

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

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

**Guidelines:** For ads that list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary range per policy of the American Library Association (ALA). Job announcements will be edited to exclude

discriminatory references. Applicants should be aware that the terms faculty *rank* and *status* vary in meaning among institutions.

**Internet:** C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/c&rnew2.html>. Ads will be placed approximately 2-3 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&rnewsads@ala.org](mailto:c&rnewsads@ala.org).

**Policy:** ALA policy requires that organizations recruiting through ALA publications or placement services comply with ALA anti-discrimination policies. Policy 34.3 states that "ALA is committed to equality of opportunity for all library employees or applicants for employment, regardless of race, color, creed, sex, age, physical or mental handicap, individual lifestyle, or national origin." By advertising through ALA services, the organization agrees to comply with this policy.

## POSITIONS OPEN

**ASSISTANT CURATOR OF RARE BOOKS.** University of North Texas Libraries. The Assistant Curator of the Rare Book and Texana Collections has primary responsibilities for cataloguing rare materials, maintaining Web pages for the collections and the Friends of the Libraries, supervising student assistants, and providing research assistance for patrons. Other responsibilities include participating in collection development, maintaining acquisitions and financial records, designing and mounting exhibits, assisting in collections conservation, and working with the Friends of the Libraries. Reports to the Curator of the Rare Book and Texana Collections. Must be able to meet expectations of the library faculty's Charter and Governance Document. Required Qualifications: MLS from an ALA-accredited program, or its equivalent, and an advanced degree in the humanities, preferably English or History; 2 years experience in a special collections setting; experience with MARC records and AACR2; familiarity with FrontPage, DreamWeaver, or other Web page program; excellent oral and written communications skills; ability to interact well with a wide range of patrons and donors. Preferred Qualifications: Strongly Preferred: Doctorate in the humanities, preferably English or History; Preferred: good supervisory skills; basic knowledge of conservation practices; working knowledge of analytic bibliography; reading knowledge of one or more European languages. Rank and Salary: Commensurate with education and experience. Position Available: Negotiable. Review of applications will begin January 1, 2001, and continue until position is filled. Preliminary interviews may be held at ALA Midwinter. Contact: Applicants should submit a letter of application, vita, and the names, addresses, e-mail addresses, and phone numbers of at least three professional references to: Dr. Kenneth Lavender, Chair, Assistant Curator Search Committee, University of North Texas Libraries, P.O. Box 305190, Denton, TX 76203-5190. Fax: (840) 369-8760. The University of North Texas is an AA/ADA/EOE institution and encourages applications from women and minorities, as it is committed to creating an ethnically and culturally diverse community.

**ASSOCIATE DIRECTOR FOR LIBRARY SERVICES.** University of North Carolina at Chapel Hill. The Health Sciences Library invites applications from experienced managers to join its senior management team and lead all service units in the provision of technology-enhanced information systems and services to its users at the point of need. Responsibilities include working with other members of the HSL senior management team to create the library vision, set priorities, and develop appropriate strategies for achieving them; apply library assets (funds, collections, technology, facilities, staff) to achieve best results; and assure outstanding performance and service quality. The Associate Director also oversees and supports the activities of all library services departments (User Services, Resources Management, Library Systems, Distance Education), a staff totaling 15 librarians and 20 support staff; serves alternating terms chairing the senior management team meetings; and represents the library to constituent groups, administration, partners, and organizations

## Salary guide

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

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

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

\*\*These recommendations apply only to public librarians.

within and external to the University. The Health Sciences Library ([www.hsl.unc.edu](http://www.hsl.unc.edu)) is a highly computerized and collaborative environment located on the campus of the University and serving the health and biomedical information needs of the University, state and UNC Hospitals. UNC-CH ([www.unc.edu](http://www.unc.edu)) is an Internet II and high-performance computing site. Medical, dental, and entering undergraduates students are required to have computers. HSL develops and maintains a digital health library ([www.uncle.unc.edu](http://www.uncle.unc.edu)); closely supports the NC AHEC (Area Health Education Centers) Program; and provides leadership in UNC distance

# **BERMUDA COLLEGE**



## **is seeking a qualified INFORMATION SYSTEMS AND COLLECTION DEVELOPMENT LIBRARIAN**

Bermuda College, the national tertiary institution on the island of Bermuda invites applications for the position of Information Systems and Collection Development Librarian.

The successful M.L.S. applicant (ALA accredited) will be assigned responsibilities based on experience in the following areas:

- DRA multiLIS integrated library system operations;
- WLN collection development data gathering procedures and software;
- Electronic subscriptions, including evaluation and application in an academic environment;
- MARC cataloguing methods;
- Collection building over the entire curriculum;
- On-line and Web page training;
- Departmental computer projection plans creation;
- Windows NT using Gateway PC's, digital information and archiving, including software troubleshooting;
- Library web services and web page development and maintenance;
- Library networking, including consortia.

**Salary Range: PS 26 (\$56,398.79) to PS 28 (\$60,638.98)**

The successful applicant is required to have five years College Library experience; an innovative, energetic and positive approach to serving faculty, staff, students and the general public; demonstrated ability to manage on-line operations, solve problems and supervise staff (particularly in technical services), work collaboratively and collegially with fellow librarians and other staff; and have strong organizational and communication skills. Rotational weekend and evening shift work is required (usually one of each per week).

Applications should be submitted in writing to Ernestine DeGraft, Director of Human Resources, Bermuda College, P. O. Box PG 297, Paget PG BX, Bermuda and must be accompanied by:

- a detailed curriculum vitae;
- the names and addresses of at least two persons competent to assess from their experience the applicant's qualifications;
- official transcripts of the applicant's academic record at the institutions attended by the applicant.

***Deadline for the receipt of applications: Monday, January 15, 2001.***

Bermuda College is a two year college granting degrees to the Associate degree level, with full time enrollments of about 650 and part time enrollments of about 2,000. The island of Bermuda, supported through its main industries of Tourism and International Business, has a resident population of approximately 60,000.

# Brown University

## DIGITAL INITIATIVES LIBRARIAN

**Library:** Position responsible for ongoing coordination, project management, production design and workflow and web delivery of digital library collections, digital curricular resources and other electronic publications based primarily on the Library's collections. **Qualifications:** Graduate degree in Humanities or Social Sciences, coupled with significant relevant experience in an academic research library; MLS degree from an ALA-accredited library school preferred; experience working in the field of digital libraries, including a knowledge of current issues, practices, technologies and standards; solid vision of the role of digital collections in a research environment; experience creating and researching tagged ASCII full-texts, implementing full-text search engines and interface design and web authoring. Familiarity with XML/SGML/TEI and other tagging systems (e.g. EAD), archival imaging and other media standards, UNIX operating system, Perl, CGI or other programming languages and web servers. Must possess supervisory skills and demonstrated ability to work collaboratively. External fundraising/grant writing experience desirable.

For the above position, please send your resume to Brown University, Human Resources, Box 1879, Job# B00439, Providence, RI 02912.

Brown University offers competitive pay and an excellent benefits package including health/dental insurances, generous retirement plan, superb recreational facilities, stimulating intellectual activities, and much more.

An Equal Opportunity/Affirmative Action Employer.



Visit our website at: [www.brown.edu](http://www.brown.edu)

education activities. It participates in the Triangle Research Libraries Network ([www.trln.org](http://www.trln.org)); the AHEC Digital Library ([library.ncaheec.net](http://library.ncaheec.net)); and the National Network of Libraries of Medicine Region 2. Total staff: 66 FTE. Collection: 300,000+ volumes. Budget: \$6 million. Income from gifts and grants in 2000 is approximately \$1.6 million. HSL is ranked among the top academic health sciences libraries in the nation in its collections, staff, and overall expenditures. It is known for providing innovative electronic services to special clientele including public health practitioners and off-campus students, and for its digital library development. The library supports internship opportunities for advanced health information professional training. Chapel Hill is consistently rated one of the top communities in the country ([www.chapelhillcarboro.org](http://www.chapelhillcarboro.org)). Required: ALA-accredited master's degree in library/information science. Substantial library management experience including: determining priorities and allocating resources; planning, providing, and evaluating a core library service; supervising staff at various levels. Demonstrated ability to plan and manage the use of information technologies to provide services. Demonstrated ability to communicate clearly and concisely, orally and in writing; to plan, organize, and carry out projects and meet deadlines; to contribute as a member of a team; to coach, mentor, and support staff in achieving goals; to manage multiple projects concurrently; to resolve conflicts and solve problems successfully; to interact with others in a courteous and respectful manner. Demonstrated ability to use common office software, e-mail, and the Web. Significant record of professional growth and accomplishment. Desired: At least seven years' experience in the academic health sciences environment. Membership in Academy of Health Information Professionals or equivalent recognition. Salary: Commensurate with experience, minimum \$55,000. Benefits include annual and sick leave; state or TIAA-CREF retirement plan. Application: Send letter of application, curriculum vitae, names of three references to: Pinkey DuBose, Health Sciences Library, CB#7585, University of North Carolina at Chapel Hill, Chapel Hill, NC 27599-7585. Review of applications to begin December 15, 2000, and continue until position filled. Applications from minorities are strongly encouraged. EOE/AA.

**CATALOGING LIBRARIAN** Washington State University Libraries. Currently open. Responsibilities: Responsible for original, member copy, and digital resources monographic cataloging. Serve as a resource person/trainer for paraprofessional staff concerning cataloging, database maintenance, and workflow issues. Aid in the development and implementation of unit procedures and goals. Perform liaison function with Public Services to ensure effectiveness of the online integrated system. Qualifications:

# Public Services Librarian Nestlé Hotel Library

Cornell University is seeking a highly motivated individual to join the Nestlé Hotel Library public services team. The Nestlé Hotel Library has one of the largest single collections of hospitality related materials in the world. Subjects covered include travel/tourism, lodging, restaurants, meetings and conventions, special events, cooking and core business topics such as human resources, accounting, management, and communications.

**Responsibilities:** Under the direction of the Head of Public Services at the Nestlé Hotel Library, the Public Services Librarian will be responsible for managing the professional fee-based hospitality industry information service, **HOSTLINE**. The Public Services Librarian will also provide information and reference services to students, faculty, administrators and staff at the School of Hotel Administration as well as coordinate interlibrary loan lending operations.

**Knowledge/Experience Requirements:** Required: ALA accredited MLS or equivalent graduate degree. Excellent customer service attitude and evidence of strong customer service skills. Strong computing, communication, presentation, interpersonal skills and commitment to professional development. Preferred: Previous library public service and/or reference experience. Specific subject knowledge or work experience in the hospitality industry. Evidence of innovative uses and applications of information technology and resources.

**Applications:** Review of applications begins immediately and will continue until the position is filled. Send cover letter, résumé, and the names, phone numbers, and addresses of three references to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, Cornell University, Ithaca, NY 14853-5301.

Informal, preliminary applications will be accepted electronically ([libhr@cornell.edu](mailto:libhr@cornell.edu)) with signed copy to follow.

**CORNELL**  
UNIVERSITY

Cornell University is an Affirmative Action/Equal Opportunity Employer & Educator strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experiences.

<http://www.cornell.edu>

Required: ALA-accredited degree. Minimum of three years of professional monographic cataloging experience, preferably in a research library. Knowledge of authority control, AACR2R, MARC formats, Library of Congress classification system, and subject headings. Demonstrated knowledge of trends in cataloging and national standards for bibliographic control. Experience cataloging using a bibliographic utility, preferably OCLC. Experience with integrated library systems, preferably Innovative Interfaces, Inc. Working knowledge of at least one foreign language. Desired: Demonstrated knowledge of database maintenance issues and problems in an academic online public access catalog. Strong communication and organization skills. Salary: From \$35,000 commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Benefits: TIAA-CREF, broad insurance program, 22 days' vacation, and 12 days' sick leave per year. To Apply: Send letter of application, résumé, and names of three references with complete mailing addresses, telephone numbers, and e-mail addresses to: Bonny L. Boyan, Washington State University Libraries, P.O. Box 645610, Pullman, WA 99164-5610, or e-mail: [boyan@wsu.edu](mailto:boyan@wsu.edu). Application review begins: January 8, 2001. Washington State University Libraries' homepage is: <http://www.wsulib.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.



## TWO POSITIONS

### Calumet College

Calumet College of St. Joseph, a small Catholic college located on Lake Michigan, approximately 17 miles from Chicago Loop, has the following positions open:

#### Bibliographic Instruction Librarian:

Enhances information literacy, designs instructional programs, develops guides to library resources, instructs patrons on Voyager OPAC, assists in supervising staff that catalogs library materials. Demonstrated knowledge of reference sources, bibliographic instruction, Internet searching, and use of computer technology in libraries. Salary: \$27,000+.

#### Instructional Technology Librarian:

Develops Web-based access to library resources; instructs faculty on technology, Blackboard course software; establishes electronic reserves system; supervises maintenance of multimedia collection and equipment; implements media scheduling module in Voyager OPAC. Demonstrated knowledge of Web-authoring tools, Internet searching, use of computer technology in libraries. Salary: \$30,000+. Qualifications: ALA-accredited MLS. Oral, written, interpersonal communication, and strong service orientation required. Full-time, 35-hour week; excellent benefits.

Send letter, résumé, and three references to:

**JoAnn Arnold**  
**Calumet College of St. Joseph**  
**2400 New York Ave**  
**Whiting, IN 46394**  
**E-mail: [jarnold@ccsj.edu](mailto:jarnold@ccsj.edu)**  
**Fax (219) 473-4259**  
**[www.ccsj.edu/library](http://www.ccsj.edu/library)**

## ALUMNI SERVICES LIBRARIAN

### Johns Hopkins University

The Sheridan Libraries of Johns Hopkins University are national leaders in the implementation of digital collections and services in support of teaching and research, and in the development of innovative entrepreneurial programs. The Libraries have an exciting opportunity in Distance Education to develop a suite of electronic library services for university alumni. These services will be accessible to an internationally dispersed and culturally diverse population of alumni from all programs and schools of the university. The Johns Hopkins Alumni Virtual Library will provide electronic collections (including databases and journals), electronic and toll-free reference services, personal research services, online book discussion groups, and other innovative services to be developed.

The Libraries require a highly motivated and dynamic librarian to develop and implement this program to focus on the intellectual and lifelong learning interests of highly educated adults and the range of library resources and services that provide them personal enrichment.

Please review the full job description and position qualifications at <http://milton.mse.jhu.edu/distant/alumniservices.html>.

Send résumé, cover letter, and three references indicating job # S00-345 to:

**Johns Hopkins University**  
**P. O. Box 3687**  
**Scranton, PA 18505**  
**Fax: (877) 262-0646**  
**E-mail: [jhu@alexus.com](mailto:jhu@alexus.com)**

Approximate starting salary range: \$38,552-\$43,850. We offer excellent benefits, including tuition remission and a smoke free/drug free environment.

*Affirmative action, equal opportunity employer*

[www.jhu.edu](http://www.jhu.edu)

# HEAD, ACCESS AND MEDIA SERVICES DEPARTMENT

## Georgia State University

Georgia State University, a dynamic urban institution in downtown Atlanta, seeks an innovative department head for the Pullen Library's recently reorganized Access and Media Services Department. The position reports to the Associate University Librarian for Public Services, and serves as an effective leader, communicator, and change agent as we redefine responsibilities and enhance and add new services with a client-centered focus.

**REQUIRED:** ALA-accredited master's degree; five years of progressively responsible professional experience, including supervisory experience in libraries; experience in one or more relevant areas of public service; proficiency with automated library systems; demonstrated decision-making and organizational skills; excellent communication and interpersonal skills; evidence of professional involvement and achievement. **Preferred:** Additional graduate degree; professional experience in an academic library; experience with media and media equipment.

**AVAILABLE:** Immediately.

**SALARY AND RANK:** \$41,000–\$50,000.

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

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

Materials received by **January 26, 2001**, will receive priority. For more information, please visit our Web site at: [www.lib.gsu.edu](http://www.lib.gsu.edu)

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

**COORDINATOR OF ACQUISITIONS.** Appalachian State University seeks an enthusiastic, technologically skilled librarian to serve as the Coordinator of Acquisitions. Working in a team environment, the Coordinator is responsible for the effective expenditure of a \$2.1 million materials budget and the supervision of four support staff members who handle the acquisition functions for all formats except serials and government documents. Works closely with Cataloging, Serials, and Collection Development Librarians. Oversees the assignment and assessment of a variety of material vendors. Duties include resolution of complex acquisitions problems, management of material work flow, and collaboration with librarians and vendors, particularly in the expansion of access to digital formats. This is a 12-month faculty appointment. Library faculty are expected to take leadership roles within the Library and the University, and to be active in scholarship and professional service. **Qualifications:** Required: An ALA-accredited master's degree at time of appointment; at least three years' increasingly responsible acquisitions experience; demonstrated supervisory skills; knowledge of MARC formats and experience with library automated systems (OCLC and Innopac preferred); competence with spreadsheet and database programs; knowledge of current and emerging trends in publishing and information delivery; strong service orientation; excellent oral, written, and interpersonal communication skills; the ability to work effectively in a team-based environment; and a commitment to professional service and scholarship. **Preferred:** Second advanced degree; reading knowledge of one European language; experience with Web-authoring tools; experience or interest in some other aspect of librarianship such as collection development, reference, instruction, cataloging, or preservation; training for or experience in working in a multicultural environment. The Library strongly encourages applications from members of ethnic and racial groups representative of Appalachian's student minorities, principally African Americans, Hispanic Americans, Native Americans, and Asian Americans. Appalachian State University is located in the historic college town of Boone, in the beautiful Blue Ridge Mountains. The University has a student enrollment of 12,500 students and offers undergraduate and graduate degrees in more than 200 majors. The Library has an overall budget of \$5.6 million with 27 faculty and 34 staff

positions. Library holdings include more than 750,000 books and bound periodicals, over 6,000 current periodical, newspaper, and serial titles, 1.4 million microforms, and a significant commitment to electronic resources. Appalachian is a member of SOLINET and the Western North Carolina Network, a consortium of three state universities sharing an Innovative Interfaces, Inc. system, document delivery, and UnCover gateway. Completed applications must be received by February 20, 2001. Salary and rank are nationally competitive and commensurate with qualifications. For appointment at the rank of Assistant Professor or higher, a second advanced degree is required. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, Appalachian State University, University Library, ASU Box 32026, Boone, NC 28608-2026. For additional information, see: <http://www.library.appstate.edu/geninfo/positions/>. Appalachian State University is an affirmative action, equal opportunity employer, and is committed to hiring women and minorities.

**DIRECTOR OF THE LIBRARY.** Colorado Christian University invites applications for the position of library director, beginning in January or June 2001. The Director provides leadership for all library operations and the planning efforts for a new library facility. Candidates must have an M.L.S. from an ALA-accredited institution, a minimum of five years of experience in an academic library, and a Christian faith commitment consistent with the mission of CCU. The University, located in a Denver suburb, serves more than 2,000 students. Apply to: Robert Zwier, VPAA, Colorado Christian University, 180 South Garrison Street, Lakewood, CO 80226.

**DIRECTOR OF THE LIBRARY.** Hodges Library. Wheeling Jesuit University invites applications for the position of Director of Hodges Library. WJU is a small, Jesuit, liberal arts university located in West Virginia's northern panhandle. It serves approximately 1,500 undergraduate and graduate students and houses three federally funded technology centers. Wheeling Jesuit is committed to academic excellence and the development of socially responsible women and men for others. Hodges Library, with its

# HEAD OF LIBRARY SYSTEMS

California State University, Fresno

California State University, Fresno, seeks an experienced, creative leader for the position of Library Systems Officer. This position reports to the Associate University Librarian and is responsible for the planning, coordination, and implementation of all information technology operations in the Henry Madden Library.

California State University, Fresno is one of the 23 campuses of the California State University system. The current enrollment is approximately 18,000 students. The campus, which has been designated as an arboretum, is spread over 1,400 acres. Metropolitan Fresno is located on the western edge of the Sierra Nevada Mountain Range.

**RESPONSIBILITIES:** Provide leadership for the administration, planning, and assessment of the Library's information technology services and programs, including the Geac/ADVANCE integrated library system (ALIS), Windows-based desktop applications, hardware, software, and telecommunications. In collaboration and coordination with campus computer services, manage network services for the Library, including wireless local area networks, and Intranet and Internet services. Administer the Systems Office responsible for the installation, operation, and maintenance of the integrated library system. Analyze issues, and participate in policy and budget formulation and operational decisions regarding the Library's use of information systems and technologies. Provide leadership for the management of the Library Web site. Negotiate contractual and license agreements and ensure compliance. Analyze and evaluate systems performance and functionality. Participate in collaborative systems and IT efforts within the University and library consortia and other organizations.

**QUALIFICATIONS. REQUIRED:** Master's degree in Library Science from an ALA-accredited school (or equivalent). At least 3 years' demonstrated successful experience in the management of integrated library systems and electronic information resources, and at least 2 years professional library experience in one of the following areas: reference, collection development, bibliographic instruction, cataloguing, or acquisitions. Demonstrated knowledge of networked environments, and Web-based and Internet resources and tools. Knowledge of trends and issues in academic libraries, higher education, and emerging technologies. Experience with networked desktop computing hardware and software applications, servers, and UNIX and NT operating systems. Solid understanding of networking LAN and WAN technologies, infrastructure, and hardware. Technical support knowledge of TCP/IP protocol, Web browsers and tools, and user interface design. Ability to communicate technical information clearly and effectively through oral and written documentation to individuals with varying expertise and understanding. Ability to work internally and externally with a wide variety of individuals at all levels. Strong service orientation and a commitment to staff development. Demonstrated commitment and sensitivity to diversity in the workplace. Excellent planning, analytical, communication, supervisory, project management, and organizational skills. Demonstrated ability to meet this university's requirement for faculty tenure and promotion.

Visit our Web site at <http://www.lib.csufresno.edu>.

**SALARY/BENEFITS:** Salary is competitive and commensurate with qualifications and experience. This is a 12-month, full-time, faculty position. Minimum: \$55,000.

**DEADLINE:** To ensure full consideration, submit a letter of application and resume with names, addresses, phone numbers, and e-mail addresses of 3 references by **February 14, 2001**, to:

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

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

## LIAISON/REFERENCE LIBRARIAN (2 POSITIONS)

### Georgia State University

Georgia State University, a dynamic urban university in the heart of Atlanta, is seeking two energetic, knowledgeable, and innovative professionals to join a team delivering client-centered library services to a diverse academic user community. Successful candidates will provide quality reference service, library instruction, and client assistance with a wide array of electronic resources and the Internet. Contribute as a collection development liaison by developing areas of subject expertise in one of the following groups: health sciences, nursing, nutrition & dietetics, cardiopulmonary care, physical therapy, gerontology; or natural sciences, chemistry, physics, astronomy.

**REQUIREMENTS:** An ALA-accredited master's degree in library science. Familiarity with resources in a variety of formats; skill in use of technology and web applications; ability to effectively evaluate information resources and design access portals; excellent communication, presentation, and interpersonal skills. Interest in pursuing development of subject expertise within some of the areas listed above. Preferred: Academic coursework and/or relevant experience in one of the listed subject areas; familiarity with collection development issues and trends; experience in library instruction; demonstrated interest in research and professional activities.

**AVAILABLE:** Immediately.

**SALARY:** \$31,000-\$38,000.

**TO APPLY:** Send letter addressing above qualifications and stating subject specialty area(s) of interest. Include résumé and names, addresses, and phone numbers of three references to:

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

Materials received by **January 19, 2001**, will receive priority. For more information, please visit our Web site at: [www.lib.gsu.edu](http://www.lib.gsu.edu).

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collection of 130,000 volumes, supports all curricula offered through the University, including distance learning courses. The Library subscribes to 25 online databases (some of which are full-text delivery), receives over 500 periodical titles, and holds a significant collection of microfilm and microfiche resources. The Director is responsible for developing and managing library services, developing the collection, and managing a library staff of six. He or she will also provide technology leadership, working closely with the director of Information Technology Services. Five-year renewable contracts are offered to librarians who are expected to meet university standards in library service effectiveness, professional development, and university and community service. The Director reports to the Senior Vice President for Academic and Student Affairs. Minimum requirements for the position include an M.L.S. from an ALA-accredited program and progressively responsible experience in one or more areas of information technology and service in an academic library. The successful candidate will manifest a familiarity with and willingness to support the mission of the University as a Catholic and Jesuit institution. He or she will demonstrate evidence of vision, creativity and leadership, the capability for long-range planning, budgeting, and implementation, the ability to guide technology, and strong management and interpersonal skills. Salary and benefits are competitive. Applications should send a letter of interest, a résumé and three letters of reference by January 10, 2001, to: Director of Human Resources, **Wheeling Jesuit University**, 316 Washington Avenue, Wheeling, WV 26003. For further information, please see our Web site at: [www.wju.edu](http://www.wju.edu). Wheeling Jesuit University is an equal opportunity employer.

**EDUCATION LIBRARY FACULTY.** William Rainey Harper College, located in Palatine, Illinois, has a full-time tenure-track faculty position for the fall 2001 semester. Master's degree in Library Science or equivalent from an ALA-accredited institution required. Minimum of two years' experience in an academic library environment, community college preferred.

Must have experience in Web page maintenance and design, and administering online databases. Experience with library automation systems required, preferably Voyager. Must be able to work cooperatively with and provide service-oriented instruction to various faculty and students of diverse backgrounds and learning styles. Strong communication skills and ability to work independently essential. For consideration, submit a résumé, copies of credentials (including graduate transcripts), a statement of educational/teaching philosophy, and three letters of recommendation to: **William Rainey Harper College**, Attn: Employment Specialist, 1200 W. Algonquin Road, Palatine, IL 60067. E-mail: [jobs@harper.cc.il.us](mailto:jobs@harper.cc.il.us). The College seeks candidates who have had multicultural experience and who can demonstrate a commitment to diversity and multiculturalism. Visit us at: [www.harper.cc.il.us](http://www.harper.cc.il.us). EOE.

**ELECTRONIC RESOURCES CATALOGER.** Arizona State University, University Libraries is seeking an Assistant Librarian (Electronic Resources Cataloger) to work in the Technical Services Department. The position reports to the Technical Services Management Team and participates in the creation of a bibliographic database (catalog) that is accurate, controlled, complete, and provides for ready access to and management of the cataloged electronic resources of the ASU Libraries. Contributes to PCC programs according to established guidelines. Review of applications will begin January 15, 2001, or the first of the month thereafter until filled. For complete qualifications and application information contact: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries at **Arizona State University**, Box 871006, Tempe, AZ 85287-1006 or e-mail: [karie.pifer@asu.edu](mailto:karie.pifer@asu.edu), voice (480) 965-3417, or fax (480) 965-9169. ASU is an equal opportunity, affirmative action employer and actively seeks diversity among applicants and promotes a diverse workforce.



## RESEARCH DATABASE EDITOR IV, AUTHORITIES

### Getty Research Institute

Sets and implements editorial standards for Bibliography of the History of Art (BHA) authorities. Coordinates and supervises BHA authority work with international contributors, staff, and partners. Sets priorities and assignments. Resolves complex database and editorial issues. Documents and implements policies on the content, form, and language of all aspects of the BHA authority database terminology used to support the BHA bibliographic database. Ph.D. in art history or equivalent. MLS degree preferred. Seven-plus years of experience in indexing, research, and authorities. Reading knowledge of two European languages.

Please submit your application to:

**Karen Montag**  
**Senior Human Resources Specialist**  
**Getty Research Institute**  
**1200 Getty Center Drive**  
**Los Angeles, CA 90049**  
**No telephone calls please.**

*Equal opportunity employer.*

## INTERLIBRARY LOAN LIBRARIAN

### Northwestern University Library

**DUTIES:** Responsible for the provision of quality interlibrary loan services to the Northwestern University community and to other libraries. Supervises seven non-exempt staff. Manages the day-to-day operation of the Interlibrary Loan Department including all borrowing and lending activities. Establishes departmental goals, objectives, and performance standards. Recommends resources required for interlibrary loan and allocates finances, staff, and space in consultation with library administration. Actively explores and implements new services that are user-focused, cost-effective, and steps toward a paperless environment.

**QUALIFICATIONS:** ALA-accredited MLS or equivalent required. Strong public service orientation, three years' professional experience in an academic/research library, and evidence of successful supervisory experience required. Excellent communication and interpersonal skills required. The ability to work effectively with users and colleagues and to lead staff successfully through major change essential. Experience with integrated library management system required. Demonstrated ability to manage projects and think creatively essential. Three years' experience with interlibrary loan and document delivery processes preferred. Experience with the OCLC ILL subsystem. Knowledge of current and emerging technologies for electronic document delivery preferred. Interest in exploring cost-effective, timesaving, and user-centered initiatives desirable.

**SALARY:** \$40,000 minimum.

**TO APPLY:** Send letter of application and résumé, including names of three references, to:

**Peter J. Devlin**  
**Personnel Librarian**  
**Northwestern University Library**  
**1935 Sheridan Road**  
**Evanston, IL 60208-2300**  
**libpers@welles.library.nwu.edu**

Review of applications will begin immediately and continue until position is filled.

*Northwestern University is an equal opportunity, affirmative action employer.  
Employment eligibility verification required upon hire.*



# Supervisory Technical Information Specialist

(Head, Automation, Collections Support and Technical Reports Section)

## Vacancy Announcement #000264

GS-1412-14 (11639) \$65,983-85,774 (\$71,954-\$95,357)\*

\*Salary reflects locality pay for calendar year 2000

The Library of Congress seeks a Supervisory Technical Information Specialist for the Science, Technology and Business Division of Library services. The Section Head directs the planning, and approves and provides oversight for the implementation of the Division's automation program; provides input into the Division's digital efforts which enhance the Division's digital presence on the Web and ensures support for the inter-divisional digital efforts; identifies automation, digitization and processing needs of Division staff, and oversees the compilation and publication of selective and comprehensive bibliographies or guides and finding aids. The Section Head, in collaboration with the Team Leader of the Technical Reports Standard Team, directs the identification, acquisition, processing, maintenance and preservation of the important and unique collections of technical reports and standards in the Division's custody. The Section Head directs the use of the Division's technicians; plans, schedules and coordinates work; assigns, directs and reviews the work of subordinate employees; plans and carries out training and development; evaluates performance; recommends selections, promotions and other personnel actions; and assures that the Library's commitment to EEO is carried forward in all aspects of personnel management.

Applicants must obtain a copy of Vacancy Announcement #000264 in order to apply for this position. The vacancy announcement lists the knowledge, skills, and/or abilities (KSAs) that must be addressed. For a copy of this vacancy announcement and an application form, please call the Library of Congress Employment Office at (202) 707-4315 or (202) 707-5627. One can also obtain these materials by visiting the Employment Office at 101 Independence Avenue (LM-107), SE, Washington, DC, Monday through Friday from 8:30 a.m. until 4:30 p.m. Visit our website at [lweb.loc.gov](http://lweb.loc.gov). Applications must be received in the office by December 29, 2000.



THE LIBRARY OF  
CONGRESS

The Library of Congress is an EOE/AA Employer.

**ELECTRONIC SERVICES AND DOCUMENT DELIVERY/REFERENCE LIBRARIAN.** duPont-Ball Library, Stetson University. Responsible for coordinating the delivery of the Library's electronic resources and alternate document delivery services to DeLand campus students and distance learners and for providing effective reference services. Reference service includes regular reference desk shifts, some evening and weekend shifts. Tenure-track, 12-month faculty position. Description at: <http://www.stetson.edu/departments/library/aboutlib.html>. Send letter of application, résumé and names, addresses, telephone numbers, and e-mail addresses of three references by February 1, 2001, to: Jane Bradford, Acting Head of Reference Services, duPont-Ball Library, Stetson University, 421 N. Woodland Blvd, DeLand, FL 32720-3769.

**ENGINEERING/PATENTS REFERENCE LIBRARIAN (Assistant Librarian Rank).** Louisiana State University Libraries seeks an energetic and creative individual to provide services and information resource development for engineering disciplines, administer the patent and trademark depository library program, and participate in the delivery of reference and instruction services at a combined general/government documents service desk. The individual is expected to meet requirements for promotion and tenure. For a detailed description of the position, go to: [\[www.lib.lsu.edu/lib/jobs/index.html\]\(http://www.lib.lsu.edu/lib/jobs/index.html\). Qualifications: Required: MLS degree from an ALA-accredited library school; undergraduate degree or course work in an engineering or related science or relevant work experience; strong computer skills, including the ability to create Web pages; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communication, and organizational skills; evidence of ability to meet tenure requirements. Preferred: Advanced science degree and/or relevant experience in the sciences; familiarity with current bibliographic and reference sources in the sciences; experience in collection development, reference work, and/or bibliographic instruction in an academic library; record of ability to develop and implement effective, innovative public service, instruction, or outreach projects, services, or programs. Knowledge of patent and trademark information retrieval. Salary and Benefits: \\$31,500 per fiscal year minimum, dependent upon qualifications and experience; 12-month, tenure-track appointment; excellent benefits. Application: Review of applications will begin January 2, 2001, and will continue until position is filled. Candidates should submit a letter of application, résumé, and names, addresses, telephone numbers of three references to: Caroline Wire, 295 Middleton Library, Baton Rouge, LA 70803. Ref # 004867 \(anticipated\).](http://</a></p></div><div data-bbox=)

## TWO POSITIONS AVAILABLE

### Pace University

Pace University's Edward & Doris Mortola Library (<http://library.pace.edu>) on the Pleasantville, New York, campus announces the following full-time professional librarian openings during fall 2000:

#### **Head of Research & Information Services/Westchester**

As part of the Westchester library management team with divisional head responsibility and accountability, the successful candidate will organize, coordinate, and administer comprehensive reference, research, and referral services in a dynamic, team-based, and customer-focused environment supported by advanced library technology.

**MAJOR DUTIES:** Provide leadership in developing, planning, and implementing innovative services, collections, and programs; participate actively in the formulation of information delivery policies, the design and maintenance of the Web-based gateway to the library's digital resources, and the delivery of reference services in a distributive learning environment; work collaboratively with the Instructional Services Team in integrating information literacy objectives into reference service operations; strengthen and extend the library liaison program with faculty; and serve on a variety of operational and strategic planning committees and task forces.

**REQUIREMENTS:** Accredited MLS degree; minimum 5 years' academic library reference and/or instructional experience; additional advanced subject degree desirable; documented evidence of increasing and successful administrative responsibility and supervisory experience; knowledge of print and electronic resources and strong proficiency in the use of automated library systems, desktop applications, and online systems for information access and delivery; proven ability to work effectively and collegially with a diverse population; strong user-centered service philosophy and commitment to team-based management. Work occasional evening/weekend shifts and shuttle between Westchester locations as necessary.

**SALARY:** High \$40s to low \$50s dependent on experience; comprehensive benefits package.

#### **Instructional Services Librarian**

As part of the Instructional Services Team, the successful candidate will participate in an intensive instruction and outreach program that emphasizes the integration of digital and print resources and promotes inquiry, critical thinking, and problem-solving skills, and the development of autonomous lifelong learners.

**MAJOR DUTIES:** Conduct instructional sessions in a variety of settings, including state-of-the-art electronic classroom; develop instructional and training materials in diverse formats; and perform all aspects of traditional and electronic reference services. Work occasional evening/weekend shifts and shuttle between Westchester locations as necessary.

**REQUIREMENTS:** Accredited MLS; minimum 1-2 years' academic library reference and/or instructional experience; commitment to team-based management; desktop computing and Web development skills; highly self-motivated and flexible; strong organizational and communications skills. Prior involvement in information literacy activities/programs and familiarity with outcomes assessment techniques desirable.

**SALARY:** High \$30s to low \$40s dependent on experience; comprehensive benefits package.

Note: Complete descriptions may be found at the following addresses: <http://www.pace.edu/library/libinfo/headofref.htm>; and <http://www.pace.edu/library/libinfo/islibrarian.htm>.

Please forward cover letter and résumé to:

**Connie Giamei  
HR Services  
Wilcox Hall  
Pace University  
861 Bedford Road  
Pleasantville, NY 10570**

*Affirmative action, equal opportunity employer.*

The Thomas J. Watson Library invites applications for the following two positions:

## MANAGER OF BIBLIOGRAPHIC OPERATIONS

The Manager of Bibliographic Operations is a senior management position that works in close collaboration with the Chief Librarian and unit heads to coordinate the technical services operations of the library. This position's primary responsibility is management of all technical service functions including: ensuring smooth and efficient work flow; establishing cataloging policy and practices within the context of national standards and in collaboration and consultation with other library staff; strategic planning and the implementation of new technologies for technical services applications. This position serves on the library's management group, plays a leadership role in developing policies and procedures relating to cataloging and related bibliographic control functions, and works with the Chief Librarian and management group to shape the vision of library services and to determine strategies to achieve it. The Head of Bibliographic Operations reports to the Chief Librarian and directly supervises nine librarians.

Qualifications: MLS with a minimum of six years of progressively responsible technical and managerial experience in a research library. Demonstrated leadership and human resources skills. Ability to work cooperatively with and coordinate the efforts of colleagues across departments. Knowledge of current cataloging practices, including AACR2R, LC Subject Headings, USMARC formats and authority control. Experience with RLIN and an integrated library system, preferably Innovative, are essential. Commitment to fostering the professional development of all library personnel. Experience coordinating the activities of a technical services operation. Experience with budget preparation, planning and grant writing. Strong customer service orientation. Working knowledge of one foreign language is desirable. Art library experience or a background in fine arts is preferred. (CODE TS-MBO).

## SYSTEMS LIBRARIAN

The Systems Librarian is responsible for the operation and maintenance of Watson Library's integrated library system (Innovative). Responsibilities include system administration, project management and ongoing systems maintenance. Serves as project manager for the installation and implementation of Innovative's online circulation system. Provides technical expertise, support and training required for library automation planning and implementation. Facilitates effective use and development of Watson Library's computer resources and network. Analyzes issues and participates in policy and budget formulation and operational decisions regarding the library's use of information systems and technologies. This position serves on the library's management group, provides leadership in the strategic planning, installation, documentation, training and operational support for the computer hardware, software, and network dedicated to library functions. The Systems Librarian reports to the Chief Librarian and supervises one full-time position.

Qualifications: Master's Degree in Library or Information Science required; at least 3 years of relevant systems experience, including experience with network administration and management, preferably in an academic library; thorough knowledge of Web technology, Windows/NT, Microsoft Office applications, and demonstrated experience with client/server applications and information standards; experience in computer training and staff supervision; ability to manage, support and troubleshoot LAN and CD-ROM hardware and software; ability to work cooperatively with and coordinate the efforts of colleagues across departments; strong commitment to library service; flexibility in adapting to changing departmental and organizational priorities. Experience with INNOPAC, RLIN, MARC format and cataloging practices is highly desirable. Working knowledge of one foreign language is desirable. Experience in preparing and monitoring budgets. Excellent planning, analytical, communication, supervisory, project management and organizational skills. (CODE IT-SL).

The Thomas J. Watson Library is the research library of The Metropolitan Museum of Art. With holdings of 450,000 volumes, 2,500 current periodical subscriptions and extensive electronic resources, Watson Library is one of the most comprehensive collections in the world for the history of art. There is a total staff of 45, including 16 librarians.



The Metropolitan  
Museum of Art

Please mail letter of application and resume to:  
The Metropolitan Museum of Art, Attn:  
Department of Human Resources, (SPECIFY  
CODE for position of interest), 1000 Fifth  
Avenue, New York, NY 10028-0198, EOE.

**HEAD OF INSTRUCTIONAL SERVICES.** James A. Cannavino Library, Marist College. The James A. Cannavino Library of Marist College seeks a committed teacher to lead and develop its instructional programs. Marist College is positioned to move forward with new ideas for providing information service, and information literacy is recognized as a fundamental element. The James A. Cannavino Library opened in January 2000 and affords a rich instructional environment with three digital classrooms, a multimedia language center, eight facility-student collaborative rooms, and a dedicated library instruction classroom. Included in the \$25 million structure are more than 600 user-accessible network connections and 200+ public computers. The Marist Community has access to over 6,000 electronic journals and 10,000 digital documents on the fully networked campus. The College has also experienced a growth in nontraditional and distance education programs that has significantly increased our enrollment and offered the opportunity to extend library services off-campus. The Library's instructional program includes credit-bearing courses, short courses, and classroom sessions. Information Literacy is required of most majors, and subject oriented instruction is offered in cooperation with the Criminal Justice Department (one credit) and the School of Management (three credits). The following are the requirements for the position: MLS from an ALA-accredited school of library/information sci-

ence. Minimum three years' experience teaching information literacy. A confident classroom presence and the ability to work collegially with faculty. Experience creating online instructional materials. Familiarity with current developments in providing instructional services. Excellent written and oral communication skills. Second master's degree required (prefer Instructional Technology). Review of résumés will begin December 20, 2000, and continue until the position is filled. Please submit a letter of application, resume, and names of three professional references to: John T. Gildard, Assistant Director of Human Resources, MPO-905/RLN, Marist College, Poughkeepsie, NY 12601. An Equal Opportunity, Affirmative Action Employer.

**HEAD OF PUBLIC SERVICES.** The Schlesinger Library, Radcliffe Institute, seeks an experienced professional to lead its Public Services Department. The library's holdings document all aspects of the history of women and include the Radcliffe Archives. Reporting to the Library Director, the head of public services manages the Public Service Department; supervises Reference Librarian, Library Assistant, and 8-10 students and volunteers; develops new reference programs and services; increases awareness of the use of collections for teaching and research; offers tours and bibliographic instruction programs. Oversees ILL, provides in-depth reference services to



## Stanford University

### Cataloging and Metadata

#### Department Head

(<http://www.sul.stanford.edu/depts/humres/77.html>)

The Stanford University Libraries and Academic Information Resources seeks innovative and energetic professional to lead the Catalog Department. You will manage data description and control processes in support of the Collections and Services programs, as well as personnel resources of over 30 FTE in 4 supervised units. You will serve as a major player and consolidator for the Libraries' development of its metadata discovery and retrieval environment, which currently includes Socrates, the online catalog. SUL/AIR is implementing a digital assets management system (Artesia's TEAMS), which will be the foundation for managing digital resources.

This challenging assignment requires an M.L.S./information industry work background or equivalent, experience managing cataloging unit or metadata projects in a medium to large setting, and interest and involvement in the emerging digital information environment. Excellent time/staff management, communication and interpersonal skills and the ability to adapt flexibly to a changing environment are essential. Experience with related standards development is highly desired. We prefer candidates with an academic research library background or other complex, information environment background.

The Stanford University Libraries consist of a main research library, an instructional support and media library, and eleven research branch libraries serving the sciences, social sciences and humanities. Technical Services has approximately 100 staff in five managerial areas. Together they add approximately 90,000 titles annually by continual process improvement and use of emerging vendor services.

Salary will be commensurate with qualifications and experience. Applicants should supply with their cover letter, a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of 3 references who have knowledge of their professional qualifications for this position. Letters and documents should refer to this position and be addressed to: Catherine Tierney, Associate University Librarian for Technical Services, Stanford University Libraries, 557 Escondido Mall, Stanford, CA 94305-6004. AA/EDE

## ASSISTANT LIBRARIANS (2 POSITIONS)

### University of Arizona, Tucson

#### Assistant Librarian, German/Russian and Slavic Studies Emphasis Assistant Librarian, Architecture Emphasis

The University Library Fine Arts and Humanities Team at the University of Arizona is inviting candidates for two positions: Assistant Librarian, German/Russian and Slavic Studies Emphasis (Job #19805), and Assistant Librarian, Architecture Emphasis (Job #19806). Successful candidates will satisfy the needs relating to the instruction, research, and creative endeavors of the team's customers, and will be expected to fulfill the responsibilities of a library faculty member through service and scholarship. Both positions require an MLS from an ALA-accredited institution. For a full description of duties and preferred qualifications for both positions, see postings at: <http://www.hr.arizona.edu/>.

Hiring range: \$38,789-\$44,959, plus outstanding UA benefits.

To apply for each position, please submit a cover letter, résumé, and the names and contact information for three references to:

**The University of Arizona Library**  
Attn: Martina Johansen  
1510 E. University Blvd., Room C327  
P. O. Box 210055  
Tucson, AZ 85721-0055  
E-mail: [hendricksong@u.library.arizona.edu](mailto:hendricksong@u.library.arizona.edu)

Review of materials for both positions will begin December 4, 2000, and will continue until positions are filled.

*The University of Arizona is an EEO/AA Employer-M/W/D/V*

## TWO POSITIONS AVAILABLE

### Northwestern University Library

Position Titles:

#### MONOGRAPHIC CATALOGER

#### AFRICANA MONOGRAPHIC CATALOGER

#### RESPONSIBILITIES:

Using Voyager, OCLC, MARC formats, AACR2r, LCRI, LCSH, and DDC, performs original or complex copy cataloging of monographs. Participates in national cooperative cataloging programs such as NACO, BIBCO, and OCLC Enhance. Keeps abreast of current cataloging issues and trends. First position emphasizes books, video recordings, and electronic formats. Second position emphasizes Africana materials in any format.

#### QUALIFICATIONS:

**REQUIRED:** Master's degree from an ALA-accredited library school. Academic knowledge sufficient to perform subject analysis in a range of modern European foreign languages. Broad educational background. Ability to communicate effectively both orally and in writing. Ability to flourish in a changing work environment. Knowledge of MARC formats and national cataloging standards. Facility with personal computers, database searching, and network navigation tools. Strong knowledge of French is essential for the Africana position. **Preferred:** Two years' professional cataloging experience using an automated system in an academic library (including significant original cataloging experience). For the Africana position, some Africana background is desirable, but not required; knowledge of one or more of the following languages strongly preferred: German, Portuguese, Italian, and Afrikaans; knowledge of Arabic helpful.

#### SALARY:

Dependent upon qualifications and experience, \$30,000 minimum.

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

**Peter J. Devlin**  
**Personnel Librarian**  
**Northwestern University Library**  
**1935 Sheridan Road**  
**Evanston, IL 60208-2300**  
**libpers@welles.library.nwu.edu**

Review of applications will begin immediately and continue until the positions are filled.

*Northwestern University Library is an EEO, AA employer.  
Employment eligibility verification required upon hire.*

students, fellows, faculty, and the general public. Serves on university and library committees; represents the library at regional and national meetings. M.L.S. or equivalent advanced degree with 4-5 years' public service experience, preferably in a research library; thorough understanding of archives and manuscripts; proven managerial and organizational skills; excellent writing and online searching skills; expertise with electronic environments and Web-based publishing. Ability to work collaboratively in a team environment; knowledge of Women's Studies, Women's History, or American History required. To start immediately. Salary range: \$44,000-\$50,000. Please send letter of application, résumé, and the names and addresses of three professional references to: Search Committee, The Schlesinger Library, Radcliffe Institute, 10 Garden Street, Cambridge, MA 02138.

**RARE BOOKS LIBRARIAN.** The New York Public Library seeks a professional to process collections and catalogue a variety of materials in the Rare Books collection (book and nonbook). Creates encoded bibliographic records for rare books and other materials. Performs public service and collection maintenance activities. Participates in divisional preservation initiatives and Web site development, and public orientation and information programs. ALA-accredited M.L.S. degree. BA or strong background in Humanities. Reading knowledge of Latin and one modern European language sufficient to provide subject cataloging analysis and reference service. Coursework, training, or experience with historical collections. Excellent customer service and computer skills. We offer a

salary of \$34,055 and excellent benefits. To apply, please send a résumé and cover letter to: **The New York Public Library**, Human Resources Department NB-RBK, 188 Madison Avenue, 5th Floor, New York, NY 10016-4314; or e-mail: hrd@nypl.org. Equal opportunity employer. Visit us at: [www.nypl.org](http://www.nypl.org).

**REFERENCE AND INSTRUCTION COORDINATOR.** Anschutz Library, University of Kansas Libraries, Lawrence. This 12-month, tenure track position serves as one of four Coordinators in Anschutz Library, an evolving multidisciplinary research library at the University of Kansas (KU), Lawrence. The Coordinator will lead the Reference and Instruction team, playing a pivotal role in the development of an integrated reference and instruction program. The Coordinator will engage in a collaborative partnership with the KU Libraries Instruction Coordinator regarding instruction services. Reports to the Head of Anschutz Library. Anschutz Library is a multidisciplinary research library comprised of collections, including the Sciences (non-Engineering), Government Information (Federal, United Kingdom, European Union, and United Nations), as well as the anticipated addition of Business and Economics. The Anschutz Library staff consists of 11 librarians, 11 classified and unclassified professional staff, and 22 FTE student assistants. **Required qualifications:** M.L.S. degree from an ALA-accredited institution; professional experience in providing instruction and reference services; library experience in at least one of the following subject areas: Sciences (non-Engineering), Government Information (Federal United Kingdom, European Union, and United Na-

# COORDINATOR OF BIBLIOGRAPHIC INSTRUCTION/ REFERENCE LIBRARIAN

**Southeast Missouri State University**

## RESPONSIBILITIES:

Coordinates the development, promotion, and assessment of an expanding bibliographic instruction program for students and faculty both on and off campus. Collaborates with librarians and teaching faculty in the design and creation of library instructional methods and materials including Web pages. Participates in provision of reference services in a cooperative reference environment. Reports to Head, Information Services Department.

## REQUIRED QUALIFICATIONS:

ALA-accredited MLS. Two years' professional librarian experience in an academic library. Demonstrated effective teaching experience. Demonstrated ability to prioritize tasks appropriately. Knowledge of a wide range of print and electronic reference sources including the Internet. Ability to develop computer-assisted instructional materials including Web pages. Evidence of commitment to providing excellent service and instruction. Excellent interpersonal, communication, and organizational skills. Ability to maintain effective working relationships with colleagues and students. Demonstrated initiative and ability to work well as a member of a group as well as individually to achieve organizational goals. Demonstrated commitment to the teacher/scholar model, public and University service, and a culturally diverse learning environment.

## PREFERRED QUALIFICATIONS:

Reference experience. Knowledge of instructional design. Advanced degree in a subject discipline.

## SETTING:

Southeast Missouri State University is a comprehensive student-centered university of five colleges and three schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 9,000 with a rapidly expanding distance education program with education centers established throughout the service region. Student/faculty ratio is 18:1. Library collections include over 400,000 bound cataloged volumes, current subscriptions to approximately 2,500 periodicals, and an expanding array of databases. Staff includes 13 library faculty, 6 professional staff, and 22 clerical positions. Recently the library has added positions, restructured the library staff, developed a 12.3-million-dollar renovation plan of which Phase I is completed, established a library strategic plan, created a new electronic bibliographic instruction lab, and increased support for the development of services and collections. While currently using NOTIS, Kent Library is one of 50 academic libraries in Missouri that make up MOBIUS, a consortium implementing a common library platform from Innovative Interfaces.

## SALARY RANGE:

Mid to high \$30s, depending on qualifications and experience. Academic year (spring and fall semesters) tenure-track faculty appointment. Separate contract for up to six weeks in the summer is usually available. Must meet established criteria, including a second master's or doctoral degree, for promotion and tenure within six years. Tuition remission part of benefit package.

## APPLICATIONS:

Position available June 1, 2001. Applications received by **January 10, 2001**, will be assured consideration. Position will remain open until filled. Send letter of application, curriculum vita, and a list of three references including complete mailing addresses, phone numbers, and e-mail addresses to:

**Sarah Mort Cron**  
**Dean, Academic Information Services**  
**Kent Library – MS 4600**  
**Southeast Missouri State University**  
**One University Plaza**  
**Cape Girardeau, MO 63701**

*An equal opportunity/M-F/affirmative action Employer*

## FIVE POSITIONS AVAILABLE

### University Library System University of Pittsburgh

Recruitment is beginning for the following permanent, Faculty Librarian positions. For full position announcements, including required qualifications, please see: <http://www.library.pitt.edu/about/employment/>.

#### **Librarian, Buhl Social Work Collection**

Responsible for collection in the fields of social work and related subject areas. Provides specialized reference and library instruction services to the School of Social Work, and more general reference services and library instruction to other university students, faculty, and patrons. Reports to the Head of Public Services, Hillman Library.

Position will be available 7/1/01.

Salary: \$30,000 minimum.

#### **Reference Librarian, Hillman Public Services**

(Nine-Month Appointment)

-Two Positions Available-

Provides reference, instruction, and online search assistance for library users in the arts, humanities, social sciences, business, and government information. Reports to the Head of Public Services, Hillman Library. These are continuing nine-month positions (August 15–May 15 annually).

Positions available immediately.

Salary: \$22,500 (for 9-months).

#### **Hispanic/Latin American Languages Cataloger**

Responsible for cataloging materials in all formats in Spanish, Portuguese, and native Indian languages, which are produced or published primarily in the Iberian Peninsula and Latin America. Reports to the Hispanic/Latin American Languages Team Leader.

Position available immediately.

Salary: \$30,000 minimum.

#### **Slavic Bibliographer**

Manages the social science and humanities collections from and about the East European region. Collections contain all formats except video and include material in languages of the region and Western languages. Reports to the Assistant University Librarian.

Position available immediately.

Salary: \$30,000 minimum.

#### **Web Services Librarian**

The Web Services Librarian manages the University Library System public Web site and Intranet. Reports to the Assistant University Librarian.

Position available 7/1/01.

Salary: \$30,000 minimum.

All positions include a comprehensive benefits package, including 23 vacation days/year; health insurance; TIAA-CREF, Vanguard; and tuition assistance.

To apply, submit letter of application, résumé, and the names, addresses, and phone numbers of three references to:

**William Gentz  
Personnel Librarian  
271 Hillman Library  
University of Pittsburgh  
Pittsburgh, PA 15260**

Please state specifically which position is being applied for.

Review of applications will begin December 1, 2000, and continue until positions are filled.

*The University Library System is an AA/EOE committed to increasing diversity in our workplace and strongly encourages applications from candidates who can contribute in this area.*

## TWO POSITIONS AVAILABLE

### Parkland College

Parkland College invites applications for two tenure-track faculty positions, available August 13, 2001. Parkland College is a comprehensive community college with an enrollment of 10,000 students, located in Champaign, Illinois.

#### **Instruction and Outreach Librarian:**

Coordinate the library instruction program and provide outreach for both on-campus and distance education. Create programs to enhance information literacy and research skills across the curriculum. Teach information literacy to students; design and teach faculty workshops. Develop web tutorials and user guides, participate in collection development, and perform scheduled reference duties. Required: MLS from an ALA-accredited institution; two years of relevant library experience in an academic library, or equivalent in teaching experience; experience with electronic resources, Web page maintenance and design; commitment to implementing innovative library programs, methods, and technologies; strong public service orientation; and ability to manage and prioritize simultaneous projects. Community college or instructional program planning/assessment experience a plus.

#### **Technical Services and Electronic Resources Librarian:**

Coordinate operation of the Technical Services Department, including acquisitions, cataloging, processing, and preservation. Maintain library Web site; coordinate evaluation, selection, implementation, and maintenance of electronic resources collection. Required: MLS from an ALA-accredited institution; two years of relevant library experience, including OCLC cataloging; proven experience with Web page design and maintenance; strong public services orientation; supervisory experience; and a commitment to implementing innovative library methods and technologies.

Salary commensurate with experience and qualifications. To apply, please submit a letter of application, résumé, unofficial transcripts, official Parkland College application, and names, addresses, telephone numbers, and e-mail addresses of three professional references to:

**Parkland College  
Human Resources  
Room A259  
2400 W. Bradley Ave.  
Champaign, IL 61821-1899**

**APPLICATION DEADLINE:** January 26, 2001, 5:00 p.m.

Call (217) 353-2643 or access [www.parkland.cc.il.us](http://www.parkland.cc.il.us) for an application or for more information.

*Parkland College, in accordance with applicable laws, insures equal employment opportunities regardless of race, color, national origin, age, sex, sexual orientation, religion, veteran status, Vietnam veteran status, ancestry, or disability.*

*Questions in reference to employment opportunities may be directed to the Director of Human Resources.*

tions), or the social sciences; experience with and knowledge of electronic information resources and technologies; collection development experience; strong public service orientation; successful supervisory and management experience; demonstrated proficiency in interpersonal, oral, and written communication; demonstrated ability to work in a team setting and to handle multiple responsibilities in a changing environment; demonstrated ability to work independently and cooperatively with all constituencies in a diverse academic community. Preferred qualifications: Professional experience in academic, research, or special libraries; educational background in one or more of the following areas: applied, biological, physical, government/political science, or other social science; experience working in a liaison capacity with teaching faculty. Competitive salary, mid-\$40s or higher, dependent upon qualifications and experience. Excellent benefits. To apply, submit a letter indicating how your experience relates to each of the required and preferred qualifications. In addition, a curriculum vita and the names, addresses, telephone numbers, and e-mail addresses of three references are required. Please send this material to: Sandra K. Gilliland; Assistant to the Dean; University of Kansas Libraries; Lawrence, KS 66045; phone: (785)864-8922 fax: (785)864-5311; e-mail: [sgilliland@ukans.edu](mailto:sgilliland@ukans.edu). Review of applications begins January 16, 2001. Applications will be accepted until the position is filled. An EE/AA Employer.

**REFERENCE LIBRARIAN.** Seeking innovative reference librarian. Requirements: MLS from ALA-accredited program; experience developing and providing reference instruction; use of Internet and online databases; Web page development experience. Desired: two years' reference experience. Salary: Commensurate with experience. More information is available at [www.csm.edu/library.html](http://www.csm.edu/library.html). To Apply: Send letter of application, résumé, name, address, phone, and e-mail of three current references to: Sara Martin, Library Director, College of Saint Mary, 1901 South 72nd Street, Omaha, NE 68124-2377. Fax: (402)399-2686; e-mail: [smartin@csm.edu](mailto:smartin@csm.edu). Review of applications will begin November 1, 2000, and continue until position has been filled.

**REFERENCE/LIAISON LIBRARIAN FOR SCIENCES AND TECHNOLOGY.** This is 12-month position, with faculty rank and status, for one of four librarians providing reference, academic liaison, and operational support in a library serving liberal arts and professional studies programs, traditional and distance learning students. Participates in reference service, library instruction, collection development, Web development, and systems support in a collaborative environment, with opportunities for professional development. Averett is a small, independent college located in historic Danville, Virginia, 46 miles from Greensboro, North Carolina, 71 miles from Chapel Hill, North Carolina, and 81 miles from Roanoke,



# DEAN OF LIBRARY SERVICES

## Sam Houston State University

Sam Houston State University is conducting a search for the position of Dean of Library Services. The Dean will be responsible for library administration, including all aspects of planning, personnel and fiscal management, and external resource development. The successful candidate will develop a plan for continuous library improvement that reflects the comprehensive nature of our mission as a state university and will assume a prominent position in the development of distance education initiatives. The Dean reports directly to the Vice President for Academic Affairs and is a member of the Council of Academic Deans and the Academic Policy Council.

The University is located in Huntsville, a city of approximately 35,000 people. Huntsville combines the ease of small-town living with the advantages of Houston, the country's fourth largest city, only one hour away. For a description of SHSU and its library, please access our Web page at: [www.shsu.edu](http://www.shsu.edu).

The successful candidate must possess an MLS or MLIS from an ALA-accredited institution, show evidence of a minimum of five years of progressively responsible, recent administrative experience in an academic library, and have a record of scholarly publication and professional achievement sufficient to qualify for tenure as a full professor. An earned doctorate is preferred.

The successful candidate will demonstrate:

- An in-depth knowledge of, and active participation in, the continuing evolution of scholarly communication and information resource paradigms;
- Expertise in information technologies available to support and further develop library services, research, and instruction (including technologies required to support distance education);
- A record of success in integrating information technologies, traditional library collections and services, and human resources in a customer-oriented, active learner environment;
- Experience in planning with key stakeholders to advance the mission of the Library;
- A familiarity with fundraising and successful grant acquisition and management.

The review will begin **February 10, 2001**. Send a letter addressing the above qualifications, a résumé, and full contact information (including e-mail address) of five references to:

**Richard Eglsaer**  
**Chair, Dean of Library Search Committee**  
**Sam Houston State University**  
**Huntsville, TX 77341-2087**

**Additional contact information:**  
**Telephone: (936) 294-1006**  
**Fax: (936) 294-3577**  
**E-mail: [eglsaer@shsu.edu](mailto:eglsaer@shsu.edu)**

*SHSU is an EEO, AAP employer and a member of the Texas State University System.*

Virginia. Salary is competitive. Benefits include health and life insurance, retirement plan, 37.5-hour week, and free parking. Submit letter and résumé with names, e-mail addresses, and phone numbers of three references to: Elaine Day, Director, **Averett College Library**, 344 West Main Street, Danville, VA 24541, or by e-mail to: [eday@averett.edu](mailto:eday@averett.edu). Review of applications will begin January 10, 2001, and continue until the position is filled. Averett College is an equal opportunity employer.

#### **SCIENCE LIBRARIAN AND REFERENCE COORDINATOR.**

Washington State University Libraries. Currently open. Responsibilities: Provides information services for academic programs in science, engineering, and agricultural disciplines. Leads in developing and providing barrier-free traditional, virtual, and real-time interactive reference services. Schedule includes some weekend and evening public service duties. Qualifications: Required: ALA-accredited degree. Excellent analytical, interpersonal, and communication skills. Strong service orientation. Experience in providing information services in a technically sophisticated environment. Desired: Experience in a science, technology, engineering, agricultural, or medical library, or a subject background in one of these areas, particularly biotechnology, microbiology, or biological sciences; using a variety of

electronic resources related to research and teaching; providing reference/information services; HTML and Web design; grant writing; distance learning and/or video conferencing. Salary: From \$30,000 commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Benefits: TIAA-CREF, broad insurance program, 22 days' vacation and 12 days' sick leave per year. To Apply: Send letter of application, résumé, and names of three references with complete mailing addresses, telephone numbers, and e-mail addresses to: Bonny L. Boyan, **Washington State University Libraries**, P.O. Box 645610, Pullman, WA 99164-5610, or email: [boyan@wsu.edu](mailto:boyan@wsu.edu). Application review begins: January 8, 2001. Washington State University Libraries' homepage is: <http://www.wsulibs.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

**SOCIAL SCIENCES LIBRARIAN. California State University, Long Beach** ([www.csulb.edu/library](http://www.csulb.edu/library)). Tenure-track position available June 1, 2001. This position will be responsible for reference service, collection development, instruction and library liaison/outreach to students and faculty that may include the departments of Teacher Education, Educational Psychology, Social Work, Management, Finance, and/or Economics. Outreach services will include liaison with community groups and serving the needs of distance education populations. The librarian will provide refer-

## BUSINESS SUBJECT SPECIALIST/ REFERENCE LIBRARIAN

### Santa Clara University

Santa Clara University ([www.scu.edu](http://www.scu.edu)) is seeking a creative, service-oriented librarian to fill the position of Business Subject Specialist/Reference Librarian.

The Business Subject Specialist/Reference Librarian provides specialized reference, research consultation, and collection development for graduate and undergraduate programs in accounting, agribusiness, economics, finance, management, marketing, operations and management information systems, and associated centers of the Leavey School of Business and Administration. The Business Librarian works collaboratively with the business faculty to support instructional programs and faculty scholarship. He or she shares responsibility for general reference support and participates in an established instructional program with other librarians. The position reports to the Head of Instruction and Research Services.

**REQUIRED:** MLS, or equivalent, from ALA-accredited program and a minimum two to three years' professional experience. Academic background or library experience in business collection development, instructional experience, and experience using information resources in a broad range of subject areas; strong interpersonal and communication skills; and ability to work collaboratively with others in a dynamic, rapidly changing environment. Desirable: second master's, knowledge of a modern foreign language. Initial appointment at rank of Senior Assistant (\$38,000-\$57,000) or Associate Librarian (\$42,800-\$64,200), depending upon qualifications.

Santa Clara University, the oldest institution of higher learning in California, is a Jesuit university, which educates men and women for competence, conscience, and compassion. The campus is located 46 miles from San Francisco, near the southern tip of San Francisco Bay, in an area rich in opportunities for learning and in the midst of one of the nation's greatest concentrations of high technology industry (Silicon Valley) and professional and scientific activity. Orradre Library has a staff of 37 (14 librarians), serving a student body of approximately 6,700 FTE.

To apply, send a letter of application, complete résumé, names of three references, and salary history to:

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

Applications received by **January 15, 2001**, will receive full consideration. Position will remain open until filled.

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

ence service in a busy, dynamic, centralized environment. CSULB librarians are expected to participate in university and library governance and to engage in professional activities, including research and publication. The position requires an ALA-accredited professional library degree; other required and desired qualifications described in the application packet. Rank and salary will be commensurate with qualifications and experience (\$46,488-\$74,352; this salary range is expected to increase when current collective bargaining concludes). The position will remain open until an appointment has been made; review of candidates will begin January 31, 2001. To request an application packet, or for further information, contact the library administrative office at (562) 985-7839, e-mail: [nancyk@csulb.edu](mailto:nancyk@csulb.edu). CSULB is an equal opportunity employer committed to excellence through diversity, and takes pride in its multicultural environment. An EO/AA employer.

**SOCIAL SCIENCES/HUMANITIES COORDINATOR (Assistant or Associate Librarian rank).** The LSU Libraries are seeking an energetic, ambitious, and highly motivated faculty member with potential to direct collection activities in Social Sciences and selected Humanities subjects. For more information, please see Web site: <http://www.lib.lsu.edu/lib/jobs/index.html>. Qualifications: Required: ALA-accredited MLS degree. Three to five years relevant experience in increasingly responsible positions at a large academic or research

library; degree or substantive experience in appropriate subject including literature, languages, history, sociology, geography, education, political science, psychology, business, mass communication, or journalism. Comprehensive experience with print and electronic resources; good computer skills; knowledge of scholarly literature and publishing trends. Excellent communication and presentation skills. Strong service orientation. Ability to work collegially with all levels of users and staff. Preferred: Professional or preprofessional collection development experience. Advanced degree in appropriate subject area. Grant-writing skills. Evidence of research or creative achievement. Salary: \$40,000 minimum, dependent on qualifications and rank. To Apply: Send letter of application, a current résumé, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Caroline Wire, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803. Preference given to applications received by January 1, 2001. Ref. # 005327.

**SYSTEMS AND ELECTRONIC RESOURCES LIBRARIAN.** 12-month appointment, available February 1, 2001, with faculty status. TIAA-CREF. Duties: Lead the library in further planning, development, implementation, management, and support of its technology infrastructure. Administer and maintain the library management system (DRA); manage the Library LAN (a 60-computer network) and

# DEAN OF UNIVERSITY LIBRARIES

## WESTERN MICHIGAN UNIVERSITY

Western Michigan University invites applications and nominations for the position of Dean of Libraries. The dean reports to the Provost and Vice President for Academic Affairs and is a member of the Dean's Council. He or she is responsible for the administration and development of resources, budget, programs, and planning for the university libraries. The University seeks a dynamic individual who:

- Provides leadership and innovation for library programs on and off campus;
- Is committed to collaborative relationships, effective communication, and promotion of diversity;
- Supports information technology initiatives and consortial efforts;
- Leads the libraries forward while balancing the management and development of traditional materials and electronic and information resources;
- Is committed to the goals of a student-centered university through instructional programming and support;
- Is committed to the support of university research and development activities.

### QUALIFICATIONS INCLUDE:

- A master's degree from an ALA-accredited program; doctoral degree preferred;
- Evidence of 5+ years progressively responsible administrative experience;
- Ability to articulate a vision for the future of library resources and services in conjunction with the University's goals as a student-centered research university;
- Knowledge of scholarly communication, advanced technology and electronic information management, collection development, and public and technical services;
- Demonstrated skills in working productively with library personnel, students, faculty, administrative and professional colleagues, and community representatives;
- Demonstrated skills in planning and budgeting with a commitment to the advancement of the library's role in higher education.

In addition, the successful candidate will possess or demonstrate the following: a record of scholarly publication and professional achievement sufficient to qualify as a full professor with tenure; exemplary organizational leadership; excellent interpersonal communication skills; and evidence of fundraising and grantsmanship.

Western Michigan University is a vibrant, state-supported, student-centered research university of more than 28,600 students classified by the Carnegie Foundation as one of the nation's "Doctoral/Research Universities-Extensive" institutions. The main campus is located in Kalamazoo, Michigan. In addition, the University has eight regional centers and provides continuing and distance education to additional selected sites. The University's priorities are to student-centered education, research, and public service. Western Michigan University is firmly committed to the principles of racial equality, nondiscrimination, and social justice. Information about Western Michigan University is available at: <http://www.wmich.edu/>.

The University Libraries include Waldo Library, the main library, and four branch libraries: the Education Library, Archives and Regional History Collections, Music and Dance Library, and the Visual Resources Library. The library collections include over 4 million volumes, of which 1,841,600 million are unique titles. Waldo Library is a selective depository library for federal and Michigan government documents. More information is available at: <http://www.wmich.edu/library/>.

The review of candidates will begin **December 1, 2000**, and continue until the position is filled. Applications should include a letter of interest, a brief vision statement on the future of academic libraries, complete statement of qualifications, curriculum vitae, and the addresses and telephone numbers of five references. Expected starting date, July 1, 2001. WMU is an AA/EOE that encourages qualified women and members of minority groups to apply. Inquiries, nominations, and applications should be addressed to:

**Elise B. Jorgens**  
**Dean, College of Arts and Sciences and Chair, Search Committee**  
**c/o Kathy Gerow, Administrative Secretary**  
**Western Michigan University Libraries**  
**1903 W. Michigan Avenue**  
**Kalamazoo, MI 49008-5080**  
**E-mail: [elise.jorgens@wmich.edu](mailto:elise.jorgens@wmich.edu)**  
**Fax: (616) 387-5077**  
**Phone: (616) 387-5202**

# CATALOG LIBRARIAN

## Union College

Union College invites applications from skilled, confident, and imaginative candidates for the full-time position of Catalog Librarian. Founded in 1795 and located in upstate New York's capital region in the midst of its rich cultural and natural resources, Union is an independent, highly selective residential college of 2,000 undergraduates. It offers liberal arts and engineering curricula as well as graduate programs in management, engineering, and education. (For further information about the college, see its Web site at [www.union.edu](http://www.union.edu).) The recently renovated and expanded Schaffer Library has a total staff of 28.5 FTE, including 13 professional librarians, more than 500,000 volumes in print, access to many varieties of electronic information through its award-winning Web site, growing multimedia collections, and a rich and historic collection of rare books, manuscripts, and archives.

**RESPONSIBILITIES:** The Catalog Librarian is a member of a team of four professional librarians in the Technical Services Department and supervises the Cataloging unit with its staff of 3.5 full-time assistants. This librarian provides leadership in the development of the online catalog and the organization of the library's collections; manages the workflow for both print and non-print formats using OCLC and DRA's integrated online library system; resolves cataloging problems, provides training, and contributes original records to shared systems using AACR2, MARC input standards, and both Dewey and LC classification schedules; catalogs selected special collections, rare books, and foreign language material; designs and directs projects including those for retrospective conversion, reclassification, and authority control; participates in section and library-wide planning; serves at the reference desk one weekend per term. The Catalog Librarian reports to the Head of Technical Services and coordinates projects with other professional colleagues. For further information about the Technical Services Department, see its Web site at [www.union.edu/PUBLIC/LIBRARY/TS/index.htm](http://www.union.edu/PUBLIC/LIBRARY/TS/index.htm).

Requirements for the position include an ALA-accredited MLS and energy, flexibility, and commitment to the role that Technical Library Services plays in an academic setting. Must have a demonstrated familiarity with AACR2, MARC formats, OCLC, LC, and Dewey classification systems and authority control practices. A record of successful supervisory experience and experience with original cataloging are both required; three to five years' cataloging experience in an academic library and knowledge of rare book cataloging standards are preferred. Excellent interpersonal and communication skills and an ability to work independently as well as cooperatively are essential.

Salary is commensurate with experience; an exceptional benefits package includes medical, dental, and vision insurance, life and disability coverage, a generous retirement plan, and tuition remission. As a member of the college faculty, the Catalog Librarian also enjoys many opportunities as well as support for liaison work with academic departments, for professional development and research activities, and for service within the library, the college community, and the numerous professional associations active in the region.

Send letter of application, including résumé and names and address of three references, by **January 19, 2001**, to:

**T. G. McFadden**  
**Director**  
**Schaffer Library**  
**Union College**  
**Schenectady, NY 12308**

*Union College is committed to a program of affirmative action and equal opportunity employment.  
Women and minorities are strongly encouraged to apply.*

provide hardware/software and network support for the library. Coordinate evaluation, negotiation, selection, implementation, and support of electronic resources. Coordinate library's Web page; engage in reference service and instruction in use of electronic resources. Some night and weekend work. Train library staff in use of new hardware/software resources in support of library's mission. Qualifications: ALA-MLS; demonstrated aptitude with computer hardware and software, including troubleshooting; strong public service commitment and well-developed communication and interpersonal skills. Must be innovative and service and team oriented. Preferred: Experience with VMS operating system, CD-ROM and network environments

(NT, 95/98); demonstrated proficiency with Windows NT server, Internet Information Server, Microsoft Proxy Server, HTML, and Perl. Salary commensurate with qualifications and experience. Minimum: \$35,000. Applications postmarked by January 5, 2001, will receive first consideration. Send letter of application, transcripts, résumé, and names, addresses, and phone numbers of three references to: Marielle McFarland, Search Committee Chair, Huie Library, HSU Box 7541, **Henderson State University**, Arkadelphia, AR 71999-0001. Henderson State University is a member of COPLAC and an AA/ADA/EEO employer. For more information on Henderson, visit our Web site at: <http://www.hsu.edu>.

# COORDINATOR OF NUMERIC AND SPATIAL DATA SERVICES

## University of Michigan Library



Are you an energetic and creative person who enjoys working with spatial and numeric data, enjoys helping undergraduates and faculty work with this data in the classroom and the lab, and who would like to shape an enhanced GIS/numeric data program at a major research library? The University of Michigan is seeking such a creative, enthusiastic individual who will help to shape and direct the library's effort to support users of numeric and spatially related data. With new funding and support from the University, the Library is ready to define and implement a new GIS Center; expand the library-based GIS and numeric data services available to the campus; and consolidate the library's numeric data and GIS activities into one group. The individual in this position will be responsible for shaping and directing these activities. In collaboration with campus-wide initiatives, the library is committed to providing instruction, access, content development and management, and reference and technical assistance to faculty, staff, and students who may use these resources and services for instruction or research.

**RESPONSIBILITY:** This position will provide leadership for library-wide GIS/Numeric Data public service initiatives, including designing and delivering instruction, reference, and support services for faculty and students and developing the library's GIS center/user lab. The successful candidate will also, in collaboration with library and campus users:

- plan and implement instructional programs and activities for geospatial/numeric analysis, display, and management with the objective of integrating data skills into teaching and learning as needed on the campus;
- develop collections and content by acquiring and linking to data resources;
- evaluate, recommend, and implement software, including Web-based tools, for accessing, analyzing, and displaying data;
- coordinate metadata definition and cataloging of data resources;
- serve as a resource and referral point for GIS/numeric data products and services on campus;
- train library staff in GIS and numeric data resources and tools in order to distribute basic support of spatial and numeric data in library sites;
- hire and supervise staff, and manage budget and resources; and
- work on GIS and numeric data projects across the campus.

**QUALIFICATIONS:** The ideal candidate will have an ALA-accredited MLS and prior experience in a research library or equivalent research setting or a relevant master's degree and significant experience in a research or related setting. Knowledge of and demonstrated facility with GIS software, including ArcView, and knowledge of spatial data, databases, data structures, and metadata standards is required, in addition to experience with numeric data, including census data. In addition to a demonstrated interest in new technologies and a high degree of computer literacy, the successful candidate should have the ability to excel as an instructor; the ability to work with a variety of users, library staff, and the University community; excellent oral, written, and graphic communication skills; demonstrated organizational and supervisory skills; and strong public service and team orientation.

**RANK:** Rank is anticipated at the Associate, Senior Associate, or Full Librarian level commensurate with the candidate's experience and professional achievement. As a professional appointment at the University of Michigan Library, this position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance.

**SALARY & LEAVE:** Final rank and salary dependent on qualifications and experience. Professional positions receive 24 working days of vacation a year, 15 days of sick leave a year with provisions for extended benefits.

**APPLICATION:** Review of applications will begin on January 15, 2001, and continue until the position is filled. Contact (734) 764-2546 for further information. Please send cover letter and résumé to:

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

*The University of Michigan is a non-discriminatory, affirmative action employer.*

**FOR FURTHER INFORMATION:** A detailed position description with additional helpful information is available at: <http://www.lib.umich.edu/libhome/VAC-NSDS.htm>.

## DEAN OF UNIVERSITY LIBRARIES

### University of Alabama

The University of Alabama invites nominations and applications of creative and energetic candidates for the position of Dean of University Libraries. As chief advocate for the libraries system, the dean has overall responsibility for the collections, programs, and services of the libraries, as well as for planning and developing external sources of funding. The successful candidate will have a vision for identifying and developing state-of-the-art technologies and information systems and for integrating these with traditional library collections and services.

Candidates must have the MLS degree from an ALA-accredited institution and an additional advanced degree, plus a record of successful administrative experience in a comparable institution. Also essential is a record of professional and/or scholarly activity sufficient for appointment at the rank of professor.

The University is committed to its libraries system. The University Libraries has added three new facilities in the last 10 years (Science and Engineering, Business, and Special Collections Libraries), has a major facility under renovation, and has a storage facility in progress. The University is a member of the Association of Research Libraries. The Dean of University Libraries is the chief academic and administrative officer of the Libraries. The dean reports to the Provost and is a member of the Council of Deans.

The University of Alabama is a beautiful residential university with more than 220 accredited undergraduate and graduate degree programs. UA is home to one of the top business schools in the South, one of the nation's five oldest engineering colleges, and the country's sixth largest communications college. The University has more than 850 full-time faculty and 19,300 students, who come from every state in the nation and more than 80 foreign countries.

The position will be available August 16, 2001. The Committee will begin considering applications **December 30, 2000**, and continue to accept applications until the position is filled. Nominations and letters of application, including a résumé and the names and telephone numbers of three references, should be sent to:

**Dr. Ronald Rogers, Chair**  
**Dean of University Libraries Search Committee**  
**Box 870118**  
**The University of Alabama**  
**Tuscaloosa, AL 35487-0118**  
**rrogers@alan.ua.edu**

*The University of Alabama is an equal opportunity, affirmative action education institution/employer.*

## Late Job Listings

**ACCOUNTING, ECONOMICS, FMDS, AND MANAGEMENT LIBRARIAN.** Western Washington University is searching for a Librarian for Accounting, Economics, Finance, Marketing, and Decision Sciences (FMDS), and Management. This librarian will be a member of the library faculty and will report to the University Librarian. The Western Libraries consist of a main library and a music library branch. There are currently 16 librarians and a support staff of 43. Situated between Seattle, Washington, and Vancouver, British Columbia, on the shores of Bellingham Bay near the foothills of the Cascade Mountains, Western Washington University, with a student population of more than 11,000, is organized into a graduate school and six undergraduate colleges. The departments of Accounting, Economics, FMDS, and Management are part of the College of Business and Economics, which provides high-quality programs in business and economics, focusing primarily on undergraduate education. There is also a growing Master of Business Administration program. The Librarian for Accounting, Economics, FMDS, and Management provides a broad range of library and information services for the faculty and students of these departments, provides reference service, and participates in library instruction and collection development. This librarian will be part of a team of 12 librarians serving the university's various departments and programs who work together to plan, implement, and deliver new and traditional library services at the reference desk, in research consultation, and



## UNIVERSITY LIBRARIAN AND DEAN OF LIBRARY INSTRUCTIONAL SERVICES

### University of Illinois at Springfield

The University of Illinois at Springfield invites nominations and applications for the position of University Librarian and Dean of Library Instructional Services.

Located in the state capital, the University of Illinois at Springfield is one of three campuses of the University of Illinois. The UIS campus serves over 4,000 students in 19 graduate and 20 undergraduate programs. The academic curriculum of the campus emphasizes a strong liberal arts core, an array of professional programs, extensive opportunities in experiential education, and a broad engagement in public affairs issues of the day. The campus offers many small classes, substantial student-faculty interaction and an increasingly technology-enhanced learning environment. Its diverse student body includes traditional, non traditional, and international students. Its faculty are committed teachers, active scholars, and professionals in service to society.

Reporting to the Provost/Vice Chancellor for Academic Affairs, the librarian/dean is responsible for directing the planning, development, and management of the UIS Library, including Media Services, Academic Computing, and the Campus Archives. The UIS Library houses collections exceeding one-half million volumes, with additional holdings of videotapes and microforms. The librarian/dean also provides liaison with the external community and relevant professional associations.

Duties and Responsibilities Include: Exercising responsibility for administering library services in support of the educational research and service activities of the campus and for the acquisition, organization, and preservation of library collections; exercising administrative leadership in the development and maintenance of academic computing services and facilities for the campus under the direction of the Provost; formulating internal Library policies and procedures in consultation with the Library Cabinet; analyzing the staffing needs and assuming responsibility for personnel recruitment, training, development, and evaluation in the Library and Academic Computing; developing and administering the Library budget; advising Library faculty in regard to reappointment, tenure, and promotion; representing the Library Instructional Services Program in Academic Cabinet and other appropriate venues; continuing the development of a library that facilitates user access to library resources and incorporates advancing technologies for both operational and instructional use; and ensuring the Library's representation at state and national levels, in consortia and other cooperative venues.

Candidates must have a MLS from an ALA-accredited school; advance study beyond the MLS is desirable. Also required are: five years of administrative experience in a library setting; demonstrated ability and experience in library administration, collection development, personnel management, and budget preparation and management; knowledge of and experience with automated library systems, library instructional services; interlibrary cooperation and delivery of library services; general familiarity with academic computing services, facilities, and applications; and some involvement with grants and fundraising.

Applications and nominations should be sent to:

**Chair, University Librarian Search Committee**  
**Office of the Provost**  
**University of Illinois at Springfield**  
**PAC 529**  
**P.O. Box 19243**  
**Springfield, IL 62794-9243**

Applications should include a vita; a discussion of the candidate's academic and administrative accomplishments and interest in the position; and the names, addresses, and telephone numbers of five references. Consideration of applications will begin on **January 16, 2001**, and continue until an appointment is made. The anticipated start date for the appointment is June 1, 2001. For more information about UIS, visit our Web site at: [www.uis.edu](http://www.uis.edu).

*The University of Illinois is an affirmative action, equal opportunity employer.  
Persons with disabilities, women, and minorities are encouraged to apply.*

# SYSTEMS AND ELECTRONIC RESOURCES LIBRARIAN

## Muhlenberg College

Reporting to the Library Director, this position plays a leading role in the early adoption of electronic resources to meet the information needs of the Library's diverse constituencies. Incumbent is responsible for managing and maintaining the library's technology resources, including library Web pages, the III integrated library system, CD-ROM applications (including government documents) and OCLC. Incumbent serves as primary liaison with the College's Office of Information Technology and works with OIT staff to ensure that library projects and initiatives are congruent and compatible with the College's IT efforts.

Advanced degree in library science, information science, computer science, or other appropriate field and at least three years' systems and automation experience, preferably within an academic library setting, required. Knowledge of Windows, MS applications software, UNIX, LAN's Novell, the Internet, and networking for the delivery of information essential. Salary is \$40,000 plus, depending upon experience. To apply, send letter of interest, résumé, and the names, addresses, and phone numbers of three professional references to:

**Thomas M. Gaughan**  
**Library Director**  
**Trexier Library**

**Muhlenberg College**  
**Allentown, PA 18104**

**Voice: (484) 664-3166**

**Fax: (484) 664-3511**

**E-mail: [gaughan@muhlenberg.edu](mailto:gaughan@muhlenberg.edu)**

Screening of applications begins immediately and will continue until the position is filled. Muhlenberg College is a selective, private liberal arts institution of 2,000 plus students, located in the scenic Lehigh Valley, within easy driving distance of New York City and Philadelphia. Visit our Web site at: [www.muhlenberg.edu](http://www.muhlenberg.edu).

*Equal opportunity employer.*

in collection development. The librarian in this position has specific responsibilities for teaching both bibliographic instruction sessions on print and digital resources for the departments of Accounting, Economics, FMDS, and Management, and for occasional credit-bearing courses for general university students. The librarian will also develop the library's accounting, economics, FMDS, and management collections in support of the college's curriculum and faculty research interests, and maintain awareness of current issues and trends in librarianship and these areas. The librarian will also serve on the reference desk and participate in library management groups as appropriate. Western Washington University librarians have faculty status and are expected to engage in research and scholarly activities as well as to undertake service activities in the library and at the university level. Required Qualifications: A graduate degree in library and/or information science at the time of application from an institution accredited by the ALA or its foreign equivalent. At least one year professional experience in a business library (public, academic, or corporate) or a degree in accounting, economics, finance, marketing, decision sciences, or management. Strong communication skills. Desired Qualifications: A graduate degree in accounting, economics, finance, marketing, decision sciences, or management. Academic library experience. Evidence of potential for continued scholarship. Demonstrated commitment to diversity and an ability to work with a diverse student body, faculty, and staff. The position is available immediately. The successful candidate will become a member of the university faculty, reporting to the University Librarian. Appointment will be at the Assistant Professor rank (12-month, tenure-track position). Compensation is dependent on qualifications and experience; minimum \$42,467. Promotion and tenure are awarded on the basis of performance in librarianship, scholarship, and service. Review of applications will begin on January 31, 2001, and will continue until the position is filled. Please send a letter of application detailing your qualifications in relationship to those stated above and a curriculum vitae to: Lin Stefan, Secretary to the Search Committee, The Libraries, MS9103, **Western Washington University**, Bellingham, WA 98225, or by fax to (360) 650-3044. For more information, contact





## RESEARCH LIBRARY RESIDENCY PROGRAM (3 POSITIONS AVAILABLE)

### University of Michigan University Library

Are you a highly motivated and newly graduated professional? Are you committed to a career in academic librarianship? Do you have strong potential for leadership in the library profession? Then the University of Michigan University Library invites you to apply for the Research Library Residency Program.

The Research Library Residency Program Class of 2001–2003 offers recently graduated librarians a two-year appointment in the University Library supplemented by strong educational components including professional discussions, workshops, seminars, and daily work experiences. Appointments are made in a variety of academic library settings. Past placements have included such assignments as the instructional programs for Living/Learning Communities, Digital Library projects, Geographical Information Systems, special formats cataloging, government documents, general reference, and health science information services.

More information about the Research Library Residency Program is available at: <http://www.lib.umich.edu/libhome/services/residents/>.

**QUALIFICATIONS:** Required: A graduate degree from an ALA-accredited program in Library and Information Science, received between August 1999 and August 2001; evidence of academic success and research activity; strong interpersonal skills and ability to work effectively in a highly diverse environment; evidence of a high level of motivation and leadership potential.

**SALARY AND APPOINTMENT:** Anticipated rank at Assistant Librarian level with a salary of \$33,500. Final rank and salary dependent on qualifications and experience; 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits.

**TO APPLY:** Applications are due by **February 15, 2001**, and should include:

- **Résumé:** Include a current copy of your resume.
- **Essay:** Include an essay indicating how the Residency Program may advance your career goals and how your academic background, previous work experience, and general life experiences relating to those goals would be especially pertinent to your participation in the Program. The essay need not be lengthy, but it should adequately cover these topics.
- **References:** Include the names of three references and contact information.
- **Transcripts:** Include transcripts from graduate work.

Send the information listed above to:

**Laurie Alexander**  
**Research Library Residency Program**  
**818 Hatcher Library South**  
**University of Michigan**  
**Ann Arbor, MI 49109-1205**  
**Phone: (734) 764-2546**  
**Fax: (734) 763-5080**  
**E-mail: [lauriea@umich.edu](mailto:lauriea@umich.edu)**

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

Lin Stefan at: (360) 650-3051. Semi-finalists will be required to provide professional references. WWU is an equal opportunity/affirmative action employer, committed to building a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, Vietnam-era veterans, and disabled veterans are encouraged to apply. To request disability accommodation, contact the ADA Coordinator at (360) 650-3306 (V), or (360) 650-7606 (TTY). All new employees must complete the measles immunization report form and show employment eligibility verification as required by the U.S. Immigration and Naturalization Service. WWU is committed to fostering a safe learning and working environment. Our Annual Campus Security Report can be viewed at: [www.wvu.edu/depts/vpsa/campus\\_saftey.htm](http://www.wvu.edu/depts/vpsa/campus_saftey.htm) and includes information on



## INSTRUCTIONAL TECHNOLOGY LIBRARIAN

### University of Michigan Library

The University of Michigan Library has an exciting opportunity for an enthusiastic, team-oriented individual who enjoys working with people and technology. The newly created position of Instructional Technology Librarian will work with faculty, staff, and students in the thoughtful application of technology in research and teaching.

Located in the Harlan Hatcher Graduate Library, the Knowledge Navigation Center is a unique and growing facility created to help the campus apply the latest technology tools in teaching, learning, and research. Along with the Graduate Library Information Center, the KNC helps provide a spectrum of services to the campus on identifying and using information resources. As the largest, central library in the University Library system, the Graduate Library is heavily used by faculty, students, and staff. UM is a recognized leader in information technology, and the University Library has developed one of the world's foremost digital text collections. The Graduate Library Reference Department is highly committed to public service, innovative use of technology, and a mission to bring people and knowledge together.

**RESPONSIBILITIES:** Working primarily in the Knowledge Navigation Center, this position will help faculty, students, and staff incorporate a variety of new technologies in their work, including assistance with web development, image scanning and manipulation, text scanning and OCR, and bibliographic citation management. The librarian will help provide class-based and individualized instruction in technology applications and, as a member of the Graduate Library reference staff, will also provide reference assistance at the Information Center. This position offers the opportunity to provide patron-centered public service in a dynamic and high-use research library setting emphasizing innovation and service excellence.

**QUALIFICATIONS:** The ideal candidate will have an MLS or relevant graduate degree, previous experience teaching or assisting users in the application of new technologies, and prior reference experience in a library setting. In addition to a basic knowledge of relevant technologies and information resources along with excellent communication skills, the successful candidate should bring an outstanding commitment and ability to help a diverse community of users in an academic setting.

**RANK:** Rank is anticipated at the Assistant or Associate Librarian level commensurate with candidate's experience and professional achievement. As a professional appointment at the University of Michigan University Library, this position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance.

**SALARY AND LEAVE:** Final rank and salary dependent on qualifications and experience. (Minimum salary at Assistant Librarian is \$33,500; at Associate Librarian, \$37,000). Professional positions receive 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits.

**APPLICATION:** Review of applications will begin on **January 15, 2001**, and continue until the position is filled. (Contact (734) 764-2546 for further information.) Please send cover letter and résumé to:

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

**FOR FURTHER INFORMATION:** A detailed position description with additional helpful information is available at: <http://www.lib.umich.edu/libhome/humres/VAC-ITL.htm>.

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campus crime and WWU safety policies and procedures. For a paper copy call Human Resources at (360) 650-3774, TTY (360) 650-7696. For alternate formats call (360) 650-3839.

**CHAIR, DEPARTMENT OF COLLECTION MANAGEMENT.** University of Florida, George Smathers Libraries, Gainesville, Florida. Leads ten librarians and five support staff in allocating and monitoring collections budget, selecting materials in all disciplines and media formats, and maintaining an active relationship with faculty and students. Ensures an active



## THREE REFERENCE LIBRARY POSITIONS

### The University of South Florida Tampa

The University of South Florida (USF) Tampa Library seeks qualified candidates for three Reference Librarian positions. USF is a comprehensive, metropolitan state university, serving more than 34,000 students in nine colleges on four campuses in Tampa, Lakeland, St.

Petersburg, and Sarasota. Among the top research universities in the state, USF offers degree programs in 79 undergraduate disciplines, 89 master's and specialist programs, and 26 doctoral fields, and has a faculty of more than 2,000.

**POSITION:** Reporting directly to the Head of Reference, reference librarians provide research assistance and instruction to faculty, graduate and undergraduate students, and members of the community.

**RESPONSIBILITIES:** Scheduled reference desk service, including some weekend and night hours; library instruction to remote and on-site users of print, electronic, and Web-based resources; and participation in collection development activities. Successful candidates are expected to work toward university promotion standards of service and scholarship.

**QUALIFICATIONS:** An MLS from an ALA-accredited school is required. Successful candidates will also possess one or more of the following qualifications: Demonstrated experience with group and individual instruction with particular emphasis on electronic resources; collection development expertise; demonstrated experience working with diverse and multicultural user populations; subject specialty in such areas as Africana Studies, Latin American Studies, sciences, engineering, business; advanced working knowledge of Web technologies; knowledge of the principles of indexing and abstracting; experience designing and using Web-based tutorials and/or multi-media reference services; coursework in or experience with quantitative methods of data extraction, analysis, and use; coursework in or experience with management of and access to numeric and traditional databases; familiarity with current issues in information literacy; a record of scholarly achievement/publication; and a record of public and professional service.

**SALARY AND BENEFITS:** Salary and rank dependent upon years of post-master's experience and record of scholarly achievement and service. Salaries for Instructor Librarians begin at \$30K. Librarians are 12-month, non-tenured faculty with 22 days' vacation and 13 days' sick leave annually; TIAA-CREF or other retirement options and insurance benefits.

For more information on this position, the Library, or the University of South Florida, please visit:  
<http://www.lib.usf.edu/>.

**APPLICATION PROCEDURE:** Send a letter of application, vita, and names, telephone numbers, and e-mail addresses of three references by **January 16, 2001**, to:

**Todd Chavez, Human Resources Librarian**  
**University of South Florida**  
**4202 E. Fowler Avenue, LIB 122**  
**Tampa, FL 33620-5400**  
**Fax: (813) 974-4592; (813) 974-5153**  
**E-mail: [tchavez@lib.usf.edu](mailto:tchavez@lib.usf.edu)**

*USF is an equal opportunity, affirmative action, and equal access institution.  
For disability accommodations, contact Todd Chavez at (813)974-4592,  
TDD (813)974-9874, at least five working days in advance of need.*

program of effective and responsive collections in support of the teaching and research programs. Leads in integrating digital and print based collections into a cohesive university collection and participates in library's fundraising program. Coordinates Collection Management Department activities with other departments of the library including Public, Technical, Support Services and the Digital Library Center. Advanced degree in the humanities, social sciences, or science and an MLS or MLIS from an ALA-accredited program, or equivalent experience. Minimum six years progressively responsible experience in managing library collections. Prefer PhD in

# INSTRUCTOR UNIVERSITY LIBRARIAN

## The University of South Florida Louis de la Parte Florida Mental Health Institute

The Louis de la Parte Florida Mental Health Institute at the University of South Florida has an actively growing collection of over 24,000 volumes devoted to issues in mental health law, research, and policy. It serves the general public, scholars, Institute research faculty and staff, students from the University of South Florida, and the state of Florida. The Institute Library is a member of the University of South Florida Library and part of the State University automated library system.

This position is a 12-month non-tenure-earning faculty appointment. The successful candidate will have familiarity with both technical and public services. Reference and bibliographic instruction skills are required as is the ability or willingness to work in technical services. Participation on interlibrary committees will be required as well as involvement in research initiatives at the Institute and scholarly publishing.

Salary for Instructor rank \$28,000 to negotiable. Excellent benefits. For more information on this position, the de la Parte Institute, and the University of South Florida, please visit our Web site at: <http://www.fmhi.usf.edu/>.

**MINIMUM QUALIFICATIONS:** MLS from an accredited school of library science; familiarity with cataloguing, collection development, and bibliographic instruction; demonstrated competency in computer software and applications, and/or networked applications (Internet/LAN), and the ability to work flexible hours, including evenings.

**PREFERRED QUALIFICATIONS:** Experience on NOTIS, or other large LMS; cataloguing experience, service to the public, excellent communication skills, ability to work with diverse populations, experience with interdisciplinary teams, time/project management skills, and supervisory skills.

**TO APPLY:** Send letter of application, vita, names, telephone numbers, and addresses of three references received by **January 31, 2001**, to:

**Carol Frazier**  
**Louis de la Parte Florida Mental Health Institute**  
**University of South Florida**  
**13301 Bruce B. Downs Blvd.**  
**Tampa, Florida 33612**  
**E-mail: frazier@fmhi.usf.edu**

The State of Florida has a Public Meetings Law and a Public Records Law and all university searches are conducted under the terms thereof. All meetings of the Search Committee are publicly announced and conducted. All documents submitted to the Committee are treated as open material with the exception of evaluative documents specific to the performance of the faculty of the State University System of Florida.

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For disability accommodations, contact Ardis Hanson at (813) 974-6428  
at least five working days in advance of need.*

humanities, social sciences, or science. The University of Florida is the state's oldest, largest, and most picturesque campus, centrally located from two coastal beachfronts and only a short drive away from major attractions. The University of Florida is a member of the Association of American Universities and offers the PhD in 86 fields and master's degree in 105 fields. The George A. Smathers Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. For more information on the Libraries visit our WebPages at <http://www.uflib.ufl.edu>. UF offers a generous benefit package including, twenty-two vacation days, nine paid holidays and thirteen sick days annually, insurance, retirement options, tuition fee waiver, and no state or local income tax. Salary: \$50,000/60,000 dependent on rank. Please send letter of application, résumé and names, addresses, and phone numbers of three references to: Library Personnel Officer, **University of Florida**, 370 Library West, P.O. Box 117001, Gainesville, FL 32611. EOE/AA. Deadline: December 31, 2000.

## CONTINUING/DISTANCE EDUCATION LIBRARIAN

### WESTERN MICHIGAN UNIVERSITY

Reporting to the Assistant Dean for Resources, this position develops, provides, and oversees library services to off-campus students enrolled through the WMU Division of Continuing Education and to faculty located at off-campus centers. Six regional centers—Battle Creek, Grand Rapids, Lansing, Muskegon, Southwest (St. Joseph), and Traverse City—offer undergraduate and graduate degree programs with an enrollment of 3,278.

**RESPONSIBILITIES:** Oversees library services to continuing and distance education students including development and provision of instructional and reference services on site and through development of online learning environments. Works with one Continuing Education Librarian, Resource Sharing Center and Web Office staff and liaisons to departments offering off-campus programs to provide library services. Develops and markets library services to off-campus faculty and students.

Keeps abreast of significant trends and technological developments relating to library instruction and information literacy. Participates in scholarly and service activities as outlined in the AAUP, WMU contract.

**QUALIFICATIONS:** Required: Master's degree in Library Science from an ALA accredited program. At least three years relevant professional experience in an academic library. Demonstrated oral, written, and communication skills. Demonstrated knowledge of instructional technology including technical skills related to Internet technologies (creating Web pages, HTML, XML, etc.). Experience with computer-based resources and services. Valid driver's license. Strongly preferred: Academic library instructional and reference experience. Knowledge of adult education. Subject master's or other advanced degree in an area relevant to adult education or instruction.

**COMPENSATION:** Full-time, twelve-month, tenure-track appointment. Minimum of \$42,500 for Assistant Professor and \$52,500 for Associate Professor plus generous benefits. Rank and salary commensurate with qualifications and experience.

**PROCEDURES:** Send letter, resume, and names and telephone numbers of three references to:

**Regina E. Buckner**  
**Director, Operational Services**  
**Western Michigan University Libraries**  
**1903 W. Michigan Ave**  
**Kalamazoo, MI 49008-5080**

Applications received by **December 20, 2000** will receive first consideration. Review will continue until the position is filled. WMU is a dynamic and growing Carnegie "Doctoral/Research-Extensive" University with 25 doctoral programs and enrollment of 28,000 students, 25 percent at the graduate level. WMU encourages qualified women and members of minority groups to apply. Located less than three hours from Chicago and Detroit, Kalamazoo offers rich cultural and recreational activities and is situated in the fastest-growing part of the state.

*WMU is an AA/EOE.*

**DIRECTOR OF LIBRARY SERVICES** at **Yavapai College** in Prescott, Arizona, provides innovative and creative administrative leadership for library operations and services. The Director promotes cooperative relationships throughout the county to provide library services to students. Yavapai College is committed to hiring employees who are creative, open to change and new methods of work practices, have a passion for continuous learning and self-improvement, and are willing to promote the College's mission as a learning institution for our entire community. Our growing multi-campus community college located 90 miles north of Phoenix in the beautiful mountains of central Arizona at an elevation of 5,300 feet. Please check our Web site for details for this position: [www.yavapai.cc.az.us/hr.nsf](http://www.yavapai.cc.az.us/hr.nsf) or call (520)776-2283.

**HEAD OF LIBRARY MEDIA SERVICES.** University of Arkansas at Little Rock-Ottenheimer Library. The University of Arkansas at Little Rock invites applications for the newly created tenure-track faculty position of Head, Library Media Services. The successful candidate will manage

## **MUSIC LIBRARIAN FOR REFERENCE AND INSTRUCTIONAL SERVICES**

### **University of California—Los Angeles**

The UCLA Music Library, the central facility for music study and research at UCLA, seeks a knowledgeable and innovative librarian who will have administrative, collection development, reference, and instruction responsibilities. Duties include: Administration—responsible for the development and maintenance of the Music Library Media Room. Participates in strategic and tactical planning for the Music Library and functions as liaison to academic departments. Serves as Music Library Web administrator. Collection Development—shares in the development of book and/or score collections. Reference—oversees and provides reference desk service. Responsible for the development and maintenance of the reference collection. Instruction—coordinates and performs instruction to classes. Creates and coordinates the development of online library guides and pathfinders. Maintains currency with online and print reference and collection resources, informing other librarians and providing training as necessary.

**QUALIFICATIONS:** Graduate-level study (or equivalent experience) in music, musicology, or ethnomusicology. Solid knowledge of music bibliography. Demonstrated interest and proficiency in using computer technology for music research and instruction. Firm commitment to music librarianship and to a high level of services to faculty and students in a demanding academic environment. Demonstrated ability to contribute to making the library responsive to the needs of the campus music community, including excellent interpersonal and communication skills and the ability to work effectively with a variety of people. Ability to write effectively. Ability to respond effectively to changing needs and priorities. Experience selecting books and/or scores for an academic library is desirable. Background will normally include a professional degree from an accredited library and information science graduate program.

**SALARY RANGE:** \$32,940-\$57,984

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

**Karen Murray**  
**Administrative Specialist**  
**Charles E. Young Research Library**  
**UCLA**  
**11334 YRL, Box 951575**  
**Los Angeles, CA 90095-1575**

Candidates applying by January 15, 2001, will be given first consideration. For full description of duties and qualifications and application procedures, see Web site: [www.library.ucla.edu/admin/staffserv/openposn.htm](http://www.library.ucla.edu/admin/staffserv/openposn.htm).

media/multimedia services and its collections. The position is available immediately. Responsible to the library director for the operation of the library's media/multimedia services; responsibilities include planning, organizing, and promoting the use of Library Media Services Department collections and services, and working cooperatively with others to coordinate services and develop collections within established library priorities; supervises and coordinates the recruitment, selection, performance planning, and annual evaluation of Media Services Department support staff consisting of full-time classified staff and student/extra labor employees; operates and maintains the campus CCTV systems; develops and maintains the library's non-print collections; addresses preservation and copyright issues in collaboration with the collection development librarian; develops procedures related to the use of media collections and services; provides training and assistance to the campus community on the use of media/multimedia equipment and software; assists faculty with the integration of media materials into the curriculum; addresses the needs of persons with disabilities as they apply to media resources; evaluates the effectiveness of services; determines fiscal requirements and prepares budgetary recommendations; represents department and library on appropriate library and campus committees. Required Qualifications: ALA-accredited MLS; documented evidence of successful management of library media/multimedia operations; knowledge of video distribution, satellite reception, and copyright for non-print materials; latest trends in AMV technologies and video production; strong technological skills and

# ASSOCIATE PROVOST FOR LIBRARY SERVICES

## Northern Kentucky University

Northern Kentucky University(NKU)in Highland Heights, Kentucky, invites applications and nominations for the position of Associate Provost for Library Services. Northern Kentucky University is a dynamic, metropolitan, state supported university with a solid record of academic excellence, located in a vibrant region with a flourishing economy. The University is located in Highland Heights, Kentucky, and is seven miles (ten minutes) from downtown Cincinnati, Ohio, the hub of a metropolitan area of nearly two million residents. The University serves 12,000 students, 1,000 living on campus. NKU offers undergraduate and graduate degree programs through the Colleges of Arts and Sciences, Business, and Professional Studies and Education, and the JD in the Chase College of Law. The University's core values include a commitment to being learner centered, publicly engaged, and easily accessible for students across the life span. For additional information, visit: <http://www.nku.edu>.

### RESPONSIBILITIES:

The Associate Provost for Library Services is the chief administrator of the W. Frank Steely Library, reports to the Vice President for Academic Affairs and serves on the Academic Council and Provost Executive Group. The Associate Provost provides vision, leadership, and resources for an experienced and knowledgeable Library faculty (17) and staff (20) and manages a budget of approximately \$3 million; oversees and coordinates all library services, planning, and fund raising and represents the University locally, regionally, and nationally; and coordinates efforts to improve user access to materials through a variety of delivery options.

### QUALIFICATIONS:

MLS from an ALA-accredited school (additional advanced degree desirable); at least five years administrative experience, showing progressive responsibility in libraries administration (academic libraries preferred); demonstrated ability to develop, supervise, and maintain productive and collaborative relationships within the library and beyond and to foster this ability in others; demonstrated effective decision-making abilities; excellent oral and written communication skills; proven understanding of emerging technologies and directions in academic library management; successful budgetary management skills and commitment to development of private support; demonstrated understanding of the library's mission in a growing metropolitan university; record of scholarship and the ability to support the same in others.

This position has faculty rank and is eligible for tenure at the level of Associate Professor or Full Professor. Salary and benefit package is competitive and commensurate with qualifications and experience. Send letter of application and vitae to:

**Library Search Committee**  
**Office of the Vice President for Academic Affairs**  
**AC 812**  
**Northern Kentucky University**  
**Highland Heights, KY 41099**  
**E-mail: Provost@NKU.Edu**

Applicant review will begin November 16, 2000, and will continue until position is filled. Additional information, including names and addresses of three references (with e-mail addresses), may be requested at a later stage.

*Northern Kentucky University is an affirmative action/equal opportunity employer.*

knowledge of computer hardware/software and media equipment; ability to work with a diverse population; excellent oral, written, and interpersonal skills; and a strong commitment to service. Preferred: Experience with innovative interfaces library system and Windows NT; minimum of three years' professional library media services experience, preferably in an academic library; experience with HTML or other Web editing software; teaching experience. Salary and Benefits: \$32,500 minimum for a 12-month faculty tenure-track position at the rank of Assistant Professor. Salary based upon successful candidate's qualifications and experience. Competitive benefits of 22 days of paid vacation plus holidays; TIAA-CREF; dental and health insurance, disability and life insurance also available. Applicants should supply a letter of application, which includes a complete



DONALD DANFORTH  
PLANT SCIENCE CENTER

## DIRECTOR OF LIBRARY SERVICES

### The Donald Danforth Plant Science Center

The Donald Danforth Plant Science Center is seeking an energetic and highly creative individual willing to undertake the challenge of developing a state-of-the-art 21<sup>st</sup> century library. The Danforth Center is an independent, not-for-profit, research organization devoted to basic plant biology. Work at the Danforth Center focuses on the biological interaction between genes and plants. Interdisciplinary research occurs in genetics, chemistry, cell biology, biochemistry, computational genomics, and structural biology. Global outreach is facilitated through the Danforth Center's International Laboratory for Tropical Agricultural Biotechnology. The Danforth Center will be moving into a state-of-the-art research facility during the fall of 2001. For current faculty, mission statement, etc., visit our Web site: [www.danforthcenter.org](http://www.danforthcenter.org).

**DUTIES:** Manage the information resources of the Danforth Center library system. Select, implement, and maintain an integrated library system. Work with scientists and support personnel to determine an acceptable level of essential core resources that will be maintained in-house. Purchase manuals and negotiate site licenses with publishers and vendors to obtain access to these core resources. Collaborate closely with partner institutions to create transparent accessibility to needed second tier research information. Create and maintain a library Web site tailored to meet the internal information needs of the Danforth Center. Select resources in all formats, with an emphasis on incorporating the latest technologies for information delivery. Order, acquire, and process these materials and make them accessible. Implement interlibrary loan services and document delivery. Provide consultative reference assistance. Provide individual and small group training for scientists and support staff to promote awareness of and access to the electronic information resources. Develop appropriate instructional aids, including Web-based resources. Preserve and organize and provide access to archival materials in all formats produced by the Danforth Center. Perform both copy cataloging and original cataloging of archival and purchased materials.

**REQUIRED:** ALA-accredited MLS or equivalent degree and minimum of three years experience in an academic, medical, or scientific research library. Education and/or experience in the life sciences, chemistry, biochemistry, agriculture, or medicine. Thorough knowledge of modern Integrated Library Systems and their components. Web experience and HTML skills. Ability to communicate in a clear, knowledgeable, and personable manner and to collaborate professionally with scientific research teams. Demonstrated interest in professional activities.

**PREFERRED:** Knowledge of interlibrary services. Experience in developing and delivering instruction for individuals and groups in the use of library resources. Work experience with electronic serials. Knowledge of basic cataloging rules and techniques.

**SALARY:** \$54,000 to \$64,000.

Please send cover letter, résumé, and three work-related references to:

**Ms. Billie Broeker  
Human Resources  
Donald Danforth Plant Science Center  
7425 Forsyth Boulevard  
Campus Box 1098  
St. Louis, Missouri 63105**

*The Donald Danforth Plant Science Center is an equal opportunity/affirmative action employer and encourages applications from underrepresented groups, including minorities, women, and people with disabilities.*

statement of their qualifications, a résumé of their education and experience, copies of transcripts, as well as the names, addresses, e-mail addresses, and telephone numbers of three references to: Donna Rose, Chair-Head, Library Media Services Search Committee, **University of Arkansas at Little Rock**, Ottenheimer Library, 2801 S. University, Little Rock, AR 72204. Phone: (501) 569-8817, Fax: (501) 589-3017, E-mail: [dkrose@ualr.edu](mailto:dkrose@ualr.edu). First consideration of applications begins immediately and will continue until position is filled. The University of Arkansas at Little Rock services a campus population of 11,000 with a faculty of more than 400. The institution offers degrees at the associate level through PhD. For more information about UALR and the Ottenheimer Library, visit the campus homepage at <http://www.ualr.edu>.



**MUSIC LIBRARIAN:** Baldwin-Wallace is accepting applications for a position as Director of Jones Library with responsibilities for collection development, public service, bibliographic instruction, and reference assistance. Jones Library is housed in the Conservatory of Music, a division of the college offering undergraduate majors in performance, music education, music therapy, musical theatre, theory, history and literature, and composition. The successful candidate will provide leadership in the library including supervising the integration of the music library collection currently housed in Ritter (College Library) and Jones and managing the resources allotted for the music library. She/he also will oversee the reorganization of existing spaces in Jones Library and supervise Jones Library technical, circulation, and student staff. The Director will serve as the primary liaison between Ritter Library personnel and Conservatory faculty members and will report to the Director of the Conservatory of Music. Required qualifications include an ALA-accredited master's degree and a graduate degree in music; in-depth knowledge of music literature and music reference sources; understanding of and enthusiasm for digital and other technologies related to music; appropriate computer facility; knowledge of at least one modern European language; demonstrated ability to work cooperatively with colleagues, faculty, and students; outstanding leadership, communication, planning, and organizational skills; and at least three years experience in music librarianship. The appointment begins as early as April 2001. Baldwin-Wallace College, a private liberal arts oriented, coeducational college located 14 miles southwest of Cleveland, currently serves approximately 4,500 undergraduate and graduate students in 27 academic areas. Founded in 1845, Baldwin-Wallace College was one of the first Ohio colleges established to admit students without regard to race or gender. For more information see [www.bw.edu](http://www.bw.edu). Established in 1898, the Conservatory of Music offers a professional music program enhanced by a liberal arts curriculum. A faculty of both full-time and part-time teachers offer approximately 275 undergraduate music majors rigorous preparation in a learning environment small enough for individual attention but large enough to provide excellent performing opportunities. Baldwin-Wallace's close proximity to the cultural benefits of the city of Cleveland provides countless educational and performing opportunities for students and faculty members. Applicants should send a letter of application, curriculum vita, and three blind letters of recommendation. Review of materials will begin on January 10, 2001. The College has a strong commitment to enrich its academic environment by achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply for this position. Materials should be sent to: Catherine Jarjisian, Director, Conservatory of Music, **Baldwin-Wallace College**, 275 Eastland Road, Berea, OH 44017-2088, Phone: (440)826-2362, Fax:(440)826-3239.

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College & Research Libraries

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