

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

Rates: Classified advertisements are \$8.75 per line for institutions that are ACRL members, \$10.75 for others. Late job notices are \$20.50 per line for institutions that are ACRL members, \$24.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$395 to \$745 based upon size. Please call for sizes and rates. Or see our website: <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 World Wide Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

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

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

BOOKS BOUGHT AND SOLD

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 Quality older editions, duplicates, unneeded gifts, superseded titles always sought.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

POSITIONS OPEN

ACCESS AND TECHNICAL SUPPORT LIBRARIAN, WATSON LIBRARY OF BUSINESS AND ECONOMICS. (Search Reopened) Columbia University Libraries invites applications and nominations for the position of Access and Technical Support Librarian, Watson Library of Business and Economics. The incumbent, reporting to the Head of the Watson Library, is responsible for managing a wide variety of public-service and technical-support activities in one of Columbia's largest branch libraries, where customer service is a top priority. This library management position provides a unique opportunity to participate in the planning and coordination of key user services in a changing environment, where users, collections, and information services are accessed on site and remotely. The position plays a major role in ensuring that students, faculty, and administrators can readily locate library materials and access them through use of accurate on-line catalog records. The librarian plays an active role in system-wide groups that work closely with senior library management in evaluating current policies and practices and designing new services and policies that provide the best circulation, reserves, and related access services to Columbia's users. The position participates in the provision of information services and the selection and implementation of networked electronic resources for the Watson Library. The librarian is responsible for designing workflows, problem solving, implementing procedures, and managing a staff of 2.7 FTE library specialists (supervisors), 4.5 FTE support staff and 10 FTE student assistants with responsibilities for circulation, reserves, stacks maintenance, serials check-in, binding, catalog maintenance, physical plant operations, and security of the library. The Columbia University Libraries is the nation's eighth largest academic library system, with holdings of nearly 7 million volumes. The Thomas J. Watson Library of Business and Economics contains one of the largest collections in the United States for the study of management, finance, economics, industry, and related fields. The library holds more than 350,000 print volumes, 500,000 microforms, 3,000 journal titles, a wide array of electronic databases and extensive files of government publications. As part of the Social Science Division of the Libraries, the Watson Library works closely with the Lehman Social Sciences Library to provide a full range of information and data services to social science researchers. In addition to an accredited MLS, requirements are: demonstrated talent

DIRECTOR OF MURPHY LIBRARY

University of Wisconsin-La Crosse

University of Wisconsin-La Crosse invites applications and nominations for Director of Murphy Library (100% position).

Qualifications: Advanced degree from an ALA-accredited institution; a second subject master's or Ph.D.; at least five years of progressively responsible library management experience in an academic library.

Salary: Commensurate with degrees and qualifications.

Starting date: July 1, 1999.

Send letter of interest addressing qualifications, a current vita, and names, addresses, and telephone numbers of three references by April 19, 1999 (extended deadline) to:

**Chair, Search Committee
c/o Assistant Vice Chancellor of
Academic Services
145C Graff Main Hall
UW-La Crosse
1725 State St.
La Crosse, WI 54601**

Refer to 00LIB01 when inquiring about position. Complete job description and contact information is available on the Web: <http://www.uwlax.edu/vacancies/00LIB01-0215.html>.

AFFIRMATIVE ACTION RESIDENCY TWO POSITIONS AVAILABLE

University of Minnesota Libraries—Twin Cities Campus

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

The University of Minnesota Libraries, Twin Cities Campus, has a strong commitment to equal opportunity and affirmative action and offers an Affirmative Action Residency Program to increase the number of librarians from underrepresented populations in academic research libraries.

This continuing program is designed to attract recent graduates, or librarians who might now be working in public, special, or other libraries, to academic research librarianship. The University of Minnesota Libraries will introduce the successful candidates to librarianship in a large, research-oriented environment. During the two-year program each resident will have a senior colleague mentor, will work in rotations in public and technical services work, and will have opportunities to participate in professional development and leadership training.

The Residents may begin on or after July 1, 1999.

QUALIFICATIONS: MLS from an ALA-accredited program or its foreign equivalent (degree requirement must be fulfilled by time of appointment). This program focuses on members of underrepresented groups at the University of Minnesota and in academic librarianship. These are African-American, American Indian, Asian, and Hispanic. This is a full-time, two-year, academic/professional position at the Assistant Librarian rank, with a minimum salary of \$30,000 plus excellent benefits, moving allowance, and generous professional development and travel support.

RECRUITING SCHEDULE: Two resident positions available July 1999. Review of applications will begin **April 12, 1999**, and continue until positions are filled. Applicants are encouraged to apply by the review date to receive full consideration. Nominations are encouraged.

APPLICATION PROCEDURE: Applicants should send a letter of application discussing background, experience, and reasons for interest in the Residency Program; a current resume; and names, addresses (including e-mail), and telephone numbers of three references to:

Linda DeBeau-Melting
Libraries Human Resources Office
University Libraries
499 Wilson
309 19th Avenue South
Minneapolis, MN 55455

Please identify application with number UL93.

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

for planning and managing in a research library environment; successful experience in hiring, training, and supervising staff; ability to work effectively with faculty, students and administrators in a service-focused, demanding environment; excellent oral and written communications skills; working knowledge of at least one Western European language; and relevant experience with library automation. Salary ranges are: Librarian I: \$37,500–\$46,875; Librarian II: \$40,000–\$54,000; Librarian III: \$43,000–\$64,500. Excellent benefits include assistance with university housing and tuition exemption for self and family. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Jane Hunt, Human Resources Office, Box 18 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Cover letter must specify Job #992-B; screening of applications will begin on April 5, 1999. Columbia University is an Equal opportunity/affirmative action employer. Minorities and women are encouraged to apply.

ACCESS LIBRARIAN. **Western Connecticut State University** is seeking qualified applicants for the tenure-track position of Access Services Librarian. Responsibilities will include supervision of the automated circulation department and its personnel. Additional responsibilities will include interlibrary loan and document delivery, print and electronic reserves, stacks maintenance, collection and analysis of statistics, report preparation, participation in reference desk rotation, as well as serving as a liaison to selected academic departments. Candidates must possess a MLS from an ALA-accredited program, have at least two years of academic

library experience supervising a public service operation, have demonstrated experience with copyright laws, and knowledge of automated systems for access services (preferably Innovative Interfaces). Salary: \$34,011. Closing date for applications is March 23, 1999. Send letter of application and resume to Lorraine Furtick, Chairperson, Library Search Committee, Ruth Haas Library, 181 White Street, Danbury, CT 06810. WCSU is an affirmative action/equal opportunity educator/employer.

ARCHIVIST. Central College, located in historic Pella, Iowa, is collaborating with Vermeer Manufacturing Company of Pella to found the Pella Heritage Consortium, an organization that will make accessible the recorded history of Pella. The College seeks an Archivist who will initially divide time approximately equally between its Library Archives and the Vermeer Manufacturing Company Archives. The Central College Archivist is a 12-month appointment with faculty rank and status reporting to the Library Director. Rank: Assistant Professor. Salary: \$35,000 minimum. Consult www.central.edu and www.vermeer.com for more information. Responsibilities: Manage both Central College Library archives and Vermeer Manufacturing Company archives; provide reference service; accession, arrange, and catalog items; promote collections; work with consultants to coordinate Vermeer museum exhibits; supervise student assistants and interns; appraise materials; seek grants; help develop the Heritage Consortium. Qualifications: MA or ALA/MLS with archival studies; two years progressively responsible experience in archives and special collections administration, arrangement, description, and record man-

agement, excellent written and oral communication and interpersonal skills; ability to work with diverse constituencies; demonstrated cataloging ability with OCLC/USMARC; knowledge of current archival standards; proficiency with computers, networks, and digital access techniques and issues. Send letter of application, résumé, transcripts, and names and telephone numbers of three confidential references to: Thomas Iverson, Provost, **Central College**, 812 University Street, Pella, IA 50219. Expected start date May 1999. AA/EOE.

ASSISTANT HEAD, DIGITAL LIBRARY PRODUCTION SERVICES. University of Michigan. The Digital Library Production Services (DLPS), a part of the University of Michigan University Library, is UM's key organization for creation, deployment, and support of local digital library collections. DLPS provides production-level support for electronic library collections in a number of subject and format areas. On-line collection resources include significant image- and text-based journal collections, art image collections, and a leading edge SGML/XML development effort. Staff members within the DLPS assume responsibility for creating access mechanisms, data loading, security, accounting, and billing mechanisms, as well as creation and conversion activities. DLPS provides these services to the University of Michigan as well as other institutions. Duties: The

Assistant Head of DLPS serves in two primary capacities. As a senior staff member in the organization, the Assistant Head has significant administrative and supervisory responsibilities, ranging from unit resource management to supervision and hiring of staff, as well as working as part of a management team within DLPS. During absences by the Head, DLPS, the Assistant Head coordinates DLPS functions and represents DLPS at management meetings, as well as with external vendor contracts. The Assistant Head also works directly with the Head, DLPS, in planning and resource allocation activities. The other primary capacity of the Assistant Head, DLPS, is in a cross-organizational data management role, initiating and then coordinating an ongoing effort to "register" DLPS digital objects in a single registry (DLPS Registry). The Assistant Head leads the effort to design, establish, and eventually manage this database. A critical role of the DLPS Registry will be to store permanent information about these objects. Qualifications: Required: ALA-accredited MLS. Minimum of five years experience in a research library or comparable setting working with digital resources. Demonstrated ability to function effectively as part of a team of information specialists working with diverse faculty, students, and staff. Demonstrated ability to function effectively with other library staff in a role of liaison and coordination for DLPS. Demonstrated knowledge of organization and retrieval issues for a wide range of non-bibliographic data. Proficiency with UNIX, Perl, CGI, and Web servers. Demonstrated experience with database technologies. Minimum of three years of supervisory experience with progressively greater responsibility. Demonstrated experience with project management. Demonstrated expertise in the creation and management of digital information, resources, including understanding of data structures, system components, and search engine functionality. Excellent communication skills, including skills in proposal development, group presentations, and the preparation of documentation. Desired: Advanced graduate degree and record of publication in areas of relevance to the position, for example including the areas of digital publishing, digital library architectures, on-line resources creation, and on-line service provision. Demonstrated experience working with relational data-

DIGITAL RESOURCES LIBRARIAN

Calvin College

The Hekman Library, <http://www.calvin.edu/library/>, of Calvin College and Calvin Theological Seminary invites nominations and applications for the position of Digital Resources Librarian. This librarian leads the team responsible for designing, implementing, and maintaining a content-rich, well-organized digital library collection. The librarian plays a primary role in determining strategic and operational direction for the management, structure, and content of the digital library. Understanding the needs of users and providing high-quality instruction are essential components of this position. The Digital Resources Librarian also is a member of the Reference and Instruction Team responsible for reference service, instruction, and liaison services to selected academic departments.

Minimum qualifications are a MLS; commitment to the Reformed (Calvinist) faith, experience in web design and page editors and other essential software packages; experience in an academic library setting; demonstrated competency with computer technology; and experience in teaching and training.

Send a cover letter, resume, and names, addresses, phone numbers, and e-mail addresses of at least three references to:

Connie Bellows
Director of Human Resources
Calvin College
3201 Burton SE
Grand Rapids, MI 49546

The deadline for applications is **April 16, 1999**.

Salary guide

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

Connecticut	\$31,273
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$24,533
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$33,188
New York	varies*
North Carolina	\$24,367+
Ohio	\$25,198+
Pennsylvania	\$26,400
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,240

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

#Salary minimums for public librarians only.

+Option for local formula.

DIRECTOR, LIBRARY INFORMATION SYSTEMS

California State University, Sacramento

RESPONSIBILITIES: The CSUS Director of Library Information Systems guides the planning, design and development of library-based information and knowledge systems and services; manages the library systems team, including three FTE and student assistants; provides leadership in identifying, planning, implementing, and evaluating information technologies, including the Library's computing infrastructure, operating systems, hardware, and software; participates in cooperative University projects. The Director reports to the Dean of the Library.

ENVIRONMENT: California State University, Sacramento - California's Capital University - offers students a wide variety of strong academic programs. CSUS serves 24,000 students, nearly 5,000 of whom are graduate students. The six-story University Library comprises 238,000 square feet of floor space with a seating capacity of 3,475. The library's collections contain over one million volumes, thousands of maps, slides and pamphlets, and 276 public and staff computers and terminals. The library is a full participant in the California State University Unified Information Access System providing an online union catalog and patron initiated inter-library borrowing among twenty-three campuses. The Library's homepage is located at <http://www.csus.edu/csuslibr>.

QUALIFICATIONS: Required: Master's degree in Library and Information Science (ALA accredited), Computer Science, or a related field, or an equivalent of education and experience beyond the bachelor's degree. A record of progressively responsible experience in the application of information technology in an academic setting. Ability to manage and provide leadership in a rapidly changing environment. Excellent interpersonal skills, and the ability to work with a diverse population of faculty, staff, students, and vendors. Successful supervisory and project management experience. Effective verbal and written communication skills. Demonstrated understanding of systems analysis and programming, including internet and web applications. Evidence of working knowledge of computer hardware, software, and networking. Preferred: Knowledge of a university library's operations, challenges, and opportunities. Experience in planning, implementing, and managing a Novell and/or NT Network. Experience in managing an INNOPAC integrated library system.

SALARY/APPOINTMENT: Full-time California State University System Management Personnel Plan position. Salary is competitive based on qualifications. California State University, Sacramento has an attractive retirement and benefits program.

APPLICATION/DEADLINES: Anticipated start date is June 1, 1999. Applications received by April 1, 1999 will receive first consideration; position will remain open until filled. Send a current resume and cover letter addressing the qualifications for the position, and the names, addresses and phone numbers of three professional references to:

Patricia Larsen
Director and Dean of the Library
The Library
California State University, Sacramento
2000 State University Dr East
Sacramento, CA 95819-6039

For a full position description and vacancy announcement send a request to lmjones@csus.edu.

California State University, Sacramento is an affirmative action/equal opportunity employer.

bases such as Oracle. Demonstrated experience working with SGML/XML-related technologies. Rank, salary, and leave: Rank of Senior Associate Librarian. Final salary dependent on years of previous relevant professional experience. Minimum salary: \$40,000; 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. To apply: Send cover letter and copy of resume to: Lucy Cohen, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. Application deadline: Applications received by March 31, 1999 will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

BIBLIOGRAPHIC INSTRUCTION LIBRARIAN. Ten-month, tenure-track position. Long Beach City College, California seeks a Bibliographic Instruction Librarian, promoting library instruction, teaching Library classes and conducting workshops. Qualifications include an ALA-accredited MLS or equivalent. Salary \$36,024.30 to \$55,990.10, commensurate with academic preparation and experience. The deadline is March 31, 1999 and the anticipated starting date is August 9, 1999. For application

materials, please contact by phone (562) 938-4050 or E-mail: jobs@lbcc.cc.ca.us. See homepage at <http://hr.lbcc.cc.ca.us>.

BUSINESS LIBRARIAN. CSU San Marcos. Work within a dynamic instruction team to plan, implement and promote information literacy instruction to the Business and General Education programs; provide reference service including research consultation; develop business instructional materials; manage business and related collections; and work closely with College of Business Administration faculty. Appointment is at Senior Assistant (beginning annual salary \$39,756) or Associate Librarian level (beginning annual salary \$50,124). (For information on qualifications for this position and application procedures see ad for Social Sciences Librarian below.)

CATALOGER (MONOGRAPHS). The University of Oklahoma. Library Faculty Vacancy Position: Cataloger (Monographs) Duties: Under the general direction of the Head of the Catalog Department this Cataloger uses the RLIN, OCLC, and the library management system to perform

TWO POSITIONS AVAILABLE

University of South Florida Tampa Campus Library

THE UNIVERSITY AND LIBRARY: The University of South Florida is a Research I University and the second largest of ten universities in the State University System of Florida (SUS). The Tampa Campus Library is the main USF research library and is a Florida leader in offering extensive print and electronic resources to campus, community, and remote-site users. To insure its leadership into the 21st century, the Library has initiated a Virtual Library project to expand its full-text online and CD-ROM resources and to present them to the user in a single, friendly interface. For more information, visit the Tampa Campus Library World Wide Web pages at www.lib.usf.edu.

The Cataloging Department of the University of South Florida, Tampa Campus, which consists of eight faculty and thirteen support staff, is accepting applications and nominations for the following two professional positions:

PRINCIPAL MONOGRAPHS CATALOGER

RESPONSIBILITIES: Catalog monographs and perform related operations such as name and series authority work; train monograph catalogers; serve as resource librarian for monograph cataloging inquiries; manage monograph projects, including designing workflow, writing procedures, evaluating progress, and supervising staff.

REQUIRED QUALIFICATIONS: MLS from an ALA accredited program; three years of recent professional post-MLS original cataloging experience in an academic or research library; working knowledge of AACR2R, LC subject headings and classification and USMARC formats; experience with a bibliographic utility such as OCLC or RLIN and a local automated system; training experience. Desired: Excellent communication and organizational skills; ability to write and implement procedures; demonstrated problem-solving skills; flexibility.

SERIALS CATALOGER

RESPONSIBILITIES: Catalogs serials and performs related operations such as name and series authority work for materials lacking available cataloging copy in OCLC, or which lack appropriate classification numbers and subject headings.

REQUIRED QUALIFICATIONS: MLS from an ALA-accredited program; one year of recent post-professional serials cataloging experience, preferably in an academic or research library; working knowledge of AACR2R, LC subject headings and classification and USMARC formats; experience with a bibliographic utility such as OCLC or RLIN and a local automated system. Desired: Excellent communication, organizational, and problem-solving skills; flexibility.

SALARY AND BENEFITS: The Principal Monographs Cataloger position is offered with minimum salary of \$30,000. The Serials Cataloger position is offered with a minimum salary of \$26,000. Both salaries are negotiable based upon experience and other qualifications. Librarians are twelve-month, non-tenure-earning faculty with 22 day's vacation and 13 day's sick leave annually. TIAA/CREF or other retirement options, and usual insurance benefits apply.

APPLICATION PROCEDURE: Please send letter of application, recent resume, and three names, addresses, phone numbers, and e-mail addresses of professional references by **March 31, 1999**, to:

**Florence Jandreau
University of South Florida Library
LIB 122, 4202 E. Fowler Ave.
Tampa, FL 33620-5400
Telephone: (813) 974-1642
fjandrea@lib.usf.edu**

USF is an Equal Opportunity, Equal Access Affirmative Action Institution. For disability accommodations, contact Florence Jandreau: phone: (813) 974-1642; TDD: (813) 974-9874 a minimum of five working days in advance.

COORDINATOR OF INSTRUCTION SERVICES

New Mexico State University

DEPARTMENT: University Library, Humanities and Social Sciences Services Department.

POSITION TITLE: Coordinator of Instruction Services. Posting #19995951. Tenure Track.

RANK: Instructor/Assistant Professor

DATE ADVERTISED: January/February 1999

SALARY: \$31,500 minimum, DOQ

QUALIFICATIONS: MLS degree from an ALA-accredited program; two year's professional library experience or related teaching experience. Thorough knowledge of standard print and electronic information sources, including Internet; excellent written and oral communication skills; demonstrated ability to meet requirements for faculty promotion and tenure. Preferred: Experience in planning, designing and leading a library education program; experience teaching; demonstrable knowledge of established and emerging instructional methods and technologies, including the ability to develop computer-assisted instructional materials, especially web page design and construction; second masters degree; fluency in Spanish.

EXAMPLES OF DUTIES: Provide leadership through planning, coordinating, and evaluating the Library's instruction program; coordinate and evaluate the Library's information literacy courses; teach both course-related instruction sessions and for-credit courses; provide pedagogical development and training for librarians; work closely with Library and campus-wide faculty to promote information literacy; evaluate the effectiveness and outcomes of information literacy at NMSU; other duties as assigned including general reference service with some night and weekend hours, participation in Library and NMSU committees. Reports to the Head of Humanities and Social Sciences Services Department.

New Mexico State University, New Mexico's land grant university, enrolls approximately 15,000 students in 75 undergraduate, 50 master's, and 20 doctoral degree programs. NMSU is classified as a Carnegie I research institution and is a member of the Hispanic Association of Colleges and Universities (HACU). The library contains approximately 1 million volumes and has an annual budget exceeding \$5 million. The University Library operates 2 buildings and a state-of-the-art electronic classroom. Library computer resources include VTLS, Innopac, OCLC, Internet access, FirstSearch, Campus-wide CD-ROM LAN, and multiple PC applications. For more information, see our web page at <http://lib.nmsu.edu>.

Located along the Rio Grande River in southern New Mexico, NMSU is 40 miles north of the El Paso, Texas-Ciudad Juarez, Mexico metropolitan area, at the southern end of the Rocky Mountains. This desert area enjoys abundant sunshine and is within easy driving distance of excellent hiking, skiing, and water sports.

BENEFITS OFFERED: Group medical and hospital insurance, group life insurance, NM educational retirement, workers' compensation, sick leave, annual leave and unemployment compensation. See <http://www.nmsu.edu/~personel/benefits.html>.

REPLY TO/DEADLINE FOR APPLICATIONS: Submit letter of application and resume, with names/addresses/phone numbers of three references, postmarked on or before **March 26, 1999**, to:

Kate Shaughnessy, Personnel Specialist
NMSU Library
Box 30006, Dept. 3475
Las Cruces, NM 88003-8006

NMSU is an equal opportunity/affirmative action employer. Offer of employment is contingent upon verification of individual's eligibility for employment in the United States.

original cataloging of monographs in music and several other subjects and in a variety of languages in both book and non-book formats. This individual works with name, series, and subject authority control and may supervise staff or students. This tenure-track position is governed by the university policies for research or creative achievement and professional service as outlined by the faculty handbook. Qualifications: Required: MLS from ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification, and subject headings; familiarity with automated cataloging systems; reading knowledge of one or more modern European languages. Desirable: Broad educational background including music; music catalog-

ing experience; second master's degree; NACO experience; evidence of research or creative achievement; effective communication skills; and some supervisory experience. First screening date: April 15, 1999. Search will remain open until filled. Salary: \$34,000 minimum. Benefits: TIAA/CREF; State Retirement System; 33 days paid leave; university holidays; comprehensive medical protection; group life insurance; and reduced tuition. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the university libraries consists of a main library and six branches. The collection contains more than 3.5 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in

TEXAS TECH UNIVERSITY LIBRARIES 4 POSITIONS



Internal promotions and new assignments offer an opportunity for recruitment of four subject librarian positions at the Texas Tech University Libraries. One of these positions, the International Cultural Center Librarian, is also responsible for the operations of the ICC Library.

Chemistry/Mathematics/Physics Librarian
Business and Economics Librarian
Education Librarian

RESPONSIBILITIES: These subject librarian positions serve as liaison to faculty and students in assigned colleges and academic departments; perform collection development, library instruction, and specialized reference service in assigned subject areas; and assist at the reference desk, including some evening and weekend hours. These positions also develop electronic resources and services, including web pages, and foster the incorporation of these resources into the ongoing research activities of library users.

QUALIFICATIONS: An ALA-accredited degree, highly developed communication skills, excellent interpersonal skills, and strong service orientation. Preferred qualifications include degree(s) and/or work experience in relevant subject areas.

International Cultural Center Librarian

RESPONSIBILITIES: The responsibilities of this position are split between the University Library and the International Cultural Center Library. As a subject librarian, duties include collection development and liaison with area and ethnic studies programs, and other academic departments as assigned. Also assists at the reference desk and with library instruction. As International Cultural Center Librarian, this position is responsible for the operation of the library in the International Cultural Center. This facility is a division of the Office of International Affairs, which is housed in the International Cultural Center. Other divisions are International Education Programs (an outreach program for the public schools) and the International Center for Arid and Semiarid Land Studies. The ICC Library also provides support to area studies programs for Asia/Pacific Rim, Africa, Latin America, Germany, and Russia. Duties include planning and delivery of library programs to a diverse clientele, and continued development of the website (<http://www.lib.ttu.edu/icc/>) and a collection that emphasizes videos, CD-ROMs, electronic links, and print reference sources.

QUALIFICATIONS: ALA-accredited degree. Preferred qualifications include an active interest in other cultures, international travel or living experience, and proficiency in language(s) other than English. Also desirable is experience in developing and promoting video collections and electronic resources. The successful candidate needs to have strong communication skills, a service orientation, and the ability to work with staffs in two separate buildings.

SALARY AND BENEFITS FOR ALL FOUR POSITIONS: Minimum of \$28,128 as Assistant Librarian and \$31,992 as Associate Librarian, depending on qualifications and experience. Benefits include choice of retirement programs, including TIAA-CREF; 14 state holidays; developmental leave opportunities; partial moving expenses; and no state or local income tax.

GENERAL INFORMATION: Texas Tech University, with an enrollment of over 24,000, is one of four major state universities in Texas and offers a wide range of academic programs in eleven colleges and schools, including law and medicine. Texas Tech is a member of the Association of Research Libraries and is a Carnegie Research II institution. The University Libraries have over 1.3 million volumes and an annual budget of \$8.5 million. The Lubbock area (pop. 225,000) is the West Texas center for higher education, agriculture, health care, banking, and business. Additional information about TTU and its libraries is available at <http://www.lib.ttu.edu>.

APPLICATION INFORMATION: Send letter of application indicating qualifications and interest in a specified position, current resume, and names and addresses of three references to Office of Library Administration, Texas Tech University Library, Box 40002, Lubbock, TX 79409-0002. Applications received by March 31 will be given first consideration.

Texas Tech University is an EEO/AA/ADA employer.

EIGHT NEW POSITION VACANCIES

Librarian (Librarian I) University of Maryland Libraries

The University of Maryland Libraries is pleased to announce eight new positions as part of a major reorganization of library services.

POSITIONS AVAILABLE: **COLLECTION MANAGEMENT LIBRARIAN FOR ENGLISH AND AMERICAN LANGUAGE AND LITERATURE** (Arts & Humanities Team) (subject assignment includes Linguistics) / AS-1069; **REFERENCE/INSTRUCTION LIBRARIAN FOR HISTORY, PHILOSOPHY, AND CLASSICS** (Arts & Humanities Team) / AS-5734; **REFERENCE/INSTRUCTION LIBRARIAN FOR COMMUNICATION AND WOMEN'S STUDIES** (Arts & Humanities Team) / AS-2017; **COLLECTION MANAGEMENT LIBRARIAN FOR BUSINESS** (Social Sciences & Allied Professions Team) / AS-1058; **REFERENCE/INSTRUCTION LIBRARIAN FOR THE SOCIAL SCIENCES** (Social Sciences & Allied Professions Team) Specialization preferred in one or more of the following areas: Geography/Maps, Government and Political Science, Law, Economics / AS-5731; **COLLECTION MANAGEMENT LIBRARIAN FOR THE LIFE SCIENCES** (Science & Technology Team) / AS-5732; **COLLECTION MANAGEMENT LIBRARIAN FOR THE AGRICULTURAL SCIENCES** (Science & Technology Team) / AS-5730; **REFERENCE/INSTRUCTION LIBRARIAN FOR HEALTH EDUCATION, KINESIOLOGY, AND HEARING/SPEECH SCIENCES** (Science & Technology Team) / AS-4946

RESPONSIBILITIES: Each team member works as liaison to academic departments and colleges to provide specialized research support, user education, and consultation services; develop and manage print and electronic collections; and identify user needs. Works collaboratively with subject team members to develop collections and services. Serves a minimum of 8 hours per week, including evenings and weekends, providing reference and information services in all subject areas at a busy service desk in a highly automated environment. Works under the guidance of the User Education Manager for the development of specialized instructional programs; the Electronic Services Manager for the selection, organization, and maintenance of electronic resources and Web services; the Service Plus Coordinator for the delivery of reference and information services and the development of a general reference collection; and the Collection Management Coordinator and the Director for Collection Management/Special Collections on all collection-related issues.

Collection Management Librarians are primarily responsible for broader collection management and development activities in the team including resource allocation, approval plan management, selection and delivery of electronic resources, formulation and implementation of collection development policies and procedures, collection evaluation, and collection-related projects including materials storage, preservation, and digitization.

QUALIFICATIONS & EXPERIENCE: Required: ALA-accredited Master's degree in Library and Information Science. Subject background demonstrated through academic degrees, course work, or substantive library experience. Minimum three years of experience providing reference and instructional services and/or collection development and management in a large academic or research library is required for Collection Management Librarians; one year's experience is preferred for Reference/Instruction Librarians. Excellent oral and written communication skills. Strong commitment to public service and collection development and management. Ability to work creatively and collaboratively with faculty, staff, students, and colleagues in a dynamic rapidly changing environment. Demonstrated interest in research and professional activities. Knowledge of current and emerging information technologies and collection development issues and trends. Experience in the use of print and electronic resources. Preferred: Second Master's degree in subject areas; reading knowledge of one or more Western European languages preferred for Arts & Humanities team positions.

SALARY: Commensurate with experience and qualifications. Benefits available.

APPLICATIONS: For full consideration, submit a cover letter and a resume and names/addresses of three references by **March 12, 1999**. Please specify in cover letter the position(s) you are applying for. Applications accepted until the position is filled. Send resume to:

**Ray Foster
Library Personnel Services
McKeldin Library
University of Maryland
College Park, MD 20742-7011**

You may also fax your resume: (301) 314-9960.

University of Maryland Libraries Web Address: <http://www.lib.umd.edu/UMCP>

The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

ARCHIVES AND MANUSCRIPTS LIBRARIAN (REFERENCE AND RESEARCHER SERVICES)

New Mexico State University

DEPARTMENT: University Library, Southwest/Border Heritage Center
POSITION TITLE: Archives and Manuscripts Librarian (Reference and Researcher Services);
Tenure Track
RANK: Instructor
DATE ADVERTISED: February/March 1999
SALARY: \$29,500 minimum, DOQ

The Rio Grande Historical Collections and the University Archives consists of approximately 13,000 cubic feet of unpublished documentary materials related to the Southwestern experience and the university's past. The holdings consist of materials in all formats, including oral and video recordings and approximately half a million still photographs. The unit has preservation and reformatting programs and is engaged in a cooperative microfilming program in Durango, Mexico. The repository serves a wide range of academic and other researchers.

QUALIFICATIONS: REQUIRED: A master's degree from an American Library Association-accredited library school; coursework or training in archives theory and practice; familiarity with bibliographic and descriptive practices; understanding of the historical method in research and for researchers' need for information; ability to communicate and work effectively with researchers, administrators, university and library faculty, and the public; familiarity with laws and regulations governing copyright and access to records; general knowledge of trends and issues in communication of scholarly information; familiarity with general reference tools and electronic databases and appropriate microcomputer applications; and must be able to lift cartons weighing 30 to 40 pounds. Preferred: Certification by ACA; graduate degree in history, literature, or other relevant discipline with a focus on the American Southwest and the Borderlands; two years experience in archives and manuscripts programs; and competence in the Spanish language.

EXAMPLES OF DUTIES: Provide and supervise the provision of traditional mediated and electronic reference assistance and researcher services in the reading room and by mail and telephone; promote and provide instruction in use of archives and manuscripts; manage duplication services and control paperwork related to record keeping requirements of access to and use of unpublished documentary materials; participate in the development of unit programs; participate in unit and other library activities as appropriate; and meet faculty requirements for librarianship, professional development, research, and service.

New Mexico State University, New Mexico's land-grant university, enrolls approximately 15,000 students in 75 undergraduate, 50 master's, and 20 doctoral degree programs. NMSU is classified as a Carnegie I research institution and is a member of the Hispanic Association of Colleges and Universities (HACU). The library contains approximately one million volumes and has an annual budget exceeding \$5 million. For more information, see our Web page at <http://www.lib.nmsu.edu>.

BENEFITS OFFERED: Group medical and hospital insurance, group life insurance, retirement plans, workers' compensation, sick leave, annual leave, many others. See <http://www.nmsu.edu/~personel/benefits.html>

REPLY TO/DEADLINE FOR APPLICATIONS: Submit letter of application and resume, with names/addresses/phone numbers of three references, postmarked on or before **March 26, 1999**, to:

**Kate Shaughnessy
Personnel Specialist
NMSU Library
Box 30006
Dept. 3475
Las Cruces, NM 88003-8006**

NMSU is an equal opportunity/affirmative action employer. Offer of employment is contingent upon verification of individual's eligibility for employment in the United States.



Two Positions

GOVERNMENT DOCUMENTS COORDINATOR PUBLIC SERVICES ARCHIVIST

The University of Missouri-Columbia (MU) Libraries is seeking qualified applicants for the following two positions: Government Documents Coordinator and Archivist I or II.

GOVERNMENT DOCUMENTS COORDINATOR - Principal duties include primary responsibilities for the administration of the Federal and Missouri State document collections; the planning and developing of the electronic and print collections through the process of selection, organization, maintenance, bibliographic control and reference; and, planning and implementation of programs which enable users to be aware of and effectively use the collection. Government Documents is a department within the Reference Division and coordinates policies and procedures and shares information concerning documents with Reference. The individual in this position also serves as the Regional Librarian in Missouri for the Federal Depository Library Program.

Requirements: Requires a Master's degree from an ALA-accredited program; two years experience with government information; experience with government electronic information sources including CD-ROM and INTERNET. Preferred requirements include work experience in an academic library, knowledge of microcomputer applications, instruction and supervisory experience. Additional skills include the ability to communicate well orally and in writing and ability to work well with colleagues and a diverse clientele

Minimum Salary: Librarian II: \$32,500; Librarian III: \$35,500 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Screening begins: April 12, 1999

Available: July 1, 1999

PUBLIC SERVICES ARCHIVIST - Principal responsibilities include providing reference assistance for course papers, dissertations and theses, speeches, publications, and administrative projects of the university and scholarly communities. Providing public relations materials and photographs for exhibits, historical information for publication, and advice to units and faculty concerning the records to be sent for archival preservation; arranging for duplication of Archives materials at public request, i.e. photocopying, photo-duplication, digitizing, and etc; arranging for office pick-up, registration and storage of materials; and, arranging for maintenance of the holdings database. Under the direction of the Director, University Archives, the person in this position is responsible for coordinating and overseeing student workers in responding to reference requests and maintenance operations. Exercises secondary responsibility for records processing and creating, editing and maintaining archival finding-aids and inventories.

Requirements: Requires a graduate degree in history, library science, information science or other relevant discipline with course work in archives administration. Preferred experience includes two years experience in archives reference and public service. Other skills include excellent oral, written, and interpersonal skills and ability to communicate with a diverse university community. Excellent reference interview skills and the ability to locate, present, and explain appropriate holdings to researchers. Ability to work well and respectfully with peers and students in both individual and team projects. Knowledge of computer technology and applications, especially Internet applications, that permit the creation of HTML finding aids and their use for reference. Physical work in the University Archives requires the capability to lift and carry heavy boxes, climb tall foot ladders and pull boxes, tolerate dirt and dust, and do work in challenging environments when obtaining materials located off-campus.

Minimum Salary: Archivist I: \$27,500; Archivist II: \$29,500 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Screening begins: April 16, 1999

Available: August 1, 1999

Setting: MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.8+ million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the US by *Money* magazine in recent years.

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

Julie Deters, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149.

For ADA accommodations during the application process, please call 573-882-4701. Relay Missouri users call through 1-800-735-2966.

EEO/AA, M/F/D/V



DEAN OF THE UNIVERSITY LIBRARY

Oakland University

Oakland University seeks applications and nominations for the position of Dean of the University Library. The Dean is the chief administrative officer of the university library and oversees all operations and services, leading library faculty and staff in a dynamic environment. The Dean serves as an advocate and spokesperson for the library and its educational mission both on campus and beyond it, forging effective links with the library's internal and external constituencies. The Dean is responsible for shaping a shared vision for the library's future, and for integrating advances in information technology with traditional materials and services in support of academic programs and the mission of the university.

Candidates must have an ALA-accredited master's degree in library/information science; demonstrated successful senior-level administrative experience in a comprehensive academic library, including planning, personnel, and budget management; open administrative style with commitment to shared decision making; and a record of scholarship and service appropriate for tenure at full professor. A Ph.D. is preferred. The candidate must also possess excellent communication, interpersonal, analytical, and organizational skills, and have a demonstrated commitment to diversity.

The OU Library is a highly centralized facility with collections and services housed in the Kresge Library building in the center of the campus. There are 34 members of the library staff, including the dean, associate dean, and 11 librarians with full faculty status. The Dean of the Library reports to the Vice President for Academic Affairs, serves on the Deans Council and the University Senate, and is responsible for a budget of \$3.2 million. The library is committed to information literacy initiatives and aggressive expansion of access to electronic information services. In July 1998, the library changed systems from NOTIS to Voyager. More information about the library is available at www.kl.oakland.edu.

Oakland University is a comprehensive public institution located among Fortune 500 companies on 1500 park-like acres in Oakland County, Michigan. It offers undergraduate programs in 74 areas and graduate programs in 53 areas and serves an enrollment of over 14,000 students. The annual budget is currently \$130 million. The university continues to increase its programs, facilities, resources, and enrollment. Oakland University recently dedicated its new \$43 million Science and Engineering Building and its new \$31 million Recreation and Athletic Center. Selected for the second year in a row as one of the 100 "Best College Buys," Oakland University is dedicated to preparing learners for the 21st Century workplace and society.

Salary is competitive and commensurate with qualifications and experience. The position is available July 1, 1999. Review of applications will begin **March 31, 1999** and continue until the position is filled. Please send a letter of application, curriculum vitae, and names of three references with addresses and telephone numbers to:

Frank Lepkowski, Chair
Library Dean Search Committee
Kresge Library
Oakland University
Rochester, MI 48309-4401

For more information on Oakland University, please visit our Web site at www.oakland.edu.

Oakland University is an affirmative action, equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.

Personnel searches are conducted in accordance with the Michigan Open Meetings Act and Freedom of Information Act.

history of science, western history, and business history. The libraries operates a computerized library management system (NOTIS) including local holdings, subject databases, and network connections to other libraries. The University of Oklahoma Libraries is a NACO contributing library. Norman, Oklahoma, is an attractive community close to a major metropolitan city with a low cost of living. OU is migrating to the SIRSI System. Employment: Librarians have family status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. APPLICATION: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019; (406) 326-2611. Oklahoma University is an equal opportunity/affirmative action employer.

We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

CATALOGER (MONOGRAPHS AND ELECTRONIC RESOURCES). The University of Oklahoma. Library Faculty Vacancy. Position: Cataloger (Monographs and Electronic Resources). Duties: Under the direction of the Head of the Catalog Department, Cataloger (Monographs and Electronic Resources) uses OCLC and RLIN to perform general cataloging of books, university dissertations, theses, microforms, and other formats such as Internet resources and electronic information in a variety of subjects and languages. Keeps abreast of guidelines of emerging standards on metadata and other methods for control of electronic information; advises staff on new developments. Assists in developing plans and methods to provide appro-

DIRECTOR, OFF-CAMPUS LIBRARY SERVICES

Central Michigan University

OCLS is nationally recognized as a preeminent provider of off-campus library support services for extended learning programs, serving CMU's adult undergraduate and graduate students in over 70 locations in the United States and other countries including Canada and Mexico. CMU is currently constructing a \$50 million state-of-the-art library and information services center.

RESPONSIBILITIES: Directs reference assistance, library user instruction activities, and document delivery services for students and faculty in the off-campus academic programming of the university. Manages and evaluates a staff of eleven, including six professional librarians. Provides departmental and library-wide leadership in the development of user services. Responsible for budget development and oversight and effective presentation of OCLS programs. Serves as a member of senior management groups for both the libraries and the College of Extended Learning.

MINIMUM QUALIFICATIONS: ALA-accredited MLS degree. Strong evidence of potential for managerial success. At least five years professional library experience including reference service and such areas as library user instruction, electronic database searching, collection development, and supervision. Experience with current and emerging library information technology applications. Excellent communication and interpersonal skills; willingness to travel; and evidence of potential effectiveness in serving the academic library needs of adult learners.

DESIRED QUALIFICATIONS: Library management experience. Library experience in an adult learner setting. Experience with document delivery systems. Additional advanced degree.

Salary commensurate with qualifications, minimum \$54,000.

BENEFITS: CMU provides a healthcare package, life insurance, an excellent retirement program with tax deferred investment options, tuition waiver for employee and family, paid holidays, sick leave and vacation, and competitive salaries in an environment committed to excellence and service.

GENERAL INFORMATION: CMU is a state university offering undergraduate, graduate, professional and pre-professional programs with a combined on- and off-campus enrollment of over 25,000 students. CMU is located in Mount Pleasant, an attractive, small city 65 miles north of Lansing, Michigan, positioned in the center of Michigan's lower peninsula.

Submit letter of application addressing qualifications for the position, resume, and names, titles, addresses, and telephone numbers of three references to:

**Chairperson
Selection Committee
Park Library 207
Mt. Pleasant, MI 48859.**

Position is available immediately. Applications will be accepted until the position is filled. Review of candidates files will begin in March 1999.

CMU, an AA/EQ institution, is strongly and actively committed to increasing diversity and providing equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight (see www.cmich.edu/aaeo.html).

private access to electronic resources. Tasks include work with name, series, and subject authority control and other general assignments. This position is a tenure-track position and is governed by the university's policies for research or creative achievement and professional service as outlined by the faculty handbook. Qualifications: Required: MLS from ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with automated cataloging systems; bibliographic knowledge of European languages. Desirable: Broad educational background; second master's degree; demonstrated professional or paraprofessional cataloging experience; evidence or research of creative achievement; NACO experience; familiarity with and interest in emerging standards for metadata (Dublin core, TEI, etc.). Search will remain open until filled. Salary: \$34,000 minimum. Benefits: TIAA/REF, State Retirement System; 33 days paid leave; university holidays; comprehensive medical protection; group life insurance; and reduced tuition. University libraries: A member of the Research Libraries

Group, AMIGOS, and ARL, the university libraries consists of a main library and six branches. The collection contains more than 3.5 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries operates a computerized library management system (NOTIS) including local holdings, subject databases, and network connections to other libraries. The University of Oklahoma Libraries is a NACO contributing library. Norman, Oklahoma is an attractive community close to a major metropolitan city with a low cost of living. OU is migrating to the SIRSI system. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald G. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019; (405) 325-2611. Oklahoma University is an equal opportunity/affirmative action employer.

THREE POSITIONS AVAILABLE

Wake Forest University Z. Smith Reynolds Library

TECHNOLOGY TEAM LEADER (salary from \$43,000)

This position will be filled at the Team Leader or Assistant Director level (salary from \$49,000), depending on qualifications. The Technology Team Leader provides leadership for the Z. Smith Reynolds Library's technology activities including the Voyager integrated library system, electronic resources, computer hardware and software, multimedia resources and services, electronic classrooms, technology training initiatives, and web pages. This position is the libraries primary technology liaison with other WFU libraries and information systems and with regional and statewide library technology initiatives. This position supervises and evaluates the core Technology Team of six staff and coordinates the functions of an expanded Technology Team of 13 members.

MINIMUM QUALIFICATIONS: Master's degree in Library/Information Sciences from an ALA accredited school or graduate degree in Information Sciences/Systems, or equivalent; experience with integrated library systems, electronic information resources, microcomputers, and client-server environment; operational experience with LAN's, Internet, TCP/IP, Windows 95, Windows NT, UNIX; management skills and supervisory experience; knowledge of current trends in computer, information, and library sciences and the ability to articulate effective responses to changing opportunities in the delivery of information.

SYSTEMS LIBRARIAN (salary from \$33,000)

The Systems Librarian's primary responsibility is management of the integrated library system (Endeavor's Voyager). The Systems Librarian supervises the library's system technician; installs, configures, maintains, troubleshoots, and upgrades computer hardware, software, and peripherals in the library; serves as technical liaison for the Z. Smith Reynolds Library with information systems and with other WFU libraries. **MINIMUM QUALIFICATIONS:** Master's degree in Library/Information Sciences from an ALA-accredited school; three years professional experience relevant to this position; in-depth understanding of microcomputers, client-server architecture, Windows NT, Z39.50, TCP/IP, and WWW technologies; and ability to program in one or more GUI languages.

CATALOGING LIBRARIAN (salary from \$29,000)

The Cataloging Librarian is responsible for original and copy cataloging of a variety of resources with special emphasis on nonprint (videotapes, laser discs, maps, microtext), electronic resources (electronic databases, Internet resources), and Wake Forest University theses. The Cataloging Librarian serves as resource person to other librarians and staff in matters relating to cataloging and methods of access to electronic resources; serves as bibliographer for and liaison to academic department(s) in area of subject expertise; performs database maintenance; maintains technical services team web page.

MINIMUM QUALIFICATIONS: Master's degree in Library/Information Sciences from an ALA-accredited school; 1 year of recent professional cataloging experience including experience with cataloging nonprint and electronic resources; solid working knowledge of AACRII, LCSH and classification, MARC, OCLC, authority control procedures; experience with integrated library systems (Endeavor Voyager preferred); reading knowledge of a second language; and ability to develop and maintain Web pages desirable.

All three positions participate in training students, faculty, and staff in the use of standard university computers and software. They require excellent oral and written communications skills; positive interpersonal and strong collaborative skills; initiative, flexibility, enthusiasm, and commitment to excellence in service. These 12-month professional positions carry excellent benefits. Salary is commensurate with experience and qualifications.

Z. Smith Reynolds Library enjoys strong support, with an operating budget of \$5 million. Over one million volumes are housed in the fully automated library, which has recently migrated to Endeavor's Voyager system. The library plays a lead role in the development and delivery of computer/information technology training on campus.

Wake Forest University is a private liberal arts university, consistently ranked among the nation's best schools. For more information about Wake Forest University, visit our Web site at <http://www.wfu.edu>.

To apply, send letter of application, curriculum vitae, and names, addresses, telephone numbers, and e-mail addresses of three references to:

**Director of the Library
Z. Smith Reynolds Library
Post Office Box #7777
Wake Forest University
Winston-Salem, NC 27109**

Wake Forest University is an affirmative action, equal opportunity employer.

THREE POSITIONS AVAILABLE

Plattsburgh State University of New York

Library & Information Services

<http://www.plattsburgh.edu>

The Division of Library and Information Services at Plattsburgh State University invites applications and nominations for three positions in Feinberg Library. We seek individuals who place a premium on initiative, creativity, and commitment to working in a shared-decision-making group environment. Core responsibilities are shared by Feinberg Librarians: instruction, service at the reference desk, collection development and liaison to academic departments, and divisional programmatic group work. Individuals with experience in multicultural and multiracial settings are particularly encouraged to apply. These are faculty positions with attendant expectations for professional competence, service and scholarship.

Library and Information Services comprises Feinberg Library, computer support services, campus information systems, media services, and instructional technology. The division is user-centered and highly respected for its automation, instruction initiatives and patron services.

INFORMATION LITERACY LIBRARIAN (PJ#2276-CRL)

DESCRIPTION: Provides leadership and coordination of the library's outstanding information literacy programs including developing and planning for the implementation of information literacy across the curriculum, a key initiative in the college's strategic plan. The library's current program consists of a one-credit course that is part of the General Education program, course-related instruction, and network and applications instruction. This position, along with the instruction services group, is responsible for developing an overall cohesive instruction program, developing assessment tools and methodologies, keeping library faculty apprised of new directions and pedagogy in information literacy, and exploring applications of technology to the information literacy program. Core responsibilities as described above also apply. Reports to the Dean of Library & Information Services.

QUALIFICATIONS: REQUIRED: A master's degree from an ALA-accredited institution; academic library experience which includes active participation in an information literacy program; demonstrated knowledge of current information literacy theory and practice; demonstrated success as an instructor of information literacy; outstanding interpersonal, communication, and organizational skills. Preferred: Experience with planning, implementing and assessing information literacy programs; experience with group work; scholarly contributions to the literature of information literacy.

SALARY AND BENEFITS: This is a full-time, twelve-month, tenure-track appointment. Minimum salary: \$38,000; rank commensurate with experience.

INSTRUCTION LIBRARIAN (PJ#2274-CRL)

DESCRIPTION: An excellent opportunity for a new librarian interested in issues of instruction and information literacy. Works with the Information Literacy Librarian and the Instruction Services Group in planning, program development, implementation, teaching, and assessment of the information literacy program. Core responsibilities as explained above also apply.

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We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

CATALOGING LIBRARIAN. Washington State University, Pullman, Washington. Currently vacant. Specific responsibilities: Responsible for original monographic cataloging. Participate in review and upgrade of complex participant copy cataloging found on OCLC. Primary responsibility for cataloging humanities and social sciences material and cataloging monographic electronic resources material. Serve as a resource person/trainer for paraprofessional staff concerning cataloging, database maintenance, and workflow issues. Aid in developing and implementation of unit procedures and goals. Perform liaison function with Public Services to insure effectiveness of on-line integrated system. Qualifications: Required: ALA-accredited MLS or its foreign equivalent. Minimum of three years' cataloging experience, preferably in an academic library. Knowledge of AACR2R, MARC formats, Library of Congress classification system, subject headings and authorities. Demonstrated familiarity with 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. Preferred: Degree in a humanities or social sciences discipline or experience cataloging humanities and social sciences material. Demonstrated knowledge of database maintenance issues and problems in an academic on-line

public access catalog. Strong communication and organization skills. Salary: From \$30,000 commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Other benefits: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Application review begins: April 15, 1999. Send letter of application, resume, and names and complete mailing addresses and phone numbers of three references addressed to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, PO Box 645610, Pullman, WA 99164-5610. WSU Libraries' home page is: <http://www.wsulibs.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

CATALOGING/REFERENCE LIBRARIAN. The university library seeks an energetic, highly motivated librarian for a temporary, full-time appointment beginning July 1, 1999 through June 30, 2000 (possibility of continuing, tenure-track appointment). Responsibilities divided equally between cataloging and reference. In cataloging, responsibilities include original cataloging of print, non-print, and electronic resources; resolving complex cataloging problems; reviewing/revising work of three paraprofessionals; providing leadership in cataloging standards and bibliographic control. In reference, responsible for general reference desk service and bibliographic instruction using print and electronic resources, including the Internet/WWW. Other responsibilities, including collection development, may be assigned. Required qualifications: ALA-accredited MLS; commit-

(Continued from previous page)

QUALIFICATIONS: REQUIRED: A master's degree from an ALA-accredited institution (to be completed by August 15, 1999), an interest in information literacy and teaching, an interest in exploring applications of technologies to information literacy (e.g. Web-course development) and outstanding interpersonal and communication skills.

Salary and Benefits: This is a full-time, twelve-month, tenure-track position at the rank of Senior Assistant Librarian. Salary: \$36,000.

PATRON SERVICES LIBRARIAN (PJ#2275-CRL)

DESCRIPTION: Provides leadership and coordination for the operations of the Library Patron Services unit (circulation, electronic media and print reserves, stack maintenance for all collections, and tours). Oversees the activities of two part-time evening/weekend professionals and four full-time staff who manage operations at three public desks staffed by 70 students. This position, along with the Patron Services Group, is responsible for developing programmatic initiatives and planning for all areas of patron services within the Library and Information Services division, including computing services and media services. Expansion of electronic reserve and migration to a new automated circulation system are current initiatives. Core responsibilities as described above also apply. Reports to the Dean of Library and Information Services.

QUALIFICATIONS: Required: A master's degree from an ALA-accredited institution; significant experience in an automated circulation environment; demonstrated management/supervisory experience; knowledge of database management; an ability to seek new ways to expand access to on-campus and distance students, faculty, and staff; and a demonstrated commitment to public service and an understanding of user needs.

SALARY AND BENEFITS: This is a full-time, twelve-month, tenure-track position. Minimum salary: \$38,000; rank commensurate with experience.

Plattsburgh State University is a comprehensive institution with 270 faculty and 5500 students. The college is located in the northeast corner of upstate New York in the historic and beautiful Lake Champlain Valley nestled between the Adirondack Mountains of New York and the Green Mountains of Vermont. Accessible by air, rail, and car, Plattsburgh is a one-hour drive from Lake Placid, NY; Burlington, VT; and Montreal, Canada.

Review of applications will begin on **April 1, 1999** and continue until position is filled. Please send cover letter, vita, and names and telephone numbers of three current references to:

Chair, Search Committee PJ# _____ -CRL
c/o Personnel
Plattsburgh State University of New York
101 Broad Street
Plattsburgh, NY 12901-2681
Fax: (518) 564-4600

Applications from women and minority candidates are especially welcomed. Plattsburgh State University is an affirmative action, equal opportunity employer.

ment to excellent public service; professional cataloging experience, including use of major bibliographic utility and an integrated on-line library system; professional experience providing college level reference, including library instruction; good interpersonal skills; ability to maintain effective working relationships with colleagues, faculty, and students in culturally diverse community. Salary/application procedures: Salary \$39,756-\$41,652 annually, depending upon experience and qualifications. Complete announcement available at <http://www.library.csustan.edu/>. Submit a complete resume and arrange to have three letters of reference sent to: Library Search Committee, c/o Dean of Library Services, **California State University, Stanislaus**, Turlock, CA 95382.

CATALOG LIBRARIAN. CUNY Graduate School and University Center, New York City, Assistant or Associate Professor position anticipated in Mina Rees Library servicing doctoral faculty and students. Cataloging library materials using AACR2, MARC formats, LC classification and subject headings, OCLC, and NOTIS in a Windows NT environment. Required: MLS from ALA-accredited institution; second subject master's degree; minimum five years' post-MLS cataloging experience in an academic or research library. Reading knowledge of major western European languages (excellent skills in Spanish and German would be an asset). Broad technical services background. Supervisory and training experience. Strong service orientation and good analytic and problem-solving skills. Must demonstrate a record of scholarly achievement for

tenure and promotion. Send resume, names of three refs by April 5, 1999 to: Susan Newman, Chief Librarian, Mina Rees Library, **CUNY Graduate School**, 33 West 42 Street, New York, NY 10036. EO/AA/ADA/IRCA.

COLLEGE LIBRARIAN. Linfield College invites nominations and applications for College Librarian. We seek an energetic and visionary leader to administer library and media services supporting our academic programs. The College Librarian will lead a team of twelve, including five faculty librarians who emphasize their role in teaching and learning through a vigorous program of course-related library instruction. The College Librarian reports to the Vice President for Academic Affairs and administers a budget of \$1.3 million and a collection of 150,000 printed volumes and extensive electronic resources. Library services are offered at the main campus in McMinnville, a smaller branch campus in Portland, and at nine degree completion sites in Oregon and Washington. In McMinnville planning is actively under way to renovate an existing building for library services. The library uses the Innovative Interfaces (I²) automated library system and participates in two statewide consortia. Qualifications: ALA-accredited MLS (or foreign equivalent) required; additional advanced degree preferred. The successful candidate will combine recent experience in progressively more responsible positions in academic libraries with demonstrated leadership in institutional and wider professional arenas; demonstrated ability to establish and maintain productive collaborative relationships with faculty, students, staff, and other college constituencies;

CATALOG LIBRARIAN AND HEAD, GENERAL CATALOGING UNIT

New Mexico State University

This is a tenure-track position to be filled at the Assistant Professor level.

QUALIFICATIONS: REQUIRED: MLS degree from an ALA-accredited program; minimum of five years of cataloging experience using OCLC; knowledge of AACR2, LCSH, LCC, MARC formats, and other standard cataloging tools; minimum of two years of supervisory experience; ability to hire, train, and motivate staff; strong analytical and problem-solving skills; excellent oral and written communication skills; interest in a wide variety of cataloging issues and problems; ability to work effectively in a changing environment. Desired: Cataloging experience in an academic library; additional graduate degree; and reading knowledge of one or more foreign languages.

RESPONSIBILITIES: Perform original and copy cataloging for a variety of library materials; supervise operations of General Cataloging Unit, including hiring, training, and evaluation of staff; work with faculty and staff from other library departments to prioritize and plan cataloging projects; identify, advise staff members on, and solve complex cataloging problems; participate in management of Bibliographic Services Department, including possible migration to a new integrated library system; participate in research, service, and professional development as member of library faculty; provide direct public service through reference desk duty, bibliographic instruction, and/or Web page development.

SALARY: \$34,000 minimum, DOQ

BENEFITS: Group medical and hospital insurance, group life insurance, state educational retirement, workers' compensation, sick leave, annual leave and unemployment compensation. See <http://www.nmsu.edu/~personel/benefits.html>.

New Mexico State University, New Mexico's land-grant university, enrolls approximately 15,000 students in 75 undergraduate, 50 master's, and 20 doctoral degree programs. NMSU is classified as a Carnegie I research institution and is a member of the Hispanic Association of Colleges and Universities (HACU). The library contains approximately one million volumes and has an annual budget exceeding \$5 million. The university library operates two buildings and a state-of-the-art electronic classroom. Library computer resources include VTLS, Innopac, OCLC, Internet access, FirstSearch, campuswide CD-ROM LAN, and multiple PC applications. For more information, see our Web page at <http://lib.nmsu.edu>.

Located along the Rio Grande River in southern New Mexico, NMSU is 40 miles north of the El Paso, Texas-Ciudad Juarez, Mexico metropolitan area, at the southern end of the Rocky Mountains. This desert area enjoys abundant sunshine and is within easy driving distance of excellent hiking, skiing, and water sports.

Submit letter of application and resume, with names/addresses/phone numbers of three references postmarked on or before **March 26, 1999**, to:

Kate Shaughnessy
NMSU Library
Box 30006
Dept. 3475
Las Cruces, NM 88003-8006

NMSU is an equal employment opportunity/affirmative action employer. Offer of employment is contingent upon verification of individual's eligibility for employment in the United States.

excellent communication and administrative skills; an understanding of the issues that affect higher education and scholarly communication; a knowledge of both the traditional and electronic library environment; and a record of professional participation and achievement. Send letter of application, resume, three recent letters of recommendation, and official transcripts of all college and university work to: Marvin Henberg, Vice President for Academic Affairs, **Linfield College**, 900 SE Baker, McMinnville, OR 97128. Screening begins March 22, 1999, and will continue until filled. EOE. You may visit the Unfield College Libraries home page at www.linfield.edu/library/.

COLLECTION MANAGEMENT LIBRARIAN. Responsible for coordinating collection development/collection assessment in setting where all librarians are assigned curriculum areas for collection development and

faculty liaison activity. Maintains and implements collection development policy, assesses holdings, projects needs for collection growth, coordinates approval plans, participates in vendor contract negotiations. Serves as library liaison to one or more academic departments, participates in reference service including night and weekend rotation, offers bibliographic instruction, shares in training and supervision of student assistants and part-time workers. Required: MLS from ALA-accredited program. Previous collection management experience. Familiarity with OCLC or similar bibliographic utility, with automated library system(s), and with Internet use for information access and delivery. Ability to work effectively and congenially with public and co-workers in a user-centered environment and to manage multiple priorities. Excellent oral and written communication skills. Desirable: One or more of the following: experience in academic library setting, special formats cataloging, preserva-

LIBRARY WEB MANAGER

The University of Pennsylvania Library

The University of Pennsylvania Library is re-opening its search for a Library Web Manager. We are seeking a creative person with good organizational skills, an excellent sense of visual design, and strong technical knowledge to lead and coordinate the design, development, and maintenance of the library's Web site. The library has been an innovator in the use of the Web to provide a powerful and effective front door to Penn's electronic and print resources and services. The Library Web Manager leads a team of skilled and talented librarians to develop and maintain a premier quality Web site. In consultation with this Web development team, the Web Manager sets policy and makes decisions relating to Web design, and maintains the quality and utility of the library's electronic interface. Other duties would include: Developing style sheets and standards, and promoting the use of these; ensuring the currency and accuracy of Web links and information; designing and supporting customized WWW extensions such as enhanced indexing, electronic forms and future applications; providing support for new Web initiatives throughout the library system; training staff in the use of Web development tools; providing expert advice and consultation. The Web Manager works closely with library systems staff to monitor and evaluate new Web development tools, such as graphics software, HTML editors, and search applications.

The ideal candidate will possess a bachelor's degree or equivalent in theory and practice; have a good working knowledge of UNIX, hypermedia, layout skills, HTML, and CGI programming. UNIX system administration skills are highly desirable. In addition, excellent verbal and written communication skills are essential; along with the ability to act decisively and work with a dynamic team. Strong organizational skills and an excellent sense of visual and structural design are needed. Creativity, problem solving skills, and an understanding of academic institutions and libraries are highly desirable.

SALARY RANGE AND REQUIREMENTS: The salary is dependent on qualifications and experience: From the mid 40s for appointment as Information Technology Support Specialist, and from the mid 50s for appointment as Senior Information Technology Support Specialist.

TO APPLY: Send a cover letter and resume to:

John Keane
Director of Library Administrative Services
University of Pennsylvania Library
3420 Walnut St.
Philadelphia, PA 19104-6206

Applications received by **March 22, 1999** will receive first consideration.

The University of Pennsylvania is an EO/AA employer.

tion/conservation/disaster response planning; interest in library science teaching; fine arts concentration; knowledge of legal reference materials. Salary commensurate with experience. 12-month contract; non-tenure track faculty appointment. For information about Longwood College and Library, see: <http://www.lwc.edu>. Letter of application, resume, and complete addresses and phone numbers of three references should be sent to: **Longwood College, Human Resources, 201 High Street, Farmville, VA 23909; fax: (804) 395-2635.** Review of applications will begin March 20, 1999, and continue until position is filled. EOE/AA.

COMPUTER SERVICES LIBRARIAN. I. D. Weeks Library Position. Faculty rank, tenure-track, I. D. Weeks Library, University of South Dakota, seeks individual to serve as the Library's Computer Services Librarian. Responsible for coordination of planning, development, implementation, and management of the Library's Local Area Network and other technological applications, including the recommendation of software and hardware for the Library's systems. Duties include: routine maintenance, monitoring LAN performance, expanding the system, upgrading software and hardware, and training Library staff, students, and faculty to effectively use electronic systems and services. 12-month appointment. Qualifications: Minimum qualifications include ALA-accredited MLS; knowledge of microcomputers, operating systems, CD-ROM LAN technology and World Wide Web applications; ability to work effectively with colleagues and diverse clientele; effective written and oral skills. Additional desirable qualifications include: 1) second master's degree in a relevant subject field (will be required for tenure and promotion); 2) experience with installation and management of Windows NT network. Salary: Minimum of \$30,000. Application procedure: Submit letter of application, resume, and the names,

addresses, and telephone numbers of three references to: Imre Meszaros, Director of Libraries, I. D. Weeks Library, **University of South Dakota**, 414 East Clark Street, Vermillion, SD 57069-2390. Application deadline: Review of applications will begin April 2, 1999 and will continue until position is filled. Affirmative action, equal opportunity employer.

DIRECTOR OF UNIVERSITY LIBRARIES. The University of Texas at Dallas seeks nominations and applications for the position of Director of University Libraries. The Director reports to the Provost/Vice President for Academic Affairs, supervises Library personnel and budgets, and works cooperatively with UTD deans, faculties, students and general university staff in providing knowledgeable and dynamic leadership to help the libraries reach their maximum potential and the university realize its ambitious academic goals. Founded in 1969, UTD is one of the nine general academic components of the University of Texas system. With a current enrollment of approximately 5300 undergraduate and 4100 graduate students, the university is a young, growing Carnegie Doctoral I institution with a historically strong emphasis on research. Located in the Telecom Corridor, a major concentration of internationally prominent telecommunication and microelectronics companies at the juncture of northern Dallas with the cities of Richardson and Plano, UTD is surrounded by a mix of corporate office parks and residential neighborhoods. Ranked by *U. S. News and World Report* as one of three Tier III or better public universities in Texas and by *Kiplinger's Personal Finance Magazine* as one of the three Texas institutions in the top 100 public universities in the US, the SAT scores of UTD's freshman classes rank at the top of Texas's public universities, the per capita external research support of its faculty is high, and its doctoral graduates have filled many prestigious academic and

HEAD, LIBRARY SYSTEMS AND TECHNOLOGY

Temple University Libraries

We are seeking an experienced and dynamic individual to lead the university libraries' systems and technologies. The Head of Library Systems and Technology is responsible for the planning, implementation, and evaluation of the libraries' automated information and instructional systems. In conjunction with other Library and Computer Information Services personnel, the incumbent is responsible for shaping effective delivery systems for maintenance and operations of library systems, for developing methods to migrate experimental digital projects into production, and for planning and implementing future digital initiatives for archiving, networking, access, and delivery. The libraries plan to continue to be a state-of-the-art electronic information service provider.

REQUIREMENTS: ALA-accredited MLS degree or its equivalent required along with substantive years of academic library experience with computer coursework/expertise required or an MCS degree or its equivalent required along with substantive years of academic library experience, expertise and coursework required. Evidence of increasingly responsible administrative and leadership roles in systems and technologies, knowledge of library/information science and computer science in areas noted above, especially as those relate to evolving and developing technologies and needs of the libraries and library users. Experience and expertise with Library Management Systems, preferably III, as well as with UNIX system administration, relational database management systems, and imaging production facilities. Experience working with micro, mini, or mainframe and client server computers and software as well as networked systems is required. Experience with various operating systems—Unix, DOS, Windows, as well as Novell Netware LANS required. Experience programming in a Unix environment required. Must be able to relate to students and library staff in a supervisory and leadership role. Must be able to work well with faculty and staff in a university environment.

SALARY: Minimum salary is \$65,000. Salary offer will be based upon qualifications and years of computer and library science expertise and experience of candidate. Generous benefits package includes health, dental, and life insurance; tuition remission; and TIAA-CREF retirement plans.

To apply: Send letter of application addressing qualifications, resume, and names of at least three references to:

**Chair
Search Committee Systems
Administrative Services Department
Temple University Libraries (0 17-00)
1210 W. Berks Street
Philadelphia, PA 19122.**

Closing date for applications: **April 9, 1999.**

An AA/EO employer.

nonacademic positions. The UTD libraries consist of the Eugene McDermott Library, the Richardson campus' central library facility, and the specialized library of the Callier Center for Communication Disorders, located in Dallas adjacent to the campus of the University of Texas Southwestern Medical Center. The McDermott Library maintains an active corporate information service for Dallas-area businesses. The library staff currently consists of 23 professionals and 46 paraprofessionals and student assistants, funded with an annual operations budget of approximately \$2 million. The library collection includes approximately 800,000 volumes and a periodical subscription list of approximately 1400 periodicals. New materials acquisitions are currently funded at an annual level of \$1.8 million. The libraries utilize the Ameritech Horizon System and participate actively in collaborative consortium programs with the University of Texas System and the major research universities of the north Texas region. Additional information about UTD and the university libraries may be obtained on the World Wide Web at <http://www.utdallas.edu/> and at the library Web site, <http://www.utdallas.edu/library/>. Committed to establishing a forefront position in electronic access to information while sustaining the development of its conventional library materials, UTD seeks a Director who has a strong conceptual grasp of emerging library science technologies and their potential contributions to education and scholarship, who has a vision of the critically important role of the 21st-century library in a complex research-oriented university, and who has the leadership and communication skills necessary to generate enthusiastic support for this vision. Required qualifications include an MLS degree from an ALA-accredited institution and an additional advanced degree, preferably an earned doctorate; successful experience in progressively responsible positions in aca-

demical or research library administration; demonstrated expertise in developing and leading the successful implementation of systems incorporating library automation and electronic access modalities; and excellent communication and interpersonal skills. Applications and nominations will be accepted until April 5, 1999. Applicants should submit a statement of interest, a current resume, and the names, addresses, and telephone numbers of at least four professional references to: Search #8046, Director of University Libraries, Office of the Provost, **The University of Texas at Dallas**, P. O. Box 830688, Richardson, TX 75083-0688. The University of Texas at Dallas is an equal opportunity/affirmative action institution.

ELECTRONIC RESOURCES LIBRARIAN. LaGrange College, a 1,000 student, United Methodist-affiliated liberal arts college located 65 miles southwest of Atlanta, seeks a librarian to support electronic resources in the Banks Library. Additional duties include some reference, library instruction, and a liaison role with selected academic departments. The position requires an MLS from an ALA-accredited program, strong interpersonal skills, and the ability to work in a "team environment." Send letter of application, curriculum vitae, and three letters of reference to: Loren L. Pinkerman, Director, Banks Library, **LaGrange College**, 601 Broad Street, LaGrange, GA 30240. The position will remain open until filled.

HEAD, ACQUISITIONS MANAGEMENT UNIT. The University of Pittsburgh, University Library System is seeking candidates for the following full-time, faculty librarian position: Head, Acquisitions Management Unit. This is a managerial position in Central Technical Services and supervises a staff of seven. Responsibilities include: providing leadership and

HEAD, INFORMATION SERVICES AND BIBLIOGRAPHER FOR THE SCIENCES

The University of California,
Riverside

The University of California, Riverside Library is seeking a creative librarian to provide leadership in a time of dynamic growth and change to serve as Head, Information Services and Bibliographer for the Sciences. The position reports to the AUL for the Sciences, and is responsible for the operations, collections, and staff of the Information Services Department in the new Science Library.

Graduate Library degree. Degree in a scientific or engineering disciplines highly desirable; minimum four years progressively responsible experience in reference services and collection development in an academic, special, or public library with significant holdings in the sciences and engineering. Extensive experience with print and electronic information sources and services; strong grasp of the current state of information technology; understanding of the information needs of scientists and current trends and issues in scientific publishing and communication. Supervisory experience and demonstrated achievement in organization leadership. Academic background in a science or engineering discipline.

The successful candidate will be appointed to the librarian series at a salary level appropriate to the candidate's qualifications and experience. Appointment range: \$39,456-\$60,636.

Librarians are academic appointees and accrue vacation at the rate of two days/month and sick leave at the rate of one day/month. The university offers a broad range of benefits and an excellent retirement program. Open until filled.

Applicants should send letter of application, complete resume, and the names and addresses of three references to:

John W. Tanno
AUL
University of California
P.O. Box 5900
Riverside, CA 92517

DIRECTOR OF THE LIBRARY

The Mariners' Museum
Newport News, Virginia

Internationally renowned maritime museum is seeking a dynamic and innovative leader to direct the operations of the museum's 75,000+ volume research library and archives. The director is expected to provide overall vision for the library in accordance with the long range plan and mission of the museum, act as a communicative mentor for the library staff, identify and utilize opportunities for new technologies, be a spokesperson and advocate for the library--both internally and externally, and network with the library community.

In addition, the director will guide the move from existing quarters to a new library, scheduled for completion in the near future. Individual must have a MLS from an ALA-accredited program and at least five years previous related experience with progressively increasing responsibilities directly related to the position, superior communication and public relations skills, and previous experience in community networking.

This position offers a salary in the mid-\$50s with excellent benefits.

For consideration, forward resume with letter of interest to:

HR Manager
The Mariners' Museum
100 Museum Dr.
Newport News, VA 23606

direction in organizing the ordering of all materials in all formats (except Slavic, Chinese, Japanese, and Korean languages); managing the receipt and cataloging of English language materials; vendor selection; training; monitoring materials ordering/receipt/processing including standing orders, government depository materials, approval plans, and monographic firm orders. Full position announcement available at: <http://www.pitt.edu/~gentz/acqweb.html> Required: ALA-accredited MLS (or recognized equivalent). Substantial acquisitions experience using an automated acquisitions system in a medium or large academic library. Experience and leadership in developing working relationships with vendors of library materials and services. Substantial familiarity with MARC formats and direct knowledge of cataloging. Demonstrated managerial, planning, and supervisory experience with good communication/interpersonal skills. Demonstrated experience with a large Integrated Library System, including implementation and upgrades. Preferred: Reading knowledge of at least one Western European language, preferably Spanish. Experience with the acquisition and processing of United States and United Nations depository materials in all formats. Salary: Negotiable (\$30,000 minimum). Comprehensive benefits package including 23 vacation days/year; BC/BS; TIAA/CREF; Vanguard; and tuition assistance available for both positions. To apply, submit letter of application and resume with the names/addresses/phone numbers of three references to: William Gentz, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. Applications received by March 31, 1999 will receive primary consideration; please specify position desired. For more information on the University Library System, visit our web site at: www.library.pitt.edu. The University Library System is

DIGITAL RESOURCES LIBRARIAN

The Institute of Paper Science and Technology (IPST)

The Institute of Paper Science and Technology (IPST) is embarking on digital library services and resources. IPST provides information services and knowledge products to the pulp and paper industry, its faculty and students, and industry-related researchers. IPST, in partnership with Engineering Information, Inc. (EI), is developing Internet knowledge and information services via the Paper Village Web site for the global industry. The Digital Resources Librarian will play a key role in implementing digital information services in support of these and other initiatives. It is a new, full-time librarian position, reporting to the Manager of the IPST Haselton Library & Information Center.

The Digital Resources Librarian will be responsible for designing, implementing, and maintaining the IPST digital library and the IPST library Web site in support of IPST's educational programs and its mission to be the primary global information resource for the pulp and paper industry; perform digital conversion of library materials for access and preservation; utilize techniques such as indexing, database management, and metadata applications to create searching capabilities in the digital library collection; engage in electronic publishing of selected IPST publications; train library staff in Internet/Web, digital, and electronic-related skills; participate in the technical management of full text electronic resources provided through the library from vendors/publishers; maintain and provide expertise on information technology trends as they relate to the provision of library and information services; contribute to the library's team environment to determine the management, structure, and content of the digital library; and work closely with the Library Manager to provide tracking and accountability for the completion and success of digital projects. Other duties may include assisting with reference inquiries, database searching as needed, and providing service at the circulation desk.

QUALIFICATIONS: REQUIRED: ALA-accredited MLS; experience in Web site design and management, SGML/HTML programming, and with authoring tools/page editors. Knowledge of digital scanning (OCR and bit-mapped images) and other methods of image capture. Sound knowledge of the current state of information technology and its role in library and information services. **Preferred:** One-three years experience in an academic library or comparable environment. Knowledge of current and emerging trends in distance learning for higher education. Presenting information in other distributed electronic environments such as corporate intranets. Demonstrated excellence in verbal and written communication.

Applicants should submit a cover letter, resume, and a list of three professional references to:

IPST
Human Resources Manager
500 10th St.
Atlanta, GA 30318

IPST is an EEO/Affirmative Action Employer. Applicants subject to drug testing.

Fax: (404) 894-5302; E-mail human.resources@ipst.edu.

IPST is a public research institute and graduate school supporting the pulp and paper industry and is affiliated with the Georgia Institute of Technology.

Affirmative Action/EEOC/M/F/V/H. Applicants and employees subject to drug testing.

an AA/EOE committed to increasing diversity in our workplace and strongly encourages applications from candidates who can contribute in this area.

INSTRUCTION/REFERENCE LIBRARIAN. Hope College seeks a service oriented Instruction/Reference Librarian to participate in research education, reference, collection development, and outreach. Required: MLS (or equivalent) from an ALA accredited program; excellent teaching; interpersonal and communication skills; high level of computer literacy; knowledge of print and electronic information resources. Should combine excellence in librarianship with professional activity and be committed to the character and goals of a liberal arts college operating within the historic Christian faith. Preferred: Background in the musical, visual, or performing arts. Foreign language proficiency, experience with web design also welcome. For complete job posting see <http://www.hope.edu/lib/job> or e-mail jensend@hope.edu. Hope is a coeducational, residential undergraduate liberal arts college affiliated with the Reformed Church in America. Check web sites <http://www.hope.edu> and <http://www.hope.edu/lib>. Eleven-month faculty contract, \$32,000 minimum. Available August 1, 1999. Send letter of application resume, names, phone numbers, and e-mail

addresses of three references to: David Jensen, Director of Libraries, Hope College, P.O. Box 9012, Holland MI 49422-9012. Consideration of applications will begin March 1, 1999 and continue until the position is filled. Hope College places a high priority on sustaining a supportive environment that promotes opportunities for ethnic minorities and women. Therefore, applications from and nominations of minority group members and women are especially welcomed. Hope College complies with federal and state requirements for nondiscrimination in employment.

INTERFACE SPECIALIST, DIGITAL LIBRARY PRODUCTION SERVICES. University of Michigan. The Digital Library Production Services (DLPS), a part of the University of Michigan Library, is UM's key organization for creation, deployment and support of local digital library collections. DLPS provides production-level support for electronic library collections in a number of subject and format areas. Online collection resources include significant image- and text-based journal collections, art image collections, and a leading edge SGML/XML development effort. Staff members within the DLPS assume responsibility for creating access mechanisms, data loading, security, accounting and billing mechanisms,

FRANKLIN UNIVERSITY

UNIVERSITY LIBRARIAN

Franklin University, ready to step to the fore in library leadership and practice, seeks a creative and visionary individual to lead the transformation of a successful and highly-regarded library with significant business resources into a campus knowledge center supporting the curricular initiatives and teaching activities of faculty and the learning activities of students at the downtown Columbus (Ohio) campus, satellite campuses and, via electronic technology, to students at a distance.

Responsibilities: take an active and visible role in developing and directing the operations of the Library; develop the infrastructure for providing library services at various physical sites and beyond the campuses in both print and electronic modes; administer the selection, acquisition and discarding of Library materials, both print and electronic; develop and implement plans to heighten awareness of Library resources among faculty, staff and students; collaborate with other librarians in the further development of shared resources; with input from the University Community, prepare and propose a library budget and administer the allocated funds; and represent the Franklin University Library to other library organizations and to the broad range of business and professional communities.

Qualifications Desired: Master's degree from an ALA - accredited program; 10 or more years of experience in specialized or general library services, including instruction and delivery of library services in both print and electronic modes; at least 5 years of experience in management of a department or library; experience in a collaborative library system, in which library resources are shared across various communities and/or institutions; experience in transitioning from print to electronic delivery of library services; familiarity with a commuter campus. This individual must have or develop an understanding of and agreement with Franklin's relationship management principles and University values.

The Library: The University's downtown campus library (Nationwide Insurance Enterprise Library) maintains an informal atmosphere and is a hospitable place. The Library is part of the Discovery System, a network that currently involves four independent library systems in the metropolitan area sharing a catalog, a user database, a delivery system and many electronic resources. All these libraries are open to the public.

The University: Franklin University is a regionally accredited, independent institution serving approximately 5,000 undergraduate and graduate students annually. Founded in 1902, the University has a long tradition of student-centered education and enjoys the strong support of the local business community. Visit our home page at www.franklin.edu for more information about the University.

Applications will be reviewed upon receipt. Please submit current résumé, references and letter of application to: **People Resources - LIBR, Franklin University, 201 S. Grant Ave., Columbus, Ohio 43215; fax: 614-341-6422; or e-mail in MS Word format: resume@franklin.edu.**

• *Equal Opportunity Employer* •

as well as creation and conversion activities. DLPS provides these services to the University of Michigan, as well as other institutions, and works with the Digital Library Federations (DLF) to advance the development of sound digital libraries. Among the areas supported are: 1) electronic journals (received from publishers) in image format, PDF, and SGML; 2) monograph and serial publications converted to page image format through preservation efforts; 3) art and other cultural images, including objects from the Papyrology collection and the Kelsey Museum of Archaeology; 4) numeric data (e.g., demographic and sociological data); 5) a variety of published collections in SGML. The DLPS Interface Specialist works in a team structure for putting collections on-line, and is primarily responsible for design and assessment of access mechanisms (e.g., entry points, organizations, effective displays) for a broad variety of DLPS systems. Qualifications: Required: ALA-accredited MLS. Documented

experience in developing interfaces for on-line resources. Experience in creating and editing documents using HTML. Graphic design skills and proficiency with Adobe Photoshop. Educational experience with formal mechanisms for assessment of systems (including, for example, survey design and conducting focus groups). Experience in working with information resources, document analysis, and implementing resources on the World Wide Web. Desired: Experience with SGML/XML. Advanced graphic design skills. Second graduate degree in a subject area requiring intensive use of library resources. Rank, salary, and leave: Rank of Assistant Librarian. Final salary dependent on years of previous relevant professional experience. Minimum salary: \$31,000; 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. To apply: Send cover letter and copy of resume to: Lucy Cohen, Library Human Resources, 404 Hatcher Graduate Library North,

THREE POSITIONS AVAILABLE



The State University of New York at Geneseo is a public, nationally-recognized liberal arts college situated in the Finger Lakes region. The College Libraries seek candidates for the following positions:

ASSOCIATE DIRECTOR

SUNY Geneseo is seeking a highly-motivated, experienced, and innovative administrator to coordinate implementation, management, and assessment of public services and staff development within rapidly evolving academic libraries.

RESPONSIBILITIES: Work closely with director, branch library manager and public service department heads; continue major commitment to forge closer relationships between the libraries and academic departments; expand library instruction program and coordinate beginning effort to provide remote reference services to faculty and students. Assist director to secure government grants, private foundation support, and industry partnerships.

QUALIFICATIONS: Required: ALA-accredited MLS; several years successful experience in public services; well-developed skills in project management, personnel supervision, and oral/written communication. Candidates must possess strong dedication to service excellence and proven supervisory skills in such areas as reference, library instruction, circulation/reserve, ILL/document delivery, and staff development. Strong preferences: Demonstrated effective integration of information technologies within public services; evidence of creativity, initiative, and commitment to the academic library as a teaching institution.

SALARY RANGE: \$50,000-\$57,000 depending upon experience. Twelve-month, administrative position. Initial appointment is two years.

REFERENCE/INSTRUCTION LIBRARIANS (2)

SUNY Geneseo has openings for two energetic, innovative reference/instruction librarians to work within rapidly evolving, highly service-oriented, campus libraries.

Primary responsibilities of both positions are providing reference services at two campus libraries, and proactive participation in an extensive library instruction program. Other duties to be distributed between two positions, depending upon aptitude and interest, include collection development, management of government documents collection, production of print and Web-based information resources and creation of displays/exhibits. Periodic evening and weekend hours required.

Candidates should have strong interest and skill in providing individual reference assistance, working collaboratively with other librarians/teaching faculty to design, implement, and assess team-based instruction, and creating electronically distributed instructional and information resources. Additional characteristics sought include demonstrated commitment in providing responsive and creative user services, strong interest/experience in using information technologies, eagerness to implement more effective ways to instruct students in information literacy.

QUALIFICATIONS: Required: ALA-accredited MLS; strong interpersonal, oral and written communication skills. Desired: Demonstrated interest and aptitude in providing reference service and classroom and web-based library instruction; experience in evaluation of electronic information resources and production of Web pages. Knowledge/experience in using science and business information resources preferred.

RANK: Senior Assistant Librarian.

SALARY RANGE: \$32,000-\$36,000, depending upon experience. This is a faculty position with attendant expectation for professional competence, service and scholarship. Twelve-month contract, tenure-track position with attractive benefits package. Initial appointment is two years.

Persons interested in these positions should submit letter of application, resume, and names, addresses, and phone numbers of five professional references to:

**Ed Rivenburgh
Director of College Libraries
SUNY Geneseo
1 College Circle
Geneseo, NY 14454**

Additional information about the college and the libraries is available at <http://library.geneseo.edu/>. Review of applications will begin **May 1, 1999** and continue until position is filled.

AA/EOE. Women and minorities encouraged to apply.

TWO POSITIONS AVAILABLE

Bloomsburg University Harvey A. Andruss Library

Bloomsburg University invites applications for two full-time, tenure track positions at the Instructor or Assistant Professor rank, depending upon qualifications.

REFERENCE LIBRARIAN/BUSINESS SUBJECT SPECIALIST

Instructs clientele in the use of the library collections and in locating specific information, answers reference questions, participates in instruction, assists clients with database searching, assists in Reference Collection Development, and serves as the primary contact between the library and the academic departments in the field of Business. Required: ALA accredited Master's degree and either an undergraduate degree in the field of Business or a related field or experience in a business library or significant coursework in business. Demonstrated ability and experience in interacting effectively with diverse populations. Preferred: A Master's in Business or a related field and professional experience in an academic or research library in the areas of reference, library instruction and database searching. In the absence of an earned Master's in the subject specialty or related field at the time of hire, completion of the second Master's within two years is required for continued employment.

REFERENCE LIBRARIAN/SOCIAL SCIENCES SUBJECT SPECIALIST AND CATALOGER

Instructs clientele in the use of the library collections and in locating specific information, answers reference questions, participates in instruction, assists clients with database searching, assists in Reference Collection Development, serves as the primary contact between the library and the academic departments in the social sciences and education, and recommends acquisitions. For the Cataloging component, includes responsibility for cataloging, classification and entry into OCLC of print and non-print materials for the Government Documents Collection, Map Collection and other collections; assists in maintaining bibliographic records of the Voyager database; and assists in the training and supervision of non-instructional and student personnel. Required: ALA accredited Master's degree and an undergraduate degree in one of the social sciences or education. Demonstrated ability and experience in interacting effectively with diverse populations. Preferred: A second Master's in one of the social sciences or education; professional experience in an academic or research library in the areas of reference, library instruction and database searching as well as professional experience with descriptive and subject cataloging, L.C. and Dewey classification, AACR2, AACR1, MARC formats and an integrated online system.

SELECTION OF CANDIDATES: Finalists for both positions must communicate well, successfully complete an on-campus interview, including an oral presentation before Library faculty and staff and library representatives from the constituent colleges on a topic identified by the Search and Screen Committee, and receive the recommendation of the majority of the regular full-time Library faculty.

STARTING DATE: Fall, 1999.

STARTING SALARY: \$30,823-\$37,465 for the Academic Year, \$40,070 - \$48,705 for the Academic Year and Summer. Liberal fringe benefits.

DEADLINE FOR APPLICATIONS: Submit letter of application, curriculum vitae and names, addresses (including e-mail if available) and telephone numbers of three references who can assess your qualifications to:

Nancy S. Weyant
Chairperson
Search and Screen Committee
Harvey A. Andruss Library
Box L
Bloomsburg University
Bloomsburg, PA 17815-1301

For maximum consideration, applications should be received by
March 31, 1999.

Bloomsburg University is an Affirmative Action/Equal Opportunity Employer. For more complete job descriptions, visit the University's web page: <http://www.bloomu.edu/jobs.html>.

TWO TENURE-TRACK LIBRARY FACULTY POSITIONS

San Francisco State University

San Francisco State University invites applications for two tenure-track library faculty positions in the J. Paul Leonard Library beginning August 2, 1999. Successful candidates will be expected to fulfill a combination of responsibilities in the areas of instruction, reference, collection development and liaison work with discipline-based faculty. Responsibilities for one position will focus on social sciences, business, and government publications; the other position will support such initiatives as information competence, distance learning and teacher preparation and provide instructional and liaison support for education and humanities or creative arts disciplines. Librarians have full faculty status. Appointment is expected to be at the rank of Senior Assistant Librarian with a minimum salary of \$43,584. As faculty, librarians are expected to meet faculty requirements for tenure and promotion. Tenure is normally granted with seventh year reappointment.

REQUIRED QUALIFICATIONS: ALA-accredited Masters in Library and Information Science. Minimum one year post-MLS academic library experience with instruction and reference responsibilities. Ability to provide research advice on the use of print and electronic resources, including government sources. Experience and demonstrated knowledge in the teaching of electronic resources, including Internet/World Wide Web-based resources and understanding of the issues related to their delivery and access. Working knowledge of new and emerging technologies and familiarity with their impact on higher education and research. Ability to work independently and as a member or leader of a team. Ability to work effectively with culturally diverse campus constituency. Excellent oral and written communication skills. Strong service ethic. Ability to work evenings and weekends.

DESIRED QUALIFICATIONS: Knowledge and experience with collection development and management of print and electronic resources supporting university curricula. Academic background and/or professional experience supporting areas of the social sciences, business, government publications, information competence, education, and humanities and/or the arts. Technical knowledge of electronic delivery systems in current use in libraries, experience with web development and/or management or the like.

Information about the J. Paul Leonard Library, and enhanced position descriptions are available at: <http://www.library.sfsu.edu>.

APPLICATION PROCEDURE: Review of applications will begin **April 5, 1999** and continue until the positions are filled. Candidates should submit a letter of application, resume, and the names, addresses and telephone numbers of three references to:

Pam Kullberg, Personnel Coordinator
J. Paul Leonard Library
San Francisco State University
1630 Holloway Avenue
San Francisco, CA 94132-4030

San Francisco State University is an affirmative action/equal opportunity employer. Minorities, women, and persons with disabilities are encouraged to apply.

University of Michigan, Ann Arbor, MI 48109-1205. Application deadline: Applications received by March 31, 1999 will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

LIBRARIAN/CURATOR OF MANUSCRIPTS. Responsibilities: The Curator of Manuscripts assists in the acquisition and appraisal of collections, and arranges, describes, processes, catalogs, and preserves manuscript and oral collections. The M. E. Grenander Department of Special Collections and Archives holdings include the Archives of Public Affairs and Policy, which has significant strength in groups influencing New York State's public policy post 1950, labor history, African-American organizations, and women's groups; the German Intellectual Emigre Collection, with strengths in the humanities and social sciences; and other manuscript and literary collections. The Curator will process collections and prepare finding aids and MARC AMC records; produce informative, effective guides to the collections (in paper and on-line formats); provide reference services for manuscript and archival material in mixed formats; prepare and mount finding aids on the Internet and the Department's home page; monitor and make recommendations concerning copyright issues related to digitizing manuscript files; oversee the indexing and digitizing of manuscript holdings in order to mount digital-image manuscript files on the Internet; and mount exhibits. Participate in the development and implementation of Departmental policies and procedures. Reports to the Head of the M. E. Grenander Department of Special Collections and Archives

and supervises student assistants. Research, publication, and service to the libraries, university, and profession are expected to satisfy criteria for continuing appointment and promotion. Qualifications: Required: Graduate degree in librarianship from an ALA-accredited institution or foreign equivalent with graduate course work on processing archival or manuscript collections. A minimum of one year of relevant archival and manuscript experience and evidence of professional involvement or scholarly activity. Excellent oral, written, and interpersonal skills. Knowledge of MARC AMC format, word-processing, database, and spreadsheet applications. Ability to perform physical activities associated with archival environments. Preferred: Knowledge of literary/historical research methods and of German language and literature. Experience with automation and technology tools for electronic preservation and access. Familiarity with emerging technologies. Understanding of the principles of text encoding (HTML and EAD/SGML); experience in the digitization of archival or manuscript collections; experience with Web page design, construction, and maintenance. Salary: Commensurate with education and experience. Salary minimums: Senior Assistant Librarian: \$34,000; Associate Librarian: \$40,000. Apply to: Christine M. Travis, Library Personnel Officer, University Libraries - UL-112, University at Albany, State University of New York, 1400 Washington Avenue, Albany, NY 12222. Deadline: Review of letters of application and resumes will begin May 5, 1999. Please include the names, addresses, and phone numbers of three references that may be contacted. The University at Albany is an equal opportunity/affirmative action employer.

REFERENCE LIBRARIAN/INSTRUCTIONAL TECHNOLOGY COORDINATOR

UCLA LIBRARY

Under the general direction of the Head of College Library, the instructional technology coordinator has responsibility for (1) planning, promoting and coordinating innovative use of technology in support of College Library initiatives; (2) overseeing development and design of College Library Web site; and (3) coordinating the delivery of technical support for College Library staff and users. Develops, implements, oversees, evaluates, and reports on programmatic uses of technology to further College Library's instructional, reference, and other services. Works collaboratively with Instruction and Reference Coordinators to ensure integration of appropriate technology in program planning and implementation. Plans, develops, implements and evaluates technology-related instruction for College Library users. Participates in College Library long - and short-term planning, bringing forward considerations of hardware and software as appropriate for programmatic and pedagogical needs.

As Web Administrator, oversees development and design of College Library Web as instructional, reference, informational and communication resources; coordinates with College Library staff to support integration of Web technology into programs and processes; serves as liaison and representative to relevant Library and Campus committees. Supervises .5 FTE Library Assistant Web designer.

As Technical Automation Coordinator, responsible for coordinating delivery of technological support and assistance for College Library staff. Selects, trains, supervises one part-time student technical assistant. Serves as liaison to Library Information Systems unit. Communicates with staff and users on policy and practice relating to use of technology. Provides instruction to staff on use of technology for support and development purposes.

As member of reference and instructional staff, provides reference and instructional services to Library users. This includes participating in reference coverage in a tiered reference environment; participating in the College Library's program of instruction in classroom and other settings; and working collegially and independently to develop and implement a range of programs in support of undergraduates' research and scholarly needs.

Requires experience in designing programs that use innovative technology to promote delivery of services to library users, including identifying appropriate alternatives and successfully implementing programmatic changes and improvements. Computing competency to work in dynamic technological environment and to provide leadership for library staff in learning and integrating new technologies into their programs and processes. Working knowledge of and competence with Internet client applications and automated library systems. Web design and administrative experience. Experience in providing reference service to undergraduates; experience in design and delivery of library instruction classes. Ability to work creatively in team environment and independently. Demonstrated ability to plan, initiate, maintain, and evaluate projects and programs. Must have ability to work effectively with diverse library users and colleagues, oral and written communication skills, and teaching ability. Flexibility in initiating and completing assignments in response to changing environment.

Annual Salary Range: \$39,456-\$56,844.

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

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

The application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. Candidates applying by **March 15, 1999**, will be given first consideration. uCLA Library home page : <http://www.library.ucla.edu/>

LIBRARIAN, HISTORY OF SCIENCE COLLECTIONS. The University of Oklahoma. Library Faculty Vacancy. Position: Librarian, History of Science Collections. Duties: Under the direction of the Curator of the History of Science Collections, the librarian is responsible for the general operation of the History of Science Collections. The librarian supervises departmental technical processing including cataloging, maintenance of records, authority control, and automation; provides reference services; supervises production of microfilm and slides; assists in completion of grant projects; may conduct tours of the collections; and updates the collections' Web page. The librarian supervises two library technicians and approximately eight student assistants. This tenure-track position is governed by the university policies for research or creative achievement and professional service described in the university's faculty handbook. Qualifications: Required: MLS from ALA-accredited library school; bibliographic knowledge of European languages (ancient or modern); familiarity with automated cataloging systems, AACR2, and MARC formats; one or more years professional library experience. Desirable: Broad educational background including the history of science, European history, the humanities, and the sciences; cataloging experience; one or more years experience in special collections; some supervisory experience; second master's degree or PhD; evidence of research or creative achievement; and effective communications skills. First screening date: April 15, 1999. Search will remain open until filled. Salary: \$34,000 minimum. Benefits: TIAA/CREF, State Retirement System; 33 days paid team; university holidays; comprehensive medical protection; group life insurance; and reduced tuition. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the university libraries consists of a main library and six branches. The collection contains more than 3.5 million volumes; 16,000 periodical subscriptions; and three outstanding special collections in history of science, western history, and business history. The libraries operates a computerized library management system (NOTIS) including local holdings, subject databases, and network connections to other libraries. The University of Oklahoma Libraries is a NACSO contributing library. Norman, Oklahoma, is an attractive community with a low cost of living, close to a major metropolitan city with a low cost of living. OU is migrating to the SIRS system. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019, (405) 325-2611. Oklahoma University is an equal opportunity/affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career and couples.

LIBRARY DIRECTOR. Lindsey Wilson College-Katie Murrell Library. Lindsey Wilson College seeks applications for director of the Katie Murrell Library. The director is charged with management of a growing multimedia collection, significant electronic access to collections within and outside of the library, classroom AV equipment support, and a video conference center. The director will help create a liberal arts teaching college library and learning resources center for the 21st century. Qualifications include an MLS from an ALA-accredited institution and a subject master's degree, administrative experience in a college library, and a record of increasing responsibility in college library leadership. Applicants must have a broad understanding of the operations and concepts in public and technical services, significant experience in collection development, working with computers, microform and audio visual equipment systems, and in the development and administration of a library budget in support of academic program. Demonstrated ability to work productively with students, faculty and staff is necessary. Lindsey Wilson is a four-year liberal arts college affiliated with the United Methodist Church. The college is accredited by the Southern Association of Colleges and Schools. For more information about Lindsey Wilson College and our library, visit our Web site at www.lindsey.edu. Applications must be accompanied by a current vita, official transcripts, and the names of three professional references. Review of applications will begin immediately. Search will continue until position is filled. Forward applications to: William B. Julian, Provost and Dean, Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, Kentucky 42728. LWC is an EEO employer.

MANUSCRIPT LIBRARIAN. Utah State University Libraries. Responsibilities: Responsible for the manuscript collections of the Division of Special Collections and Archives. Performs and supervises all tasks related to the manuscript holdings of the division: Acquisition, accession, appraisal, arrangement, description, cataloging, determination of appropriate preservation/conservation activities and donor relations. Provides reference service to patrons of Special Collections and Archives. Participates in collection development and fund-raising activities in support of the division. The successful candidate is expected to publish or present on an annual basis a paper or oral presentation and to participate in professional and scholarly organizations and in the library and university committees and activities as assigned. Reports directly to the Head Curator of Special Collections and Archives. Qualifications: Required: MLS from an ALA-accredited library school or a master's degree in history; knowledge and

training in the theory and practice of archives administration/manuscript curatorship; a minimum of two years professional experience in a manuscript repository or training in a certified archival program; excellent written, oral, and interpersonal communication skills; capacity to work congenially with others; evidence of research or creative achievement; experience using AACR2 and MARC formats for cataloging manuscripts and/or EAD formats. Desirable: Knowledge and understanding of issues and trends facing archives and manuscripts in the research library environment; working knowledge of the history of the intermountain West including Utah, Idaho and Mormon history; experience in microfilming manuscripts and records; experience with digital conversion of manuscripts and other textual and graphic materials. Salary: \$27,500 minimum to be based on experience. Contract: Twelve months, faculty status, tenure track contract with TIAA/CREF retirement plan, 22 days annual leave, excellent health benefits. Application: Send letter of application with resume and the names, addresses, and phone numbers of three references including current supervisor to: Max P. Peterson, Director, University Libraries, Utah State University, 3000 Old Main Hill, Logan, UT 84322-3000. Application Deadline: March 30, 1999 or until filled. Utah State University is a land-grant institution serving a student population of 20,000. It is situated in a valley 80 miles north of Salt Lake City and offers numerous outdoor recreation activities and facilities. AEO/AA employer

OUTREACH SERVICES LIBRARIAN. Baylor University Libraries. New Faculty Position. Position Description: The Baylor University Libraries (URL: <http://diogenes.baylor.edu/library>) seek an innovative Outreach Services Librarian to supervise the Libraries; Resource Sharing Unit and assist the Head, Library Outreach Services with other outreach services activities. This position will report to the Head, Library Outreach Services. S/he will manage a unit with five FTE staff and five student assistants which processed 41,739 transactions during 1997/98. Responsibilities include the administration of and participation in the Resource Sharing Unit's daily operations; and, in consultation with the Head, Library Outreach Services, the establishment of goals and priorities for the Unit. The librarian will work with other library faculty to develop and explore new services and technologies for resource sharing and other outreach services, including service to distance education students. The librarian will represent Baylor at local, regional, and national meetings and consortial meetings, including Big Twelve Plus and TexShare and will also serve on University and library committees as appointed. The complete position description is available at <http://diogenes.baylor.edu/library/outreachdesc.html>. Baylor University is located in Waco, TX <URL: http://www.baylor.edu/people/Waco_Resources.html> a community of 105,000 located halfway between Dallas/Fort Worth and Austin. Qualifications: ALA-accredited MLS; experience with interlibrary loan, commercial document delivery services, OCLC, and on-line catalogs; experience with the evaluation, installation, and instruction in use of related software; demonstrated speaking, writing, and interpersonal skills; demonstrated commitment to scholarly and professional activities; ability to adopt and manage new technologies; and experience in supervision and training. Highly desired are post-MLS professional library experience; experience with instruction and instructional technologies; and evidence of creativity and initiative. Rank/Salary: Assistant Professor/\$30,000+ (dependent on experience) for 12 months, tenure track. Librarians have 20 vacation days and a standard package of fringe benefits. Texas has no state income tax. To apply: Send letter of application, resume, and at least three references to: Billie Peterson, Chair, Outreach Services Search Committee, Baylor University Libraries, PO Box 97148, Waco, TX 76798-7148. Applications will be reviewed as received, and will be accepted until the position is filled. To ensure full consideration of your application, your application should be completed by April 12, 1999. Baylor is a Baptist university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity Employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.

PHYSICS AND MATHEMATICS LIBRARIAN. Carnegie Mellon University Libraries seek a Physics and Mathematics Librarian for the Engineering and Science Library. Serves as liaison to the Physics and Mathematics departments and shares liaison responsibility for the Engineering and Public Policy Department. As the liaison, establishes and maintains close communications between the libraries and the departments, by building collections and promoting and providing specialized reference and instructional services to meet the needs of the departments. As the libraries' primary subject expert in the above disciplines, the liaison has the broader responsibility to provide specialized reference and instruction to all library users seeking advanced assistance in these subject areas, and to promote library services. Is also responsible for providing reference services in a more generalized group of disciplines as part of the Engineering and Science team of librarians with rotating desk duties, currently 15 hrs/week including one evening. This position also coordinates collection maintenance activities at the E&S Library, and arranges for the hiring, training and supervision of two part-time information assistants (library school graduate students). As part of the libraries' professional staff, the Physics and Mathematics Librarian participates in governance and projects through various university or library committees as assigned or elected, and is responsible for maintaining a current knowledge of librarianship and

ASSISTANT DIRECTOR

Librarian Administrator to provide leadership in planning and development and provision of innovative, proactive reference and access services in a rapidly changing information environment. Supervises the Reference Desk, Circulation Department, Library User Education and Media Departments including department coordinators and staff.

Required Qualifications: ALA-accredited MLS; at least seven years of academic library or equivalent experience; reference and supervisory experience; demonstrated ability to coordinate programs and/or services; library instructional experience; knowledge/background in electronic resources; experience in academic collection development, for print and electronic resources; ability to facilitate group decision-making and planning processes; excellent organizational, leadership, communication and interpersonal skills; demonstrated ability to work well with colleagues, faculty, students and staff; and a commitment to serving diverse communities with a client service focus. Must demonstrate a vision for providing information services in a learning environment that is responsive to current trends and anticipates future needs. Includes occasional weekend and evening work.

Preferred Qualifications: Include knowledge and/or background in various innovative educational technologies including HTML and Internet resources. Software skills in word processing, spreadsheet and database applications essential. Experience working with microcomputers and multi-patron systems in a networked environment. Ability to work in a collaborative environment with assignments on cross-functional teams. Proven ability to initiate, plan and complete projects. Starting salary range: \$46,562-\$62,594.

Send letter of application, resume, salary requirements and names, addresses and telephone numbers of 3 professional references to:

**Department of
Human Resources**



**400 Paramus Road
Paramus, NJ 07652 AA/EOE**

**The Search Committee will begin reviewing
applications after March 15, 1999**

for taking an active role in professional associations. Required: MLS (ALA); effective skills in reference, computing, instruction, communication, and working individually and on a team. Preferred: Two or more years science, engineering, or academic library reference experience; coursework or degree in physics, mathematics, or other scientific disciplines. Detailed job description and information about the libraries, available at <http://www.library.cmu.edu>. For information about Carnegie Mellon, see <http://www.cmu.edu>. Salary negotiable from \$30,000 minimum depending on qualifications and experience. Comprehensive benefits package. Credential review begins April 1, 1999. Position begins July 1, 1999. Employment eligibility verification required upon hire. Send application letter referencing job ES2-99, resume, and names of three references to: Head, Administrative Services, Hunt Library, Carnegie Mellon University, Pittsburgh, PA 15213-3890. Minorities are encouraged to apply. An affirmative action/equal opportunity employer.

REFERENCE INSTRUCTION LIBRARIAN (Tenure track.) Ramapo College of New Jersey seeks a creative, energetic librarian to join its public services staff. Responsibilities: Provide reference services, teach course-integrated library instruction sessions, and contribute to the evaluation and selection of Web-based reference sources and the print collection. Requires commitment to working in a collaborative atmosphere with both professional and nonprofessional colleagues. Professional development and contributions to college required for reappointment and tenure. Qualifications: MLS plus experience; knowledge of a wide range of print and electronic information resources; excellent oral and written communication skills; expertise using the Web as an information resource; and ability to relate constructively to faculty and students and to work collegially to achieve program objectives. Preferred: Reference and teaching experience in an academic library; experience in Web page development (e.g., HTML, Front Page); knowledgeable about PC hardware and software. The George T. Potter Library has a professional staff of eight and a support staff of thirteen. Its 100,000 title book collection and 1500 print and electronic periodicals are supplemented by a heavily used electronic learning lab that accesses networked databases, the Internet, and Endeavor's Voyager system. For more information about the library, see www.ramapo.edu/Academics/Potter/index.htm. Start: July 1, 1999. Applications received by April 5, 1999 will be given first consideration. Since its beginning, Ramapo College has had an intercultural/international mission. Please tell us how your background, interest, and experience can contribute to this mission, as well as to the specific position for which you are applying. To request accommodations, call (201) 684-7569. Qualified persons should send letter of application, resume, and a list of three references to: Elaine Risch, Chair of Search Committee George T. Potter Library, Ramapo College of New Jersey, Dept. 38, 505 Ramapo Valley Road Mahwah, NJ 07430. "New Jersey's Public Liberal Arts College" Ramapo College is a member of the Council of Public Liberal Arts Colleges (COPLAC), a national alliance of leading liberal arts colleges in the public sector. EEO/affirmative action.

REFERENCE/INSTRUCTIONAL SERVICES LIBRARIAN. North Park University. North Park University invites applications for a reference and instructional services librarian. Responsibilities include general reference services; participation in the design, assessment, and implementation of first year student instruction, course-integrated instruction, library orientation, and instruction for distance learners; and collection development and oversight of serials and electronic sources. Tenure track faculty position reporting to the Head of Reference. Qualification: ALA-accredited MLS; subject master's degree; library instruction and reference experience; working knowledge of electronic and Web-based resources; strong interpersonal and written communication skills; commitment to Christian higher education. North Park University has a teaching library and is about to begin construction of a new \$17 million facility. Located on the north side of Chicago, North Park is a private liberal arts university owned and operated by the Evangelical Covenant Church, with a Christian faculty and a religiously diverse student body. Position is available June, 1999. Some evening and week-end hours are possible. Salary is based on faculty rank. Submit a letter of application, resume, and three names of references and phone numbers or e-mail addresses by April 1, 1999 to Sonia Bodi, Director of the Library, North Park University, 3225 W. Foster, Chicago, IL 60625; e-mail: sbodi@northpark.edu. EEO/AA. North Park University is strongly and actively committed to increasing ethnic diversity within its community. Visit our website at www.northpark.edu.

REFERENCE LIBRARIAN. The Franciscan University of Steubenville, Ohio seeks a Reference Librarian to proactively assist and instruct library users with research using print, CD-ROM, on-line and Internet resources. Provides friendly, competent, and professional service. Develops and teaches course-integrated information skills instruction in collaboration with faculty. Creates subject bibliographies, database guides and other user aids. Assists with other library services and special projects as needed. This position reports to the Head of Information Services. Qualifications: ALA-accredited MLS; second master's highly desirable. Excellent communication and interpersonal skills to work positively with students, faculty, staff and administration. Knowledge of print and electronic refer-

ELECTRONIC REFERENCE SERVICES LIBRARIAN

University of Colorado at Colorado Springs

DUTIES: Coordinate electronic reference services, develop and maintain the library's web pages, manage the library's CD-ROM network; general reference desk; bibliographic instruction; collection development and liaison with selected academic departments; participation in library policy formulation; campus and professional service and research or creative work.

REQUIRED: MLS from ALA-accredited school; minimum of two years library reference experience; experience with web page development, CD-ROM network and NT servers.

DESIRABLE: Experience with Innovative Interfaces Webpac; bibliographic instruction experience.

SALARY: Minimum of \$32,444 for a 12-month/year tenure-track faculty appointment.

BENEFITS: Full benefits package, including retirement and 22 days vacation.

APPLICATION: Send letter of application outlining qualifications for the position, a full resume, and the names and phone numbers of three references to:

Christina M. Martinez
Head of User Services
Kraemer Family Library
University of Colorado at Colorado Springs
P.O. Box 7150
Colorado Springs, CO 80933-7150

Applications will be reviewed beginning April 9, 1999.

APPOINTMENT: Position available July 1, 1999.

The University of Colorado is an affirmative action/equal opportunity employer.

operations. This position reports to the Head of the Science and Engineering Library. Qualifications: Required: An MLS from a program accredited by ALA; high interest in sci-tech librarianship; experience with computers and productivity applications; ability to search on-line and CD-ROM databases; familiarity with Internet technologies and resources; ability to work effectively with students, faculty, and library staff; excellent oral and written communication skills; strong commitment to client-centered service; evidence of, or potential for, professional and/or scholarly activity. Preferred: Educational background in the sciences or engineering; knowledge of science and engineering literature and reference sources; experience with web site development tools; basic understanding of computer networks. Library environment: The Science and Engineering Library occupies a new building dedicated solely to library services and designed to accommodate advanced information technology. The library was constructed in 1990 to serve faculty and students in engineering, the sciences, and mathematics. The library serves approximately 250 faculty and 3,000 graduate and undergraduate students and current holdings are about 210,000 volumes and 1,500 current periodicals, plus several thousand microforms. The staff consists of three professional librarians, four support staff, and student assistants. The university maintains membership in the Association of Research Libraries, the Center for Research Libraries, the Coalition for Networked Information, SOLINET, and the Network of Alabama Academic Libraries. The Libraries employ the Endeavor Voyager Integrated Library System. The University Libraries occupy a place of campus leadership in the transformation of the scholarly communication system. The libraries' Web site can be accessed at www.lib.ua.edu. Salary/benefits: Twelve-month tenure track appointment at the Instructor or Assistant Professor rank depending on qualifications. Minimum salary: \$26,000/Instructor and \$28,300/Assistant Professor. Strong benefits, substantial moving allowance may be available. To apply: Send letter of application, resume, and names, addresses, and phone numbers of three references to: Voni B. Wyatt, Personnel Officer, The University of Alabama Libraries, PO Box 870266, Tuscaloosa, AL 35487-0266. Applications received by April 5, 1999 are assured of receiving consideration. The University of Alabama is an equal opportunity/affirmative action employer.

REFERENCE/PUBLIC SERVICES LIBRARIAN (BEVIER ENGINEERING LIBRARY). The University of Pittsburgh, University Library System is seeking candidates for the following full-time, faculty librarian position: Reference/Public Services Librarian (Bevier Engineering Library). Entry-level position to provide in-depth and ready reference service, library research instruction, and public services in a heavily used, dynamic engineering library. Reports to Head, Bevier Engineering Library. Full position announcement available at: <http://www.pitt.edu/~gantz/engweb.html> Required: ALA-accredited MLS (or recognized equivalent). Effective organizational, interpersonal, communications, and presentation skills. Demonstrated knowledge of library information services and emerging electronic information services. Prefer experience in academic library, experience with science/technology information sources. Salary: \$30,000 Comprehensive benefits package including 23 vacation days/year; BC/BS; TIAA/CREF, Vanguard; and tuition assistance available for both positions. To apply, submit letter of application and resume with the names/addresses/phone numbers of three references to: William Gantz, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. Applications received by March 31, 1999 will receive primary consideration; please specify position desired. For more information on the University Library System, visit our web site at: www.library.pitt.edu. 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.

SCIENCE LIBRARIAN. KSU Libraries is seeking a Science Librarian. This entry-level, tenure-track position reports to the Chair of Science Libraries and will be part of the team in the highly automated William R. Love Science Library. Responsibilities include, but are not limited to: 1) the provision of reference and research assistance; 2) instruction and orientation in the use of the library resources; 3) working cooperatively with faculty in assigned subject areas; 4) active participation in a variety of projects relating to the development of "digital library" programming for KSU Libraries; 5) a rotating schedule of reference desk duties which includes nights and weekends. Required qualifications: 1) MLS from an ALA-accredited program; 2) familiarity with the literature of science and technology; 3) skill using electronic information services; 4) strong interpersonal and communication skills; 5) ability to meet requirement for tenure in KSU Libraries. Preferred qualifications: 1) database development expertise or training and 2) image digitization and management expertise. Salary for this entry-level twelve-month tenure-track faculty appointment is competitive, commensurate with qualifications. Please send cover letter, resume, and the names, addresses, and phone numbers of three work-related references to: M. Jean Darbyshire, Director of Administrative Services, Kansas State University Libraries, Manhattan, KS 66506-1200; phone: (785) 532-7400; fax: (785) 532-7415; e-mail: library@ksu.edu. Review of applications will begin March 15, 1999 and continue until the position is filled. For more information about this position, KSU Libraries, and the city of Manhattan, see <http://www.lib.ksu.edu/geninfo/>

ence sources and services. Knowledge and skills in Windows-based computer applications, on-line and CD-ROM database searching. Internet searching and Web page creation. Strong commitment to service. Must support the mission of Franciscan University of Steubenville: <http://www.franuniv.edu>. Will be interviewing at the ACRL Conference in Detroit. Send letter of application, resume and names of three references to: Liz Loizzo, Human Resources Department, Franciscan University of Steubenville, Steubenville, OH 43952; fax: (740) 284-7246. Applications received prior to closing date of April 30, 1999 will receive first consideration. EOE.

REFERENCE LIBRARIAN. The University of Alabama Libraries. Position Vacancy. Title: Reference Librarian - Rodgers Science and Engineering Library. Responsibilities: Provides reference assistance to faculty, students, and others; performs bibliographic instruction; participates in collection development; conducts on-line research for users; serves as faculty liaison; assists with web site; works with systems office to maintain computer applications and network; coordinates technical processing

openpositions.html. Kansas State University is an equal opportunity employer. KSU actively seeks diversity among its employees.

SCIENCE LIBRARIAN. University Library, California State University, Long Beach. Tenure-track position available June 1, 1999. The Science Librarian will be responsible for collection development, providing reference and consultation, library skills instruction, and developing instructional materials for assigned departments in the College of Natural Sciences and Mathematics. CSULB librarians work in a cooperative environment which is highly automated. Reference services are centralized and librarian schedules typically include weekend and evening hours. Librarians have full faculty status and are expected to be active in library and university governance and to participate in professional activities and research, including publication. The position requires a professional library degree from an ALA-accredited institution or an equivalent graduate-level degree. Rank and salary will be commensurate with qualifications and experience (\$43,584-\$69,708). The position will remain open until an appointment has been made; review of candidates will begin March 15, 1999. For further information, or to request an application packet, contact: Joy Thomas, Search Committee Chair, at (562) 985-7817 or jthomas3@csulb.edu. EEO/AA/ADA employer.

SOCIAL SCIENCES LIBRARIAN. Work within a dynamic instruction team to plan, implement, and promote information literacy instruction of the Social Sciences (sociology, psychology, women's studies, history, and human development) and GE programs. Provide general and subject-specific reference service through research consultation and personal appointments, including evening and weekend hours. Develop print and multimedia social science resources and instructional materials. Manage social science and related collections. Work closely with faculty in Social Science programs. Appointment is at Senior Assistant Librarian level commensurate with experience (minimum annual salary \$39,756). Qualifications: ALA-accredited MLS or foreign equivalent. Demonstrated ability to work collegially in a team environment. Strong interpersonal skills. Strong interest in public service and teaching with a commitment to client-centered services. Teaching and/or instructional design experience desirable. Effective verbal and written communication skills. Willingness to be involved in university governance. For Social Science position, knowledge of social science sources in both print and electronic formats as indicated by relevant degree and/or experience. For Business Librarian position, knowledge of business sources as indicated by relevant degree and/or experience; and strong interest in public service and teaching with a commitment to client-centered services. Apply to: Marion T. Reid, Dean, Library and Information Services, CSU San Marcos, San Marcos, CA, 92096-0001. Review of applications will begin after March 31, 1999; the search will continue until suitable candidates are found. CSU San Marcos, a Title IX, AA/EEO employer has a strong commitment to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including members of historically underrepresented groups and people with disabilities. Thirty-five miles north of San Diego, San Marcos is a growing city of 50,000 within easy access to oceans, mountains, desert, and Mexico.

SPECIAL COLLECTIONS LIBRARIAN. Washington State University Libraries, currently vacant. Specific responsibilities: Under the general direction of the Head, Manuscripts, Archives & Special Collections (MASC), responsible for the development, conservation, and storage of printed material, photographs, and graphics collection. Responsible for original cataloging of all MASC's printed material, photographs, and graphics collections. Creates original bibliographic records both for item and collection level. Responsible for the organization and creation of finding aids for visual materials using archival principals. Encodes finding aids for visual and graphic materials in HTML and EAD. Creates and maintains special access files and tools. Integrates digital images into EAD and HTML documents. Scans and edits images using PhotoShop. Performs public service functions and participates in service and outreach programs. Initiates plans for exhibits. Undertakes regularly scheduled reference duties in association with other MASC faculty and staff. Provides reference service, bibliographic instruction, and other user education. Assists with the development of the collections in concert with the head of the unit in terms of donor contacts, purchases, external funding sources, etc. Serves as principal selector of materials for the photographs and graphic collections. Writes conservation reports for collections of visual materials. Qualifications: Required: ALA-accredited MLS or its foreign equivalent at time of hire. Minimum of two years' experience working in Special Collections. Experience with rare book, photographs, and graphic material cataloging. Experience with organization and creation of finding aids for visual material using archival principals. Knowledge of AACR2, MARC formats, Library of Congress Classification system, and subject heading. Demonstrated knowledge of trends in rare book cataloging (DCRB, Special Files, and various RBMS Thesauri). Experience cataloging using a bibliographic utility, preferably OCLC. Experience with integrated library systems, preferably Innovative Interfaces, Inc. Experience with digital imaging technologies for digitizing Special Collection material. Experience in providing reference service, and bibliographic/user education in a Special Collections setting. Experience in collection

HEAD OF REFERENCE & INFORMATION SERVICES

Wagner College Library

The following library position is available beginning September 1, 1999.

Head of Reference & Information Services: The library seeks an experienced, dynamic leader in reference and information services to manage the Reference and Circulation Departments.

RESPONSIBILITIES: Manages all activities of the Reference and Circulation Departments; coordinates formal and informal library instruction/information technology programs; oversees reference collection development and ILL; provides leadership in evaluating existing reference services and developing new services with automated technological applications.

QUALIFICATIONS AND SALARY: ALA-accredited master's degree; second master's degree or doctorate; reference service experience; substantial knowledge of and experience with computer applications; excellent oral and written communication skills. Competitive salary. Applications accepted until the position is filled, but those received prior to **April 15, 1998**, will have preference.

Please send resume, cover letter, and three references to:

John Auh
Library Director
Wagner College
One Campus Road
Staten Island, NY 10301

EEO/AA

development and knowledge of the rare book trade. Demonstrated ability to collaborate effectively with library colleagues or other departmental faculty. Preferred: MLS with an emphasis in archives and preservation management. Second Master's degree in the Humanities. Knowledge of Greek, Latin, and at least one modern European language. Experience with preservation and proper handling of rare books, photographs, and graphic materials. Knowledge and experience with EAD and HTML. SALARY: From \$32,000 commensurate with qualifications and experience. RANK: Librarian 2; faculty status. Other benefits: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Application procedure: Send letter of application, resume, and names and complete mailing addresses and phone numbers of three references addressed to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, PO Box 645610, Pullman, WA 99164-5610. Application review begins: April 15, 1999. WSU Libraries' home page is: <http://www.wsulib.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

SYSTEMS DEPARTMENT HEAD. Northern Arizona University. Applications are invited for the position of Systems Department Head at the Cline Library, Northern Arizona University; salary range beginning at \$43,000. Minimum qualifications: ALA-accredited MLS required and two years library systems experience preferred; another combination of graduate education and appropriate experience will be seriously considered. Experience with INNOPAC and OCLC preferred. Experience with Windows NT and Unix operating systems preferred. The Systems Department Head facilitates effective use and growth of the Cline Library computer resources and networks. Supervises the activities of six FTE

staff and students. Allocates departmental resources in support of ongoing operations, new initiatives, and special projects. The closing date for receipt of applications is March 30, 1999. Application review will begin on March 15, 1999. Send letter of application specifically addressing the qualifications listed above, resume, and names and addresses of three references to: Claudia Bakula, Associate University Librarian, Cline Library, **Northern Arizona University**, Box 6022, Flagstaff, AZ 86011-6022. For additional information phone (520) 523-6803, Fax (520) 523-3770, or E-mail: Claudia.Bakula@nau.edu. See also: www.nau.edu/hr/jobs/all/spaw/html for more complete listing. Northern Arizona University has a growing minority student population and is committed to equal opportunity/affirmative action. We welcome minorities, women, persons with disabilities, and veterans willing to make a commitment to NAUs mission of cultural diversity.

SYSTEMS LIBRARIAN. Monmouth University, New Jersey. Responsible for planning, development, implementation, maintenance, and evaluation of computing systems in the library. Manages GEAC/LIBSPPLUS library system and will lead in implementation of a next-generation integrated library system by summer 1999. Manages Novell LANs, including CDROMs. Supervises interlibrary loan/document delivery, including Ariel development in statewide consortia. Supports efforts of other library faculty in provision of networked resources. Liaison with university network computing services and actively coordinates with university instructional technology services. Participates in other library services: reference (including some weekend rotation), collection development, and user instruction. Qualifications: Required: MLS from ALA-accredited program. Demonstrable knowledge of and operational experience with an environment that includes LANs, Internet, TCP/IP, Windows, Unix, HTML, OCLC and other electronic information

resources. Excellent communication and interpersonal skills, strong customer service orientation. Ability to work in collegial academic environment. Preferred: Minimum two years experience managing integrated library and experience in system migration. Faculty, tenure-track position, twelve-month appointment. Reappointment based on evaluation of librarianship, scholarship, and service per provisions of faculty contract. Reports to Dean of the Library. Position available immediately. Salary commensurate with experience. Send letter of application, current vita, and contact information for three references to: Systems Librarian Search Committee, Guggenheim Memorial Library, **Monmouth University**, West Long Branch, NJ 07764. Monmouth University is an affirmative action, equal opportunity employer. <http://www.monmouth.edu>.

TECHNICAL SERVICES/AUTOMATION COORDINATOR Fresno Pacific University is accepting applications for an experienced person to coordinate technical services and library computer systems. Under the direction of the Library Director, the Technical Services/Automation Coordinator is responsible for the coordination of technical activities which include acquisition, cataloging, and processing library materials. The Coordinator is also responsible for managing emerging information technologies and their applications, and use and operation of electronic resources including GEAC's Advance. Required qualifications include MLS from an ALA-accredited program and knowledge and expertise with library on-line systems, CD-ROM, the Internet, HTML, and microcomputer applications. Desired qualifications include networking experience and experience in a college setting. Send letter of application and resume to Arlene Mack, **Fresno Pacific University**, 1717 S. Chestnut, Fresno, CA 93702, (559) 453-2120, fax (559) 453-5502, e-mail amack@fresno.edu.

Late Job Listings

GENERAL REFERENCE/SUBJECT LIBRARIAN (PSYCHOLOGY) (Search Re-Opened) John M. Olin Library, Washington University in St. Louis. The librarian in this position provides general reference (including some nights and weekends); serves as the library liaison to the Psychology department; provides classroom library instruction; selects library materials; participates in team and library committee work; and additional tasks according to individual strengths and experiences. This position reports to the Head of the Reference Department. Responsibilities: Provides reference assistance to patrons at the Olin Library help desk using a wide array of print and electronic resources. This includes creating and maintaining library web pages. Provides individual and group instruction in the use of library resources and services. Serves as a liaison to faculty and students in the Psychology department and a new program, Philosophy-Neuroscience-Psychology (PNP): selecting materials, providing library instruction, and consultation. Helps to design services and develop collections to meet Users' changing information needs in an increasingly electronic environment. Participates as an active member of the reference and subject librarian teams. Required qualifications: MLS from an ALA-accredited library school. Undergraduate major in Psychology; a minor in Psychology will be considered. Strong commitment to reference service. Familiarity with electronic information technologies. Ability to flourish in a rapidly changing environment. Ability to work and interact harmoniously with a diverse student body, faculty, and library staff. Demonstrated commitment to professional growth and development. Preferred qualifications: Additional advanced degree. Experience in the provision of reference services and/or collection development in an academic library. Salary: Salary range: \$27,500-\$33,000, TIAA/CREF, 22 vacation days, excellent benefits package. Additional information: Information about the Olin Library System and Washington University is available at <http://library.wustl.edu>. Additional information about Olin Library Reference services are available at <http://library.wustl.edu/~ref>. Information about the Philosophy-Neuroscience-Psychology (PNP) program is available at <http://www.aftsci.wustl.edu/~philos/pnp>. Submit letter of application, resume, copies of undergraduate and graduate transcripts, and names, and addresses of three current references to: Human Resources, **Washington University**, Campus Box 1178, 7425 Forsyth Blvd., St. Louis, MO 63105. The review of applications will begin immediately and continue until the position is filled. Employment eligibility verification required upon hire. Washington University is an equal opportunity/affirmative action employer.

JAPANESE CATALOG LIBRARIAN/SUBJECT LIBRARIAN. Olin Library System, Washington University in St. Louis. The Olin Library System of Washington University is seeking applications for the position of Japanese Catalog Librarian/Subject Librarian. Responsibilities: Working at the East Asian Library and reporting to the East Asian and Near Eastern Studies

Librarian, the Japanese Catalog Librarian/Subject Librarian performs original and adaptive cataloging of Japanese materials, selects materials in all formats and languages on Japanese studies, provides reference service and bibliographic instruction related to Japanese studies, serves as liaison with Japanese studies faculty and students, and assists in the development of electronic sources and services in appropriate subject areas. Qualifications: MLS degree from an ALA-accredited school or equivalent required; knowledge of AACR2 rev., LC Classification, LCSH, LCRIs, and MARC formats required; fluency in written and spoken Japanese, and good knowledge of Japanese history and culture required. Advanced academic work in Japanese studies desirable; knowledge of electronic resources in Japanese studies desirable; working knowledge of Korean desirable. Working experience in an East Asian library or an academic library desirable; experience with or knowledge of OCLC CJK or RLIN CJK online cataloging desirable; knowledge of Japanese publishing industry desirable. Ability to work both independently and as a member of a team. Ability to communicate effectively in English both orally and in writing. Salary range: \$27,500-\$33,000. General information: Washington University, located at the western edge of the city of St. Louis, is a medium-sized, independent university founded in 1853, and is internationally known for excellence in teaching and research and for the quality of its faculty and student body. The East Asian Library is one of eight satellite libraries serving the Washington University community as part of the Olin Library System. The library serves an essential role in the university's East Asian studies program. Its vernacular holdings contain 122,000 volumes including 48,000 volumes in Japanese, complemented by a broad range of electronic resources. The library uses the OCLC CJK system and the INNOPAC system with CJK scripts. Please visit Web sites for the WU Libraries (<http://library.wustl.edu/>) and the East Asian Library (<http://library.wustl.edu/Units/EA/>) for more information. Application information: For full consideration, applicants should send a letter of application, resume, and the names of three references to: Human Resources, **Washington University**, Campus Box 1178, 7425 Forsyth Blvd., St. Louis, MO 63105. Position will remain open until filled; initial review of applications will begin April 2, 1999. Employment eligibility verification required upon hire. Washington University is an equal opportunity/affirmative action employer.

PRINCIPAL CATALOGUE LIBRARIAN. The John Carter Brown Library at Brown University is seeking candidates for the position of Principal Catalogue Librarian. The Library specializes in the collection of printed materials pertaining to the Americas, North and South, during the colonial period, 1493 to ca. 1830. Qualifications: ALA-accredited MLS degree or equivalent; two to three years of professional rare book cataloguing experience using AACR2Rev. Descriptive Cataloging of Rare Books, LCSH, and MARC formats; familiarity with the RLIN cataloguing system; strong reading knowledge of Latin and one or more modern European languages (Italian preferred). Send letter of application, resume, and names/addresses of three references to: Department of Human Resources, **Brown University**, Box 1879, Providence, RI 02912.

RARE BOOK CATALOGUING POSITION. The John Carter Brown Library at Brown University is seeking candidates for a two-year, grant-funded cataloguing position. The Library specializes in the collection of printed materials pertaining to the Americas, North and South, during the colonial period, 1493 to ca. 1830. Qualifications: ALA-accredited MLS degree or equivalent; 2-3 years of professional rare book cataloguing experience using AACR2Rev., Descriptive Cataloging of Rare Books, LCSH, and MARC formats; familiarity with the RLIN cataloguing system; reading knowledge of Portuguese and/or Spanish. Send letter of application, resume, and names/addresses of three references to: Department of Human Resources, **Brown University**, Box 1879, Providence, RI 02912.

LIBRARY DIRECTOR. Salve Regina University seeks applications for the position of Library Director. The successful candidate must possess an ALA-accredited MLS degree and a second Masters in an academic discipline and a minimum of three years administrative experience showing progressive responsibility in library administration. Communication, collaborative and interpersonal skills, with ability to work effectively with the University constituencies in an academic environment are a necessity. A strong commitment to Public Service reflecting the Mission of the University is expected. The candidate should have experience in fiscal management and successful grant writing as well as an understanding of the trends in higher education and their impact on an academic library. The position is available July 1, 1999. Deadline for applications is March 15, 1999. Qualified applicants should send a letter of application, current vitae, three letters of reference and/or the names, addresses and telephone numbers of three references and unofficial graduate transcripts to: Barbara Kathe, Vice President for Academic Affairs/Dean of Faculty, **Salve Regina University**, 100

Ochre Point Avenue, Newport, RI 02840-4192. Salve Regina University, founded by the Sisters of Mercy, is a coed Catholic university of approximately 2,000 students located on the ocean in historic Newport, Rhode Island. Visit us on the internet at <http://www.salve.edu>. For a more detailed description of responsibilities, please direct inquiries to johnsonk@salve.edu. Salve Regina University is an EO/AA employer.

HEADLIBRARIAN. Dominican College Library, located at the **Dominican House of Studies** in Washington, D.C., invites applications for the position of Head Librarian, beginning July 1998. The Library supports the academic and research programs of the House of Studies (offering MDiv., MA, and STL degrees), and the North American campus of the John Paul II Institute for Studies on Marriage and the Family (offering MTS, STL, and STD degrees). Collection strengths include Thomistic studies, modern theology and philosophy, the history of the Dominican Order, and for the John Paul II Institute, studies on marriage, family, and the writings of Pope John Paul II. The Library's holdings of some 75,000 volumes include approximately 17,000 bound periodical volumes and 400 current journals in philosophy and theology as well as 39 incunabula and more than 2,000 other rare volumes. There are four full-time staff members. Desired qualifications include: MLS from an accredited institution; graduate degree in one of the theological sciences; three to five years of library management experience; strong administrative and communication skills; knowledge of library automation and related technologies; and interest in rare books librarianship. Current challenges and opportunities include: installation of a library automation system; retrospective conversion; and development of the Library's capacity for special collections management. The Head Librarian will have full faculty status. A competitive salary will be offered, commensurate with experience and qualifications. Send resume or curriculum vitae, along with three references, to: Rev. Peter Batts, O.P., Head Librarian, 487 Michigan Avenue, N.E., Washington, DC, 20017. Fax: 202-636-4460. Visit our Web Page at http://www.op-dhs.org/dhs_home/dhs_lib.html.

ASSISTANT DIRECTOR OF THE LIBRARY FOR INFORMATION SERVICES. The Library of Wheeling Jesuit University is seeking an Assistant Director of the Library for Information Services. This position reports to the Director of the Library and is in charge of all information service activities. The professional librarians at WJU are classified as academic professionals with a ten month faculty contract. Responsibilities will include the following: Instruct patrons in use of all library resources, print, online and electronic databases; develop library instruction materials; serve as the liaison with the technical support staff and the library's automation vendor; train the library staff and the student library assistants in use of the electronic databases; serve as the library Webmaster and Internet expert; is in charge of the library in the absence of the director; and participate in the overall fiscal and administrative management of the library. Wheeling Jesuit University is a small, private liberal arts university. The candidate must be able to contribute to the mission of a Jesuit, Catholic institution that fosters the values of lifelong learning, service to others, and intelligent, moral leadership. Minority group members are encouraged to apply. Qualifications include a MLS from an ALA-accredited program; five years of recent full-time professional experience with automated library systems; experience with electronic information technology, database searching and all other reference activities in an academic environment; and excellent analytical, organizational and communication skills. Successful candidate must possess the ability to establish and maintain good working relationships with library staff as well as faculty, students and other library users. Please send letter of application, resume and names of references by March 31, 1999 to: Director of Human Resources, **Wheeling Jesuit University**, 316 Washington Avenue, Wheeling, WV 26003. No phone calls please. AA/EOE

ARCHIVIST. Manage college archives, special collections; some library reference. Thirty hours per week. MA or ALA/MLS; reference, PC experience; ARCS. Resume to: **Holy Family College**, Job #99-004, Grant & Frankford, Philadelphia, PA 19114 EOE

REFERENCE/INSTRUCTION LIBRARIAN. This is a twelve-month tenure-track position with expectations for excellence in librarianship, scholarly, and professional activity, and institutional service. Qualifications: MLS from an ALA-accredited institution and reference or instruction experience in an academic library. Two years experience preferred. Minimum salary: \$30,500. Review of applications begins March 15, 1999. Please send letter of application, current resume, and names of three references to: Susan Swords Steffen, Director of the Library, A. C. Buehler Library, **Elmhurst College**, 190 Prospect Ave., Elmhurst, IL 60126. EOE.

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