

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 \$9.75 per line for institutions that are ACRL members, \$11.85 for others. Late job notices are \$22.70 per line for institutions that are ACRL members, \$27.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$450 to \$840 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/advert2.html>.

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 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: Nicole Wheatley, Editorial Assistant, 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: c&rlnewsads@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.

POSITIONS OPEN

ACQUISITIONS AND CATALOGING, DEPARTMENT HEAD. Responsible for the oversight of two Technical Service areas: Acquisitions and Cataloging. Responsible for day-to-day management of both areas, including supervising staff, establishing and implementing procedures, and monitoring workflow and output. Reviews all original cataloging, oversees materials budget, interacts with book and serials vendors. Catalogs materials as needed. Will participate in departmental and librarywide projects. Is a member of the Department Heads Group. Required: MLS from an ALA-accredited library school. Subject master's degree desirable. Minimum three years of cataloging experience, in a professional position, preferably in an academic library. Working knowledge of all MARC formats, AACR2r, and LCSH/LC classification schedules. Experience in electronic products; examples: OCLC, Cataloger's Desktop, linking to additional utilities, bibliographic services from vendor, ordering/payment services from vendors. Supervisory experience, preferably of full-time staff. Familiarity with automated cataloging systems. Must meet basic computer competencies. Serials cataloging experience. Experience with name, subject, and series authority control. Original cataloging of foreign language materials. Familiarity with national issues and trends in cataloging, acquisitions, and developing online catalogs. Budgeting experience. Monographic or serials acquisitions experience. Skills: Good interpersonal skills, with ability to interact successfully with library patrons, professional colleagues, and all levels of staffing. Good written and oral communications skills. Proficiency in use of online cataloging skills and CD-ROM products. Microcomputer skills, especially word processing and spreadsheets, desirable. Working knowledge of at least one modern European non-English language, Spanish preferred. Ability to plan and organize. The University of Texas at El Paso is a commuter campus, with over 15,000 students and 700 faculty. The modern, six-floor Library building houses a centralized collection of over 800,000 volumes. Staff consists of 24 professionals, 46 support staff, and 108 student assistants. El Paso, located on the U.S. Mexico border, offers a unique bicultural environment, low cost of living, year-round sunshine, mild winter climate, beautiful mountain sunrises and sunsets, and provides easy access to Mexico, New Mexico, and Arizona. More information about the Library and the University may be found at the Library's home page: <http://libraryweb.utep.edu>. Salary/Benefits: Minimum \$47,000. Benefits include group medical/life insurance and choice of retirement plans. Texas has no state income tax. To Apply: Send letter of application, resume, and the names/telephone numbers of three references to: Lydia Limas, Administrative Assistant, University of Texas at El Paso, Library Administration Room 316, El Paso, TX 79968-0582. Review of applications begins August 15, 2000, and continues until the position is filled. The university does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in employment or the provision of services.

Salary guide

Listed below are the latest minimum starting salary figures recommended by state library associations for professional library posts in these states. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. Job seekers and employers should consider these recommended minimums when evaluating professional vacancies. For additional information on librarian salaries, contact ALA Office for Library Personnel Resources.

| | |
|----------------|------------|
| Connecticut | \$34,172 |
| Delaware | \$22,500** |
| Illinois | \$30,096* |
| Indiana | varies* |
| Iowa | \$23,911 |
| Louisiana | \$22,000 |
| Maine | varies* |
| Massachusetts | \$31,362* |
| New Jersey | \$33,785 |
| North Carolina | \$27,641** |
| Ohio | \$25,198** |
| Pennsylvania | \$28,120** |
| Rhode Island | \$29,800 |
| South Carolina | varies* |
| South Dakota | \$22,000 |
| Texas | \$22,000 |
| Vermont | \$26,464 |
| West Virginia | \$22,000 |
| Wisconsin | \$32,240 |

*Rather than establish one statewide salary minimum, some state associations have adopted a formula based on variables such 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.

**These recommendations apply only to public librarians.

ASSISTANT CURATOR. James Ford Bell Library, University of Minnesota Libraries—Twin Cities Campus (<http://www.lib.umn.edu>). The University of Minnesota Libraries invites applications and nominations for the position of Assistant Curator of the James Ford Bell Library, a unique collection of rare books, maps, and manuscripts documenting relations between Europeans and non-European places and peoples in the period 1400 to 1800. Established in 1953 with a gift from the private library of James Ford Bell, founder of the General Mills

HEAD CATALOG LIBRARIAN

Baylor University Libraries

(www.baylor.edu/Library/)

Manages department of 3 professionals and 9 paraprofessionals through unit organization. Catalogs and classifies bibliographic materials. Directs OCLC and INNOPAC cataloging policies and procedures.

MINIMUM QUALIFICATIONS: MLS or equivalent from ALA-accredited institution; 5 years of current cataloging experience in a medium to large academic library or large public library; working knowledge of OCLC or other automated cataloging consortia, local integrated online library systems (INNOPAC highly desirable), AACR2 and other codes, LC and Dewey classification systems, and LCSH; excellent interpersonal, communication, and supervisory skills; experience with personal computers in a library environment.

DESIRED QUALIFICATIONS: Demonstrated managerial experience; additional degrees beyond the MLS; facility with two foreign languages; leadership qualities; experience cataloging all forms of nonbook materials.

SALARY & BENEFITS: \$48,000 minimum, 12-month contract. Salary and faculty rank will be based upon successful candidate's qualifications and experience. Competitive benefits with 20 days' annual leave. Baylor University is located in Waco, Texas, midway between Dallas/Fort Worth and Austin. Waco enjoys a low cost of living and no state or local income tax.

Send letter of application, résumé, and names, addresses, telephone numbers, and e-mail addresses of three professional references to:

Michael L. Toon
Chair
Head Catalog Librarian Search
Committee
P.O. Box 97142
Waco, TX 76798-7142
or Michael_Toon@Baylor.edu

Applications received by **September 15, 2000**, will receive first consideration. Position open until filled.

Baylor University is affiliated with the Baptist General Convention of Texas. As an affirmative action, equal employment opportunity employer, Baylor encourages minorities, women, and persons with disabilities to apply.

Librarian-Cataloguer

A new state-of-the-art library

Bloomfield College, 132-year-old college of 2,000 students, is committed to preparing students to attain academic, personal and professional excellence in a multicultural and global society.

Non-tenure faculty position. Requirements: MLS from an accredited library school; second master's in any subject area; knowledge of cataloging and LC classification systems; knowledge of OCLC and current library technologies; excellent communication skills.

Duties: Catalogue and classify all library material in paper formats using OCLC system; transport OCLC files to OPAC; back up OPAC system as needed; make recommendations and decisions in matters of cataloging policies; maintain shelf list; supervise Cataloging Department staff; prepare electronic acquisition and reference lists; provide reference services as needed; work evenings and some weekends; serve on college-wide committees.



**Bloomfield
College**

Reply no later than October 15,
2000 to: **Danilo Figueredo,**
Library Director

Bloomfield College
Oakland Avenue,
Bloomfield, NJ 07003

Danilo_Figueredo@bloomfield.edu

(No phone calls, please)

Affirmative Action/Equal Opportunity Employer

GOVERNORS STATE UNIVERSITY

HEAD OF ACCESS SERVICES

Governors State University (GSU) is seeking applications and nominations for Head of Access Services in the University Library. The successful candidate will serve as Head of Access Services and in the absence of the Director, will serve as Assistant Director of the University Library. The successful candidate will work closely with the library staff to ensure quality library services to the university community both on and off-campus. Responsibilities include hiring, training, and supervising access services staff members; oversight of access services activities; participating in library, university, regional and statewide committees; working with assessment of library services; fostering an inclusive team environment in the library; and other activities involving library promotion. Additional responsibilities include providing reference service to students, faculty, staff and the community in a wide range of subject areas including shifts on evenings and weekends. Our ideal candidates will exhibit strong service orientation, excellent communication skills, and a commitment to diversity and multi-culturalism. **Qualifications:** ALA-accredited Master's degree required; management/supervisory experience; experience with library computer applications; experience with an ILS circulation module, preferred; proven ability to work with multi-cultural staff and clientele. The position is available October 1, 2000. The review of applications will begin immediately and continue until the position is filled. To apply, candidates should send a letter of interest addressing qualifications; resume; and the names, addresses, e-mail addresses and phone numbers of three references to: **Beth Hansen Shaw, Chair, Head of Access Services Search Committee; University Library; Governors State University, University Park, IL 60466.**

If you would like more information about the University,
please visit our Web site at: www.govst.edu



UNIVERSITY PARK, IL 60466-0975

AA/EOE

SPECIAL COLLECTIONS LIBRARIAN

Bryn Mawr College

The Bryn Mawr College Library is seeking a highly motivated individual to play a major role in the administration of its Special Collections Department. Primary responsibilities include providing reference services to the rare book, manuscript, photograph, and college archives collections; developing finding aids, descriptive bibliographies, and other tools that improve the usability and visibility of the collections; assisting with library exhibitions and publications, participating in collection development, developing the Special Collections Web site, and playing an active role in planning and policymaking for Special Collections. The position reports directly to the Head of Special Collections.

The successful candidate must have excellent organizational, interpersonal, and oral and written communication skills; understanding of the administration of rare book and manuscript collections; and familiarity with information technology and its application in a special collections setting.

An MLS from an ALA-accredited institution and reading knowledge of at least two European languages are required. Preferred qualifications include a graduate degree in an appropriate subject field, at least one year of professional experience in a special collections library, reading knowledge of Latin, and experience in the development of Web sites. Applications received by **September 20, 2000**, will receive first consideration.

Bryn Mawr College is a liberal arts institution located approximately 11 miles west of Philadelphia, Pennsylvania. The libraries serve a population of 1,800 students at both the undergraduate and graduate levels. Special Collections has 43,000 volumes in its distinguished rare book collection, holds important manuscript and archival material, and maintains and administers the College Archives.

Excellent benefits and competitive salary. Send letter of introduction and resumé plus the names, addresses, and telephone numbers of at least three references to:

**MaryBeth Lopes
Human Resources
Bryn Mawr College
101 N. Merion Avenue
Bryn Mawr, PA 19010-2899**

EOE M/F

Company in Minneapolis, this collection of original materials currently numbers 20,000 rare books, 2,500 manuscripts, and 2,500 maps. Further information is available at: <http://www.bell.lib.umn.edu>. The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in North America, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and five professional degrees. With an enrollment of more than 45,000 students, the Twin Cities campus is the flagship campus of the UMN system. Responsibilities: User Services: Provide reference assistance for researchers through instruction, promotion, exhibit curation, and program development. Collection Development and Management: Assist in selecting materials for the library. Make decisions concerning conservation and preservation. Cataloging and Description: Create and maintain online cataloging records for rare books, maps, and manuscripts in western European languages. Unit Administration: Oversee operations of the unit in the absence of the Curator. Supervise student staff and volunteers. Other duties, including: prepare exhibits, assist at lectures and other events, provide liaison with academic and library departments, provide service on evenings and weekends and by appointment, assist in design and content of Web pages. May be assigned evenings and weekends in response to service needs. Qualifications: Required: ALA-accredited MLS (or foreign equivalent); working knowledge of a western European language, knowledge of electronic library resources, excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. Preferred: Background in history, geography, or related fields; advanced degree or graduate work in humanities or social sciences discipline; experience in special collections or archives, especially working with rare books and manuscripts; cataloging experience in an online environment. Salary and Benefits: This is a full-time, 12-month, continuous-appointment-track, academic/professional position with probationary appointment at the Assistant Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$33,000, for this

position. Excellent benefits and substantial moving allowance. Recruiting Schedule: Position is available immediately. Applications will be accepted until the position is filled. A full position description is available at: <http://www.umn.edu/ohr/employ.html> listed with Academic Professional positions by Job Number UL117. To Apply: Send a letter of application, resume, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Search Committee, Libraries Human Resources, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. Please identify your application with # UL117. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

ASSISTANT LIBRARIAN/HEAD OF TECHNICAL SERVICES (Search Reopened) (Faculty Status, Tenure Track). Massachusetts College of Liberal Arts invites applicants for a tenure-track position of Assistant Librarian/Head of Technical Services. The candidate will be responsible for the technical service areas of the Library; to review and form policies with the Associate Dean for Library and Information Services with regard to technical services; supervise technical service Librarians; work with vendors and content providers, as well as with computers and networks. MLS from ALA-accredited institution required, supervisory experience and experience with computers, networks, and MARC, OCLC, and AACR2. To apply, send letter of application and vita to: **Massachusetts College of Liberal Arts**, Human Resources Office, 375 Church Street, North Adams, MA 01247-4100. Will accept applications until filled. MCLA is an affirmative action, equal opportunity employer. Women and minorities are encouraged to apply. Visit our Web site at www.mcla.mass.edu.

ASSISTANT LIBRARY DIRECTOR. Miami Dade Community College. ID #2-33372 KC: Provides leadership for the implementation and

COORDINATOR FOR INSTRUCTIONAL AND INTERPRETIVE SERVICES

(Search Extended)

California State University, Hayward

Position # 00-01 LIBR/COORDINATOR-TT

12-month, tenure-track faculty position available to coordinate a unit of 10 library faculty members, reporting to the University Librarian.

DUTIES: Work collegially to improve services, foster teamwork, and professional development. Provide instruction, serve at central reference desk, and participate in collection development and librarywide planning. Assignments include the Hayward and Contra Costa campuses.

QUALIFICATIONS: Required: ALA-accredited MLS degree; 6 to 8 years of progressively responsible successful reference experience in an academic library, with 3 to 5 years of supervisory and administrative responsibilities. Desired: Background in the social sciences, advanced degree in subject discipline, grant-writing, distance education, and experience in collective-bargaining/shared-governance environment.

Note: To be recommended for tenure, the candidate must demonstrate satisfactory performance in the areas of effectiveness as a librarian; research, scholarship, and/or creative activities; and service to the university, the library, the profession, and the community.

RANK AND SALARY: Senior Assistant Librarian (\$46,488–\$87,648) or Associate Librarian (\$53,460–\$96,276), depending upon educational preparation and experience.

DATE OF APPOINTMENT/DEADLINE TO APPLY: Position available spring/summer 2001. Applications received by **October 16, 2000**, receive first consideration. Position open until filled. Further information: <http://www.library.csuhayward.edu>.

PROCEDURES: Applicants should submit a letter of application summarizing their ability to meet the requirements of the position; a complete and current vita; copies of major publications; and three letters of recommendation (including phone numbers and e-mail addresses) to:

**Office of the University Librarian
California State University, Hayward
University Library
25800 Carlos Bee Boulevard
Hayward, CA 94542
Phone: (510) 885-3664
Fax: (510) 885-2049**

Graduate transcripts will be required prior to appointment; e-mail communication may be sent to: gweiss@csuhayward.edu.

CSUH is an equal opportunity employer and does not discriminate on the basis of age, race, color, national origin, sex, sexual orientation, or disability. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.

evaluation of programs and services of the library to ensure program effectiveness and quality; oversees and has supervisory responsibility for Circulation Services, Reference, and Information Services, as well as other aspects of Public Services. Required: MA in Library Science from an ALA-accredited library school. Salary: \$42,438 Minimum. Closing Date: October 13, 2000. Visit www.mdcc.edu or call Job Information Line at (305) 237-2050 for further details, instructions, and an M-DCC employment application.

ASSOCIATE HEAD LIBRARIAN. Suffolk County Community College seeks an Associate Head Librarian to provide leadership in centralized library functions, including technical services, media services, and other assigned areas. Qualifications: ALA-accredited MLS; five years' professional library experience (academic preferred); administrative experience, including supervision; understanding of system administration, database management, acquisitions/cataloging, and media services (expertise desirable).

Salary: \$63,900–\$70,984. Send cover letter and résumé to: Office of Human Resources, **Suffolk County Community College**, 533 College Road, Selden, NY 11784.

ASSOCIATE LIBRARY DIRECTOR. Academic staff, 12-month appointment. Starting date not later than January 1, 2001. Duties: Direct university library services, operations, personnel, and budget under the direction of the Assistant Vice Chancellor for Information Services. Develop, coordinate, and evaluate library services, and collaborate with staff to best serve students and other members of the university community. Represent the library on appropriate committees. Required: ALA-accredited MLS degree. Three years of administrative and supervisory experience with increasing responsibility in an academic library. Effective oral and written communication skills. Demonstrated skills in organization, planning, budgeting, and staff supervision, including a collegial leadership style. Willingness and enthusiasm to adopt new technologies and a strong commitment to diversity and service to students and

THREE POSITIONS AVAILABLE

Eastern Connecticut State University, J. Eugene Smith Library

Three 12-month, tenure-track vacancies, available right away, in the new award-winning building that opened in January, 1999. Required: See degree specifications for each position. Experience with an integrated library system. Comfortable in an online networked environment. Communication skills; flexible; strong service commitment; teamwork and people skills. Preferred: Additional advanced degree in a subject, especially math/sciences or social sciences. Salary dependent on experience. For information about the library, see: <http://www.ecsu.ctstateu.edu/library>.

Systems Librarian: Assistant or Associate Librarian. Report to the Director. Lead the planning, evaluation, and implementation of the integrated system, document delivery, e-reserves, digitization, and other library functions. Serve as technical advisor for the library's Web development. A hands-on person, together with Systems staff, offer excellent service to set up, install, configure, and provide operational support using a variety of IT. Plan and offer training sessions to library staff. Required: Graduate degree from an ALA-accredited program, or an equivalent graduate degree in library, information science, or related fields. Significant experience in a library integrated system. Experience with UNIX or NT, hardware/software troubleshooting and configuring of computers. Knowledge of server and Web technologies. Aptitude in learning and keeping up with IT trends. Preferred: Academic library experience, knowledge of e-reserves, SQL or C++. Supervisory experience.

Head of Public and Research Services: Assistant or Associate Librarian. Report to the Director. Coordinate the planning and operations of public and research services areas in Access, Reference/Information, Government Documents, Archives/Special Collections, and the Curriculum Center. Coordinate initiatives in outreach services, new trends in user education, reference service delivery, and other public services using new and developing technologies. Assist the Director in personnel and budget planning for Public and Research Services, and library space planning. Supervise staff in the Division. Required: MLS degree from an ALA-accredited or equivalent school. Demonstrated competence in academic library public and research service areas. Significant experience in personnel management and administration. Knowledge of trends in library service. Preferred: Space planning experience.

Public Services Librarian: Reference and Outreach Services: Assistant Librarian. Report to the Head of Public and Research Services. Lend professional leadership in expanding and continuing efforts in designing, marketing, delivery, and evaluation of the library's outreach programs to off-site users and distance learners, working closely with classroom faculty and other library staff. Define and refine related policy/procedures, including copyright and proprietary database issues. Teamwork in planning and design of instructional materials for in-person or online delivery to off-site users, using multimedia technologies. Explore new technologies and partnerships to enhance outreach services. Staff the Reference Desk as assigned. Required: MLS degree from an ALA-accredited or equivalent school. Significant experience in outreach and reference services. Preferred: Academic library experience.

TO APPLY: Send letter of application (specifying position applying for) with vita and names, phone numbers, and addresses of three recent work references to:

Tina C. Fu
Director
J. Eugene Smith Library
Eastern Connecticut State University
83 Windham Street
Willimantic, CT 06226

Screening will begin on **September 20, 2000**, and continue until positions filled. ECSU is an EEO and AA employer and seeks applications from women and minorities.

others in the campus community. Understanding of issues related to library technology and knowledge of emerging trends in academic libraries. Preferred: Second master's degree in an academic subject and assistant library director experience. Successful experience with grant writing and other outside funding activities. Salary: Commensurate with qualifications and experience; minimum \$60,000. Attractive fringe benefits. Review of applications will begin on October 1, 2000. Send application letter detailing qualifications for the position, a current resume, and names, addresses, and phone

numbers of three or more professional references to: Paul Moriarty, Chair, Search and Screen Committee, Elton S. Karrmann Library, University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818-3099. E-mail: moriarty@uwplatt.edu. Telephone: (608) 342-1688. (www.uwplatt.edu/~library) Affirmative action, equal opportunity employer. Women and persons of color are encouraged to apply. The names of nominees and applicants who have not requested in writing that their identity be kept confidential, and of all finalists, will be released upon request.

HEAD, COLLECTIONS SERVICES DEPARTMENT

Georgia State University

Georgia State University, a dynamic urban university in downtown Atlanta, seeks an innovative department head for the Pullen Library's recently reorganized Collections Services Department. The position reports to the Associate University Librarian for Public Services and serves as an effective leader, communicator, and change-agent as we redefine responsibilities and enhance and add new services with a client-centered focus. The position responsibilities include but are not limited to: direction/operational management of several functional units and multiple public service points; supervision of a large staff providing services during all hours of Library operation. Department activities encompass a wide range of circulation services, stacks maintenance, reserves, ILL/document delivery and Media Center.

REQUIRED: ALA-accredited master's degree and minimum of five years of professional experience; at least two years' professional supervisory experience in libraries; experience in at least one relevant area of public service; proficiency with automated library systems; demonstrated decision-making and organizational skills; excellent communication and interpersonal skills; evidence of a client-centered philosophy; ability to promote cooperation and collaboration; evidence of professional involvement and achievement. **Preferred:** Additional graduate degree; supervisory experience in an academic library; experience with media and media equipment.

AVAILABLE: Fall 2000.

SALARY AND RANK: \$41,000-\$50,000.

TO APPLY: Send letter of interest, résumé, and names and telephone numbers of three references, including immediate supervisors, to:

Carmen R. Newton
Library Human Resources Officer
Georgia State University
100 Decatur Street, SE
Room 205
Atlanta, GA 30303-3202

Materials received by **October 1, 2000**, will receive priority. For more information, please visit our Web site at: www.lib.gsu.edu.

Georgia State University is an equal opportunity educational institution and affirmative action employer strongly committed to cultural diversity.

CATALOG LIBRARIAN, ASSISTANT OR ASSOCIATE PROFESSOR. Southern Illinois University Edwardsville. Library and Information Services (LIS). Responsibilities: Performs original and complex adaptive cataloging of print and nonprint materials, including electronic resources as part of the OCLC/CORC Project, according to AACR2-R, LCRI, LCSH, MFHD, CONSER, and other relevant national standards. Develops comprehensive bibliographic descriptions, assigns subject headings and classification numbers according to Library of Congress practice, and inputs holdings into OCLC and DRA according to the MARC Format for Holdings Data. The incumbent will also participate in authority control and resolve inconsistencies in serials holdings. Participates in developing, documenting, and implementing cataloging policies and procedures. Term of Contract: Tenure-track, 12-month continuing appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$37,000. 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 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. Working knowledge of USMARC holdings format and experience with DRA preferred. University Environment: SIUE is 20 minutes northeast of St. Louis, Missouri. The University is situated on 2,600 acres of rolling land and woods along bluffs, a few miles from the Mississippi River. As a premier metropolitan university, SIUE is the first choice of a diverse pool of applicants and boasts a student body of more than 11,000. Applications: Review to begin October 1, 2000, and to remain open until position is filled. Send letter of application, resume, names, addresses, and phone numbers

of three references to: Jay Starratt, Dean of Library and Information Services, Lovejoy Library, 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.

CATALOGING DEPARTMENT LIBRARIAN. Responsible for original cataloging and cataloging projects for new and retrospective materials not currently included in the online catalog. Catalogs serials, microforms, and other special project materials. May catalog foreign language material, particularly in Spanish. Will participate in departmental and librarywide projects, as needed. Required: MLS from an ALA-accredited library school. Subject master's degree desirable. Minimum of two years of cataloging experience, in a professional or preprofessional position, preferably in an academic library. Working knowledge of all MARC formats, AACR2r, and LCSH/LC classification schedules. Experience in using online services and CD-ROM products; examples: OCLC, Catalogers Desktop, linking to additional utilities, bibliographic services from vendors. Must meet basic computer competencies. Serials and other nonbook formats cataloging experience. Experience with name, subject, and series authority control. Original cataloging of foreign language materials. Familiarity with automated cataloging systems. Familiarity with national issues and trends in cataloging and use of online catalogs. Supervisory experience, preferably of full-time staff. Skills: Good interpersonal skills, with ability to interact successfully with library patrons, professional colleagues, at all levels of staffing. Good written and oral communication skills. Proficiency in use of cataloging tools in electronic formats. Sonic microcomputer

INFORMATION LITERACY COORDINATOR

Lewis & Clark College

Lewis & Clark College is seeking an Information Literacy Coordinator to work with faculty, staff, and administrators to plan, develop, implement, and assess a program that incorporates information literacy within the general curriculum of the College. This three-year, grant-funded position assists five other participating institutions of higher education to undertake similar assessments and develop program plans for their institutions.

Responsibilities include assessing current programs; developing workshops, instructional materials, and other appropriate mechanisms for faculty and staff development in information literacy; and evaluating and reporting on the programs that are implemented. The Coordinator also participates in instructional workshops and may provide reference service. The position reports to the Director of the Library.

REQUIRED QUALIFICATIONS: A master's degree in Library Science or other appropriate master's and at least three years of professional experience in higher education. Leadership ability, excellent oral and written communication skills, excellent interpersonal skills and the ability to work effectively with others as well as independently. Knowledge of current information literacy theory and practice. Knowledge of instructional and research methods and technologies and experience in applying new technologies in instruction. An effective and engaging instructional manner. Excellent planning and organizational skills.

PREFERRED QUALIFICATIONS: Experience with developing, implementing, and assessing instructional or information literacy programs. Skill in designing print and Web-based instructional materials. Involvement in professional information literacy activities and contributions to the literature of information literacy.

This is a full-time, three-year position with an attractive benefits package. Salary is commensurate with qualifications and experience (minimum \$40,000). For information about Lewis & Clark College, visit: www.lclark.edu.

Applications will be reviewed beginning **mid-September 2000** and continue until position is filled. Send a cover letter, résumé, and names, addresses, and phone numbers of three professional references to:

**Information Literacy Coordinator Search Committee
c/o Human Resources
Lewis & Clark College
0615 SW Palatine Hill Road
Portland, OR 97219**

Lewis & Clark College is an equal opportunity employer.

skills, especially word processing, desirable. Working knowledge of at least one modern European non-English language, Spanish preferred. Ability to plan and organize. The University of Texas at El Paso is a commuter campus, with over 15,000 students and 700 faculty. The modern, six-floor Library building houses a centralized collection of over 800,000 volumes. Staff consists of 24 professionals, 46 support staff, and 108 student assistants. El Paso, located on the U.S. Mexico border, offers a unique bicultural environment, low cost of living, year-round sunshine, mild winter climate, beautiful mountain sunrises and sunsets, and provides easy access to Mexico, New Mexico, and Arizona. More information about the Library and the University may be found at the Library's home page: <http://libraryweb.utep.edu>. Salary/Benefits: Minimum \$33,000. Benefits include group medical/life insurance and choice of retirement plans. Texas has no income tax. To Apply: Send letter of application, resume, and the names/telephone numbers of three references to: Lydia Limas, Administrative Assistant, University of Texas at El Paso, Library Administration, Room 316, El Paso, TX 79968-0582. Review of applications begins February 1, 2000, and continues until the position is filled. The university does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in employment or the provision of services.

CATALOGER, ASSISTANT PROFESSOR. (Tenure Leading) Starting December 1, 2000, appointment date negotiable. General Information:

The University of Nebraska-Lincoln is Nebraska's only land-grant University and its major comprehensive institution of higher education. A Carnegie Research I institution, the University offers 36 doctoral programs and 78 master's programs. The total 1999-2000 fall enrollment at the University was 22,142 students. A member of the Association of Research Libraries, the Libranes' system and services are extensive, including 2,250,000 volumes and 20,200 active periodicals and serials. The Libraries offer both in-house and remote access to a wide variety of electronic resources. The Innovative Research Information System (IRIS) currently includes the Libranes electronic catalog, general and specialized journal indexes, full-text electronic journals, and a host of Internet resources. Love Memorial Library is the largest library facility; in addition, there are agriculture, architecture, chemistry, engineering, geology, biological sciences, mathematics, music, and physics libraries. Responsibilities: This position reports to the Chair of the Cataloging Department and is responsible for: original and complex copy cataloging of print and nonprint materials in the humanities and social sciences, including procedures for OCLC Enhance, Upgrade, and Enrichment functions; creates series and name authority records for NACO and local system; acts as a resource person for cataloging assistants; participates in departmental and librarywide committees and task forces; completes special assignments as assigned; and participates in professional development activities. Required: MLS from an ALA-accredited program; major or advanced degree in Spanish or French language or equivalent knowledge of Spanish

AARON AND CLARA GREENHUT RABINOWITZ CHIEF LIBRARIAN FOR PRESERVATION

The New York Public Library

The New York Public Library seeks a professional to be responsible for all operations of the division including managing staff and budget and establishing goals and objectives for the preservation program. Coordinate a shared, cooperative program to provide and care for the security of collections in all formats in the four research centers. Serve as principal Library representative and spokesperson for programs and issues relating to the preservation of library and archives materials. Represent preservation and conservation interests to potential donors and grantees, library staff, professional and other organizations. Responsible for and assists with the development of funding proposals and contracts. Provide expert advice on environmental and conservation issues as needed. Participate in strategic planning. Initiate preservation education programs for staff and library users.

ALA-accredited MLS and substantial professional experience in a major research library or similar institution. Substantial knowledge and experience with preservation issues and concerns, physical treatment of library collections in various formats, technological and administrative solutions to preservation problems and current direction in the preservation and conservation field. Managerial and organizational skills. Excellent interpersonal and communication skills. Experience managing budgets and developing funding proposals. Knowledge of statistics and statistical analysis, and collection survey techniques.

The Barbara Goldsmith Preservation Division for the Research Libraries ensures that materials in New York State's largest and most comprehensive library collection are available now and into the future. It provides and contracts for preservation services for 21 public service divisions in the four Centers that comprise The Research Libraries; these services include binding and repair, microfilming, conservation treatment, and collections conservation, cleaning and maintenance. Currently, the Division is seeking to expand the physical treatment services provided and is seeking funding to support this initiative. The successful candidate will help develop these new services as well as an internship program for individuals pursuing conservation as a career.

We offer a competitive salary and excellent benefits. Please send résumé and cover letter including salary requirements to:

**The New York Public Library
Human Resources Department NB-PAD
188 Madison Avenue, 5th Floor
New York, NY 10016-4314
Or e-mail to: hrd@nypl.org**

An equal opportunity employer

or French language and literature; experience using OCLC or similar cataloging utility; demonstrated knowledge of LC classification, LC subject headings, and AACR2; experience using automated library systems; current awareness of national trends and developments in cataloging; excellent analytical, organizational, communication, and time-management skills; ability to work flexibly and creatively in a rapidly changing environment; ability to interact positively and productively with library colleagues, students, faculty, and staff; and demonstrated potential for professional development and growth. Preferred: Professional or paraprofessional cataloging experience in an academic library; knowledge of other foreign languages, especially German, Italian, Chinese, or Japanese; and familiarity with the Internet, PC software packages, mark-up languages, and cataloging electronic resources. \$32,000 for a 12-month appointment. Salary dependent upon the qualifications of the successful candidate. Application deadline is October 15, 2000. Applications postmarked after this date will not be considered. The University and the Libraries have a strong commitment to achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups. Highly motivated librarians who are committed to library service by providing bibliographic description and access to library materials and who have strong interpersonal, bibliographic, and technical skills are urged to apply. Candidates should submit a letter of application and current resume, which explicitly address how their education, relevant experience, and other relevant qualifications meet the responsibilities

and qualifications for this vacancy. The candidate should also submit the names, current addresses, and current telephone numbers of three references who are knowledgeable about the candidate's qualifications for this vacancy to: Larry L. Kahle, Associate Dean, 141 Love Library, University of Nebraska-Lincoln, P.O. Box 880410, Lincoln, NE 68588-0410. For more information about the UNL Libraries, visit our homepage at: <http://iris.unl.edu>. The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action and equal opportunity and is responsive to the needs of dual career couples. We assure reasonable accommodation under the Americans with Disabilities Act; contact Larry Kahle at (402) 472-2526 for assistance.

COORDINATOR OF ELECTRONIC REFERENCE SERVICES. (Library Faculty Vacancy) The University of Oklahoma. Duties: Under the general direction of the Head of Reference, the Coordinator provides leadership in the development, selection, promotion, and implementation of electronic reference services in the Reference Department and Government Documents Collection. He or she collaborates with librarians and academic program representatives in meeting their instructional objectives; serves as departmental liaison with the Library Systems Office; keeps the Reference Department and Government Documents Collection informed of technological changes and developments; develops and presents workshops on the application of new technologies; facilitates the development of training programs and instructional materials for teaching electronic resources; maintains the

DIRECTOR OF LIBRARIES

Norwich University

RESPONSIBILITIES: The Director 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 Endeavor/Voyager 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 the future of information services in the academic community.

REQUIREMENTS: MLS or equivalent professional degree from an ALA-accredited program or the equivalent professional degree and five years of professional full-time administrative and supervisory experience is required. Other qualifications include demonstrated experience in planning and implementing integrated library systems; a strong commitment to public 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.

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

**Director of Libraries Search
Human Resources
Norwich University
158 Harmon Drive
Northfield, VT 05663**

Review of applications will continue until position is filled. Norwich University is an equal opportunity employer committed to diversity. Women, veterans, and minorities are encouraged to apply.

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

Reference Department Web page; participates in departmental programs of reference assistance, collection development, and bibliographic instruction and coordinates the Reference Department services to distance education students. This position is governed by the University's policies requiring research or creative achievement and professional service as outlined by the Faculty Handbook at: <http://www.ou.edu/provost/pronew/content/hbmenu.html>. Qualifications: Required: MLS from ALA-accredited library school; working knowledge of Windows-compatible hardware, software, peripherals, operating systems, and HTML; experience with design of Web pages; expertise with providing electronic information services; instructional experience; familiarity with current trends and issues in delivering reference services to distant students and ability to apply this knowledge to a local situation; excellent interpersonal and communication skills. Desirable: 1-2 years of experience providing reference service in an academic or research library; advanced degree in a subject discipline; experience creating and maintaining an institutional Web site; structured teaching experience; collection development experience in a subject discipline; familiarity with SIRSI or other automated library management system; and evidence of research or creative achievement. Search will remain open until filled. First screening date: October 15, 2000. Salary: \$36,000. Benefits: TIAA-CREF; State Retirement System; 33 days' paid leave; University holidays; comprehensive medical protection; group life insurance; and reduced tuition. University Libraries: A member of the Association of Research Libraries, the Research Libraries Group, the Big 12plus Library Consortium, AMIGOS Library Services, and the Oklahoma Library Technology Network, the University of Oklahoma Libraries consists of the Bizzell Memorial Library, six branch libraries, and three special libraries: the History of Science; the Western History; and the Bass Business History collections. The library system contains more than 4.1 million volumes and 16,000 serial subscriptions in its general collections. The University Libraries is currently benefiting from a 10-year program to increase library funding by 1 million dollars per year. The University Libraries is committed to the integration of electronic resources with traditional library resources to create a superior learning environment. The Libraries operates the SIRSI library management system for local

holdings and accesses major electronic databases through OCLC First Search, Searchbank/Infotrac, Lexis-Nexis, Bell & Howell ProQuest, the Center for Research Libraries, and JSTOR. The University Libraries is a NACO contributing library. More information about the University of Oklahoma Libraries and its services may be found at: <http://libraries.ou.edu>. Founded in 1890, the University of Oklahoma is in the heart of Norman, Oklahoma, an attractive community of 90,000 within the Oklahoma City metropolitan area. Norman is noted for its low cost of living, quality schools and friendliness. 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 Services, University Libraries, **University of Oklahoma**, Norman, OK 73019; (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.

COORDINATOR OF REFERENCE SERVICES. University of Houston Libraries. Responsibilities: Coordinates print and electronic reference services in a very active and evolving environment. Reporting to the Head of Information Services and working in close cooperation with the reference librarians, sets goals and designs, implements, and evaluates programs and services that support the teaching and research activities of faculty, students and staff. Establishes policies and procedures for the provision of reference services. Develops and monitors training programs and ongoing staff support for staff and students working at the Reference and Information Desk and monitoring 150 public computer terminals. Supervises two librarians and two support staff in the accomplishment of these responsibilities. The Coordinator provides reference desk service, including some evening and weekend hours and participates in the user education program. For a more detailed description: <http://info.lib.uh.edu/local/record.htm>. Qualifications: Required: ALA-accredited master's degree; relevant reference experience, including recent experience with a variety of electronic resources; excellent written and oral communication skills; a strong



INSTRUCTIONAL SERVICES LIBRARIAN

Purdue University Calumet

Located on a 180-acre wooded campus 25 miles southeast of downtown Chicago, Purdue University Calumet provides an exemplary state-of-the-art learning environment for nearly 10,000 culturally diverse students. The university offers over 80 degree programs in engineering, sciences, liberal arts, social sciences, education, nursing, and management. As one of the regional campuses of Purdue University, Purdue

University Calumet enjoys the benefits of association with this world-class institution while simultaneously providing undergraduate curricula focusing on the educational needs of the Calumet region. The Library holds a central and increasingly virtual place in student academic achievement, campus life and lifelong learning.

Instructional services are key to the Library's mission of connecting users to the information they need, in effect, connecting minds to the rest of the world.

RESPONSIBILITIES: Develop goals and strategies for providing and assessing instructional services; design and implement an information literacy curriculum in collaboration with faculty in the disciplines; manage an active library instruction program; using a variety of methods, provide library instruction designed to promote competence in information management concepts and skills. Provide reference services in rotation with other staff during the 75 hours per week that the Library is open. Contribute to Library strategic planning, assessment, and other development initiatives.

QUALIFICATIONS: ALA-accredited MS. Demonstrated ability to teach effectively; evidence of effectiveness in college teaching; fluency with information technology; interest and experience in instructional design and outcome assessment methods. Knowledge of and experience using a wide range of print and electronic library resources; strong commitment to public service. Demonstrated leadership ability; excellent communication skills; ability to function effectively both independently and in a team environment. This is a 12-month, full-time, tenure-track faculty position with attendant expectations for professional competence, service, and scholarship. Academic rank and salary are commensurate with qualifications. Attractive benefits package includes generous contribution to retirement and/or mutual fund plans, accredited childcare center, and state-of-the-art fitness center.

APPLICATION PROCEDURE: Review of applications will begin on **October 2, 2000**, and continue until the position is filled. Please send a cover letter, curriculum vitae, evidence of teaching effectiveness, and names, addresses, and telephone numbers of five people who may be contacted for references to:

Karen M. Corey
Chair, Instructional Services Librarian Search Committee
The Library
Purdue University Calumet
169th Street & Wicker Avenue
Box 2590
Hammond, IN 46323-2590
e-mail: corey@calumet.purdue.edu

For more information about Purdue University Calumet, visit: <http://www.calumet.purdue.edu>

Purdue University Calumet is an equal access, equal opportunity university.

public service orientation; ability to work effectively in a team environment. Preferred: Successful supervisory experience. Desirable: Teaching experience. Salary: \$37,000. Excellent benefits package, including choice of health coverage; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hrs/week; no state or local income tax. Library Information: The Libraries are a member of the Association of Research Libraries, hold about 2 million volumes, and have a current materials budget of \$4.2 million. Total staff includes 52 professionals and 130 support staff. Additional information available at <http://info.lib.uh.edu>. Application Deadline: Applications will be accepted until the position is filled. Send letter of application, names of 3 references, and resume to John Lehner, Library Human Resources Director, M.D. Anderson Library, **University of Houston Libraries**, Houston, Texas

77204-2091. The University of Houston is an Equal Opportunity/Affirmative Action employer. Minorities, women, veterans and persons with disabilities are encouraged to apply.

COORDINATOR OF THE MUSIC LIBRARY. University of Houston Libraries. Responsibilities: Plan and administer the programs and daily operations of the Music Library. Supervise, train, and evaluate the employees of the Music Library, including 1 librarian, 1.5 FTE staff, and 5 part-time student employees. Provide reference service in the branch. Develop the collections in all formats for music and possibly a second subject area in the humanities. Participate in library instruction for the Music Library. Maintain a close relationship with branch library administrators and the Moores' School of Music faculty. Teach an Introduction to Musicology course for the Moores' School of Music. All

Princeton University



LIBRARIAN FOR CLASSICS, GERMAN, HELLENIC STUDIES, AND LINGUISTICS

The Princeton University Library

The Princeton University Library's general collections include about 6 million printed volumes, as well as large numbers of microforms, scores and records, electronic databases, and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 320 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among twenty sites on campus, including a large central library. More information may be found at the Library's Web site: <http://libweb.princeton.edu:2003/>

DESCRIPTION

Princeton University Library seeks an energetic and creative subject specialist to build library collections and help shape library services in four central fields in the humanities at Princeton: Classics, Germanic Languages and Literatures, Hellenic Studies, and Linguistics. This librarian will work closely with the Department of History, the Department of Art and Archaeology, and relevant area and interdisciplinary studies programs.

This is one of seven bibliographer positions devoted to developing and interpreting Princeton's collections in the humanities and social sciences. The position reports to the Associate University Librarian for Public Service and Collection Development. Responsibilities include: current and retrospective collection building in all formats; managing sizable acquisitions funds and both the Harrassowitz and Modern Greek approval plans; advising on preservation and other aspects of collection maintenance, such as annexing; overseeing collections in five study rooms in Firestone Library; and providing specialized research assistance to Princeton University faculty and students, researchers affiliated with neighboring institutions, and visiting scholars from the U.S. and abroad.

The librarian also provides instruction in the use of print and electronic materials for philological, literary, cultural, and historical research; creates resource guides and Web sites to assist Princeton researchers; has a direct service presence in the General and Humanities Reference Division; consults with members of the Technical Services Department to facilitate timely acquisitions and processing of materials to meet academic deadlines; and works closely with staff in Rare Books and

(continued on next page)

branch librarians serve limited hours at the Reference/Electronic Publications Center desk at the M.D. Anderson (main) Library and may participate in the general user education program of the Libraries. For a more detailed position announcement, see: <http://info.lib.uh.edu/local/musiccd.htm>. Requirements: Master's degree from an ALA-accredited library school; bachelor's degree in music; excellent communication skills and strong service orientation required. Master's degree in music; supervisory experience; and instructional experience preferred. Salary: \$37,000. Excellent benefits package, including choice of health coverage; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to three hours/week; no state or local income tax. General Information: The Libraries are a member of the Association of Research Libraries, hold over 2 million volumes, with a current materials budget of \$4.2 million. Total staff includes 48 professionals and 120 FTE support staff. Additional information is available at <http://info.lib.uh.edu>. For additional facts about Houston, including information about its housing market, flourishing arts scene, low cost of living, plus other interesting information, visit our Web site at: <http://info.lib.uh.edu/local/houston.htm>. Application Deadline: Applications will be accepted until the position is filled. Send letter of application, names of three references, and résumé to: John Lehner, Library Human Resources Director, M.D. Anderson Library, University of Houston Libraries, Houston, TX 77204-2091. The University of Houston is an equal opportunity, affirmative action employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.

DATA AND ELECTRONIC SERVICES LIBRARIAN, GOVERNMENT PUBLICATIONS DEPARTMENT. Indiana University Libraries, Bloomington. Under the general direction of the Head of IU-Bloomington's Government Publications Department, has responsibility across departments for developing, maintaining, and providing service to resources for numeric data; incumbent actively collaborates with Government Publications Department staff, collection managers, and staff in the Library Information Technology Department and Digital Library Program to develop and provide coordinated services to meet full range of data needs at Indiana University in the social science departments and in related programs and professional schools, including the Political Science Data Lab; coordinates provision of electronic collections and services within Government Publications Department; may be assigned liaison responsibilities to an academic unit contingent on qualifications and experience; provides consulting and instruction in use of statistical information; also leads and coordinates staff training in statistical literacy; participates in development of GIS services as appropriate in relation to development of collection of statistical information resources; maintains and develops Libraries' relationships with university, state, national, and international data organizations, such as IASSIST, APDU, and ICPSR; participates in reference and research services and instruction in Government Publications Department, including evening and weekend hours on rotating basis; stays professionally active and monitors developments and best practices elsewhere to help ensure excellence of Indiana's data archive and electronic services; supervises student assistants; assists in prepa-

(continued from previous page)

Special Collections to suggest acquisitions and to promote use of the wealth of original and specialized material at Princeton.

QUALIFICATIONS

Required: An ALA-accredited Master's degree in library science, plus an advanced degree in one of the disciplines associated with this position, or an equivalent combination of education and professional library experience; proficiency in Latin, Greek, Modern Greek, and German; a minimum of three to five years of successful experience in a research library. Candidates must demonstrate mastery of the bibliographic tools, including electronic resources, available for the use of researchers in the humanities and social sciences. Candidates should be knowledgeable about the American and European book trades, current and antiquarian, and the changing technological environment in research libraries; they should also demonstrate an interest in developing innovative services for researchers.

Additional desirable qualifications include: successful teaching experience, either in the classroom or in library instruction; experience with cooperative library projects such as the Center for Research Libraries and the Digital Library Federation; and knowledge of the strengths of other research collections.

BENEFITS

Twenty-four vacation days a year, plus eleven paid holidays. Annuity program (TIAA-CREF) group life insurance, health coverage insurance, and disability insurance.

SALARY AND RANK

Dependent upon experience and qualifications.

NOMINATIONS AND APPLICATIONS

Review of applications will begin on July 25, 2000 and will continue until the position is filled. Nominations and applications (résumé and the names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Librarian for Classics,
German, Hellenic Studies, and Linguistics
c/o Lila Daum Fredenburg
Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544-2098**

Princeton University is an equal opportunity/affirmative action employer.

ration of department budgets and reports as appropriate; participates as team member in management and policy decisions of Government Publications Department and may participate in librarywide decision making through committee membership and other means as appropriate; seeks grants and other outside funding opportunities. Qualifications: Required: MLS or MIS from ALA-accredited library school or equivalent combination of education and experience; subject knowledge of social sciences and/or government documents; familiarity with emerging technologies that support research with government information and numeric data sets; Systematic approach to work, attention to detail, ability to manage broad variety of tasks and shifting priorities; demonstrated ability to provide instructional presentations and training; excellent oral, analytical, and written communication skills with demonstrated ability to work and communicate effectively with variety of staff and clients. Preferred: Minimum two years' relevant professional experience with relevant experience or knowledge of statistical and spatial software for data analysis and with online and network-based information systems; experience in collection development, reference, and/or instruction in academic or research library; experience or demonstrated ability to prepare documentation that supports the use of statistical information, including the use of the Web for making the documentation available. Salary and Benefits: Salary and rank negotiable and competitive dependent upon qualifications and experience. Benefits include university health care plan, TIAA-CREF retirement/annuity plan, group life insurance, liberal vacation and sick leave. To Apply: Send letter of application, professional vita, and the names, addresses, and phone

numbers of four references to: Yolanda Cooper-Birdine, Libraries Human Resources Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405; phone: (812) 855-8196; fax: (812) 855-2576; e-mail: ycooperb@indiana.edu. Review of applications begins September 15, 2000, and continues until position is filled. For further information concerning Indiana University: <http://www.iub.edu>. Indiana University is an affirmative action, equal opportunity employer.

DEPUTY DIRECTOR. The Duke University Medical Center Library is seeking an experienced, energetic, and innovative manager and leader for the position of Deputy Director. This position is responsible for daily operations of the Library, including routine budget decisions, personnel issues, and services. Other duties include: ensuring coordination among Library services areas and units; planning, implementing, and monitoring services, resources, or projects; setting goals, priorities, and timelines; fostering a creative, team-oriented work environment; encouraging communication, collaboration, and excellent customer service throughout the Library; coordinating and facilitating management and general staff meetings; coaching, listening to, and inspiring library staff to do their best. This position works with the Associate Dean in budget preparation, resource allocation, strategic planning, and policy decisions. The Medical Center Library, a leader in advancing the role of information services in the Medical Center, is committed to providing the "best way to the best information." In support of the mission of the Medical Center, we are active partners in clinical, research, and educational initiatives. The Library supports staff



DEAN OF LIBRARIES

Regis University

Regis University invites applications and nominations of individuals with vision, enthusiasm, and leadership ability for the position of Dean of Libraries. The

successful candidate will lead the University libraries in the planning, development, and assessment of innovative programs in a forward-thinking, mission-focused institution.

RESPONSIBILITIES: Manages the operation of the Dayton Memorial Library in Denver, a branch library in Colorado Springs, and the provision of library resources to students at multiple campuses across the state and to distant learners. Responsible for strategic planning and development of library services, management of a budget, assistance in fund-raising, and setting goals and policies for library services. The Dean of Libraries reports to the Provost and Vice President for Academic Affairs.

QUALIFICATIONS: Requirements include an ALA-accredited MLS degree and five years of increasingly responsible experience in a leadership position. A second master's degree or doctorate is desirable. The successful applicant must have a working knowledge of modern academic libraries, current trends in the profession, emerging technologies, and management methods. The position requires a commitment to excellence in library services; strong interpersonal, oral, and written skills; ability and willingness to work collaboratively and to foster cooperation with various constituencies across the university.

Regis University is a Jesuit Catholic institution committed to value-centered education. The Libraries serve the University's three component schools: Regis College, a residential liberal arts college for traditionally-aged undergraduates; the School for Professional Studies, which offers bachelor's degree completion and master's degree programs in various delivery formats designed for working adults; and The School for Health Care Professions, with programs in both traditional and nontraditional delivery formats. The libraries serve some 1,100 traditional undergraduates and over 8,000 part-time adult students at seven campuses and teaching sites. Regis University is a full member of the Colorado Alliance of Research Libraries. A \$5.1 million renovation and expansion of the main library was completed in 1997.

Salary is competitive and commensurate with qualifications and experience. Regis University offers excellent benefits, including tuition remission for employees and dependents. A relocation subsidy is included. Denver offers the amenities of the Rocky Mountains, a semi-arid climate, and a favorable consumer economy. Colorado is a leader in library collaboration as is evidenced by the Colorado Virtual Library, the Colorado Alliance of Research Libraries, and the Colorado Library Card.

Send letter of application, current résumé, and three references (including phone numbers) to:

**Regis University
Department of Human Resources
Mail Code K-4
3333 Regis Boulevard
Denver, CO 80221**

Screening will begin **October 1, 2000**, and continue until an appointment is made.

Regis University is an equal employment opportunity employer.

development and encourages participation in local, regional, and national organizations. Duke University is located in the Research Triangle of North Carolina, formed by the communities of Chapel Hill, Durham, and Raleigh, in addition to the Research Triangle Park; it is an area rich in educational, cultural, and recreational opportunities. Requirements: ALA-accredited master's degree in library or information science or other relevant advanced degree. Five years of progressive administrative experience in an academic or health sciences library, including experience in budgeting, strategic planning, and handling of personnel issues. Requires team-oriented leadership style; excellent communication and interpersonal skills; demonstrated organizational, decision-making, and problem-solving skills; ability to be flexible and proactive in a rapidly changing environment; knowledge of trends and issues in health care libraries, education, and professions. Salary: \$55,000 minimum. Salary based on experience and qualifications. Visit our Web site at: www.mc.duke.edu/mclibrary/about/jobs.html for more detailed information about the job and benefits. Candidates applying by

September 29 will be given first consideration. Send letter of application, résumé, and three references to: Vanessa Sellars, Assistant Director of Administrative Services, **Duke University Medical Center Library**, Box 3702, Durham, NC 27710. AAE/EOE.

DIRECTOR OF PUBLIC SERVICES. The University of Oklahoma. Library Faculty Vacancy. Position: Director of Public Services. Duties: Under the direction of the Dean of University Libraries, the Director of Public Services has administrative responsibility for reference services, branch libraries operations, and current periodicals and microforms. The position also provides administrative support for three special collections. The director works closely with the University Libraries' Director of Information Management and Delivery and with the Director of Library Systems in librarywide planning, policy, and programs. The Director of Public Services advises the Dean of University Libraries on library policy, operations, and related administrative matters, and may represent the dean at national, regional, state, community, and

DIRECTOR OF INFORMATION RESOURCES



The Mashantucket Pequot Tribal Nation is currently seeking a Director of Information Resources for our Museum and Research Center. Reporting to the Executive Director, this position is responsible for supervising the Children's and

Research Library staff and the Archives staff, including planning, budget administration, collection development, personnel administration, public and technical service programs, library cooperation and management of new technologies.

The successful candidate will organize and direct the planning and budget functions of the Libraries and Archives and present budget recommendations to the Executive Director. Formulate well-defined goals and objectives of the Libraries and archives as well as plan and administer Library and Archive programs. You will also participate in academic and other research programs; promote effective public relations; participate in and pursue cooperative programs for resource sharing and Libraries and Archives development with other Tribal and local area libraries, archives and local and regional networks.

To qualify you must possess a Ph.D. in Library Science from an American Library Association accredited program and a minimum of 3 years' experience as a library administrator, comparable to that of a librarian in charge of a major research library. Strong organizational skills and enthusiasm for electronic dissemination of information in a variety of formats preferred. The ability to write reports and business correspondence and effectively present information and respond to questions from Tribal groups, administrators, clients and the general public is also required. We offer a new, expansive benefits package that features free prescriptions, full dental/medical and 401(k) plans. For immediate consideration, send your resume and salary requirements to:

Mashantucket Pequot Tribal Nation

Attn: Human Resources
Route 2, P.O. Box 3777
Mashantucket, CT 06339-3777
Fax: (860) 312-1599



The Mashantucket Pequot Tribal Nation practices Indian preference in hiring (PL 93-638) and is an AA/EOE.

Collection Development Coordinator

DePaul University Libraries - Lincoln Park Campus

Coordinate library collection development functions for programs based at *DePaul's Lincoln Park Campus in Chicago* (College of Liberal Arts & Sciences, School of Education, School of Music, and the Theatre School) and teach at all seven campuses and at remote sites. DePaul University Libraries' collections have particular emphasis on electronic resources to support a growing enrollment of over 19,000 students. This position reports to the Associate Director for Collections and Access Services and works in a team environment with the Collection Development Coordinator, Loop Campus, and the Collection Development Group.

Duties of the position include: coordination of activities of the subject bibliographers in collection development, assessment, cancellation or retention decisions, and in marketing activities; review and monitoring of approval plans; identification, evaluation, and monitoring use of electronic resources; communication with vendors; recommending budget priorities and fund allocations for library materials; providing collection analysis of assigned areas to determine strengths and weaknesses; providing reference and instruction services to library users at the Lincoln Park Campus.

Requirements: ALA-accredited MLS with minimum 5 years experience. Second Master's degree desirable. Experience in collection management and development across disciplines. Previous reference experience and familiarity with electronic resources desirable. Ability to read foreign languages preferred. Excellent communication and interpersonal skills. *Salary: \$44,000-\$47,000, depending on qualifications.*

DePaul University offers competitive salaries, best-in-class benefits including: life, medical (Blue Cross, Blue Shield), dental, retirement plan, generous vacation plan, and tuition assistance for yourself and dependents. Send letter of application and resume to: **Linda Morrissett, Associate Director for Collections and Access Services, Richardson Library, 2350 N. Kenmore Ave., Chicago, IL 60614.** DePaul University is committed to diversity and equality in education and employment.

DEPAUL UNIVERSITY



www.depaul.edu



Santa Clara University

TWO POSITIONS AVAILABLE

Santa Clara University (www.scu.edu) is seeking creative, service-oriented librarians to fill two positions.

Business Subject Specialist/Reference Librarian. Provides specialized reference, research consultation, support for faculty scholarship, collection management and instructional support in collaboration with faculty, for graduate and undergraduate programs in accounting, agribusiness, economics, finance management, marketing, operations management, information systems, and associated centers of the Leavey School of Business and Administration.

Science Subject Specialist/Reference Librarian. Provides specialized reference, research consultation, support for faculty scholarship, collection management, and instructional support in collaboration with faculty for undergraduate programs in biology, chemistry, physics, combined sciences, and environmental studies.

Both positions share responsibility for general reference service and participation in established instructional program with other librarians. Required: MLS, or equivalent, from ALA-accredited program and a minimum two to three years' professional experience for the business position; a degree in the life or physical sciences or one to two years' experience for the science position. Academic background or library experience in either business or science collection development, instructional experience, and experience using information resources in a broad range of subject areas; strong interpersonal and communication skills; and ability to work collaboratively with others in a dynamic, rapidly changing environment. Desirable: second master's, knowledge of a modern foreign language. Initial appointment at rank of Assistant (minimum \$33,600), Senior Assistant (minimum \$38,000) or Associate Librarian (minimum \$42,800), depending upon qualifications.

Santa Clara University, the oldest institution of higher learning in California, is a Jesuit university that educates men and women for competence, conscience, and compassion. The campus is located 46 miles from San Francisco, near the southern tip of San Francisco Bay, in an area rich in opportunities for learning and in the midst of one of the nation's greatest concentrations of high technology industry (Silicon Valley) and professional and scientific activity. To apply, send a letter of application, complete resumé, names of three references, and salary history to:

**Elizabeth M. Salzer
University Librarian
Santa Clara University
500 El Camino Real
Santa Clara, CA 95053-0500**

Applications received by **September 30, 2000**, will receive full consideration. Position will remain open until filled.

Santa Clara University is an equal opportunity, affirmative action employer.

university meetings and in cooperative activities. The Director of Public Services provides leadership in the planning, implementation, and evaluation of library programs and services and coordinates public service operations with other library service areas. He or she must demonstrate a thorough knowledge of current trends in librarianship; outstanding communication and supervisory skills; and be able to analyze complex issues and present library policy and issues to multiple constituencies. The Director of Public Services will have faculty status and must be able to meet the requirements for promotion and tenure as defined by the University of Oklahoma's Faculty Handbook at: <http://www.ou.edu/provost/pronew/content/fhbmenu.html>. Qualifications: Required: MLS from ALA-accredited library school; six or more years in increasingly responsible professional positions that include library public service and administration or supervision; experience in managing a complex and changing operations environment; a thorough understanding of library operations; effective oral and written communication skills; and a demonstrated ability to integrate traditional library functions with new technologies and services. Desired: A second master's or other advanced degree; active involvement in professional

associations; experience with SIRSI Library Management System; and a record of research and publication. Search will remain open until filled. First screening date: September 15, 2000. Salary: Commensurate with experience. Benefits: TIAA-CREF; State Retirement System; 33' days paid leave; University holidays; comprehensive medical protection; group life insurance; and reduced tuition. University Libraries: A member of the Association of Research Libraries, the Research Libraries Group, the Big 12plus Library Consortium, AMIGOS Library Services, and the Oklahoma Library Technology Network, the University of Oklahoma Libraries consists of the Bizzell Memorial Library, six branch libraries, and three special libraries: the History of Science; the Western History; and the Bass Business History collections. The library system contains more than 4.1 million volumes and 16,000 serial subscriptions in its general collections. The University Libraries is currently benefiting from a 10-year program to increase library funding by 1 million dollars per year. The University Libraries is committed to the integration of electronic resources with traditional library resources to create a superior learning environment. The Libraries operate the SIRSI library management system for local holdings and accesses major

Princeton University



LIBRARIAN, PLASMA PHYSICS LIBRARY

PRINCETON UNIVERSITY LIBRARY PRINCETON, NEW JERSEY

DESCRIPTION

Responsible for the management and operation of the Plasma Physics Laboratory Library, a library located at Princeton's nearby Forrestal campus. This library serves the needs of 400 Laboratory faculty, staff, and graduate students, and houses materials on thermonuclear fusion, plasma physics, and fusion reactor technology. In addition to PPL's primary research mission in fusion energy, the laboratory's research also includes work in various other areas of plasma science and technology, as well as a rapidly developing program in high-performance computing. The PPL Librarian is responsible for building the library's collections, offering in-depth instructional and reference services using both electronic and print resources, maintaining a local database of citations to fusion-related literature, and keeping in close touch with the Lab's staff. Due to the changing needs of its dynamic research program as well as the rapidly developing power of information technology, the PPL Librarian is expected to manage change effectively and rapidly, including shaping the library's services, collections, and structure for the next century. The Librarian supervises one library assistant and works closely with the other science library staff at Princeton. This position reports to the head of the Math/Physics Library.

QUALIFICATIONS

Required: MLS from ALA-accredited library school or equivalent combination of education and professional experience; knowledge of and experience with electronic information resources in the physical sciences as well as knowledge of computer applications in libraries; ability to work independently as well as collaboratively with all levels of staff and users; demonstrated ability to communicate effectively orally and in writing.

Preferred: Academic background with at least a BS in physics or related science and/or relevant academic or special library experience; prior supervisory experience.

BENEFITS

Twenty-four vacation days a year, plus eleven paid holidays. Annuity program (TIAA-CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

SALARY AND RANK

Dependent upon qualifications and experience.

NOMINATIONS AND APPLICATIONS

Review of applications will begin **September 18, 2000**, and continue until the position is filled. Nominations and applications (résumé and the names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Librarian, Plasma Physics Library
c/o Lila Daum Fredenburg, Human Resources Librarian
Princeton University Library
Library Human Resources
One Washington Road
Princeton, NJ 08544-2098**

Princeton University is an equal opportunity, affirmative action employer.

electronic databases through OCLC First Search, Searchbank/Infotrac, Lexis-Nexis, Bell & Howell ProQuest, the Center for Research Libraries, and JSTOR. The University Libraries is a NACO contributing library. More information about the University of Oklahoma Libraries and its services may be found at: <http://libraries.ou.edu>. Founded in 1890, the University of Oklahoma is in the heart of Norman, Oklahoma, an attractive community of 90,000 with the Oklahoma City metropolitan area. Norman is noted for its low cost of living, quality schools, and friendliness. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure.

Application: Send letter of application with résumé, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019, (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.

DIRECTOR OF TECHNICAL SERVICES. University of Nevada, Reno. Responsibilities: Provides creative leadership for Technical Services

DIRECTOR, EGAN LIBRARY

University of Alaska Southeast,
Juneau

REQUIRED: MLS from an ALA-accredited institution. Provide leadership and management skills in developing/implementing strategic plans for library and media services as they relate to the academic and administrative goals of the regional university. Experience with automated library systems and multimedia systems. Strong commitment to public service; excellent communicative, collaborative, analytical, organizational, and interpersonal skills and the ability to work effectively within the university and library communities. Primary responsibilities are planning, budget, supervising, and evaluating library services and multimedia support of instruction to the regional institution. Salary from \$59,800 DOE, includes excellent benefits package. Send letter of application, vita, copies of transcripts, UAS application form, names, and phone numbers of three professional references to:

Personnel
University of Alaska Southeast
11120 Glacier Highway
Juneau, AK 99801-8675
Telephone: (907) 465-6263

Open until filled. Review of applications will begin **September 29, 2000**. Transcripts required of all finalists. Application form available from UAS website: <http://www.uas.alaska.edu>.

UAS is an AA/EEO employer and educational institution.

REFERENCE/ GOVERNMENT DOCUMENTS LIBRARIAN

University of Baltimore,
Langsdale Library

Energetic individual for active, service-oriented reference team serving upper division and graduate student population on campus and distance education programs. Includes general reference and US government docs collection coordination. Requires ALA-accredited MLS degree, commitment to public service, two years' experience in reference in an academic library, familiarity with business and social science resources, with electronic access to government information; experience in administering and selecting Internet and Web page development; excellent communication skills. Prefer experience with collection development, liaison with academic departments, evidence of initiative and innovation in library services, and second advanced degree.

Salary in low \$30s with full benefits package (including tuition remission program). Submit letter of application, résumé, philosophy statement, and three professional references by **September 15, 2000** to:

University of Baltimore
VA 2001-019
1420 N. Charles Street
Baltimore, MD 21201

Visit the UB Web for a full posting of this position at: <http://www.ubalt.edu/hr/vacancies/Listing.html>.

AA-EOE-ADA

division, including Catalog, Acquisitions, and Serials; 24 staff (4 direct reports). Coordinates division's policies and operations to meet the challenge of increasing productivity in a highly automated environment with a commitment to electronic resources. Reports to Dean of Libraries. Represents division to library administration. Serves as member of Dean's Cabinet, collaborating with Directors of Library Systems, Research Services, and Access Services in strategic planning and program assessment. Qualifications: ALA-accredited MLS. Minimum 5 years' academic library, technical services experience in progressively responsible positions. Record of successful management in at least one major technical services function, including supervision of professional staff. Thorough knowledge of online integrated library systems (preferably Innovative Interfaces), bibliographic utilities, and networks. Experience with selection, purchasing, licensing, and/or cataloging of electronic resources. Experience with fiscal management in an automated environment highly desirable. Understanding of current issues in technical services and application of technology in academic libraries. Ability to provide leadership, set priorities, and resolve competing demands. Ability to foster teamwork in a technical services environment. Outstanding communication and interpersonal skills. Strong analytic, problem-solving, and organizational skills. Flexibility to accept, manage, and incorporate change. Evidence of ability to meet promotion and tenure requirements, including record of active professional service and evidence of research or creative achievement are highly desirable. Salary and Fringes: Open, depending upon qualifications

and experience. TIAA/CREF and other retirement options; 24 vacation days per year; generous sick leave. No state income tax or FICA. Tuition benefits for self and family. Environment: University of Nevada, Reno has a student body of 12,500, with approximately one-third enrolled in graduate degree programs. The University is situated in Reno, a metropolitan area of 300,000, on the eastern slope of the Sierra Nevada, 35 miles from Lake Tahoe. Application: Send letter of application, resumé, and names and addresses of three references to: Search Coordinator, Library Dean's Office/maillstop 322, **University of Nevada**, 1664 N. Virginia Street, Reno, NV 89557-0044. Review of applications will begin October 2, 2000. AA/EOE.

DIRECTOR, TECHNICAL AND ACCESS SERVICES, ASSISTANT/ASSOCIATE PROFESSOR. Southern Illinois University Edwardsville, Library and Information Services. Responsibilities: The person in this position will manage all aspects of the Acquisitions, Bibliographic Control, and Circulation units and will participate in overall planning and management of Library and Information Services. The Director will report to the Dean of Library and Information Services. This is a tenure-eligible faculty position. Salary is commensurate with qualifications and experience. Term of Contract: Tenure-track, 12-month continuing appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$50,000. Excellent fringe benefits program. More information is available at: <http://www.siu.edu>. Qualifications: Master's degree from an ALA-accredited library/

ASSISTANT DIRECTOR FOR COLLECTIONS

University at Albany, SUNY

The University at Albany, SUNY seeks an innovative librarian to lead its collection development activities. This senior administrative position, reporting to the Dean and Director of Libraries, includes responsibility for managing a \$4.3 million collections budget and leadership, coordination and evaluation of the work of 12 bibliographers and selectors in building the library's collections, both print and electronic. Responsibilities also include oversight of Special Collections, University Archives, the Campus Records Center, and the Preservation Office.

Albany is looking for an experienced leader, knowledgeable about the mission of a research library, with a keen sense of the evolving role of research libraries in the digital age. Advancing digital library development will be as important as maintenance of print collections. The Assistant Director will work actively with academic schools and departments to determine selective areas of excellence and growth, to be reflected in the Library's collection investment. As a member of the senior administrative group, the Assistant Director is responsible for developing and implementing the mission and goals and broad policy directions of the University Libraries. She or he will help lead the dynamic process of change in the transition to the digital library in a research environment. Research, publication, and service to the Libraries and University are expected to satisfy criteria for continuing appointment and promotion of library faculty at the University at Albany.

REQUIRED QUALIFICATIONS: Graduate degree in librarianship from an ALA-accredited institution. Successful, progressively responsible experience in developing research library collections; management experience; and a track record of creativity in developing library programs. Strong analytical and budget management skills; demonstrated ability to work across organizational boundaries and to lead effective teams. Working knowledge of the scholarly publications market and of electronic information products. Must demonstrate excellent oral and written communication skills, organizational and planning skills. Must demonstrate leadership, interpersonal, and supervisory skills and an ability to manage change.

PREFERRED QUALIFICATIONS: Subject specialization or an additional graduate degree, a notable professional record or national reputation, knowledge of computing technologies.

SALARY: Commensurate with education and experience. Salary minimum of \$67,000 + administrative stipend.

APPLICATIONS: Review of letters of application and resumes will begin **October 2, 2000**. Please submit a letter of application, résumé, and names, addresses, and phone numbers of three references to:

Anna Z. Radkowski-Lee, Library Personnel Officer
University Libraries - UL 112
University at Albany
State University of New York
1400 Washington Avenue
Albany, NY 12222

The University at Albany, State University of New York is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled, and Vietnam-era veterans are especially welcome.

information science program required; at least six years of academic library managerial experience; excellent written, verbal, and interpersonal skills; demonstrated knowledge of library automation and technical services (acquisitions experience desirable). University Environment: SIUE, 20 minutes northeast of St. Louis, serves the most populous region of downstate Illinois. Situated on 2,600 acres of rolling land and woods along bluffs a few miles from the Mississippi River, SIUE has a student population of over 11,000. As a premiere metropolitan university, SIUE is the first choice of a diverse pool of applicants. Applications: Application review will begin October 15, 2000. Send letter of application, resume, and names and addresses of three references to: Jay Starratt, Dean of Library and Information Services, Search Committee for Director, Technical and Access Services, SIUE, Campus 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.

GOVERNMENT REFERENCE & INSTRUCTIONAL RESOURCES LIBRARIAN. I.D. Weeks Library. Position: The I.D. Weeks Library, University of South Dakota, seeks an energetic librarian with an interest in government documents and reference. This person must be a flexible individual who is willing to work collaboratively on projects and programs. Primary responsibility is to provide reference service at the Library's general reference desk (some evening hours and weekend rotations) with other reference team members. Contributes to the development of the reference collection of print and electronic resources. Has primary oversight of the state/federal regional depository collection (would not process or catalog documents). Works closely with the Web Resources Librarian revising and updating the government documents Web page. Identifies and links electronic

UNIVERSITY LIBRARIAN

UNIVERSITY OF CALIFORNIA, BERKELEY

The University of California, Berkeley invites applications and nominations for the position of University Librarian. This campus, one of the world's leading intellectual centers, is renowned for the size and quality of its libraries and laboratories, the scope of its research and publications, and the distinction of its faculty and students. As the oldest and largest library in the University of California system, the Library is a major California research facility and internationally recognized for its broad collections and technological leadership.

THE LIBRARY: Library facilities under the University Librarian include the Doe-Moffitt Library, the Bancroft Library, the East Asian Library, and more than 20 additional subject-specialty libraries. These units are collectively known as The Library. The Library is an active participant in the California Digital Library. The Library has a budget of over \$50 million, and employs over 440 FTE, including professional and paraprofessional staff, and more than 600 part-time students.

RESPONSIBILITIES: Management of The Library; leadership and innovation in its programs; excellence in library services; maintenance of faculty relations; accountability for a budget of state, gift, and endowed funds; planning and evaluation; oversight of public relations and fund development. The University Librarian reports to the Executive Vice Chancellor and Provost of the Berkeley campus and represents the campus on UC systemwide library management and advisory groups. The University Librarian is advised by the Academic Senate. The University Librarian is a key administrative leader and serves on the Council of Deans and other University policy bodies.

QUALIFICATIONS: The University seeks a visionary and creative leader to provide institutional direction. Candidates should have: significant achievement in areas relevant to the administration of a major research library; a demonstrably strong commitment to excellence in research and service; knowledge of collection development, public and technical services, library technology, and the changing landscape of scholarly communication; the ability to conceive and articulate a vision for the future of library and information resources and services; a deep commitment to participative management and staff development; a firm grasp of current issues in higher education; the ability to forge effective links with faculty and academic programs; the ability to work effectively with library staff to maintain the Library's continuing organizational renewal process; and the necessary skills to lead The Library in developing innovative, technologically advanced programs and services.

The successful candidate will have either an MLS from an ALA-accredited library school or equivalent experience; additional educational attainment and/or substantial research experience in librarianship or another discipline; demonstrated skills in planning and budgeting within a large and complex environment; an interest in overseeing The Library's development program; and the ability to work productively with and to promote collaboration between library staff, faculty, administration, and the broader University community. Candidates must be able to advocate effectively for the Library, its programs and services, its users, and its staff.

The Library at Berkeley is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive contributions in a context of ethnic and cultural diversity.

Salary commensurate with qualifications and experience.

The position is open until filled. Candidates should apply in writing, including with the letter a complete statement of qualifications, a full résumé of education and relevant experience, and the names and addresses of three references to:

Chair, University Librarian Search Committee
Office of the Chancellor
University of California, Berkeley
200 California Hall
Berkeley, CA 94720-1500

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



TWO POSITIONS AVAILABLE

University of Missouri—Columbia MU Libraries

ELECTRONIC RESOURCES CATALOGER—Principal responsibilities include cataloging electronic/digital materials with MARC records and the creation of non-MARC metadata records for national, regional, and local electronic/digital projects. Catalog primarily electronic/digital resources; maintain bibliographic, holdings, and authority records of electronic resources in the library catalog; maintain accuracy of the 856 field of the electronic resources; be responsible for coordinating the department's Web page; and undertake other cataloging duties, including other formats, as needed.

REQUIREMENTS: Requires a master's degree from an ALA-accredited program; knowledge of AACR2, MARC formats, and LC Subject Headings; high-level proficiency using computer applications, and familiarity with, or ability to learn mark-up languages (SGML, HTML, XML). Preferred qualifications include familiarity with established and emerging metadata schemes (TEI, EAD, DUBLIN CORE, etc.); cataloging experience and experience with library automated systems and bibliographic utilities (OCLC, etc.). Must have excellent organizational, analytical, and problem-solving skills; consistent accuracy and attention to detail while maintaining a very high level of productivity; strong communication and interpersonal skills; ability to work independently and as part of a team; and flexibility and ability to accept change.

MINIMUM SALARY: Librarian I: \$28,500; Librarian II: \$31,000 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Screening begins: October 2, 2000

Available: December 1, 2000

TECHNICAL SERVICES ARCHIVIST—Principal duties include responsibility for appraising, accessioning, arranging, describing, and cataloging the historical records of the MU campus and the University of Missouri System. This position will also strongly support the public service commitment of the University Archives and the MU Libraries. Specific duties include editing and digitizing existing finding aids; creating new descriptions and inventories for unprocessed records and manuscripts; managing and improving the department's Internet finding aids system; maintaining technical currency and technical contacts with computer support specialists; providing duplication services for materials in University Archives; supplying technical support for the photographic and film resources of the collection; and performing original online cataloging using USMARC-AMC format. Other duties include supervising student assistants.

REQUIREMENTS: Requires a graduate degree in history, library science, information science, or other relevant discipline with course work in archives administration. Preferred is two years' experience in archives arrangement and description and original cataloging of archival materials using USMARC-AMC format. Experience with HTML and/or XML as applied to finding aids or descriptive tools is strongly preferred. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; advanced knowledge of computer technology and applications, especially Internet applications; ability to work cooperatively and productively in groups and on individual projects; refined editing and proofreading skills; and the ability to deal with physical work, such as lifting boxes, climbing ladders, and tolerating dirt, dust, and mold.

MINIMUM SALARY: Archivist I: \$28,500; Archivist II: \$31,000 for twelve months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Screening begins: October 2, 2000

Available: December 1, 2000

MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.9+ million volumes and 6.45+ million microforms.

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

**Leo Agnew
104 Ellis Library
University of Missouri-Columbia
Columbia, MO 65201-5149**

For ADA accommodations during the application process, please call (573) 882-4701. Relay Missouri users call through 1-800-735-2966. EEO/AA, M/F/D/V

HEAD OF THE FILM/VIDEO LIBRARY

(Search Reopened)

UNIVERSITY LIBRARY, UNIVERSITY OF MICHIGAN

Are you passionate about media? Do you enjoy working with faculty and subject specialists from many disciplines? Are you fascinated by the potential of digital technology for the distribution of media? The University of Michigan is looking for the right person to help it grow in media resources and services to serve the university for the 21st century.

The Film/Video Library is the primary resource for film, video, audio, and mixed media formats supporting the instructional and research needs of the University of Michigan. With a collection in excess of 15,000 titles, service is provided to all schools and colleges of the University regardless of discipline. The Library is currently developing a plan for the distribution of digital resources and services. Staff are expected to work in close collaboration with other information professionals from the University Library and the Digital Library Production Service, CAEN, Media Union, and the School of Information.

DUTIES: Under the supervision of the Director of the Arts and Engineering Libraries, the successful candidate will perform public service duties at the Media Union and participate in UM Library activities. Responsibilities include:

- Overseeing the management of the Film/Video Library;
- Planning, implementing, and evaluating services and projects;
- Hiring, training, and evaluating a staff of four;
- Overseeing the continued development of a first-class media collection;
- Working with librarians and faculty in a distributed environment to improve access to media collections for the University community.

QUALIFICATIONS:

Required: MLS from an ALA-accredited school, or an equivalent combination of relevant advanced degree and experience; minimum two years' experience in an academic environment; strong commitment to public service; supervisory experience, or the interest and potential to supervise; excellent oral and written communication skills; ability to work effectively as part of a team of information specialists working with culturally diverse faculty, students, and staff; familiarity with media technology and its potential for network applications.

Desired: Advanced degree in a media related area (i.e., film/video, cinema studies, instructional technology, etc.), or BA/S degree in an appropriate field; media librarianship experience or familiarity with the higher education media market; hands-on experience with instructional technologies and digital media; teaching or training experience.

RANK, SALARY AND LEAVE: Anticipated rank at either Associate or Senior Associate Librarian. Final rank and salary dependent on qualifications and experience. (Minimum salary: Associate, \$35,500; Senior Associate, \$41,000); 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits.

TO APPLY: Send cover letter and copy of résumé to:

Lucy Cohen
Library Human Resources
404 Hatcher Graduate Library North
University of Michigan
Ann Arbor, MI 48109-1205
Contact (734) 764-2546 for further information

APPLICATION DEADLINE: Applications received by **September 30, 2000**, will be given first consideration.

The University of Michigan is a nondiscriminatory, affirmative action employer.

sources to the Library's Web page to provide efficient access to information resources. Participates in the Library's instruction program and collection development. Individuals applying should have an interest in working with faculty and have a strong commitment to public service. Faculty rank, tenure-track position, 12-month appointment. Qualifications: Minimum qualifications include ALA-accredited MLS; knowledge

of federal depository guidelines and practices; experience with print, electronic, and Internet government information resources; knowledge and interest in educating library users; ability to work effectively with colleagues and diverse clientele; effective written and oral skills. Additional desirable qualifications include: 1) second master's degree in a subject field (will be required for tenure and promotion); 2) reference

Librarian/Sr. Librarian Curator for the Social and Behavioral Sciences Stanford University

The Stanford University Libraries seeks qualified candidates for this role, which will develop and manage research collections and information resources in all media in the subject areas of communications, psychology and sociology. Specific responsibilities include acting as liaison to faculty and graduate and undergraduate students, providing advanced reference and bibliographic assistance, preparing interpretive materials that enhance access to the collections, participating in training the reference staff in the Social Sciences Resource and Information centers, and making budgetary recommendations. Additionally, you will participate in development activities and manage public service activities of the Social Sciences Resource Center.

Requirements include an MLS from an ALA-accredited library school or equivalent in training and experience, teaching experience, graduate training in a subject area of the social sciences (PhD is required for the Senior Librarian level), demonstrated team- and project-leadership skills, effective interpersonal and oral/written communication skills, and skills working effectively and collegially with library and academic staff and faculty. Reading knowledge of one or more West European languages, and knowledge of machine-readable data files and issues and techniques of data analysis in the subjects are preferred.

For consideration, send a cover letter, a complete statement of qualifications, a full resume of education and relevant experience and the names and addresses of 3 references to Carol Olson, Director of Human Resources, Stanford University Libraries, 557 Escondido Mall, Stanford, CA 94305-6004. Open until filled. For information on this and other positions, see us on the Web at <http://www.sul.stanford.edu/depts/humres>. AA/EOE



Stanford University

experience; 3) teaching experience. Salary: Commensurate with qualifications and experience. Application Procedure: Submit letter of application, résumé, and the names, addresses, and telephone numbers of three references to: Government, Reference & Instructional Resources Librarian Search Committee, I.D. Weeks Library, University of South Dakota, 414 East Clark Street, Vermillion, SD, 57069-2390. Application Deadline: Review of applications will begin September 15, 2000, and will continue until position is filled. The University of South Dakota is an equal opportunity, affirmative action employer.

HEAD OF PUBLIC SERVICES. The Lydia M. Olson Library at Northern Michigan University seeks applicants for a Head of Public Services. We are seeking a versatile and dynamic person to lead library Public Services in a ThinkPad@ University environment - the first public university in Michigan to embark on a "laptop campus" initiative. This position administers the Public Services of Olson Library, which include the planning and supervision of staff and activities of Circulation, Interlibrary Loan, Reserves, Reference, Library Instruction, Reference Computer Services, Research Support Services, Documents and Maps, and Library Distance Education Services; provides reference and instruction as needed; and serves as a resource person to all Public Services units. Qualifications: ALA-accredited master's degree; 3-5 years of academic (college- or university-affiliated) library experience in at least one Public Services area; experience in coordinating and supervising public services such as Interlibrary Loan, Circulation, Reference, Library Instruction, Reference Computer Services, or Documents and Maps; reference and classroom instruction experience; demonstrated ability to work effectively with faculty, students, and colleagues; effective oral and written communication skills. A second master's degree is highly desirable. This is a full-time, 12-month, tenure-track faculty appointment at the assistant professor level. Salary will be competitive and commensurate with experience and qualifications (current minimum salary at Assistant Professor is \$45,580). Send letter of application with résumé, transcripts, and names of at least three references to: Search Committee, Lydia M. Olson Library, Northern Michigan University, 1401 Presque Isle Avenue, Marquette, MI 49855. Letters of application must address applicant's qualifications and experience with respect to this position. Applicant review begins October 2, 2000, and continues until the position is filled. NMU is an equal opportunity, affirmative action employer and is strongly committed to increasing the diversity of its faculty.

HEAD, ACCESS SERVICES (Library Faculty Vacancy). The University of Oklahoma. Duties: Under the general direction of the Director of Information Management and Delivery, the Access Services Department Head is responsible for the following service areas: stack management, circulation, reserve, storage, interlibrary loan, document delivery, and building security. The Access Services department is responsible for providing library users, local and remote, with physical access to the general collection in the main library and access to materials not held in the University Library Collections. Responsibilities of the Department Head include: definition and articulation of the role, goals, needs, and policies of Access Services; supervision, training, and evaluation of one librarian, eight staff, and 17 FTE student workers; development and determination of priorities used in decision making for budgetary matters such as equipment and staffing; liaison with branches concerning circulation functions and the automated system; collection and analysis of appropriate statistical data; miscellaneous duties as assigned by the Director. This position is governed by the University's policies requiring research or creative achievement and professional service as outlined by the Faculty Handbook at: <http://www.ou.edu/provost/pronew/content/fhbmnu.html>. Qualifications: Required: MLS from ALA-accredited library school; four years' professional experience preferably in access services; substantial supervisory experience; demonstrated management skills; ability to work effectively with faculty, students, and library staff; experience with major bibliographic utilities and library system software; effective oral and written communication skills; evidence of research or creative achievement. Desirable: Second master's degree; experience with SIRSI, Unicorn system. Search will remain open until filled. Salary: Commensurate with qualifications and experience. Benefits: TIAA-CREF; State Retirement System; 33 days' paid leave; University holidays; comprehensive medical protection; group life insurance; and reduced tuition. 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 4.1 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 (SIRSI) for local holdings. The libraries provide access to document delivery via Uncover and access to electronic resources including FirstSearch, Searchbank/InfoTrac, Lexis/Nexis, and JSTOR. The University of Oklahoma Libraries is a NACO contributing library. The Libraries' home page is: <http://www.ou.edu/libraries/>. Norman,

THREE POSITIONS AVAILABLE

University of Minnesota Libraries—Twin Cities Campus

<http://www.lib.umn.edu>

The University of Minnesota Libraries is seeking energetic, innovative, and enthusiastic applicants for the positions of East Asian Librarian, Electronic Resources Librarian, and Assistant Business Librarian. The University Libraries particularly encourages the candidacy of individuals with experience in multicultural and multiracial environments.

The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the North America, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

East Asian Librarian (UL120)

RESPONSIBILITIES:

- Unit Administration: responsible for planning and policy making for the unit; supervision of staff and liaison with other functional teams and branch libraries;
- Resource Development: acquire materials through purchase/exchange in all formats in East Asian vernacular languages and materials related to East Asia in western languages; develop criteria/implement programs for collection management;
- Reference Service and Outreach: develop programs that teach and promote essential information skills required for success in the electronic environment; provide formal and informal instruction; provide general and specialized reference and research assistance to faculty, students, and the community in areas of expertise;
- Digital Resources Development: continue to develop digital resources available via the East Asian Library Web pages; maintain leadership in providing state-of-the-art electronic resources to users;
- Faculty and Staff Liaison: maintain liaison with faculty, students, and instructional programs to determine collection and service needs, and interpret these within the Libraries; serve as the representative of the University Libraries in the area of East Asian Studies to academic departments, individuals, and groups in the academic community outside the University and to professional organizations;
- May be assigned evening and weekend responsibilities in response to service needs.

QUALIFICATIONS: Required: ALA-accredited MLS (or foreign equivalent); fluency in Chinese; knowledge of electronic library resources; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. Preferred: Experience in using electronic resources in a research environment, especially with applications in East Asian studies; experience with CJK records; working knowledge of Japanese or Korean; strong commitment to library public service; graduate work in East Asian Studies or related field; supervisory experience.

SALARY AND BENEFITS: Full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the Assistant or Associate Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$36,000, for this position. Excellent benefits and substantial moving allowance.

Electronic Resources Librarian (UL121)

RESPONSIBILITIES:

- Leadership: develop policies and procedures for managing of electronic resources; oversee licensing and compliance, tracking status, access/technology issues, database specifications, statistical reports, etc.; assist in negotiating vendor agreements, serve as point of contact concerning consortial agreements, and represent interests of coordinate campuses; chair advisory and working group(s) maintaining liaison with other library workgroups and external partners, keep current with emerging issues and state-of-the-art technologies;
- Collections: oversee selection and acquisition of electronic resources; assist in negotiating cost/funding issues with library selectors and external partners; work closely with Materials Acquisition and Control Team to assure effective acquisition of and access to electronic resources; solicit, maintain, and disseminate use statistics and management reports; track developments of new and changing electronic services and resources; manage trial programs; analyze options for database access; and make recommendations for library staff;
- User Services: participate in teams and working groups charged with developing user interface options; actively work with Information Technology Services Team in technical implementation issues and the User Education Coordinator to provide orientation and instruction to University faculty,

(continued on next page)

(continued from previous page)

teaching assistants, and students, with efforts directed to digital resources; provide reference and research assistance to library users during scheduled hours in general reference service; coordinate the solicitation, receipt, and distribution of publicity and training materials; arrange formal instructional sessions presented by vendors to both staff and end users;

- May be assigned evening and weekend responsibilities in response to service needs.

QUALIFICATIONS: Required: ALA-accredited MLS (or foreign equivalent); professional experience in an academic or research institution; successful record of coordinating activities in a collaborative working environment; knowledge of current trends in technology and scholarly communications; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. Preferred: Experience in negotiating licenses or cooperative agreements; experience in effectively representing libraries both within and outside the home institution; knowledge of current information technologies; familiarity with using statistical data to facilitate managerial decision making.

SALARY AND BENEFITS: Full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the Assistant or Associate Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$38,000, for this position. Excellent benefits and substantial moving allowance.

Assistant Business Librarian (UL123)

RESPONSIBILITIES:

- Providing subject-related reference and research services through scheduled reference hours and appointments;
- Providing instructional and orientation services;
- Designing and creating Web-based resources and interactive tutorials;
- Communicating effectively to facilitate awareness of resources and services;
- Cultivating and maintaining strong relationships with faculty and students;
- Selecting traditional and electronic library resources and managing library materials funds;
- Collection development activities in Operations Management, Management Science, Information Science and Decision Science.

QUALIFICATIONS: Required: ALA-accredited MLS (or foreign equivalent); excellent communication and interpersonal skills; flexibility and the ability to work both independently and in cooperation with colleagues and library users in a service-oriented, team-based business library environment; willingness to work a flexible schedule, including some weekend and evening hours. Preferred: A minimum of one year of work experience in business librarianship or post-secondary coursework in a business or management discipline; previous reference or instructional experience in an academic, public, or corporate business library; experience with print and electronic business resources, including databases and Internet sources; previous experience with library collection development in business or management subject fields; advanced degree in business or economics; subject background in operations management, management science, information science, or decision science; online searching experience of the major databases used by business researchers, such as Lexis/Nexis, ABI INFORM, Bloomberg; experience working with adult or distance learners; demonstrated experience in the applications of new technologies to the delivery of information services; experience designing and creating Web sites and pages.

SALARY AND BENEFITS: Full-time, 12-month, continuous appointment track, academic/professional position, with a probationary appointment at the Assistant Librarian rank. The Libraries offers a competitive salary commensurate with experience, not less than \$33,000 for this position. Excellent benefits and substantial moving allowance.

RECRUITING SCHEDULE: Positions are available immediately and applications will be accepted until positions are filled. Full position descriptions are available at: <http://www.umn.edu/ohr/employ.html>, listed with Academic Professional positions as UL120, UL121, and UL123.

TO APPLY: Each applicant should send letter of application describing how his/her skills and experience meet the qualifications, a resumé, and the names, addresses, and phone numbers of three references to: Search Committee, Libraries Human Resources, 453 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Review of applications will begin immediately and continue until the position is filled. Please identify applications with UL #.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, veteran status, or sexual orientation.



GAMING STUDIES LIBRARIAN

The University of Nevada, Las Vegas

The University of Nevada, Las Vegas Libraries invites applications for the position of Gaming Studies Librarian. The Gaming Studies Librarian is part of the Division of Special Collections and reports to the Director of Special Collections.

RESPONSIBILITIES: Responsibilities include developing and managing UNLV's Gaming Studies Collection by monitoring, identifying, selecting, and acquiring information on the gaming industry in all formats; responding to the information needs of faculty, students, and the gaming industry; planning services and utilizing technologies to meet those needs and providing bibliographic access to all of the relevant collections; providing reference service on the Special Collections service desk and by individual consultation; establishing contacts and providing liaison with faculty and the gaming industry. The position works closely with other divisions in the library.

QUALIFICATIONS: Required: MLS or equivalent from an accredited library school or international equivalent, or Ph.D. in a relevant field, such as Business, Hotel Management, Public Administration, History, or the social sciences. Knowledge of the gaming industry and its information resources. Experience with corporate or business collections or libraries. Excellent oral and written communication skills. Desired: Familiarity with the history of gaming, research trends, and issues in gaming. Knowledge of Las Vegas and its history. Ability to work effectively with diverse constituencies, both academic and corporate.

SALARY RANGE: This is a tenure-track position. Salary commensurate with qualifications and experience. The University has an excellent fringe benefits package.

THE SETTING: UNLV is a premier urban university located in the vibrant city of Las Vegas and is surrounded by the Mojave Desert. UNLV is the state's largest comprehensive, doctoral-degree-granting institution with 21,000 students and more than 700 full-time faculty. UNLV provides traditional and professional academic programs for a diverse student body and encourages innovative and interdisciplinary approaches to teaching, learning, and scholarship. For more information, see the UNLV Web site at: <http://www.unlv.edu>.

Application Deadline and Details: Send letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three professional references to:

Susan Biery, Chair
Gaming Studies Librarian Search Committee
James R. Dickinson Library
University of Nevada, Las Vegas
4505 Maryland Parkway
Box 457014
Las Vegas, NV 89154-7014

Review of applications will begin **September 15, 2000**, and will continue until the position is filled. Specific questions may be addressed to Susan Biery, Search Committee Chair at biery@ccmail.nevada.edu, or call (702) 895-4841.

UNLV is an equal opportunity/affirmative action employer. Persons are selected on the basis of ability without regard to race, color, sex, age, national origin, sexual orientation, religion, disability, or veteran status.

Oklahoma is an attractive community close to a major metropolitan city with a low cost of living. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and eligibility for tenure. Application: Send letter of application with résumé, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019; (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.

HEAD, INFORMATION SERVICES. The University of California, Riverside Library welcomes applications for the Head, Information Services for the Science Library. The position reports to the AUL for

the Sciences and is responsible for provision of reference and information services in the Science Library. The Information Services Department includes seven reference librarians and the Map Collection with a staff of two. Graduate library degree. Minimum of four years of progressively responsible experience in reference services in an academic, special, or public library with significant holdings in the sciences and engineering. Extensive experience with scientific print and electronic information sources and services; experience in collection development. Excellent organizational, communication, and interpersonal skills. Supervisory experience and demonstrated achievement in organizational leadership including the ability to manage change positively. Commitment to professional development. Preferred: Degree in a scientific or engineering discipline. The successful candidate will be appointed to the Librarian series at a salary level appropriate to the candidate's qualifications and experience.

COLLEGE LIBRARIAN AND ASSOCIATE VICE PRESIDENT FOR TECHNOLOGY AND INFORMATION SERVICES

**Wheaton College
Norton, Massachusetts**

Wheaton College invites applications and nominations for the newly created position of College Librarian and Associate Vice President for Technology and Information Services. This person will provide leadership for all areas of technology across the campus as the College moves to coordinate its uses of and programs in technology and information services, both in support of the academic mission of the College and in its management and operations.

With a nationally recognized record of achievement in using technology to enhance teaching and learning, the College recognizes that a unified vision of information technology services is critical to its ability to fulfill its liberal arts mission. The campus has been fully networked for the past six years and offered its first online courses to its graduates this spring. In the past four years, over a half million dollars of grant money has supported pedagogical and curricular applications of information technology. The Librarian/Associate Vice President will provide leadership in developing proposals for further foundation support, in continuing to develop current initiatives and programs, and in developing new initiatives that fulfill the College's vision of the role of information literacy in the educational experience of Wheaton students. He or she will also be responsible for overseeing the emergence of a centralized structure, based in the Madeleine Clark Wallace Library, to insure the integrity and achievement of that vision.

As the College Librarian, he or she will guide the Library in its continued evolution as an undergraduate library in the electronic age, having responsibility, among other things, for active instructional programs committed to fostering information literacy, for the library's Innovative Interfaces system, and for its collections and ongoing program of building renovation. He or she will also provide technology leadership and vision by coordinating the management of several other departments, including Media Services, Academic Computing, and Information Technologies and Services. At an institution that supports both Windows and Macintosh platforms and uses SCT's Banner system for administrative functions, this person will oversee systems improvements in using these platforms to strengthen academic programs, deliver services, present the College to the external world, and manage the institution. He or she will also guide efforts to standardize and improve the College's use of the Web, including migration to Web-based platforms and services as these become increasingly able to meet the College's computing and communication needs.

As the College's chief information officer, the position will report directly to the Provost (chief academic officer) and work closely with the VP for Finance and Operations. He or she will serve on the President's Council of senior officers and on the faculty-chaired Library, Technology and Learning Committee (LTLC), which has guided the application of technology across the curriculum over the past six years. The position will also convey faculty status.

The successful candidate will minimally possess a master's degree in library science from an ALA-accredited institution and will have had progressively responsible experience in one or more areas of information technology and service in an academic setting and/or in an academic library. He or she will demonstrate evidence of vision and leadership, the capability for collaborative long-range planning and implementation, and strong communication, supervisory, and management skills.

Application materials should include a letter of interest that addresses how the candidate's strengths and experience match qualifications for the position, a curriculum vitae, and the names and contact information of five possible references. They should be sent to:

**Provost Susanne Woods, Co-Chair
Librarian/Associate VP Search Committee
Wheaton College
Norton, MA 02766**

For further information, please visit our Web site at: www.wheatonma.edu

Wheaton College is an equal opportunity, affirmative action employer.



DIRECTOR OF PUBLIC SERVICES

University of Pennsylvania Library

The University of Pennsylvania Library seeks a visionary leader who possesses a thorough understanding of 21st-century research library design and function, and a good understanding of information technology and its applications to learning, teaching, and research. The Director of Public Services will lead the library system and staff in the design and application of high-quality, effective, and innovative library services for faculty and students. The Library supports high-quality learning, research, and instruction by a regular faculty of 2,100, 10,000 undergraduate students, and nearly 10,000 graduate and professional students, plus many visiting researchers.

The Library has nearly 5 million volumes, a staff of 380 FTE, an endowment of over \$50 million, an annual operating budget for FY 2001 of \$35 million, and a growing digital library (<http://www.digital.library.upenn.edu>) that includes over 3,500 e-journals, 140 article, abstract, and full-text information bases, thousands of digital books, a growing collection of fine arts images, and over 30,000 web pages.

The Director of Public Services has coordinating responsibility for public services throughout the Penn Library system, and is directly responsible for seven school and departmental libraries in the sciences, humanities, and social sciences, as well as public services departments (Reference, Access, and Document Delivery) in the Van Pelt-Dietrich Library Center, and a nearby high-density storage facility with a capacity for 2.5 million volumes. The Public Services budget for FY 2001 is over \$12 million.

The Director for Public Services:

- Reports to the Vice Provost and Director of Libraries.
- Participates in the Library's senior management team, which is responsible for systemwide policy, planning, and administration.
- Guides the design and development of the Library Web as a universitywide portal to global knowledge and information resources; one that continues to discover and exploit new tools capabilities and resources.
- Co-chairs the Digital Library Strategic Planning Task Group.
- Leads a team of expert, innovative, and friendly librarians in developing and delivering services that support 24-7 library use.
- Chairs Public Services Council.
- Provides planning and leadership for the Library's instructional and outreach programs, and collaborates with College Houses and Academic Services in this role.
- Collaborates with school academic computing offices as requested to optimize digital classroom and courseware support.

(continued on next page)

Appointment Range: \$41,532-\$68,112. Applicants should send a letter of application, a complete resume, and the names of three references by September 22, 2000, to: John W. Tanno, Associate University Librarian, **University of California**, University Library, P.O. Box 5900, Riverside, CA 92517.

INFORMATION SERVICES LIBRARIAN. Miami University Libraries, Oxford, Ohio, has an opening for an Information Services Librarian who will: work closely with the librarian who developed the Electronic Data Center to continue development and expand electronic data services and products; promote statistical literacy for students and faculty; teach credit/noncredit courses/workshops; apply computer skills to deliver data sets to the Web; participate in consultation services. Required: ALA-accredited graduate library degree; familiarity with empirical research process and with statistical packages; understanding of faculty research needs and data needs; familiarity with UNIX and Web publishing in HTML, XML, and php. The complete position advertisement is available from: <http://www.lib.muohio.edu/libinfo/employ/>. Miami University is an equal opportunity employer.

INSTRUCTION LIBRARIAN. The Appalachian State University Library seeks an entry-level Librarian to teach in the library's instruction program, to provide reference services in a dynamic, team-based organization, and to participate in reference collection development. Weekend and evening hours will be part of the schedule and will vary by semester. The Librarian will be expected to help advance the Library's

appreciation and understanding of diversity among employees and students, and to serve as a mentor to and career model for underrepresented students. Library faculty are expected to take leadership roles within the Library and the University, and to be active in scholarship and professional service. Required: Master's degree from ALA-accredited program. Strong library service orientation. Commitment to professional service and scholarship. Knowledge of reference service and sources and/or demonstrated instructional ability. Excellent written and oral communications skills. Preferred: Life experiences similar to those of underrepresented populations at Appalachian, African Americans, Hispanic Americans, Native Americans, and Asian Americans are included among the University's ethnic and racial groups; Appalachian's largest underrepresented population is African American. Experience or training in working in a multicultural environment. Appalachian is a member of the Western North Carolina Library Network, a consortium of three state universities sharing an Innovative Interfaces, Inc. system. The University has an enrollment of 12,500 and offers undergraduate and graduate degrees in more than 200 majors. It is part of The University of North Carolina System. Boone is located in northwest North Carolina in the scenic Blue Ridge Mountains and is a year-round resort area. Completed applications must be received by October 16, 2000. This is a faculty position available December 1, 2000. Salary and Rank: Minimum salary for 12 months is \$32,000 at Instructor rank and commensurate with qualifications; the position may be either 9 or 12 months depending on the candidate's preference and the needs of the library. For appointment at the rank of Assistant Professor or higher, a second advanced degree is required. Send letter of application.

(continued from previous page)

- Develops programs for innovative and ergonomic renovation of library space that are responsive to the needs of students and faculty.
- Ensures that library collections in all media are well maintained and easily accessible to users.
- Develops innovative, fast, and reliable information delivery services, such as the Borrow Direct system with Yale and Columbia.
- Works closely with the Library's Information Systems Office and Digital Library team to ensure that Penn's developing Digital Library is user-centered, fast, simple, and reliable.
- Co-chairs the Information Strategy Task Group.
- Represents the Library in University and external groups and meetings as required.
- Assesses and monitors the quality, effectiveness, and outcomes of Library services.
- Assists as appropriate in developing sources of external support for the Library.

QUALIFICATIONS:

Demonstrated understanding of high-quality research universities, their organization and functions, and current issues in higher education. A record of excellent working relationships with faculty, students, library staff, and administrators; a clearly articulated vision for the future of university research library services in the 21st century; a record of demonstrated, collegial leadership in initiating and leading user-based library and information services and programs including Web-based digital services and resources. Demonstrated leadership; ability to manage change in a complex organization; excellent and clear communication skills demonstrating a sense of proportion and humor. Ability to be effective in systemwide planning, oversight, and administration. A minimum of seven years of progressively responsible and productive library experience. The MLS degree, or its equivalent in theory and practice, is required; an additional graduate degree is preferred.

SALARY: Highly competitive with an excellent benefits package.

APPLICATIONS AND NOMINATIONS:

Candidates are asked to submit a letter of application, a complete résumé, and the names, addresses, and phone numbers of three references who can address the suitability of the candidate for the responsibilities above. Nominations and applications should be sent to:

Mr. Robert Eash
M.S.H.R.
S.P.H.R.

Library Human Resources Officer
University of Pennsylvania Library
3420 Walnut Street
Philadelphia, PA 19104

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

curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, Attn: Instruction Librarian Search Committee, **Appalachian State University**, University Library, Boone, NC 28608-2026. Appalachian State University is an affirmative action, equal opportunity employer.

LIFE SCIENCES LIBRARIAN. New York University Libraries. Description: Subject specialist for the life sciences assigned to the Coles Science Reference Center, Bobst Library. Librarians serve as partners in the educational mission of NYU by establishing strong relationships with the faculty and students, building appropriate subject collections, and providing responsive and innovative information services. Responsibilities include faculty liaison, reference assistance, library instruction, creation and maintenance of Center Web pages, development of graduate and undergraduate student services, and management and selection of resources in all formats in assigned subject areas. Subject responsibilities include biology, neural science, nutrition, and food studies. Library faculty perform administrative duties in support of the unit's mission, participate in library planning and committees, and are expected to be active professionally. Qualifications: ALA-accredited M.L.S., subject master's degree required for tenure. Minimum two years' successful public service experience in a relevant academic or special library. Web page development experience. Experience with print and electronic library resources and services, electronic information retrieval, and other networked resources in the life sciences. Demonstrated knowledge of information needs of scientists and understanding

of current trends and issues in scientific communication and publishing. Excellent oral and written communication skills; strong public service orientation. Familiarity with bibliographic instruction. Graduate work in the life sciences or chemistry preferred. Salary/Benefits: Faculty status, standard benefits package including five weeks' annual vacation. Salary commensurate with experience and background. To Apply: To ensure consideration, send resume and letter of application, including the names, addresses, and telephone numbers of three references by September 30, 2000 to: Janet Koztowski, Library Human Resources Director, **New York University Libraries**, 70 Washington Square South, New York, NY 10012; fax: (212) 995-4070.

METADATA LIBRARIAN. Miami University Libraries, Oxford, Ohio, is looking for a Technical Services Librarian/Metadata Coordinator who will coordinate metadata activities by: communicating with subject specialists to plan metadata activities in conjunction with digital library projects; working in conjunction with other staff to design appropriate metadata systems; and consulting with other Technical Services librarians to manage and complete metadata assignments and develop department metadata policies. Required: ALA-accredited graduate degree; knowledge of at least one metadata standard; cataloging coursework, training, and/or experience. The complete position advertisement is available at: <http://www.lib.muohio.edu/libinfo/employ/>. Miami University is an equal opportunity employer.

PUBLIC SERVICES/ELECTRONIC REFERENCE LIBRARIAN. University of North Carolina at Asheville. Primary Responsibilities:

CHAIR, SCIENCE AND ENGINEERING INFORMATION CENTER

The University of Southern California

The Information Services Division of the University of Southern California invites applications and nominations for the position of Chair of the Science and Engineering Information Center. The University is seeking applicants with excellent management skills who can provide creative and dynamic leadership as the Center continues to redefine information services.

The Center encompasses three libraries with a combined staff of five librarians and seven library assistants: the Science and Engineering Library, the Hancock Library of Biology and Oceanography, and the Wrigley Marine Science Center Library (located on Catalina Island, twenty miles off the coast of Los Angeles). The Science Center provides print resources (470,000 volumes and approximately 3,000 journal subscriptions) and electronic resources (currently 870 e-journals, 60 databases, and more than 200 other Web resources) as well as specialized services and professional expertise in support of research and education in the sciences and engineering. The Center serves primarily the School of Engineering (www.usc.edu/dept/engineering/) and the College of Letters, Arts and Sciences (www.usc.edu/dept/LAS/Main/); primary users include approximately 240 engineering faculty, 135 sciences faculty, and more than 5,000 graduate, post-graduate, and undergraduate students.

DESCRIPTION OF THE INFORMATION SERVICES DIVISION:

The University Libraries are an integral part of the University of Southern California Information Services Division (ISD). Serving one of the nation's largest private research universities, the ISD is a unified organization with the explicit goal of providing highest quality and fully integrated computer, telephone, and research services. To accomplish its goal, the ISD is structured into three primary components: Resources and Services, Infrastructure Core, and the Center for Scholarly Technology, with central support units in Administrative Services, Operations, and Advancement. The Science and Engineering Center is located administratively within Resources and Services.

USC houses a collection of more than 2.8 million volumes in the main Doheny Library and 12 specialized subject libraries. USC is a member of the Association of Research Libraries, the Center for Research Libraries, the Big 12 Plus library consortium, and the Research Libraries Group, and is the host institution for the Southern California Electronic Library Consortium. Additional information about the University of Southern California and the Information Services Division can be obtained at: www.usc.edu and www.usc.edu/isd.

DESCRIPTION OF RESPONSIBILITIES:

Reporting to the Director of Public Services, and working closely with the other Center Chairs (Arts Center, Undergraduate Center, and Humanities and Social Sciences Center), the Chair provides leadership for the Center's collections and services, with ultimate responsibility for short-term and long-term planning in the areas of research services, instructional services, collection development,

(continued on next page)

Ramsley Library seeks a self-motivated, intellectually curious, creative colleague to join a collegial, diverse and committed team involved in reference, bibliographic instruction, collection development, Web development, and faculty liaison responsibilities. Public Services Librarians work collaboratively with all library personnel to meet the information needs of the academic community. Teaching assignments include traditional reference desk service, guidance in the use of electronic resources including the World Wide Web, one-to-one consultations, the more formal teaching of a required credit course in library research, and course-related bibliographic instruction. A key member of the library's Web Team, the successful candidate will provide input on aesthetics of Web design and guidance on user interfaces, and may be assigned duties as Web development librarian. The incumbent will also serve as bibliographer and liaison to assigned academic departments depending upon subject background and personal interests. Additional assignments may include management of a selective depository of U.S. government publications. Appointment includes the expectation of full participation in faculty governance, University committees, student life, and a continuing contribution to the profession. Qualifications: Required: ALA-accredited MLS; additional graduate degree; successful experience or training in Web design; successful experience or training in the use of traditional and electronic reference sources; a commitment to

undergraduate education and the values of the liberal arts; and excellent communication skills. Preferred: Reference experience at the professional level in an academic library; classroom teaching or bibliographic instruction experience; experience or coursework in government documents; experience or coursework in collection development. Rank/Benefits: Assistant or Associate Professor (depending upon qualifications); 12-month, tenure-track appointment; salary minimum of \$32,000, commensurate with qualifications and experience; 20 days' vacation and 12 days' sick leave per year; choice of state or optional retirement plans; state pays employee's medical insurance premiums. For full position announcement, see: <http://bul/pup.lib.unca.edu/library/libdir/position.html>. Screening of applications begins September 18, 2000, and continues until the position is filled. Submit a cover letter, current resume, and the names, addresses, phone numbers, and e-mail addresses of three professional references to: Lynne Olin, Library Administration, D. Hiden Ramsley Library, CPO #1500, UNC-Asheville, Asheville, NC 28804-8504. For more information about Ramsley Library, visit the library's Web site at: <http://bul/pup.lib.unca.edu/library/>.

REFERENCE LIBRARIAN (PUBLIC AFFAIRS/GOVERNMENT INFORMATION). Penn State Capital College, Harrisburg campus, seeks to fill a tenure-track librarian position to provide general reference

(continued from previous page)

technology advancement, and access services, and, most importantly, the connection of all these services to end-user needs.

The successful candidate will develop strong relationships with teaching faculty in the sciences and engineering to ensure that services meet teaching and research needs; will work with ISD administration and colleagues to provide leadership for the advancement of integrated service models across the Information Services Division; will lead the Center to the next level of broad-based and ubiquitously available information services while preserving the historical integrity of the print collection and information services; will design and implement electronic initiatives in collaboration with colleagues; and will provide ongoing assessment of programs and services.

Librarians at USC have faculty status and are represented in the Academic Senate. All library faculty members are expected to be professionally active through involvement in regional and national associations and/or research and publication.

QUALIFICATIONS:

Applicants should address their qualifications from the following: demonstrated successful experience in leadership and management of complex organizations; academic experience in the sciences, advanced degree strongly preferred; substantial experience in the provision of information services in an academic or research environment; experience in developing strong working relationships with teaching and research faculty; ability to work effectively with faculty, students, and staff members from a variety of cultural and ethnic backgrounds; awareness of national and international trends in science education, technology, and information services; demonstrated success in applying technology to information services; experience balancing print and electronic collection development; master's degree in library and information science or equivalent training/experience; excellent oral and written communication skills; and ability to meet USC's standards for continuing appointment.

APPOINTMENT RANK/SALARY:

Rank and salary commensurate with experience and qualifications. Generous benefits package includes medical and dental coverage and a choice of retirement plans.

APPLICATION PROCEDURE:

The search will continue until the position is filled. Review of applicants will begin **November 1, 2000**. Send letter of application, curriculum vita, and names of three references (with addresses and phone numbers) to:

Terry Kolasa
Director, Human Resources
Attn: Position #202
Information Services Division, PSD
University of Southern California
Los Angeles, CA 90089-0182

For more information about this position, contact search committee chair Charlotte Crockett at: crockett@usc.edu.

services with special emphasis in public affairs, criminal justice, and government information in a new, state-of-the-art library that opened January 10, 2000 (Duties include reference desk coverage, research assistance, course-related instruction and electronic resources workshops, collection development in areas of assignment, development and maintenance of subject-related Web resources, and liaison responsibilities with the School of Public Affairs, Pennsylvania State Data Center, and other related disciplines. Requirements: ALA-accredited MLS or equivalent advanced degree; familiarity with electronic and networked information resources; demonstrated commitment to public services; excellent interpersonal, decision-making, and oral/written communication skills; ability to work collaboratively with library faculty and staff; ability to meet faculty standards for appointment, promotion, and tenure. Capital College librarians' tenure home is University Libraries (www.libraries.psu.edu). Preferred: Experience in an academic or research library; academic background in public affairs, public administration, public policy, criminal justice, political science, or related social science discipline; collection development experience in relevant fields; and experience with government information. To apply, send letter of application, current résumé, and names of three references to: Chair, Reference Librarian Search Committee, c/o Dorothy J. Guy, Manager of Human Resources, Penn State Harrisburg, Box C&RL, 777 West Harris-

burg Pike, Middletown, PA 17057-4898. Screening will begin immediately and continue until the position is filled. Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

REFERENCE LIBRARIAN. Chowan College, a church-related liberal arts institution, seeks a Reference Librarian to join a staff of three professional librarians and three paraprofessionals. Responsibilities consist of public service work, including answering reference questions, assisting in circulation, and helping patrons with computers and other technology; interlibrary loan; and bibliographic instruction. Some night and weekend work is required. Position available January 2001. Starting Salary: \$30,000-\$36,000, depending on credentials and experience. ALA/MLS required. Library experience, especially in areas related to this position, is preferred. Computer skills, flexibility, and a sense of humor are also helpful. Interested candidates should send a confidential resume, cover letter with any salary requirements, and contact information for at least three references to: Julie Blake, Director of Library Services, Whitaker Library, Chowan College, Box 1848, Murfreesboro, NC 27855. Applications may also be faxed to (252) 398-1301 or e-mailed to blakej@chowan.edu. Application review will begin immediately and continue until the position is filled. Interested candidates are urged to visit our Web site at: www.chowan.edu and

HEAD OF REFERENCE AND INSTRUCTIONAL SERVICES DEPARTMENT

WICHITA STATE UNIVERSITY LIBRARIES

(Search Reopened—Job Content and Qualifications Changed)

The Wichita State University Libraries seeks an experienced, flexible, and dynamic professional to lead its Reference and Instructional Services Department. WSU is one of three research institutions in the state university system of Kansas. Supporting some 60 undergraduate degrees, 42 graduate degree programs, 10 doctoral programs, and the National Institute for Aviation Research (NIAR), WSU functions as the state's urban research university with a strong emphasis in engineering, business, public health, arts and sciences, and the fine arts. The University is located in the largest metropolitan area of Kansas, which serves a diverse and affluent population of over 500,000. The city of Wichita hosts a booming economy, major components of the aviation industry, a variety of corporations with global interests, and multifaceted cultural and recreational opportunities. The Library system maintains a collection of 1.2 million volumes, extensive archives, more than 70 electronic databases, two branch libraries, and serves as the statewide federal Patent and Trade Mark Depository library. The Libraries are currently preparing for a strategic planning process to enhance services for the 21st century.

RESPONSIBILITIES: Under the general direction of the Associate Dean for Public Services and Information Systems, the successful candidate assumes the following key responsibilities: guiding and planning for the development of reference/information services and resources to meet the needs of the university in the rapidly evolving information environment; leading technology enhancement in the department; guiding current and future directions of the instructional role of the library within the university setting; and maintaining an effective working relationship with key library units, including Collection Development Services, Access Services, Technical Services, and Library Systems. Leading a staff of 9 reference and government documents faculty and 2.5 classified positions, the successful candidate represents the department within the university community, and works effectively with faculty of the department and the university. The successful candidate also represents the library and the department in local, regional, and national forums relating to trends and policies that impact reference and information services, including serving as a member of the Advisory Council to the Dean.

REQUIRED QUALIFICATIONS: MLS or information science degree from an ALA-accredited program; five years of relevant and varied reference experience in a medium to large academic or research library; demonstrated knowledge of reference theory, reference and instructional management, and latest trends in the development of information services; knowledge of collection development; documented evidence of increasing responsibility in a significant area of Reference; successful leadership experience; excellent knowledge of reference resources in print and electronic formats; strong oral and written communication skills; demonstrated ability to work effectively with diverse populations, including but not limited to library faculty, staff, and university community in a collegial environment; demonstrated ability to meet the Libraries' requirements for scholarship and service. Must be eligible to work in the United States.

PREFERRED QUALIFICATIONS: Additional graduate degree; successful supervisory experience.

SALARY AND BENEFITS: \$46,500 minimum salary. Salary and rank negotiable depending upon qualifications and experience. A tenure-eligible faculty position. Excellent choice of benefits, including TIAA-CREF, Blue Cross/Blue Shield and HMOs. Twenty-two days annual leave.

APPLICATION: Deadline for receipt of applications: **September 20, 2000**. Send letter of application, resume, and the names, addresses, and telephone numbers of at least three professional references to:

Michael Kelly
Chair, Search Committee
Wichita State University Libraries
1845 Fairmont
Wichita, KS 67260-0068

Wichita State University is an affirmative action, equal opportunity employer.



Dean of Information Resources Pacific Lutheran University

Pacific Lutheran University invites applications and nominations for the position of Dean of Information Resources, effective summer 2001.

RESPONSIBILITIES:

The Dean is responsible for leadership of the Library and of Computing and Telecommunication Services, which were integrated in 1995. Continued long-range planning for the improvement of information technology and library resources is crucial. Directly reporting to the Provost, the Dean will be the primary advocate for information technology and library resources at the University. Other duties include policy formulation, budgeting, and program development. The Dean provides leadership in academic and administrative computing, networking, telecommunications, and multimedia services, involving extensive interaction with all departments and units on campus. The Dean oversees nearly fifty professional and support staff with a combined annual budget of over \$4 million.

QUALIFICATIONS:

Qualifications include an advanced degree and a thorough understanding of modern academic libraries and emerging technologies. Of critical importance is a vision of the role and function of the library and information technology consistent with the mission of the University. Effective interpersonal and communicative skills, a demonstrated collegial and inclusive style of leadership, and management experience are essential.

ABOUT PLU:

Pacific Lutheran University, a largely undergraduate and teaching-oriented comprehensive institution, is a New American College with a College of Arts & Sciences and five professional schools. Near Puget Sound, the campus enjoys an advantageous cultural and geographical location equidistant (about 40 miles) from Seattle and Mount Rainier National Park. The University's primary mission is to educate its 3600 enrolled students for lives of thoughtful inquiry, service, leadership, and care. PLU has a healthy and progressive relationship with the Evangelical Lutheran Church in America, serves a diverse clientele, and strongly endorses the goals of equal opportunity and affirmative action.

Send nominations or a letter of interest addressing the stated qualifications and the candidate's vision for the position, CV, at least three references (name, address, e-mail, phone number), and salary expectations (minimum \$80,000) to:

Human Resource Services
Dean of Information Resources Search
Committee (Dr. Mark K. Jensen, Chair)
Pacific Lutheran University
Tacoma, WA 98447-0003

*The search committee will begin reviewing materials on October 16, 2000;
finalists' visits are planned for November. More information at www.plu.edu/irdean*

the library site at <http://library.chowan.edu/>. Chowan College is an equal opportunity employer committed to diversity.

REFERENCE LIBRARIAN (Two Positions). The University of Central Florida Library, Orlando, Florida (UCF) is accepting applications for two professional positions. UCF is a growing metropolitan institution with an enrollment of 31,000 and is a member of the State University System (SUS) of Florida. The University offers degree programs in five colleges: Arts and Sciences, Business Administration, Education, Engineering & Computer Science, and Health and Public Affairs, as well as the School of Optics and the Honors College. UCF's 1,445-acre campus is located in suburban Orlando, 13 miles northeast of downtown. Central Florida, home to a population of about two million, is one of the fastest-growing regions in the nation. It offers natural attractions, theme parks, professional sports, and cultural events such as the Orlando-UCF Shakespeare Festival. The University Library includes two locations on the UCF campus in Orlando and several branch locations in the central Florida area. The main library, housed in a facility of 225,000 square feet, has a collection of over 1.3 million volumes and is a partial

depository for U.S. and Florida documents and U.S. Patents. The library materials budget is \$5.0 million. A total staff of 106 includes a library faculty of 36. For more information, visit our Web site at: <http://library.ucf.edu>. General Description: Reference Librarians report to the Head of Reference in a department with 17 professional librarians and five paraprofessionals. Responsibilities: Primary responsibilities include a full range of reference and library instruction duties in a fast-paced environment including numerous electronic reference sources, U.S. and Florida documents. May include collection development. Some evening/weekend hours required. Qualifications: Required: an ALA-accredited M.L.S. At least two years of professional experience. Preferred: Subject expertise or degree in Education, Chemistry, or the Sciences. Knowledge of electronic reference sources, ability to manage diverse assignments, strong desire to participate actively in dynamic instruction and outreach programs, strong commitment to public service and information literacy, and demonstrated oral and written communication skills. Evidence of positive interpersonal skills and contributions as a team player. Experience in preparation of Web-based or print library instruction materials or tutorials, and a record of

ASSOCIATE UNIVERSITY LIBRARIAN

HENRY MADDEN LIBRARY

The Associate University Librarian reports to the Dean of Library Services, and holds a 12-month full-time management position. The AUL is the lead administrator for internal operations and directs the daily operations of the Library, working closely with the Dean on budget planning, policy formulation, and overall decision making.

California State University, Fresno is one of the 23 campuses of the California State University system. The current enrollment is approximately 18,000 students. The campus, which has been designated as an arboretum, is spread over 1,400 acres. Metropolitan Fresno is located on the western edge of the Sierra Nevada Mountain Range within easy driving distance of Yosemite, Kings Canyon, and Sequoia National Parks, San Francisco, Los Angeles, and the Monterey Peninsula.

SPECIFIC RESPONSIBILITIES: Financial administration, including budget preparation, purchasing, and authorizing expenditures; representing the Dean on all Library faculty search committees; administration of classified staff recruitment, selection, and evaluation; planning and management of special building projects; oversight of library technology infrastructure and systems; and physical plant administration and planning. Most Library Department heads report to the AUL. The AUL works with the Dean on planning, implementing, and evaluating general Library policies and procedures and represents Library interests through membership on committees at all levels and by taking leadership roles within the Library and the University.

QUALIFICATIONS. REQUIRED: Master's degree in Library Science from an ALA-accredited school (or equivalent); substantial supervisory experience and progressively responsible positions in academic libraries; commitment to information technology as it applies to libraries; excellent oral, written, and interpersonal communication skills; effective analytical and creative problem-solving skills; demonstrated skill at timely completion of projects and attention to detail; commitment to encouraging the professional development of all Library faculty and staff; a commitment to diversity and to fostering a multicultural environment; and a record of scholarly and professional achievement sufficient to achieve tenure. **PREFERRED:** Experience in library space planning or building projects; experience in interpreting collective bargaining agreements.; experience in the administration of academic libraries in which librarians have faculty status.

Visit our Web site at www.lib.csufresno.edu.

SALARY/BENEFITS: Salary is competitive and commensurate with qualifications and experience. This is a 12-month, full-time, management position. Minimum: \$75,000.

DEADLINE: To ensure full consideration, submit a letter of application and resume with names, addresses, phone numbers, and E-mail addresses of 3 references by **27 October 2000** to:

**Michael Gorman, Dean of Library Services
Henry Madden Library
5200 N. Barton Avenue M/S ML34
California State University, Fresno
Fresno CA 93740-8014.**

California State University, Fresno is an EO/AA employer.

SCIENCE INSTRUCTION COORDINATOR/ BIBLIOGRAPHER

Loyola University Chicago Science Library

Provides information services and develops extensive Web-based resources in the physical and life sciences. Coordinates and promotes instruction services for the Science Library, and participates in systemwide instruction initiatives as the Science Library representative on the Instruction Coordinators Team. Designs and teaches library workshops and course-based user education sessions. Staffs the Science Library Reference Desk, which provides electronic and traditional reference services to faculty, staff, and students. Serves as bibliographer and faculty liaison to three science departments. Manages material funds and approval profiles; participates in collection assessment and policy development. Serves on Library and University committees. Designs Web pages in support of library services. Reports to the Head of the Science Library.

QUALIFICATIONS: Required: ALA-accredited MLS; academic background and/or experience in the sciences; experience in providing traditional and electronic reference services in an academic or special library; experience teaching information literacy and library skills in classroom and workshop settings; WWW expertise, including authoring and design; excellent communication and interpersonal skills. Desired: Collection development experience; budget management experience.

The Science Library serves the Departments of Biology, Chemistry, Mathematics and Computer Sciences, Natural Sciences, Physics, Psychology, and the School of Nursing. Loyola University of Chicago Library system has over 1.7 million volumes in 7 libraries. The FY '01 collection budget is over \$5 million. The libraries are highly automated.

SALARY: minimum \$32,000. Benefits include 20 days' vacation, full tuition benefits, TIAA-CREF, and standard medical/dental plans. Qualified applicants should send letter of application, résumé, and contact information for three references to:

Edward A. Warro, Dean of Libraries
Cudahy Library
Loyola University Chicago
6525 N. Sheridan Road
Chicago, IL 60626

Review of applications will begin **October 9, 2000**; applications will be accepted until the position is filled. For more information about Loyola, visit: <http://www.luc.edu>.

Loyola University Chicago is an affirmative action, equal opportunity educator/employer.

professional library activities and/or publications. Finalists will be asked to present a brief library instruction demonstration during the on-campus interview. Salary and Rank: Commensurate with experience and qualifications. This is a full-time non-tenure-track faculty position with generous benefits including health insurance and retirement options. Application Requirements: Submit a cover letter, résumé, and the names, addresses, and telephone numbers of three professional references by the postmark closing date of October 21, 2000, to: Frank Allen, Associate Director for Administrative Services, Reference Search, **University of Central Florida Library**, P.O. Box 162666, Orlando, FL 32816-2666. Cover letter should address specific qualifications and experience in the area of specialization, as well as addressing all required and preferred criteria. Searches are conducted in accordance with the state of Florida Sunshine regulations. UCF is an equal opportunity, affirmative action employer.

SCIENCE LIBRARIAN. The University of California, Riverside Library is seeking an innovative, energetic, and service-oriented Science Librarian to join the Information Services Department of the Science Division. Provides traditional and electronic reference service and research consultation. Conducts user education and instructional programs. Participates in collection development for one or more scientific disciplines. Graduate degree in library science. Knowledge of a wide range of print and electronic information resources and experience with current technologies in providing reference and instruction services. Instruction or training experience. Knowledge of and experience in computer technology. Experience with Web page creation. Preferred: Science degree or experience working in a science library. Experience in collection development in the sciences. The

successful candidate will be appointed to the Librarian series at a salary level appropriate to the candidate's qualifications and experience. Appointment Range: \$32,940-\$44,196. Applicants should send a letter of application, a complete résumé, and the names of three references by September 30, 2000, to: John W. Tanno, Associate University Librarian, **University of California, University Library**, P.O. Box 5900, Riverside, CA 92517.

SERIALS CATALOGER. University of Minnesota Libraries-Twin Cities Campus (<http://www.lib.umn.edu>). The University of Minnesota Libraries invites applications for the position of Serials Cataloger in the Materials Acquisition and Control Team (MAC). MAC consists of teams that perform acquisitions, authority control, cataloging, database management, serials processing, and binding preparation. Description: Perform original and copy cataloging, and recataloging of serials representing all levels of difficulty, all subjects and all formats including electronic publications, using NOTIS, OCLC, RLIN, MARC21, metadata, AACR2, LC rule interpretations, subject headings, and classification scheme. Additionally, this position has responsibility for resolving problems and inconsistencies in bibliographic and holdings records and deciding on appropriate bibliographic treatment of materials. May also catalog Web resources and monographs. May be assigned to evening and weekends in response to service needs. Qualifications: (Required) MLS from an ALA-accredited institution (or foreign equivalent). Experience with serials or monographic cataloging: e.g., coursework, copy cataloging, etc. Knowledge of AACR2, LC rule interpretations, MARC21 tagging, bibliographic utilities (RLIN and/or OCLC) and an online library system. Demonstrated ability to function in a collaborative, service-oriented environment and to adapt to a frequently changing

Shhhhh!! We're Hiring.

University of California, San Diego

The Libraries of the University of California, San Diego (UCSD) invite applications from innovative professionals to fill four exciting career-track openings at various levels of appointment in its Catalog Department, Social Sciences & Humanities Library, and Science & Engineering Library. With its ranking as one of the top ten research institutions in the country, UCSD provides the academic benefits of a world-class research university. For complete details for each position, please consult the Library's web site at: <http://orpheus.ucsd.edu/fac/positions.htm>

Digital Information & Serials Cataloging Section Head

Hiring Range: \$40,248-\$50,520. The Catalog Department seeks a professional with strong knowledge of bibliographic control and some supervisory experience to provide leadership in the management of electronic resources and serials. The successful candidate will serve as Head of Digital Information and Serials Cataloging (DISC), supervising one librarian and four high-level professionals. This individual will provide leadership for DISC and share responsibility in the Catalog Department management and provide leadership in developing local cataloging policy and procedures for serials. Incumbent will investigate, experiment with, and implement new approaches, including extended and creative uses of metadata, and will participate in library committees, task forces, and special projects, particularly those related to cataloging, metadata, and bibliographic control.

QUALIFICATIONS: Demonstrated successful supervisory experience. Experience with Anglo-American Cataloguing Rules, Library of Congress classification and subject headings (or other thesauri), MARC formats, and automated library systems. Familiarity with established and emerging metadata standards (TEI, EAD, Dublin Core, etc.). Ability to excel as a team leader in a dynamic, collaborative, technology-intensive environment. Evidence of flexibility and problem-solving skills. Demonstrated ability to work well in a changing environment, to work effectively in a large organization, and to exercise creativity and initiative. Excellent interpersonal, organizational, and written and verbal communication skills.

Commitment to professional growth and development. Desirable Qualifications: Reading knowledge of one or more foreign languages. Knowledge of CONSER and NACO policies. Serials management experience. [<http://orpheus.ucsd.edu/fac/DISCSectionHead.htm>]

Literature/Humanities Bibliographer Team Leader & Supervisor

Hiring Range: \$47,556-\$68,112. The Social Sciences & Humanities Library invites applications for a leadership role that builds and manages research-level collections in English and American literatures, theater, dance and related areas. The successful candidate will serve as an active liaison with pertinent academic departments, faculty and students; provide in-depth bibliographic instruction and research consultation using traditional materials, newly-emerging electronic tools, and the resources of the California Digital Library. Incumbent will coordinate UC-wide resource sharing, participate in consortial subject groups, and serve as team leader and supervisor of 3-6 bibliographers. Provides general reference assistance at a combined social sciences/humanities and government information reference desk; rotational evening and weekend hours required.

QUALIFICATIONS: Academic specialization/advanced degree in English language literature. Demonstrated successful supervisory expertise within a large or growing academic institution. Ability to facilitate goal-oriented communication within a rapidly changing library environment. Five years' successful reference and instructional experience in an academic library. Demonstrated potential to excel as

a team member in a dynamic, collaborative, technology-intensive environment. Demonstrated superior skills in collections management, in specialized instruction, and in all oral and written communications. This position is targeted toward a mid-to-senior-level librarian. [<http://orpheus.ucsd.edu/fac/LiteratureLibrarian.htm>]

Interdisciplinary Sciences Collections & Services Librarian

Hiring Range: \$42,156-\$61,848. This newly created professional position will provide key support for the growing number of richly interdisciplinary study and research programs at all levels of the UCSD curriculum. The librarian will serve as an important liaison between all of the Sciences Cluster Libraries (Science & Engineering, Biomedical and the Scripps Institution of Oceanography Libraries) in designing, planning, executing, and evaluating reference, advisory, collection development and instructional programs that select and deliver information in such areas as bioinformatics and bioengineering, biophysics, materials science and environmental sciences. The successful candidate will be a member in a team of science and engineering librarians at the Science & Engineering Library (administrative home for this position), and they also rotate regularly to the other Science Cluster libraries to assist in providing reference services.

QUALIFICATIONS: Demonstrated interest in collection development, bibliography, instruction, or system development in support of the delivery of services to interdisciplinary fields of science and technology. Familiarity with print & electronic standard indexes and reference works in at least two of the following broad

subject clusters: chemistry or biochemistry; mathematics or physics; biology or medicine; engineering or computer science; earth or environmental science. Demonstrated understanding of the information needs of scientists and engineers and their use of information resources. [<http://orpheus.ucsd.edu/fac/S&ESciencesLibrarian.htm>]

Science and Engineering Collections Librarian

Hiring Range: \$34,404-\$47,268. The Science & Engineering Library seeks a collections librarian to adapt and manage our collections as we move from print to digital resources. Responsibilities of this position include support for collections analysis, surveys, usability and evaluation studies, as well as collections moves and weeding. In addition, the candidate will have subject responsibility for library collections and programs serving selected departments of the Jacobs School of Engineering. The successful candidate will participate in reference rotations in the Science & Engineering Library and collaborate with other science librarians in developing web-based information services.

QUALIFICATIONS: Minimum one year of successful public service experience in an academic or special library. Familiarity with scientific reference resources and literature relevant to any field of engineering. Record of successful experience in using standard electronic tools in reference service, including online catalogs, web and online research databases, e-mail, and CD-ROMs. Experience with collection development tools and practices in an academic, public, or special library. [<http://orpheus.ucsd.edu/S&ECollectionsLibrarian.htm>]

These librarian positions all require a professional degree from a library school or other appropriate degree or equivalent experience. Salary for each position is commensurate with experience and based on UCSD's Librarian salary scale.

UCSD offers a comprehensive benefits package including generous relocation reimbursement. Candidates applying by **October 15, 2000** will be given first consideration. To apply for any of the above positions, please submit a letter and resume, along with 3 professional references to: Debra Ambrose, Library Human Resources 0175H (1), UCSD, 9500 Gilman Drive, La Jolla, CA 92093-0175; Phone: 858.534.1279; Fax: 858.534.8634; E-mail: libraryjobs@ucsd.edu.

UCSD is an equal opportunity/affirmative action employer committed to excellence through diversity.



SYSTEMS LIBRARIAN

City University Libraries

City University invites nominations and applications for the position of Systems Librarian. This person reports to the Dean of Library Services, and will assume lead responsibility for the library's electronic information systems. The successful candidate will plan and evaluate all library automation efforts, coordinate library systems with the University's Information Systems Department, install and maintain the applications on the library's segment of the University's network, and assist students and others in the use of the library.

QUALIFICATIONS: A master's degree from an accredited school of library and/or information science and at least four years of relevant experience. Working skills with CD-ROM and networked environments, and an understanding of SQL and basic Unix. Desirable qualifications: Additional training and/or experience in computer systems, ability to communicate and work effectively with others, and additional academic degrees.

Competitive salary including excellent benefits and tuition. Send résumé and cover letter to:

City University/HRD
335-116th Avenue SE
Bellevue, Washington 98004
hrd@cityu.edu
FAX: (425) 637-9689

EOE

environment. Excellent interpersonal and problem-solving skills, initiative, good oral and verbal communication skills, organizational skills, flexibility, ability to both give and take instruction, knowledge of one language besides English, and an aptitude for complex, analytical, and detailed work. (Preferred) Previous original serials cataloging experience; experience with cataloging of electronic resources and with training and documentation writing; familiarity with Dublin Core or other metadata schema. Salary and Benefits: Full-time, 12-month, continuous appointment-track, academic/professional position with probationary appointment at the Assistant Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$33,000 for this position. Excellent benefits and substantial moving allowance. To Apply: Send a letter of application, resume, and names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Search Committee, Libraries Human Resources, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. Please identify your application with Job Number UL 125. Applications will be accepted until position is filled. A full position description is available at: <http://www.umn.edu/ohr/employ.html>, listed with Academic/Professional positions as UL 125. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

STAFF LIBRARIAN. Fairmont State College, the largest state college in West Virginia with approximately 6,650 students, is seeking a highly motivated and flexible Staff Librarian committed to excellent library service, with a combination of strong interpersonal, bibliographic, and

DEAN OF LIBRARY SERVICES

City University Libraries

City University invites nominations and applications for the position of Dean of Library Services. The Dean reports to the Vice President of Academic Affairs and has primary responsibility for managing all aspects of library service for this "university without walls," including planning, budgeting, personnel, systems, collection development, and public services. The Dean is also the primary spokesperson for the Libraries with the University and external communities. The library employs 8.5 librarians, 2 technicians and 2 FTE student assistants in the main library in Renton, Washington, and three branches in Washington state. There is also some responsibility for advising a branch library in Slovakia.

QUALIFICATIONS: A master's degree from an accredited school of library and/or information sciences and at least five years experience in a library or related enterprise, two of which included supervisory duties. Evidence of increasing responsibility in libraries or information services. Desirable qualifications: additional academic degrees, demonstrated success in leading a complex organization, and some teaching experience.

Competitive salary including excellent benefits and tuition. Send résumé and cover letter to:

City University/HRD
335-116th Avenue SE
Bellevue, Washington 98004
hrd@cityu.edu
FAX: (425) 637-9689

EOE

technical skills. The College is a fully accredited coceducational institution operating under the authority of the State College System of West Virginia Board of Directors and is located in north central West Virginia, approximately 90 miles south of Pittsburgh, Pennsylvania. The position reports to the Director of Library Services and works with one additional Staff Librarian. Responsible for cataloging all materials, including book, nonbook, and electronic resources; oversight of technical processing of materials; assistance with public services at the reference desk. Salary Range: \$1,900-\$3,355 per month (Pay Grade 17). Qualifications: MLS from ALA-accredited program plus a minimum of one year of library experience required; working knowledge of OCLC, AACR2, DDC and LC, MARC formats. Prefer experience with Horizon library system, familiarity with authority and database quality control issues, experience cataloging in an academic library. Effective Date: Upon approval. Send letter of interest, resume, and three job-related references to: Human Resources Office, Fairmont State College, 224 Hardway Hall, Fairmont, WV 26554, through September 22, 2000. Interviews will be scheduled after the deadline. Fairmont State College is an affirmative action, equal opportunity institution. Minorities are encouraged to apply.

WEBMASTER/REFERENCE/INSTRUCTION DISTANCE EDUCATION LIBRARIAN. (Academic or Senior Academic Librarian

INSTRUCTION & OUTREACH LIBRARIAN

Rutgers University Libraries

Rutgers University Libraries seeks a dynamic librarian to join its New Brunswick Libraries team. The successful candidate will develop & implement library instruction, information literacy & library outreach programs with special emphasis on the needs of undergraduates; provide general reference services as well. The Douglass Library, where the position is based, is slated for renovation as a state-of-the-art digital library. ALA/MLS and 2 or more years' professional exp. required; advanced degree in education/liberal arts preferred. Appointment will be at the rank of Librarian III or IV depending upon qualifications. Salary is negotiable, dependent upon experience & qualifications; min. salary for Librarian III is \$42,369 and Librarian IV is \$35,302. The complete position profile is at <http://www.libraries.rutgers.edu/> under 'News and Events'. Candidates applying by October 2, 2000 will receive first consideration. Submit resume, cover letter, and names of three references to: Sandra Troy (APP 143), Libraries Personnel Officer, Rutgers University Libraries, 169 College Ave., New Brunswick, NJ 08901-1163; FAX 732-932-7637; e-mail: stroy@rci.rutgers.edu. EOE/AA Employer

Level dependent upon qualifications and experience) Coordinates development and updating of the library's World Wide Web site; develops and maintains the Web interface as a shared responsibility. Coordinates library distance education services to students and faculty; arranges for appropriate remote connectivity and delivery of information resources. Assists in the planning and provision of reference services and library instruction. Some supervision of classified staff. Requirements: MLS degree from an ALA-accredited library/information science program. Knowledge and experience in World Wide Web development required. Training

HEAD LIBRARIAN & BIBLIOGRAPHER

Stanford University, Engineering Library

Librarian/Senior Librarian. Salary: Compensation will be based on relevant qualifications and experience. The position will remain open until filled.

RESPONSIBILITIES: Manage Engineering Library; serve as liaison with School of Engineering faculty and students; develop and manage collections in all formats; coordinate services and collections with other science librarians; contribute to librarywide planning; serve on committees as appropriate.

SUPPLY: Cover letter, qualifications, résumé, and contact information for three references. Address letters to Carol Olsen. For job description and mailing address, see: <http://www-sul.stanford.edu/depts/humres/61.html>. Contact:

Assunta Pisani
Associate University Librarian for
Collections and Services
Phone: (650) 723-6985,
apisani@sulmail.stanford.edu

and/or experience in academic reference library instruction and distance education. Preferred Experience: Experience in distance education. Basic understanding of HTML at the coding level; understanding of Unix commands, CGI scripting, and Windows 2000. Some background in graphic design. Salary range from \$38,000 dependent upon qualifications and experience. Send letter of application, résumé, and names of three references to: John J. Jax, Director, Library Learning Center, UW-Stout, Menomonie, WI 54751. Screening begins: September 15, 2000. Uw-Stout is an EEO/AA employer.

Late Job Listings

ALUMNI SERVICES LIBRARIAN. The Sheridan Libraries of Johns Hopkins University are national leaders in the implementation of digital collections and services in support of teaching and research, and in the development of innovative entrepreneurial programs. The Libraries have an exciting opportunity in Distance Education to develop a suite of electronic library services for University alumni. These services will be accessible to an internationally dispersed and culturally diverse population of alumni from all programs and schools of the University. The Johns Hopkins Alumni Virtual Library will provide electronic collections (including databases and journals), electronic and toll-free reference services, personal research services, online book discussion groups, and other innovative services to be developed. The Libraries require a highly motivated and dynamic librarian to develop and implement this program to focus on the intellectual and lifelong learning interests of highly educated adults and the range of library resources and services that provide them personal enrichment. Please review the full job description and position qualifications at <http://milton.mse.jhu.edu/distant/alumniservices.html>. Send résumé, cover letter, and three references indicating Job #S00-6533 to: **Johns Hopkins University**, Homewood Human Resources, 119 Garland Hall, Baltimore, MD 21218, or fax to: (410) 516-2314. Approximate starting salary range \$38,552-\$43,850. We offer excellent benefits including tuition remission in a smoke free/drug free environment. AA/EOE. www.jhu.edu.

ASSISTANT MANUSCRIPTS CURATOR. Loyola Marymount University's Center for the Study of Los Angeles is seeking qualified candidates for the temporary position of assistant

manuscripts curator. The duties for this full-time position are to process the LEARN papers (110 linear feet in size), as well as other collections, according to professional archival standards and conservation practices. Preferred applicants are those who have an MLIS, with a concentration in archival methodology and practices, or an MA/MS in a related field, and have proven success in processing collections and writing finding aids. Experience with computer software and HTML is critical. Beginning immediately, the appointment extends for fourteen months, and includes benefits. Please send a cover letter and résumé to: **Loyola Marymount University**, Human Resources, 7900 Loyola Boulevard, Los Angeles, CA 90045-8155. Fax: (310) 338-7711. Also visit LMU's Web site at: www.lmu.edu/hr/bull.htm, or call our Jobline at (310) 338-4488. Position will remain open until filled.

LIBRARY INSTRUCTION/REFERENCE LIBRARIAN. Shepherd College, Scarborough Library seeks a Library Instruction/Reference Librarian to begin January 1, 2001. Shepherd College is a four-year state college located in historic Shepherdstown, West Virginia, 65 miles from metropolitan Washington/Baltimore. Responsibilities: Coordinates, plans, delivers, and assesses library instruction for students and faculty/staff; provides reference services; performs collection development as faculty liaison in assigned disciplines. Position reports to the Library Director. May include some nights and weekends. Position requires a master's degree in Library/Information Science from an ALA-accredited institution. Experience in teaching/training; knowledge of electronic resources, CD-ROM technology, Internet, and emerging library and instructional technologies; knowledge of word processing, presentation, and spreadsheet software; strong oral and written communication skills and interpersonal skills; ability to work effectively with diverse public and staff. 12-month, faculty non-tenure-track, entry-level position. Salary: \$30,000. Application Procedure: Send letter of application, résumé, and three current letters of reference to: Office of Human Resources, **Shepherd College**, Shepherdstown, WV 25443. Minorities and women are encouraged to apply. Position open until filled. AA/EOE.

PUBLIC SERVICES LIBRARIAN. Albert R. Mann Library, Cornell University Library. Albert R. Mann Library, part of the Cornell University Library system, is looking for a creative, energetic professional who enjoys working in a lively and innovative work environment. Responsibilities: Provide quality reference service, one-on-one consulting, and instruction in information management. Develop expertise in existing and emerging technologies for information delivery, especially those that serve scholars effectively, as well as lead and/or participate in innovative projects. This position is one of eight librarians reporting to the Head of Public Services. Qualifications: Required: ALA-accredited MLS or equivalent graduate degree. Strong computing, communication, presentation, interpersonal skills and commitment to professional development. Preferred: Subject knowledge or work experience in agriculture/life sciences. Helpful: Some work experience in an academic setting, experience with numeric data, statistical programs, and/or expertise in the design or evaluation of information systems. Applications: Requested by October 15, 2000. Review of applications begins immediately and will continue until position is filled. Rank and salary are dependent on experience and qualifications. Informal, preliminary applications will be accepted electronically with paper copy to follow. Send cover letter, résumé, and the names, phone numbers, and addresses of three references to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, **Cornell University**, Ithaca, NY 14853-5301. E-mail: libhr@cornell.edu. 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.

PUBLIC SERVICES LIBRARIAN. Flower-Sprecher Veterinary Library, Cornell University Library. Cornell's College of Veterinary Medicine seeks a talented and dynamic Public Services Librarian for its Veterinary Library for a one-year term, with the possibility of renewal for a second year. Responsibilities: Under the direction of the Director of the Flower-Sprecher Veterinary Library, the Public Services Librarian plays a significant role in planning, developing, and implementing innovative digital reference and instruction services; will share in planning new models of service; implement special projects; provide reference service, library instruction, tours, and workshops; serve on CUL committees, working groups, etc., and will be active professionally. Qualifications: An ALA-accredited master's degree in library/information science or equivalent combination of education and experience. A demonstrated ability to contribute to digital service initiatives and to new models of reference service. A working

knowledge of bibliographic and reference tools. Must have excellent organizational and communication skills, awareness of issues and trends in information technology and public services. Ability to work effectively with a diverse clientele. Ability to work independently as well as with others in a demanding and rapidly changing environment. Evidence of initiative and resourcefulness in past activities. Subject expertise in an area of sciences. Applications: Requested by September 15, 2000. Review of applications begins immediately and will continue until position is filled. Salary and appointment level are dependent on experience and qualifications. Informal, preliminary applications will be accepted electronically with paper copy to follow. Send cover letter, résumé, and the names, phone numbers, and addresses of three references to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, **Cornell University**, Ithaca, NY 14853-5301. E-mail: libhr@cornell.edu. 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.

SCIENCE/AGRICULTURE LIBRARIAN. (Assistant Librarian rank). Louisiana State University Libraries. Will participate in delivery of reference services at a combined general/government documents service desk, including some evening and weekend hours, in the general instruction program, as well as in department and library-wide activities and governance. Will be responsible, individually and as part of a team, for the Libraries' collections in one or more of the following fields: agriculture, life sciences, physics, mathematics. Responsibilities include selection, collection analysis, evaluation, and management. Works closely with the faculty and staff of relevant academic departments/colleges to identify needs and establish priorities. Provides subject-specific reference consultation and user education as needed, including instruction in the use of computer-based resources. Individual is expected to meet promotion and tenure requirements. Required: MLS from an ALA-accredited library school; knowledge of traditional and electronic reference resources; strong computer skills; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communication, and organizational skills; evidence of ability to meet tenure requirements. Preferred: Degree and/or relevant experience in the agriculture, life sciences, physics, or mathematics. Familiarity with current bibliographic and reference sources in agriculture and/or the life sciences; experience in collection development, reference work, and/or user education in an academic library; record of ability to develop and implement effective, innovative public service, instruction, or outreach projects, services, or programs; self-directed learning style; willingness to learn new technologies; demonstrated leadership ability. Salary and Benefits: \$30,500 per fiscal year minimum; dependent upon qualifications and experience; 12-month, tenure-track appointment; excellent benefits. Application: Review of applications will begin September 30, 2000, and will continue until position is filled. Candidates should submit letter of application, résumé, and names, addresses, telephone numbers of three references to: Caroline Wire, Assistant to Dean, 295 Middleton Library, **Louisiana State University**, Baton Rouge, LA 70803. Ref. # 000397.

TECHNICAL SERVICES LIBRARIAN. College of the Mainland. Requires MLS from ALA-accredited institution. In addition, prefer three years' successful work history in an academic library. The successful candidate will provide cataloging services for a community college library, maintain the library's automation system, participate in collection development, and share weekend and evening reference duties. The Librarian operates in an automated environment cataloging both print and nonprint materials, maintains documentation pertaining to cataloging, participates in budget development and the general operation of the Library. Salary grade C-MA, Professional. Starting salary range: \$40,317-\$44,349. Review of applications will begin immediately, and the search will continue until position is filled. Please submit résumé, application or letter of application, and three professional references. Incredible benefit and leave package. All applicants must be able to work within a team-building environment and self-managed work groups. Apply: Human Resources Office, **College of the Mainland**, 1200 Amburn Road, Texas City, TX 77591. Affirmative action, equal opportunity institution.

Weekly job updates on the Web
<http://www.ala.org/acrl/c&rlnw2.html>