

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 \$10.15 per line for institutions that are ACRL members, \$12.25 for others. Late job notices are \$23.50 per line for institutions that are ACRL members, \$28.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$470 to \$870 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 four weeks before the printed edition of C&RL News is published.

Contact: Elise Parker, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: 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

ARCHIVIST AND SPECIAL COLLECTIONS LIBRARIAN. Franklin and Marshall College, a highly selective, residential, liberal arts college for approximately 1,900 students, seeks an Archivist/Special Collections Librarian to be responsible for collecting, organizing, and preserving for use materials held in the institution's College Archives, Manuscript, and Rare Books Collections. Responsibilities include administration of the department's collections and records management program, provision of reference and library instruction services, and installation of library exhibits. In addition, the librarian coordinates collection development in assigned subjects, acting as liaison with faculty in these subjects. Strengths of the collections include the German/American Imprint Collection, Schaffner Film Library, and the Reynolds Family papers. For information about the collections, visit the department's Web site at: library.fandm.edu. Minimum Qualifications: ALA-accredited MLS with archival course work; three years' progressively responsible experience in an archive or manuscripts repository; facility with computer applications in archives; supervisory experience; strong teaching/presentation skills; ability to perform physical activities associated with archives work. Desired: Reading knowledge of German; experience with records management, especially as it pertains to electronic records. Application review will begin on August 15, 2002, and continue until the position is filled. Finalists will be asked to submit official copies of transcripts to Personnel Services. Qualified candidates should submit a résumé, contact information for three professional references, and salary requirements to: Personnel Services, Franklin and Marshall College, P.O. Box 3003, Lancaster, PA 17604; fax: (717) 291-3969; Web: www.fandm.edu. Franklin and Marshall College is an equal opportunity employer committed to building a diverse workforce.

ASSISTANT PROFESSOR OF LIBRARY SCIENCE/WEB LIBRARIAN. University of Alaska Fairbanks (UAF) seeks service-oriented, technologically proficient librarian to lead development and administration of Web-based services for Rasmuson Library. This tenure-track position is one of four librarians reporting to Head of Information Services and works closely with Systems Department of Rasmuson Library's Division of Computing and Communications. UAF is a Carnegie Doctoral Intensive University and the senior campus within the University of Alaska system. Fairbanks boasts a continental climate with outstanding year-round recreational opportunities, delightful summers, and dry, calm winters. Duties: Web librarian will work with library management and departments to articulate a vision for library Web site, facilitate communication with library departments and content providers for their Web-based services, manage library Web site, develop project specifications, conduct project evaluations, coordinate task groups, contribute to strategic planning, and develop guidelines and standards. Formal teaching of undergraduate Library Science course, support for distance education services, general reference duties, research and publication, and university service are required. Required Qualifications: ALA-accredited MLS

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	\$30,095*
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	\$30,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,700

*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.

or equivalent; ability to build a Web site; current working knowledge of Web technologies, development practices and issues; understanding of effective Web interface design and awareness of current issues in architecture, navigation, usability, and accessibility; teaching experience. Full job description is available at: www.uaf.edu/uafhr/jobs/Faculty.html. Salary: Minimum \$46,000 (nine-month base plus three months) commensurate with experience. Excellent benefits. Faculty rank. For more information about Rasmuson Library, see: www.uaf.edu/library. For more infor-

COORDINATOR OF INSTRUCTION/REFERENCE SERVICES

Colorado State University Libraries

RESPONSIBILITIES: Reference Services is organized into three groups, each with its own coordinator: Collection Management, Information and Reference, and Instruction. This position reports to the Assistant Dean for Public Services and is responsible for planning and coordinating the full range of activities encompassed in the libraries' educational and outreach programs. The Coordinator of Instruction provides supervision for seven library faculty, one support staff, and student assistants; coordinates, develops, and promotes library education programs for Colorado State University Libraries users; provides instructional support for subject specialists; organizes the evaluation of instruction programs; and participates in scheduled service at reference service desks.

REQUIRED: Graduate degree in library science from an ALA-accredited degree program; a minimum of three years' post-MLS reference experience in an academic library; demonstrated successful supervisory and/or project management experience; demonstrated experience in information literacy and/or instruction; demonstrated initiative and expertise in user services and a strong customer service commitment. Must demonstrate excellent interpersonal skills including the ability to work as a group or team member and the ability to communicate effectively with faculty, staff, students, and community constituencies. Must have the potential for meeting the requirement for tenure and promotion and have a demonstrated commitment to the profession. Desired: Specialized knowledge in a subject area; experience in collection development; experience in Web-based instructional design.

RANK AND SALARY: Twelve-month, tenure-track faculty appointment with contract reviewed annually until tenure is granted. Salary minimum of \$55,000.

TO APPLY: Send a letter of application addressing your qualifications as they relate to the position; a current résumé; and names, e-mail and office addresses, and phone numbers of three references to:

George Jaramillo
Assistant Dean for Administrative Services
Colorado State University Libraries
Fort Collins, CO 80523-1019
E-mail: gjaramil@manta.colostate.edu

Full job description can be obtained at: <http://manta.library.colostate.edu/pers/openings.html>. For full consideration, all application materials must be received by 5:00 p.m. **August 16, 2002.**

Affirmative action, equal opportunity employer.

mation about Fairbanks, see: www.sled.alaska.edu; and www.fairnet.org. Application: Applications must be postmarked by July 26, 2002. Make reference to Requisition #FF 20731001. A University of Alaska (UA) applicant form must be completed and submitted. Please provide all the following: UA applicant form; letter of application; résumé with names, addresses, and phone numbers of three professional references; portfolio of URLs that represent your active Web sites or archived sites for which you had full responsibility to: UAF Human Resources, P.O. Box 757860, Fairbanks, AK 99775-7860, Attn: Rheba Dupras, Search Committee Chair; fax: (907) 474-5859; e-mail: fjobs@uaf.edu. The application form may be downloaded from: www.alaska.edu/hr/forms/PDF_ent/applicant_form_ent.pdf; or obtained from: UAF Human Resources, Administrative Services Center, 3295 College Road, Room 108, Fairbanks, AK 99775-7860. If you have questions regarding this vacancy announcement, please contact Bonnie Schertenleib: (907) 474-7050; or e-mail: fnbfs@uaf.edu. UAF is an AA/ADA/EEO employer.

CATALOG LIBRARIAN. Responsible for original and complex adaptive cataloging for monographs, serials, and other formats using AACR2r, LCRI, LCSH, LC Classification, and MARC formats. Participates in authority work, quality control, and database maintenance. Tenure-track, 12-month appointment. Minimum Salary: \$34,000 per year. ALA-accredited MLS required. For full description and complete requirements, call: (901) 678-2201; or see: <http://www.lib.memphis.edu>. Apply by July 20, 2002. Send cover letter, résumé, and contact information for three references to: Nancy Massey, Personnel Associate, 126 Ned R. McWherter Library, University of Memphis, Memphis, TN 38152. The University of Memphis is an affirmative action, equal opportunity employer.

DIRECTOR OF THE LIBRARY. Transylvania University invites applications for the position of director of the library. Transylvania is a private liberal arts college in Lexington, Kentucky, with an enrollment of 1,050 and student to faculty ratio of 14 to 1. Ninety-seven percent of the faculty hold a Ph.D. or terminal degree. Founded in 1780, the university enjoys a long and distinguished history. Transylvania awards the bachelor of arts degree in 24 majors and has an endowment of \$122 million. The library collections total 125,000 volumes. The director of the library administers services, collection development, and user education in support of the curriculum at Transylvania University. The director is responsible for all aspects of the library including staffing, budgeting, circulation, interlibrary loan, technology, instructional and reference services, special collections, and oversight of the Technology Learning Center. The director supervises three librarians, four support staff, student assistants, and the director of the Technology Learning Center, and reports directly to the Vice President and Dean of the College. The position requires a MLS from an ALA-accredited institution and five years of related experience including two years of supervisory experience. Knowledge of current trends in library technology, an understanding of the role of the library in a liberal arts institution, and a demonstrated commitment to excellent service are preferred. Applications will be reviewed upon arrival; the position will remain open until filled. Submit cover letter and résumé to: Jeff Mudrak, Director of Human Resources, Transylvania University, 300 N. Broadway, Lexington, KY 40508; e-mail: jmudrak@transy.edu; Web: www.transy.edu/jobs.html. Transylvania University is an equal opportunity employer.

DOCUMENTS LIBRARIAN. Assistant Professor, tenure leading. Starting October 1, 2002, appointment date negotiable. General Information:

TWELVE POSITIONS AVAILABLE

Chicago State University

Library & Instruction Services Learning & Instruction Services

Twelve positions in FY 2002-03 at competitive salaries. Apply with letter, curriculum vitae, and list of three references to the appropriate search committee:

c/o LISAS
Douglas Library 206
Chicago State University
9501 S. King Drive
Chicago, IL 60628-1598

Fax to (773) 995-3772; or e-mail attachments to: LJ-McCrank@csu.edu. See: <http://csu.edu/library/positions.htm>; and inquire to Dean L. J. McCrank: (773) 995-2253.

ADMINISTRATOR

Director, LIS Technical Services

July 1, 2002. Administration of Acquisitions and Collection Development program, Cataloging and Materials Processing operations, using Endeavor Voyager ILS. Required: MLS from ALA-accredited program and additional graduate degrees; experience to warrant appointment parallel to associate professor rank.

FACULTY: PROFESSIONAL LIBRARIANS

Fall term, 2002

Appointments at beginning assistant professor rank (instructor rank possible), requiring MLS from ALA-accredited program or equivalent professional degree plus additional graduate degree(s) and/or experience.

Serials Librarian

Manage Bibliographic Control, Acquisitions of serials and periodicals, in all formats.

Reference and Instruction Librarian

For information services, Information Literacy program, and Social Sciences liaison and collection development.

Instructional Technologist/Media Specialist

In Learning and Instruction Services to develop and coordinate a new all-campus Media Lab with Media Center, Production, and Support Services. Required: Experience with Web-based learning and instruction, courseware design and authoring tools, and media production, strong technical skill set.

STAFF PROFESSIONALS AND PARA-PROFESSIONALS

Twelve-month appointments in administrative assistant and civil service positions for experienced mid-level managers with appropriate degrees and certifications.

Library Operations Manager

For Public Services and administrative assistance to the LISPS Director.

Records Manager II

In University Archives (CAA, ARMA certifications, degrees, and experience).

Microcomputer Support Specialists I-II (Two openings)

In LIS Media and/or Information Systems.

Graphic Designer I

In Media Services for courseware and Web design, assistance to faculty and students.

CSU, an affirmative action, equal opportunity employer, a fully accredited urban university of 8,000 in nearly 40 bachelor's and master's programs and a nascent D.Ed., is building a new 142,000-square-foot state-of-the-art library to open in 2004 and will remodel the Douglas Library into a combination Media Arts Union and office and classroom complex.

HEAD, REFERENCE DEPARTMENT

George Mason University (Search reopened; Revised position announcement)

George Mason University Libraries seeks a highly energetic, innovative, and experienced individual to lead the Reference Department in Fenwick Library, the main research library at George Mason University. Initiatives currently underway at the University Libraries include a virtual reference service; implementation of core competencies for reference service throughout all the libraries; restructuring of library instruction into an information literacy program; review/assessment of the librarian liaison program.

RESPONSIBILITIES: Leads a staff of nine reference/liaison librarians (including the Government Documents/Maps Librarian), who have responsibilities for reference desk and e-reference duties, specialized reference and research consultation by appointment, instruction, and collection development for assigned academic programs. Departmental staff also includes three classified staff, four Graduate Research Assistants, and a number of student assistants. Plans, organizes, and assesses activities within areas of administrative assignment in consultation with other library administrators. Shares responsibility for coordination and ongoing evaluation of the librarian liaison program. Collaborates with other department heads to ensure quality service, and promotes a spirit of teamwork and a user-centered approach to library services throughout the libraries. Position reports to the Associate University Librarian for Public Services.

More information about George Mason University (GMU) and GMU Libraries is available at: <http://www.gmu.edu>.

QUALIFICATIONS: ALA-accredited MLS or recognized foreign equivalent; substantial managerial and supervisory experience in an academic research library setting; demonstrated decision-making, planning, and organizational abilities; knowledge of trends in contemporary reference service and library instruction; excellent communication and teamwork skills; strong teaching ability and commitment to mentoring/coaching.

APPOINTMENT: Professional faculty appointment; salary competitive, commensurate with qualifications; excellent benefits include health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 11 paid holidays; tuition waiver for self.

APPLICATION: Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three current references to:

Chair, Head of Reference Search Committee Library Administration, MSN 2FL George Mason University Fairfax, VA 22030-4444

Review of applications will begin on **September 1, 2002**, and continue until position is filled.

Affirmative action, equal opportunity employer; minorities are encouraged to apply.

The University of Nebraska-Lincoln (UNL) is a comprehensive research and land grant university with state, national, and international impact. A Carnegie I institution, UNL offers 36 doctoral programs and 78 master's programs. The total fall 2001 enrollment was 22,764 students. UNL is a member of the Greater Western Library Alliance and the Association of Research Libraries. The University Libraries holdings include 2,447,900 volumes and 19,000 active periodicals and serials. The Innovative Research Information System (IRIS, <http://iris.unl.edu>) includes the libraries' electronic catalog, numerous general and specialized journal indexes, full-text electronic journals, and a host of Internet resources. Love Memorial Library is the largest library facility on campus; there also are agriculture, architecture, biological sciences, chemistry, engineering, geology, mathematics, music, and physics libraries. Government documents collections are housed in Love Memorial Library and C. Y. Thompson (agriculture), Engineering, and Geology branch libraries. Responsibilities: The Documents Librarian manages the collections of United States, United Nations, Nebraska, and Organization of American States documents in multiple formats (electronic, print, microform, maps, etc.), and administers the Regional Depository Program for Nebraska; takes a leadership role statewide; provides documents reference to students, faculty, and the public; provides assistance to federal selective depository libraries in Nebraska; develops and promotes GIS activities for the

University Libraries; provides documents instruction and promotion of documents collections to the University community, through team teaching and other collaborative venues; responsible for the Documents Cyberary (<http://www.unl.edu/libr/govdocs/docs1.htm>) of selected Web sites for current federal, state, and UN publications; provides general reference on the reference desk; works with liaison librarians on collection development activities; supervises 3.0 support staff in receiving and processing of federal documents. Required: MLS from an ALA-accredited program; knowledge of federal government documents in all formats; reference experience using print and electronic government resources; experience with government documents or related experience/coursework; evidence of excellent analytical, organizational, communication, and time-management skills. Preferred: Supervisory experience; knowledge of or interest in GIS; experience with Web development; instructional background helpful; professional or paraprofessional library experience. \$34,500 minimum for a 12-month appointment. Salary is dependent upon the qualifications of the successful candidate. Application deadline is August 15, 2002; applications postmarked after this date will not be considered. Candidates should submit a letter of application and current résumé, which explicitly address how their education, relevant experience, and other relevant qualifications meet the responsibilities and qualifications for this vacancy. The university and the libraries have a strong commitment to achieving

ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN Daytona Beach, Florida

This position offers the candidate a unique opportunity to assist in creating the University historical museum collection as part of the "Preserving Our Heritage and History" project. Incumbent will oversee and direct the archiving of historical materials at all three campuses of the University, including arrangement and preservation of historical documents and regalia; creation of finding aids; coordinating archiving of University's oral history project and cataloging of collections. The archivist will assist in developing grant proposals, supervise activities of department staff, and participate in University committees and groups as appropriate.

Requires an MLS from an ALA accredited program; in-depth knowledge of archival principles and practices; and knowledge of preservation, care and storage of historical materials. Ability to evaluate materials as to historical value; interact with University officials and the community to establish effective working relationships; and commit to developing a digital archives in consultation with appropriate staff. Must have excellent oral and written communication, supervisory and problem solving skills; strong public service orientation; and experience cataloging using MARC format and making finding aids available on the Internet.

Minimum 3 years of progressively responsible professional experience in an archives, museum or manuscript repository preferred. Salary negotiable, depending upon experience. Comprehensive benefits package. Credential reviews are now beginning and will continue until a qualified candidate is identified.

Send application letter, resume, and three references including names and contact information (including e-mail address), to **Embry-Riddle Aeronautical University, HR Dept., 600 S. Clyde Morris Blvd., Daytona Beach, FL 32114**, fax: (386) 323-5060, email: jacobska@erau.edu or online: <http://www.erau.edu/jobs> EOE

EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY

diversity among faculty and staff. Applications from members of underrepresented groups are encouraged. The candidate should also submit the names, current addresses, and current telephone numbers of three references who are knowledgeable of the candidate's qualifications for this vacancy to: Larry L. Kahle, Associate Dean, 318 Love Library, **University of Nebraska-Lincoln**, P.O. Box 884100, Lincoln, NE 68588-4100. For more information about the UNL Libraries, visit our homepage at: <http://iris.unl.edu>. The University of Nebraska 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 L. Kahle at (402) 472-2526 for assistance.

GOVERNMENT INFORMATION/REFERENCE LIBRARIAN. The University of San Francisco (USF) is accepting applications for the position of Government Information/Reference Librarian. The successful candidate will be responsible for overseeing the library's selective federal depository collection as well as coordinating the collection development of local and international government information. Requirements: MLS from an ALA-accredited program. Candidates must have at least two years of working experience with government information within the past six years, preferably at the professional, post-MLS level. Annual salary range is \$37,500-\$47,800. Librarians are on 12-month appointments. For com-



MIT Libraries

HEAD LIBRARIAN, ENGINEERING & SCIENCE LIBRARIES

**Massachusetts Institute of
Technology**

The Massachusetts Institute of Technology (MIT) Libraries seek a creative and visionary librarian to provide leadership in sustaining and enhancing a full range of user-centered services and collections on behalf of the MIT engineering and science community. A primary responsibility of the Head Librarian will be to promote visibility of the library and improve outreach to all MIT user groups requiring access to engineering and science information resources, with particular emphasis on users in the Schools of Engineering and Science and their related Divisions, Colleges, laboratories, and centers. He or she will lead a group of innovative and energetic staff in developing proactive library services and collections with an emphasis on the integration of emerging technologies for in-library and remote delivery of resources and services. The Engineering and Science Libraries promote a service-oriented philosophy that values measurement and assessment to maintain a deep understanding of user needs and expectations.

For further information about this position and the MIT Libraries, see: <http://libraries.mit.edu/about/jobs/hdesl.html>.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

plete requirements and job description, please visit our Web page: www.usfca.edu/hr. Review of resumes will begin July 1, 2002, and continue until the position is filled. To Apply: Send cover letter, resume, names, addresses, and telephone numbers of three references to: Human Resources, **University of San Francisco**, 2130 Fulton Street, San Francisco, CA 94117-1080; or e-mail to: resumes@usfca.edu.

HEAD OF SPECIAL COLLECTIONS. The University of Central Florida (UCF) Library, Orlando, seeks an enthusiastic, innovative, and experienced Head of Special Collections to develop and manage the rare and special book collections, the Bryant West Indies collection, and UCF archives. This position is responsible for prioritizing and implementing special collections projects related to development, digitizing, outreach, research, and preservation. The Head of Special Collections reports to the Director of Libraries and, as a member of management, contributes to long-range planning in support of the strategic objectives of the library. Responsibilities: The Head of Special Collections organizes and operates

SERIALS ACQUISITIONS LIBRARIAN

George Washington University (Search Revised and Extended)

APPOINTMENT RANK AND SALARY

Appointment at the rank of Librarian I (Salary Minimum: \$38,000); Librarian II (Salary Minimum: \$40,000); Librarian III (Salary Minimum: \$45,000). Rank and Salary based on qualifications and experience.

RESPONSIBILITIES

The Gelman Library is seeking a creative and enthusiastic individual to lead the Library in all aspects of serials acquisitions, including identification of vendors, licensing, acquisition, and fiscal control of serials. In addition to work with serials, this individual will oversee the processing of U.S. government documents, including receiving documents, ensuring GPO requirements are met, coordinating the transition to an electronic environment for U.S. documents, and reviewing govdocs-I. This position reports to the Head, Acquisitions, and supervises four paraprofessional staff members. The Librarian in this position provides assistance in general department leadership, staff development and training, and, depending on experience, may serve as acting head of the Department in the absence of the Department Head. All professional librarians serve on Library and consortial committees as designated. This position coordinates the work of the Serials Unit with several related groups in the Library including Serials Cataloging, Cataloging, Electronic Resources, and Collection Development.

QUALIFICATIONS REQUIRED

ALA-accredited MLS; serials acquisitions experience, including experience working with serials vendors; ability to foster teamwork among all levels of staff; experience working with the acquisitions module of an integrated online library system; experience working with a major bibliographic utility; supervisory and leadership skills, including strong and effective training and problem solving skills; attention to detail; ability to work in a collaborative environment; excellent oral and written communication skills.

QUALIFICATIONS PREFERRED

Academic or large research library experience; current participation/involvement in professional organizations aimed at maintaining knowledge of developments in serials management, and the ability to apply this knowledge in the planning, evaluation, and implementation of new services; experience with electronic resources including experience with negotiating contracts and licenses for electronic journals with vendors and aggregators; knowledge of copyright and its impact on electronic journals and resources; experience with Endeavor's Voyager and OCLC; knowledge and use of MS Excel and Access; knowledge of, or experience in, government documents processing; reading knowledge of foreign language(s).

REVIEW OF APPLICATIONS

Review of applications will begin **July 15, 2002**, and continue until the position is filled. Please send current résumé and names, addresses, and telephone numbers of three references to:

Emma Mosby
Manager, GLS Administrative Services
The George Washington University, The Melvin Gelman Library
2130 H Street, NW, Room 201
Washington, DC 20052

The George Washington University is an equal opportunity, affirmative action employer.

the department by managing budget expenditures, hiring and supervising staff, and establishing department policies and standards. This position promotes, publicizes, and expands awareness of existing collections by maintaining productive faculty relationships as well as creating and nurturing ties with the community and potential donors. Qualifications: Required: Master's degree from an ALA-accredited institution; successful experience in a special collections department, archive, or museum; demonstrated ability in processing, arrangement, and description of personal papers, organizational records, and other special or archival collections; supervisory experience. Preferred: Advanced degree in an appropriate subject area; knowledge of standards of bibliographic control, preservation, and archival policies and procedures; knowledge of and experience with digital initiatives in special collections; evidence of commitment to public service and the ability to work

collaboratively with a variety of staff, faculty, and researchers; evidence of successful project management; record of professional contributions. Finalists will be asked to give a brief presentation during the on-campus interview. Environment: Special Collections maintains materials in a variety of formats including rare and special books, manuscripts, pamphlets, photographs, maps, media, fine art, and university archival materials. The collections emphasize 19th and 20th century materials. Strengths include the Bryant West Indies Collection of over 1,800 books and periodicals, as well as maps, music, realia, and approximately 170 paintings and sculptures. Other notable collections are the Malkoff Book Arts Collection, the Thomas and Georgine Mickler Collection of Floridaiana, the Van Sickle Leftist Pamphlet Collection, and the art collections. For more information: <http://library.ucf.edu/special>. The University of Central Florida, one of 11 state universities, is located 13 miles east of downtown Orlando. UCF has

TWO POSITIONS AVAILABLE

Auburn University at Montgomery

Auburn University at Montgomery (AUM) seeks applications for the following positions:

Cataloging Librarian

AUM seeks a qualified individual to fill a tenure-track position as a cataloger. This position is responsible for performing original and copy cataloging in all formats, and for cataloging all foreign language materials. This position reports to the Head of Technical Services and assists in the operation of the unit.

QUALIFICATIONS: Required: An ALA-accredited MLS or equivalent degree; minimum of one year's professional experience; knowledge of bibliographic utilities such as OCLC and current cataloging rules; knowledge of LC Classification Schedules and Subject Headings; familiarity with automated cataloging systems; reading knowledge of French, German, or Spanish; good communication, interpersonal, organizational, and written skills; and must be capable of working in a flexible environment. Preferred: Knowledge of CORC principles; some collection development experience.

This is a tenure-track position, with requirements for research, publication and service.

SALARY: Commensurate with experience and qualifications, plus standard benefits.

Archives and Special Collections Librarian

AUM seeks a qualified individual to fill a tenure-track position with three-fourths (3/4) time in the Archives and Special Collections area and one-fourth (1/4) time at the general reference desk of the library. This position reports to the Head of Public Services and is responsible for the coordination of the Archives/Special Collections unit of the library. Duties include arranging, describing, cataloging, and preserving archival and manuscript materials; soliciting donations from and managing donor relations; managing and coordinating activities of the library's Friends group, serving on the library's general reference desk; and serving on library and university committees.

QUALIFICATIONS: Required: An ALA-accredited MLS or equivalent degree; formal training in archival theory and practice; an ability to work effectively with donors, colleagues, and a diverse clientele; and effective communication skills. Desirable skills include familiarity with MARC cataloging and an advanced degree in history or other relevant subject field.

This is a professional, tenure-track faculty appointment, with requirements for research, publication, and service. Employment is on a 12-month basis, with 20 days' annual leave and competitive standard benefits.

SALARY: Commensurate with experience and qualifications, plus standard benefits.

Located in the state capital of Alabama, AUM is a campus of approximately 4,700 students located in a metropolitan environment of some 300,000. Montgomery is located three hours from Atlanta and six hours from New Orleans.

TO APPLY: Review of applications will begin **September 13, 2002**, and will continue until the position is filled. Send a cover letter, vita, copies of transcripts, and the names, addresses, and phone numbers of three references, by September 13, 2002, to:

**Chair, (Position Title) Search Committee
Auburn University at Montgomery Library
P.O. Box 244023
Montgomery, AL 36124-4023**

*Auburn University at Montgomery is an affirmative action, equal opportunity employer.
Women and minorities are encouraged to apply.*

an enrollment of 36,000 students and serves a metropolitan population of 1.5 million residents. Near the Kennedy Space Center, UCF is nationally recognized for its programs in Engineering and Computer Science, Optics and Photonics, and is regularly listed as one of the nation's most "wired" universities. The main library has a collection of over 1.3 million volumes and is a partial depository for government documents and patents. The library materials budget is \$5.2 million. The staff of 108 includes a library faculty of 41. UCF offers an exciting and vibrant academic environment with growing collections, advanced technology, and an expanding campus. Salary and

Rank: Commensurate with experience and qualifications. This is a full-time, non-tenure-track faculty position with generous health insurance benefits and retirement options. To Apply: Submit an application letter, résumé, and names of at least three professional references postmarked by closing date (September 15, 2002) to: Cynthia Kisby, Personnel Librarian, **University of Central Florida Library**, P.O. Box 162666, Orlando, FL 32816-2666; fax: (407) 823-2529; e-mail: ckisby@mail.ucf.edu. Searches are conducted in accordance with the State of Florida Sunshine Regulations. UCF is an equal opportunity, affirmative action employer.



COORDINATOR OF DATA SERVICES

University of California, Berkeley

Assistant/Associate/Full Librarian
\$40,560–\$76,860 per annum, based upon qualifications

This position leads, coordinates, and cultivates the library's collection of numeric data files, including identifying and coordinating access to data files available on the Internet and developing means for access to data files at UC Berkeley through local networks. Responsibilities include organizing access to data files housed in the Library, working with campus systems units, including the Library Systems Office, to make data available, the development of documentation (including Web pages describing resources and services for numeric data files in cooperation with other campus data providers) and acting as liaison to UC DATA and other campus data providers. Other duties involve acquiring and posting on a Web site an inventory of campus data resources available to researchers, serving as UCB's liaison to the California Digital Library for data projects, providing reference desk coverage and in-depth consultation for UC Berkeley undergraduates, graduate students, faculty and staff, and outreach to faculty and graduate students including conducting training sessions on locating numeric data files and relevant analytic tools.

REQUIRED: Familiarity with quantitative data in all formats, an understanding of survey research and methodology, and familiarity with a variety of hardware, networks, software, and programming/scripting languages; the ability to constantly acquire the new skills and training necessary to keep up with changing technologies inherent in quantitative data (examples of formal training opportunities include the Inter-University Consortium of Political and Social Research (ICPSR) one-week summer program in "Quantitative Methods of Social Research"); experience or coursework in reference services, strong interpersonal and communication skills, and a user-centered service orientation; MLIS from an ALA-accredited institution or equivalent degree.

DESIRABLE: Graduate degree in a social science with statistical analysis emphasis. Government documents reference experience and/or coursework; experience organizing data files and working with users to provide access and value-added data services in a research setting, preferably a research library; demonstrated proficiency with social sciences statistical packages and software preferred (e.g., Oracle, SAS, STATA, and SPSS).

See: <http://www.lib.berkeley.edu/LHRD/librec.html> for complete job description and requirements.

DEADLINE: August 15, 2002.

TO APPLY: Send cover letter, résumé, and names and contact information of three professional references to:

Barbara Kornstein
Interim Academic Personnel Coordinator
Library Human Resources Department
447 Doe Library
University of California
Berkeley, CA 94720-6000
Fax: (510) 642-8675
E-mail: librec@library.berkeley.edu

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

HEAD, COLLECTION SERVICES DIVISION. Hamilton Library, University of Hawai'i at Manoa, Librarian III, IV, or V, full-time, tenure-track, available August 2002. Responsibilities: Reporting to the University Librarian and serving as a member of the Library Administrative Group, is responsible for the administration of the Division, which consists of the Acquisitions, Serials, Cataloging, and Preservation Departments. The Division consists of 11 librarians, 35 FTE support staff, and student assistants. The position is also temporarily responsible for the Systems Department that maintains and manages the hardware and software for the Endeavor System. The successful candidate will have had working experience with technical services, collection management, and information technology. The materials budget is approximately \$6 million for the acquisition of materials in all formats, including worldwide subscriptions to about 24,000 titles. Required: ALA-accredited MLS or international equivalent. For complete position announcement with minimum and desired qualifications and application procedure, write to: Personnel

Officer, **University of Hawai'i** Library, 2550 McCarthy Mall, Honolulu, HI 96822, or consult the library Web page: <http://libweb.hawaii.edu/uhmlib/libinfo/jobs.html>. Inquiries: (808) 956-7207. Application Deadline: Position open until filled. Applications received by July 19, 2002, will receive first consideration. The University of Hawai'i is an equal opportunity, affirmative action employer.

INFORMATION TECHNOLOGY OFFICER. The Iowa State University Library seeks applications and nominations for the position of Information Technology Officer, a full-time, 12-month faculty appointment. The Information Technology Officer provides creative direction for library computing; leads and advances the Information Technology Division; takes a prominent role in general and strategic planning, budgeting, and communication with regard to library information systems and technology; and represents the library in information technology within the university, as well as regionally and nationally. Encourages creative development in

DIRECTOR OF LIBRARY SERVICES

Spring Hill College

Spring Hill College, a comprehensive, Jesuit, Catholic liberal arts college with an enrollment of approximately 1,450 students, invites nominations and applications for the position of Library Director/Director of Library Services. The college is located in Mobile, Alabama, a major city along the Gulf coast. The college seeks a dynamic leader who will work collaboratively with multiple constituencies as the college prepares for construction of a new facility that will integrate traditional library and information technology resources and services (currently in the design development phase).

RESPONSIBILITIES: Reporting to the Vice President for Academic Affairs, the Director oversees all library operations and services, including preparing and managing budgets, operational planning and assessment, developing and implementing library policies and procedures, coordinating collection development, supervising library faculty/staff, working with an active "Friends of the Library" group, participating in fundraising for the library, and balancing existing library services and resources with emerging technologies.

QUALIFICATIONS: ALA-accredited MLS degree required (a second master's degree or Ph.D. highly desirable); minimum of five years of progressively responsible professional experience in an academic library; proven understanding of the changing scholarly use of information resources and services; excellent analytical, interpersonal, and written communication skills; ability to provide collaborative leadership and articulate a vision of the future of academic libraries in a digital age; excellent supervisory skills; evidence of proactive service orientation to support instruction and scholarship; and experience with planning and transitioning to a new facility (preferred).

Review of applications will begin **August 1, 2002**, and will continue until the position is filled. Please submit letter of application, résumé, and the names and phone numbers of five professional references to:

Patricia Davis, Director of Human Resources/Risk Management
Spring Hill College
4000 Dauphin Street
Mobile, AL 36608
Fax: (251) 460-2177; E-mail: pdavis@shc.edu

For more information on the position, visit: www.shc.edu/jobs.

Spring Hill College is an equal opportunity employer.

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College & Research Libraries

news

HEAD, ACQUISITIONS SERVICES DEPARTMENT

University at Albany

RESPONSIBILITIES: The University at Albany seeks a librarian to manage the operations of a highly automated Acquisitions Services Department; to manage the acquisitions budget; and to provide leadership in training and staff development. The librarian works cooperatively with the department's staff to set goals, establish priorities, and manage work flow; to lead the ongoing review of departmental policies, procedures, and organization; and to evaluate and use new technologies. Research, publication, and service are expected to satisfy criteria for continuing appointment and promotion. The librarian reports to the Assistant Director for Technical Services and Systems.

QUALIFICATIONS: Required: Graduate degree in librarianship from an ALA-accredited institution and experience using an automated system in a medium-size or large academic library or related environment; demonstrated managerial, planning, and supervisory experience, leadership, communication, and interpersonal skills; direct knowledge of and experience with at least one national bibliographic utility; demonstrated ability to take an active role in planning and implementing system upgrades and maximizing system efficiency; substantial knowledge of or experience with current and emerging trends in libraries and higher education, and the acquisition and use of electronic resources. Desired: Reading knowledge of at least one western European language. Preferred: The successful candidate will have experience with various aspects of acquisitions such as monographic and serial information in all formats, approval plans, budget management, management of contracts and licenses, familiarity with MARC formats and the purchase of books with cataloging records, knowledge of standards and issues relating to acquisitions, and trends in technical services and automation.

SALARY: Commensurate with education and experience. Salary minima: \$36,200 for Assistant Librarian and \$42,575 for Senior Assistant Librarian.

APPLY TO:

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

DEADLINE: Review of applications will begin **July 31, 2002**. Please include the names, addresses, and phone numbers of three references.

The University at Albany, State University of New York, is an equal opportunity, affirmative action, IRCA, ADA employer.

digital and information technology initiatives that respond to or anticipate user needs. Collaborates in the operation and management of the Web-based e-Library and the Horizon-based library management system. As a member of the Administrative Council and Dean's Council, participates in librarywide policy decisions and strategic planning. Reports to the Dean of Library Services. The Information Technology Division's staff (eight FTE) maintains the library's information technology infrastructures; coordinates information technology initiatives with other units in the library; and coordinates a comprehensive staff IT training program. The division also includes staff (three FTE funded by the State Library of Iowa) that manages the State SILO Project (a Horizon-based, statewide resource database). The division closely partners with University Academic Information Technology in its technical support of the library management system. Required Qualifications: ALA-accredited MLS and/or an advanced degree in computer science or related field; ability to meet promotion and tenure standards; five years' successful experience with increasing responsibility in technology management, including the implementation of innovative and emerging technologies; demonstrated effective experience in administering academic/research library information technology or computing services operation; management experience with a variety of software applications; demonstrated ability to work collegially with staff, faculty, and students in a complex environment; ability to encourage creativity and innovation; strong interpersonal, oral, and written communication skills; successful supervisory experience and the ability to provide effective

leadership in a shared decision-making environment. Preferred Qualifications: Experience with UNIX-based client-server applications, current Windows operating systems, network and desktop architecture, and consortial projects; success in attracting extramural funding and relevant experience in an academic/research environment. Salary and Benefits: Salary is competitive and commensurate with qualifications. TIAA-CREF, excellent group medical, dental, and life insurance; 24 annual working days' vacation, and 18 annual days' sick leave. Iowa State University and the Library: Iowa State University and its library foster an environment that promotes the value of diversity and offers a positive opportunity for contribution and growth. Doctorate degrees are offered in 81 fields and master's degrees in 110. Situated on a beautiful campus, the library actively serves over 25,000 students and a faculty and staff of over 6,000. It supports nationally recognized collections of over 2 million volumes and 21,400 current serials and an Internet-based library online management system (Horizon). The library is a member of ARL, Greater Western Library Alliance, CNI, CRL, BCR, and OCLC. Ames is a progressive community of 50,000 located 35 miles from Des Moines. The city supports quality schools and outstanding cultural attractions and was recently acknowledged nationally for its high quality of life. To Apply: Submit letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Chair, Information Technology Officer Search Committee, **Iowa State University**, 302 Parks Library, Ames, IA 50011-2140. Review of applications will begin August 1,

TWO POSITIONS AVAILABLE

University of Minnesota

The University of Minnesota Libraries invites applications and nominations for the positions of Social Sciences/Science Librarian and Science Librarian. Magrath Library is the main library on the St. Paul Campus, serving a wide variety of disciplines from the Colleges of Agricultural, Food and Environmental Sciences; Biological Sciences; Education; Human Ecology; Natural Resources; and Veterinary Medicine. Both positions support the research and instruction needs of undergraduate and graduate students, faculty, and staff as well as members of the public, and are responsible for collection development, reference and instruction, and support of the library's digital reference services and collections. The appointed individuals will work cooperatively with librarians in related disciplines to build collections and services to meet the needs of a large, research-oriented clientele.

Social Sciences/Science Librarian

PRINCIPAL RESPONSIBILITIES: Provide reference service during scheduled hours and by appointment and participate in expanding digital reference services. Some evening and weekend duty required. Provide formal and informal instruction to faculty and students in assigned subjects utilizing classroom teaching and innovative technologies. Serve as selector and maintain responsibility for all aspects of development and management of resources in digital and print formats for selected Magrath Library social sciences/sciences collections. Collection responsibilities may include applied social science disciplines such as family social science, social work, scientific and technical communication, and human resource development. Develop strong liaisons and partnerships with faculty, students, and appropriate academic departments to determine collection and service needs; analyze trends and keep current with scholarship in appropriate teaching and research programs. Seek opportunities to develop and promote subject-based online learning resources and digital projects.

QUALIFICATIONS: Required: ALA-accredited MLS or foreign equivalent; excellent oral and written communication and interpersonal skills; ability to work both independently and in cooperation with colleagues and library users in a service-oriented, team-based environment; demonstrated evidence of initiative and self-direction. Preferred: Advanced degree in social sciences or sciences, or significant disciplinary experience in an academic or special library; professional experience in reference services or instruction or collection development; knowledge of current technological applications; evidence of collaboration or partnerships; demonstrated involvement in professional activities.

POSITION: UL156

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2002. For more information, see the Web sites for Iowa State University: <http://www.iastate.edu>; the library: <http://www.lib.iastate.edu>; and the community of Ames: <http://www.ames.ia.us>. Iowa State University is an equal opportunity, affirmative action employer.

INSTRUCTIONAL SERVICES LIBRARIAN. Coordinates User Instruction Program for on- and off-campus users. Leads creation and use of print and Web-based instructional guides and tutorials. Participates in providing reference services. Tenure-track, 12-month appointment. Minimum Salary: \$34,000 per year. ALA-accredited MLS required. For full description and complete requirements, call: (901) 678-2201; or see: <http://www.lib.memphis.edu>. Apply by July 20, 2002. Send cover letter, résumé, and contact information for three references to: Nancy Massey, Personnel Associate, 126 Ned R. McWherter Library, **University of Memphis**, Memphis, TN 38152. The University of Memphis is an affirmative action, equal opportunity employer.

MANAGER, COLLECTION DEVELOPMENT. The **University of California San Francisco (UCSF)** Library and Center for Knowledge Management seeks an innovative, experienced individual for the position of Manager, Collection Development. The incumbent will serve as the leader for collection-building/maintenance and electronic content access that support teaching, learning, clinical, and research activities of the university's faculty, students, and staff. Requires: An MLS from an ALA-accredited library school or equivalent degree, successful leadership experience in managing and developing both print and digital collections in an academic health sciences library. For a complete position description, see: <http://www.library.ucsf.edu/jobs/collddev.html>. Salary range is \$42,996

to \$76,860 depending on qualifications. To Apply: Send cover letter, résumé, and the names of three references to: Nanette Grimm, UCSF Library/CKM, Box 0840, San Francisco, CA 94143-0840. UCSF is an equal opportunity, affirmative action employer. The university undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for Vietnam-era veterans and special disabled veterans.

OUTREACH/MULTICULTURAL LIBRARIAN. **California State University (CSU)**, San Marcos. Tenure-track appointment at Senior Assistant Librarian level (Salary range starts at \$50,024). Send application letter, résumé, and names of three references to: Marion T. Reid, Dean, Library and Information Services, CSU San Marcos, San Marcos, CA 92096-0001. Review of applications begins September 23, 2002. Full position announcement: http://library.csusm.edu/departments/admin/job_opps.asp.

PUBLIC SERVICE LIBRARIAN. (Pending Availability) Owensboro Community College, enrolling over 2,200 students and located in western Kentucky, invites applications for a Public Service Librarian. This 12-month faculty position requires strong commitment to information literacy for students and faculty and a desire to work in a community college environment. Required: MLS degree from an ALA-accredited institution or equivalent; strong interest and capability in teaching; and skills in both traditional reference services and in use of electronic resources. At least three years' experience in an academic library instruction program preferred. Submit letter of application, current résumé, application form, and names of three references to: Janet McKenney, **Owensboro Com-**

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Science Librarian

PRINCIPAL RESPONSIBILITIES: Provide reference service during scheduled hours and by appointment and participate in expanding digital reference services. Some evening and weekend duty required. Provide formal and informal instruction to faculty and students in assigned subjects utilizing classroom teaching and innovative technologies. Serve as selector and maintain responsibility for all aspects of development and management of resources and collections in digital and print formats for selected Magrath Library science collections. Collection responsibilities may include food science and nutrition and the biological sciences subdisciplines of biochemistry, molecular and cellular biology, and genetics. Develop strong liaisons and partnerships with faculty, students, and appropriate academic departments to determine collection and service needs; analyze trends and keep current with scholarship in appropriate teaching and research programs. Seek opportunities to develop and promote subject-based online learning resources and digital projects.

QUALIFICATIONS: Required: ALA-accredited MLS or foreign equivalent; excellent oral and written communication and interpersonal skills; ability to work both independently and in cooperation with colleagues and library users in a service-oriented, team-based environment; demonstrated evidence of initiative and self-direction. Preferred: Advanced degree in biological or life sciences or chemistry, or significant disciplinary experience in an academic or special library; professional experience in reference services or instruction or collection development; knowledge of current technological applications; evidence of collaboration or partnerships; demonstrated involvement in professional activities.

POSITION: UL155

SALARY AND BENEFITS: These are full-time, 12-month, continuous appointment track, academic/professional positions with probationary appointment at the Assistant Librarian rank. The Libraries offers a competitive salary, commensurate with skills and experience. Excellent benefits and moving allowance.

TO APPLY: Positions are available **September 1, 2002**. Review of applications begins immediately and will continue until positions are filled. Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

**Human Resources
499 Wilson
309 19th Avenue South
Minneapolis, MN 55455**

Please identify the application with UL155 or UL156.

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

munity College, 4800 New Hartford Road, Owensboro, KY 42303. Applications may be obtained from: <http://www.kctcs.net/employee/collegejobs/madcc.htm>. Deadline for application is July 20, 2002. Review will continue until position is filled. The Kentucky Community and Technical College System is an equal opportunity, ADA institution. Women and minorities are encouraged to apply.

REFERENCE/MUSIC COORDINATOR. Sam Houston State University (SHSU) is seeking innovative and enthusiastic applicants who are interested in providing general and specialized reference services for library users, applying new technologies to reference services, participating in user-centered, subject-specific instruction through general orientation sessions, course integrated instruction, and Web-based tutorials. Our campus of 13,000 students is located 50 minutes north of Houston in Huntsville, Texas. This tenure-track position provides reference assistance, one evening per week and rotating weekend hours; participates in collection development; oversees the music listening room; and supervises several student assistants. A music degree and job-related experience is preferred, as well as knowledge of Web page and presentation software. An ALA-accredited master's degree is required. Salary depen-

dent on qualifications; minimum salary is \$33,000. Applications will be reviewed and accepted until the position is filled. Send letter of interest with current résumé and names, addresses, telephone numbers, and e-mail addresses of three professional references to: Ann Holder, Newton Gresham Library, **Sam Houston State University**, Huntsville, TX 77341-2281. The library's homepage is http://www.shsu.edu/~lib_www. SHSU is an equal opportunity, affirmative action employer.

WEB SERVICES LIBRARIAN. Designs, develops, and maintains the libraries' Web pages. Assists with planning and implementing systems changes and upgrades. Participates in full range of faculty responsibilities. Tenure-track, 12-month appointment. Minimum salary: \$35,000 per year. Requires: ALA-accredited MLS and knowledge of HTML. For full description and complete requirements, call: (901) 678-2201; or see: <http://www.lib.memphis.edu/>. Apply by July 20, 2002. Send cover letter, résumé, and contact information for three references to: Nancy Massey, Personnel Associate, 126 Ned R. McWherter Library, **University of Memphis**, Memphis, TN 38152. The University of Memphis is an affirmative action, equal opportunity employer.

C&RL News on the Web
<http://www.ala.org/acrl/c&rlnew2.html>



THREE LIBRARIAN POSITIONS AVAILABLE

University of Utah

The Marriott Library at the University of Utah invites applications from innovative, action and service-oriented librarians for three positions.

Instruction Librarian—2 Positions

Serve as part of a collaborative team in the Instruction Division, a department committed to student success in the effective use of informational resources, research methodologies, and technology and software applications. Instruction librarians design, deliver, and evaluate the development of Web-based resources, instructional materials and programs, as well as participate in reference services in the Marriott Library.

RESPONSIBILITIES: The successful candidates will work with division members, under the general guidance of the head of the Instruction Division, to create and implement library resource and software application instruction including course-integrated instruction, student classes or workshops, research labs, and in-house faculty and staff workshops. May teach online or classroom-based credit courses. Creates instructional and training materials in print, interactive Web-based, and multimedia formats. Provides reference services. May serve as a collection development liaison to an academic department.

QUALIFICATIONS:

Required: ALA-accredited MLS; familiarity with goals of information literacy; substantial knowledge of and experience with electronic resources, desktop, and Internet applications; demonstrated effective training/teaching skills with group, class, and one-on-one settings; experience or training related to Web design and Web authoring; experience in developing online library resources such as tutorials, surveys, and guides; evidence of strong oral and written communication skills; commitment to providing excellent and innovative service; ability to work in a complex, changing environment; ability to meet university's requirements for promotion and continuing appointment (tenure equivalency); ability to work and communicate effectively with a diverse population.

Preferred: Formal teaching experience. Reference or computer help desk experience. Experience in an academic library.

SALARY: Minimum \$34,000, depending on qualifications.

Web Services/Reference Librarian

Reporting to the Head of General Reference and the Assistant Director of Public Services, this position offers an exciting opportunity to lead and coordinate the development of the Library's Web site.

RESPONSIBILITIES: The Web Services/Reference Librarian coordinates the ongoing development of the Library's Web presence and digital reference services. The Web Services/Reference Librarian sets priorities for and manages the work of the Web and Graphic Designer and a small team of part time employees. Chairs the Library's Web Team. Manages the operation of the Online Reference Desk, a live Web-based reference service. In consultation with the Library's public service departments, refines Web policies, sets priorities, conducts usability testing, and provides a vision for future Web projects. Provides education and support for content providers throughout the Library. The position collaborates with other Library departments and on campus as appropriate.

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Late Job Listings

HEAD OF ACQUISITIONS. George Washington University. Appointment, Rank, and Salary: Appointment at the rank of Librarian II (Salary Minimum: \$40,000)/Librarian III (Salary Minimum: \$45,000). Rank and Salary based upon qualifications and experience. Responsibilities: The Gelman Library System seeks an innovative and knowledgeable librarian to lead its Acquisitions Department. Working with the department's approximately 30 staff and the Washington Research Library Consortium staff, the Head oversees acquisitions functions, fiscal activities, and periodicals public services, and supports collection management activities of 12 collection development librarians. Administers a collection budget of over \$4.5 million for

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Works scheduled hours at the General Reference Desk and participates fully in reference department activities.

QUALIFICATIONS:

Required: ALA-accredited MLS; minimum one year's experience in an academic library; minimum one year's demonstrated experience with the design, development, and management of Web sites; extensive experience required with the basic elements of Web design and site management, including: HTML authoring, form creation, editing/site management software (e.g., Dreamweaver, FrontPage, etc.), accessibility issues, and usability testing; familiarity with cgi scripting, log analysis, graphic editing tools, and basic UNIX file management essential; demonstrated effective management and organizational skills, including the ability to plan and implement projects; commitment to providing excellent and innovative service; ability to work in a complex, changing environment; the ability to work and communicate effectively with a diverse population; excellent interpersonal and diplomacy skills; evidence of strong oral and written communication skills, including documentation of procedures, is required; ability to meet university requirements for promotion and continuing appointment (tenure equivalency).

Preferred: Thorough knowledge of CSS and the use of Templates and Library Items in Dreamweaver

SALARY: Minimum \$38,000, depending on qualifications.

BENEFITS: Excellent benefits calculated at approximately 35% of salary including TIAA-CREF, medical, dental, generous paid sick and vacation accrual, sabbaticals, professional development time.

Marriott Library is an ARL library with holdings of nearly 3 million volumes, including 25,444 journals in electronic and print formats, and a considerable number of other networked electronic resources. The University, with a student population of over 27,000, is situated on a 1,500-acre campus in Salt Lake City. The Library has recently partnered with industry and five other ARL universities to develop a Scholar's Portal. The Library is currently involved in a large-scale building renovation that will include a state-of-the-art Information Commons, and a center to create multimedia digital content. Current teaching facilities include three PC labs, four Mac labs, three demonstration classrooms, and a 250-seat auditorium, all with multimedia capabilities. Undergraduate education is a university and library priority. Outreach to transfer groups and local schools is a high priority. The Library's Web site (www.lib.utah.edu) contains over 4,000 HTML documents and handles an average of 5,500 user sessions daily. Salt Lake has a population of approximately 1 million and was rated as the #1 place in the US to live in a recent edition of *Places Rated Almanac*. The city offers a wide variety of cultural, entertainment, and recreational activities all located along the scenic Wasatch Mountain Range.

APPLICATION PROCEDURES: Send a detailed letter of application addressing how your experience matches the qualifications, vitae, the URLs of recent Web projects if applicable, and names, addresses including e-mail, and phone numbers of three references:

**Kristeen Arnold
Human Resources Director
327 Marriott Library
295 South 1500 East
Salt Lake City, UT 84112-0860**

Applications received or postmarked by **July 31, 2002**, will be given full consideration.

*The University of Utah is an equal opportunity, affirmative action employer.
We encourage applications from women and minorities and provide
reasonable accommodations to known disabilities of applicants and employees.*

the Gelman Library, the Virginia Campus Library, and the Mount Vernon Campus Library. Directs monographic and serial acquisitions, receipts, and accounting; develops and administers policies and procedures for the several units in Acquisitions handling gifts and the ordering and receipt of serials, monographs, periodicals, and government documents. Oversees acquisition of all formats, including electronic resources; participates in setting procedures and review of licenses for electronic resources; maintains regular contact with vendors, tracking and evaluating performance and using state-of-the-art practices and technology; establishes efficient and cost-effective policies and procedures; using the library's Voyager system and the university's Oracle financial system, monitors the collections budget for library administration, collection development librarians, and acquisitions staff, developing reports as appropriate;



TWO POSITIONS AVAILABLE

University of Michigan

Associate Director for Digital Library Services Associate Director for Technical and Access Services

As a world-renowned research library, the University of Michigan University Library provides quality services and vast collections in support of the teaching, research, and learning of faculty, staff, and students. The University Library is in a unique position to engage staff and the broader scholarly community in developing new service models, methods, and processes in direct response to dramatic changes in scholarly communication, user expectations, and technology.

Michigan's pioneering work in developing digital collections is an example of building upon its strong research collection of over seven million print volumes to provide rich resources in support of the scholarly enterprise. Building coalitions and maintaining collaborative relationships are critical components of the library's success in responding and adapting to the rapidly changing scholarly environment. Through local, regional, and national collaborations, the library shapes new models of service, more effectively exchanges information, and creates a more seamless information environment for our users.

As part of the University Library's senior administrative team, the Associate Directors (ADs) lead staff in the areas of operations, policy development, budget, communications, training, and professional activities. The AD for Public Services, the AD for Digital Library Services, and the AD for Technical and Access Services work collaboratively, with the support of the Director, in developing and sustaining optimal services and meaningful collaborations on campus and beyond.

The University Library seeks dynamic leaders at the Associate Director level to advance an energetic agenda, expand digital resources, implement a new library management system, and enhance collaborative services with campus and community user groups. Applications and nominations are being sought for the Associate Director for Digital Library Services and Associate Director for Technical and Access Services.

Associate Director for Digital Library Services

DUTIES: The Associate Director leads the Digital Library Services (DLS) Division on projects that provide the infrastructure to both digitize and access digital collections such as the Making of America project; provides capabilities and services for UM units and individuals; provides and sustains a comprehensive computing environment for University Library patrons and staff; provides frameworks and systems to federate distributed information resources; and serves as a catalyst for addressing electronic information issues on campus. Reporting units include Digital Library Productions Services, Desktop Support Services, Scholarly Publishing Office, and Library Systems.

QUALIFICATIONS: An ALA-accredited master's degree in Library or Information Science or an equivalent combination of a relevant advanced degree and experience; substantial years of demonstrated successful managerial and administrative experience in a large research library with an emphasis on digital library issues, working with vendors, and a thorough understanding of the changing nature of the scholarly communication environment; demonstrated success in written and oral communication, strong interpersonal skills; record of successful experience including strong

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works in a collaborative environment, coordinating with Cataloging, Collection Development and other groups, including the library's new ad hoc Workflow Implementation Team; serves on library, consortial, and university committees as appropriate; reports to the Associate University Librarian for Collections Services. Qualifications: Required: ALA-accredited MLS; 3-5 years increasingly responsible supervisory or management experience in an academic or research library; knowledge of integrated library systems, OCLC, basic accounting principles, and spreadsheet software; experience with serials, monograph, and electronic resource ordering and receiving; strong negotiating skills; current awareness of acquisitions, collection development, and publishing practices, issues, and trends; strong commitment to quality customer service; excellent oral and written communication skills; excellent problem solving and analytical skills; ability to work independently and collegially in a culturally diverse, rapidly changing, and technologically complex environment. Preferred: Experience with Endeavor's Voyager, Oracle,

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analytical skills, budgeting, grants, and planning; knowledge and understanding of research library organization and interrelationship of divisions; sound grasp of current issues and trends facing research libraries including impact of digital collections; knowledge and experience with digital production services; proven leadership in the profession; demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment.

Associate Director for Technical and Access Services

DUTIES: The Associate Director leads the Technical and Access Services (TAS) Division of the University Library, with primary responsibility for the programs and projects that build and maintain the library's bibliographic architecture; acquire, preserve, and provide on-site and remote access to its renowned research collections in all formats; and foster relationships with bibliographic utilities and national organizations. Six main areas include: Acquisitions and serials management; cooperative access (document delivery for campus patrons and businesses nationwide, interlibrary lending and borrowing); grants development and management; metadata management; monograph cataloging; and preservation services.

QUALIFICATIONS: An ALA-accredited master's degree in Library or Information Science or an equivalent combination of a relevant advanced degree and experience; substantial years of demonstrated successful managerial and administrative experience in a large research library with an emphasis on technical and access services and library management; a thorough understanding of the changing nature of publishing and scholarly communication; experience working with vendors of goods and services; demonstrated success in written and oral communication, strong interpersonal skills; record of successful experience including strong analytical skills, budgeting, grants, and planning; knowledge and understanding of research library organization and interrelationship of divisions; sound grasp of current issues and trends facing research libraries including impact of digital collections; knowledge of and experience with library automation, preservation of library materials, and access services; proven leadership in the profession; an innovative approach to the changing information environment; and a demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment.

RANK, SALARY, AND LEAVE: Rank of Librarian. Salary minimum \$100,000, with final salary dependent on qualifications and experience. Professional positions receive 24 working days of vacation a year, and 15 days of sick leave with provisions for extended benefits. Generous benefits package available.

TO APPLY: Please send cover letter, names of three references, and copy of your résumé to:

**Lucy Cohen
Library Human Resources
Room 404, Hatcher Graduate Library North
University of Michigan
Ann Arbor, MI 48109-1205**

For further information, please contact Library Human Resources at: (734) 764-2546.

APPLICATION DEADLINE:

Review of applications will begin on **July 31, 2002**, and continue until the positions are filled.

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

MS Excel and Access; experience negotiating electronic resource licenses and book/serial vendor services; collection development experience; reading knowledge of foreign language(s); experience with book approval plans; experience analyzing workflows and using benchmarking to improve processes; knowledge of new generation LISes and library vendor systems; ability to foster teamwork, lead teams, and serve as an effective team member; experience in or knowledge of learning organizations; ability to apply systems thinking and use teamwork in problem-solving and decision-making. Review of Applications: Review of applications will begin July 22, 2002, and continue until the position is filled. Please send a letter of application, a current résumé, and the names, addresses, and telephone numbers of three references to: Emma Mosby, Manager, Gelman Library System Administrative Services, The Gelman Library, Room 201, **The George Washington University**, 2130 H Street, NW Washington, D.C. 20052. The George Washington University is an equal opportunity, affirmative action employer.



TWO POSITIONS AVAILABLE

Florida State University Libraries

Associate or Assistant Librarian

DESCRIPTION: Performs general reference duties, assisting users with information and research needs. Develops and presents group instruction, class lectures, demonstrations, workshops, and other instructional sessions to teach the use, understanding, and evaluation of library and other information sources. Serves as a subject bibliographer, providing collection development leadership and serving as liaison to an academic unit or units. Provides mediated electronic reference and research assistance. Participates in the production and updating of print and electronic informational and instructional materials and tutorials.

QUALIFICATIONS: Required: Master's degree from an ALA-accredited program in library science and four (4) years appropriate experience as a professional librarian of which three (3) years must be in an academic library. Preferred: Have demonstrated experience in information literacy, program development and implementation. Knowledge of and experience in delivery services such as virtual reference, e-reference, and Web-based instruction.

SALARY: \$34,000 minimum, negotiable depending on qualifications.

Instructor or Assistant Librarian

DESCRIPTION: Oversees the day-to-day operation of the serials/electronic resources cataloging section, which includes establishing bibliographic and associated records, creating and maintaining authority file records, developing and maintaining the library's online catalog; establish priorities, plan appropriate staffing levels, and coordinates with the Head of Bibliographic Access; establish goals and objectives for the section and evaluate their effectiveness; continually evaluate and review existing cataloging records with the intent of improving and upgrading their quality.

QUALIFICATIONS: ALA-Accredited MLS. Five years cataloging experience with at least three years post-MLS experience cataloging materials of various types and formats in a medium-to-large academic library; minimum three years supervising a cataloging unit or project; minimum two years with original cataloging experience; experience with a bibliographic utility, preferably OCLC, using LC classification system and subject headings; experience with cooperative cataloging ventures such as NACO, BIBCO, and/or CONSER strongly preferred.

SALARY: \$30,000 minimum, negotiable depending on qualifications.

THE LIBRARY: Located in beautiful Tallahassee, Florida's capital city, a growing community with a population of more than 215,000, the Florida State University, a public, coeducational institution of the 11-member State University System of Florida, has an enrollment of over 33,000 students. Campus libraries have combined volume holdings totaling over 10.5 million books, periodicals, government documents, and electronic resources. The library is a member of ARL, CRL, RLG, OCLC, and SOLINET. For more information about the Florida State University Libraries, see our home page at: <http://www.fsu.edu/~library/>.

BENEFITS: These are full-time, 12-month, non-tenured faculty appointments. Benefits include 22 days' vacation; 13 days' sick leave; group, medical, dental, and life insurance; an optional retirement program or state retirement; and no state or local income tax. With supervisor's approval, may qualify for university tuition scholarships for up to six credit hours each semester.

ANTICIPATED DATE OF HIRE: August 1, 2002.

DEADLINE FOR APPLICATION: July 1, 2002.

TO APPLY: Send letter of application, résumé, and the names, addresses, and telephone numbers of three professional references to:

Pamela Byrd, Administrative Services Coordinator
University Libraries
Florida State University
Tallahassee, FL 32306-2047
Phone: (850) 644-5870
Fax: (850) 644-5016
E-Mail: pbyrd@mail.fsu.edu



HARVARD LAW SCHOOL LIBRARY

BIBLIOGRAPHER for Anglo-American Law

The Harvard Law School Library is seeking a talented librarian to fill the position of Bibliographer for Anglo-American Law. Reporting to the Associate Librarian for Collection Services, this position bears primary responsibility for managing the development of the collections of legal and law-related materials from countries of the common law tradition. The Library's collections number more than 1.6 million volumes, of which approximately half are Anglo-American law. Of the Library's current legal information budget of \$3.4 million, \$1.6 million is dedicated to the purchase of Anglo-American legal materials. More than 125 endowed funds contribute income to this endeavor.

The Bibliographer for Anglo-American Law selects materials for the Anglo-American legal collections, and oversees their development and management. Selects legal and law-related materials in print, microform and electronic formats for United States and other common law jurisdictions; chairs Anglo-American Selection Advisory Committee; analyzes collection strengths and makes recommendations for programmatic changes; works with faculty, students, librarians and others to identify materials for the collection; serves as liaison to one or more faculty members; may assist in providing reference service at the Anglo-American reference desk; serves on committees in the Law Library and the Harvard University Library system; and maintains involvement in regional/national library organizations. This position is available July 1.

Requires ALA-accredited MLS degree, with 3+ years' library experience; strong written/oral communication skills; excellent bibliographical skills; and familiarity with developing technologies for delivery of legal information. Strongly prefer law library experience, and JD or graduate degree in the social sciences.

**To apply, please mail resume and cover letter with names of three references we may contact to:
Harry S. Martin III, Librarian and Professor of Law, Harvard Law School Library, Cambridge, MA 02138.**

Harvard University upholds a commitment to affirmative action and equal opportunity employment.

GRAY FAMILY CHAIR FOR INNOVATIVE LIBRARY SERVICES

Oregon State University

The Oregon State University (OSU) Libraries seeks a highly motivated, experienced, and innovative leader to manage all aspects of planning, implementing, evaluating, and publicizing digital library projects. This is a full-time, fixed-term professional faculty position. Position duration is not expected to exceed three years. For a complete position announcement and qualifications, see: <http://osu.orst.edu/dept/IS/admin/jobs.htm>.

TO APPLY: Submit a letter of application, current résumé, and names, addresses, and telephone numbers of three references to:

**Melissa Maloney
121 Valley Library
Oregon State University
Corvallis, OR 97331-4501**

For full consideration, apply by **July 15, 2002**.

This position is funded by the Gray Family Endowment.

OSU is an affirmative action, equal opportunity employer and has a policy of being responsive to the needs of dual career couples.

COLUMBIA UNIVERSITY

Associate University Librarian for Collections

Columbia University invites applications and nominations for the position of Associate University Librarian for Collections. Columbia is one of the world's leading research universities and educational institutions, and its Libraries, grounded in collections of remarkable breadth and depth, play a recognized leadership role in advancing the learning and scholarly mission. With a budget of over \$35 million, the Libraries serve over 22,000 students and 2,900 faculty at several campuses through a system of 22 libraries. Current collections include 7,500,000 bound volumes and 50,000 current serials, with extensive electronic resources and outstanding global and special collections.

Major areas of responsibility: Reporting to the Vice President for Information Services/University Librarian, the Associate University Librarian for Collections provides leadership and coordination for the Libraries print and digital collections and manages a current year materials budget of nearly \$14 million. He or she participates in the selection, training, mentoring, and evaluation of 40 librarians with collection development responsibilities and oversees user-needs studies and collection assessment policies and programs while maintaining strong channels of communication with faculty. The incumbent works with access services, preservation, and acquisitions units to improve preservation, procurement, vendor relations, and access to the collections; coordinates collection management policies related to off-site storage; represents Columbia at regional, national, and international forums; and promotes new external collaborations that strengthen the collections program. She or he participates in activities that raise awareness, understanding, and action in the areas of scholarly communication, information policy, and intellectual property, and actively participates in the Libraries development and fund-raising programs.

For a full description of this position please see www.columbia.edu/cu/lweb/services/jobs.

Qualifications: We seek candidates who have demonstrated leadership experience in coordinating and advancing a comprehensive collections program and who understand the nature and priorities of learning and scholarship in a major research university. Experience with managing large budgets and projects, with publisher and vendor relations, with the development and creation of electronic collections, with faculty and campus outreach, and with national and international library cooperative programs is essential. Ability to work collaboratively and with agility in a complex organization is important, and outstanding oral and written communication skills are critical. Knowledge of and experience with library development programs are highly desirable. A record of professional involvement and contribution is required. The MLS from an ALA-accredited program or an equivalent combination of education and experience is required. An advanced degree is highly desirable.

Set in the Morningside Heights academic village, Columbia presents the unmatched dynamism, diversity, and cultural richness of New York City. We offer excellent benefits and tuition exemption for self and family and assistance with University housing. **For immediate consideration please e-mail your résumé to cul-recruiter@columbia.edu or send it to Human Resources, Columbia University, Box 18, Butler Library, MC 1104, 535 West 114th Street, New York, NY 10027. Please reference Search #70101041 and include your e-mail address. Applications will be accepted immediately and until the position is filled.**

Columbia University is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.

Zayed University

Reference Librarian Zayed University, United Arab Emirates

Zayed University first opened in 1998. Its mission: to prepare United Arab Emirates (UAE) national students for meaningful and successful 21st century life, foster quality and promote advancement of excellence and leadership. Graduates of the University will be leaders who envision the possibilities and create the opportunities that shape that future of the UAE.

The Opportunity

Energetic, flexible, and service-oriented, the Reference Librarian will assume responsibility for the smooth operation of reference services by promoting the effective use of information resources and providing access to electronic services. The individual will be a team player who will participate in collection development, train and supervise the Reference Technician, interact with faculty on curricular needs and work with the Information Literacy Librarian to coordinate the library's instructional components.

The Individual

- ◆ M.L.S. from an accredited ALA institution or equivalent with 3 years of reference experience.
- ◆ Strong knowledge of a variety of print and electronic reference sources.
- ◆ Working knowledge of the Library of Congress Classification System.
- ◆ Strong information technology skills as well as advanced database-searching skills.
- ◆ Excellent interpersonal skills and ability to work with a multicultural team of professionals.

Interested in a new opportunity? Would like to know more?

To apply and for more information on Zayed University and the position, please visit our website at www.zu.ac.ae

A comprehensive expatriate package including school subsidies, accommodation and 56 days annual vacation is provided.

جامعة زايد
ZAYED UNIVERSITY

www.zu.ac.ae

Assessment in College Library Instruction Programs, Clip Note #32

Lawrie H. Merz and Beth L. Mark

New information about the type and scope of library instruction, content areas covered, and current assessment of information literacy at the participating schools, as well as how ACRL standards are used in instruction programs and how library personal are assessed.

\$29.00, ACRL member \$26.00; 202p.; 0-8389-8201-8



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