

# THE

# CLASSIFIED

# ADS

**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 \$8.45 per line for institutions that are ACRL members, \$10.45 for others. Late job notices are \$20.25 per line for institutions that are ACRL members, \$24.25 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$375 to \$710 based upon size. Please call for sizes and rates.

**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 ACRL's homepage on the World Wide Web at <http://www.ala.org/acrl.html>. Ads will be placed approximately 2-3 weeks before the printed edition of *C&RL News* is published. To reach *C&RL NewsNet* access the ACRL homepage (<http://www.ala.org/acrl.html>), select *C&RL News*, and then chose the menu item Job Postings by Job Title.

**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](mailto:jhelbig@ala.org).

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

## BOOKS FOR SALE

**INTERNET DISCOUNT PROFESSIONAL BOOK CENTER.** 40 percent off list price. 1000's of new/current books. All subjects. No second hand/reminders <http://www.probooks.com>.

## POSITIONS OPEN

**ACCESS SERVICES DEPARTMENT HEAD.** Old Dominion University Library Reports to Assistant University Librarian for Information Services. Responsibilities: Provides leadership in developing/managing programs/services for on and off campus; overseeing circulation, microforms, interlibrary loan, reserves, stacks maintenance, document delivery, security, photocopy center contract, financial operations of the units, and management of two branch libraries. Position supervises 17 (four supervisors, two branch coordinators, and 11 staff members) and approximately 340 hours of student assistants. Position will analyze departmental organization in view of changing services, priorities, and requirements, advances in access

## LIBRARY—TECHNICAL/ AUTOMATION SERVICE COORDINATOR

### Missouri Western State College

Library—Technical/Automation Service Coordinator to coordinate/supervise all aspects of library automation (liaison with Computer Center), supervise cataloging, acquisitions/serials functions in technical services department of three professionals, 2.5 staff, 1.5 FTE students in a 186,000-volume library.

**REQUIRED:** ALA-accredited MLS; minimum three years academic library experience in technical services; computer-based system experience; current library/automated practices with OCLC or other bibliographic utility; familiarity with cataloging/acquisitions/serials procedures; demonstrated training, presentation, documents, supervisory skills; experience with WWW, SGML, HTML, LANs, Windows, client/server technologies.

Salary commensurate with qualifications/experience. Applications reviewed as received until the position has been filled. (Preliminary interviews may be scheduled for ACRL in Nashville).

Submit letter of application, resume, and names/addresses/telephone numbers of three references to:

**Employee Relations  
Missouri Western State College  
4525 Downs Dr.  
St. Joseph, MO 64507  
e-mail: [employee@griffon.mwsc.edu](mailto:employee@griffon.mwsc.edu)**

EEO/AA.

technology, and developments in library information systems. Innovative Interfaces system recent implementation makes training and full utilization of system a priority. Position includes collection development assignment and weekend/evening hours as needed. Qualifications: MLS from ALA-accredited program, minimum of five years experience in progressively responsible professional positions, significant supervisory and management experience, and successful management of library services in a changing environment required. Desired characteristics include an understanding of broad issues facing academic libraries (access services in particular); comprehensive knowledge of academic libraries' organizational structures, processes, and procedures; ability to relate tactfully to faculty, students, and staff; responsiveness to the needs of the university and other library units; ability to instill a strong service orientation; effective and creative leadership; knowledge of the applications of information technology in access services; effective participation in committees and team-based work; excellent oral/written communication skills; negotiating skills with individuals and groups; ability to use computers effectively. Also desirable are familiarity with conservation practices; knowledge of copyright issues; experience with microforms; experience with integrated library automated systems (access services applications particularly). Interviewees will be asked to give a brief presentation on contemporary issues in access services. Salary and benefits: Minimum \$40,000. Good benefits package. Location: Old Dominion University, a publicly supported, urban, research university with an enrollment of 17,400 students and 600 faculty members, is located in Norfolk, the center of Tidewater Virginia. The area offers lively cultural life, nearby seashore or mountain recreational activities, and a moderate climate. Norfolk also

THE STATE UNIVERSITY OF NEW JERSEY

**RUTGERS**

**UNIVERSITY LIBRARIES**

The Kilmer Area Library on the Livingston Campus invites applications for the positions of **Business Information Services Librarian** and **Electronic Information Services/Reference Librarian** to work in a collegial team-based workplace that is fully committed to a culturally diverse faculty, staff, and student body.

**Business Information Services Librarian**

Select materials to support business curriculum, faculty liaison to School of Business, provide instruction and training in business information services/resources for reference staff, participate in user education, development and maintenance of Web pages. Responsibilities require participation in reference. MBA degree or 3 years experience in providing business information services highly desirable. Knowledge and experience with electronic resources and information technology expected. **APP # 121**

**Electronic Information Services/Reference Librarian**

Provide leadership in development and implementation of instruction and training program for electronic information services/resources for library faculty and staff and assist in designing supporting materials. Participate in user education, collection development, maintenance of Web pages, and reference. This position requires substantial experience with electronic resources and information technology. **APP # 122**

Both positions require that the candidate possess an ALA/MLS, three years professional experience for a tenure track appointment with minimum salary of \$39,184; a scholarly record and service in professional associations is preferred.

The URLs for the complete position profiles are <http://www.rci.rutgers.edu/~stroy/app121.htm> and <http://www.rci.rutgers.edu/~stroy/app122.htm>. Candidates applying by May 16, 1997 will receive first consideration. Submit resume, cover letter, and names of three referees to: Sandra Troy (APP#), Libraries Personnel Officer, Rutgers University Libraries, 169 College Ave., New Brunswick, NJ 08903; FAX 908-932-7637; e-mail [stroy@rci.rutgers.edu](mailto:stroy@rci.rutgers.edu).

**Rutgers, the State University of New Jersey, is committed to affirmative action and equal opportunity.**

offers close proximity to an international airport. A library building expansion of 76,000 square feet is in progress. Deadline: Screening of applications will begin on May 9, 1997. Applications received by that date will receive first consideration. Contact: Write or e-mail for a more complete position description. Send nominations or letter of application addressing your ability to meet position qualifications, resume, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Ann Pettingill, Chair, Access Services Head Search Committee, Old Dominion University, Norfolk, VA 23529-0256; e-mail: [AHP100F@lib.odu.edu](mailto:AHP100F@lib.odu.edu); phone: (757) 683-4183 or 683-4141. Old Dominion University is an affirmative action, equal opportunity employer and requires compliance with the Immigration Reform and Control Act of 1986.

**ARCHIVIST FOR THE ARCHIVE OF THE VIETNAM CONFLICT.** Texas Tech University Libraries. Responsibilities: This position is responsible for administration of the Archive of the Vietnam Conflict, located in the new Southwest Collection/Special Collections Library. Responsibilities include advanced reference assistance, collection through purchase and gifts, producing finding aids, conducting oral history interviews, supervision of support staff, and collaborative activities with others in Special Collections and with the Center for the Study of the Vietnam Conflict. Qualifications: A graduate degree from an ALA-accredited program or a master's degree in history or related field is required. Preference will be given to candidates with course work in Southeast Asian history or culture, modern U.S. or military history, or formal training/course work in archival administration. Must have highly developed communication skills, excellent interpersonal



## ACQUISITIONS/SERIALS MANAGEMENT LIBRARIAN

### Missouri Western State College

Supervise all acquisitions functions, including ordering/receipt. Utilize electronic ordering and fund accounting. Direct development/ongoing maintenance of serials records in INLEX/DRA and OCLC; perform serials cataloging; direct serials check-in/claims/binding; develop Acquisitions/Serials WWW page; maintain department statistics/reports.

**REQUIRED:** MLS from ALA-accredited institution; documented knowledge of Library of Congress classification/subject headings, AACR2/MARC formats, and major bibliographic utility; strong oral/written communication skills; familiarity with bibliographic tools and applications of integrated bibliographic systems; minimum one year professional library experience. \$2,188 per month minimum salary.

Applications will be reviewed as received until position is filled. (Preliminary interviews may be scheduled for ACRL in Nashville.)

Qualified applicants must submit letter of application, resume, and names/addresses/telephone numbers of three references to:

**Employee Relations Office  
Missouri Western State College  
4525 Downs Dr.  
St. Joseph, MO 64507  
e-mail: [employee@griffon.mwsc.edu](mailto:employee@griffon.mwsc.edu)**

EEO/AA.

skills, and strong service orientation. Preferred qualifications include foreign language skills, especially French or Vietnamese, and familiarity with automated applications and preservation procedures. Salary and benefits: Base salary for a 12-month appointment is \$26,928 for Assistant Archivist and \$30,792 for Associate Archivist. Benefits include choice of retirement programs, including TIAA/CREF; 15 state holidays; partial moving expenses; and no state or local income tax. Archivists at Texas Tech University hold academic status and have opportunities for promotion in rank and continuing appointment. General information: Texas Tech University, with an enrollment of 24,000, is one of four major comprehensive state universities in Texas. A wide range of academic programs is offered in 11 colleges and schools, including law and medicine. The Lubbock area (population 224,000) is the west Texas center for higher education, agriculture, health care, banking, and business. Additional information is available at [www.ttu.edu/~library/](http://www.ttu.edu/~library/). Application information: Send letter of application indicating qualifications and interest in the position, current resume, and names and addresses of three references to: Search Committee, **Texas Tech University** Library, Box 40002, Lubbock, TX 79409-0002. Applications received by May 5, 1997, will be given first consideration. Texas Tech University is an EEO/AA/ADA employer.

**ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN.** 12-month, term, tenure-track). Open July 1, 1997. Establish, organize, administer, develop, catalog and promote archival and special collections in a land grant university library. Supervise a part-time technician and student assistants. Required: ALA-accredited MLS with course work in archival management. Minimum of one year full-time professional academic or research library archival experience. Experience in

applying MARC formats. Demonstrated effective oral and written communication skills and evidence of success in interaction with colleagues, administrators, staff, patrons, and donors. Ability to perform physical activities associated with archival environments; i.e., tolerance for dust and mold, ability to move materials up to 40 pounds in weight. Desired: Certification by the Academy of Certified Archivists. Knowledge of preservation for special materials. Ability to meet qualifications of a tenure-track appointment, including a subject master's degree, preferably in history or other academic discipline closely related to the archival field. Ability to meet faculty librarian general expectations in scholarship, research, and service. Experience with an automated library system and electronic resources. For information about Briggs Library and SDSU, see our homepage at <http://www.sdstate.edu/>. Minimum salary \$25,000, with standard benefits. Application deadline is May 31, 1997, or until position is filled. Send resume, and have transcripts and three recent letters of professional recommendation sent directly to: Carlene Aro, Archivist/Special Collections Librarian Search Committee, Box 2115, **South Dakota State University** Library, Brookings, SD 57007-1098. AA/EEO employer. ADA. Reasonable accommodations: (605) 688-6361; TT/voice: (605) 688-4394.

**COLLECTION MANAGEMENT LIBRARIAN FOR SOCIAL AND BEHAVIORAL SCIENCES.** (Search extended). Virginia Commonwealth University seeks an energetic, knowledgeable, and forward-looking individual to coordinate the selection of monograph, serial, nonprint, and electronic materials in the social and behavioral sciences. Areas of responsibility include anthropology, education, political science, psychology, public administration, social work, sociology, and related disciplines. Qualifications: ALA-accredited MLS required. Preferred: Academic background in social science, ad-

### 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	\$31,868
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	\$26,000
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.

# ASSOCIATE DIRECTOR, LIBRARY SERVICES

## Florida Gulf Coast University

Florida Gulf Coast University, a new state university in southwest Florida, is scheduled to open for classes in August 1997, with an opening enrollment of about 2,500. Technological support includes a state-of-the-art electronic library being designed as the heart of Florida Gulf Coast University's learning environment. We are currently recruiting for an Associate Director who will report to the Dean of Library Services. Primary responsibilities include administering library services to the public, including reference, circulation, interlibrary loan, instructional services, and services to remote users, and direct supervision of the public services staff and coordination of service activities with collection development and systems.

**REQUIRED:** MLS from an ALA-accredited program and five years experience in administering a public service area, preferably in an academic library setting. Earned doctorate a plus. Demonstrated successful administrative and management experience with diverse units, including facilitation of group decision making and planning. Experience in initiating/implementing new services and strategic directions compatible with the library's vision. Experience with integrated library systems, networked resources, and instructional services, with an emphasis on assessment and evaluation of services to users. Strong record of leadership/achievement in profession.

**SALARY:** \$55,000 (minimum) to negotiable commensurate with experience, on a 12-month, multi-year appointment basis. For further information on the campus; visit Florida Gulf Coast University's web site: <http://www.fgcu.edu/>. To apply, please submit two application packages; each package must include a letter of interest, resume, and a list of five references, and be postmarked by the application deadline date of **April 18, 1997**.

Mail your materials to:

**FGCU**  
**Director, Human Resources**  
**Position 12133**  
**17595 S. Tamiami Tr., Ste. 200**  
**Ft. Myers, FL 33908-4500**

Finalists will be required to provide official transcripts.

*Florida Gulf Coast University is an equal opportunity/equal access/affirmative action institution committed to the employment of quality faculty and staff who will enhance the cultural and ethnic diversity of the institution. It is expected that successful candidates share in this commitment.*

vanced degree strongly desired; two or more years experience developing collections in a research library; knowledge of electronic resources in the social and behavioral sciences; knowledge of approval plans; liaison skills; experience with library automation and technology applications in academic libraries; strong service orientation and/or public services experience; excellent oral and written communication skills; positive interpersonal style; ability to work independently as well as as part of team; initiative and creativity; strong analytical skills; flexibility and the ability to accept and manage change; ability to organize time and deliver work on deadline; involvement in professional activities; ability to meet requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred. Environment: VCU is a publicly supported, urban, research university in Richmond, Virginia, serving 22,000 students with 2,000 full-time faculty, both on the academic campus and at the Medical College of Virginia. University Library Services has a growing presence on the Internet (<http://exlibris.uls.vcu.edu/uls.html>), and active leadership in the Virtual Library of Virginia (VIVA). Salary \$31,000-\$35,000, plus benefits. Submit resume and the names and phone numbers of three current references to: Susanna Bartmann Pathak, Head, Collection Management Services, University Library Services, **Virginia Commonwealth University**, VCU Box 2033, Richmond, VA 23284-2033; e-mail: [sbpathak@gems.vcu.edu](mailto:sbpathak@gems.vcu.edu) (for information only). Review of applications will begin May 15, 1997. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities, women, and persons with disabilities are encouraged to apply.

**COORDINATOR OF INFORMATION & INSTRUCTION SERVICES.** Cleveland State University Library invites applications for the position of Coordinator of Information & Instruction Services for an active and

innovative library instruction program and a busy reference/information service in an urban university setting. The Coordinator establishes policies and procedures and proposes new initiatives in instruction; coordinates and participates in the teaching of information literacy classes, seminars, and workshops; oversees, schedules, and participates in work at the reference center; coordinates and evaluates 12 librarians and supervises and evaluates two support staff; selects materials for reference collection and assigned subjects; works with other coordinators to improve and maintain delivery of electronic information, etc.; serves on library teams and contributes to library decision making. Minimum qualifications: MSLS or equivalent degree from an ALA-accredited library school; demonstrated leadership in developing information literacy programs; five years working experience in reference and instruction; demonstrated knowledge of electronic information resources and technologies; demonstrated leadership in coordinating staff; strong interpersonal and communication skills. Preferred qualifications: Eight years experience as professional librarian; work experience in an academic or research library. Salary range: \$40,000-\$45,000; rank and salary depend on qualifications and experience. Start date: July 1, 1997. Send cover letter, full resume, and names, addresses, and phone numbers of three references to: Lynette Johnson, **Cleveland State University Library**, E. 24th and Euclid Ave., Cleveland, OH 44115. Application deadline: April 21, 1997. Cleveland State University is an AA/EOE committed to nondiscrimination. MF/D/V encouraged.

**HEAD LIBRARIAN FOR ACCESS SERVICES.** Head Librarian for Access Services in Circulation, Reserve, Interlibrary Loan, Teaching Resources (AV), and collection maintenance, to work in customer-focused, team-based environment. Requires minimum of ALA-accredited MLS and three years leadership experience (in one of the



## HEAD, ACCESS SERVICES



Northeastern University Libraries seeks applications from and nominations of dynamic, creative individuals for the position of Head, Access Services, who will provide innovation, leadership, and vision for the physical and electronic delivery of print, image, and other resources to users locally and remotely. The successful candidate will be experienced in planning, implementing, administering, and evaluating services, and in effectively applying networked resources, and will thrive in an environment undergoing rapid transformation.

Articulate strategic plans and related goals and objectives, and the methods for achieving them. Identify and evaluate new technologies and self-service opportunities; recommend their adoption, and plan and manage their implementation. Supervise, train, develop, and evaluate staff (12 full-time plus 60 FTE casual) for the provision of responsive services for circulation, reserves, microforms, interlibrary loan, stack maintenance, and security. Demonstrate commitment to diversity within the staff, and ensure a work environment that is sensitive to a diverse community. Protect confidentiality of individual borrower records and transactions. Collaborate with other library and campus units as appropriate.

Serve as liaison to colleagues in libraries with whom Northeastern has consortial agreements. Participate in collection development for one or more academic disciplines and associated faculty and student liaison activities. May participate in library instruction and other public services. Participate actively in library wide planning activities. Serve as member of the User Services Council. Represent the university libraries regionally and nationally in access services matters.

**QUALIFICATIONS:** MLS from an ALA-accredited program. At least five years of demonstrated successful initiatives and increasingly responsible professional experience related to access services operations, preferably in an academic library, and including effective supervision, management, budgetary analysis and development, and student and faculty relations. Knowledgeable about library automation and networks, about trends in scholarly communication and higher education, and about broad issues facing research libraries, including organizational structures, processes, and procedures, anticipating how these may impact upon access services.

Demonstrated experience with and understanding of space planning, collection organization, storage and retrieval trends and practices. Knowledgeable about issues, guidelines, and practices regarding collection security, personal security, confidentiality of patron records, and preservation. Knowledgeable about qualitative and quantitative projections and analyses, and user survey methodologies.

Excellent analytical, planning, organizational, supervisory, written and oral communication, and interpersonal skills. Ability to set priorities and to articulate goals and innovative programs. Strong commitment to diversity and staff team development. Creative, self-motivated, service-oriented, and sensitive to user needs. High energy and ability to thrive in a rapidly changing environment. Ability to perform physical activities, such as lifting books and pushing loaded booktrucks, associated with access services.

**SALARY:** \$42,000 minimum, depending on qualifications and experience. Applications received before **May 15, 1997**, will receive first consideration.

Please send a letter of application, resume, and the names of three references to:

**Lynda Leahy**  
**Associate, Dean, User Services & Collection Development**  
**Northeastern University Libraries**  
**320 Snell Library**  
**360 Huntington Ave.**  
**Boston, MA 02115**

*Northeastern University is an affirmative action, equal opportunity employer. Women and minorities are especially encouraged to apply.*



# Seton Hall University

## Dean of University Libraries

Seton Hall University invites applications and nominations for the position of Dean of University Libraries.

Seton Hall University is a Roman Catholic institution affiliated with the Archdiocese of Newark. Founded in 1856 it is the largest diocesan University in the United States. Its main campus is located in suburban South Orange, New Jersey, fourteen miles from Manhattan; the School of Law is located in Newark. The University enrolls 9,000 students (4,300 full-time undergraduates) in eight schools, offering 85 degree programs. One third of the enrollments are on the graduate/professional level. The University is implementing an exciting strategic and information technology plan and is in the final phase of a major construction program. Further information about the University and the Walsh Library is available from <http://www.shu.edu>.

The dean of University Libraries has responsibility for Walsh Library, which is housed in a newly completed, \$21 million, state-of-the-art facility and also encompasses the University Archives, Media Services and the Teaching, Learning and Technology Center. The dean reports to the provost; on all matters of information technology, the dean reports to the provost through the associate provost for information management.

Candidates are sought who have an ALA - accredited MLS degree and an additional advanced degree, preferably a doctorate. Candidates must qualify for senior rank on the Library faculty. The dean will provide vision and leadership in formulating information policy in support of the teaching, learning, and the research mission of the University. The successful candidate will be responsible for the development, implementation, monitoring and review of integrated information and curriculum resources/services associated with library operation and the management of related library personnel and financial resources. Preference will be given to candidates with experience in library administration and information technology.

The successful candidate will be knowledgeable about and committed to Seton Hall's mission as a Catholic University. The successful candidate will have an understanding of the instructional and scholarly needs of students and faculty, a collegial and participatory style of management, ability to create a nurturing environment, evidence of ongoing professional and scholarly involvement and experience with fund raising and grant procurement. The successful candidate will have excellent communication skills and the ability to establish and maintain effective relationships with University administration, faculty, staff, students and the extended community.

Review of applications will begin immediately and will continue until the position is filled. Expected date of appointment is July 1, 1997. Women and minorities are especially encouraged to apply. Nominations and applications/resumes should be sent to the following address:

**Human Resources/Library Dean**  
Seton Hall University  
400 South Orange Avenue  
South Orange, New Jersey 07079  
Email: [switalma@lanmail.shu.edu](mailto:switalma@lanmail.shu.edu)

Seton Hall University offers a smoke-free work environment  
For other job opportunities call 201-275-2017  
*Equal Opportunity/Affirmative Action Employer*

above areas), experience with circulation in academic library, and demonstrated PC, electronic reference, and Internet experience. Prefer undergraduate degree in the sciences or social sciences. Position available: July 1, 1997. Application deadline: May 1, 1997, or until filled. Send letter of application and resume along with the names, addresses, and phone numbers of three references to: Director of Human Resources Management, **Northwest Missouri State University**, 800 University Dr., Maryville, MO 64468. AA/EOE. Northwest encourages women and minorities to apply.

**HEAD, NON-PRINT DEPARTMENT.** Librarian I/Assistant Professor. Manages operations and services of department actively used by faculty and students, including planning, budgeting, supervising six

FTE library assistants and student assistants, recommending policies and procedures, and preparing reports. Responsibilities: Developing nonprint collections; working with faculty and librarians to integrate use of nonprint materials into the curriculum and library services; providing instruction in the use of the collections and technologies; working with librarians to develop electronic information resources; recommending purchase of hardware, equipment, and technologies; and coordinating maintenance of equipment. Qualifications: Required: MLS, from ALA-accredited library school, second subject master's or ABD status in an approved doctoral program and five years professional library experience (minimum of five additional years professional library experience may be considered in substitution for second master's or ABD), and demonstrated and/or potential



# Dean of University Libraries

St. John's University, New York, invites applications and nominations for the position of Dean of University Libraries. The individual selected for this position will provide the leadership and vision necessary to support, expand and advance the University Libraries' goals and objectives in harmony with educational and research programs of the university and the university's Mission and Strategic Plan. A major component of the Strategic Plan is the development of a dynamic, University-wide and interdisciplinary information technology architecture at the core of which will be a state-of-the-art computer system with community, national and international networking capabilities.

Founded in 1870 by the Vincentian Community, St. John's is a doctoral I university which comprises 9 schools and colleges. With more than 18,000 undergraduate, graduate and professional students, it is the largest Catholic university in the nation, with campuses in Queens and Staten Island, New York, and in Rome, Italy. The University is committed to academic excellence in teaching and scholarly research and to a core curriculum in the liberal arts and sciences.

The Dean oversees University Libraries on all campuses, and also oversees service development to students and faculty in the University's off-site programs. This person reports directly to the Provost, the University's chief academic officer, and is a member of the Academic Deans Council, the Provost's principal administrative team.

With a materials budget of approximately \$2 million, the Libraries' collections exceed 1.3 million volumes and 5600 periodical subscriptions. Library services are delivered by approximately 33 FTE faculty and 68 FTE staff.

The Dean has administrative responsibility for library-wide planning and policy direction, budget and personnel administration and fund-raising initiatives. The Dean represents the libraries within the University and throughout the larger library and educational communities.

**The successful candidate should possess the following qualities:**

- ability to articulate the present and future challenges facing academic libraries and be an effective advocate for libraries and librarians.
- ability to assume leadership role as the libraries integrate new media, technology and programs with traditional library collections and services to the faculty and student communities
- ability to establish and maintain collaborative and effective relationships with administrators, faculty, staff and students.
- strong appreciation for and commitment to excellence in scholarship, research, instruction and public service.

**Candidate should possess the following credentials:**

- an ALA-accredited MLS required and an earned doctorate preferred
- a record of demonstrated success in increasingly responsible positions as a library administrator in an academic or other research environment
- successful experience in fiscal planning and management
- academic credentials and a record of research and service commensurate with a tenured faculty appointment

Applications, which will be kept confidential, should include a brief statement of interest and a curriculum vitae. Screening of applications will begin immediately.

Salary range commensurate with qualifications and experience.

Send application or nomination by May 1, to:

**Dr. Jeffrey Fagen, Chair-Search Committee,  
Office of the Provost, St. John's University  
8000 Utopia Parkway, Jamaica, New York 11439  
<http://www.stjohns.edu/>**

St. John's is an Equal Opportunity Employer and encourages applications from women and minorities.



## INFORMATION SERVICES (REFERENCE) LIBRARIAN

Franciscan University of  
Steubenville, Ohio

Franciscan University of Steubenville, Ohio, seeks a service-oriented librarian to assist library users with research, using print, CD-ROM, online, and Internet resources, develop and teach course-integrated information skills instruction; create subject bibliographies, database guides and other user aids; and assist in development of the library reference collection. Some evening hours required.

**REQUIREMENTS:** ALA-accredited MLS. Excellent communication and interpersonal skills. Knowledge of print and electronic reference sources and services. Knowledge and skills in Windows computer applications, online and CD-ROM database searching, Internet searching, and web page creation. Strong commitment to service. Must support the mission of Franciscan University. Salary commensurate with qualifications.

Mail or fax letter of application and resume with three references to:

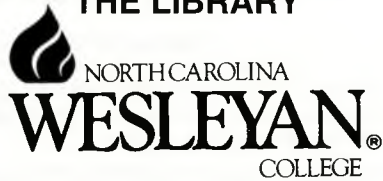
**Jerry Hickey**  
Director of Personnel Services  
Franciscan University of  
Steubenville  
University Blvd.  
Steubenville, OH 43952  
fax: (614) 283-6472

EOE.

administrative and coordinating ability. Preferred: Supervisory experience, knowledge of and experience with media and microform materials and equipment and information technologies, and/or collection development experience with nonprint materials. Reading comprehension in one foreign language. Tenure-track. Complete job description available on library's homepage: <http://www.Montclair.edu>. Hiring range: \$43,060-\$47,368. Salary range: \$43,060-\$64,600. Starting date: July 1, 1997. Apply by: April 21, 1997. Send letter (include V#), curriculum vitae, and names, addresses, and phone numbers of three references to: Judith Lin Hunt, University Librarian, Sprague Library, Montclair State University, Box C316--v#51/CRLN, Upper Montclair, NJ 07043. EO/AA.

**HEAD OF AUTOMATION.** GS-11 (starting salary \$37,507, salary range \$37,507-\$48,761). U.S. Coast Guard Academy, New London, Connecticut. Come join the Coast Guard team in southeastern Connecticut. With the incorporation of several training commands to form the Coast Guard's Leadership Development Center at the academy, this is a time of growth and opportunity for the library and its staff. The Head of Automation is responsible for the following areas of the library: Library automation, cataloging, serials control, and government documents. This section head trains, supervises, and assists the director in the evaluation of staff assigned to the section (currently one professional, one technician, volunteers, and work study students). He or she will be primarily responsible for planning for, implementing, and maintaining (including troubleshooting problems) all computer applications within the library, including the library's Dynix system, and all staff and public computers (the library is currently migrating from Macintosh machines to computers running

## DIRECTOR OF THE LIBRARY



North Carolina Wesleyan College, a liberal arts college associated with the United Methodist Church, serves approximately 1,800 students, 700 at the residential campus in Rocky Mount and 1,100 adults in degree completion programs at Goldsboro, Raleigh, and Rocky Mount. The college seeks faculty committed to teaching and mentoring undergraduates of both traditional and nontraditional age, to participating in the community life of a residential campus, and to the practice of liberal education as a moral enterprise. The successful candidate must give strong evidence of intellectual versatility, a spirit of collegiality, a strong service orientation, and a desire to participate in planning and supporting a cross-disciplinary, general core curriculum. NCWC is an equal opportunity employer and encourages applications from women and minorities. See more about NCWC and its future plans on the web at <http://www.ncwc.edu>.

ALA-accredited MLS required, an advanced degree in another discipline and experience in a liberal arts institution preferred. NCWC is seeking an academic leader who can assist the college in rethinking the role of the library and its acquisitions, both print and electronic, into the next century. The college is centralizing technology to make optimal use of networking and information technology to deliver library services. The Director's challenge will be to design and implement a plan to support a changing curriculum and multiple audiences, including off-campus sites. The successful candidate must be able to work effectively with faculty and students to integrate information search skills into new and developing courses and programs across the disciplines.

Experience in library administration, including staff training and budget management, and superior competence and facility with computers are required.

Please submit a detailed letter of application, vita, and the names and addresses (including e-mail addresses) of three references to:

**Richard L. Watson III, Chair**  
Director of Library Search  
Committee  
North Carolina Wesleyan College  
3400 N. Wesleyan Blvd.  
Rocky Mount, NC 27804  
e-mail: [rwatson@ncwc.edu](mailto:rwatson@ncwc.edu)



## THREE FACULTY POSITIONS

### University of Nevada, Las Vegas, Libraries

The University of Nevada, Las Vegas (UNLV) Libraries are seeking creative, flexible, energetic individuals to fill three vacant faculty positions: Head Acquisitions/Serials Librarian, Information Systems Librarian, and Science/Reference Librarian.

**GENERAL REQUIRED QUALIFICATIONS AND EXPECTATIONS FOR EACH POSITION:** MLS from an ALA-accredited program; excellent oral, written, and interpersonal communication skills; ability to work effectively with faculty and students; ability to work independently and cooperatively in a changing environment; and a willingness to accept new responsibilities. Professional growth and service in keeping with university standards for promotion and tenure is expected.

#### **Head Acquisitions/Serials Librarian (tenure-track)**

Reporting to Director of Technical Services, the successful candidate will be responsible for a merged Acquisitions and Serials Section, with functions including: fiscal management of the materials budget (currently \$3.3 million, with 7,500 serial subscriptions); database records management; and vendor contacts. Duties include hands-on involvement with daily work routines and supervision of 11 support personnel. The successful candidate will be responsible for section policies and procedures, work closely with Collection Development, and serve on the Technical Services Management Team.

**SPECIFIC REQUIREMENTS:** At least three years increasingly responsible, relevant professional experience in an academic library with a materials budget of at least \$1 million and an automated system. Strong supervisory experience and a record of professional involvement and research activity.

**DESIRED:** Experience supervising a joint Acquisitions/Serials Section; familiarity with the INNOPAC system, emerging technologies associated with web-based systems, and electronic resources.

#### **Information Systems Librarian (entry-level)**

Reporting to Director of Library Systems, the successful candidate will coordinate staff training and the implementation and development of the libraries' electronic information resources, including the integrated online library system, WWW resources, commercial and government CD-ROMs, and other local and remote information services. The successful candidate will work with three technical support staff and student assistants.

**SPECIFIC REQUIREMENTS:** Academic training or experience in information technology; familiarity with electronic resources, including the Internet, World Wide Web, computer networks, and CD-ROMs; experience with an integrated online library system; familiarity with microcomputer hardware and software in a DOS/Windows environment; knowledge of developments and trends in networked resources and services.

**DESIRED:** Experience in an academic library; familiarity with the INNOPAC system, emerging technologies associated with web-based systems, and client/server architecture; electronic resources instruction experience. Due to the rapidly changing nature of library systems, preference will be given to candidates who have had library systems experience within the past year. An instructor appointment (Rank I) will be eligible to apply for tenure-track status when Library Faculty Bylaws requirements for assistant professor (Rank II) have been met.

(Continued on next page)

Windows NT). Future projects include automating the government documents section, developing a web page, and migrating from the current Dynix system. For a complete vacancy announcement contact the **U.S. Coast Guard Academy Library** at (860) 444-8512. Deadline for application is June 15, 1997. The United States Coast Guard Academy is an equal employment, affirmative action employer.

**INFORMATION SERVICES LIBRARIAN.** Scott Memorial Library of Thomas Jefferson University seeks applications for the position of Information Services Librarian. Under the direction of the Director for Public Services and External Relations, the successful candidate will provide a broad range of information services, including reference, searching, consulting, and point-of-use teaching at the Information Services Desk. The library offers electronic information services via its WWW site, JEFFLINE, as well as a number of in-house networked and stand-alone CD-ROM databases. Successful candidate must thrive in dynamic environment, one that is rich in professional learning opportunities as one works on goals with colleagues who include

information specialists, educators, computer scientists and instructional designers. Position requirements: An ALA-accredited MLS. Preferred: Two years of health sciences library experience and/or training or experience in health sciences informatics. Able to work some evening and weekend hours. Applications will be reviewed beginning March 15, 1997. Salary range: \$29,000-\$32,000. The position will remain open until filled. Thomas Jefferson University is an academic health center located in historic Philadelphia. Scott Memorial Library is a department of the Academic Information Services and Research (AISR) division which also includes Medical Media Services and the Office of Academic Computing. AISR has a staff of 64 FTE and an annual operating budget of \$4 million. The university offers an excellent benefits package including tuition reimbursement. Qualified applicants should send resume and the names of three references to: Douglas Block, Business Manager, Scott Memorial Library, **Thomas Jefferson University**, 1020 Walnut St., Philadelphia, PA 19107-5587. We are committed to a smoke-free environment. Equal opportunity employer.

(Continued from previous page)

**Science/Reference Librarian (tenure-track)**

Reporting to Director of Collection Development, the successful candidate will be responsible for collection development and faculty liaison in the fields of biosciences, chemistry, and health sciences, and participate in an evolving reference and instruction program that includes general reference desk service and instructional duties as well as subject-specific reference and instruction services. Some evening and weekend hours will be required.

**SPECIFIC REQUIREMENTS:** Strong interest in and aptitude for collection development, faculty liaison, and reference/instruction work; strong academic background or work experience in one of the relevant subject fields; experience with electronic information resources and an ability to effectively utilize technology in all aspects of the job.

**DESIRED:** Advanced degree in one of the relevant subject areas; professional experience in collection development, faculty liaison, and reference/instruction in one or more of the relevant subject areas; experience with WWW applications.

**SALARIES AND BENEFITS:** Salaries are competitive and dependent on experience and qualifications; 12-month contracts with 24 days annual leave, retirement options, health insurance, no state income tax.

**THE SETTING:** UNLV is a premier urban university located in the vibrant city of Las Vegas and surrounded by the Mojave Desert. UNLV is the state's largest comprehensive, doctoral degree granting institution, with 20,000 students and more than 600 full-time faculty. UNLV provides traditional and professional academic programs for a diverse student body and encourages innovative and interdisciplinary approaches to teaching, learning, and scholarship.

For more information, see the UNLV World Wide Web site at: <http://www.unlv.edu>.

**APPLICATION DEADLINE AND DETAILS:** Send letter of application, resume, and names, addresses, telephone numbers, and e-mail addresses of three professional references to one of the following:

**Billie Mae Poison, Chair  
Head Acquisitions/Serials Librarian Search Committee**

**Camille Clark Wallin, Chair  
Information Systems Librarian Search Committee**

**Thomas R. Mirkovich, Chair,  
Science/Reference Librarian Search Committee**

**University of Nevada, Las Vegas  
James R. Dickinson Library  
4505 Maryland Pkwy.  
Las Vegas, NV 89154-7001**

All positions are contingent upon funding. Review of applications begins **May 1, 1997**, and will continue until the positions are filled.

*UNLV is an equal opportunity, affirmative action employer, and its libraries are actively seeking applicants who reflect our multicultural clientele.*

**NOBLE SCIENCE REFERENCE LIBRARIAN/ENGINEERING SPECIALIST.** Arizona State University, University Libraries. General summary: This is a full-time continuing-appointment-track (Academic Professional) position requiring professional development and service in addition to excellent job performance. Responsible for traditional and technological reference service in the sciences and engineering; collection development/management, specialized reference, and library instruction in the engineering disciplines. Reports to the Head of Science Reference Services. Essential functions: Specific areas of subject responsibility are engineering (chemical, electrical, civil, mechanical, and industrial) and construction. Reference instruction, collection development, and faculty liaison duties. Participates in identifying and/or designing new information products and services. Qualifications: Required: ALA-accredited MLS degree. Academic training and/or experience using engineering/technology information sources; knowledge of science reference tools. Effective communication and interpersonal skills. Reference experience in an academic, research, or

special library. Instruction experience. Preferred: Undergraduate or graduate degree in engineering. Experience in collection development in an academic or research library, preferably including approval plans, collection assessments, and other development and evaluation methods. Experience in using DIALOG, OVID, or STN; SilverPlatter or Proquest; or familiarity with the Internet and web interfaces. Minimum salary: \$28,000. Application deadline: First consideration will be given to applications received by Friday, May 23, 1997, and the first of each month, thereafter, until the position is filled. Application procedure: Send letter, resume, and names, addresses, and phone numbers of four recent professional references to: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries, **Arizona State University**, Box 871006, Tempe, AZ 85287-1006. For more information; e-mail: [karie@asuvm.inre.asu.edu](mailto:karie@asuvm.inre.asu.edu); telephone: (602) 965-4914; or fax: (602) 965-9169. Full position description is available upon request. ASU is an EO/AA employer and actively seeks diversity among applicants and promotes a diverse workforce.





**Carnegie  
Mellon**

## UNIVERSITY LIBRARIAN

**Carnegie Mellon**

Carnegie Mellon University invites applications and nominations for the position of University Librarian.

**DESCRIPTION OF POSITION:** Carnegie Mellon University is seeking an innovative and experienced individual for the position of University Librarian. The University Librarian, who reports to the Provost and serves on the Academic Council and the President's Council, has primary responsibility for budget, strategic planning, personnel, library technology, fund-raising, and development of services, programs, and collections. This individual must be able to communicate effectively within and outside the library. It is expected that the successful applicant will continue to build on our history of leadership in automation and technology innovation. The University Librarian will foster and develop state-of-the-art library services and information resources to meet the needs of a strong research community and a diverse educational program.

**THE INSTITUTION:** Carnegie Mellon University is a private, coeducational university located in Pittsburgh, Pennsylvania. There are nearly 7,000 currently registered students. The faculty totals 1,014 members, comprised of 530 regular full-time faculty and 484 special faculty and researchers. The university libraries staff is composed of library professionals (32 FTE), supervisory/support staff (54 FTE), and student assistants (31 FTE), totaling 117 FTE. The libraries comprise three separate locations encompassing 889,252 print volumes (books, bound journals), 3,797 current subscriptions, 838,676 microforms, 21,772 music scores, and 167,863 items in audio and visual formats, such as slides, sound recordings, and an array of electronic information resources. The library budget totals more than \$5.5 million, including more than \$2.2 million for library materials.

### QUALIFICATIONS REQUIRED:

- A demonstrated record of effective and creative leadership.
- Demonstrated vision and innovation in information technology in libraries and higher education.
- Significant administrative and management experience in an academic library.
- Broad knowledge of and contacts in the library and information sciences field.
- Effective oral and written communication skills.
- ALA-accredited MLS required. Second advanced degree desirable.

Salary is negotiable based on experience and qualifications. Comprehensive benefits package. Send nominations or letter of application, resume, and the names of three references by e-mail to [Gordon.Lewis@andrew.cmu.edu](mailto:Gordon.Lewis@andrew.cmu.edu), or by mail to:

**Gordon H. Lewis**  
**Chair, University Librarian Search Committee**  
**Hunt Library**  
**Carnegie Mellon University**  
**5000 Forbes Ave.**  
**Pittsburgh, PA 15213-3890**

Review of applications will begin **May 1, 1997**.

*Carnegie Mellon University is an AA/EO employer. Nominations and applications of minorities and women are particularly encouraged.*

**REFERENCE AND INSTRUCTION LIBRARIAN.** Cudahy Library. **Loyola University Chicago** is seeking a librarian to provide reference and instructional services in the Cudahy Library. The Reference and Instruction Librarian is responsible for providing research and information services at the Reference and Periodicals Desks, through electronic mail and in individual consultations. This librarian also conducts classes and workshops through the instruction program on both the undergraduate and graduate levels. The librarian works closely with students and faculty in a highly networked environment. The Cudahy Library serves the undergraduate and graduate programs in the social sciences and humanities. Reports to: Head of Reference, Cudahy Library. Qualifications: ALA-accredited MLS; experience with reference services in an academic setting strongly preferred; interest in and enthusiasm for library instruction; excellent communication and interpersonal skills; ability to work inde-

pendently and in a team environment; knowledge of HTML authoring and experience with electronic reference sources also preferred. (For additional information and address, see ad below for Reference and Instruction Librarian/Social Science Collection Development Coordinator.)

**REFERENCE AND INSTRUCTION LIBRARIAN/SOCIAL SCIENCE COLLECTION DEVELOPMENT COORDINATOR.** Lewis Library. As a reference librarian, this position is responsible for designing and teaching over 50 Internet and library research sessions for faculty and graduate students each year. The librarian works closely with faculty in the development of these instruction sessions. The position also supervises the Lewis Library Reference Desk for approximately 12 hours each week. Provides reference-by-appointment services for specialized research to faculty and graduate students. Collaborates



**Carnegie  
Mellon**

## **HEAD, HUNT LIBRARY INFORMATION CENTER**

**Carnegie Mellon**

Carnegie Mellon University Libraries seek a dynamic librarian for a key public service position. Administers and participates in an active general reference department's services. The department serves as the general reference site for all campus users and provides liaison services for the College of Humanities and Social Sciences, the Graduate School of Industrial Administration (business school), and the H. John Heinz III School of Public Policy. Reporting to the Associate University Librarian for Information and Education Services, the head provides leadership, direction, and day-to-day management for four other professionals, one support staff, one FTE graduate intern, and .75 FTE work study student. Will serve as the liaison librarian to one or more academic departments or schools, with the department's user-centered service plan and the library program to teach information literacy skills. This instructional program will require integration of current initiatives and close work with all library reference units, Computing Services education, and curricular committees at Carnegie Mellon. Service plans will continue to integrate electronic resources into all departmental activities. The libraries are currently planning renovations to result in a comfortable environment for users that will be flexible in accommodating new technologies.

**REQUIRED:** MLS (ALA-accredited). Five years increasingly responsible academic reference and user education experience. Supervisory experience. Evidence of significant experience with integrated online library systems, campus networks, the Internet, and electronic information resources to provide user services. Demonstrated excellent interpersonal, communication, and mentoring skills. Ability to lead and work in a quickly changing information services environment. Ability to work well in a team as well as individually. Academic background in an area of business, humanities, or social sciences. Evidence of participation in professional organizations.

**PREFERRED:** Two or more years managerial experience. Advanced degree in relevant subject area. Experience in instructional design and implementation. Training in principles of quality management techniques. Record of relevant publication and presentation.

Salary negotiable from \$40,000 minimum, depending upon qualifications and experience. Comprehensive benefits package. Credential review begins **May 1, 1997**, and continues until position is filled. Send application letter referencing job HL3-97, resume, and names of three references by e-mail to [Ignatios.Alexander@andrew.cmu.edu](mailto:Ignatios.Alexander@andrew.cmu.edu), or by mail to:

**Head, Administrative Services  
Hunt Library  
Carnegie Mellon University  
5000 Forbes Ave.  
Pittsburgh, PA 15213-3890**

See these web sites for more information: Carnegie Mellon University: <http://www.cmu.edu/>; University Libraries: <http://www.library.cmu.edu/>.

*Carnegie Mellon is an AA/EEO employer.*

with peers on many development projects including Web-based services, promotional events, and reference service planning. The Lewis Library serves the undergraduate and graduate programs of the Schools of Business, Social Work and Criminal Justice. As collection development coordinator for social sciences, is responsible for overseeing the development of print and electronic collections in the social sciences for all Loyola libraries. One or two social sciences bibliographers report to the position for collection development responsibilities. Holds selection responsibility for several social science disciplines. Works with Associate University Librarian on the formulation of overall collection development policies and strategies for the Loyola Library System. Reports to: Head of Lewis Library for reference; Associate University Librarian for collection development. Qualifications: ALA-accredited MLS; a minimum of two years experience, including supervisory experience in academic libraries; demonstrated skill in providing a full range of reference services; experience with collection development; excellent instruction skills and ability to work well with colleagues, staff, and faculty of all levels; excellent

communication and interpersonal skills; knowledge of and interest in creative use of technology in public services. For both this position and Reference and Instruction Librarian position above: Salary commensurate with qualifications and experience. Librarians have limited faculty status, earn 20 vacation days, and have a standard package of fringe benefits, including university contributions to TIAA/CREF. Qualified applicants should send letter of application, resume, and the names, addresses, and phone numbers of three references to: Edward Warro, Acting University Librarian, Cudahy Library, **Loyola University of Chicago**, 6525 N. Sheridan Rd., Chicago, IL 60626. Applications received by May 31, 1997, will receive first consideration, but applications will be accepted until the positions are filled. Loyola University Chicago is an affirmative action, equal opportunity educator and employer.

**REFERENCE LIBRARIAN.** Clark College, a two-year community college in Vancouver, Washington is accepting applications for a full-time, tenure-track Reference Librarian. Requires: ALA-accredited



## PERIODICALS/ACQUISITIONS LIBRARIAN

### Union College

Union College invites applications for the position of Periodicals/Acquisitions Librarian with an anticipated start date in July 1997.

**RESPONSIBILITIES:** Manages the periodicals unit, including receipt, cataloging, and processing of periodicals and serials in all formats. Manages transition from print to alternate formats for periodicals and serials. Leads retrospective conversion and reclassification projects. Supervises the acquisition of all library materials. Monitors and participates in the allocation of the annual library materials budget. Prepares regular expense reports and budget projections. Supervises three full-time staff and 10+ student assistants. Provides general reference service on a rotating basis. Serves on librarywide and college committees and task forces as needed.

**REQUIREMENTS:** MLS from an ALA-accredited library school. Thorough knowledge of OCLC, electronic information resources, and integrated library systems. Demonstrated aptitude for analytical and detailed work. Effective interpersonal communication, organizational skills, and strong commitment to teamwork. Familiarity with current periodicals/acquisitions trends and issues in an automated environment. Demonstrated adaptability and initiative.

**PREFERRED:** Minimum three years relevant experience in an academic library, with working knowledge of periodicals and serials in traditional and electronic formats. Experience with DRA. Budgeting experience and knowledge of book trade and vendors. Working knowledge of computer applications such as spreadsheets and database management. Background in direct supervision.

Full-time 12-month non-tenure-track position with faculty privileges and responsibilities. Salary commensurate with qualifications and experience. Excellent benefits.

**GENERAL:** Union College is an independent, residential college of 2,000 undergraduates, located in upstate New York, offering liberal arts and engineering curricula as well as a graduate program. Schaffer Library has just begun a major expansion and renovation project, scheduled for completion in 1998. Learn more about Schaffer Library by visiting its home page at <http://www.union.edu/computing/library/library.html>.

Send letter of application, resume, and three reference contacts by **May 16, 1997**, to:

**Library Director  
Schaffer Library  
Union College  
Schenectady, NY 12308**

*An equal opportunity, affirmative action employee.*

MLS and working knowledge of basic reference sources, electronic databases, and the Internet. Starting salary: \$29,656-\$35,148 for 173-days-per-year contract scheduled over 12 months. Application materials may be obtained from **Clark College** Personnel Services, 1800 E. McLoughlin Blvd., Vancouver, WA 98663; phone: (360) 992-2105; TDD: (360) 992-2317. Closing date: April 21, 1997, 5:00 p.m. AA/EEO employer. The College will consider its diversity needs when filling all positions.

**REFERENCE/SOCIAL SCIENCES LIBRARIAN.** The Libraries of The Claremont Colleges seek a service-oriented librarian for a full-time appointment as Reference/Social Sciences Librarian, available July 1, 1997. Responsibilities: Provide reference services at a general reference desk, using materials in all formats; includes some night and weekend hours. Develop instructional materials and participate in both classroom and one-on-one instruction. Develop traditional and electronic collections in assigned areas of the social sciences. Participate in library processes planning, decision making, and communication across functional lines. Other duties and responsibilities as assigned. Qualifications: MLS from ALA-accredited program; academic background in the social sciences, advanced degree in social sciences preferred. Public service experience; knowledge of print and electronic reference sources; experience in creating World Wide Web documents. Excellent interpersonal and communication skills, and ability to work effectively as a team member in a dynamic, rapidly changing environment. Salary: \$2,585 per month minimum (annual equivalent of \$31,020). Starting salary dependent on background and experience. 22 days vacation and

excellent health benefits package. Full announcement is available upon request or visit our web site at: <http://voxlibris.claremont.edu/soclibn.html>. Application deadline: Applications received by May 1, 1997, will be given first consideration. Send letter of application; full resume; and names, addresses, and telephone numbers of at least three references who are knowledgeable about your qualifications to: Alberta Walker, Associate Director, Libraries of **The Claremont Colleges**, Honnold/Mudd Library, 800 N. Dartmouth Ave., Claremont, CA 91711.

**TEACHING MATERIALS REFERENCE BIBLIOGRAPHER.** Responsibilities: Administration of the Teaching Materials Center (TMC) collection and services, including extensive liaison work with teaching faculty. Includes bibliographic instruction, reference service, and some cataloging. The TMC includes over 45,000 items, including 500 K-12 software programs, 2,400 audiovisual items, and a collection of over 17,000 pictures, supporting one of the largest teacher education programs in New York State. Qualifications: Required: ALA-accredited MLS. K-12 course work; recent school experience, including curriculum methodology and educational technology. Demonstrated supervisory, communication, and interpersonal skills. Second master's preferred. Position carries academic rank of Senior Assistant Librarian. Minimum salary: \$30,000. SUNY Cortland is an undergraduate liberal arts college of 6,000 students, located conveniently in picturesque central New York near Cornell and Syracuse Universities. Position carries faculty status and responsibilities, calendar-year appointment, and excellent fringe benefits, including TIAA/CREF. Submit letter, resume, and the names, addresses, and

# CURATOR OF RARE BOOKS AND SPECIAL COLLECTIONS

## The Francis A. Countway Library of Medicine

The Francis A. Countway Library of Medicine is seeking applications and nominations for the position of Curator of the Rare Books and Special Collections Department. The curator will assume responsibility for the care, management, interpretation, and exhibition of its world-renowned collections of rare books, manuscripts, archives, and special collections, and will provide leadership and expertise in the areas of collection development, access, preservation, budget management, staff development, strategic planning, and information technologies. This individual is also expected to promote and support historical scholarship and the continuity of the scientific record by creating an inviting environment in the department, working with the developing Program in the History of Medicine, making presentations on the collections, and pursuing historical scholarship as appropriate. The Curator reports to the Director of the Countway Library, serves as a member of the library's management team, and participates in the library's fund-raising program.

The collections of the Rare Books and Special Collections Department and the Countway Library are considered among the most significant repositories of the history of medicine in the world. Not only do they contain print literature of the past five centuries, they also house the manuscript papers of many physicians who made medical history. Countway holdings include 618,000 volumes, 26,000 serial titles, 6,000 feet of manuscript materials, and over 80,000 photographs from the combined collection of the Harvard Medical School Library and the Boston Medical Library. The archival records of the Harvard Medical School, Massachusetts Medical Society, and Boston Medical Library are among the collections housed in the library.

**QUALIFICATIONS:** The successful candidate will bring to this position broad knowledge of the relevance of rare books and special collections to the academic mission of the institution as well as an understanding of their value to scholarship beyond the university. The individual must have strong knowledge of the history of medicine or science as well as issues in rare books and special collections management. Needed are outstanding oral, writing, and interpersonal skills; extensive experience with the practical aspects of managing rare books, and manuscript collections, preservation practices; the ability to work well with multiple constituencies including students, scholars, and staff; knowledge of the book trade and publishing world.

**REQUIREMENTS:** Either (a) a master's degree in library science, or (b) an advanced degree in the history of science or medicine, or (c) a master's degree in archives management, or any combination of these. Progressively responsible administrative experience in an academic or research library, with strong management, analytical, and planning skills, and practical experience with team leadership.

**PREFERRED:** Experience with fund-raising, demonstrated grant-writing ability, reading knowledge of Latin and at least one European language, experience with computers and imaging applications. Evidence of scholarly and professional activity, sense of humor, and high energy and enthusiasm are also desired.

Salary is commensurate with experience and background.

Please send a letter of interest, current curriculum vita, and names, addresses, and phone numbers for three references to:

**Judith Messerle**  
**Countway Library Curator Search Committee**  
**Countway Library of Medicine**  
**Harvard Medical School**  
**10 Shattuck St.**  
**Boston, MA 02115**

Applications received by **April 15, 1997**, will receive primary consideration.

*We are an equal opportunity, affirmative action employer.*

phone numbers of at least three references to: Gail Wood, Director of Libraries, **SUNY College at Cortland**, POB 2000, Cortland, NY 13045. Review of applications will begin April 1, 1997, and continue until the position is filled. Expected start date: July 1, 1997. SUNY Cortland is an AA/EEO employer and does not discriminate in employment or the provision of services on the basis of disability.

**TECHNICAL SERVICES LIBRARIAN.** Illinois Wesleyan University seeks applicants for an entry-level tenure-track position at the rank of

Assistant Professor. IWU is a nationally ranked undergraduate university of 1,900 students that strives to provide a high-quality liberal arts education. The library's mission emphasizes the use and integration of technology in all aspects of library research. This 12-month appointment reporting to the University Librarian is a tenure-track faculty position with expectations for service and scholarship. Primary responsibility is coordination and supervision of Technical Services. Technical Services includes serials, acquisitions, cataloging, processing, and maintenance of library materials. Position super-



# ACADEMIC RESIDENT LIBRARIAN PROGRAM

## UNIVERSITY OF ILLINOIS LIBRARY (U-C) Urbana, Illinois

**PROGRAM DESCRIPTION:** The UIUC Academic Resident Librarian Program offers beginning or early career experience in a large academic research library, supplemented with lectures, travel, workshops, and library visits. With a decentralized system of 45 departmental and college libraries in nine subject divisions, the UIUC Library offers special opportunities to librarians planning a career in academic librarianship. Library collections include more than eight million volumes, with strengths in many areas from the hard sciences to the humanities. The library has also undertaken a program of research and development on the digital library of the future. Academic Resident Librarians are assigned to a library or unit and given work assignments appropriate for an introductory academic library experience. Placements are available throughout the subject divisions, central public services, technical services, and administration. Residents also work as a group on project assignments, and participate in library committee assignments and task forces. A travel allowance is provided for participation in scholarly and professional associations. The UIUC Library has a strong tradition of research and scholarship, and each resident is expected to develop and complete one project suitable for publication.

**QUALIFICATIONS:** For 1997, we are seeking Academic Resident Librarians with interest in reference and library instruction, interest in undergraduate library services, interest in library systems, or interest in international librarianship. We plan to assign one resident to the Mortenson Center for International Library Programs. The Mortenson Center provides unique individualized nondegree programs for librarians and information science professionals from outside North America. Applicants must be recent graduates from a master's degree program in library and information science from an ALA accredited library school. Degree must be received spring 1996 or later, but prior to August 21, 1997. Required qualifications include: Demonstrated interest in a career in academic librarianship, and the promise of substantive scholarly activity. Demonstrated creativity and innovation in a work experience, and evidence of the ability to persevere with a project to completion. Excellent oral and written communication skills, and the ability to work effectively with all levels of library staff and with a variety of library users. Knowledge of the Internet and related technology applications, and experience in searching electronic resources. For the resident assignment in the Undergraduate Library, cataloging knowledge or experience is desired. For the resident assignment to file Mortenson Center, some experience with training and some familiarity with a foreign language or culture are desired.

**SALARY AND RANK:** Three to five Academic Resident Librarians will be selected, with appointment as Visiting Assistant Professor of Library Administration. Annual salary of \$29,000. Appointments begin August 21, 1997, and are renewable not to exceed two years total.

**APPLICATION/DEADLINE:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references, by **April 11, 1997**, to:

**Allen G. Dries**  
**Library Personnel Manager**  
**University of Illinois Library at Urbana-Champaign**  
**1408 W. Gregory Dr.**  
**Urbana, IL 61801**  
**phone: (217) 333-5494**

*AA/EOE.*

views three staff and numerous student assistants. Will participate as a member of a team to redesign workflow and plan the implementation of DRA as part of the statewide academic consortium. Will be responsible for Archives and Special Collections. Will participate in all aspects of library services including reference rotation and library instruction, and will serve as a faculty liaison to assigned subject areas. Requirements: MLS from an ALA-accredited program; cataloging and technical services experience in an automated environment; knowledge of LC classification, AACR2, a variety of computer software packages, including the Windows environment, and OCLC. A record of library experience, including knowledge of electronic resources, acquisition procedures, cataloging, and serials' control, is necessary. Demonstrated supervisory competence; knowledge of the budgeting process; ability to work independently and collegially; excellent interpersonal and communication skills; interest in innova-

tion and adoption of library technology; strong organizational and problem-solving skills; and a commitment to the service role of the library in the academic setting are desirable. A second master's degree is preferred. Screening of candidates will begin on May 1, 1997, and continue until the position is filled, with appointment expected by August 1, 1997. Send letter of application and vita, your one-page philosophy on library service at a liberal arts institution, and have three letters of recommendation sent to: Sue Stroyan, University Librarian, **Illinois Wesleyan University**, Sheean Library, PO Box 2899, Bloomington, IL 61702-2899. Visit the library web site: <http://www.iwu.edu/library>. Illinois Wesleyan is an equal opportunity employer and encourages women and minorities to apply.

**TENURE-TRACK ACADEMIC LIBRARIANS.** California State University, Los Angeles. The John F. Kennedy Memorial Library seeks

## MUSIC LIBRARIAN

### UNIVERSITY OF ILLINOIS LIBRARY (U-C)

Urbana, Illinois

**RESPONSIBILITIES:** The UIC Music Library holds one of the largest collections of its kind at a public university, and is currently ranked among the top 10 music libraries in the United States. Reporting to the Deputy University Librarian, and working cooperatively with faculty of the School of Music and the Arts & Humanities Division Coordinator, the Music Librarian is chief administrative officer of the Music Library and is responsible for the administration of all Music Library programs and services, including personnel, public service, collection development and management, budget management, and original cataloging. The Music Librarian hires and supervises staff, oversees the budget, including endowment funds, and, along with other personnel, provides reference services and research assistance to the library's clientele. The Music Librarian also maintains communication with the School of Music Library Committee, represents the Music Library in local, national, and international activities; writes and coordinates grants; and in cooperation with the Library Development & Public Affairs Office, identifies and cultivates potential donors.

**QUALIFICATIONS:** Required: ALA-accredited MLS or its equivalent. Master's degree or equivalent graduate-level course work in music. Minimum of five years relevant experience in a research library, including collection development. Knowledge of the information needs of music scholars, graduate students, and undergraduates. Knowledge of new technologies and experience with their applications in enhancing information services. Demonstrated ability to plan and implement new programs and services. Leadership skills, including the ability to manage change in a positive manner. Superior oral and written communication skills. Ability to work cooperatively and collegially with colleagues, students, academic faculty, and the larger user community in a complex, changing, and multicultural environment. Evidence of research and scholarship sufficient to meet university standards for a tenured faculty appointment. Reading knowledge of one or more Western European languages.

**DESIRED:** Concern for the common goals of the arts and humanities disciplines. Evidence of active participation in professional organizations in the field of music and/or librarianship. Familiarity with library preservation activities. Substantial experience with new technologies, e.g., digitization, scanning, full-text databases, online indexing, and search engines.

**PREFERRED:** Knowledge of non-Western European languages. High-level administrative experience in a music library.

**SALARY AND RANK:** Salary \$47,000 or higher, depending on credentials and experience. Appointment as Associate Professor with tenure. Appointment as Professor may also be considered. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and university/professional/community service in order to meet university standards for promotion and tenure.

**APPLICATION/DEADLINE:** Send letter of application and complete resume with the names, addresses, and phone numbers of five references, by **April 21, 1997**, to:

**Allen G. Dries**  
**Library Personnel Manager**  
**University of Illinois Library at Urbana-Champaign**  
**1408 W. Gregory Dr.**  
**Urbana, IL 61801**  
**phone: (217) 333-5494**

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three tenure-track faculty to join our team by September 1, 1997. CSLA, one of 23 campuses of the CSU system, is located near downtown Los Angeles, has 600 FTE faculty and an urban student body of 18,000, and has the distinction of being the most diverse campus in the nation. Librarians have full faculty status and work under a collective bargaining agreement. The library, with 17 FTE faculty and 33 FTE staff, has WWW and Internet access to comprehensive electronic information and knowledge resources (<http://web.calstatela.edu/library/index.htm>). Holdings number more than one million volumes, with 3,000 subscriptions and standing orders. We seek two faculty in User Services and one in Collection Services. User Services faculty will perform key functions including reference, instruction, and collection development, and have specializations in the sciences or education. The Collection Services faculty member

will coordinate serials/periodicals collections, their maintenance, and related public services functions, and perform general serials cataloging. All positions require an MLS degree from an ALA-accredited institution; strong interpersonal skills and ability to work effectively in a multicultural, multiethnic environment; ability to communicate effectively, orally and in writing, in English; ability to work cooperatively and effectively in a team environment; a demonstrably high level of information competence and computer literacy, with expertise in the use of bibliographic utilities and online information systems; and, 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. Additional required competencies and desired qualifications for all three of these positions are listed in the full position





## REFERENCE LIBRARIAN FOR ANGLO-AMERICAN LAW

### Harvard Law School Library

Harvard Law School Library seeks an experienced and enthusiastic reference librarian to join the Anglo-American reference department. Participates in all activities of the Anglo-American reference department; provides general and in-depth reference in Anglo-American law to faculty, students, and staff of Harvard Law School and University and the general public; participates in development and implementation of instructional programs, including first year legal research instruction; supports research and instructional needs of faculty including the development of web-based and printed bibliographies and other relevant materials; prepares printed and web-based library guides and resource materials; participates in various library committees; works regularly scheduled hours at the reference desk including week-ends on a rotating basis.

MLS from ALA accredited library school; JD from ABA accredited law school; strong interpersonal skills and service orientation; ability to work in a changing environment; demonstrated teaching ability with both print and online resources including Lexis/Nexis, Westlaw, and internet resources; excellent problem solving skills. Candidates should be thoroughly comfortable with emerging technologies and enthusiastic about developing expertise to improve the delivery of information within the law school community. Substantial law library experience as well as familiarity with Commonwealth materials is preferred.

To Apply: Send a letter of application, resume, and names of three references to:

**Harry S. Martin, III**  
**Librarian and Professor of Law**  
**Harvard Law School Library**  
**1545 Massachusetts Avenue**  
**Areeda 227**  
**Cambridge, MA 02138.**

*Harvard University is an Affirmative Action/Equal Opportunity Employer.*

description at <http://web.calstatela.edu/library/jobs.htm#Faculty>. Appointment rank (salary) at Senior Assistant Librarian (minimum \$38,892) or Associate Librarian (minimum \$49,044), dependent upon qualifications. Tenure normally granted with seventh-year reappointment. Applications accepted until positions are filled; review of applications begins April 15, 1997. For full consideration, send letter of application, resume or curriculum vitae, three letters of recommendation, and transcript from institution awarding highest degree to: Douglas A. Davis, University Librarian,

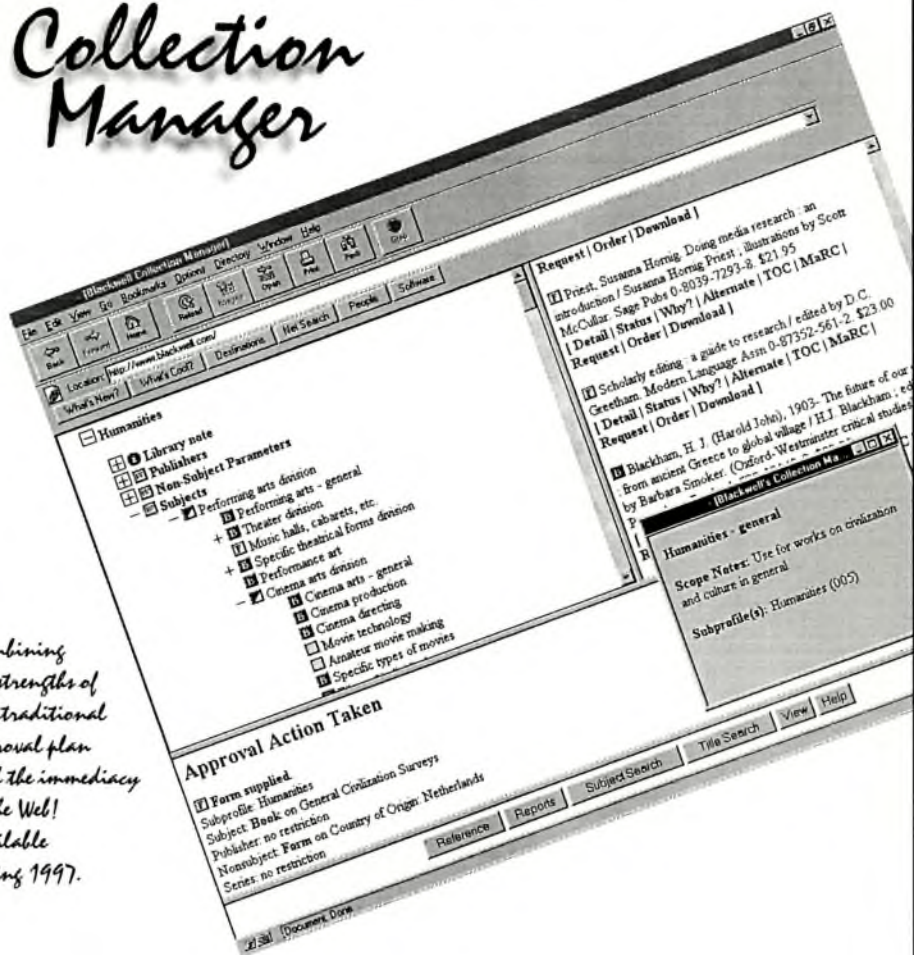
**California State University, Los Angeles**, 5151 State University Dr., Los Angeles, CA 90032-8300. For further information, call (213) 343-3950 or e-mail to [jhinson@calstatela.edu](mailto:jhinson@calstatela.edu). The university has an active affirmative action program and encourages qualified minorities, women, and persons with disabilities to apply. 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.

### Late Job Listings

**LIBRARY/INFORMATION TECHNOLOGY COORDINATOR.** The Libraries of The Claremont Colleges (Claremont, California) seek a service-oriented librarian for a full-time appointment as Library/Information Technology Coordinator available July 1, 1997. Minimum salary: \$4,000 per month. 22 days vacation; excellent benefits package. Master's degree from ALA-accredited program required. Experience in library systems/technology including an in-depth knowledge of integrated library systems, electronic information resources, computer hardware and software, and networking as they relate to delivery of library services. Achievement in planning and implementing library systems. More detailed description available upon request from: SearchCommittee/LITC, Honnold/Mudd Library, Administration Office, 800 N. Dartmouth Avenue, Claremont, CA 91711; or visit our web site: <http://voxlbris.claremont.edu/infolibn.html>. Application deadline: Applications received by May 1, 1997 will be given first consideration. Send letter of application; full resume; and the names, addresses, and telephone numbers of at least three references who are knowledgeable about your qualifications to: Alberta Walker, Associate Director, Libraries of **The Claremont Colleges**, 800 North Dartmouth Ave., Claremont, CA 91711.

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