love Library, University of Nebraska-Lincoln, Lincoln, NE 68588-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action and equal opportunity and is responsive to the needs of dual career couples. We assure reasonable accommodation under the Americans with Disabilities Act; contact Larry Kahle at the above address for more information.

**LIBRARY FACULTY.** Instruction librarian to lead and enhance our instruction program and to participate in some combination of reference, collection development, database searching, etc., with a flexible team of librarians. Business or science background/experience a plus. This person will coordinate both traditional and electronic resources in an ongoing instruction program that may include a library component in a new collegewide core curriculum. We are looking for a self-motivated individual who has library or other significant instruction experience, experience with electronic resources, excellent communication skills, an ALA/MLS, and an interest in working in an environment that emphasizes peer responsibilities and relationships. We have successfully developed library faculty positions that give individuals a good breadth of involvement in library services and operations. The library has 10 librarians and 18 staff, an integrated library system, 350,000 volumes, and 1,600 subscriptions for 5,000

## ADMINISTRATIVE LIBRARIANS

The Library of Congress is seeking candidates for the following managerial positions.

### Chief, Cataloging Policy and Support Office

Senior Level \$79,931 - \$108,200, Vacancy Announcement #31091

The Chief is responsible for the overall administration of this Office, which provides final interpretation for the Library and the American library community for the international set of rules used for descriptive cataloging in the U.S., i.e. Anglo-American Cataloging Rules (AACR2); develops the policies for the Library's divisions involved with descriptive cataloging, and determines the policies and rules used in the development and application of the Library's subject heading and classification systems. Minimum qualifications include knowledge of LC Subject Headings, classification systems and AACR, ability to analyze, interpret and design cataloging rules and procedures, and one year of experience at the GS-15 level or above in the Federal Service, or at a comparable level of difficulty outside the Federal Service.

### Chief, African and Middle Eastern Division

Senior Level \$79,931 - \$108,200, Vacancy Announcement #31089

The Chief will maintain the Library's services and programs relating to the cultural, political, social and economic life of the countries of Africa and the Middle East. The Chief is responsible for the overall administration of the division, and plays the principal role in developing the African, Middle Eastern and Hebraic collections and facilitating their use. Minimum qualifications include knowledge of a field of African or Middle Eastern studies, e.g. culture, literature, history, with fluency in one or more languages of the area. Additionally, one year of experience at the GS-15 level or above in the Federal Service, or at a comparable level of difficulty outside the Federal Service is required.

### Chief, Asian Division

Senior Level \$79,931 - \$108,200, Vacancy Announcement #31088

The Chief will maintain the Library's services and programs relating to the cultural, political, social and economic life of the countries of East, Southeast and South Asia. This individual is responsible for the overall administration of the division, and plays the principal role in developing the Asian collections and facilitating their use. Minimum qualifications include knowledge of a field of Asian studies, e.g. culture, literature, history, with fluency in one or more languages of the area. Additionally, one year of experience at the GS-15 level or above in the Federal Service, or at a comparable level of difficulty outside the Federal Service is required.

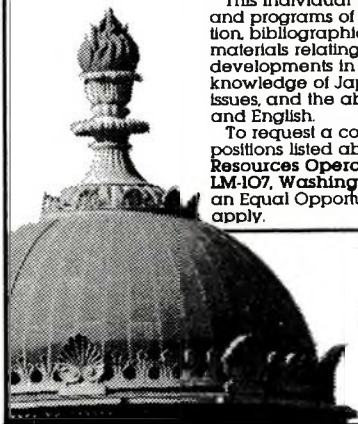
### Head of the Japan Documentation Center

GS-15 \$66,609 - \$86,589, Vacancy Announcement #31090

This individual will be responsible for the overall administration of the staff and programs of the JDC in Washington and Tokyo, which include acquisition, bibliographic control, and service of public policy or "gray" literature materials relating to current political, economic, social and national security developments in contemporary Japan. Minimum qualifications include knowledge of Japanese political, economic, social and national security issues, and the ability to communicate orally and in writing in Japanese and English.

To request a complete copy of the Vacancy Announcement for any of the positions listed above, please write or call The Library of Congress, Human Resources Operations Office - CRLN, 101 Independence Avenue, SE, Room LM-107, Washington, D.C. 20540, (202) 707-5601. The Library of Congress is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

THE LIBRARY OF  
CONGRESS



## **ACQUISITIONS/COLLECTION MANAGEMENT LIBRARIAN (SEARCH OPENED)**

### **Wake Forest University**

Wake Forest University invites applications for the position of Acquisitions/Collection Management Librarian. This position, at the department head level, combines responsibility for several traditional acquisitions functions with collection development duties. The Z. Smith Reynolds Library offers a collegial, dynamic environment with opportunities and support for professional development. The library continues to enjoy yearly increases to the materials budget, uses the Dynix integrated library system, and just last year saw completion of an attractive, functional addition. Quality management, open working relationships with colleagues, and participation in short and long range planning are features of our professional positions.

**DUTIES:** Coordinates and directs the acquisitions functions of monographic search/order, receiving, approval plans, fund accounting, and mail room activities. Manages Dynix acquisitions module; works closely with the Automation Librarian. Directs vendor selection (all material types), works collegially with faculty, assists with preparation and management of the materials budget which, in fiscal year 1994, totals approximately 1.6 million dollars. Liaison/bibliographer duties in appropriate humanities field(s). Supervises five FTE staff and a number of student assistant hours. Reports to and works closely with the assistant director for reader services and collections.

**REQUIRED:** ALA-accredited MLS. Three years experience in automated, monographic acquisitions; supervisory experience; excellent organization and written and oral communication skills.

**PREFERRED:** Advanced degree in the humanities; knowledge of one or more European languages; collection development experience.

**SALARY:** Minimum of \$27,500 and commensurate with qualifications and experience. The position is currently available.

Send current vita and the names, addresses, and phone numbers of three references to:

**Mr. Charles M. Getchell, Jr.  
Chair, Search Committee  
Z. Smith Reynolds Library  
Wake Forest University  
Winston-Salem, NC 27109-7777**

Review of applications will begin **September 20, 1993.**

*Wake Forest University is an AA/EO employer.*

students and 200 plus faculty. Tenure-track position with faculty status, rank dependent upon qualifications. Tenure will require a second graduate degree and scholarly activity. Excellent benefits include TIAA; 12-month contract. Minimum salary: \$35,000. Review of applications will begin October 15, 1993; deadline for applications is October 25, 1993; targeted starting date is January 17, 1994. If you believe your background might fit our needs and if our kind of "complete environment" appeals to you, please apply with letter, resume, and names, addresses, and telephone numbers of three references to: Ross Stephen, Director of Library Services, **Rider College Library**, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099. Rider College is an affirmative action, equal opportunity employer, M/F/D. Women and minorities are encouraged to apply.

**MANAGEMENT LIBRARIAN.** Rensselaer Polytechnic Institute Libraries is seeking a creative, innovative librarian who is comfortable working in a computer-intensive environment and capable of applying new information technologies to the libraries' management and

business services. Reporting to the Head of Collection Development/Reference Services, responsibilities include development of the libraries' collections and services (especially electronic) for the School of Management, reference service, database searching, bibliographic instruction, continued professional development, and service on library and university committees and task forces. Qualifications: An MLS from an ALA-accredited program, interest and ability to work with management and business materials; ability to work effectively with the public, excellent oral and written communications skills, familiarity with library automation applications, ability to work in a rapidly changing environment, and commitment to professional development. Preferred qualifications are management/business reference experience in an academic library; bachelor's or advanced degree in management, business, or related discipline; experience in collection development and bibliographic instruction; and experience with online searching, CD-ROMs, and the use of Internet resources. Salary is \$25,000 minimum, dependent upon qualifications and experience. Application review will begin October

# UNIVERSITY LIBRARIAN

## Seattle University

Seattle University, the largest independent Jesuit institution in the Pacific Northwest, with an enrollment of 4,900 students, seeks an experienced leader for the position of University Librarian. This 12-month administrative appointment carries faculty rank and reports to the Provost. ALA-accredited MLS is required. Second master's degree is highly desirable.

With a 200,000 volume collection, the A.A. Lemieux Library is a member of OCLC and is implementing the SIRSI/Unicorn Collection Management System. The University Librarian is responsible for the continued planning, implementation, and management of the budget; the collection; electronic information technologies; and user services. The University Librarian provides leadership to a service-oriented staff of 23, including 9 professionals, and is the principal representative of the library to the administration and the community.

Qualifications will include leadership qualities to represent the library persuasively and to foster a team-oriented environment; a minimum of five years administrative experience in an academic library with expertise in collection development, budget processes, and long-range planning; substantive experience with automated library systems and emerging technologies; an understanding of operations in public and technical services; evidence of professional and scholarly activity; and a personal/professional philosophy consistent with the mission of Seattle University.

Applications should include a statement of interest with details of specific knowledge, abilities, and accomplishments relevant to the position; resume; and names and telephone numbers of three references. Send, by **November 1, 1993**, to:

**Chair, University Librarian Search Committee  
c/o Office of the Provost  
Seattle University  
Seattle, WA 98122**

*Seattle University is an AA/EEO employer and encourages application of women and minorities.*

1, 1993. Send letter of application, resume, and the names of three references to: Barbara Lockett, Director of Libraries, Folsom Library, Rensselaer Polytechnic Institute, Troy, NY 12180. Rensselaer is an AA, EEO employer. Applications of minorities and women are particularly encouraged.

**MIDDLE EAST BIBLIOGRAPHER** needed to assume responsibility for developing and maintaining the library's collections about and from Egypt and the Middle East and for providing bibliographic/instructional assistance to users researching Middle Eastern subjects. M.A. in Middle East studies or a Middle Eastern area discipline and a graduate degree in librarianship are required. Minimum three years professional library experience required; experience in bibliography preferred. Fluent English and Arabic are required. A working knowledge of Turkish, Persian, and European languages is desired. Two-year appointment (renewable) begins September 1994. Rank will be Senior Librarian; salary to be based on qualifications and experience. For expatriates, housing, roundtrip air travel, plus schooling for two children included. Applications will be accepted until the position is filled. Interviews will be held at the November 1993 Middle East Studies Association meeting. Write with curriculum vitae to: Andrew Kerek, Provost, **The American University in Cairo**, 866 United Nations Plaza, Suite 517, New York, NY 10017.

**MONOGRAPHS ORIGINAL CATALOGER.** University of Georgia Libraries. Duties: The Monographs Original Cataloging Unit of the Cataloging Department is comprised of the Head and three librarians plus student assistants. The Monographs Original Cataloger is responsible to the Head of the Monographs Original Cataloging Unit for performing original cataloging of monographic materials in all languages and subjects. The University of Georgia Libraries supports GALIN, an in-house automated, integrated system. Monographs Original Catalogers serve as resource persons for monographic cataloging within the department and in other areas of the libraries. The libraries is a member of CONSER and a NACO and Enhance participant. The Cataloging DeParment has 13.5 professional and 24

support staff positions and catalogs over 50,000 books, serials, microforms, and nonprint materials yearly. Qualifications: ALA-accredited MLS; knowledge of AACR2 and LC classification and subject headings; ability to work with broad range of subjects; competency in one or more modern European languages (French or Italian preferred); familiarity with automated cataloging systems; ability to function as a contributing team member in a production-oriented environment. Effective oral and written communication skills; ability to establish and maintain effective working relationships. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid holidays. Entry-level position. Salary minimum: \$23,200. Small adjustments may be made commensurate with experience. Application Procedure: Send letter of application addressing all qualifications with a resume and the names of three references by October 15, 1993, to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. Fax: (706) 542-4144. Bitnet: FKING@UGA.cc.edu. This position will be filled only if suitable applicants are found. An equal opportunity, affirmative action institution.

**OUTREACH SERVICES MANAGER (HEALTH SCIENCES LIBRARY).** Description: Reporting to the Assistant Director for Health Sciences, Head of the Tompkins-McCaw Library, this position is a management position for Outreach Services at the Tompkins-McCaw Library serving the Medical College of Virginia Campus of Virginia Commonwealth University (VCU). As a member of the library's management team the Manager for Outreach Services provides innovative leadership for the library's expanding program of outreach and grant activities. Works collaboratively with other library staff and academic faculty to assess information needs and design programs. Seeks funding opportunities through grants and contractual service arrangements. Writes grant proposals and reports for special projects. Coordinates and participates in program implementation and evaluation. Participates in reference and collection management activities. Must be willing to travel and work evenings/weekends. Qualifications:

ALA accredited MLS required. Preferred are: a minimum of two years of relevant professional experience; excellent oral and written communication skills; experience with project management and outreach services; excellent teamwork and interpersonal skills; experience in at least two of the following: reference, online searching, instruction, collection development; outstanding diplomatic, collaborative, and service abilities; record of professional service and publication; ability to meet requirements for faculty advancement; reliable transportation and valid driver's license. Experience working in a culturally diverse environment is highly preferred. An undergraduate or graduate degree in life sciences and/or experience with library applications of information technology are highly desirable. Environment: Virginia Commonwealth University is a publicly supported urban research university in Richmond, Virginia. It serves more than 22,000 students on both the Academic Campus and at the Medical College of Virginia. VCU Libraries serve as a Resource Library for the Southeastern/Atlantic Regional Medical Library Services program. VCU Libraries serve as the AIDS Resource Library to Virginia's Regional AIDS Resource and Consultation Centers and as a resource library to the Virginia Biotechnology Park. The VCU Libraries have one million volumes and an annual materials budget of \$5.1 million. The Libraries use OCLC, DOCLINE, and the NOTIS integrated library system and have locally mounted Medline, Biosis, Psyc, ERIC, and Wilson databases and are aggressively building holdings of electronic materials. The Tompkins-McCaw Library has 277,218 print volumes, 2,625 current serial subscriptions, and a collection budget of approximately 1.5 million dollars. Salary: \$28,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); remuneration for university coursework; and paid life insurance. Application: Submit resume and names and phone numbers of three current references to: Phyllis C. Self, Head, Tompkins-McCaw Library, Virginia Commonwealth University, 509 N. 12th Street, Box 582, Richmond, VA 23298-0582. Review of applications will begin October 18, 1993, and continue until position is filled. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.

**PERSONNEL LIBRARIAN.** The Personnel Librarian plans and coordinates recruitment, orientation, training, and evaluation for faculty librarians, staff, and student assistants in the University Library System. The individual reports to the Assistant Director for Administration and Planning, and works closely with search committees and library department heads in planning and coordinating recruitment and training programs. Qualifications: Required: MLS from an ALA-accredited library school program or recognized equivalent. Minimum of three years professional library experience in a large academic or research library. Excellent communication and interpersonal skills. Preferred: Previous supervisory experience. Experience in personnel work and/or staff development. Terms of appointment: Rank and salary dependent on experience and qualifications. Minimum: \$27,000. Submit a letter of application and a current resume and names of three references to: Secretary, Search Committee, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. Applications received by September 15, 1993, will receive first consideration. The University of Pittsburgh is an affirmative action, equal opportunity employer. Minorities are especially encouraged to apply.

**REFERENCE AND INSTRUCTION LIBRARIAN.** Binghamton University Libraries, State University of New York, seek a Reference and Instruction Librarian for the Glenn G. Bartle Library. Bartle Library houses materials in the social sciences, humanities, management, mathematics, computer science, education, and human development. Position is primarily responsible for assisting with the planning and implementation of the libraries' information education program, including designing and giving library tours and information sessions, producing instructional materials, instruction in the use of computerized information services, coordinating CD-ROM service, and provision of reference service at the undergraduate and graduate level. Future responsibilities may include collection development. Position has a close working relationship with Coordinator of Information Education and reports to Head of Bartle Reference. Requirements: MLS degree from an ALA accredited program, familiarity with electronic information resources, and knowledge of microcomputer applications for word processing; effective communication and analytical skills; excellent oral and written skills; strong commitment to service and professional development; and a willingness to work a flexible schedule, including weekend and evening hours. A second master's degree in a social science, at least two years of related experience in reference services in an academic library, knowledge of databases and spreadsheets, and proficiency in a major western European language are preferred. Screening will begin September 15 and

continue until position is filled. Appointment at rank of Assistant or Senior Assistant Librarian, depending on qualifications and experience. Minimum starting salary \$25,000, commensurate with qualifications, plus excellent fringe benefits, including TIAA/CREF. Send cover letter, current resume, and names, addresses, and telephone numbers of three references to: Mary Ann Sincavage, Assistant to the Director for Personnel Administration, Binghamton University Libraries, State University of New York, P. O. Box 6012, Binghamton, NY 13902-6012. Strongly committed to affirmative action. Recruitment conducted without regard to race, color, sex, religion, age, disability, marital status, sexual orientation, or national origin.

**REFERENCE/COLLECTIONS.** Hollins College, a small, selective women's liberal arts college is seeking a librarian to combine creatively reference service with management of archival and special collections, deselection, and gift processing. May include some evening and weekend hours. Required: MLS from an ALA-accredited institution, professional experience at an academic library, detail and technological orientation, familiarity with archival processing, library automation, and electronic information databases. Preferred: Knowledge of materials preservation, interest in displays and grant writing. Position available immediately. Applications accepted until position is filled. Salary range: \$23,000-\$26,000. Send resume, salary requirements, and the names and addresses of three professional references to: Marianne Kopernick, Director of Personnel, Hollins College, P.O. Box 9716, Roanoke, VA 24020. Hollins College is an equal opportunity employer. Women and minorities are encouraged to apply.

**REFERENCE LIBRARIAN.** Montana State University Libraries seeks reference librarian for provision of reference service, including weekend and evening shifts; online, CD-ROM, and Internet searching; and library orientation and instruction to students, faculty, staff, and the general public. There may be ad hoc assignments relating to public services or collection development. Library faculty participate in library and university governance committees and must meet expectations for professional activity and research and creativity for promotion and tenure. \$28,000 minimum, negotiable based on experience. Full-time, tenure track position, available January 1, 1994. Required: MLS from an ALA-accredited program; additional graduate degree; effective oral/written communication skills. Preferred: Professional reference experience in electronic library environments, two years professional experience, demonstrated teaching ability and commitment to library instruction, and a demonstrated understanding of research methods and strategies. Send letter addressing above qualifications, including resume and names, addresses, and phone numbers of three current professional references to: Reference Librarian Search Committee, Montana State University Libraries, Bozeman, MT 59717-0332. Screening begins October 15, 1993, and continues until a suitable candidate is hired. For complete description, call (406) 994-3119. ADA, EO, AA, veterans preference. Claim veteran's preference or request accommodation from HR/AA, MSU, Bozeman, MT 59717; (406) 994-2042; TDD: (406) 994-4191.

**REFERENCE LIBRARIAN, INFORMATION SERVICES UNIT (ACADEMIC LIBRARY).** Description: University Library Services of Virginia Commonwealth University is seeking a reference librarian to serve in the Information Services Unit in the James Branch Cabell Library. Primary duties: Reference and consultation desk services; library instruction to undergraduate and graduate students; database searching; preparation of instructional and promotional materials (brochures, fliers, etc.); and other related activities. Primary service assignment will be at the Reference/Information Desk. Evening and weekend rotation may be required. The Information Services Unit is one of five service units in Academic User Services. Unit is responsible for all information services in the academic library through multiple service points: government documents, reference, media resources, and special collections and archives. The libraries are aggressively building an electronic reference environment. This is a faculty position reporting to the Information Services Manager (Academic Library). Qualifications: ALA accredited MLS required. The following are preferred: Minimum two years experience in a comprehensive, automated reference setting in an academic library; evidence of initiative and creativity in providing reference service; strong service orientation; academic background and/or professional experience in a business library and familiarity with business and legal reference sources; knowledge of electronic information delivery systems (CD-ROM, OCLC reference services, integrated library management systems); excellent oral and written communication skills; positive interpersonal relations with ability to work independently and in groups; sensitivity to the concerns of a research library and its users; flexibility and the ability to accept and manage change; ability to deliver work on deadline; involvement in professional

activities; interest in and ability to meet the requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred. Environment: Virginia Commonwealth University is a publicly supported urban research university in Richmond, Virginia. It is the major urban university in the state and one of six doctoral institutions in Virginia. It serves more than 22,000 students on both the Academic Campus and at the Medical College of Virginia (MCV) Campus. VCU is a member of the Association of Southeast Research Libraries and the Center for Research Libraries. The library uses OCLC and the NOTIS integrated library system, with locally mounted Medline, PsycInfo, ERIC, ABI/Inform, Newspaper Abstracts, and seven Wilson databases. The libraries have over one million volumes and a materials budget of \$5.1 million. Salary: \$28,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); remuneration for university courses; and paid life insurance. Application: Submit resume and names and phone numbers for three current references to: Sarah Watstein, Assistant Director for Academic Services and Head, James Branch Cabell Library, University Library Services, Virginia Commonwealth University, 901 Park Avenue, Box 2033, Richmond, VA 23284-2033. Review of applications will begin on October 18, 1993, and continue until the position is filled. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities, women, and persons with disabilities are encouraged to apply.

**REFERENCE SERVICES COORDINATOR, HUMANITIES.** Search Extended. One of three subject coordinators (science and technology, social sciences, humanities) who report to the Head, Reference Services. The department encompasses general reference, government documents and microforms, library instruction, and database searching. These services are supported by 17 reference faculty and 8.5 non-exempt staff members. Coordinators along with reference faculty serve as the primary liaison to the teaching faculty and have a major role in collection development. Provides campuswide leadership in the development of collections and the implementation of library services in the humanities. Supervises, evaluates, and provides guidance for 3-4 reference faculty whose liaison responsibilities are in the humanities. Participates fully in department activities, and in the planning, development, and refinement of effective user services. Some evening and weekend service required. Required qualifications: ALA-accredited MLS degree; several years of recent academic library experience, applicable to the description and responsibilities outlined above; strong service orientation; ability to work effectively with faculty, students, and staff; excellent interpersonal skills and leadership abilities; experience with information technology as it applies to academic libraries. Preferred: Additional graduate degree in humanities; reading knowledge of a foreign language, preferably either in germanic or romance languages; knowledge of effective collection development and management practices. Tenure-track position. Library faculty must meet university requirements for promotion and tenure. Twenty-four days annual leave, tuition remission, usual benefits. Assistant or Associate Professor rank. Salary: \$30,000 minimum. Send letter of application, current resume, and names, addresses, and telephone numbers of three recent references to: Jill Keally, Human Resources, The University of Tennessee Libraries, 1015 Volunteer Boulevard, Knoxville, TN 37996-1000; fax: (615) 974-4696. Review of applications will begin October 15, 1993, and will continue until the position is filled. The University of Tennessee Knoxville is an EEO, AA, Title IX, Section 504, ADA employer.

**SENIOR DEPARTMENT HEAD,** Research and Information Services Department, University of Connecticut Libraries (anticipated position). Reporting to the Associate Director for Collections and Information Services, this position's primary responsibilities include the exercise of direction and oversight for a broad array of public services

including general reference services, teaching and orientation programs, federal and Connecticut depository programs, services for users with disabilities, microtext collections, the Map Library, and an extensive program of electronic information resources. The library is firmly committed to the provision of electronic information resources. The Research and Information Services Department (RISD) provides access to CD-ROM resources at 40 workstations, 16 of which are connected to a LAN, which is also available outside the library. The Map Library is heavily involved in the provision of GIS services. A broad variety of databases is available online in the library and, as of early 1994, through the library's NOTIS system. RISD's staff of 27 FTE includes 12.5 librarians, 7.5 library assistants, and 7 student assistants. RISD librarians are heavily involved in the library's programs of collection development and faculty liaison. Required qualifications include: an ALA-accredited MLS and 7-10 years of relevant experience in a medium-to-large research library; demonstrated ability to manage an outstanding and experienced professional staff; superior communications skills; exceptional planning and organizational skills; and a distinguished service record in some or all of the areas for which the department is responsible. Desirable qualifications include: expertise in the provision of electronic information services; additional graduate degree(s); working knowledge of a modern foreign language; and a record of relevant professional publications and activities. Appointment level and salary will be commensurate with experience and qualifications. Anticipated hiring salary range: mid \$50,000s with excellent benefits. The University of Connecticut is a medium-size ARL library with collections exceeding 2.5 million volumes, 1,500 faculty and staff, 16,200 undergraduates, and 6,800 graduate students. The main campus in Storrs is located in a rural setting approximately 25 minutes east of Hartford, with easy access to New York and Boston. To apply, please send a letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Shirley Franklin, Associate Director of Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, CT 06269-1005. Screening will begin immediately and continue until the position is filled. The University of Connecticut actively solicits applications from minorities, women, and people with disabilities. (Search #3A278)

**UNDERGRADUATE LIBRARIAN.** Columbia University Libraries. Columbia University seeks a leader for undergraduate library services to Columbia College, the School of General Studies, and the School of Engineering and Applied Sciences. Responsibilities are to act as liaison with college faculty and students; to coordinate building the collection, orientations, bibliographic instruction, and the delivery of undergraduate reference services; to participate in providing reference services; to manage the college reserves service (12 FTE); and to enhance undergraduate library services wherever they are delivered in the library system. Services for undergraduates will be coordinated among the Butler Library serving humanities and history; the libraries of music, engineering, and the several sciences; and the nearby Barnard College Library. In addition to an accredited MLS, requirements include: experience in working with faculty and undergraduate students; education and interests appropriate for the selection of collections and reference materials; excellent communication and interpersonal skills; strong planning, management, and supervisory abilities; and experience in reference and bibliographic instruction. Salary ranges are: Librarian I: \$31,500-\$40,950; Librarian II: \$33,500-\$45,225; Librarian III: \$36,500-\$52,925. Excellent benefits include assistance with university housing and tuition exemption for self and family. Women and minorities are encouraged to apply. 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. Applications received by September 30, 1993, will be assured of full consideration. Applications will be accepted until the position is filled. An affirmative action, equal opportunity employer.

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**DIRECTOR, TECHNICAL PROCESSING SERVICES.** Directs application of new computing and telecommunication technologies in library, operation of DRA system and all technical processing functions including strategic planning, financial control, and staff development. Library technical processing experience, cataloging, and classification in computer-based systems, supervisory experience, excellent oral and written communications skills and ALA-accredited MSLS required. Send resume to: Personnel, Box DTP-L, **New Jersey Institute of Technology**, University Heights, NJ 07102. EOE, AA.

**LIBRARIAN: BUSINESS REFERENCE AND COLLECTIONS LIBRARIAN.** The Iowa State University Library seeks a Business Reference and Collections Librarian at the rank of Assistant Professor, to work in a centralized reference environment, which emphasizes electronic reference and instructional services (including a CD-ROM-based local area network, mediated and end-user online searching. OCLC, a NOTIS-based OPAC with indexing/abstracting databases, and a formal computer-based instructional program). Reference responsibilities include: working at a general reference desk; conducting in-depth consultations and instruction primarily in business, as well as the social sciences and humanities areas; assisting in developing reference/collections/services and course-related instructional sessions; and performing other duties in support of the department's responsibilities. Collections responsibilities include selecting business materials for the general and reference collections, serving as liaison to the College of Business, and assisting with the development of policies and procedures for collection development. Qualifications: Required: ALA-accredited MLS; commitment to public services and collection development; degree in a business-related field, course work leading toward an MBA, or equivalent experience in reference and collection development; one or more years reference experience in an academic library; ability to work effectively with all levels of university clientele; flexibility in adapting to change; ability to work as part of a collegial team; and good communication skills. Preferred: MBA; experience with online database searching, collection development, and/or bibliographic instruction. Benefits: competitive; TIAA/CREF. Salary: \$28,000 minimum, depending upon experience. Serving over 25,000 students, the library provides electronic resources and access tools which complement nationally recognized print collections. Ames supports quality schools and outstanding cultural attractions and was recognized as one of the top ten areas of its size in the country. Applications deadline: Review of applications will begin October 15, 1993, and will continue until an adequate pool is developed. Submit letter, resume and the names, addresses and telephone numbers of three references to: Chair, Business Reference and Collections Librarian Search Committee, 302 Parks Library, **Iowa State University**, Ames, IA 50011-2140. Iowa State University was a strong commitment to equal opportunity and affirmative action. Members of protected classes are especially encouraged to apply. Iowa State University is an equal opportunity/affirmative action employer.



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