

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 \$6.00 per line for institutions that are ACRL members, \$8.40 for others. Late job notices are \$15.95 per line for institutions that are ACRL members, \$18.90 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$295 to \$565 based upon size. Please call for sizes and rates.

Guidelines: For ads which list an application deadline, we suggest that date be no sooner than the 22nd day of the month in which the notice appears (e.g., October 22 for the October issue). All job announcements should include a salary figure. 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.

Contact: Ted Bales, 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; e-mail: U38398@UICVM.uic.edu

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.

WANTED

WANTED: locations of dime novels and story paperback collections. If your library owns dime novels and/or story papers, and you have not already been contacted about inclusion in a scholarly bibliography of this paper-covered, mid-nineteenth and early twentieth century literature, please contact: Professor Lydia Schurman, 3215 North 22nd Street, Arlington, VA 22201-4338. Phone (703) 524-9338.

POSITIONS OPEN

BUSINESS AND REFERENCE LIBRARIAN, Watson Library of Business and Economics, Columbia University. The Watson Library of Business and Economics seeks a librarian to provide general and in-depth reference service in a dynamic, fast-paced environment. Additional responsibilities include designing and conducting library orientations, training sessions, and bibliographic instruction. The position reports to the Business Librarian, and acts as a member of a three-person reference team responsible for developing services to meet the information needs of a large, diverse, primarily graduate-level clientele. The holdings of the Watson Library include ca. 380,000 volumes, 3,100 serial titles, and a growing collection of business and economics electronic information workstations. Requirements are: an accredited MLS; experience with business reference information sources and electronic business resources and services; familiarity with database searching; excellent interpersonal and analytical skills; understanding of the nature of scholarly research; ability to communicate effectively with staff and library users. Salary ranges are:

Librarian I: \$30,000-\$39,000; Librarian II: \$32,000-\$43,200. Excellent benefits include assistance with University housing and tuition exemption for self and family. We are particularly interested in minority candidates for this position. Send resume, listing names, addresses, and phone numbers of three references to: Kathleen M. Wiltshire, Director of Personnel, BOK 35 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Cover letter must specify title of position applied for. Deadline for applications is September 30, 1992. An affirmative action, equal opportunity employer.

CATALOG LIBRARIANS (2), Kansas State University Libraries have openings for two twelve-month, tenure-track faculty positions under the general direction of the Chair of Cataloging. The Cataloging Department consists of 7 librarians and 14 support staff. The Libraries are a member of OCLC and utilize the NOTIS system. 1) Serials Cataloger. Responsibilities include: Original and complex copy cataloging of serial publications in a variety of formats, languages and subjects; supervises 1 paraprofessional; participates in developing departmental policies and procedures, especially for the cataloging of serials. Required qualifications: MLS from an ALA-accredited program; 2 years serials cataloging experience in an academic library using AACR2, MARC formats, LC classification and subject headings; excellent problem-solving skills; ability to communicate and work effectively with all staff levels; familiarity with a bibliographic utility, preferably OCLC. Preferred: supervisory experience; experience with local automated cataloging systems; bibliographic knowledge of foreign languages; and knowledge of major issues regarding serials standards and automation. Salary: \$24,26,000 depending upon qualifications. 2) Science Cataloger. Responsibilities include: original cataloging of monographs (physical, biological, and agricultural sciences) in a variety of formats and languages; supervises 1 paraprofessional; participates in developing departmental policies and procedures; serves as a member of the Libraries Science Team consisting of bibliographers, reference librarians, and catalogers. Required qualifications: MLS from an ALA-accredited program; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with a bibliographic utility, preferably OCLC. Preferred: undergraduate major and/or advanced study in the physical, biological, or agricultural sciences; cataloging experience in an academic library; supervisory experience; experience with local automated cataloging systems; bibliographic knowledge of foreign languages. Salary: \$23-25,000 depending upon qualifications. Vacation of 22 working days and excellent benefits. Librarians at KSU Libraries have faculty status and earn tenure. A 28 million dollar expansion/renovation of the Libraries is underway. Manhattan is a community of 45,000 situated in the rolling Flint Hills with a very moderate cost of living. Review of applications will begin September 15. Send letter of application, resume, names, addresses, and phone numbers of three references to: Jean McDonald, Administrative Services, Kansas State University Libraries, Manhattan, KS 66506. KSU is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

CATALOG LIBRARIAN, Catalog librarian. Entry-level position. Regular, nine-month, tenure-track appointment with faculty status. Responsibilities: original and documents cataloging and other cataloging activities; assist in implementation of library automation system; supervise two library technicians; general reference and bibliographic instruction; collection development and social science departments. Required qualifications: a master's degree in library science or an advanced degree in any social science discipline except education and psychology; training in cataloging, OCLC use, and government publications. Preferred: Experience or training in nonbook cataloging, bibliographic instruction, use of electronic databases; experience in a PAC environment; multicultural expertise or background. Asst. Prof. \$29,110 for 9 months. Minorities are strongly urged to apply. Closing date: October 15, 1992. Send resume and names of three references to: Ruth Monical, Chair, Library Search Committee, Southern Oregon State College, Ashland, OR 97520. Phone: (503) 552-6817. SOSOC is an AA/EEO employer.

CHAIR, CENTRAL REFERENCE SERVICES DEPARTMENT, (tenure-leading), the primary reference services unit for humanities and social sciences in the main library, starting December 1. 1. Manage the CRS department which includes 12 faculty and 3 support staff. Reference librarians/Subject specialists also engage in collection development, library instruction, and use an expanding array of electronic information services. It is anticipated that the Chair of the Department will participate in these activities. 2. Plan for the implementation and evaluation of innovative reference services for the main library, with the department coordinators for computer search,

library instruction, and the reference desk. 3. Participate in the formulation of library-wide goals and policies as a member of library management committees and public services program groups. Required: MLS from an ALA-accredited library school; five years professional experience in a public services unit of an academic or research library. Supervisory experience. Excellent communication skills. Preferred: Experience as a reference librarian in the humanities and/or social sciences; broad knowledge of reference, library instruction, collection development, including relevant computer applications; demonstrated ability to provide leadership in a climate of change; commitment to the service mission of the academic library; support of professional and scholarly activity; support of a collegial management style. \$42,000 minimum for a twelve-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses/telephone numbers of three references by October 15 to: Kent Hendrickson, 106 Love Library, University of Nebraska-Lincoln, Lincoln, NE 68588-0410. Affirmative action, equal opportunity employer.

COLLECTIONS CONSERVATION LIBRARIAN, PRESERVATION DEPARTMENT:

The Collections Conservation Department Librarian is responsible for the physical care of a wide variety of library materials in the University of Texas at Austin General Libraries (a large research library consisting of a central research collection, an undergraduate library, eleven branch libraries, two storage libraries, and three special collections). This position reports to the Preservation Officer. The Collections Conservation Librarian establishes conservation priorities and treatment strategies for the collections in consultation with the Preservation Officer and bibliographers with primary emphasis on the library's circulating materials. Chief responsibilities include management of the Preservation Department's Book Repair, Pamphlet Binding, and Bindery Preparation Units, including supervision of 7.5 (full-time equivalent) classified staff; training branch and special collection staff in minor repair, housing, and cleaning techniques; treatment of circulating and special collections materials; and monitoring library storage environments. This position works closely with library departments, units, and staff; cooperates with other conservation staff on the UT-Austin campus; maintains communications with conservators nationally and with the Graduate School of Library and Information Science Preservation and Conservation Education Programs for Libraries and Archives. Required Qualifications: MLS from an ALA-accredited graduate program; certification in conservation of library and archival materials from an ALA-accredited graduate program or equivalent experience; experience in a conservation laboratory dedicated to general collections in a research library preservation or conservation program; demonstrated knowledge of current conservation and library binding techniques; supervisory experience. Preferred Qualifications: Two or more years post-graduate experience, as a conservator for general collections in a research library preservation or conservation program; good written and verbal communication skills; strong analytical skills; flexibility; ability to work effectively with staff at all levels and with many different backgrounds. Salary range is \$23,000 to \$26,000 annually or more, depending on qualifications. No state, or local income tax. Comprehensive benefits package. Retirement plan options. To ensure consideration, applications should be received by September 21, 1992, but will be accepted until the position is filled. Send letter of application and resume, including the names, addresses, and phone numbers of three professional references and a statement of salary requirements to: Peggy Mueller, The University of Texas at Austin, The General Libraries, P.O. Box P, Austin, TX 78713-7330. An equal opportunity, affirmative action employer.

COORDINATOR OF INTEGRATED LIBRARY SYSTEM OPERATIONS:

The University of Houston Libraries are acquiring a second-generation integrated library system. This system will be a major component of a state-of-the-art Electronic Information System that will provide access to citation, full-text, image, numeric, and other databases via computer networks. The Coordinator of Integrated Library System Operations reports to the Head of Systems and is responsible for the management of all operations of the integrated library system, including supervision of 2 staff and 2.4 FTE student operators. The UH Libraries are a dynamic, service-oriented, and highly automated environment in which major new funding for expansion of technology, collections, and services within the libraries has been achieved. Requires ALA-accredited master's degree; one year of proven successful experience in library systems; excellent analytical and communications skills; a strong commitment to responsive and innovative service; and the ability to work effectively in a demanding and rapidly changing environment. Salary of \$24,000 minimum, depending on qualifications. Excellent benefits package; 88% of social security paid for first \$16,500 of salary; choice of retirement programs including

TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hrs/week; no state or local income tax. As the research library for a four campus system, the University of Houston Libraries holdings exceed 1.6 million volumes. Total staff currently includes 42 professionals and 155 support staff. The library is a member of ARL. Review of applications will begin immediately and continue until the position is filled. Send letter of application, names of 3 references, and resume to: Dana Rooks, Assistant Director for Administration, University of Houston Libraries, Houston, TX 77204-2091. An equal opportunity employer.

DIRECTOR/DIVISION OF LIBRARY SERVICES, Tallahassee Community College. Candidates are being sought for the position of Director of the Division of Library Services (Vacancy Number BF002). A minimum of a master's degree in Library Science from an accredited school of Library Science and at least five years of library experience

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	\$28,900
Delaware	\$22,500+
Illinois	\$26,200#
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$20,024
Pennsylvania	\$23,700*
Rhode Island	\$26,500
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$22,500
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

THREE POSITIONS

The University of Alabama

Head, Circulation Department

Responsibilities: The University of Alabama is seeking leadership for the Circulation Department in the Gorgas (main) Library. Incorporated in this department are the main circulation desk, stack maintenance, the reserve/current periodicals unit, and interlibrary loan. In addition to the department head, the staff consists of one librarian, fourteen classified support personnel, and student assistants. The department head coordinates circulation, reserve, and interlibrary loan activities throughout the Libraries, and the staff are responsible for opening and closing the Gorgas Library building. The Head, Circulation Department, reports to the Associate Dean of Libraries for Access Services.

Required: MLS from an ALA-accredited program; successful supervisory experience including excellent interpersonal, communication, and management skills; at least three years of successful, relevant professional experience; knowledge of and experience with automated circulation systems, preferably NOTIS; and a demonstrated interest in contribution to the profession. The successful applicant will also evince a strong service orientation, show a commitment to cooperative working relationships, and will accept the full range of middle management responsibilities.

Rank and salary will be dependent upon qualifications: Assistant or Associate Professor, minimum salary for this department headship will be \$28,300. Twelve-month, tenure-track position, strong benefits.

Catalog Librarian

Responsibilities: To provide original and nonroutine cataloging of print and nonprint materials; perform editing of OCLC member-input copy for both monographs and serials in all subjects and MARC formats; establish name and series authority records; and create holdings records online using MARC holdings format.

Requirements: An MLS from a program accredited by ALA (degree must be received by the close of the application period). Familiarity with AACR2, LC classification, and subject headings, and MARC formats; good communication and interpersonal skills, ability to meet criteria for promotion and tenure. Preferred: experience in cataloging using OCLC and an online system such as NONS; knowledge of one or more foreign languages.

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in a post-secondary educational institution are required. Three additional years of supervisory experience in a library service area are also necessary. This is a twelve-month administrative position with a beginning salary range of \$51,000-\$58,1000. Please send letter of application, current resume, and official or unofficial transcripts. Also required are names, addresses, and phone numbers of three references. All paperwork must be received or postmarked no later than September 21, 1992. Forward information to: Personnel Office, Tallahassee Community College, 100 Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304-2895. (904)922-8104 **Tallahassee Community College** is an equal opportunity, affirmative action employer. Minorities and women are encouraged to apply.

DIRECTOR OF LIBRARY SERVICES, Eastern Connecticut State University. Eastern Connecticut State University seeks innovative, action-oriented director with imagination and vision to maintain positive leadership and direction for automated 180,000 volume library with staff of 14 full-time employees. Currently, the library is in the process of upgrading and integrating its automated system. Qualifications: six years of administrative experience in an academic library. Master's degree required; doctorate preferred. Additional degree(s) an asset, but proven leadership and ability to implement programs essential. Demonstrated ability to implement programs; provide positive leadership in a climate of change; commitment to team management and

staff development. Ability to communicate effectively with students, faculty, staff, and outside constituencies. Proven interpersonal and problem-solving skills. Professional experience in a variety of academic library operations, including library information systems, technology, and computer applications. Commitment to a teaching library based on needs of students and faculty and to sharing of resources within the outside community. General information: Screening will begin immediately and continue until position is filled. Please send letter of interest, current vitae, and names, addresses, and phone numbers of at least three references to: Dimitrios Pachis, Vice - President for Academic Affairs, **Eastern Connecticut State University**, 83 Windham St., Willimantic, CT 06226. Eastern is an AAO/EEO employer and is aggressively recruiting female and minority applicants in an effort to bring greater diversity to its work force and community.

DOCUMENTS LIBRARIAN/GOVERNMENT INFORMATION TECHNOLOGY SPECIALIST. Available: January 1, 1993. Responsibilities: Under the direction of the head of the Documents Center, participates in the development and coordination of user services, with primary responsibility for government-produced electronic information resources (CD-ROM and online). Coordinates installation of new electronic information products. Works closely with appropriate library staff in the planning, implementation, and instruction for new

Salary/Benefits: Rank and Salary will be dependant upon qualifications: Instructor or Assistant Professor, minimum salary, \$21,500. Twelve-month, tenure-track position, strong benefits.

Curriculum Materials/Education Librarian

Responsibilities: Oversees, manages, and develops the Collections of the Curriculum Materials Center in the McLure Education Library. Specific duties include program design, collection development, library instruction, the supervision of student assistants and graduate interns, and the preparation of grant proposals for the Curriculum Materials Center. The incumbent will share database and end-user searching, reference service, and evening and weekend duty in the Education Library on a rotating basis. This position reports to the Head of the McLure Education Library.

Qualifications: Required: An MLS from a program accredited by ALA (all requirements for degree must be satisfied by application deadline); knowledge of basic education reference sources; knowledge of school curriculum materials (pK-12) and children's literature; ability to work effectively with students, faculty, and library personnel at all levels; excellent oral and written communication skills; evidence of, or potential for, professional and/or scholarly activity; commitment to client-centered service. Preferred: Experience in a school media center; experience in an academic library; undergraduate or graduate degree in education; demonstrated ability to integrate new technology; supervisory experience; successful teaching or bibliographic instruction experience; evidence of grant-writing abilities.

Salary and Benefits: Salary and rank are dependent upon experience and qualifications; Instructor (minimum \$21,500), or Assistant Professor (minimum \$21,506). Twelve-month, tenure-track position. Sick leave, 22 days vacation, Blue Cross/Blue Shield, TIAA/CREF and state retirement plans.

To apply: Send letter of application and names and addresses of three references to:

Voni B. Wyatt
Assistant to the Dean for Personnel
The University of Alabama
P.O. Box 870266
Tuscaloosa, AL 35487-0266

Postmarked by September 30, 1992.

The University of Alabama Libraries are a member of ARI, CRL, SOLINET, and the Network of Alabama Academic Libraries and have implemented the public access catalog, cataloging, and circulation functions of the NOTIS system.

technologies and provision of microdata services. Additional duties include scheduled documents reference service, both evening and weekend hours, and bibliographic control for documents. Responsible for Center in absence of department head. Qualifications: ALA-accredited master's degree in library/information science, a strong background in the social sciences, and recent experience providing reference service for government documents, preferably in a research library setting, or an equivalent combination of education and experience. Experience with electronic information retrieval systems and services (OPACS, online, and CD-ROMS). Strong analytical, planning, communications, and interpersonal skills. Desired: Familiarity with census and other statistical data and with cataloging. Knowledge of dBase, SPSS, or SAS. Experience in user education, supervision, and local area network technology. Emory Libraries: The libraries of Emory University hold 2.2 million volumes and employ a total of 263 FTE. In addition to the General Libraries, there are separate libraries for law, health sciences, theology, and Oxford College. The Government Documents Center, a selective U.S. depository (60%) since 1928 and a unit of the Public Services Division, contains 217 CD-ROMS, 128 disks, 237,443 volumes, 608,474 microfiche, and 16,934 maps. Staff consists of 2 FTE librarians and 4 FTE general staff and 60 hours per week of student assistance. Emory is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and the University Center in Georgia.

Beginning Salary: Depending on qualifications and experience, \$23,000-\$26,000 (Librarian I); \$26,000-\$35,000 (Librarian II). Comprehensive benefits package, including TIAA/CREF. Application procedure: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Linda M. Matthews, Director of Professional Personnel Administration, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322-2870. Applications received by October 5, 1992, will receive first consideration. Emory University is an equal opportunity, affirmative action employer and encourages women and minority candidates.

HEAD OF CATALOGING. The University of Missouri-Columbia is seeking qualified applicants for the position of Head of Cataloging. Principal duties include responsibility for the bibliographic control of the University of Missouri-Columbia Libraries' collections, including the management of cataloging production for monographs and serials in all media. As one of the five Technical Services department heads, assists with the planning and development of divisional goals, policies, and procedures so as to contribute to the achievement of the Libraries' goals. Plans, directs, and evaluates the performance of the Cataloging Department; catalogs monographs and/or serials; designs and monitors workflows with emphasis on production; keeps up-to-date on national cataloging standards and developments, art issues facing academic research libraries in bibliographic access and

UNIVERSITY LIBRARIAN

The University of Virginia, Charlottesville

The University of Virginia welcomes applications and nominations for the position of University Librarian. The University seeks an individual of energy and enthusiasm to direct the Library's programs in support of the University's plan for the year 2000.

The University of Virginia Library includes the central library (Alderman), the undergraduate library (Clemons), and nine other school or departmental libraries (not including the independent libraries for law, health sciences, and graduate business). The University Librarian manages a staff of 205 FTE (including 66 library faculty), a total budget of \$10.4 million (including an acquisitions budget of \$3.8 million) and collections of 2.6 million volumes. The Library's extensive rare book and manuscript collections include notable holdings with an emphasis on American literature and history, including the Tracy W. McGregor Library and the Clifton Waller Barrett Library. The University Library, a member of ARL, SOLINET, and the Center for Research Libraries, supports a wide range of student and faculty research programs, serving a student body of close to 18,000 and a faculty of over 2,000. The Library uses NOTIS for its online catalog, acquisitions, serials control, and circulation, and for access to nine Wilson periodical indexes, *Current Contents*, and (by fall, 1992) ABI/Inform and Newspaper Abstracts. The Library is aggressively building its holdings of electronic materials, including numerous networked CD-ROM titles. The Electronic Text Center in Alderman uses the PAT/LECTOR software to access the *Oxford English Dictionary*, the Chadwyck-Healey poetry database, *Patrologia Latina*, and a rapidly-growing number of text and image files. Also located in Alderman are the University's Academical Village Project (a research institute to support humanities scholars in using information technology), Rare Book School (formerly at Columbia), and the Book Arts Press.

Responsibilities: The University Librarian is responsible for the leadership and management of the University Library system; for formulating and ensuring the implementation of innovative, effective library services in support of instructional and research programs, and for sustaining and enhancing the level of excellence in existing library programs. The University Librarian reports to the Vice President and Provost and is a member of the Council of Deans.

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automation; assists with the planning for an implementation of automated systems; administers grants and other special projects in the area of cataloging as required; reports monthly statistics and assists in preparing the annual report for the Technical Services Division. Requirements: requires minimum of a master's degree from an ALA-accredited program. Additional courses in management and/or automation desirable but not essential. Three years professional experience, of which at least two must be in a catalog department of a university or research library, required. Should be familiar with national cataloging standards including LC classification and subject headings, OCLC (preferably), integrated library systems, and national issues facing academic research libraries in bibliographic access and automation. Demonstrated ability in written and oral communication; good supervisory and problem-solving skills; creativity and initiative; demonstrated interpersonal skills; and some foreign language background in a Western European language. Minimum Salary: \$33,000+ for 12 month commensurate with education and experience. Benefits include 30 vacation days per year, vested retirement after 5 years, dental insurance, and other normal fringe benefits, including 75% tuition waiver. The University: The University of Missouri (MU) was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with nearly 250 degree programs. The University of Missouri-Columbia Libraries belong to ARL, serve a student body of 24,000 and a faculty of 1,800 with a collection of over 2.4 million volumes and over 4.7 million microforms. An online catalog and integrated circulation system serves the four campuses of the University system. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The University and two other colleges provide superb cultural events. According to the ACCRA composite index, the cost of living in Columbia is very reasonable when compared to other university communities. Available October 1, 1992. Send letter of application, names and addresses of three

references and resume to: Pat Burbridge, Personnel Coordinator, 104 (CRL) Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. To ensure consideration, applications should be received by September 30, 1992. The University of Missouri-Columbia is an equal opportunity and affirmative action employer.

HEAD LIBRARIAN at the New York State Agricultural Experiment Station. The Cornell University Library of the New York State agricultural Experiment Station is seeking a Head Librarian. The Experiment Station is a world leader in applied agricultural research, situated at the northern end of Seneca Lake in the Finger Lakes Region at Geneva, NY. The library collection includes 53,000 volumes and over 1,000 serial subscriptions to support the research and extension activities of the faculty and staff of the College of Agriculture and Life Sciences located at the Geneva campus. The major areas of interest are in horticulture, entomology, food science and technology, and plant pathology. The college library has been developed as an integral part of the Cornell University Library system. The Librarian reports to the University Librarian and the Director of the Experiment Station. Responsibilities: The Librarian is responsible for the administration of all operations of the Station Library including planning and development; fiscal, facilities and personnel management; preparation of budgets, reports, and statistics; providing public services in reference, interlibrary loan, computer searching and user education programs. Additional responsibilities include overseeing the technical services aspects particularly collection development and maintenance, the online catalog (NOTIS), and the new information technology systems. Requirements: MLS or equivalent graduate degree; 4-5 years professional experience in an academic or research library; demonstrated effective supervisory and management skills; well developed interpersonal and communication skills; evidence of ability to plan and implement new and improved services; experience with computer supported systems; degree in biological sciences desir-

Qualifications: Candidates for the position should hold a master's degree in library science and possess substantial experience in academic library management or comparable activities. The University seeks a distinguished leader with a firm grasp of the issues facing research libraries and higher education generally and with a demonstrated commitment to academic excellence, research, and scholarship. The ability to articulate a persuasive and achievable vision for the future and to work with the University administration and faculty, the library staff, and others to accomplish the vision is essential. The successful candidate should be able to guide and inspire library staff to develop imaginative, innovative, and responsive approaches to issues and opportunities. Candidates should have a solid understanding of information technology as well as traditional research library functions. Candidates must be able to communicate effectively with diverse constituencies, play a strong leadership role in state, regional, and national library cooperation, and use management philosophies that promote team-work and empowered decision-making models. The University is now planning an ambitious capital campaign, which will include the Library, so that excellent fund-raising skills are also needed.

Position to be filled: January 1, 1993, or as soon thereafter as possible.

Salary: Salary will be commensurate with qualifications and experience; minimum \$95,200-\$125,000. Review of applications: Review of candidates will begin on October 1, 1992, and will continue until the position has been filled. Each application must include a list of three references and a current resume. Applications and nominations should be sent to:

Carolyn M. Callahan
Chair, University Librarian Search Committee
c/o Office of the Provost
University of Virginia
P.O. Box 9014
Charlottesville, VA 92906-9014

The University of Virginia is an equal opportunity, affirmative action employer. Applications from minorities, women, persons with disabilities, and Viet Nam-era veterans are especially welcome.

able. Salary and rank depend on qualifications (minimum salary \$28,000). Applications requested by Sept. 1, 1992, but accepted until position is filled. Apply to: Ann Dyckman, Personnel Director, 201 Olin Library, **Cornell University Library**, Ithaca, NY 14853-5301 (send cover letter, resume, and list of addresses and telephone numbers for three references). Cornell University is an Affirmative Action/Equal Opportunity Employer.

HEAD, LIBRARY SYSTEMS. Librarian or Computer Professional will be responsible for microcomputer hardware/software and access to electronic information sources. Requirements: ALA-accredited MLS or bachelor's degree with experience in computer systems. Minimum three years professional experience in academic library or computer application or combination. Experience with CD-ROMs, online searching, and electronic networks. Salary Range: \$28,000-\$34,000. UTEP is a commuter campus with over 17,000 students and 700 faculty. Library has over 800,000 volumes with 22 professional staff, 47 support staff, and 100 students. Library uses OCLC, DIALOG, and NOTIS. El Paso, located on the U.S.-Mexico border offers bicultural environment, year-round sunshine, mild winter climate, and easy access to Mexico, New Mexico, and Arizona. Send letter of application, resume, and names/phone numbers of three references to: Robert A. Seal, University Librarian, **University of Texas at El Paso**, El Paso, TX 79968-0582. Phone: 915-747-5683. Fax: 915-747-5327. Position will remain open until filled. The University is an equal opportunity, affirmative action employer.

HEAD, RECORDS MAINTENANCE. University of Georgia Libraries. Duties: The Records Maintenance Section of the Cataloging Department is comprised of the Head and seven full-time support staff. The Head supervises staff in two units (Database maintenance and Marking/GALIN Entry) who are responsible for performing authority work; coordinating name authority work by other staff both in the

Department and in other areas of the Libraries; resolving problems with and updating cataloging information in GALIN; preparing OCLC cards for filing and/or distribution; coordinating filing in the Libraries' main and branch shelflists; building OCLC data files and maintaining the quality of data in the Libraries' catalogs; cataloging Reading for Pleasure books and University of Georgia theses and dissertations; preparing newly acquired materials for shelving; making corrections to previously cataloged materials; etc. The Libraries use the Georgia Academic Information Network (GALIN), an in-house, automated, integrated system. The Head of the Records Maintenance Section serves as a resource person in the areas of marking, authority control, and card catalog and online database maintenance both within the Department and in other areas of the Libraries and reports directly to the Head of the Cataloging Department. The Department participates in the Library of Congress NACO project using LSP through OCLC. The Cataloging Department has 14 professional and 20 support staff positions and catalogs over 50,000 books, serials, and non book items yearly. Some evening and/or weekend work may be required. Qualifications: ALA-accredited MLS; minimum two years technical services experience in a large academic or research library, preferably with automated authority control or database management; knowledge of AACR, AACR2, LC classification and subject headings, and authority control principles; familiarity with OCLC cataloging and the MARC format; ability to work with broad range of languages; effective written and oral communication skills; ability to establish and maintain effective working relationships; ability to supervise a diverse work group, with successful supervisory experience preferred; experience with local automated systems as applicable to technical services functions preferred; strong interest in academic librarianship desired. Benefits: standard benefits package includes life, health and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid holidays. Salary minimum: \$25,000. Adjustments may be made commensurate with



DIRECTOR OF LIBRARIES

The University of Texas at Arlington

The University of Texas at Arlington invites applications and nominations for the position of Director of Libraries. The University of Texas at Arlington is the fifth largest university in Texas and the second largest in the UT System. Located in the geographic center of the Dallas/Fort Worth metroplex, the University enrolls over 21,000 undergraduates and 4,000 graduates in 51 bachelors, 56 masters, and 19 doctoral programs. The faculty numbers about 900 part- and full-time members in 9 colleges and schools.

The Director of Libraries reports to the Vice President for Academic Affairs and manages a central library facility and two branches with a collection of over one million items and 5,800 periodicals and other serials. The Library includes a division of special collections and archives and is a federal and state government depository. It has a fully implemented NOTIS system, an operating budget of \$4.5 million and a staff of 107, including 38 professionals.

Qualifications:

- Demonstrated commitment to academic excellence, scholarship, research and the support of graduate and undergraduate instruction;
- Master's degree from ALA-accredited program; doctorate also preferred;
- Extensive and varied professional library experience including at least five years of administrative experience with fiscal planning, program development, and personnel management of an academic or research library;
- Knowledge of current trends and experience in application of automated and electronic information technology;
- Proven leadership ability and superior communication skills;
- Commitment to participatory management;
- Evidence of ability to interact effectively with all segments of the university community;
- Record of active participation in the profession at the regional and national levels;
- Strong commitment to professional and staff development;
- Demonstrated success in obtaining alternative funding for library development.

Salary: Open and competitive; 12-month contract, comprehensive benefits program.

Review of applications and nominations begins November 1, 1992 and will continue until the position is filled. The preferred starting date is on or before September 1, 1993.

Applications should include a complete resume and the names, addresses and telephone numbers of five references.

Send applications and nominations to Dean Bob F. Perkins, Chairman, Director of Libraries Search Committee, The Graduate School, The University of Texas at Arlington, P.O. Box 19167, Arlington, Texas 76019.

The University of Texas at Arlington is an AA/EO Employer.



DIRECTOR, CENTER FOR INSTRUCTIONAL SERVICES

University of Evansville

Applications and nominations are invited for the position of Director, Center for Instructional Services. Responsible for budgeting, audio, graphics, photography, video, and repair services. Supervise 2.5 support staff and ten student assistants. Ability to work closely and effectively with the faculty, administrators, and students for their audio and video production and other instructional needs. Coordinate IHETS TV reception on campus, maintain all equipment including projectors, VCRs, TVs, and cameras. Prepare statistics and reports, evaluate and select vendors for renting and buying equipment, films, and video. Hire, train, supervise, and evaluate the support staff. Reports to the Director of Libraries.

Qualifications: MLS from an ALA-accredited institution, and/or degree in Educational/Instructional Technology, two years experience in management of instructional services required, and knowledge of current trends in educational media. Excellent communication skills and teamwork abilities. Salary in mid-twenties for twelve-month position.

Qualified applicants should send a letter of application, a professional resume, and the names, addresses, and telephone numbers of three current references to:

R.N. Sharma
Director of Libraries
University of Evansville
1800 Lincoln Avenue
Evansville, IN 47722

Review of applications will begin on August 24 and continue until the position is filled. The appointment will commence on September 15, 1992, or as soon thereafter as practicable.

The University of Evansville is an independent, church-related, selective admissions University organized into four colleges and schools: Arts and Sciences, Business Administration, Education and Human Services, Engineering and Computer Science. The institution is located in a city of 135,000 in southwestern Indiana. Enrollment numbers approximately 2,200 full-time students. The University also has a British branch campus, Harlaxton College, located just north of London.

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

experience. Application Procedure: send letter of application by October 2, 1992, including a resume and the names of three references to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity/Affirmative Action Institution.

HEAD REFERENCE DEPARTMENT. Serves as reference head for the main library which houses general, social sciences, humanities, and business collections. Coordinates the development and management of reference and bibliographic instruction services. Supervises a staff of 7. Provides reference and instruction services, including some night and weekend hours. Develops the reference collection. Librarians hold faculty status and are expected to meet stated performance requirements for scholarship and service. Required: MLS degree from an ALA-accredited program or an acceptable equivalent combination of education and experience. Minimum of five years increasingly responsible professional experience, including reference and bibliographic instruction. Substantial supervisory experience. Strong leadership and interpersonal skills. Experience with electronic reference service and online catalogs. Demonstrated understanding of reference and instruction issues. Preferred: advanced degree in Humanities, Social Sciences, or Business. Experience in a medium to large university/research library. The University of Wyoming is the only four-year institution of higher education in the state. The UW Libraries system includes a collection of over one million volumes. The staff includes 28 librarians, 10

professional specialists, and 53 support staff. Salary commensurate with qualifications and experience; negotiable from \$30,000; twelve-month appointment, 22 days vacation, sick leave, group health insurance, tuition waiver, state and TIAA/CREF retirement plans, no state income tax. Preference will be given to applications received by October 4, 1992. To apply, send resume and the names of three professional references to: Bonnie Johnson, Assistant Director for Administrative Services, **University of Wyoming Libraries**, Box 3334, Laramie, WY 82071. EEO/AA

HEAD OF SERIALS. The University of Missouri-Columbia is seeking qualified applicants for the position of Head of Serials. Principal duties include responsibility for the five units of the Serials Department: serials acquisitions, retrospective conversion, binding, marking, and preservation. Duties include supervision and training of staff, solving of problems, and decision making regarding goals, policies, and procedures of the Department. Designs and monitors workflows, and in consultation with head of Technical Services hires, allocates, and assigns staff. Monitors and or expends the serials, binding, book repair, and replacement budgets. Supervises and evaluates Serials Department unit heads. Establishes and maintains good working relationships with publishers and vendors. Reviews all orders for new subscriptions and standing orders. Assists with budget planning for serials. Requirements: requires minimum of a master's degree from an ALA-accredited program. Additional courses in business or management desirable but not essential. Minimum of three years professional experience, at least two of which must be in the serials or

Rutgers University

Rutgers, the State University of New Jersey, invites nominations and applications for the position of university librarian.

Rutgers, the comprehensive public research university for the state of New Jersey, comprises twenty-six degree granting schools and colleges located on campuses in New Brunswick, Newark, and Camden, with educational services in many other communities throughout the state. Reporting to the University Vice President for Academic Affairs, the university librarian is responsible for the overall planning, operation, and direction of the library system, which encompasses units on the university's three major campuses. The university librarian functions as the senior administrative officer in charge of administering and managing the eighteen libraries employing 85 faculty and 245 full-time staff employees. In addition, the university librarian is responsible for developing the scholarly and research potentials of librarians who hold faculty rank. The annual budget is over 19 million dollars. Within the context to the university's commitment and drive toward excellence, significant university support to the library and its leadership will be provided.

The Rutgers University Libraries rank among the nation's top research libraries. Holdings include over 2 million books, 500,000 bound periodicals, over 5 million manuscript items in over 2000 collections, 2.7 million microforms, and 2.4 million government documents. The rich and diversified collection is housed in 18 libraries located in Camden, Newark, and New Brunswick.

Candidates for the directorship should have a strong appreciation for, and commitment to, excellence in scholarship, research, instruction, and public service and proven ability to support effectively the work of university faculties. Desirable qualifications will include an advanced professional or research degree, substantial administrative experience in a large university or research library, extensive planning experience in complex organizations, an understanding of national issues in research library administration, the ability to provide leadership in new library technological advances, and a sustained record of scholarly productivity. In particular, candidates should have experience that will enable them to develop effective program budgets, evaluate the delivery of library services, and direct the development of library acquisition and service plans that meet the needs of the instructional and research programs of a large multicampus system. In addition, the successful candidate must have the skills necessary to develop strong, cooperative relationships with the university's deans, campus provosts, faculty, and students.

Letters of application or nomination, including a current vita and the names, addresses, and telephone numbers of five references should be sent to:

**Search Committee
University Librarian
Old Queen's Building
Room 101
Rutgers University
New Brunswick, NJ 08903**

Applications will be accepted until a candidate is selected.

Employment eligibility verification required. Affirmative action, equal opportunity employer.

acquisitions department of a university of research library, are required. Additional technical services experience desirable. Work with integrated library system very desirable. Familiarity with national issues facing academic libraries such as serial pricing, serials control, and electronic journals very helpful. Ability to communicate well verbally and in writing; aptitude for working with figures and facility with foreign languages helpful; demonstrated interpersonal skills; and supervisory experience helpful. Minimum salary: \$30,000+ for 12

months commensurate with education and experience. Benefits include 30 vacation days per year, vested retirement after 5 years, dental insurance, and other normal fringe benefits, including 75% tuition waiver. The University: the University of Missouri (MU) was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with nearly 250 degree programs. The University of Missouri-Columbia Libraries belong to ARL, serve a student body of 24,000 and a faculty of 1,800 with a collection of over

THE LIBRARY OF CONGRESS

The Collections Services Service Unit is seeking applicants for approximately *140 vacancies, including:

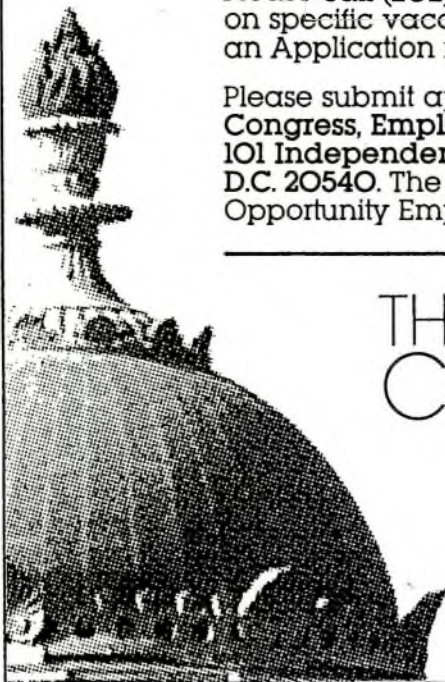
- More than 50 Librarians, mostly Catalogers in GS 9-12 promotion plans with salaries ranging from \$26,798 to \$50,516, some higher graded positions are also available.
- Archivists and Conservators, in GS 9-11 or GS 9-12 promotion plans with salaries ranging from \$26,798 to \$50,516.
- More than 70 Library Technicians, most in promotion plans from GS-5 with salaries from \$17,686 to \$22,996 to GS-7 or GS-8 with salaries from \$21,906 to \$31,543, some higher graded positions are also available.

***Subject to Congressional Funding Authorization for fiscal 1993 beginning October 1, 1992.**

Please call (202) 707-9147 for more information on specific vacancy announcements and for an Application for Federal Employment (SF-171).

Please submit applications to: **The Library of Congress, Employment Office, Room LM-107, 101 Independence Avenue, S.E., Washington, D.C. 20540.** The Library of Congress is an Equal Opportunity Employer.

THE LIBRARY OF CONGRESS



2.4 million volumes and over 4.7 million microforms. An online catalog and integrated circulation system serves the four campuses of the University system. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The University and two other colleges provide superb cultural events. According to the ACCRA composite index, the cost of living in Columbia is very reasonable when compared to with other university communities. Available: October 1, 1992. Send letter of application names, and addresses of three references and resume to: Ms. Pat Burbridge, Personnel Coordinator, 104 (CRL) Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. To ensure consideration, applications should be received by September 15, 1992. The University of Missouri-Columbia is an equal opportunity and affirmative action employer.

INTERLIBRARY LOAN LIBRARIAN. Highly service-oriented community college library, in beautiful Finger Lakes region, seeks enthusiastic, dedicated librarian to join proactive staff providing extensive reference, bibliographic instruction, and online/CD-ROM searching services. Responsible for supervision of interlibrary loan. Some evening hours. Required: ALA-accredited MLS; strong human relations/organizational abilities; experience in automated information retrieval. Two years academic reference experience preferred, including formal bibliographic instruction; relevant ILL background. Renewable, twelve-month contract beginning January 1993. Salary: Mid to upper 20s. Send cover letter, resume, and names/addresses of 3 references postmarked by October

30th to: Grace H. Madera, Human Resources Officer, **Finger Lakes Community College**, 4355 Lake Shore Drive, Canandaigua, NY 14424. EOE/AA

LATIN AMERICAN MATERIALS CATALOGER, CATALOGING DEPARTMENT. The Latin American Materials Cataloger is responsible for original cataloging of monographs, primarily in Spanish and Portuguese, in subjects covering all aspects of Latin American studies for the Benson Latin American Collection. Speed, productivity, and accuracy are essential elements of this position. This position reports to the Head Librarian, Cataloging Department. The Cataloging Department has a staff of 16.5 (full-time equivalent) librarians (four assigned to original cataloging for the Benson Latin American Collection) and 28 (full-time, equivalent) classified staff. Cataloging Department personnel catalog all materials for the Benson Latin American collection, in addition to being responsible for original monographic cataloging, serials cataloging, nonbook cataloging, music cataloging, catalog maintenance, and retrospective conversion projects. The General Libraries is also a participant in the National Cooperative Cataloging Program (NCCP), National Coordinated Cataloging Operations (NACO), and Cooperative Online Serials (CONSER). The Benson Collection is a distinguished collection of materials relating to all aspects of Latin America. The collection numbers 597,321 volumes and 20,168 reels of microfilm with currently received serials estimated at 24,494 titles. A wide variety of formats, including maps, photographs, archives, sound recordings, motion pictures, and slides are contained in the collection. While holdings for all Latin American countries are strong, the more comprehensively represented are Mexico, Central America, Paraguay, and the Rio de la Plata region. Required Qualifications: MLS from an ALA-accredited graduate program; fluent reading knowledge of Spanish or Portuguese. Preferred Qualifications: Some experience cataloging at the preprofessional or entry professional level using AACR2, LC classification and subject headings, and MARC content designation. Salary range is \$23,000 annually or more, depending on qualifications. No state or local income tax. Competitive benefits package. Retirement plan options. To ensure consideration, applications should be received by October 15, 1992, but will be accepted until the position is filled. Send letter of application and resume, including the names, addresses, and phone numbers of three professional references and a statement of salary requirements to: Peggy Mueller, **The University of Texas at Austin**, The General Libraries, P.O. Box P, Austin, TX 78713-7330. An equal opportunity, affirmative action employer.

Curator, General Research and Reference Division

The Schomburg Center

The Schomburg Center for Research in Black Culture of The New York Public Library has an exceptional opportunity for a Curator. Will be responsible for the management of collection development, processing, acquisition, conservation, preservation, and provision of access to the collections of books, serials, microforms and ephemera documenting the global black experience. Will also supervise the public services and preparation services units of the division, maintain communication with our Research Libraries Divisions and Units, and maintain cooperative relationships with African libraries and special collections.

Qualified candidates must have an MLS from an ALA accredited Library School and minimum 4 years of progressively responsible administrative experience in a research library environment. Demonstrated knowledge of African American, African and African Diasporan bibliography, resources and scholarship required. Knowledge of on-line systems and effective written/oral communication skills required. Knowledge of RLIN and/or OCLC preferred.

We offer a starting salary of \$38,930 plus excellent benefits. For prompt consideration please send resume in confidence to:

Human Resources Dept. DC-3

Candidates selected for consideration will be contacted for an interview

An Equal Opportunity Employer M/F



**The New York
Public Library**
8 West 40th St., 2nd Floor
New York, NY 10018

LIBRARIAN/ARCHIVIST-SPECIAL COLLECTIONS. Responsible for the operation of campus archives, including planning, collection development, arranging describing materials and public services. Special Collection (e.g., theatre and rare books), are a secondary responsibility. Duties also include a substantial amount of general reference service (assigned time at the Reference Desk, evening/ weekend rotation and library instruction. Position reports to Director and is assisted by one support person. Qualifications: ALA-accredited MLS; formal archival training or appropriate experience; working knowledge of preservation techniques; strong commitment to provision of general reference service and library instruction; ability to work well independently and with others; ability to communicate effectively orally and in writing. Second masters degree, previous experience with special collections, computer literacy preferred. Must be able to meet responsibilities of tenure-track appointment. Salary dependent upon qualifications and experience; Assistant Library, \$25,000; Associate Library, \$30,000. Application deadline October 15, 1992 or until position is filled. Send letter of application, resume, and names of three reference to: Judith Gottwald, Chair, Search & Screen Committee, Franklin D. Schurz Library, **Indiana University at South Bend**, P.O. Box 7111, South Bend, IN 46634. Indiana University is an AA/EEO employer and encourages women, minorities, and disabled individuals to apply.

LIBRARY/INFORMATION SPECIALIST for Jerome Levy Economics Institute, at Bard College. Responsible for daily management of library collections and information and research services. Provides full range of direct information/research services and document delivery; coordinates selection and review of all research materials in all formats; provides on-going bibliographic instruction/orientation and other outreach services. Qualifications: 2-4 years experience in foundation, law, corporate, or other special library environment related to economics and public policy planning and research; or related large public/academic library department; MLS from ALA-accredited program; second masters in economics, business administration, or field related to public policy planning highly desirable. Salary minimum: \$25,000.

THREE POSITIONS

George Mason University

All positions require an ALA-accredited MLS; other qualifications follow. Excellent benefits. Application deadline is September 30, 1992. Positions available Fall 1992. Send letter of application with resume and names of three references to:

Amy Cooke
Library Administration Office
George Mason University
Fairfax, VA 22030-4444

AA/EEO employer, minorities encouraged to apply.

Assistant Librarian for Information Technology: Under the direction of the Associate Librarian for Automated Systems, introduces and integrates information/learning technology into the library and campus environment. This position will also participate in the development and support of a variety of PC-based multimedia applications. Working with the Library Systems Office, this position will also be actively involved in developing networked information technology solutions. The Assistant Librarian for Information Technology directly supervises the Media Services librarian and one technician. Qualifications: Solid experience with microcomputers is required. Experience with Novell networks is preferred as is skill with at least one high level language (BASIC, Pascal, C or C++); Experience with instructional media is desirable but a sound knowledge of microcomputers and networking, coupled with an interest in information technology could be substituted. Salary \$23,500-\$35,000 depending upon qualifications.

Public Affairs Liaison Librarian: Provides liaison services, including collection development, online searching, and bibliographic instruction, to the Public Affairs Department, the Institute for Public Policy, and non-degree granting centers and institutes. Provides general reference desk service, including evening and weekend rotation. Coordinates Northern Virginia Outreach program, including library service to new campus. Qualifications: Experience in reference and second master's in relevant subject area preferred. Salary: \$25,000-\$29,000 depending upon qualifications.

General Reference Librarian: New position. Provides liaison services, including collection development, online searching, and bibliographic instruction, to the Department of History and to Special Populations, including minority, disabled, and international students, faculty, and staff. Provides general reference desk service, including weekend and evening rotation. Coordinates interdisciplinary collection development, with specific emphasis on undergraduate needs. Qualifications: Experience in reference and second master's in relevant subject area preferred. Salary: \$25,000-\$29,000 depending upon qualifications.

Resume to: Jeffrey Katz, Director of Libraries, **Bard College**, Annandale-on-Hudson, NY 12504. Search will continue until suitable candidate is found.

PROGRAM MANAGER/ARCHIVIST. Contract Appointment. The University of Maryland College Park Libraries invites applications for the position: Program Manager/Archivist. One-year contractual appointment. Responsibilities: Develops and maintains archival policies and procedures for the administration and use of the National Public Broadcasting archives. Participates in survey and appraisal work; accessions collections deposited at the Archives at the UMCP campus. Directs the work of Program Analysts, student assistants, interns, and other staff on projects connected with the arrangement and description of collections. Develops finding aids and other research tools to assist the public in use of the collections. Provides reference assistance to users of the Archives; works with other library staff on public outreach and publicity. Assists in strategic planning, involving areas such as collection development, use of space, public relations, and grant funding. Acts as

liaison between the University of Maryland at College Park Libraries and the Academy for Educational Development, a nonprofit organization which presently is involved in the work of the National Public Broadcasting Archives in collection development, fund raising, public relations, and oral history. As University responsibilities for NPBA increase, the archivist will take on added responsibility in these key areas. Qualifications: Evidence of formal archival instruction and training required. Master's degree required: master's degree in Library Science with emphasis on archival study preferred. Experience: at least three years of experience as a professional archivist, including administrative and supervisory experience required. In-depth knowledge of archival appraisal and processing techniques, fund-raising, public relations, preservation, strategic planning, oral history, and use of computers preferred. Previous archival work experience at a large academic campus preferred. Previous responsibility for administering archival collections in the field of broadcasting preferred. Salary: \$29,702 minimum. Salary commensurate with experience. Available benefits. Applications: For full consideration, submit resume and

names/addresses of three references by September 18, 1992. Applications will be accepted until the position is filled. Send resumes to: Ray Foster, Personnel Librarian, Library Personnel Services, McKeldin Library, University of Maryland, College Park, Maryland 20742-7011. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

REFERENCE LIBRARIAN. James Madison University's Carrier Library is seeking a Reference Librarian. The University is a publicly supported institution offering primarily undergraduate programs plus graduate programs at the master's level. Total enrollment approximately 11,500 FTE. Located in Virginia's Shenandoah Valley, JMU is considered one of the outstanding schools in the region and aspires to be one of the best public undergraduate institutions in the nation. Responsibilities: reference assistance, including evenings and weekends; collection development, online searching, and library instruction for selected liaison departments in the health sciences. Reports to the Head Reference Librarian. Qualifications: ALA-accredited MLS; ability to work cooperatively with faculty, students, and colleagues; ability to communicate effectively both orally and in writing; strong commitment to public service; experience with and enthusiasm for computer-based reference services; evidence of ability to provide effective course-related library instruction; reference experience preferred; potential to meet the requirements of a tenure-track faculty position. Benefits and Salary: twelve-month, tenure-track appointment with faculty rank; 20 days paid vacation plus University holidays; paid PC/BS health insurance; several retirement options including TIAA/CREF and the Virginia Retirement System, with the University making the full contribution; salary \$25,000 or higher depending on qualifications. The position will be available January 1, 1993 and will remain open until filled. Applications will be reviewed October 15, 1992. Send application letter and resume plus the names and phone numbers of three references to: Sandy Maxfield, Reference Librarian Search Committee, Carrier Library, James Madison University, Harrisonburg VA 22807. James Madison University is an affirmative action, equal opportunity employer.

REFERENCE AND BIBLIOGRAPHIC INSTRUCTION LIBRARIAN. Franklin and Marshall College is looking for an energetic and creative librarian to coordinate library's bibliographic instruction program. This is a full-time position, reporting to the Associate Librarian for Reference and Instruction, that presents a challenging opportunity for someone interested in using technology to teach information retrieval skills to highly motivated undergraduates. In addition to coordinating the bibliographic instruction program, job expectations include regularly scheduled assignments at the reference desk (including one evening a week and some weekend duty), online database searching, and oversight of library's microcomputer. Qualifications include an ALA/MLS, a second master's degree in the humanities, bibliographic instruction experience in an academic library, and good interpersonal and communications skills. Familiarity with microcomputer applications and knowledge of a foreign

language are highly desirable. The libraries of Franklin and Marshall contain over 340,000 volumes, are a selective depository for U.S. documents, and are automated using the DRA ATLAS system. Salary in the low to high \$20s, commensurate with education and experience. Candidates may submit letter of application, resume, and names, addresses, and phone numbers of three professional references to: Personnel Services, Franklin and Marshall College, P.O. Box 3003, Lancaster, PA 17604-3003. Consideration for the position will begin October 1, and will continue until an appointment has been made. An equal opportunity, affirmative action employer.

SERIALS ADDING SUPERVISOR/SERIALS CATALOGER, Bibliographic Control Division. The Columbia University Libraries are in the process of implementing an online integrated NOTIS System. The online catalog (CLIO) contains over 1,250,000 records, with about 100,000 catalog records added each year. It currently contains about 45,000 serial records, of which nearly 60% are active titles. The Serials Adding Supervisor/Serials Cataloger has primary responsibility for supervising, training, and revising bibliographic assistants who add volumes to current serials in CLIO and catalog serial analytics with copy online. The position supervises six support staff who add serials on CLIO, and two of whom also catalog analytics with copy online. Reporting to the Head of Serials Processing Services, the Serials Adding Supervisor/Serials Cataloger develops and oversees procedures for maintaining bibliographic, holdings, and item-level information on serial and serial analytic records in CLIO; monitors the flow of the serials to be added through the department; participates in the development of policies for serials adding and cataloging, and in planning for serials control (ordering and check-in) on NOTIS. This position also spends 15% of time providing original, augmented LC and OCLC or RLIN member copy cataloging and recataloging of serials in English and Western European languages. In addition to an accredited MLS, requirements are: experience with serials; working knowledge of cataloging principles and procedures including AACR2, LC subject headings and classification, and MARC tagging; good working knowledge of bibliographic and other reference tools; effective verbal and written communications skills; strong organizational, analytical, and interpersonal skills; effective training skills; and reading knowledge of two Western European languages (one preferably German). Training and supervisory experience, and experience in the use of NOTIS and OCLC or RLIN are desirable. Salary ranges: Librarian I: \$30,000-\$39,000; Librarian II: \$32,000-\$43,200. Excellent benefits include assistance with University housing and tuition exemption for self and family. We are particularly interested in minority candidates for this position. Send resume, listing names, addresses, and phone numbers of three references to: Kathleen M. Whitshire, Director of Personnel, Box 35, Butler Library, Columbia University, 535 West 114th St., New York, NY 10027. Cover letter should specify the title of position applied for. Applications received by September 30, 1992, will receive priority consideration. An affirmative action, equal opportunity employer.

Late Job Listings

DIRECTOR OF LIBRARY AND MEDIA SERVICES. Position: North Adams State College, currently positioning itself to become the premier premier public liberal arts college of New England, invites nominations and applications for the position of Director of Library and Media Services. The college enrolls approximately 1,800 undergraduate students and a smaller number of graduate students in education. The library collection includes about 170,000 monographic volumes, 500 journal subscriptions, and an AV collection of 5,000 items. There are 15 FTE staff members. Responsibilities: The Director is expected to function effectively in a collective bargaining and shared governance environment. Must have ability to stimulate, develop, and evaluate a staff of professional and support employees. Must provide leadership and make decisions with respect to library professional and administrative matters. The Director is responsible for budgetary planning and administration. Qualifications: Position requires an MLS degree from an ALA-accredited institution and five years of progressively responsible administrative experience in academic libraries. Also requires an ability to work effectively with various constituencies, strong verbal and written communication skills, demonstrated leadership, managerial and supervisory skills,

and a knowledge of evolving technologies in library and media fields. A second advanced degree is desirable. Location and Environment: North Adams, located in the scenic Berkshires, is three hours from Boston and New York City, and one hour from Albany. The College is located near Tanglewood, Jacob's Pillow, Clark Art Institute, and numerous ski and winter recreational resorts. The area offers many opportunities for a variety of outdoor activities. Nominations and applications should be sent to: Paul F. Tero, Chair, Search Committee for Director of Library and Media Services, c/o Personnel Office, **North Adams State College**, North Adams, MA 01247. Applications should include a cover letter and vita with the names of five references. Review of applications will begin on October 15, 1992, and continue until the position is filled. Salary and benefits are competitive and commensurate with experience. North Adams State College is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

DEAN OF LIBRARIES. The University of Mississippi invites applications and nominations for Dean of Libraries to assume responsibility for operation and development of library system consisting of over 700,000 volumes and 7,000 periodical subscriptions; currently undergoing a \$15,000,000 building expansion/renovation project. Qualifications: ALA-accredited MLS; minimum of five years of administrative experience in academic libraries; record of active participation in professional associations; knowledge of collection development, special collections, technical and public services, bibliographic instruction, personnel management, library automation, publications; demonstrated competence in leadership and supervisory skills; budgetary experience; library endowment and development experience. Desirable: Ph.D. in library science or other discipline. Salary competitive, minimum \$74,500. Send resume and names of three references to: Gerald Walton, Academic Affairs, **University of Mississippi**, University, MS 38677. Review of applications begins November 16. The University of Mississippi is an affirmative action, equal opportunity employer.

SCIENCE REFERENCE/TECHNICAL SERVICES LIBRARIAN. Entry level (Assistant Librarian) nine-month library faculty position. Librarian holding this position will have responsibilities in providing reference assistance and consultation services and bibliographic instruction to students, faculty, and staff of the University, with focused assignments related to science and technology. Additionally, this Librarian will have some cataloging and collection development responsibilities with scientific and technological materials. The University will shortly begin construction of a new Science and Technology Library. The Librarian in this position will have assignments in this library, when completed. Qualifications: require MLS from an ALA-accredited library school and a bachelor's degree in a science-related field and/or science related work experience. Preferred: Library experience within an academic environment, experience with common electronic library and information resources, knowledge of basic cataloging and collection development processes, strong communication skills, ability to work with diverse groups, demonstrated success in project management. General Information: Minimum salary: \$18,000 (nine month position). TIAA-CREF and excellent health benefits program. Utah State University is a land-grant institution serving a student population of 14,000. It is situated in a valley 80 miles north of Salt Lake City. A new Science and Technology Library building will be completed in 1994. Send letter of application, resume, and the names, addresses, and telephone numbers of four references to: Max P. Peterson, Merrill Library, **Utah State University**, Logan UT, 84322-3000. Consideration of applicants will begin on September 20, 1992, and continue until the position is filled. EEO/AA employer.

PRESERVATION ADMINISTRATION INTERN, Sterling Memorial Library, Yale University. Eleven-month position. Responsibilities: surveys the condition of collections; processes materials received through the Library's basic preservation program; participates in administering grant-funded brittle book microfilming projects; undertakes minor collections conservation actions; and completes other appropriate special

projects, based upon the intern's experience and interests. Requires: MLS degree from an ALA-accredited library school. Knowledge of preservation and conservation practices and techniques, as demonstrated through previous relevant experience, and/or successful completion of a formal program in the preservation of library and archival materials preferred. Experience in a research library or organization preferred. Familiarity with the preservation of nonbook materials desirable. Salary: \$30,000. Rank, Librarian I. This is an eleven-month position. Benefits include 22 days vacation; 16 holiday, recess and personal days; and health care. Relocation expenses will not be paid. Applications received by October 31 will be given first consideration. To be assured of consideration, please send letter of application, resume, and names of 3 references to: Diane Y. Turner, Director, Library Personnel Services, **Yale University Library**, P.O. Box 1603A Yale Station, New Haven, CT 06520. An EEO/AA employer.

COORDINATOR OF USER INSTRUCTION. Texas Tech University is seeking an individual to coordinate and evaluate a program of user instruction with responsibilities for planning and implementing user instruction activities, training program participants, and evaluating effectiveness of individual user instruction activities and the User Instruction program. Qualifications: ALA-accredited Master of Library Science degree. A minimum of two years experience in an academic library. Strong oral and written communication skills. Commitment to the provision of quality reference service and a strong interest in teaching. Preferred: Second master's, experience with electronic access systems and library automation. Salary and Benefits: Salary is a minimum of \$24,431 based on experience and qualifications, for a 12-month appointment. Benefits package includes 88% of Social Security paid for first \$16,500 of salary; choice of retirement programs, including TIAA-CREF; 14 state holidays; no state or local income tax. General information: Texas Tech University, one of five comprehensive state universities in Texas, has an enrollment of 25,000. Graduate offerings include 60 doctoral programs and there are schools of law and medicine. The University is located in Lubbock (metropolitan population is 224,000), a center for higher education, agriculture, health care, banking, and business. Located on the Texas High Plains, Lubbock enjoys a temperate climate with 270 days of sunshine annually. The library has 1.1 million volumes and a materials budget of \$2.1 million. Texas Tech is a federal regional depository for U.S. federal documents. Application Deadline: Applications received by 15 October, 1992, will be given first consideration. Send letter of application, resume, and names and addresses of three references to: Marian E. Hampton, Assistant Director of Libraries, **Texas Tech University**, Lubbock, TX 79409. An equal opportunity, affirmative action employer.



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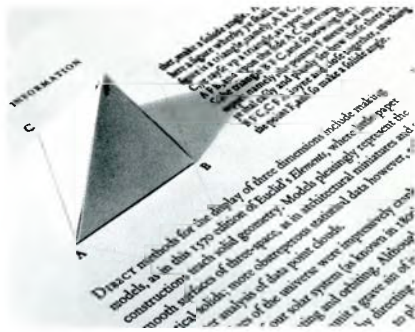
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