

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&rnews2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

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

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

BOOKS BOUGHT AND SOLD

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 Quality older editions, duplicates, unneeded gifts, superseded titles always sought.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

POSITIONS OPEN

ACADEMIC REFERENCE LIBRARIAN. Bellevue Community College. Two (2) full-time, tenure-track faculty positions. Position description: The Academic Reference Librarian is a full-time, tenure track faculty position at Bellevue Community College, reporting to the Director of the Library Media Center (LMC). The Reference Librarian provides students and faculty with one-on-one instruction in the use of both print and electronic information resources, and conducts library orientations and information literacy classes in utilizing and evaluating resources. Responsibilities may also include coordinating the activities at the reference desk, coordinating staff schedule, participating in collection development and the management of print and electronic subscriptions, being an LMC liaison with an academic division, working with technical support staff and the systems librarian to maintain student workstations and computer applications in the LMC, and participating in college governance. Work involves early morning or evening hours and occasional weekends. Minimum qualifications: (1) An MLS from an ALA-accredited library school, (2) Approximately two years experience as a Reference Librarian, (3) One year experience in teaching or training in the use of print and electronic library resources, (4) Proficiency in online searching, including use of the

Internet and WWW, (5) Demonstrated ability to serve a diverse population, and (6) Ability to communicate effectively in verbal and written form. Starting salary: Faculty salary schedule based upon 174-day contract. Beginning salary (Minimum: \$30,227) will be determined by assessment of education and related experience. To apply: For full job description and application process, contact Human Resources Department, **Bellevue Community College**, A101, 3000 Landerholm Circle SE, Bellevue WA 98007-6484, BCC Home Page: <http://www.bcc.ctc.edu>, E-mail: jeide@bcc.ctc.edu, 24-hour Jobline: (425) 643-2082. For priority consideration materials must be received in the Human Resources Department by 5:00 pm on February 12, 1999. Bellevue Community College is an EE/AA employer.

ASSOCIATE DIRECTOR FOR COLLECTION MANAGEMENT. Palo Alto College (99049RE). Master's degree in library science (MLS, MSLS, MSLIS). Five years experience in at least four of the following areas: acquisitions/cataloging/authority control/serials/library automation/collection development. Previous applicants need not reapply as consideration will be given; additional documents may be submitted if desired. Salary: \$3,084.11/month. Position closes January 29, 1999. Application/resume indicating position of interest must be emailed/delivered/postmarked by the closing date. Selectee subject to physical/background/motor vehicle record checks. **Alamo Community College District, Human Resources Dept.**, 201 W. Sheridan, Ste A60, San Antonio, TX 78204; www.accd.edu/accd/hr/hr.htm; emresume@accd.edu; (210) 208-8051. EOE

CATALOGING LIBRARIAN. Montana State University-Bozeman seeks cataloging librarian. \$38,000 min.; FY, tenure-track, assistant professor, available August 1, 1999. Required: MLS from an ALA-accredited program; experience with descriptive and subject cataloging, classification, AACR2, MARC formats, and an integrated online system; and excellent written and oral communication skills. Preferred: Library original cataloging work experience; knowledge of Library of Congress subject headings and Library of Congress classification; experience with SIRSI integrated online system; academic or research library work experience; an additional advanced degree. The successful candidate will have excellent written and oral communication skills. Send letter addressing above qualifications.

ASSISTANT PROFESSOR

Montana State University-Bozeman Libraries

Montana State University-Bozeman Libraries is accepting applications for an Assistant Professor, tenure-track reference librarian, available August 1, 1999. Required: ALA-accredited MLS. \$30,500 minimum. Screening begins March 1, 1999.

For more information: <http://www.lib.montana.edu/about/jobs/> or call (406) 994-3119.

ADA/EO/AA/Veteran's Preference.

SYSTEMS LIBRARIAN

Robert R.
Muntz Library
The University of Texas at Tyler

POSITION: Responsible for the implementation and daily operations of a new Windows NT-based client-server library network. This position reports to the Library Director and works closely with the Electronic Resources Librarian and the Data Systems Operator; works closely with library departments to optimize the automated operations potential of the DRA integrated library system; works with the library departments on systems-related projects; investigates and implements new technologies that integrate information from different systems into a single user interface; installs and supports desktop computer hardware, peripherals, and software applications in public and technical service areas of the library; and participates in the reference desk rotation.

QUALIFICATIONS: MLS from an ALA-accredited program. Demonstrable knowledge of and experience with Windows NT/client/server network administration and protocols such as TCP/IP, FTP, Telnet, Z39.50, HTML and other Web programming. Essential skills and abilities: strong interpersonal, written, and oral communication skills; proven ability to work effectively as a team member; proven ability to adapt to evolving computer technologies in an academic library setting.

PREFERRED: Previous experience managing a LAN in an academic library or academic computer lab. Experience with HTML, especially Web-based digitizing projects such as electronic reserves and Web-based forms.

LOCATION: The University of Texas at Tyler offers 70 degrees, 25 at the master's level. The library participates in AMIGOS/OCLC, TexShare, The UT System Digital Library, and has been a DRA integrated library system site for 10 years. The city of Tyler is located in scenic Central East Texas, approximately 90 miles east of Dallas. Visit the library's Web site at <http://lib.uttyl.edu>.

SALARY AND BENEFITS: Competitive based upon individual qualifications. Minimum: \$33,000. Additional state contributions include a health and benefits package, and six percent of annual salary contributed by the state for retirement programs. UT Tyler employees may pursue educational goals with tuition waivers for up to two courses per semester.

APPLICATIONS: Send letter of application, curriculum vitae, names and addresses of three professional references and photocopies of transcripts. Consideration for the position will begin December 1, and will continue until a satisfactory candidate is found. Applications should be in paper copy and addressed to:

Charles B. Harrell, Library Director
The University of Texas at Tyler
3900 University Blvd.
Tyler, TX 75799

UT Tyler is an affirmative action, equal opportunity employer

including resume and names, addresses and phone numbers of three current professional references to: Cataloging Librarian Search Committee, Office of the Dean, **Montana State University-Bozeman** Libraries, PO Box 173320, Bozeman, MT 59717-3320; screening begins March 1, 1999 and continues until suitable candidate is hired. For more information, see <http://www.lib.montana.edu/about/jobs/752-2.html> ADA/EO/AA/Veteran's Preference. Claim veteran's preference or request accommodation from HR/AA, MSU, Bozeman, MT 59717; (406) 994-2042; TDD: (406) 994-4191.

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 science material and performance of authority control maintenance in the online catalog. Serve as a resource person/trainer for paraprofessional staff concerning cataloging and workflow issues. Aid in development and implementation of unit procedures and goals. Perform liaison function with Public Services to insure effectiveness of online integrated system. Qualifications: Required: ALA-accredited MLS or its foreign equivalent. Minimum of three years of professional monographic cataloging experience, preferably in a research library. Knowledge of authority control, AACR2R, MARC formats, Library of Congress classification system, and subject headings. Demonstrated knowledge of trends in cata-

loging 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 science discipline or experience cataloging science materials. Strong communication and organization skills. Knowledge of Visual Basic or other programming language. 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: February 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.

COLLECTION AND USER SERVICES LIBRARIAN. The Geisel Library of Saint Anselm College is seeking qualified applicants for the position of Collection and User Services Librarian. The CUL is primarily responsible for directing the library acquisitions program and for the supervision of the circulation and periodicals departments. The CUL will oversee the implementation of all policies and procedures in this area and will also assist the College Librarian in budgetary and personnel matters.

LIBRARIANS



Swarthmore College invites applications and nominations for two positions in our College Libraries. Swarthmore is an extremely selective, private four-year liberal arts institution with about 1,350 students and 160 faculty. The College is located in suburban

Philadelphia, a region with exceptional higher educational and cultural environments. Swarthmore's McCabe Library and its branch libraries, the Cornell Library of Science & Engineering and the Underhill Music Library, comprise 650,000 volumes and 2,400 current serials, with CD-ROM and Internet bibliographic database access.

The **Digital Services Librarian** will provide strategic leadership for the development and implementation of digitally-based services for all the libraries and assessment of their use. Coordinates the identification and selection of electronic resources in support of the College's teaching and research mission, as well as the creation of unique digital resources. Manages the library's Web pages, coordinates all library publications and develops an integrated set of tools to support library research needs in an electronic environment. Oversees training programs in the use of instructional computer technology and provides support for library application-related problems on public hardware. Also serves as a member of the library's public services team and provides reference and research support and consultation, library instruction, and collection development for one or more academic departments or programs, as well as for general reference.

Candidates should possess an **MLS** in library and/or information science from an ALA-accredited library school with a concentration in reference services and 2 to 4 years experience in academic libraries (in reference services) in a computer-intensive environment. In-depth knowledge of bibliographic searching, database structures and Web programming essential. Experience with HTML and/or SGML, ERL client/server, Innovative Interfaces, OPAC indexing and searching structures and report generation, Windows and/or Macintosh, Word, Excel, JAVA, Photoshop and scanning technology preferred.

The **Head of Cornell Library of Science and Engineering, Science Subject Specialist** coordinates the service and resource needs of the students, faculty, staff and researchers in the sciences; manages and supervises the science library staff; administers all phases of public services operations necessary to plan, staff, manage and evaluate the services provided by the science library; and manages the facilities and equipment. In a collegial and consensual environment, leads in the development of innovative services in response and in anticipation of the needs of library users, including the areas of electronic access to information resources. As Science Subject Specialist, provides direction for the sciences in the areas of information services, collection development and management, and information technology. Provides reference and instructional services and participates in team discussions, planning efforts and program directions.

Requirements include an **MLS** in library and/or information science from an ALA-accredited library school with a concentration in reference services (advanced or undergraduate degree in the natural sciences highly preferred); 3 to 5 years experience in a science library, including experience in collection development & reference services; and evidence of an ability to lead and work effectively with initiative & creativity within a collegial framework. Successful candidate will possess a demonstrated in-depth understanding of the scholarly communication in the sciences and an ability to work effectively with colleagues, students, faculty and staff.

Please submit a letter and resume, along with the names, addresses, e-mail and/or phone numbers of three professional references. Consideration of applications will begin on February 1, 1999 and will continue until positions are filled. Materials should be sent to: College Librarian, Swarthmore College, 500 College Avenue, Swarthmore, PA 19081.

For more information about the positions, please visit our Web site at http://www.swarthmore.edu/Admin/human_resources/. Learn more about the College Libraries by visiting: <http://www.swarthmore.edu/Library/>. Swarthmore College is an equal opportunity employer committed to excellence through diversity.

As collection development librarian, the CUL must work closely with faculty and library staff to enhance monographic, serial, and nonprint collections for the benefit of the Saint Anselm Community. Additionally, the CUL will also assist in the development of reference services and a growing program of library instruction. Qualifications: An ALA-accredited MLS with at least seven years of progressively responsible experience in a college or university library. Experience in acquisitions work and a knowledge of online systems is essential. Supervisory experience and a knowledge of personnel procedures and practices is also important. Good oral and written communication skills are essential, as is a willingness to work in a collegial manner with faculty and library professional and paraprofessional staff. Appointment: This is a twelve-month professional position with full benefits. Salary dependent on qualifications. Contact: Send resume and the names of three references to: Department of Human Resources, Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310.

DIRECTOR OF THE LIBRARY. Belmont Abbey College invites applications and nominations for the position of Director of the Library. Candidates must have an ALA-accredited MLS and several years of administrative experience in a college or university library. The responsibilities of the Director will include administration of staff, facilities, and budget for a primarily undergraduate library, continued integration of emerging information technology, cooperation with faculty and staff to enhance library services, and commitment to develop, the library in service of the Catholic and Benedictine intellectual tradition. Competitive salary and benefits. Belmont Abbey College is a Catholic, Benedictine, four-year, coeducational liberal arts college with an enrollment of 950 students located 15 miles west of Charlotte, North Carolina. The college is an equal opportunity employer. Applicants should submit a cover letter, resume and three letters of reference from professional colleagues to: Placid Solari, O. S. B., Academic Dean, Belmont Abbey College, Belmont, NC 28012. Review of applications begins January 15, 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	\$25,830

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

+Salary minimums for public librarians only.
#Option for local formula.

SPECIAL FORMATS CATALOGER

University of Missouri-Columbia Libraries

The University of Missouri-Columbia (MU) is seeking qualified applicants for the position of Special Formats Cataloger. Principal responsibilities include cataloging library resources in special formats. He/she will catalog primarily, but not exclusively, electronic resources; coordinate cataloging activities and perform selective cataloging of audiovisual materials, sound recordings, music scores, and other special formats; maintain bibliographic, holdings, and authority records of special formats in the library catalog; maintain accuracy of the 856 field of the electronic resources; and be responsible for coordinating the department's Web page. This person will also work closely with the Head of Catalog Department in developing and implementing digital library projects

REQUIREMENTS: Requires a master's degree from an ALA-accredited program; knowledge of AACR2, MARC formats, and LC subject headings; and familiarity with using personal computers and Web browsers to access electronic resources. Preferred qualifications include experience with HTML, cataloging experience, and familiarity with library automated systems and bibliographic utilities, (OCLC, etc). Must have effective oral and written communication skills; positive interpersonal style; strong analytical skills; ability to work independently and as part of a team; and flexibility and ability to accept change.

MINIMUM SALARY: Librarian I: \$26,500; Librarian II: \$28,500 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

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 two hours from Saint 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.

SCREENING BEGINS: February 19, 1999. Available: April 1, 1999.

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

**Julie Deters
Senior Secretary
104 Ellis Library
University of Missouri-Columbia
Columbia, MO 65201-5149**

MU is an equal opportunity and affirmative action employer and complies with the Americans with Disabilities Act of 1990 (ADA). If you need ADA assistance during any phase of the application process, please notify us at

DIRECTOR OF LIBRARIES (#P30-015). The **Desert Research Institute (DRI)** is seeking a qualified candidate for the position of Director of Libraries. DRI focuses on environmental research within five science centers located in Reno and Las Vegas, NV. Our Director of Libraries provides services to DRI research faculty in both locations; manages DRI Libraries' personnel, budget, cataloging and collections needs; and makes decisions about information resources, electronic, storage, and deaccession. Because DRI is part of the University and Community College System of Nevada (UCCSN), our Director will share resources and work closely with other UCCSN Library Deans and will participate in the formation of a UCCSN Library Consortium. Requirements: ALA-accredited MLS degree (or international equivalent); B.S. in a physical science or three years experience as a science reference librarian; willingness to travel (overnight stays seldom required); ability to work independently and as a team member; proven ability to work with research faculty; and familiarity with electronic reference resources. Salary/Benefits: Salary is competitive, commensurate with qualifications, we provide exceptional benefits. For details about DRI, this position, and application procedures, please visit us at: www.dri.edu Review begins February 2, 1999 and will continue until the position is filled. DRI is an

AA/EEO employer who employs only U.S. citizens and those authorized to work in the U.S.

EDUCATION LIBRARIAN. Assistant or Associate Professor. **Southern Illinois University at Edwardsville**, Library and Information Services (LIS). Responsibilities: The person in this position organizes, coordinates, and directs the activities of the education area of Lovejoy Library's user services department. The person facilitates the best use of library materials, services, and facilities through direct contact with users, and through the overall direction, coordination, and supervision of the following education areas: curriculum and instruction; educational leadership; special education and communication disorders; psychology; and health, recreation, and physical education; and participates in the general reference, instruction, and collection development program. Term of contract: Tenure-track, twelve-month, faculty appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$32,400 for Assistant Professor and \$37,800 for Associate Professor. Excellent fringe benefits program. More information is available at <http://www.siue.edu>. Qualifications: ALA-accredited MLS degree with a specialized degree or coursework in an education-related discipline desirable.



Harvard Law School Library

The Harvard Law School Library has a collection of more than 1.5 million volumes and more than 14,000 active serial subscriptions. Materials are in all languages and formats. The 100-member staff includes 45 professional librarians. The Library is a member of the Research Libraries Group, the New England Law Library Consortium, and is a tape-loading member of OCLC.

Bibliographer for Japanese Law

Under the general direction of the Cataloging Services Librarian, the Bibliographer for Japanese Law bears primary responsibility for building and organizing the Library's collections of Japanese legal materials. Selection of materials takes place under the supervision of the Associate Librarian for Collection Services. This position analyzes current and retrospective collection strengths and makes recommendations for programmatic change in the collections; catalogs monographs and serials, using AACR-II, Library of Congress subject headings, the LC classification system and local classification systems, and the RLIN bibliographic unit; works with the Acquisitions Librarian and the Serials Librarian on matters relating to the processing of Japanese materials; serves on committees in the Library, the Law School, and the Harvard University Library system, as appropriate; and serves as a liaison for the Japanese collection with the East Asian Legal Studies Program, the Harvard-Yenching Library, and other organizations and institutions with Japanese interests.

Position requires an MLS from an accredited library school, or equivalent; fluent reading knowledge of Japanese; 3 years' cataloging experience in an academic, research, or law library; familiarity with collection development procedures; excellent written and oral English-language communication skills and ability to work effectively in a complex administrative environment with frequently changing priorities. Knowledge of Japanese law and legal bibliography preferred.

Serials Cataloger

Under the general direction of the Cataloging Services Librarian, this position catalogs serials in English and other European languages, in various formats, including electronic publications, microform and print, using AACR2, LC subject headings, the LC and local classification systems, CONSER editing guidelines and the RLIN and OCLC bibliographic utilities. The position also communicates with the Serials Librarian and other Serials staff in answering inquiries and resolving serial bibliographic problems; helps to organize and maintain the serials cataloging backlog; serves on committees in the Law Library and the Harvard University Library systems as appropriate; and compiles and encodes serials holdings information in the MARC holdings format for HOLLIS.

Position requires an MLS from an accredited library school; 2 years' experience cataloging serials in a large academic library; good reading knowledge of at least one European language; solid working knowledge of RLIN or OCLC; and familiarity with US MARC holdings format and NACO procedures are required.

Please send resume, cover letter and names of three references, indicating position of interest, to: **Harry Martin III, Librarian, Harvard Law School, Areeda 511, 1545 Massachusetts Ave., Cambridge, MA 02138.**
www.law.harvard.edu/library
EEO/AA

EXECUTIVE DIRECTOR/PRESIDENT

Historical Society of Pennsylvania

This world-class research facility and library is looking for a new leader. The Executive Director/President will be expected to possess and articulate a clear vision of the opportunities the Historical Society has to build its reputation and impact on both the Philadelphia and scholarly communities.

This position requires skills in three primary areas: Administration, development, and the effective management of historical research. The Head of the Historical Society should be a person with an exceptionally strong commitment to working harmoniously with a wide variety of people, including the scholarly community, the members of the board and staff, the public, and donors. She or he should also demonstrate an ability to work cooperatively with fund-raising professionals. It would be desirable for the successful candidate to have a PhD in history or related fields and/or professional training as a librarian, but neither requirement is mandatory; and a proven track record in financial management, personnel management, and long-range planning in a non-profit setting. She or he should have a demonstrated ability to raise funds from private individuals and philanthropic foundations. Given the Historical Society's on-going transition to a research library and its extensive renovation projects, the candidate must be able to oversee a major change in institutional focus, while maintaining productive and cordial relations with the membership, scholarly and institutional communities, funding sources, and the public.

Please send resume with cover letter and salary history to:

Jack S. Lusk, Vice President
Gilbert Tweed Associates
415 Madison Avenue, 20th Floor
New York, New York 10017
Fax: (212) 832-1040

Four years experience in an academic or research library. Knowledge of library reference tools. Strong communication, teamwork, organizational, interpersonal, and public services skills. Applications: Review to begin July 1, 1998 and to remain open until position is filled. Send letter of application, resume, names, addresses and phone numbers of three references to: Jay Staratt, Dean of LIS, Lovejoy Library, SIUE Box 1063, Edwardsville, IL 62026-1063. As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.

ELECTRONIC RESOURCES LIBRARIAN. The College of William and Mary, Earl Gregg Swem Library. Responsibilities: The Electronic Resources Librarian provides leadership in introducing, maintaining, and operating electronic resources and services in the reference and government documents departments. Develops and maintains the library's Web site in consultation with other staff. Provides reference and instructional services to the patrons of Swem Library. Reports to the Coordinator of Reference Services with secondary responsibility to the Head of Government Documents. Qualifications: Required: MLS from ALA-accredited library school. Proven skills in microcomputer applications and database management, CD-ROM and network technology, WWW page creation (HTML), and WWW searching. Recent experience in a position requiring intensive work with information databases, preferably in an academic library. Strong commitment to public service; demonstrated organizational and interpersonal communication skills. Ability to work independently and as a member of a group in a rapidly changing environment. Demonstrated success in the ability to teach individuals and groups. Preferred: Working experience with GIS systems; academic library experience; experience working on a busy reference desk; knowledge of Windows NT, JavaScript, CGI. Experience working with government documents. Swem Library will begin construction on a major state-of-the-art addition and full renovation of its facility in early 1999 and lasting approximately four years. The library is in the process of enhancing its outreach program in working with faculty one-on-one and in small groups to provide assistance in collection development, publicize library services and policies, and introduce faculty to the use of library resources. Benefits include 24 days of annual leave, choice of retirement systems, and other liberal fringe benefits. Salary: Minimum \$30,000. To Apply: Applicants should supply a complete statement of their qualifications, a resume of their education and experience, and the names, addresses, telephone numbers, and e-mail addresses of three current references to: Search Committee for Electronic Resources Librarian, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. Review will begin January 20, 1999 and continue until

position is filled. For more information and a full posting of this position, please visit our Web site at <http://www.swem.wm.edu/News/jobs/prof.html>. William and Mary is an affirmative action, equal opportunity employer; members of underrepresented groups (including persons of color, persons with disabilities, Vietnam veterans, and women) are encouraged to apply.

GENERAL REFERENCE LIBRARIAN. The General Reference Librarian, an entry level position, reports to the Head of Reference Services and is responsible for providing reference assistance in a centralized reference section as well as formal and informal bibliographic instruction. The successful candidate will assist in all areas of reference services including interlibrary loan, bibliographic instruction, government documents, and microforms. The position demands outstanding bibliographic skills, the ability to communicate effectively with faculty, staff, and students, and includes line responsibility for service at the reference desk during scheduled hours, including occasional nights, weekends, and holidays. Qualifications: ALA-accredited MSL/MLS required. Knowledge of CD-ROM databases and database searching. Strong commitment to public service. Appointment with faculty status, rank, and benefits. Salary competitive. Letter of application, resume, and the names of three references will be accepted through January 22, 1999, or until position is filled, and should be addressed to: Charles W. Triche III, Director of Libraries, University Libraries, University of Southwestern Louisiana, USL Box 40199, Lafayette, LA 70504. The University of Southwestern Louisiana is an equal employment opportunity affirmative action employer.

GOVERNMENT DOCUMENTS, SENIOR ASSISTANT LIBRARIAN. Reports to Head of Public Services. Will assist in establishing a federal government documents depository collection; plan for, evaluate, and coordinate related daily operations and personnel. Responsibilities include involvement with related public and technical service issues, including selection, organization, and processing of materials in all formats. Will provide in-depth reference service, instruction in use of electronic and traditional information resources, and bibliographic instruction related to government documents collection. Evening and weekend work required. Individual may work alone or as team member at reference desk, providing general information and subject reference assistance. Other duties as assigned. Qualifications: Required: MLS degree from an ALA-accredited institution. Course work in government documents and reference or equivalent experience. Preferred: Minimum one to three years of experience in government documents. Demonstrated ability to use both traditional and electronic government resources, work in a team setting, handle multiple responsibilities in changing environment, and work effectively, indepen-

THREE POSITIONS REFERENCE/INSTRUCTION LIBRARIANS

University of Southern California Leavey Library

POSITION SUMMARY: The Information Services Division of the University of Southern California seeks three energetic and highly-motivated Reference/Instruction Librarians for the Thomas and Dorothy Leavey Library, a teaching library housed in a state-of-the-art building that opened in Fall 1994. As a center for promoting information literacy and life-long learning skills to undergraduate students, Leavey Library is a focal point for evaluating information technologies, developing partnerships with faculty, and integrating technology into the curriculum. The Leavey Library staff includes seven library faculty, nine library assistants, a computing services coordinator, an administrative services coordinator, a facilities coordinator, an access services coordinator, and more than 60 student assistants.

The Reference/Instruction Librarians provide reference and instructional services to a diverse user community in an innovative and highly networked library environment. The Reference/Instruction Librarians advance Leavey Library's teaching mission by participating in an ambitious instruction program that emphasizes critical thinking skills and the integration of digital and print resources, by providing research assistance in the Leavey Library Information Commons, by working with faculty members in a collaborative learning environment, and by participating in collection development in a variety of formats. Some evening and weekend hours may be required.

DESCRIPTION OF THE INFORMATION SERVICES DIVISION: The university libraries are an integral part of the University of Southern California Information Services Division (ISD). Serving one of the nation's largest private research universities, the ISD is a unified organization whose goal is to provide the highest quality support for library, computing, and communication needs. To accomplish its goal, the ISD is structured in three, nontraditional core groups: public services core, infrastructure core, and communications core.

U.S.C. houses a collection of more than 2.6 million volumes in the main Doheny Library and 14 specialized subject units. As part of the ISD, it has a strategic goal of expanding networked information services, as represented by the USCInfo, the online campus information system, which includes an integrated library system and dozens of Web-based bibliographic and full-text databases. U.S.C. is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and is the host institution for the Southern California Electronic Library Consortium. Additional information about the University of Southern California, the ISD, and the university libraries component can be obtained from USCWeb at <http://www.usc.edu>.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Reporting to the Assistant Director, the Reference/Instruction Librarians actively participate in all aspects of Leavey's activities, including instruction, reference, collection development, and faculty outreach, and collaborate with other librarians to develop innovative services and programs. Leavey's extensive and dynamic instruction program includes drop-in workshops and seminars, course-integrated instruction, community outreach workshops, and in-depth collaborations with teaching faculty. The Reference/Instruction Librarians will design and teach courses emphasizing critical thinking skills and evaluation of resources, and

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dently, and cooperatively with all elements of highly diverse academic community. Reference desk and bibliographic instruction experience. Experience with use of OPACs, Web-based resources, and CD-ROM databases. Strong public service orientation. Familiarity with HTML and Web page construction. Supervisory experience. Tenure-track faculty position, available July 1, 1999. Salary range: \$39,756-\$55,068, depending on qualifications. Send a letter of application plus resume, postmarked no later than February 26, 1999, to: Library Recruiting Committee Coordinator, Government Documents Librarian, California State University, San Bernardino Library, 5500 University Parkway, San Bernardino, CA 92407-2397. CSUSB is an EO/AA employer.

HEAD, LIBRARY INFORMATION TECHNOLOGY. University of Arkansas at Little Rock, Ottenheimer Library. UALR invites applications for the position of Head, Library Information Technology, a faculty appointment with rank, leading to tenure. The successful candidate must demonstrate skill in both automated library systems and instruction. Also necessary will be knowledge of print as well as electronic resources plus a strong commitment to patron services for undergraduates, graduate students, faculty, and administrators. Responsibilities: Responsibilities include, but

are not limited to: Manage, supervise, coordinate, plan, implement, and service the library's various information systems operations including the integrated library system (DRA); assigned teaching functions within the library's Information literacy program; prepare the library for an upgraded automation system or movement to a completely new system; develop Internet network and Web-based applications; perform upgrades; coordinate release documentation and manages implementation of new features; consult with library staff on procurement of new computer products and services; coordinate hardware and software support for library's microcomputers and peripherals; serve as library's liaison to campus computing services. Requirements: ALA-accredited MLS degree; demonstrated management experience with integrated computer systems and networking; documented evidence of successful management of computer systems projects; knowledge of local area networks, CD-ROM LAN's, MARC and OCLC record structures, and Web design and support skills; excellent oral, written, and interpersonal skills. Preference will be given to applicants with three to five years experience with DRA and/or Innovative Interface systems. Salary: \$37,500 for twelve-month appointment with TIAA/CREF, standard life and dental insurance. Position available immediately. Review of applications will begin January 4, 1999, and will continue until the position is filled. Send letter

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will develop curricular materials, guides, Web pages, and other publications in support of courses and workshops. The successful candidates will work with other librarians to shape new instruction programs that promote collaborative learning among students, faculty, librarians, and others. As a member of the collection development team, the candidates will join in the development of policies and programs that support access to Leavey's in-house collections, including selection, maintenance, and deselection of materials in all formats; subject areas to be determined according to the incumbents' strengths and the library's needs. The Reference/Instruction Librarians will render high-quality information services and research consultation to users in the information commons by assisting users in using campus information systems such as USCInfo, Homer, and USCWeb; by promoting access to the university libraries' collections; and by fostering exploration of the world of information beyond USC.

Librarians at USC have faculty status and are represented in the academic senate, participate in university governance and information services division committees and task forces, render university-wide community service, and are professionally active.

QUALIFICATIONS AND SKILLS: Applicants should address their qualifications from the following: enthusiasm in working with undergraduates; strong interest in and ability to work with faculty, students, staff, and community members from a variety of cultural and ethnic backgrounds; experience in delivering high-quality information service at a busy and networked reference desk; knowledge of current information retrieval technologies and interest in exploring and adapting technologies to library services; experience or demonstrated skills in instruction, both one-on-one and in a classroom with groups of various sizes; ability to develop new and innovative instructional programs; knowledge of trends in instruction and collaborative learning theories and interest in applying them; ability to work effectively as part of a team; demonstrated leadership abilities; excellent oral and written communication skills; and ability to meet USC's standards for continuing appointment. Additional desired qualifications include: Master's degree from an ALA-accredited program; knowledge of one or more foreign languages; experience in collection development; and flexibility in working with Macintosh, Windows, and Unix operating systems.

APPOINTMENT RANK/SALARY: Librarian I/ \$32,500 minimum or Librarian II/ \$35,000 minimum.

BENEFITS: Position is full-time on a twelve-month contract. Benefits include: TIAA/CREF Retirement program; 22 paid vacation days per year; a choice of medical and dental plans; and tuition assistance.

APPLICATION PROCEDURE: Send resumes and names of three references to:

Sharon Haymond
ATTN: #192, #193, #194
Director of Human Resources
Information Services Division
University of Southern California
Los Angeles, CA 90089-0182

The University of Southern California is EOE. Employment and advancement are based upon merit and ability.

of application, including summary of experience and career goals, a detailed resume, transcripts, and the names of three references to: Bill Traylor, Chair, Search Committee, Ottenheimer Library/UALR, 2801 South University Avenue, Little Rock, AR 72204-1099. UALR serves a student population of over 10,000 with a faculty of 400. The institution offers degrees at the associate level through PhD. The Ottenheimer Library's budget is over \$2.2 million, with holdings of 360,000 volumes, and subscriptions to 2,500 serial titles. The DRA integrated library system became operable in October 1994. Total staff includes 38 full-time employees. Little Rock, the capital city and cultural center with a population of over 600,000 is centrally located in the foothills of the Ozark mountains. **The University of Arkansas at Little Rock** is an equal opportunity, affirmative action employer and actively seeks the candidacy of minorities, women, Vietnam-era veterans, and persons with disabilities. Under Arkansas law, all applications are subject to disclosure. Persons hired must have proof of legal authority to work in the United States.

HEAD, LIBRARY USER EDUCATION PROGRAM. Washington State University, Pullman, Washington. Currently vacant. Incumbent will coordinate an expanding program of instruction that reaches over 6,000 students, faculty, and staff each year. The current program involves working with the

university's introductory writing course; integrating instruction into writing-in-the-major courses as well as advanced writing courses offered by the Department of English; teaching Internet classes; collaborating with other departments such as English, General Education, and Student Advising and Learning Center; and offering a for-credit course in research and information literacy skills on campus as well as through the Extended Degree Program. Specific responsibilities: Provides the leadership, direction, and planning required for a creative, effective, and coordinated library user education program at WSU. In cooperation with library and teaching faculty, develops instructional programs and materials, in print and in electronic format. Teaches library instruction sessions. Serves as a resource for library colleagues participating in library user education. Provides in-house training and workshops on a variety of instructional issues. Conducts needs assessment and evaluations of the instruction program. Develops effective outreach and publicity for the instruction program. Applies new instructional methods using a variety of technologies. Provides minimal reference service. Reports to the Assistant Director for Public and Research Services. Qualifications: Required: ALA-accredited MLS or its foreign equivalent; a minimum of three years of library user education and/or academic teaching experience. Experience developing, coordinating, and assessing instructional programs. Demon-

LIBRARIAN OF THE ERNST MAYR LIBRARY
MUSEUM OF COMPARATIVE ZOOLOGY
HARVARD UNIVERSITY

The Ernst Mayr Library, with an outstanding research collection, both retrospective and current, serves as a unique resource to the Harvard biological sciences community, as well as to scholars world wide. This scientific collection of over 280,000 volumes specializes in systematic, general and comparative zoology, paleontology, evolutionary biology, biological oceanography, and stratigraphy, ecology and animal behavior. One of the major specialized scientific libraries within the Faculty of Arts and Sciences, the Ernst Mayr Library includes a special collections department, has a staff of 9 FTE plus students and an annual budget of approximately \$873,000.

Responsibilities: The Librarian is responsible for the direction, review and advancement of the library and has primary responsibility for a range of collection development decisions including selection, preservation, security and access. The Librarian is expected to work creatively and cooperatively to enhance library programs and services in response to changing research needs. The Librarian will have primary responsibility for fostering a collaborative process and for working cooperatively toward the accomplishment of shared long term service goals (within the Library, with the Harvard College Library and among the science libraries of the Faculty of Arts and Sciences); administers the library's budget, manages human resources, identifies and utilizes opportunities for new technologies. Provides supportive leadership emphasizing team development based on flexibility and collegiality.

Qualifications: Demonstrated ability to provide strong leadership, vision and strategic direction in complex organizations; demonstrated understanding of the library and information resources that support research and scholarship in the subject areas served by the Mayr Library; successful research library management experience in an academic setting including fiscal, human resource and program administration. Ability to work in a highly collaborative environment and to contribute to cooperative initiatives within and beyond the library; evidence of strong commitment to responsive library service; an ability to manage in a consultative yet decisive style. Advanced degree in zoology or related discipline; Masters in Library Science or equivalent combination of education and experience; a record of professional achievement. Knowledge of several languages desirable.

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

Compensation: Harvard University offers a competitive program of benefits. Appointment salary commensurate with qualifications and experience.

Interested parties are invited to submit a letter addressing position qualifications, resume, and the names, addresses, telephone and fax numbers of three references to:

Susan Lee
Associate Librarian for Planning and Administration
Harvard College Library
Harvard University
Widener Library, Room 193
Cambridge, MA 02138

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

HARVARD COLLEGE LIBRARY

HARVARD



UNIVERSITY

HEAD, RESEARCH SERVICES CENTER

University Of Southern California Doheny Library

POSITION SUMMARY: The Information Services Division of the University of Southern California is seeking a dynamic, forward-thinking head of the Doheny Library Research Services Center to lead several recently merged departments into a new era of integrated services and service excellence. The incumbent is responsible for the successful integration, administration, and leadership of the center, which includes the electronic resources center, Hoose Philosophy Library, and reference and government documents services. The particular challenges of this position are to lead the administrative and operational integration of these units, establish an information services desk, and develop innovative modes of service delivery. The focus will be on the proactive development of new services that anticipate needs in support of education and research in the humanities and social sciences.

Reporting to the Director of Doheny Library who also is Chair, Humanities & Social Sciences Center, the successful candidate will contribute strong analytical and management skills, a commitment to customer service, innovative and creative thinking, and the ability to conceive and implement programs and services responsive to changing needs. Experience in leading complex organizations serving a diverse clientele is essential. The research services center comprises seven faculty and five staff. The Head of the Center, along with Center colleagues, provides course-integrated lectures, workshops, and seminars; World Wide Web and electronic resource development; and departmental liaison contact within the social sciences and humanities.

DESCRIPTION OF THE INFORMATION SERVICES DIVISION: The university libraries are an integral part of the University of Southern California Information Services Division (ISD). Serving one of the nation's largest private research universities, the ISD is a unified organization whose goal is to provide the highest quality support for library, computing, and communication needs. To accomplish its goal, the ISD is structured in three, nontraditional core groups: Public services core, infrastructure core, and communications core.

USC houses a collection of more than 2.6 million volumes in the main Doheny Library and 14 specialized subject units. As part of the ISD, it has a strategic goal of expanding networked information services, as represented by the USCInfo, the online campus information system, which includes an integrated library system and dozens of Web-based bibliographic and full-text databases. USC is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and is the host institution for the Southern California Electronic Library Consortium. Additional information about the University of Southern California, the ISD, and the university libraries component can be obtained from USCWeb at <http://www.usc.edu>.

APPOINTMENT RANK/SALARY: Librarian II/ \$35,000 minimum or Librarian III/ \$42,000 minimum.

BENEFITS: Position is full-time on a twelve-month contract. Benefits include: TIAA/CREF retirement program; 22 paid vacation days per year; a choice of medical and dental plans; and tuition assistance.

Sharon Haymond
Human Resources Director
ATTN: #196
Information Services Division
Doheny Memorial Library
University of Southern California
Los Angeles, CA 90089-0182

formats, negotiate contracts for electronic data. Must have analytical and problem solving skills for initiating plans and carrying out projects. Train librarians and staff on modules in an integrated setting. Supervision of a staff of three and student workers. Salary: \$40,000 plus, depending on qualifications. Effective date of appointment: March 1, 1999, or until suitable person is found. Review begins February 15, 1999. Application deadline: February 1, 1999. Submit a letter of application, transcripts, professional vitae and three references. Applicants include complete names, addresses, and phone numbers of all references. Submit data to: Carole Taylor, Library Director, 1005 State University Dr., **Fort Valley State University**, Fort Valley, GA 31030. For information about the university view the website at: <http://fvsu.edu/pages/home.html>.

HEALTH SCIENCES LIBRARIAN, TECHNICAL SERVICES COORDINATOR. The Dana Medical Library of the University of Vermont invites

applications for a health sciences librarian to coordinate technical services and provide reference assistance. This is a faculty position and requires teaching and research activities. Also required: ALA-accredited MLS or international equivalent, and three to five years supervisory experience. For a full position description see: <http://sageunix.uvm.edu/dana/ts.htm>. Submit letters of application, resume, and names, addresses, and telephone numbers of three professional references to: Ellen Hall, Chair, Search Committee, Dana Medical Library, Burlington, VT 05405 or efhall@zoo.uvm.edu. Screening will be immediately and continue until position is filled. **The University of Vermont** is an AA/EEO employer.

HUMANITIES BIBLIOGRAPHER. Responsibilities: Evaluates and develops subject collections and electronic resources in the humanities, and monitors allocated funds, continuing commitments, and approval plans. Serves as liaison to faculty and students in the departments of Art,

HEAD, SERIALS DEPARTMENT AND COORDINATOR OF ACQUISITIONS SERVICES

Northwestern University Library

Manages and leads the serials department, which is responsible for serials ordering, receipt and cataloging. The department is responsible for processing over 15,000 current serial titles. Coordinates acquisitions activities taking place in both the serials department and the bibliographic records services department, which orders, receives, and copy catalogs monographs. Responsibilities include direct or indirect supervision of three librarians and six nonexempt staff; monitoring book and serial expenditures and monthly budget statements; coordination of blanket order and approval programs; vendor selection, negotiation, and evaluation; managing licenses for electronic resources. The Head is responsible for coordinating the work of the Department with that of other library units, and serves on the technical services management team. Also works very closely with the Assistant University Librarian for Collection Management, bibliographers and selectors, and the Budget and finance department.

QUALIFICATIONS: MLS from an ALA-accredited library school; extensive (at least three years preferred) post-MLS technical services or collection management experience; Substantial (at least two years preferred) acquisitions and/or serials control experience in an academic or research library using an automated library information management system; thorough understanding of publishing and library acquisitions issues, including those related to electronic resources. Successful supervisory and management experience; ability to communicate effectively, both orally and in writing; record of professional development and continuing education. Prefer: Serials cataloging experience; demonstrated ability to coordinate projects and work activities in a cooperative, collegial environment; record of innovation and successful implementation of change; and record of professional service and/or research.

ENVIRONMENT: Northwestern University is a major private university, which offers an extensive library system to support its program of study, research, and teaching. This includes the Northwestern University Library, three branch libraries on the Evanston campus, and four libraries on the Chicago campus. Northwestern University Library is a member of the Association of Research Libraries and participates in programs of the Committee on Institutional Cooperation. The holdings of the libraries total over 3.6 million volumes. Bibliographic Record Services is one of three technical services departments in the Northwestern University Library. Technical services staff works in a highly automated environment, using OCLC, the recently implemented Voyager library management system, and other online resources.

SALARY: \$40,000 minimum.

TO APPLY: Send letter of application and resume, including names and addresses of three references to:

Peter Devlin
Personnel Librarian
Northwestern University Library
Evanston, IL 60208-2300

Applications received by **February 12, 1999** will be given first consideration.

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

Classics, English, Music, Philosophy, and Theatre, providing in-depth bibliographic instruction, assistance in use of electronic sources, and specialized reference for those subject areas. Maintains subject-oriented Web pages. Also provides general reference services during assigned hours, including some evenings and weekends. Reports to Assistant Director for Collection Development. 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. Preferred: Academic background in English or Philosophy or a minimum of three years experience as a Humanities Librarian at an academic/research library. Preference will be given to candidates with demonstrated experience in the use of electronic resources. Salary: Commensurate with education and experience. Minimums: Assistant Librarian \$30,000; Senior Assistant Librarian \$34,000. 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

DIRECTOR, ELECTRONIC SERVICES AND RESOURCES (LIBRARIAN/INFORMATION SERVICES PROFESSIONAL)

University of Southern California

POSITION SUMMARY: The Information Services Division (ISD) of the University of Southern California seeks a dynamic leader for the continuing development of electronic information services and management of electronic information resources. Reporting to the Executive Director of the ISD public services core, this librarian fosters new approaches to and facilitates ongoing support of web-based access to electronic information resources. Participates in the shaping of reference, instruction, and other customer service systems for delivery through Web and telephone interfaces, and provides high-level leadership for expanding a growing suite of electronic services.

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APPOINTMENT RANK/SALARY: Librarian II/\$35,000 minimum or Librarian III/\$42,000 minimum.

BENEFITS: Position is full-time on a twelve-month contract. Benefits include: TIAA/CREF retirement Program; 22 paid vacation days per year; a choice of medical and dental plans; and tuition assistance.

APPLICATION PROCEDURE: Candidates with a master's degree in an information or library science-related field, knowledge of the research process and understanding of research issues and resources in all formats, and working knowledge of Web technologies as they relate to electronic resources should submit a letter of application, resume, and three references to:

Sharon Haymond
Human Resources Director
ATTN: #197
Information Services Division
Doheny Memorial Library
University of Southern California
Los Angeles, CA 90089-0182

For more information on this position, contact Chris Ferguson at cdf@usc.edu.

will begin February 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.

LIBRARIAN FOR THE COLLEGE OF ARTS AND SCIENCES. Western Washington University seeks a librarian for the College of Arts and Sciences for instruction, interdisciplinary collection development and reference service. Located between Seattle, Washington and Vancouver, British Columbia, the university, with a student population of over 10,000, is organized into six undergraduate colleges and a graduate school. Required qualifications: MLS at the time of application; an additional advanced degree in a discipline represented in the College of Arts and Sciences. Please check their Web page at: <http://www.ac.wvu.edu/~cas/>. Desirable qualifications: Two years professional academic library or college teaching experience; demonstrated communication skills and ability to work in teams; potential for scholarship; expertise with software and information technology related to development and delivery of library instruction and services. Assistant Professor, tenure-track position. Compensation depends on qualifications. Minimum salary \$35,394. For a position description and further information, contact Liz Sipes, (360) 650-3050 or

Liz_Sipes@wvu.edu. Applications accepted until position is filled. Applications received before February 19, 1999 will be assured a review. WWU is an AA/EEO employer. To request disability accommodation: (360) 650-3306 (V); 650-7607 (TTY).

LIBRARY FACULTY POSITIONS. The College of Staten Island, City University of New York, seeks candidates for two anticipated tenure-track positions as assistant professor in the department of the library, beginning September 1999. We seek innovative, public-service oriented professionals; all librarians participate in reference and the library's dynamic bibliographic instruction program. Required: ALA/MLS and a second graduate degree, professional experience, and Web literacy. Candidates who do not possess a second graduate degree may qualify for instructor rank (non-tenure track). Candidates are expected to have a commitment to publish, excellent communications skills, and engagement with relevant technologies. Some evening hours required. Persons with two or more of the following specializations are encouraged to apply: Bibliographic instruction, instructional design/learning support, serials, or electronic access. Salary range: Instructor (non-tenure track), \$35,523-\$42,480; Assistant Professor,

USER SERVICES LIBRARIANS TENURE-TRACK FACULTY

California State University, Los Angeles

California State University, Los Angeles invites applications for two tenure-track library faculty positions in the John F. Kennedy Memorial Library beginning September 1, 1999. Successful candidates will be expected to perform a combination of user services responsibilities including promotion of information competence, reference, instruction, collection development, and expanding liaison with the instructional faculty. Librarians have full faculty status. Appointment will be at the rank of Senior Assistant Librarian with a minimum salary of \$43,584. Tenure is normally granted with seventh year reappointment

THE UNIVERSITY: California State University, Los Angeles (CSLA) is one of 23 campuses of the California State University system. CSLA is a comprehensive urban university with more than 18,500 full- and part-time students reflecting the rich ethnic diversity of the Los Angeles area. The university hires on the basis of merit and encourages qualified minorities, women, and persons with disabilities to apply.

THE LIBRARY: The mission of the library encompasses the provision of services to a student body with diverse learning styles, the collegial development of new methods of managing the library's knowledge and information resources, and the further development and expansion of professional partnerships, especially with discipline-based faculty. All successful candidates will play key roles in shaping the future in a library which has recently reorganized around a team-based model. The library has 17 full-time faculty and a staff of 30. It offers end-user searching to numerous online services through the Internet and the World Wide Web and has more than one million print volumes and approximately 3,000 current subscriptions and standing orders.

REQUIRED QUALIFICATIONS: MLS degree from an ALA-accredited institution. Strong interpersonal skills; an ability to work in a multicultural, multiethnic environment and to work cooperatively and effectively in a team environment. Ability to communicate effectively, orally and in writing, in English. Demonstrated proficiency in information competence and computer literacy, general reference service, library/bibliographic instruction, and collection development. As a tenure-track faculty member, evidence of, or demonstrated potential for, professional growth, participation in faculty governance, and creative, scholarly, and/or other contributions to the profession and to the University. Ability to work evenings and weekends. Additional qualifications are listed in the full position description at: <http://www.calstatela.edu/library/jobs.htm#Faculty>.

APPLICATION PROCEDURE: Review of applications will begin in February 2, 1999 and continue until the positions are filled. Send a letter of application, a current resume, three letters of recommendation and a transcript from the institution, awarding your highest degree to:

**Douglas A. Davis, University Librarian
John F. Kennedy Memorial Library
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032-8300**

For further information, call (323) 343-3950, send e-mail to terrimy@cslanet.calstatela.edu or visit the library's Web site at: <http://www.calstatela.edu/library>.

DESIRED QUALIFICATIONS: Experience in providing reference services in an academic library. Additional subject master's degree or substantial coursework in one or more of the following fields: social sciences, health sciences, art, history, and/or geography; collection development experience in these fields. Experience in the design and use of instructional technology and in Web page design, HTML, CGI, and JAVA. Proficiency in Spanish or Asian languages.

In addition to meeting fully its obligations under federal and state law, Cal State LA is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

An equal opportunity/affirmative action/disabled/Title IX employer.

Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship.

ELECTRONIC DOCUMENTS LIBRARIAN

University of Pennsylvania Library

The University of Pennsylvania Library is looking for an Electronic Documents Librarian to work under the direction of the Director of the Lippincott Library. This position is responsible for providing access to the library's collection for the faculty of the Wharton School and for managing the transition from print- to electronic-based delivery of information. The Business Library, Lippincott Library, is located in newly renovated space, is the central reference and information service provider for faculty, students, and staff in the Wharton School.

The library has a collection of over 250,000 volumes, 7,000 serial and journal subscriptions. This position is in charge of the library's document delivery service, which involves: Maintaining an electronic table of contents service; providing documents in electronic and print formats; hiring, training and supervision of staff; interacting with Wharton faculty regarding their literature profiles, document requests, and research interests; working with Wharton computing staff to coordinate access to Wharton and library databases; training Wharton consultants on the use of library files; assisting users at the reference desk, on the phone, and via e-mail. The ideal candidate will possess an MLS from ALA-accredited library school or equivalent in experience, training, and practice.

Strong subject background in business and economics. Excellent oral and written communication skills. Extensive experience with Internet and PC software packages, integrated library systems and standard online sources in business and economics. Good interpersonal skills. Appointment as Librarian B requires at least one to three years of professional library experience. Salary range \$28,600-\$42,900.

TO APPLY: Submit a cover letter, resume, and names of three references to:

Elisa DeNofio
Library Human Resources
University of Pennsylvania
3420 Walnut St.
Philadelphia, PA 19104-6206

Applications received by **January 31, 1999**, will receive first consideration.

EO/AA employer.

\$38,287-\$53,779, commensurate with qualifications and experience. Review of applications will begin February 15, 1999 and continue until the positions are filled. Submit a letter of applications, curriculum vitae, and the names, addresses, and telephone numbers of at least three references to: James W. Marcum, Chair, Search Committee, Library, **College of Staten Island/CUNY**, 2800 Victory Blvd., Staten Island, NY 10314; for more information: www.library.csi.cuny.edu/jobs. EEO/AA/ADA employer.

PERIODICALS LIBRARIAN. Responsible for planning, coordinating, and supervising all aspects of periodical acquisitions and services, including collection development, processing, and maintenance of periodicals in all formats. Supervises one library assistant. Participates in weekend and evening rotation at the reference desk. Requirements: ALA-accredited MLS; experience in management of library periodicals; recent experience with automated systems; working knowledge of computer applications in libraries; familiarity with vendors and publishers. Salary: Dependent on qualifications and experience. Twelve-month, tenure-track faculty position. Review of applications will begin immediately and will continue until the position is filled. Saint Mary's College is a Catholic college for women and seeks candidates supportive of that mission. Send letter of intent and resume to: The Director, Cushman-Leighton Library, **Saint Mary's College**, Notre Dame, IN 46556. Saint Mary's College is an equal opportunity employer.

RARE BOOK CATALOGUING POSITION. 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 cataloging 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.

REFERENCE/COUNSELING LIBRARIAN. Regent University Library seeks an energetic, creative, and service-oriented librarian to join its library faculty team. Responsibilities: Provides reference service to faculty and students; serves as library liaison to the School of Counseling and Human Services; promotes and provides course-related instruction in information resources and research strategies; develops instructional materials and provides resource information on the Web; and participates in collection development. Qualifications: ALA-accredited MLS required, academic library reference and teaching experience preferred; current knowledge of emerging information technologies and their application to reference services; familiarity with print and electronic resources in psychology and related fields; an undergraduate major or a master's degree in psychology or human service field preferred; excellent interpersonal and written communication skills. Founded in 1977, Regent University is a Christian, graduate-only institution offering master's and doctoral degrees on campus and/or by distance education in business, education, counseling, clinical psychology, divinity, communication, organizational leadership, government, and law. For further information, please visit our home page at <http://www.regent.edu/>. Ten-and-half-month faculty appointment with rank of Assistant or Associate Librarian; salary range: \$30,000-\$40,000 per year, commensurate with experience and qualifica-

HEAD, LIBRARY ADMINISTRATIVE SERVICES

Office for Information Technology University Library Services

University Library Services at Virginia Commonwealth University seeks an innovative and energetic individual, with exceptional skill in personnel management, human relations, and business and fiscal affairs to serve as Head, Library Administrative Services.

DESCRIPTION: The Head of Library Administrative Services is a twelve-month faculty position that reports to the Executive Director of the University Library Services responsible for centralized administrative, fiscal, and personnel services for university library services.

PERSONNEL: Responsible for all functions related to personnel management. Coordinates the recruitment, selection, and workers, including students. Ensures adherence to university policies and state and federal laws, including affirmative action and equal opportunity. Coordinates annual performance planning and evaluation for employees. Develops and coordinates staff development and training initiatives, including the assessment of training and development needs, the identification of training resources, and the development of training materials. Promotes positive interpersonal relations among staff. Aids in the resolution of work-related conflicts. Serves as liaison and fosters good working relations with university human resource division.

ADMINISTRATIVE SERVICES: Oversees library budget and has primary responsibility for the day-to-day fiscal management of the university library services. Serves as liaison with the library acquisitions officer to ensure proper management of the library's fiscal systems in accordance with university fiscal policy. In close cooperation with a centralize office for information technology accounting unit, coordinates the fiscal management of grants, endowments, billing and accounts receivable, and other administrative programs. Serves as liaison with appropriate university and campus units including security, VCUCARD office, procurement, treasurer, and budget.

GENERAL: Contributes to library administrative team in the formulation of goals, policies, and strategies relative to administrative services. Interprets, communicates, and implements state and university personnel and fiscal policies. Recommends new policies for the department. Prepares statistical and analytical reports. Coordinates four FTE and students in the central office. Supervises employees responsible for payroll, personnel, central office front desk, and clerical support to senior administration.

QUALIFICATIONS: Master's degree required. ALA-accredited MLS preferred. The ideal candidate will have substantial and progressively more responsible management experience in personnel management and/or administrative services, and a track record of excellence in personnel, budget, and project management. The following additional qualifications are preferred: strong fiscal and interpersonal skills, knowledge of fiscal and personnel management principles; familiarity with online financial principles; working knowledge of financial spreadsheet and database applications; experience in developing staff training programs. A service-oriented, analytical, articulate and highly professional individual would be an excellent match for our needs. Also desirable are involvement in professional activities, and the ability to meet the requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred.

SALARY: \$38,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans; tuition reimbursement; paid life insurance; and access to child/adult and other work/life resources and referrals.

APPLICATION: Review of applications will begin February 1, 1999. Submit letter of application, resume, and names, addresses, e-mail addresses, and telephone numbers of three references to:

**Sarah Barbara Watstein
Interim Personnel Officer
University Library Services
901 Park Avenue
PO Box 942033
Richmond, VA 23284-2033**

Additional information available from the library homepage at <http://www.library.vcu.edu>; further information about the university may be found at <http://www.vcu.edu>.

Virginia Commonwealth University is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

UNIVERSITY LIBRARIAN

San Jose State University

San Jose State University invites applications and nominations for University Librarian. The successful candidate will provide the University with strong and imaginative leadership in the areas of collections, library services, and effective management of about 75 professional librarians and paraprofessional staff. The University Librarian is responsible for creating strong community ties and pursuing external funding. The University Librarian will also have a major role in the proposed joint use library with the City of San José expected to open in the year 2004. Candidates should have a commitment to diversity.

The full printed text of the position announcement is available by writing the address below, on the San Jose State University Website (<http://www.sjsu.edu/depts/HR/opp.htm>), or by emailing provost@sjsu.edu; it is available in alternative formats to accommodate disability by calling (408) 924-2400.

The screening process will begin **February 15, 1999**, and applications must be received by that date in order to receive consideration. The position is available July 1, 1999, with the exact date of appointment negotiable.

Candidates should send a letter of application, a complete curriculum vitae, and a list of five references to the address below. Address all correspondence to:

University Librarian Search Committee
c/o Office of the Provost
San Jose State University
One Washington Square
San Jose, CA 95192-0020

San Jose State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, disabled veteran, or Vietnam veteran status.

San Jose State University is committed to creating a community in which a diverse population can learn and work in an atmosphere of tolerance, civility and respect for each individual.

tions. Regent University is an equal opportunity employer committed to providing education from a Christian perspective. Applications will be accepted until position is filled. Review of application begins immediately. Send letter of application, vita, a statement of Christian faith and three references to: Albert C. Liu, Associate Dean, **Regent University** Library, 1000 Regent University Dr., Virginia Beach, VA 23464.

REFERENCE/INSTRUCTION LIBRARIAN. Clarion University of Pennsylvania invites applications for an Assistant Professor, tenure-track position, as Reference/Instruction Librarian, beginning Fall 1999. Works collaboratively with Coordinator of Reference and Coordinator of Bibliographic Instruction to accomplish primary responsibilities of assistance to faculty and students with a wide variety of print and electronic resources; staffs the reference desk at assigned times including nights and weekends; assists with bibliographic instruction. Additional responsibilities include collection development and faculty liaison duties as assigned. Required: ALA-accredited MLS; excellent oral and written communication skills; three years of professional experience (equivalencies in experience considered) and completion of a successful interview. Academic faculty position reporting to department chair. Send letter of application, resume, and three letters of reference to: Constance Gamaluddin, Search Committee Chair, **Clarion University**, Clarion, PA 16214. Applications must be post-marked by March 15, 1999. Clarion University is building a diverse academic community and encourages people of color, women, veterans, and persons with disabilities to apply. AA/EEO.

REFERENCE LIBRARIAN. Reference Librarian, new, developing position. Montana State University-Northern seeks candidates interested in reference and instruction with a vision of library services for the future. Requirements: MLS degree from an ALA-accredited program, understanding of academic research, and strong intellectual and interpersonal abilities. Northern, a small regional university offering diverse

undergraduate and graduate programs, both on and off campus, is part of the Montana State University system; the reference librarian will work cooperatively with systems librarians. To apply: Send a letter of application, resume, and names, addresses, and phone numbers of three references to: Will Rawn, Director, Library, **Montana State University-Northern**, Havre, MT 59501. Screening begins January 15, 1998. Northern is an affirmative action, equal opportunity employer.

SYSTEMS LIBRARIAN. Auburn University Montgomery seeks qualified candidates for the position of Systems Librarian. This position reports to the Head of Technical Services and works with personnel from the university computer center to administer the Voyager library system. Qualifications: An ALA-accredited MLS, working knowledge of integrated library systems, experience with LANs and network operating systems (NT, Unix), SQL-based report writers, HTML, and web programming required. This is a tenure-track position, with requirements for research, publication and service. For more information contact Betty Tims at (334) 244-3211. Salary: Commensurate with experience. Review of applications will begin March 1, 1999. To be considered, send vita, transcripts, and the names, addresses, and phone numbers of three references to: Chair, Systems Librarian Search Committee, **Auburn University** Montgomery Library, PO Box 244023, Montgomery, AL 36124-4023. AUM is an AA, EEO employer.

WEB SERVICES LIBRARIAN. Western Carolina University. The primary responsibility of this position is the ongoing development of the library's Web site in consultation with the Web Advisory Committee. Other duties include: Providing service at the reference desk; actively participating in the library's instructional programs; serving as library liaison to an instructional department; and creating written and electronic guides. Some evening and weekend hours required. Reports to the Director of Public Services. Required: Master's degree in library or information science from an ALA-accredited institution. A minimum

REFERENCE LIBRARIAN

UCLA Library

William Andrews Clark Memorial Library

Under the direction of the Head Librarian, the Reference Librarian is responsible for reader services, including consultation in the Reading Room and reference service by telephone, mail, and e-mail. He or she takes part in reader instruction; participates in Reading Room invigilation and service; looks after photocopy, photograph and microfilm requests; undertakes tours of the library and works with classes; participates in mounting exhibitions; makes decisions regarding conservation and preservation, including preservation microfilming; and supervises one Library Assistant IV. Requires MLIS from an ALA-accredited program or the equivalent; broad general educational background in the humanities; knowledge of one or more foreign language. Strong commitment to public services. Knowledge of information technology, especially as it applies in a special collections environment. Excellent analytical, organizational and communications skills. Three to five years of experience in a rare book or special collections library. Supervisory experience.

PREFERRED: Educational background in early modern studies. Advanced degree in an appropriate subject.

SALARY RANGE: \$39,456 - \$66,780.

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

Bruce Whiteman
Head Librarian

William Andrews Clark Memorial Library

**2520 Cimarron St.
Los Angeles, CA 90018**

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 **January 15, 1999**, will be given first consideration.

UCLA Library home page:
<http://www.library.ucla.edu/>.

ARTS SPECIAL COLLECTIONS LIBRARIAN

UCLA Library

Duties: Special Collections Management: Reporting to the Interim Head, Arts Library, responsible for the operations of the Arts Library Special Collections, including the supervision and/or performance of all public service and selected processing functions. Public service functions include: scheduling appointments; locating materials in archival collections (using finding aids) and paging from SRLF; providing reference service; administering fee services for special collections materials (including photocopy, photography, exhibition use, etc.); handling permissions and copyright concerns relating to the use of archival materials. Processing functions include: filing images in the Princeton Index to Christian Art and filing motion picture stills in the library's stills collections.

Reference: Provide 4-6 hours/week of reference assistance, staffing the Arts Library Reference Desk. **Administration:** Participate with the other Arts Librarians and full Arts Library staff in decision making and strategic planning for the Arts Library.

Qualifications: Required: Ability to work effectively with the public and with other library and university staff. Strong commitment to public service within the constraints required to protect and preserve the special collections. Ability to speak and write effectively. Reference desk experience. Ability to use online systems and databases, and experience using the Internet (including e-mail, world wide web).

Desirable: Experience providing public service in a University Research Library or similar environment; knowledge and experience in handling archival and manuscript materials; experience supervising student workers; graduate level study (or equivalent) in art, film/television, and/or architecture.

Salary range: \$32,292 - \$66,780

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. Applications will be reviewed as they are received.

UCLA Library home page :
<http://www.library.ucla.edu/>.

ACADEMIC RESIDENT LIBRARIAN PROGRAM 1999-2000

The University Library University of Illinois at Chicago (UIC)

BRIEF PROGRAM DESCRIPTION: The University Library, University of Illinois at Chicago (UIC), seeks candidates for its academic resident librarian program to serve one-year post-graduate appointments in the University Library system. Appointments may be renewed for a second year. The program, begun in 1982, features a seminar series on library and information science issues, library and association visits, in addition to the opportunity to gain academic/research library experience in a dynamic and creative university environment. Four to six residencies will be available in various functional units of the library. Priority departmental areas for 1999-2000 are the Reference Department (Main Library) and the information services department (library of the health sciences).

MINIMUM QUALIFICATIONS: Recent completion of a master's degree program in library and information science from an ALA-accredited library school program (graduation date Spring 1998, or later); knowledge of, and interest in academic libraries; and the ability to establish and maintain good working relationships with library staff, as well as faculty, students, and other library users.

THE LIBRARY AND THE CAMPUS: UIC's colleges and professional schools offer bachelor's degree programs in over 90 fields, master's degrees in 79 areas, and doctoral degrees in 45 specializations. The campus is located just west of Chicago's Loop. The campus has an enrollment of 25,000 students, 35% of whom are graduate and professional students. The University Library is a member of the Association of Research Libraries (ARL), contains more than 1.8 million volumes, and has a total staff of 278; 77 are library faculty or academic professional staff.

SALARY/APPOINTMENT TERMS: Salary is comparable to beginning librarians (in 1998-99 beginning librarian salaries were \$30,500); twelve-month visiting academic appointment with 24 days vacation; two weeks annual sick leave with additional disability benefits; 11 paid holidays; paid medical insurance (contribution based on annual salary; coverage for dependents may be purchased); dental and life insurance; participation in one of the retirement options of the Illinois State Universities retirement system compulsory (8% of salary is withheld and is tax exempt until withdrawn); no Social Security coverage, but Medicare payment required. Appointments for 1999-2000 will be effective beginning August 9, 1999.

For fullest consideration, apply by **March 22, 1999**, with letter of interest, supporting resume, and names and addresses of at least three references to:

**Annie Marie Ford
Personnel Librarian
The University Library
University of Illinois at Chicago
Box 8198
Chicago, IL 60680
E-mail: amford@uic.edu
Fax: (312) 413.0424**

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

of two years experience in an academic library environment, including some reference experience. Experience in the creation, design, and management of Web pages for organizations. Preferred: Substantial knowledge of the Internet, the WWW, and print and electronic reference sources. Significant experience with microcomputers. Demonstrated teaching ability. Strong commitment to public service. Proven ability to establish and maintain effective working relationships with colleagues and the public. Effective written and oral communication skills. Demonstrated initiative and flexibility in a rapidly changing environment. This is a twelve-month, faculty appointment. The successful candidate will be expected to develop a record of excellence in librarianship, scholarship, and service in order to meet university standards for tenure. Salary range

\$27,000-\$29,800. Position open until filled. Applications received by February 28, 1999, will be given first consideration. Position available August 1, 1999. Please send letter of application, resume, and names and telephone numbers of three references to: Clarissa Fisher, Hunter Library, **Western Carolina University**, Cullowhee, NC 28723. Hunter Library has an operating budget of \$2.5 million and a staff of 44, including 16 professional librarians. It serves a student body of approximately 6,000 (<http://www.wcu.edu/library>). Western Carolina University, located in the Blue Ridge Mountains, approximately 30 minutes from the Great Smoky Mountains National Park, is one of the 16 senior institutions of the University of North Carolina and an affirmative action/equal opportunity employer. (<http://www.wcu.edu/>)

HEAD, MEDIA RESOURCE SERVICES

Office for Information Technology

University Library Services

University library services at Virginia Commonwealth University seeks an innovative and energetic individual to serve as Head, Media Resource Services.

DESCRIPTION: The Head, Media Resource Services is a twelve-month faculty position that reports to the Director for Academic User Services and is responsible for multimedia services and the media resource services department.

MULTIMEDIA SERVICES: Responsible for the management, long-range and strategic planning, and development of the library's multimedia resources and services. Multimedia resources include audio and video collections, computer software, films, and music collections in a variety of formats. Provides leadership for developing multimedia resources and services. Creatively applies new technologies for services and information products. Participates in digital library planning initiatives and in projects to design and create digital collections.

HEAD, MEDIARESOURCE SERVICES: Responsible for the overall operation of the media resource services department (four FTE, an average of twelve student workers). Plans and implements new services and service enhancements; plans, develops, and implements marketing and promotional initiatives to expand the use of multimedia resources and services campus-wide; oversees the design, development, and implementation of the department's Web sites; and coordinates the recruitment, selection, performance planning, and annual evaluation of classified staff. Ensures compliance with Association of College and Research Libraries (ACRL) guidelines for media and academic libraries.

GENERAL: Contributes to academic user services management team in the formulation of goals, policies, and strategies relative to user services. Participates in collaborative endeavors in support of service program enhancement and expansion. Participates in collection management, reference and instructional services.

QUALIFICATIONS: Master's degree required. ALA-accredited MLS preferred. The ideal candidate will have substantial and progressively more responsible administrative experience in the management of media resources in higher education. The successful candidate will have a service-oriented work style and a demonstrated commitment to open decision making and consultative management. We are particularly interested in someone with the ability to articulate and promote a vision regarding how emerging multimedia and other electronic technologies can be applied to the instructional and research missions of a modern university. The following additional qualifications are preferred: Outstanding technological skills and knowledge of computer hardware and software and media equipment; working knowledge of Web-based technologies, the use of the Internet in higher education, and awareness of current trends and developments in the use of the Web to deliver information and services; demonstrated knowledge of HTML and related standards; and basic knowledge of current scanning technologies. An analytical, creative, articulate, and highly professional individual with a demonstrated high degree of initiative would be an excellent match for our needs. Also desirable are involvement in professional activities, and the ability to meet requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred.

SALARY: \$34,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans; tuition reimbursement; paid life insurance; and access to child/adult and other work/life resources and referrals.

APPLICATION: Review of applications will begin **February 1, 1999**. Submit letter of application, resume, and names, addresses, e-mail addresses, and telephone numbers of three references to:

Sarah Barbara Watstein
Director for Academic User Services and
Head, James Brach Cabell Library
University Library Services
901 Park Avenue
P.O. Box 942033
Richmond, VA 23284-2033

Additional information available from the library home page at <http://www.library.vcu.edu>; further information about the university may be found at <http://www.vcu.edu>.

Virginia Commonwealth University is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

ELECTRONIC SERVICES MANAGER (EDP MANAGER II)

**Wayne State University
David Adamany Undergraduate Library**

POSITION AND RESPONSIBILITIES: The David Adamany Undergraduate Library is a dynamic new concept in Integrated information services for the 21st-century learner. The primary goal of this newly opened facility is to help students learn in the multimedia-driven technological environment of tomorrow. Reporting to the director of the library. The electronic services manager is responsible for the day-to-day operations of the undergraduate library's 700 public access computers, information network, and the Helen DeRoy 24-Hour Extended Study Center. The position: Plans and manages the library's computerized information network; develops and implements policies and procedures for public access computing; manages project development and implementation; supervises four full-time and thirty part-time personnel in the unit prepares administrative reports and analyses concerning departmental performance, programs, and activities serves on various university committees and performs other duties as assigned. Position available Immediately.

QUALIFICATIONS: Master's degree in library and information science from an ALA-accredited institution or an equivalent combination of education and/or experience. Previous experience with the following Windows NT, MacOS Unix, network administration; previous managerial experience: excellent written, oral, and analytical skills ability to work effectively as a team member in a dynamic, rapidly changing environment.

SALARY AND BENEFITS: Salary range: \$41,000-\$49,007, depending on experience and education. Wayne state offers dental and health plan options, TIAA/CREF or Fidelity, tuition assistance for employees and family members. Relocation assistance and liberal vacation.

THE CAMPUS AND DAVID ADAMANY UNDERGRADUATE LIBRARY: Wayne State University is one of the nation's leading urban research universities. There are approximately 18,000 undergraduates and nearly 13,000 graduates enrolled in university classes. One of five libraries on campus, the David Adamany Undergraduate Library is designed to help students learn and To make use of computer and multimedia technologies in the learning process. The library offers use of 700 PC, Macintosh, and network computers that provide access to electronic library resources, e-mail, office applications, and the Internet. The Helen DeRoy 24-Hour Extended Study Center provides WSU students a secure on-campus environment for studying and around-the-clock computer use.

APPLICATION: Please mail or fax a letter of interest, resume, and the names, addresses, and telephone numbers of at least three professional references to:

**Employment Services
Wayne State University
Attention: Posting W625
5700 Cass Avenue, Suite 1900
Detroit, MI 48202**

Applications will be accepted until the position is filled.

*Wayne State University is an equal opportunity/affirmative action employer.
All buildings, structures, and vehicles at WSU are smoke-free.
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UNIVERSITY LIBRARIAN

Clark University

Clark University invites applications and nominations for the position of University Librarian. We are seeking a dynamic leader who will proactively manage the university's collection of information resources to support the teaching, learning, and scholarly activities of our students, faculty, and staff.

Clark is a private, urban, liberal arts and research institution located in central Massachusetts, with 2600 undergraduate and graduate students and 160 faculty.

The University Librarian is the chief administrative officer of the library and is responsible for the leadership and development of approximately 10 librarians and 17 support staff members plus 14 FTE student assistants. Clark uses the Endeavor Voyager library system for the management of and access to local and external information resources.

The position requires an ALA-accredited MLS with additional advanced subject degree preferred. The successful candidate will have: Progressively responsible library administration, planning, management, and budget experience; and comprehensive knowledge of advanced library and information technologies and their creative application to enhance and support library, classroom, and research services and resources. The ability to develop and maintain collaborative relationships with students, faculty, and staff, and cooperative relationships with other institutional librarians; and strong interpersonal skills.

Review of applications will begin on January 30, 1999, and continue until a successful candidate is identified. It is expected that the candidate will assume his/her new responsibilities on or about June 1, 1999.

Please submit a cover letter and resume to:

**The Office of Human Resources
Clark University
950 Main St.
Worcester, MA 01610
or e-mail: resumes@clarku.edu**

AA/EOE Smoke-Free Workplace.

DEAN

School of Library and Information Science The Catholic University of America

The Catholic University of America is seeking a dean for its School of Library and Information Science. This ALA-accredited school enrolls 300 full-time and part-time students on the Washington campus, at the Library of Congress, and at three sites in Virginia. It offers a graduate program that includes a master's degree and a post-master's certificate in library and information science. It also offers joint degrees with law, musicology, history, English, biology, Greek and Latin, and religious studies.

The university seeks applicants with a vision for library and information science education and the leadership to guide the program into the 21st century. A doctoral degree in library and information science or a closely related field is required. Applicants should have demonstrated scholarly achievement sufficient for a senior-level appointment and a broad knowledge of library and information science. Applicants should also possess administrative experience or potential. A successful record of grantsmanship is desirable. The Catholic University of America was founded in the name of the Catholic Church as a national university and center of research and scholarship. Regardless of their religious affiliation, all faculty are expected to respect and support the university's mission.

Nominations and applications are invited. Applicants should submit a letter of intent, full vitae, and names of three references to:

**Benedict T. DeCicco
Chair, Search Committee
Office of the Vice Provost for
Graduate Studies
The Catholic University of America
Washington, D.C. 20064**

Electronic applications should be sent to decicco@cua.edu. Please submit applications by February 28, 1999. Information on the school and the university can be found at <http://www.acad.cua.edu/lse/welcome.htm> and <http://www.cua.edu/>.

The Catholic University of America is an equal opportunity employer.

SCIENCE LIBRARIAN
Franklin and Marshall College
Lancaster, Pennsylvania

Franklin & Marshall College, a highly selective, independent, coeducational liberal arts college for approximately 1800 students, seeks an innovative, service-oriented Science Librarian to provide leadership for a branch science library with two full-time staff, plus students. Reporting to the College Librarian, this position is responsible for the operation and administration of The Martin Library of the Sciences and the promotion and integration of reference, instruction, and collection development services. The acquisitions budget for the sciences is approximately \$350,000. Services offered include reference, circulation, reserves, library instruction, and data-base searching. The Science Librarian maintains a close working relationship with the Shadek-Fackenthal Library, participates in the general reference desk schedule, including nights and weekends, and actively contributes to the formulation of library-wide policies, procedures, goals and priorities.

Requirements: ALA-accredited MLS, bachelor's or advanced degree in the sciences (finalists will be asked to submit official transcripts), three years progressively responsible experience in a science or special library including successful management of collection budgets and programs, familiarity with the structure of knowledge in the scientific disciplines, supervisory experience. Desired qualifications: Strong service orientation, ability to work independently as well as part of a team, evidence of innovative leadership, and familiarity with the changing information and publishing environment in the sciences.

Application review will begin January 20, 1999 and continue until the position is filled.

Please send resume, and names, addresses, and numbers of three professional references to:

Personnel Services
Franklin & Marshall College
PO Box 3003
Lancaster, PA 17604-3003

An affirmative action/equal opportunity employer.

Late Job Listings

DIRECTOR OF HEGE LIBRARY. Guilford College, a four-year liberal arts college, is seeking a creative and energetic person as Director of Hege Library. The Library has a dedicated staff which serves the 1,100 main-campus students and 400 continuing-education students in a spacious facility, most recently expanded and refurbished in 1990. The Director must be committed to public service, consortial and cooperative agreements, and electronic access. The applicant should demonstrate expertise in computer systems and applications while also having a broad understanding of the variety of materials and means of access. The Director of the Library will need to consult with the Director of Information and Technology Services. The candidate for the Director should be active in scholarly and professional organizations. The person must be an effective communicator and demonstrate understanding of academe. Other essential attributes are skill in budget management and understanding and advocacy of staff training and development. Guilford College is affiliated with the Society of Friends, and Hege Library has a rich Quaker archives which serves an international community. It is essential for the Director to work well with the staff in the Friends Historical Collection and to incorporate the needs of that collection into the broad goals of the Library. There are also in the Library the Media Services staff and collection. The needs of that staff and collection are part of the larger vision of the Hege Library as well. Housed in the Hege Library is the art collection of the institution. The expansion of 1990 was designed with a main gallery and several atrium galleries as well as display cases. The Director should be able to appreciate the value of the art collection in serving the educational goals of Guilford College. Candidates should submit a curriculum vita and three letters of recommendation, by February 10, 1999, to: Robyn Parsons, Director of Human Resources, Guilford College, 5800 West Friendly Avenue, Greensboro, NC 27410. AA/EOE.

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In an unprecedented arrangement with the Federal Archival Service (FAS) of the Russian Federation, Primary Source Media has been granted permission to microfilm collections from the previously closed and highly restricted Russian archives.

The Russian State Economic Archive (RGAE):

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Peasant Farms in the 1920's.

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The Intercepted Letters of the Russian Revolutionaries from
the Special Department of the Department of Police, 1906-1917.

This collection will be released in 7 units of 25 reels each.

The Russian State Military Archive (RGVA):

The Occupation of Poland, 1939-1941. *Approximately 80 reels.*

The collection of documents on the Belarussian Front, Fond 35086

A collection of documents on the Ukrainian Front, Fond 35084

The Soviet-Finnish War, 1939-1940. *Approximately 60 reels.*

Fond 34980; 1939-1940

The Undeclared War with Japan. *Approximately 60 reels.*

A collection of documents related to the battles at
the Lake Khasan region; Fond 35083; 1937-1938

The Command of the People's Commissariat, 1918-1945.

Approximately 10 reels.

The Russian State Military-Historical Archive (RGVIA):

The Papers of Prince Gregory Potemkin. *Approximately 150 reels.*

From The Military Studies Archive (VUA), 1797-1905.

The Napoleonic Wars. *Approximately 80 reels.*

The Russo-Japanese War. *Approximately 80 reels.*

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*For more information on Ameritech Library Services,
visit our web site at www.amlibs.com, call us at
1-800-288-8020, or e-mail us at marketing@amlibs.com.
Drop by our booth (108) at the ACRL conference.*

Ameritech
LIBRARY SERVICES