

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 \$8.75 per line for institutions that are ACRL members, \$10.75 for others. Late job notices are \$20.50 per line for institutions that are ACRL members, \$24.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$395 to \$745 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 range per policy of the American Library Association (ALA). 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.

Internet: *C&RL News* classified ads are accessible on the World Wide Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of *C&RL News* is published.

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: jhelbig@ala.org.

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

BOOKS BOUGHT AND SOLD

USED SCI-TECH BOOKS PURCHASED. Physics, math, all engineering, electricity, and electronics, skilled trades, antiquarian tech. Sorry, no serials or life sciences. Quality older editions, duplicates, unneeded gifts, superseded titles always sought. Ex library OK. No quantities too great; will travel when appropriate. For more information please contact: Collier Brown or Kirsten Berg at **Powell's Technical Bookstore**, 33 NW Park Ave., Portland, OR 97209; phone: (800) 225-6911; fax: (503) 228-0505; e-mail to: kirsten@technical.powells.com.

BOOKS AVAILABLE

BOOKS AVAILABLE. For donation to an educational institution in the United States that qualifies for the charitable deduction under Internal Revenue Code section 2055, Limited Edition Club fiction classics published from 1931 to 1979, approximately 550 volumes, valued at \$45,000. The collection is from an estate where the will includes a stipulation that the books are to be retained as an intact collection and not disposed of, either singly or as a collection. For a list of titles and further details please contact: Nancy Long, Librarian, **Wendel Rosen Black & Dean, LLP**, 1111 Broadway, Ste 2400, Oakland, CA 94607; (510) 834-6600; nlong@wendel.com.

POSITIONS OPEN

ACQUISITIONS/SERIALS LIBRARIAN. Chowan College, a four-year liberal arts institution, is still seeking an Acquisitions/Serials Librarian in Whitaker Library. Responsibilities include selection and acquisition of library materials, binding, inventory, weeding, and maintenance of special collections. Assist with bringing up new acquisitions/serials modules in library's automated system. Supervise one assistant. Rotate nights/weekends in reference. 12-month position. Minimum of ALA-accredited MLS required. Creative thinker/interpersonal skills a plus. Experience in acquisitions/serials areas, supervising, and use of an automated library system, and a strong electronic resource orientation preferred. Must be compatible with the basic mission of a church-related college. Competitive salary and rank commensurate with degree and experience. Closing date for applications: June 15, 1998, or until filled. Position available immediately. Send letter of application, resume, transcripts, and at least three letters of reference to: Acting Head Librarian, Whitaker Library, **Chowan College**, P.O. Box 1848, Murfreesboro, NC 27855. Visit our Website at <http://www.chowan.edu>. EOE.

DIGITAL RESOURCES LIBRARIAN

Calvin College

Calvin College seeks applicants for a Digital Resources Librarian for the Calvin Library. This position is responsible for creating, implementing, and managing the Hekman Digital Library and for assisting users in the use of digital and traditional library resources.

Qualifications include a minimum of an MLS degree; two to four years of academic library experience; a Reformed Christian point of view; excellent communication and organizational skills; creativity, flexibility, and adaptability, with a high degree of self-motivation; demonstrated competency with microcomputer technology and software; familiarity with client-server technology; reference experience (traditional and Internet); experience with Web page design; demonstrated ability to teach and train.

Send resumes to:

**Human Resources
Calvin College
3201 Burton SE
Grand Rapids, MI 49546**

Deadline is **June 12, 1998**.

ANASTOS BYZANTINE STUDIES COLLECTION LIBRARIAN. The University Libraries of Notre Dame seek a librarian to develop, maintain, and provide access to the libraries' recently acquired Anastos Collection in Byzantine Studies. With over 40,000 items, the collection is the product of over a half-century of collecting by the late Milton Anastos, renowned Byzantinist, and has strengths in classical and early Christian studies as well as Byzantine studies and material

SCIENCE REFERENCE LIBRARIAN

(Instructor or Assistant Professor)

The City College Library seeks a service-oriented, innovative and enthusiastic science reference librarian able to work effectively in a demanding environment assisting Science/Engineering Library users, providing reference assistance to undergraduates, graduate and doctoral students, and full and part time faculty; collection development; bibliographic instruction, database searching, and teaching the use of the Internet; and supervision, training and scheduling of hourly employees. Scheduling may include up to two evenings per week.

ALA-accredited M.L.S required for appointment as Instructor and a graduate degree in Physical or Biological Sciences or Engineering required for Assistant Professor. 2-3 years of relevant academic library experience, prior supervisory experience. Undergraduate degree in Science or Engineering preferred. A strong commitment to working with a wide spectrum of patrons in an urban, multicultural environment and a flexible approach are essential.

Salary and rank commensurate with qualifications and experience. Tenure track position. Instructor: \$27,454-\$44,190. Assistant Professor: \$29,931-\$52,213. Appointment effective 9/1/98. Application deadline June 19, 1998.

Applicants should submit a current vita and the names of three references to: **Prof. Pamela Gillespie, Chief Librarian**



THE CITY COLLEGE OF CUNY
Convent Avenue, at 138th St.
New York, NY 10031

An AA/EO Employer M/F/D/V

The City College of New York offers a rich program of undergraduate and graduate study through its College of Liberal Arts and Sciences, along with professional schools in Engineering, Medicine, Education and Architecture. For more information, please visit our website at www.cuny.edu.

ASSISTANT CURATOR

Administers daily operations of our Theatre Collection, including public service, access, technical services, training and supervision. Catalogs non-archival materials and monitors preservation practices. Identifies models of service and processing which integrate information and multi-media technology. Develops and maintains related Web page. Conducts tours; assists with collection development, public relations and public programs.

ALA accredited MLS and degree in theatre, film or related subject. Command of library networks, automation systems and databases; on-line searching and cataloging utilities (RLIN and OCLC). Demonstrated experience with HTML and SGML and the development and management of a Web Homepage. Supervisory and training experience. Substantial experience or training in the management of book and non-book materials.

Starting salary \$40,679, excellent benefits and 3 weeks vacation. Please send resume to: The New York Public Library, Human Resources, Dept. KN-TH, 188 Madison Avenue, 5th Floor, New York, NY 10016-4314. An Equal Opportunity Employer.



The
New York
Public
Library

relating to the western Middle Ages. With Notre Dame's excellent Medieval Studies Collection, the Anastos Collection is expected to be an outstanding resource for scholarship. The Anastos librarian will be a key player in achieving this goal by building the collection and by providing multifaceted access, employing features of the libraries' integrated system, network applications, and appropriate metadata schemes. Will also be responsible for instruction and advanced reference and research assistance in relevant subjects. Will work with the Library Advancement Officer in seeking donor and grant funds, and with the Head of the Preservation Department in preserving the collection. Will supervise staff assigned to the Anastos Collection. Qualifications: Graduate degree in library science from an ALA-accredited school or a documented foreign equivalent and a strong academic background in relevant fields required, with additional graduate degree in classical, early Christian, or Byzantine studies highly desirable. Strong working knowledge of Greek and at least one modern Western European language, preferably German and/or Italian, is required. Ability in Latin also desirable. Cataloging experience required, with experience in the use of a bibliographic utility, preferably OCLC, and with an integrated library system in a Windows environment highly desirable. Experience in collection development highly desirable. Strong oral and written communication skills, organizational skills, and proven ability to work well with colleagues, and to supervise effectively essential. An innovative and flexible individual is wanted. Faculty appointment. Minimum salary \$40,000, with

competitive benefits. Send a letter of application, resume, and the names and addresses of three professional references to: Sharon A. Veith, Human Resource Representative, 221 Hesburgh Library, **The University of Notre Dame**, Notre Dame, IN 46556. Send by July 15, 1998, for assured consideration. Full position description available from <http://www.nd.edu/~adminoff>. Notre Dame is an equal opportunity, affirmative action employer. Application from minority and disabled individuals encouraged.

BUSINESS AND ECONOMICS LIBRARIAN. Carnegie Mellon University Libraries seek a Business and Economics Librarian to be liaison to the Graduate School of Industrial Administration and a member of the Hunt Library Information Center. As liaison, is expected to maintain close communication between the department and the libraries. Primary liaison responsibilities: Provides specialized reference, consultation, and instructional services, and manages library collections and electronic resources, including creating and maintaining Web pages for these areas. In rotation with other members of the department, staffs a reference desk that primarily supports teaching and research in the humanities, social sciences and business. Librarians participate in governance and projects through various university or libraries committees as assigned or elected, are responsible for maintaining a current knowledge of librarianship, and are encouraged to participate in professional development activities. Required: ALA-accredited MLS; one year aca-

demographic library reference experience; knowledge of business sources or academic background in business or economics; excellent interpersonal and communications skills; ability to work well in individual as well as team situations. Computing skills to work comfortably in a high-tech environment. Preferred: Two or more years academic library experience. Advanced degree in business or economics; experience working with business resources or work in a business library. For detailed job description/information about the libraries, see <http://www.library.cmu.edu>. For information about Carnegie Mellon, see <http://www.cmu.edu>. Salary negotiable from \$30,000 minimum, depending on qualifications and experience. Comprehensive benefits package. Credential review begins August 1, 1998. Position begins January 1, 1999. Send application letter referencing job HL 1-98, resume, and names and contact information for three references to: Head, Administrative Services, Hunt Library, HL 1-98, **Carnegie Mellon University**, Pittsburgh, PA 15213-3890. Carnegie Mellon is an AA/EEO employer.

CATALOG SERVICES LIBRARIAN. Assistant or Associate Professor. University of Illinois, Library and Information Services (LIS). Responsibilities: The person in this position performs original and complex adaptive cataloging for various formats in all subject areas, according to AACR2r, LCRI, LCC, LCSH, and other relevant national standards, for the purpose of providing comprehensive and accurate

bibliographic description and subject analysis. Assigns classification numbers according to Library of Congress practice. The incumbent will have responsibility for cataloging a small number of musical scores and audiovisual materials, and performs authority work and resolves authority control problems in a DRA system. Term of contract: Tenure-track, 12-month, continuing appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$32,400 for Assistant Professor and \$37,800 for Associate Professor. Excellent fringe benefits program. More information is available at <http://www.siu.edu>. Qualifications: ALA-accredited MLS degree; minimum of two years professional cataloging experience in academic library utilizing LCSH and LCC; experience with OCLC or similar bibliographic utility; and experience with an automated integrated library system; excellent communication and interpersonal skills; strong service orientation. Prefer incumbent to possess a working knowledge of USMARC bibliographic and holdings formats; experience with DRA. Applications: Review to begin July 1, 1998, and to remain open until position is filled. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Jay Starratt, Dean of LIS, Lovejoy Library, **Southern Illinois University Edwardsville**, SIUE Box 1063, Edwardsville, IL 62026-1063. As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.

CATALOGER, ONLINE PROCESSING UNIT. The University of Oklahoma. Duties: Under the direction of the Head of the Catalog Department, the Cataloger, Online Processing Unit, supervises and coordinates the monographic copy cataloging and online processing functions; assists in the maintenance of the NOTIS database; uses OCLC and RLIN to perform original cataloging of monographs in



Director University Library

Cleveland State University invites applications and nominations for the position of Director of the University Library. The University seeks a dynamic, imaginative, and experienced individual who can lead the integration of elements of Instructional Media Services, Information Services and Technology, with the University Library to create a transformed library - one which esteems traditional library materials while expanding its new information technology resources. CSU has made a strong commitment to state-of-the-art electronic technologies, including distance learning, and it is anticipated that the Library will become the center for training and academic innovation activities on campus. The Director will be responsible for all aspects of Library operations. The Director will report to the Provost through the Vice Provost for Information Technology and Academic Innovation.

Minimum qualifications include an M.L.S. degree from an ALA accredited program; successful administrative experience in an academic or research library; and sound knowledge of all aspects of academic library operations, including collection development and management and security, automated systems and services, bibliographic control and management, resource sharing, academic budgeting, fundraising, and grantsmanship.

Preferred qualifications include an advanced degree in an academic or professional discipline and substantial experience in the implementation of new electronic technologies in support of library services, including electronic reserves, CD-ROM, Internet resources, OhioLINK, and similar consortia.

The CSU Library is housed in a single, centrally-located facility. Its collections contain over 600,000 volumes, with an acquisition philosophy based on "access to information." Cleveland State University is a large, public, comprehensive urban University serving Cleveland and the Northeast Ohio region and enrolling approximately 16,000 students in six academic colleges and a Graduate College. Cleveland is home to a rich array of public and academic library resources. The Cleveland metropolitan area approximates two million people and features a thriving business community, including 21 Fortune 500 corporations, a growing "high tech" manufacturing sector, and a strong infrastructure in support of regional economic development. The Greater Cleveland area offers an outstanding quality of life, combining the cultural and other amenities of a large city with a wide choice of attractive communities in which to live.

Applicants are encouraged to submit a current resume, a statement of interest and the names, addresses and telephone numbers of five references to: **Chair, Library Search Committee, Office of the Provost and Senior Vice President, Rhodes Tower 1209, Cleveland State University, Cleveland, OH 44115.** The position will remain open until it has been filled. Salary is competitive. Cleveland State University is an AA/EEO committed to nondiscrimination. MF/D/V encouraged.

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	\$31,273
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$24,533
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$32,600
New York	varies*
North Carolina	\$24,367+
Ohio	\$25,198+
Pennsylvania	\$26,400
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
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.

ASSISTANT DIRECTOR OF THE HARVARD UNIVERSITY LIBRARY FOR THE HARVARD DEPOSITORY

Harvard University

ESSENTIAL FUNCTIONS: Chief responsibilities are the management of the operations, systems, services, finances, customer relations, and marketing of the Harvard Depository (HD) to libraries, the University Archives, and its Records Management Program; reports to the Associate Director of the Harvard University Library for Administration and Programs.

HARVARD DEPOSITORY: The Harvard Depository is a modern, high-density storage facility located on a six-acre site in Southborough, Massachusetts, 40 miles west of the Cambridge campus. Owned and managed by Harvard University, this central facility of the Harvard University Library is equipped with 600,000 linear feet of shelf and other space specifically designed to accommodate books, records, microforms, artifacts, and other media. The facility's modern construction and innovative operation yield a high level of physical control, an ideal climate for all paper-based materials and nonprint media, and one-day or emergency retrieval of materials. Visit our Web site at <http://HUL.Harvard.edu/HD/>.

The Assistant Director is based at the Cambridge campus offices of the Harvard University Library, but spends a significant portion of time at the Southborough facility.

DUTIES:

- Oversees all HD operations and services.
- Administers financial operations.
- Supervises a permanent staff of 14 located at the Southborough facility and one in Cambridge.
- Markets services and promotes customer relations, including preparation and planning for the movement of materials to and from the Depository for libraries, Archives, and the Records Management Program.
- Prepares marketing/promotional literature and instructional materials relating to HD services.
- With the Associate Director develops new services in response to user needs.
- Works closely with the Records Management Officer in the University Archives on records storage issues at HD.
- Supervises delivery-van service.
- Maintains sound cost accounting procedures, provides cost estimates for potential users, and prepares annual budgets.
- Prepares and distributes monthly statements to HD users.
- Interacts with personnel in Harvard Planning and Real Estate, Inc., and with outside contractors on the management and maintenance of the physical facility, including environmental systems and building integrity.

EDUCATION AND EXPERIENCE:

- College degree; MLS and/or MBA, preferred.
- Background in library administration, an understanding of the business/marketing aspects of running a cost-recovery facility, and experience with managing a complex financial organization, preferred.
- Broad knowledge of and experience with automation and other technologies applicable to libraries and/or storage facilities.
- Highly developed interpersonal skills and the capacity to work with tact and sensitivity within a large decentralized organization.

POSITION AVAILABLE: July 1, 1998. Hiring range: \$58,100-\$80,000.

Send resumes and names of three references to:

**Barbara Graham
Associate Director for Administration and Programs
Harvard University Library
Wadsworth House
Cambridge, MA 02138**

The Harvard University Library is committed to its policy of equal opportunity and affirmative action. Employment and advancement are based upon merit and ability without regard to race, color, creed, sex, sexual orientation, disability, national origin, or status as a disabled or Vietnam-era veteran.

HEAD, RICHARD C. RUDOLPH EAST ASIAN LIBRARY

UCLA Library

<http://www.library.ucla.edu/libraries/eastasian/>

The Richard C. Rudolph East Asian Library supports the teaching and research programs of the four Centers for Chinese, Japanese, Korean, and Pacific Rim Studies, as well as the Department of East Asian Languages and Cultures at UCLA. The library is distinguished for its collections of Chinese local histories and statistical yearbooks and for subject collections in Chinese and Japanese fine arts, in Japanese Buddhism and religion, in Chinese, Japanese, and Korean history and literature, and in Chinese archaeology.

The Head of the East Asian Library is responsible for creative leadership in the library, for fostering a collegial and collaborative environment, for outreach to faculty and donors, and for maintaining and forging new partnerships with institutes and libraries in the United States and Asia.

Specifically, the Head has administrative responsibility for managing the human, financial, and space resources of the library. This includes short- and long-term planning, cooperation and coordination with library-wide administrators and managers, and excellent communication practices.

REQUIRES: Demonstrated competence in librarianship and administration in a complex organizational environment. Subject expertise in an area of East Asian studies. Fluency in reading, writing, and speaking either Chinese, Japanese, or Korean. Ability to communicate effectively in written and spoken English. Familiarity in research trends and university teaching requirements in East Asian studies. Thorough knowledge of academic library services or comparable library services and their relationship to research and instructional needs. Ability to formulate, advocate, and relate library goals and programs to the fields served. Capability of working with various academic, library, and public groups and individuals. Demonstrated competence in financial and personnel management. Experience in planning, setting objectives and priorities, in communicating, and mobilizing and organizing individuals for effective action.

DESIRABLE: Graduate degree in an aspect of East Asian Studies. Familiarity with library automation developments and their application to Chinese, Japanese, and Korean materials.

SALARY RANGE: \$38,688-\$65,472; monthly administrative stipend: \$350.

Anyone wishing to be considered for this position should write to:

Rita A. Scherrei
Associate University Librarian for Personnel and Administrative Services
University Research Library
UCLA
11334 URL, BOX 951575
Los Angeles, CA 90095-1575

The application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. Candidates applying by **June 1, 1998**, will be given first consideration.

several subjects and in a variety of languages in both book and nonbook format. Tasks include work with name, series, and subject authority control and other general assignments. This position is governed by the university's policies for research or creative achievement and professional service as outlined by the Faculty Handbook. Qualifications: Required: MLS from ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with automated cataloging systems; bibliographic knowledge of European languages. Desirable: Broad educational background; second master's degree; demonstrated supervisory ability; evidence of research or creative achievement; NACO experience. Deadline for applications: June 15, 1998. Salary: \$32,000. Benefits: TIAA/CREF; State Retirement System; 33 days paid leave; short-term disability leave; university holidays; comprehensive medical protection; and group life insurance. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the university libraries consists of a main library and six branches. The collection contains more than 2.5 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries operates a computerized library system (NOTIS) including local holdings,

subject databases, and network connections to other libraries. The University of Oklahoma Libraries is a NACO contributing library. Norman, Oklahoma, is an attractive community close to a major metropolitan city. Employment: Librarians have faculty status, privileges, responsibilities, rank of Assistant Professor or above, and are eligible for tenure. Application: Send letter of application with resume, a list of publications, and the names of three references, including current supervisor, to: Donald C. Hudson, Assistant to the Dean for Administrative Service, University Libraries, **University of Oklahoma**, Norman, OK 73019; phone: (405) 325-2611. Oklahoma University is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

COLLECTION DEVELOPMENT/ACQUISITIONS LIBRARIAN. St. Lawrence University invites applications and nominations for a librarian to coordinate all collection development and acquisition activities at the St. Lawrence University Libraries. Reporting to the University Librarian, the successful candidate will be responsible for oversight of the library's collection development program and for management of the Acquisitions area. He/She should be familiar with current

ASSISTANT VICE CHANCELLOR FOR INFORMATION SERVICES

University of Wisconsin-Parkside

The Assistant Vice Chancellor for Information Services reports to the Provost and provides leadership in planning and guiding the development of information resources and technologies throughout the university. The position supervises the Library/Learning Center, Computer Services, Networking and Microcomputing, and Media Services and Duplicating.

RESPONSIBILITIES:

1. Assume leadership, as campus Chief Information Officer, for strategic planning, implementation, and operational guidance of all aspects of library services, academic and administrative computing, networking, distance learning, and the integration of technology into the learning process.
2. Supervise and coordinate strategic planning, funding, purchase, maintenance and repair, and replacement of the hardware, software, and network infrastructure needed to meet the information needs of the university.
3. Recommend information technology budget priorities to the Provost.
4. Work with students, faculty, and staff to maintain effective communication for developing key policies needed to manage the information and technology needs of the university community.
5. Serve as a resource and encourage cooperation among all units of the University, including the School of Business and Technology and the College of Arts and Sciences, administrative and service units, faculty, staff, and students, to ensure the most efficient use of information resources and technologies in the university community.
6. Represent the University and serve as a spokesperson on matters related to information technology.

QUALIFICATIONS:

1. A master of library science degree from an ALA-accredited program, and a record of successful service in an academic library.
2. Excellent human relations skills, including demonstrated skills in encouraging cooperation among diverse units.
3. Broad technical knowledge of computing and telecommunications and a record of successful management in those areas.
4. Significant professional experience in managing information services, resources, and technologies, preferably in a higher-education setting; for example, implementing and expanding student information systems or providing information and course work over the WWW.
5. Demonstrated decision-making ability, combined with evidence of written and oral communication skills.
6. Understanding of the mission of a comprehensive university in a dynamic urban setting.

Salary range is \$70,000-\$90,000, depending on qualifications and experience.

The University of Wisconsin-Parkside is located on 700 acres of woodland and prairie in the heart of the Milwaukee-Chicago corridor of southeast Wisconsin, between Racine and Kenosha, near Lake Michigan. The university enrolls 4,500 students and grants bachelor's and selected master's degrees. Its fundamental commitment is to the region it serves; and it seeks to implement that commitment through programs and faculty of regional and national reputation.

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

John M. Ostheimer, Provost
University of Wisconsin-Parkside
Kenosha, WI 53141-2000
phone: (414) 595-2261
fax: (414) 595-2630
e-mail: john.ostheimer@uwp.edu

Review of applications began **April 20, 1998**. Position begins August 1, 1998 or as soon thereafter as possible. Information about UW-Parkside is available on our Web page at: <http://www.uwp.edu/>.

The University of Wisconsin-Parkside celebrates diversity by actively encouraging the inclusion and participation of individuals with different ideas and perspectives. To that end, the university is searching for minorities, women, Vietnam-era veterans, and disabled persons who are interested and available.

SERIALS CATALOGER (Search Reopened and Modified)

University of California, Irvine

The Catalog Department of the University of California, Irvine, Libraries is seeking a Serials Cataloger to perform original and complex copy cataloging for all types of serials, including cataloging electronic publications. The incumbent follows current national standards for bibliographic description, authority work, and subject analysis, and ensures that quality bibliographic records are created through OCLC to be included in the local OPAC (ANTPAC) and UC systemwide (MELVYL) databases. The salary will be commensurate with qualifications and experience within a range of \$31,656-\$40,512 (Assistant Librarian I-Associate Librarian II). Benefits are equal to approximately 40 percent of salary.

The libraries' collection, supported by a materials budget of \$4.25 million, consists of approximately two million volumes and 19,000 current serials titles, as well as substantial microform and government publication collections. The Catalog Department utilizes OCLC and Innovative Interfaces, Inc., to catalog approximately 30,000 titles annually for the Main, Science, and Medical Center Libraries.

One of nine University of California campuses, the University of California, Irvine, is nestled in 1,489 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles.

The full position description and information about the library and the university are available at <http://sun3.lib.uci.edu/~vacancy>, or request a copy by e-mail to kaufman@uci.edu or by fax to (949) 824-1288. Applications received by **July 31, 1998** will receive first consideration, but applications will continue to be accepted until the position is filled.

The University of California, Irvine, is an equal opportunity employer committed to excellence through diversity.

licensing issues involving electronic resources and knowledgeable about automated acquisitions systems. The Collection Development Librarian will be expected to participate in the library's public service activities as well as serve as a liaison to selected academic departments. This is a 12-month appointment, with one month's vacation; faculty status. Salary from the low \$30s, commensurate with qualifications and experience. Required: ALA-accredited MLS; demonstrated academic library experience, including collection development and acquisitions; knowledge of automated systems for technical services and especially acquisitions; knowledge of OCLC systems and microcomputer applications; excellent supervisory, interpersonal, and communication skills. Preferred: Experience with Innovative Interfaces, Inc., automated system; experience in working with vendors and consortia regarding licensing and networking of electronic



REFERENCE LIBRARIAN LIBRARIAN III

(12 month position)

Description: Assists in administering the services and functions of the Reference Department; responsible for services to teacher-training and related education programs including children's literature. Responsible for graduate level bibliographic Instruction in Education/Psychology.

Required: Master's degree from an ALA-accredited school; previous experience in Reference; computer skills and experience with electronic resources; knowledge of children's literature; knowledge of curricula/study guides.

Desired Qualifications: Second degree in education/teacher certification or K-12 teaching, and experience in managing curriculum resource materials.

Work schedule requires evenings and weekend coverage.

Salary: *Salary range: \$35,424-\$53,140*

Please send a letter of interest, current resume, and three references to:

Grace F. Bulaong
Director Irwin Library
Jersey City State College
2039 Kennedy Boulevard
Jersey City, NJ 07305-1597.
Application deadline is
July 1, 1998.



AA/EOE

resources; knowledge of scholarly publishing; additional subject master's desirable. Application review will begin July 15, 1998. Send letter of application, resume, and names and telephone numbers of three references to: Bart Harloe, University Librarian, Owen D. Young Library, **St. Lawrence University**, Canton, NY 13617. St. Lawrence University, chartered in 1856, is the oldest continuously coeducational institution of higher learning in New York State. An independent, private university firmly committed to undergraduate liberal arts education and cross-cultural opportunities, St. Lawrence University offers a unique learning environment. The university's 1,900 students come from most U.S. states and more than two dozen other countries. Canton, the St. Lawrence River Valley, the nearby Adirondack State Park, and the cities of Ottawa and Montreal provide the university community many social, cultural, and outdoor recreation activities. SLU's homepage is at <http://www.stlawu.edu>. For a description of the libraries, see the SLU Library homepage at <http://www.stlawu.edu/library>. St. Lawrence University is an affirmative action, equal employment opportunity employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

DOCUMENTS LIBRARIAN. Boise State University Albertsons Library. Primary duties: Oversee the U.S. Government Publications collection and supervise one paraprofessional staff member; provide general reference service; collection development; bibliographic instruction; and library orientation. Responsibilities include regular late evening and rotating reference desk duty. Minimum Qualifications: MLS from an ALA-accredited program, recent work-

LIBRARIAN FOR SYSTEMS/ ELECTRONIC RESOURCES (Search Reopened)

Missouri Southern State College

Librarian for Systems/Electronic Resources wanted. A proposed library addition needs a librarian with new ideas. We are seeking a librarian with a combination of library and information technology skills. You will serve as library liaison with the Computer Center, be library Webmaster/Internet expert, troubleshoot and maintain library personal computers and software. You will be the trainer for staff needs in regard to new programs and the statewide common library platform, which is in the request stages now. You will do some reference duty on Tuesday night and Saturday rotation with other librarians.

Missouri Southern is an innovative liberal arts college. Join us in the beautiful Ozarks where housing is affordable, gas is consistently cheap, and family living is great. Plentiful recreational opportunities, and easy access to large cities.

REQUIREMENTS: ALA-accredited masters degree, demonstrated competence/experience with CD-ROMs and personal computers, and extensive knowledge of MARC records. Preferred: Additional degree in computer science, familiarity with OCLC and image technology, and working knowledge of NOTIS or another major automation system.

Salary competitive and commensurate with qualifications and experience. Faculty rank state retirement and Social Security, medical and life insurance, sick and vacation leave. Tax Deferred annuities and dental insurance available.

APPLICATIONS DEADLINE: June 30, 1998.

To Apply: Send transcripts resume, names of at least three references, and letter of interest to:

**Missouri Southern State College
Charles H. Kemp, Head Librarian
3950 E. Newman Rd.
Joplin MO 64801-1595**

Visit our Web site at <http://www.mssc.edu>. Position starts on September 1, 1998 (negotiable).

Equal opportunity employer.

FOREIGN LANGUAGE REFERENCE AND ACQUISITIONS LIBRARIAN. Middlebury College Library invites applications for a Foreign Language Reference and Acquisitions Librarian. The college has a strong reputation for teaching foreign languages during the regular academic year and in the summer intensive programs. We are seeking an innovative and versatile individual who will report jointly to the heads of Reference and Collection Management in this new position and enjoy a combination of reference, instruction, collection development, and acquisition responsibilities in the foreign-language area. Responsibilities: Interact with faculty and students to identify and anticipate information needs and deliver reference services, including bibliographic instruction, individual research consultations, and library guides on the WWW. Design and implement assessment and development programs for foreign-language materials in all formats for reference and general collections and recommend acquisition policies and budget allocations. Education and qualifications: MLS degree from an ALA-accredited program required. Minimum of two years post-MLS experience in reference or acquisitions in an academic library. Fluency in two or more languages taught at Middlebury College, including one European language. (A graduate degree in language or linguistics desirable.) Familiarity with use and application of microcomputers in a fully networked campus environment. Evidence of effective analytical, organizational, and interpersonal skills. Benefits and salary: Comprehensive benefits package, including 24 vacation days annually and TIAA/CREF retirement program. Application: Review of applications begins immediately and will continue until the position is filled. Send letter of application, resume, and names, phone numbers, and e-mail addresses of three professional references to: **Middlebury College**, Human Resources Office, Service Building, 2nd Fl., Middlebury, VT 05753; fax: (802) 443-2058. Please do not respond or apply electronically. Middlebury College information: <http://www.middlebury.edu>. Full position description at <http://www.middlebury.edu/~lib/libwebnew.html>. Middlebury College is an AA/EEO/ADA employer.

HEAD, ACADEMIC CATALOGING UNIT, CENTRAL TECHNICAL SERVICES. Cornell University Library. The Cornell University Library (CUL) holds a distinctive collection of over six million volumes in its 19 libraries. The library's Central Technical Services (CTS) Division seeks an experienced, innovative librarian to direct its Academic Cataloging Unit. The Head of the Academic Cataloging Unit reports to the head of Mediation Services in CTS. The Head of the Academic Cataloging Unit plans, supports, monitors, and evaluates the work of seven catalog librarians, who use their expertise in original cataloging, bibliographic control, library operations, training, and project management to help CUL achieve its goals. The incumbent also participates in librarywide activities. Responsibilities: Assigns and monitors the work of the catalog librarians in the unit, assists them to interpret cataloging standards, provides coaching and feedback, conducts regular performance appraisals, trains or develops continuing education opportunities, and ensures that catalog librarians make contributions to CUL beyond their specific cataloging assignments. With other CTS cataloging managers, the unit head defines cataloging policies and procedures in keeping with the division's commitment to PCC, NACO, SACO, and CONSER and current best practices in the cataloging profession, and oversees the analysis, adjustment, and documentation of workflows, policies, and assignments. Participates in the leadership of CTS by attending management meetings and working collaboratively with other managers and staff. Qualifications: Requires an MLS or equivalent graduate degree and at least five years of experience in automated bibliographic control. Preferred: Demonstrated success in personnel and/or project management, including the ability to engage staff in a process of continual change and improvement. Strong collegial, interpersonal, and communication skills. Advanced knowledge of the application of technology to bibliographic control. Evidence of strong service orientation. Demonstrated abilities to plan and to solve problems creatively. Experience working with one or more library management systems, skill with standard PC software, and ability to deal with issues related to electronic resources. Record of participation in professional organizations. Applications accepted until position is filled. Send to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, **Cornell University**, Ithaca, NY 14853-5301. Please send cover letter, resume, and the names, addresses, and phone numbers of three references. Cornell University is an affirmative action, equal opportunity employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experiences.

HEAD, DATABASE SERVICES, AND CATALOG LIBRARIAN. (Instructor or Assistant Professor.) Responsibilities: Coordinate and plan the activities of Catalog Department personnel involved in the following functions of the department: (1) database maintenance, (2) shelf preparation and preservation of materials, and (3) vendor tape loading of bibliographic records into the Voyager system; establish name and series authority records through the NACO project; assist,

ing experience with U.S. Government publications, good communication skills, and the ability to work collaboratively. Faculty, tenure track position. Minimum salary: \$30,264. Comprehensive benefit package. Position available August 1, 1998. Application Information: Send letter of application, resume, and the names, addresses and phone numbers of three references to: Adrien P. Taylor, Jr., Coordinator of Reference Services, Albertsons Library, **Boise State University**, 1910 University Drive, Boise, ID 83725. Review of applications will begin June 15, 1998 and will continue until positions are filled. Additional information can be found by contacting <http://library.idbsu.edu/refad.html>. EO/AA Institution.

TWO POSITIONS

George Mason University

SERIALS LIBRARIAN (Reopened)

DUTIES: Manage Serials Department, both technical and public services, including ordering, receiving, cataloging, and processing periodicals in all formats for all library sites. Collect and maintain data on the periodical collection, including prices and use. Work with liaison librarians on collection development, supervise the operations of the Periodical/Microforms Public Service Desk. Implement new projects and procedures to improve collection maintenance and access. Exercise innovative thinking in cataloging resources. Coordinate access initiatives with VIVA, WRLC, and other groups. Establish, maintain, and monitor relationships with serial vendors in accordance with State regulations. Establish documentation and procedures. Supervise five FTE. Attend meetings and participate in committees of the library, the university, Washington Research Consortium, and VIVA.

QUALIFICATIONS: Required: ALA-accredited MLS; experience with serials; supervisory and cataloging experience; familiarity with OCLC. Preferred: Public service and OCLC experience.

SALARY: \$36,000+, depending on qualifications.

INSTRUCTIONAL SERVICES/REFERENCE LIBRARIAN

DUTIES: Responsible for providing general reference services; designing, assessing, and implementing instructional series, including curriculum-based instruction, walk-in instructional sessions, web-based tutorials, library orientations, and individual student appointments; developing the Johnson Center undergraduate collection, including leading a team of selectors in a designated subject area and participating in outreach initiatives to the Johnson Center and university community. Each Johnson Center librarian is also responsible for providing leadership and coordination of a library function or activity. This position will be responsible for providing leadership in reference services, including the scheduling of the reference service desk, initiating reference outreach to the Johnson Center community, and facilitating communication regarding reference services among librarians. Duties may include development of Johnson Center reference collection. Reports jointly to the Johnson Center Librarian and the Associate Director for Information Services.

QUALIFICATIONS: Required: ALA-accredited MLS and library reference experience; experience with electronic and Web-based resources; experience providing library instruction. Preferred: Experience in developing undergraduate collections. Desired: Second master's degree; experience using HTML and developing Web pages; supervisory experience.

SALARY: \$33,500+, depending on experience.

GENERAL: 12-month appointments. Excellent benefits. To learn more about George Mason University, visit <http://www.gmu.edu>.

APPLICATION: Send letter of application, resume, and names, addresses, and phone numbers of three current references to:

**SERIALS LIBRARIAN SEARCH
or INSTRUCTIONAL SERVICES/REFERENCE LIBRARIAN SEARCH
Library Administration, MSN 2FL
George Mason University
Fairfax, VA 22030-4444**

DEADLINE FOR APPLICATIONS: July 15, 1998.

AA/EEO employer, minorities encouraged to apply.

as one of three unit heads, with the formulation and review of policies and procedures in the department; supervise four staff and a number of student assistants; serve as departmental liaison to the Libraries Systems Office; and work with interns from the School of Library and Information Studies. Reports to the Head, Catalog Department. Qualifications: Required: An MLS from a program accredited by ALA. At least one year experience in cataloging using AACR2, LC classification and subject headings and MARC formats, and preferably using OCLC and an online system such as Voyager; excellent communication and interpersonal skills; strong computer skills; supervisory/management experience; ability to meet criteria for promotion and tenure. Preferred: Experience with vendor tape loading; knowledge of one or more foreign languages; experience with a

NACO library. Salary/benefits: This is a 12-month, tenure-track position and will be filled at the Instructor or Assistant Professor rank. Minimum salary: \$23,100/Instructor and \$26,600/Assistant Professor. Strong benefits; substantial moving allowance may be available. The University of Alabama Libraries, hold membership in ARL, CRL, SOLINET, CNI, NACO, and the Network of Alabama Academic Libraries and are implementing the Voyager integrated library system. To apply: Send letter of application, resume, and names, addresses and phone numbers of three references to: Voni B. Wyatt, Personnel Officer, **The University of Alabama Libraries**, P.O. Box 870266, Tuscaloosa, AL 35487-0266. Applications received by June 30, 1998, are assured of receiving consideration. The University of Alabama is an equal opportunity, affirmative action employer.

DIRECTOR OF LIBRARIES

Norwich University Northfield, Vermont

Norwich University is seeking a dynamic, innovative, and communicative leader for the position of Director of Libraries.

RESPONSIBILITIES: The Director of Libraries is the chief administrative officer for the university libraries and reports to the University Provost. The university libraries are comprised of Kreitzberg Library on the Northfield campus and the Gary Library on the Montpelier campus.

Library services are also delivered to nonresidential students utilizing technology. The two libraries share a DRA automated library system and participate in a statewide network of academic and public libraries. The Director is responsible for the overall operation of the libraries, including development and administration of user services, budget, personnel, policy, collections, new technologies, and physical facilities. The Director represents the libraries to administration, faculty, and students and is responsible for planning for the future of information services in the academic community.

REQUIREMENTS: A master's degree from an ALA-accredited program or the equivalent and five years of professional full-time administrative and supervisory experience are required. Other qualifications include demonstrated experience in planning and implementing integrated library systems; a strong commitment to public services and a willingness to participate in reference services; familiarity with emerging information technologies and a commitment to their application; demonstrated knowledge of academic library operations; superior interpersonal and communications skills; proven leadership, organizational, planning, and budgeting skills.

Anticipated minimum salary, \$50,000.

Send letter of interest; vita; and names, addresses, and phone numbers of three references, and a list of publications and presentations to:

**Norwich University
Chair, Library Director Search
Committee
Human Resources
Northfield, VT 05663**

Review of applications will begin **June 30, 1998**.

Web site addresses are: <http://www.norwich.edu> and <http://www.norwich.edu/vermontcollege>.

Norwich University is an equal opportunity employer committed to diversity. Women, veterans and minorities are encouraged to apply.

HEAD OF TECHNICAL SERVICES FOR SEMINARY. Knowledge of library automation, AACR2, LCSH, and RLIN. MLS required, and master's in theology helpful. Minimum three to five years experience in related technical supervision required. Send resume and salary history to: HR Department, **Union Theological Seminary**, 3041 Broadway, New York, NY 10027. EOE.

HEAD OF THE ACQUISITIONS DEPARTMENT. The University of California, Riverside, Library is seeking a creative, flexible, and dynamic leader to serve as Head of the Acquisitions Department. Please apply if you are excited about the dramatic changes in acquisitions and serials work, have demonstrated effective leadership, and would enjoy the opportunity to shape and guide the future direction of the department. Graduate library degree. Significant experience in technical services and/or collection development; successful supervisory experience; outstanding communication and interpersonal skills; knowledge of the book trade and current trends, issues, and developments in acquisitions work. Desired: Experience with the Innopac library system; familiarity with OCLC. The successful candidate will be appointed at a salary level appropriate to the candidate's qualifications and experience. Appointment range, \$36,636-\$65,472. Librarians are academic appointees and accrue vacation at the rate of two days/month, and sick leave at the rate of one day/month. The University offers a broad range of benefits and an excellent retirement program. Screening will begin July 15, 1998. Applicants should send letter of application, complete resume, and the names and addresses of three references to: John W. Tanno, AUL, **University of California, Riverside**, P.O. Box 5900, Riverside, CA 92517.

HEALTH SCIENCES LIBRARIAN: DOCUMENT DELIVERY/ILL COORDINATOR. Dana Medical Library seeks a coordinator for a busy document delivery, interlibrary loan operation. Additional responsibilities include teaching, reference service, research, professional service, and subject liaison activities. Required: ALA-accredited MLS or international equivalent; proven experience using electronic resources; collegiality, communication, team-building, and interpersonal skills; ability to provide individual and group instruction and reference services; strong service orientation; adaptability in time of change. Preferred: Familiarity with OCLC, Docline, QuickDOC, and/or CLIO; experience in an academic or professional library; an understanding of copyright and licensing issues in a digital environment; supervisory skills; online searching experience. Faculty status, excellent benefits, minimum salary \$27,500. Apply with names, addresses, and phone numbers of three references to: Search, Dana Medical Library, **University of Vermont**, Burlington, VT 05405. Applications received by May 15, 1998, will receive first consideration. For a full position description: <http://sageunix.uvm.edu/dana/search.htm>. AA/EEO.

INTERLIBRARY LOAN/REFERENCE LIBRARIAN. (T-2537.) **CUNY** Graduate School and University Center, New York City. Instructor or Assistant Professor in Mina Rees Library servicing doctoral faculty and students (some weekends/evenings). Manage ILL and document delivery services; recommend and implement technologies; collection development and instruction; supervise full-time and hourly staff. Required: Three years post-MLS experience in ILL/reference in academic library; excellent supervisory and organizational skills; proficiency in ILL and database management systems software; familiarity with NOTIS, OCLC, ARIEL. (For information on additional qualifications, salary, and application procedure, see ad for Systems Librarian below.)

LUSO-BRAZILIAN CATALOGER/LIBRARIAN. The Oliveira Lima Library, Catholic University of America, seeks applicants for the position of Luso-Brazilian Cataloger/Librarian (half-time and fixed 10.5 month term, with possibility of extension to full-time and up to 12-month fixed term), to perform original cataloging of Luso-Brazilian materials as a member of the National Endowment for the Humanities cataloging project team. Located in Washington, D.C., the Oliveira Lima Library is a center for research in Brazilian and Portuguese history, religion, literature and culture from the colonial period to the early twentieth century. Performs all searching, cataloging, and classification functions related to bibliographic control of Luso-Brazilian materials; creates, derives, or modifies bibliographic and authority records in OCLC. Supervises and trains student assistants as necessary. Required: ALA-accredited master's degree in library science or Brazilian equivalent; reading knowledge of Portuguese; two to four years cataloging experience in a research or academic library environment; demonstrated knowledge of AACR2, LCRI, LC Classification Schedules, LCSH, NACO, and USMARC formats. Preferred: Background in Luso-Brazilian studies and/or Luso-Brazilian cataloging. Position available immediately. Open until filled. Salary range \$1,083-\$1,291 per month for half-time, plus benefits (vacation plus 16 paid University holidays per year; sick leave; medical insurance;

DIRECTOR OF THE LIBRARY

**Soka University of America
Aliso Viejo, California**

This is a rare opportunity to develop a new academic library at a new liberal arts university currently under construction on 103 acres in Southern California. Soka University of America will open with its first 100 freshmen in September 2001.

SOKA UNIVERSITY OF AMERICA: Soka University of America (SUA) is located in the beautiful planned community of Aliso Viejo, adjacent to a 3,400-acre wilderness park and four miles from the Pacific Ocean. SUA is a small, selective, independent, comprehensive residential university that will attract an international student body and will feature a 10:1 student/teacher ratio. SUA is establishing a unique liberal arts college and graduate school that will use faculty teams to teach both traditional Western European perspectives and Eastern Asian-Pacific Rim perspectives in a comparative mode to students in small, seminar classes. SUA is founded on the Buddhist principles of peace, human rights, and the sanctity of life and is open to students of all religions and nationalities. SUA's mission is to educate students who are individuals of character and integrity, and who are dedicated to learning about other cultures as they strive to promote peace and make significant contributions as world citizens. All students will be required to complete three years of a second language and to participate in an international internship related to their major and using their language of choice.

THE LIBRARY: SUA's new four-story, 124,000 square foot library is now under construction along with 13 other buildings in the university's Phase I building plan. The library is designed for 225,000 volumes and state-of-the-art computer technology. It will also feature a large rare book facility.

DIRECTOR OF THE LIBRARY REQUIREMENTS:

- MLS degree (ALA-accredited).
- Second advanced degree in an academic discipline.
- Minimum five years successful administrative experience in an academic library.
- Substantial experience in library consortia, new electronic reserves, CD-ROMs, Internet resources, and Web pages.
- Outstanding oral, written and interpersonal communication skills.
- Experience in rare book and special collections desirable.

SUA is actively seeking an individual of character and vision who enjoys working with students, faculty, and staff members from many cultures. The successful candidate will lead a staff of professional librarians in the collaborative selection and acquisition of new holdings, including books, periodicals, video, audiotapes, and other items necessary for an outstanding student-centered library learning environment.

The Director of the Library will be responsible for all daily operations of the library, including the rare book collection and coordination of special collections in Research Institutes. Responsibilities include extensive collaboration with university staff and faculty to plan and develop a quality collection of information resources and services that support the university's student-centered mission within a strong liberal arts learning environment. The Director reports to the Vice President for Academic Affairs/Dean of Faculty and will also provide vision and direction to the President on matters of technology policy.

The successful candidate will have a strong commitment to active participation in a student-centered learning environment, with a clear vision of the evolving role of the academic library in a technological environment. The Director of the Library will center universitywide efforts to develop core information literacy skills for the campus community. The Director of the Library will play an important role in planning and supporting a cross-disciplinary, rigorous core curriculum and assisting faculty and staff in the development of curricula and teaching materials.

SALARY: Starting salary will be commensurate with experience. SUA salary and benefits are competitive with those of similar institutions in Southern California.

APPLICATIONS: Review of applications began in March 1998 and will continue until the position is filled.

Please send a letter of application along with resume and the names, addresses, and phone numbers of three references to:

**Eric Hauber
Vice President for Academic Affairs/Dean of Faculty
Soka University of America
85 Argonaut, Ste. 200
Aliso Viejo, CA 92656-4105**

Soka University of America is an equal opportunity employer.

LIBRARIAN OF THE GODFREY LOWELL CABOT SCIENCE LIBRARY

The Harvard College Library seeks an individual to become part of a management team fostering collaborative development of collections and services among the Harvard science libraries. Reports to the Librarian for the Sciences and is responsible for day-to-day management of the Godfrey Lowell Cabot Science Library. The Librarian is expected to work creatively and cooperatively to enhance library programs and services. Will provide leadership in the development of library policy, administer the library's budget, manage human resources, identify and utilize opportunities for new technologies, and serve as liaison with the Science Center regarding facilities. Has primary responsibility for managing the Library's collections. Actively furthers cooperative collection development with other Harvard science libraries. Assists with special projects and proposals for the science Libraries. Participates in library-wide consultative committees, councils, and tasks groups. Represents the library through active participation in local and national professional activities.

The Godfrey Lowell Cabot Science Library, located in the Science Center, is the general science library, collecting a wide variety of print and electronic resources to support undergraduate education, interdisciplinary studies, and research in a range of areas, including pure mathematics and theoretical statistics. The Library is an administrative unit of the Harvard College Library, the central collection of the Faculty of Arts and Sciences. With a staff of 15 FTE plus students, a collection of 164,000 volumes, and a budget of \$290,000 for materials and \$191,700 for services, the Library is a hub of activity with an average of 2,000 library users a day.

Qualifications: M.L.S. or equivalent combination of education and experience. Successful library management experience, including collection development, information technology, human resources, physical plant management, fiscal management, and planning. Strong academic background required; subject expertise in mathematics or physical sciences, preferred. A firm grasp of current academic/research library issues, a record of achievement in the profession, and an ability to manage in a consultative yet decisive style. Demonstrated organizational, interpersonal, and communication skills; evidence of strong commitment to responsive library services; and an understanding and appreciation of the research process in a university environment.

Compensation: Harvard University offers a competitive program of benefits. Appointment salary commensurate with qualifications and experience, anticipated hiring salary mid \$60's.

Available: The review of applications will begin immediately and continue until the position is filled.

Applicants should send a letter addressing position qualifications, resume, and the names of three references to:

Hazel C. Stamps
Senior Human Resources Program Administrator
Harvard College Library
Widener 181
Cambridge, MA 02138.

HARVARD UNIVERSITY UPHOLDS A COMMITMENT TO AFFIRMATIVE ACTION
AND EQUAL EMPLOYMENT OPPORTUNITY

H A R V A R D C O L L E G E L I B R A R Y

H A R V A R D



U N I V E R S I T Y

TECHNICAL SERVICES LIBRARIAN—CATALOGER

Eastern Connecticut State University Willimantic, Connecticut

Eastern Connecticut State University, a campus of the Connecticut State University System, is dedicated to providing a high-quality undergraduate academic program and small-college experience that is unique and first-rate. As a public institution, Eastern is committed to the ideal of accessible education.

Technical Services Librarian—Cataloger (Assistant Librarian) is a 12-month, tenure-track position. The successful candidate will report to the Head of Technical Services or his/her designee, and in conjunction with the library faculty and staff, will develop and propose policies and procedures in cataloging. The Cataloger will assist the Head Cataloger in providing leadership in technological developments in cataloging and training to support staff. In addition, the individual will provide quality control of all cataloging activities of conventional and multi-media formats, including all computer-based resources. S/he should be capable of performing original cataloging and assisting in a Dewey decimal reclassification project. Also expected is participation in the library's service program based on individual skills and library needs, including night/weekend work. The university library is a member of NELINET and its integrated system is III. A new library building will be completed in October 1998. For information about the new building and the library, see <http://www.ecsu.ctstateu.edu/library>.

QUALIFICATIONS: Required: ALA-accredited master's degree or its equivalent, in cataloging and original cataloging, including multimedia and computer-based formats. Required: Minimum of two years recent professional experience; library experience; experience in serials cataloging; advanced degree in a subject area. Screening will begin on **July 10, 1998**, and will continue until position is filled.

Send letter of application, resume, and names, with addresses and telephone numbers of three recent work-related references to:

Tina Fu
Director of Library Services
Eastern Connecticut State University
83 Windham St.
Willimantic, CT 06226-2295

Eastern Connecticut State University is an AA/EEO employer and is aggressively recruiting women and minority applicants in an effort to bring greater diversity to its workforce and community.

tuition benefit); prorated salary and benefits if full-time. Send letter of interest, current resume, and the names, addresses, and phone numbers of three references to: Maria Leal, Librarian, Oliveira Lima Library, **Catholic University of America**, Washington, DC 20064.

RARE BOOKS LIBRARIAN. Kansas State University Libraries is seeking an energetic, creative leader for the position of Rare Books Librarian. The successful candidate will play a pivotal role in developing and promoting the rare books collection through traditional and innovative means to enhance its scholarly use by students and faculty at K State, as well as researchers throughout the country. Reports to the Chair of Special Collections. Responsibilities: The head of the Rare Books unit within the Special Collections Department (University Archives/Manuscripts and Rare Books); develops and implements policies for reference, collection development, cataloging, outreach (including use of WWW), and preservation. Required qualifications: MLS from an ALA-accredited library school; successful experience with rare books or special collections, evidence of ability to develop cooperative and partnership relations with constituencies; knowledge of preservation; excellent oral and written communication skills; strong interpersonal skills. Preferred qualifications: Experience in the following areas: Reference services; descriptive cataloging and MARC formats for rare books; donor and dealer relations; instruction; utilization of WWW resources; preparing exhibitions; manuscripts and archives; academic setting; working in team environment. Salary/Benefits: High \$20s to low \$30s for 12 months, dependent on experience and qualifications; librarians have faculty rank and are eligible for tenure. Benefits include: 22 annual vacation days; Blue Cross/Blue Shield health insurance; choice of retirement plans. KSU Libraries utilizes Endeavor's client-based Voyager software to access OPACs, indexes, databases, the Internet, etc., and in 1997 celebrated the completion of a \$28 million expansion/renova-

tion of the main library. Kansas State University, a land grant institution with an enrollment of 19,000, is a 664-acre campus convenient to both business and residential districts. Manhattan, a community of 40,000, is located two hours west of Kansas City in the scenic Flint Hills of northeast Kansas. Review of applications will begin on June 15, 1998. Anticipate on-campus interviews to begin after July 12, 1998. Send letter of application, resume, and names, addresses, and telephone numbers of three work-related references to: M. Jean McDonald, Director of Administrative Services, **Kansas State University Libraries**, Manhattan, KS 66506. KSU is an equal opportunity, affirmative action employer. This ad and position description can be found at <http://www.lib.ksu.edu/>.

REFERENCE LIBRARIAN. **Boise State University** Albertsons Library. Primary duties include reference service, collection development, bibliographic instruction and orientation. Position may also supervise classified staff. Responsibilities include regular late evening and rotating reference desk duty. Minimum Qualifications: MLS from an ALA-accredited program, good communication skills, and the ability to work collaboratively. Preference will be given to candidates with an additional graduate degree; experience providing reference service through electronic media; broad educational background; academic training or professional experience in any of the science disciplines, business, and/or maps. For salary and application information see Documents Librarian advertisement. EO/AA Institution.

REFERENCE LIBRARIAN. Northwestern College (Iowa) invites applications for a Reference Librarian, a full-time position beginning July or August 1998. Candidates must have a master's degree from an ALA-accredited institution, familiarity with current technology, interpersonal and organizational skills, and a Reformed/evangelical Christian commitment. Affiliated with the Reformed Church in America,

ASSOCIATE DEAN FOR PUBLIC SERVICES

Milner Library Illinois State University

Illinois State University's Milner Library seeks an Associate Dean of University Libraries, a dynamic leader to guide its public services programs into the next century. This is a full-time, 12-month, tenure-track administrative professional position that provides varied opportunities for leadership and professional growth. As Illinois' oldest public university, Illinois State University strives to offer an outstanding education to 17,500 undergraduates in 35 disciplines, as well as to serve 2,500 graduate students through diverse master's and doctoral programs. Milner Library supports those programs with a service-focused staff of 110, a materials budget of over \$2.3 million, and a collection of over 1.3 million volumes. Illinois State is located in Normal-Bloomington, a growing community of 100,000 two hours from Chicago and three hours from St. Louis.

RESPONSIBILITIES: Overall responsibility for public services programs, including traditional and electronic reference services, collection development, and library instruction. Provides leadership and directs the planning, development, organization, staffing, and evaluation of public services programs provided at a general reference desk and four subject-specific reference desks and through nearly 600 instruction sessions each year. With the Coordinator of Collection Management, administers the \$2.3 million materials budget. Will play the primary role in developing a strategy for the enhancement of the library's public services programs. Serves as advocate for and liaison between library administration and the 20 library faculty and 15 Civil Service staff in the public services divisions. Direct reports include five division heads, Coordinator of Library Instruction, Coordinator of Collection Management, and Internet Reference Services Librarian. Participates in shared governance through library, campus, and professional committees. With the Associate Dean for Technical Services, will help lead the implementation of the DRA automated library system in 1998/99.

QUALIFICATIONS: ALA-accredited master's; completed second advanced degree; a minimum of five years in progressively more responsible administrative positions in academic libraries; demonstrated record of success in core public services skills, including reference, collection development, and instruction; ability to articulate and implement a coherent philosophy of library services; experience in supervision, budgeting, and planning. Ability to write and speak effectively in a variety of contexts; proven strong interpersonal skills. Evidence of scholarly activity and professional service.

SALARY: \$55,000 minimum at the rank of Associate Professor. Negotiable depending on education and experience.

PREFERRED BEGINNING DATE: September 1, 1998.

APPLICATION DEADLINE: Applications will be accepted until position is filled, but to insure full consideration, applications should be submitted not later than **June 15, 1998**.

TO APPLY: Submit letter of application, resume, and the names of at least three references to:

**Associate Dean Search Committee
Attn: Cheryl Elzy
Associate Dean of University Libraries
Milner Library,
Illinois State University
Campus Box 8900
Normal, IL 61790-8900**

Illinois State University is an affirmative action and equal opportunity employer encouraging diversity.

NWC is a Christian liberal arts college of 1,150 students. Apply to: Robert Zwier, Vice President for Academic Affairs, **Northwestern College**, Orange City, IA 51041.

RESERVE/MULTIMEDIA SERVICES LIBRARIAN. Northwestern University Library. Summary: This is a split position. Reserve responsibilities include sharing in the supervision of one electronic reserve staff member; involvement in continuing development of the Electronic Reserve System (ERS); training of staff, student assistants, and faculty in use of scanning and other electronic technology; serving as a liaison to other reserve units on campus, faculty using reserve services, and staff from the Academic Technologies division of the university. Also assists in the General Information Center. The

Reserve/Multimedia Services Librarian also supports the activities and operations of the Multimedia Development Lab within the Mitchell Multimedia Center. Functions include server management and maintenance; supervision of part-time student assistants; training students, faculty, and staff in the use of the Lab's software and hardware; collaboration on New Media Center initiatives, including the development of collections of digital materials; and assisting with staff training for the design, development, and implementation of Library departmental Web sites. Responsibilities: Reserve: Supervises, trains staff in electronic reserve applications. Assists in the integration of new technologies and new approaches to the delivery of reserve services. Participates in the development of the ERS and the General Information Center. Provides training in the use of technology for ERS. Serves

SCIENCE AND ENGINEERING REFERENCE LIBRARIAN

University of California, Santa Barbara

The University of California, Santa Barbara, is seeking a Science and Engineering Reference Librarian who works individually and as part of a team to provide a range of traditional and innovative reference, bibliographic, and instructional services to undergraduates, faculty, graduate students, research staff, and the wider university community. The Sciences and Engineering Library is part of the university library and has a rich collection of over 400,000 volumes, 5,000 serial titles, and a million technical reports. The University of California is developing the California Digital Library (CDL), and included in the CDL is the Science, Technology and Industry Collection (STLC initiative). The SEL is a full participant in this initiative.

RESPONSIBILITIES: Works closely with faculty and students in assigned academic departments; determines service needs and program requirements. Provides scheduled reference service in all science and engineering disciplines, research consultation, electronic reference service, and online searching. Includes some evening and weekend assignments. Designs and conducts classes and seminars in information research methods, including the effective use of print, electronic, and Internet resources. Develops and maintains a variety of printed and electronic guides. Develops Web pages and resources in assigned subject areas. Responsible for all aspects of collection management and development for assigned subjects, including selection of information resources, storage and weeding decisions, faculty liaison, collection interpretation, evaluation, budgetary management, and resource sharing.

REQUIRED QUALIFICATIONS: ALA-accredited MLS. Science or engineering degree or significant background and/or experience in the sciences. Experience in general and /or specialized reference services. Commitment to excellence in public service and the ability to work effectively in a culturally diverse environment. Demonstrated initiative; interest in and enthusiasm for keeping abreast of new and evolving technologies. Demonstrated ability to work with faculty and colleagues. Excellent oral and written communications skills, as well as presentation skills and ability to work with and meet the changing needs of all level of users.

PREFERRED QUALIFICATIONS : Academic background and /or experience in engineering or computer science. Experience with collection management. Experience with bibliographic instruction. Experience with print and electronic information resources, including designing and maintaining Web sites and pages. Working knowledge of patents, standards, technical report literature.

Salary range \$31,656 to \$55,728. Applications will be reviewed starting **June 30, 1998**.

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

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

An equal opportunity/affirmative action employer.

as liaison and trainer for other NU Libraries participating in electronic reserve projects. Coordinates efforts with Northwestern's Academic Technologies division and the Mitchell Multimedia Center on the ERS project. Maintains ERS on the UNIX server in the Mitchell Multimedia Center. Multimedia Development Lab: Has responsibility for the overall operation of the Multimedia Development Lab within the Mitchell Multimedia Center. Assists students, faculty, and staff working on a wide variety of multimedia projects, ranging from the very simple to the very complex. Supervises nine Multimedia Development Lab part-time student assistants, including hiring, training, scheduling, and evaluating. Collaborates with the head of the New Media Center project at Northwestern University on various projects and initiatives. Participates in projects to design and create digital collections. Assists with librarywide Web training and the implementation of departmental Web sites. Performs other related duties as assigned. Qualifications: Master's degree from an ALA-accredited program in library science. High degree of familiarity with the Macintosh and Windows/OS. A working knowledge of Web-based technologies and the use of the Internet in higher education, and awareness of current trends and developments in the use of the Web to deliver information and services. Must have excellent written and oral communication skills, the ability to work well with faculty, students, and colleagues, and a demonstrated high degree of initiative. Salary: \$27,500 minimum. To apply: Send a letter of application and resume, including the names of three references, to: Peter J. Devlin, Person-

nel Librarian, **Northwestern University** Library, Evanston, IL 60208-2300. Applications received by July 10, 1998, will receive first consideration. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

SYSTEMS LIBRARIAN. (T-2534.) CUNY Graduate School and University Center, New York City. Instructor or Assistant Professor in Mina Rees Library servicing doctoral faculty and students (some weekends and evenings). Develop and maintain electronic library technologies; provide software support. Required: Experience in hardware and software setup; knowledge of NT, NOTIS, OCLC, Web (html, xml, dml), database management systems (MS Access or Visual Basic), word processing (WP or Word). Qualifications for both CUNY positions, in addition to specialized experience and skills above: MLS from ALA-accredited institution; second master's (prefer computer science for systems librarian) for Assistant Professor; excellent communication and interpersonal skills; record of scholarly achievement and service necessary for promotion and tenure. Instructor \$36,344-\$44,190 per year; Assistant Professor, \$43,495-\$52,213 per year. Send letter of application (specify position number), resume, and names of three references, by June 24, 1998, to: Susan Newman, Chief Librarian, Mina Rees Library, **CUNY** Graduate School, 33 W. 42 St., New York, NY 10036. EO/AA/ADA/IRCA.

REFERENCE/INSTRUCTION LIBRARIAN
(Search Extended -- Screening begins July 10, 1998)
Pierce College

ABOUT THE COLLEGE: Pierce College, a two-year comprehensive state community college, serves more than 13,000 students each quarter on two campuses in greater Pierce County, Washington. Boasting majestic views of the snow-capped Olympic Mountains and Mt. Rainier, the campuses offer faculty the benefits of both rural and urban life in the Pacific Northwest. We invite applications from qualified individuals interested in teaching within a diverse, multicultural environment.

ABOUT THE LIBRARY: The library encourages individual student research and exploration of ideas through a dynamic reference and instruction program. Library faculty members are active participants in the overall instructional mission of the college, participating in curriculum development, direct instruction, outcomes assessment and other teaching focused endeavors.

RESPONSIBILITIES: This position reports to the Director of Library Services. Responsibilities include: Support the strong teaching mission of the library through an innovative, curricularly-integrated library instruction program and reference area. Participate in the development, delivery and evaluation of quality instruction, reference and information services to students, faculty, staff and community members. In collaboration with library and departmental faculty, design, teach and promote information literacy curriculum within an outcomes assessment and abilities-based model. Assist in the selection and development of a Library/Media Center collection which strives for diversity in both subject and format of material. Promote library/media services to the college community through innovative materials, programs and outreach. Serve on college committees. Perform other duties relevant to the position, as assigned.

REQUIRED QUALIFICATIONS: Master's degree from an ALA-accredited program. A sound commitment to teaching, and to the philosophy of the community college. Strong public service orientation. Ability to work collegially to achieve goals. Excellent oral and written communication skills. Preferred qualifications: Experience in a community college library/resource center. Experience in library instruction. Experience integrating technology with reference and instruction. Experience working directly with diverse populations and serving a diverse student body. Active involvement in the profession. Creativity in professional practice.

APPLICATION PROCEDURE: To be considered for this position, applicants must include the following items in their application package: Letter of formal application which addresses how your experience and education qualify you to perform the assigned responsibilities. Brief statement which discusses and demonstrates your: 1) Experience working with multi cultural, disabled and special needs students. 2) Experience with outcomes assessment measures. 3) Team and/or departmental participation. 4) Philosophy of information literacy instruction and how that has been applied in practice. Detailed resume' of all educational and professional experience, which includes a list of college courses taught. Minimum of two letters of reference which indicate your professional capability and experience in regard to the stated qualifications. Copies of all college and university transcripts (official transcripts required prior to hire). Application materials should be submitted to:

Office of Personnel Services
Pierce College
9401 Farwest Drive SW
Lakewood, WA 98498-1999
FAX: (253) 964-6599

Nine month tenure-track (2 positions). Position Open Until Filled. Applications will be accepted until the position is filled. For additional information about Pierce College or this position, visit our Web site at <http://www.pierce.ctc.edu> or call our Jobline: 253-964-7341. Application materials submitted to Pierce College are the property of the College and will not be returned.

CONDITIONS OF EMPLOYMENT: Physical Work Environment: Work is performed in an instructional setting and requires the ability to communicate clearly. Work may also include the ability to use a personal computer. In compliance with the Immigration Reform and Control Act of 1986, proof of authorization to work in the United States will be required at the time of hire. Employees must agree to abide by the College's Drug Free Workplace policy.

TERMS OF EMPLOYMENT: This position, which is contingent upon funding, is a full-time, tenure-track academic year assignment of 172 days per year, anticipated to begin in mid September, 1998. Evening, split daily schedule and/or work at more than one site may be included in the assignment. Initial placement is based on the current full-time faculty salary schedule, and dependent upon education and experience. Minimum salary is \$32,366.

Pierce College is an Equal Opportunity/Affirmative Action employer and is strongly committed to enhancing the diversity of its workforce. Qualified applicants, especially women, persons of color, Vietnam-era/disabled veterans, persons age 40 and over, and individuals with disability are encouraged to apply.

Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible. A telecommunication device for the deaf is available at (253) 964-6228.

ASSISTANT DIRECTOR FOR MEDIA SERVICES

The American University in Cairo

The American University in Cairo (AUC) Library/Media Services Center is inviting applications for the position of Assistant Director for Media Services. AUC is chartered in the United States and is accredited by the Middle States Association of Colleges and Schools.

Under the general direction of the Director of the Library and Media Services Center, the appointee will be responsible for the overall direction of the operations of an expanding media services center and for the development of a dynamic media program.

The Assistant Director will develop and promote the use of a new media technologies on campus and provide support to faculty and students, incorporating educational technology into the classroom. Responsibilities include supervision of media center operations; production of instructional materials; coordination of purchasing campus media equipment; development of media collections for instructional use; acquisition and maintenance of media services equipment. The Assistant Director is responsible for three full-time support staff, four technicians, and four technician aides.

Required Qualifications: A media-related or instructional technology graduate degree, MLS, or the equivalent with a second Master's degree desirable; minimum of 5 years of increasingly responsible experience in media applications; extensive knowledge of media materials and equipment selection and use, computers and emerging media technologies; proven strength in managerial and supervisory skills; ability to communicate well in spoken and written English; working knowledge of Arabic desirable; teaching experience an asset.

For relocated hires the position is a two-year renewable appointment beginning September 1998. Salary according to qualifications and experience. For expatriates, housing, round-trip air travel for each appointee and accompanying family member, plus schooling for two children. In view of AUC's protocol agreement with the Egyptian Government which requires specific proportions of Egyptian, U.S., and third-country citizen faculty, at this time preference will be given to qualified applicants who are U.S. citizens. Mail or FAX letter of application, by **July 3, 1998**, with resume and names and addresses of three references to:

**Andrew Kerek, Provost
The American University in Cairo
420 Fifth Avenue, Fl. 3CR
New York, NY 10018-2729**

AUC is an equal opportunity employer.

TECHNICAL SERVICES LIBRARIAN. Assistant or Associate Professor. Southern Illinois University Edwardsville, Library and Information Services (LIS). Responsibilities: The person in this position provides daily supervision of technical service operations, including acquisitions and bibliographic control. Working cooperatively and collegially, monitors workflow and performs quality control functions. Designs appropriate statistical and financial reports. Performs daily supervision of staff in Technical Services, including monographic and serial acquisitions, bibliographic control, and processing and repair; participates in strategic planning and workflow management; develops appropriate statistical reports to support acquisition and serials activities. Term of contract: Tenure-track, 12-month, continuing appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$32,400 for Assistant Professor and \$37,800 for Associate Professor. Excellent fringe

benefits program. More information is available at <http://www.siu.edu>. Qualifications: ALA-accredited MLS degree; minimum of four years professional experience in academic technical service, including acquisitions and/or serials control experience and supervisory responsibilities; experience with OCLC and an automated integrated library system; excellent communication and interpersonal skills; strong service orientation. Applications: Review to begin July 1, 1998, and to remain open until position is filled. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Jay Starratt, Dean of LIS, Lovejoy Library, Southern Illinois University Edwardsville, SIUE Box 1063, Edwardsville, IL 62026-1063. As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.

Late Job Listings

PUBLIC SERVICES LIBRARIAN. Eastern Michigan University invites applications for a Public Services Librarian position available beginning fall 1998. This is a tenure-track faculty position and will carry the rank of instructor or assistant professor, dependent on qualifications. The individual selected will provide general and subject area reference services, bibliographic instruction and specialized assistance in the Humanities. Required. MLS from an ALA-accredited institution. second master's degree (or course work/equivalent experience) in a Humanities area; current knowledge of techniques in bibliographic instruction, including such experience in an academic library, and the ability to lead a team of library professionals in the delivery of instructional services; knowledge of general and specialized reference works and current electronic reference

THE COLLEGE OF NEW JERSEY ROSCOE L. WEST LIBRARY

ASSISTANT DIRECTOR FOR SERIALS, ACCESS AND BUSINESS SERVICES

Vacancy: Twelve month full time contract, renewable, 35 hours per week. Under the supervision of the Associate Dean for the Library, the Assistant Director for Serials, Access and Business Services directly supervises the operations of the Library Access Services and Serials Department (serials, ILL and document delivery). Candidate is also responsible for the overall management and supervision of Library Bibliographic Services (accounting, acquisitions, and copy cataloging), Circulation, and Reserves (including electronic reserves), the managers of which report to this position. Will also serve as administrative supervisor of 5 professional and 22 classified staff. Salary range: N26 - \$41,009.28 - \$66,576.92. **Qualifications:** Three years progressively increasing responsibility for management of library technical services and serials required, as well as experience with electronic document delivery, library budget and personnel management. **Knowledge and abilities:** Superior oral and written communication skills; demonstrated management and leadership ability; self-motivation; ability to work in a team-oriented environment. **Education:** MLS from an ALA-accredited library graduate program required.

Please send cover letter, resume and names and phone numbers of three references to: Philip Tramdack, Associate Dean, Roscoe L. West Library, The College of New Jersey, P.O. Box 7718, Ewing, NJ 08628-0718. The position will stay open until filled. To enrich education through diversity, The College of New Jersey is an EEO/AA/ADA Employer M/F/D/V.

sources; experience with an automated library system which uses a web interface for public access. For consideration, send letter of interest and cv to: Position F9853, 318 King Hall, **Eastern Michigan University**, Ypsilanti, MI 48197. Applications preferred by June 20, We encourage applications from members of minority groups. AA/EOE.

ASSISTANT HEAD, ACCESS SERVICES. The Penn Library is seeking a creative and systems-smart librarian to become Assistant Head of its newly formed Access Services Department. This Department, which will move into beautiful renovated space in Van Pelt Library in July 1998, comprises six units with a total of more than 30 full-time staff. The Assistant Head will serve as deputy to the Head of Access Services, will share in administering the Circulation and Reserve modules of the Endeavor Voyager system throughout all Penns libraries and will also directly supervise the work of three units: Reserves, High Density Storage, and Current Periodicals/Microforms. These units have a total of 7 full-time staff. The Reserves unit is currently bringing up the Voyager Reserve module: future plans include the introduction of Electronic Reserves throughout the Penn Libraries. The Library's new state-of-the-art High Density Storage facility has capacity for two million volumes and will provide expedited delivery of materials to the campus. It is scheduled to open later this spring. Current Periodical/Microforms is a newly merged unit with a prime location in renovated first floor space. The Assistant Head of Access Services will have a key role in developing new services and will be expected to lead and participate in library-wide task forces. The Penn Library has a collection of over 4.5 million volumes, 33,500 print journal subscriptions, 1800 electronic journals, and over 100 networked databases including all major science databases. During the past year the Library introduced a new integrated library system, Voyager. Penn is a fully networked campus and is aggressively adopting and experimenting with new technology in research and teaching. The Library is seeking to hire librarians who can work collaboratively with academic departments, computing staff and colleagues to develop effective collections and services for the 21st century. **Qualifications:** MLS from ALA-accredited library school or equivalent in theory and practice. Strong supervisory skills essential. Excellent technical skills essential, familiarity with library automated systems an advantage. Excellent written and oral communication skills, ability to work effectively with faculty, students and staff essential. Appointment as a Librarian B requires. One to three years of professional library experience. Appointment as Librarian C requires at least five years of professional library experience. Salary is commensurate with experience To apply: Submit a cover letter, resume, and three references to: Mr. Rubin I. Fisher, Library Human Resources Administrator, **University of Pennsylvania** Library, 3420 Walnut St., Phila., PA 19104-6206. Applications received by June 15, 1998, will receive first consideration. AA/EOE.

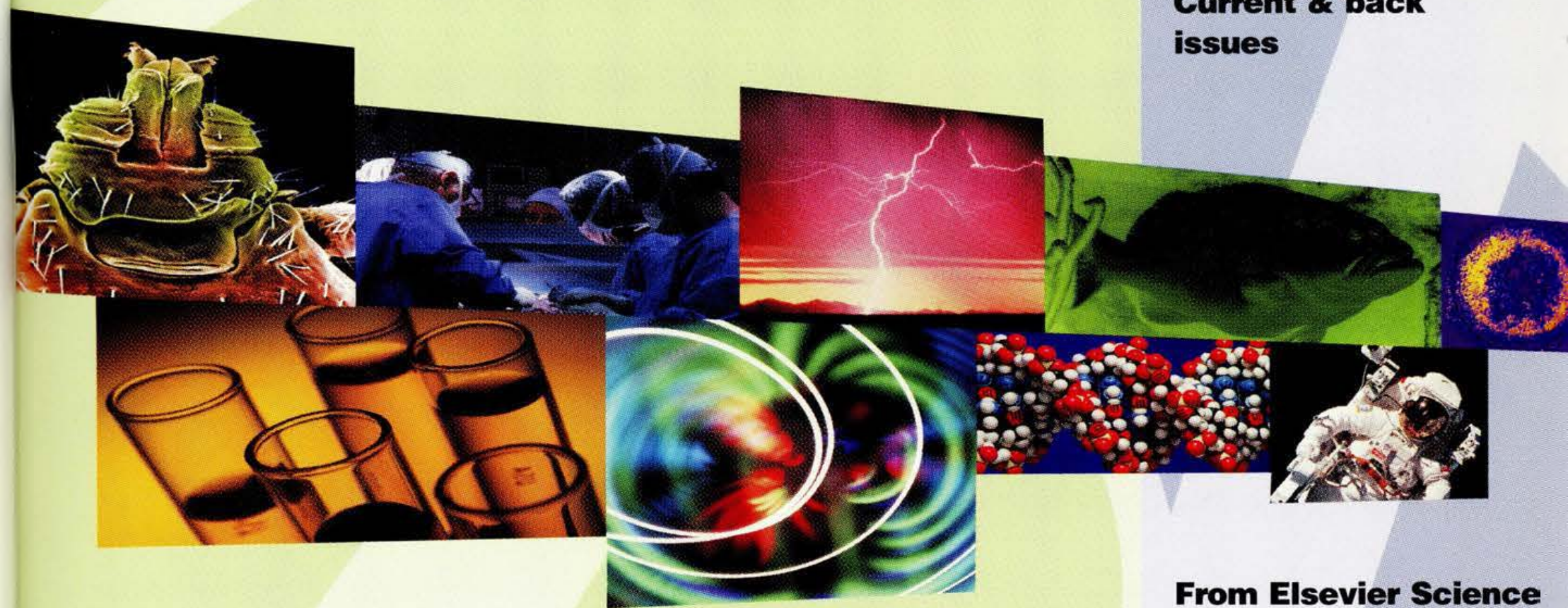
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Cece Yourshaw, Director of Quality Systems, VTLS Inc.



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