



## POSITIONS OPEN

## Classified Advertising

**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). Late job listings will be accepted on a space-available basis after the second of the month.

**Rates:** Classified advertisements are \$2.25 per line for ACRL members, \$2.80 for others. Late job notices are \$7.00 per line for members, \$8.50 per line for others. Organizations submitting ads will be charged according to their membership status.

**Telephone:** All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading.

**Guidelines:** For ads which list an application deadline, that date must be no sooner than the last day of the month in which the notice appears (e.g., October 31 for the October issue). All job announcements must 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.

**JOBLINE:** Call (312) 944-6795 for late-breaking job ads for academic and research library positions. A prerecorded summary of positions listed with the service is revised weekly; each Friday a new tape includes all ads received by 1:00 p.m. the previous day. Each listing submitted will be carried on the recording for two weeks. The charge for each two-week listing is \$25 for ACRL members and \$30 for non-members.

**Fast Job Listing Service:** A special newsletter for those actively seeking positions. The service lists job postings received at ACRL headquarters four weeks before they appear in *C&RL News*, as well as ads which, because of narrow application deadlines, will not appear in *C&RL News*. The cost of a six-month subscription is \$5 for ACRL members and \$10 for non-members.

**Contact:** Kathy Van Voorst, Administrative Secretary, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

## FOR SALE

**ENCYCLOPEDIA.** *Allgemeine Encyclopädie der Wissenschaften und Künste (Ersch und Gruber Encyclopädie)* Leipzig, 1818-89. 1st sec., vols. 1-89; 2nd sec., vols. 1-31; 3rd sec., vols. 1-25. Original edition, good condition. \$150 plus cost of transportation. Contact Dr. Robert F. Cayton, College Librarian, Marietta College Dawes Library, Marietta, Ohio 45750.

**FOREIGN MICROFORMS.** Any foreign microform from anywhere in the world at the foreign list price. Free searching. Monographs and serials. IMDS, 1995 Broadway, NY, NY 10023, (212) 873-2100.

**LC PRINTED CARDS** issued to 1942 (in fine condition); purchase price: \$1,950 U.S. LC NUC author list 1942-1962; a master cumulation (fine condition); purchase price: \$1,600 U.S. Asking \$1,600 U.S. for both. LC NUC Quinquenniums: 1963-1967 and 1968-1972; purchase price: 1963-1967—\$745 U.S. (out of print); 1968-1972—\$1,950 U.S. Asking: \$1,300 U.S. for both; or all 4 sets for \$2,900 U.S. plus shipping. Please contact: Pat Nicholls, School of Library and Information Science, University of Western Ontario, London, Ontario, Canada N6A 5B9.

**MARV BROADBENT,** Box 6, Beltsville, MD 20705. Government publications. Standing, subscription, single, or search orders. No prepayment. No foreign surcharge. (301) 937-8846.

**SEARCH SERVICE.** Ex-librarians locate titles or subject, plus 150,000 indexed stock. PAB 2917 Atlantic, Atlantic City, NJ 08401. Phone 609/344-1943.

## INFORMATION WANTED

**IN PREPARATION:** the catalogue raisonné of Ernest L. Blumenschein (1874-1960). Requesting information about all paintings and watercolors, as well as illustrations, correspondence, photographs, original prints and engraver's plates. Sherry Brown, 1018 N. Country Club, Tucson, AZ 85716; (602) 299-1354.

**ACQUISITIONS LIBRARIAN.** For library serving 2 colleges. Responsible for acquisition of monographs. Required: MLS from ALA-accredited school, ability to communicate effectively with faculty. Preference given to applicants with experience in acquisitions and/or academic libraries. Salary range \$12,500-\$17,000. Position available July 1, 1981. Send resume and references by May 1 to Jack Ray, Loyola/Notre Dame Library, 200 Winston Avenue, Baltimore, MD 21212.

**ACQUISITIONS LIBRARIAN.** Responsible for developing collections of European literature, languages, history, and culture for the Main Library. Administrative duties include: revising bibliographic searching and verification; assigning vendors; monitoring approval plans; assisting faculty with book selection; corresponding with book dealers and publishers. MLS from ALA-accredited school required. Knowledge of French or German; five years' professional experience, supervisory and public relations ability essential. Initial appointment at the rank of Associate Librarian, \$13,860-\$23,100. Florida State retirement, faculty status, Blue Cross/Blue Shield group plan, 22 days' vacation. Send letter of application with complete resume and with names of three references and salary requirements by May 1, 1981, to: James H. Renz, Associate Director for Technical Services, 216 Library West, Gainesville, FL 32611. EEO/AAE.

**ASSISTANT CATALOG/HUMANITIES LIBRARIAN.** Split appointment in the Cataloging Dept. (cataloging science, technology, and German materials) and in the Humanities Library (providing reference services). Requires ALA/MLS, cataloging experience and three years' of humanities-area reference experience in an academic or research library; facility in the German language; good written and oral communication skills. Prefer ability to read French, experience with collection development and bibliographic verification, university instruction and lecturing, OCLC, AACR 2, and Dewey. Requirements for tenure and promotion include publishing, research, and service, in addition to job performance. \$14,500 minimum salary on 12 month basis. Instructor (non-tenured track) or Assistant Professor, commensurate with applicant's qualifications. Generous sick leave, vacation, insurance benefits. State University retirement system. Position available July 1, 1981. Send resume and names and addresses of three references by May 15, 1981, to: Charlotte Clark, Chairperson, Search Committee for Assistant Catalog/Humanities Librarian, Morris Library, Southern Illinois University, Carbondale, IL 62901. An equal-opportunity/affirmative-action employer.

**ASSISTANT PHOTOGRAPHIC ARCHIVES LIBRARIAN.** Duties include organizing and cataloging photographic archives and manuscript collections, preparing bibliographic aids and assisting researchers, and sharing reference duties in the internationally known Center for Creative Photography. Qualifications: ALA-accredited degree, broad knowledge of the history of photography, and a minimum of one year of experience in archival work or a related area. Salary: minimum \$14,400. Faculty status, 12 month appointment, 22 days' annual vacation, fringe benefits. Send resume and list of three references by May 15, 1981, to: W. David Laird, University Librarian, University of Arizona Library, Tucson, AZ 85721. An equal-opportunity/affirmative-action employer.

**ASSISTANT REFERENCE LIBRARIAN** in charge of documents and microforms but does other reference work as required. Qualifications and abilities: strong academic credentials including an accredited MLS with ability to communicate with students and faculty as well as an ability to work harmoniously with other staff members. Occasional evening and weekend work required. Library faculty has full faculty status with faculty rank, appointment will be made at Instructor or Assistant Professor level depending upon qualifications and experience. Minimum salary \$14,900. Position available August 24, 1981. Applications close May 1, 1981. An affirmative-action and equal-opportunity employer. Apply to: James M. Hillard, Director, The Daniel Library, The Citadel, Charleston, SC 29409.

**AUDIOVISUAL.** General Libraries, Emory University, Atlanta, GA. Available not later than September 1, 1981. Head, Candler Library and Coordinator of Audiovisual Services. Responsible for the Candler Library Department, including audiovisual services, repair shop, language and listening laboratories, reserve room, and other facilities. An administrative position with responsibility to: assist faculty and students in using audiovisual facilities and services creatively; expand existing services in support of classroom instruction for Arts and Sciences; design and develop audiovisual services in support of University-wide events and other University divisions as appropriate. Present staff includes one additional professional and seven general and technical staff members. Opportunity for enthusiastic, creative individual to develop and promote an emerging and growing service. Minimum qualifications: graduate degree in audiovisual field from accredited institution and a minimum of two years' professional, administrative audiovisual experience in a college or university. Preference given to candidates with additional professional, audiovisual experience, library experience, and/or ad-

vanced degree. Salary dependent upon qualifications and experience, but not less than \$20,000. Send letter of application, resume, names of three references, and have graduate school credentials forwarded by May 15, 1981, to Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Affirmative-action/equal-opportunity employer.

#### **BIBLIOGRAPHIC AND TECHNICAL SERVICES LIBRARIAN.**

Academic library seeks person to combine skills of technical services with opportunities for personal contact of Reader Services to expand the scope of library services. Qualifications include an MLS degree from an ALA-accredited institution and three years of professional experience. Knowledge of LC classification system, and experience in the use of OCLC and in collection development are preferred. Position open September 1981. Tenure track position with faculty rank, minimum salary: \$16,289. Application deadline: April 30, 1981. Address application to Bruce E. Thomas, Library Search Committee, Lock Haven State College, Lock Haven, PA 17455. An affirmative-action/equal-opportunity employer.

**CATALOG LIBRARIAN.** Assists in planning and implementing an online catalog and quality control of data base; participates in the coordination of authority work and establishment of cataloging policy, catalogs as required. Qualifications: accredited MLS; minimum of 4 years' cataloging experience; preferably in a medium or large research library, including experience of original and online copy cataloging; knowledge of LC, AACR, MARC formats, file design and structure, file access methods; and the development and control of standards; demonstrated ability to identify and analyze problems and to recommend solutions; ability to communicate clearly both orally and in writing; supervisory experience preferred; knowledge of a foreign language desirable. Salary: minimum \$16,000, negotiable depending on qualifications. Send resume and names of three references by May 15 to Jane Titus, Personnel Librarian, Paley Library, Temple University, Philadelphia, PA 19122. An equal-opportunity/affirmative-action employer.

**CATALOG LIBRARIAN.** Authorities Specialist/Senior Cataloger responsible for accuracy of headings in the Libraries' catalogs. Duties include resolving conflicts in headings where there is no LC or existing local authority; assistance in training for and revision of original cataloging; and original cataloging of monographs in social sciences and/or humanities. Qualifications: MLS degree from an ALA-accredited program. Three years of cataloging experience in an academic or research library; working knowledge of at least two foreign languages, one of which must be Russian. Benefits: minimum salary of \$17,000. TIAA retirement, paid medical insurance. Send resume to Mathilda O'Bryant, Head, Cataloging Department, University of Notre Dame Libraries, Notre Dame, Indiana 46556. Notre Dame is an equal-opportunity, affirmative-action employer.

**CATALOG LIBRARIAN.** The Houston Academy of Medicine-Texas Medical Center Library is seeking a new or recent graduate to fill an entry level position in the Library's Cataloging Department. This position will begin on June 1, 1981. The Library serves and is jointly supported by nineteen health science institutions in the Texas Medical Center including two major medical schools, three nursing schools and various allied health science programs. It is also a Regional Resource Library for the South Central Regional Medical Library Program and actively serves the library needs of health professionals throughout central Texas. Responsibilities of this cataloging position include original cataloging of book and non-book materials in the health sciences, revision of catalog assistants' work in OCLC, continuous editing of all library catalogs, provision of assistance to library personnel with bibliographic problems related to cataloging. Qualifications: MLS from an ALA-accredited library school. Degree in life sciences and/or course work in medical librarianship desirable. Familiarity with OCLC and/or NLM Classification and MeSH would be an asset. No previous work experience required. Minimum salary is \$14,000. Fringe benefits include medical insurance, life insurance and retirement plan (TIAA/CREF), credit union, two days paid vacation per month (almost 5 full weeks per year). Send resume and names of three references to: Janis Sharp, Personnel Librarian, Houston Academy of Medicine-Texas Medical Center Library, Jesse H. Jones Library Building, 1133 M.D. Anderson Blvd., Houston, Texas 77030. Closing date: May 15, 1981.

**CATALOGER.** Search extended. Responsibilities: catalog and classify AV materials using the OCLC/MARC formats for AV and sound recordings, AACR II, and LC classification. Supervise and train paraprofessional to work with AV cataloging. Organize and direct card catalog maintenance. Department cataloged 14,200 titles, reclassified 2,000 titles, and converted 33,000 titles to machine readable form last year. Staff of 20 includes 5.5 FTE professionals. Requirements: accredited MLS, additional graduate degree preferred; minimum of three years' original cataloging experience (some previous AV cataloging desired); familiarity with AACR II. Effective organizational, training, and interpersonal skills; and a commitment to scholarship. Terms of appointment: faculty rank (Assistant Professor), 12-month tenure track appointment; minimum salary \$15,500; 24 days' annual leave; TIAA/CREF or TN

state retirement plan. Position available May 15, 1981. Send letter of application, postmarked no later than April 30, 1981, with complete resume and 3 letters of recommendation to Judith J. Johnson, Head, Catalog Department, Memphis State University Libraries, Memphis, TN 38152. An equal-opportunity university.

**CATALOGING.** The Florida State University Library invites applications for the following positions at the Assistant University Librarian rank: (1) Head, Records Maintenance Unit in the Bibliographic Records Management Department. This position is responsible for decisions regarding the Library's database, including changes to the manual records as well as changes made necessary by implementation of AACR 2. The Unit consists of three full-time positions and student assistants. (2) Monographic Cataloger, responsible for original cataloging of monographic titles. Experience with the Library of Congress classification, LC subject headings, AACR 2, the MARC authority files and the OCLC cataloging system, and a background in German is desired. Qualifications for both positions include a graduate degree in library science from an ALA-accredited school and two years' professional experience since the degree. Salary range for both positions begins at \$11,520. Closing date for applications: April 30. Send resume and letter of interest to Lucille Higgs, Associate Director, Robert Manning Strozier Library, Florida State University, Tallahassee, FL 32306. An affirmative-action/equal-opportunity employer.

**CIRCULATION LIBRARIAN** (Instructor). Lamar University, Beaumont, Texas. Responsible for circulation/reserve reading activities—MLS from ALA-accredited library school. Familiarity with automated circulation systems. Two years' appropriate experience in academic library required. Salary: \$14,500-\$16,000 for 10.5 months, starting date May 1, 1981. Submit applications, resume, letters of reference, and library school dossier by April 30, 1981, to Maxine Johnston, Library Director, Box 10021 Lamar Station, Beaumont, TX 77710. An equal-opportunity/affirmative-action employer.

**COLLECTION DEVELOPMENT/ACQUISITIONS LIBRARIAN.** Susquehanna University seeks an energetic individual to coordinate acquisitions activities and to develop outside sources of funding for library materials and services. Acquisitions: determine goals and priorities for collections in consultation with faculty and staff, supervise acquisitions function, perform some book selection. Development: Act as liaison with existing University associations and outside groups, work toward the establishment of a Friends of the Library, prepare grant applications. Requirements: MLS from ALA-accredited school, at least two years' experience with some involvement in public relations or fund raising in an academic library. Facility in a modern European language and additional graduate study desirable though not requisite. Position open September 1, 1981. Salary: \$13,000-\$15,000 per annum. Apply with resume and names of three professional references by May 15, 1981, to James B. Smilie, Director, Roger M. Blough Learning Center, Susquehanna University, Selingsgrove, PA 17870. Susquehanna University is an equal-opportunity/affirmative-action employer.

**CURATOR.** Curator of James J. Hill Papers. To prepare for the opening of the Hill papers and to encourage their use by scholars and others. To develop archival and historical programs relating to the papers and the economic and social development of the upper midwest. Ph.D. or MLS by August 1981 preferred, and relevant professional archival and historical experience, skills, and/or publications. Salary low to mid-\$20s, dependent on qualifications. Send letter of application, curriculum vita, and three letters of reference by May 1, 1981, to Virgil F. Massman, Executive Director, J. J. Hill Reference Library, Fourth and Market Streets, St. Paul, MN 55102. EOE.

**GENERAL CATALOGER.** Responsibility for original cataloging and classifying of monographs, using AACR and LC classification and subject headings; may include some microforms. Duties include searching and tagging on OCLC cataloging system. Faculty are expected to meet University's research, service, and publication requirements for tenure and promotion. Available July 1, 1981. \$13,320-\$15,000. Required: MLS from ALA-accredited program; reading knowledge of French; knowledge of AACR and LC classification and subject headings; two years of cataloging experience in an academic or research library. Desirable: working knowledge of another Western European language; experience in MARC tagging and use of OCLC cataloging system. Apply by May 15, 1981, to Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mail, Columbus, OH 43210. Include resume with names and addresses of at least 3 references. An AA/EEO employer. Qualified women, minority and handicapped persons, as well as others, are encouraged to apply.

**HEAD, COMMERCE LIBRARY.** Administers library of 132,000+ volumes which serves undergraduates, graduate students, and faculty in the Departments of Administrative Science, Public Administration, Accounting, Finance, Management, Marketing, Economics, and Geography. Responsible for supervision of staff (half-time reference librarian, 4.6 support staff and student assistants); reference services; bibliographic instruction; collection development; re-

sponding to research queries; preparing budgets; keeping abreast of latest library developments in the field. Reports to Head of Department Libraries. Faculty are expected to meet University's research, service, and publication requirements for tenure and promotion. Available July 1, 1981. \$21,000-\$24,000. Required: MLS from ALA-accredited program; five or more years of relevant professional experience, including supervision in a research library; demonstrated knowledge of the literature in administrative science and related subjects. Highly desirable: MBA or advanced degree in one of subject areas noted above. Apply by May 15, 1981, to Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume with names and addresses of at least 3 references. An AA/EEO employer. Qualified women, minority and handicapped persons, as well as others, are encouraged to apply.

**HEAD OF PUBLIC SERVICES.** University of Minnesota, University Libraries-Twin Cities, St Paul Campus Libraries. Under the direction of the Director of St. Paul Campus Libraries, the Head of Public Services is responsible for the organization, coordination, and planning of all public services activities, including reference and circulation in the Central Library and in the seven special subject libraries of the St. Paul Campus. Duties include collection development coordination, staff training and development, coordination of and participation in online data base searching, and acquisitions budgeting. The incumbent will also fulfill direct reference and collection development responsibilities. This is a tenure track position, and the candidate will be expected to meet University and University Libraries requirements for promotion and tenure. Eight professional librarians and one library assistant will report to the Head of Public Services. The St. Paul Campus Library system serves 5,000 students in 33 programs in agriculture, home economics, forestry, veterinary medicine, and biological sciences. Candidates for the position must have a master's degree in library science, plus three years of relevant library experience, preferably in a science library. Exceptional ability in interpersonal relations, data base searching experience, and management or supervisory experience are very desirable, as is a background in some area of science. Appointment will be at the Assistant Professor rank or higher depending upon qualifications and background. The salary is \$23,000+ for a 12-month appointment. The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities. Applications must be received by the deadline date of May 1, 1981. Applications postmarked by May 1, but received after May 1, will not be accepted. If interested in applying, please send letter of application, vita, and names of four references to Charlene Mason, Director of Administrative Services, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, Minnesota 55455.

**JAPANESE CATALOGER/BIBLIOGRAPHER (HALF-TIME).** Responsible for cataloging and classification of Japanese language materials (monographs, serials, microforms, and other types of materials), using AACR and LC classification and subject headings; applies transliteration schemes. Responsibility for building the Japanese portion of the East Asian collection in consultation with teaching faculty. Establishes good rapport with faculty to determine present and future collection needs. Responsible to Head, Catalog Division and Head, Acquisitions Department for respective areas of work. Limited public service responsibilities may be established by library administration. Faculty are expected to meet University's research, service and publication requirements for tenure and promotion. Available July 1, 1981. \$7,620-\$9,660. Required: MLS from ALA-accredited program. Fluency in reading Japanese; some knowledge of Japanese history, literature, and culture. Cataloging experience using AACR and LC classification and subject headings. Knowledge and experience in book selection, with Japanese book trade, publishers, and vendors. Desirable: speaking knowledge of Japanese; advanced graduate study in some aspect of Japanese culture. Knowledge of MARC tagging and OCLC cataloging system; experience in technical services in an academic or research library. Apply by May 15, 1981, to Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume with names and addresses of at least 3 references. An AA/EEO employer. Qualified women, minority and handicapped persons, as well as others, are encouraged to apply.

**LATIN AMERICAN/GENERAL CATALOGER.** Responsibility for original cataloging and classifying of monographs, using AACR and LC classification and subject headings. Includes microforms and serials in Latin American studies; may include materials published in Spain and Portugal. Duties include searching and tagging on OCLC cataloging system. Reports to Head, Catalog Division. Faculty are expected to meet University's research, service, and publication requirements for tenure and promotion. Available July 1, 1981. \$14,000-\$15,720. Required: MLS from ALA-accredited program, reading knowledge of Spanish and Portuguese; knowledge of AACR and LC classification and subject headings. Desirable: working knowledge of additional Western European language; cataloging experience in an academic or research library, including knowledge of MARC tagging and OCLC cataloging system; advanced degree in some area of Latin American studies. Apply by May 15, 1981, to

## SUPERVISOR, INFORMATION SERVICES

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Our central research facility requires a well rounded librarian to supervise the technical library including storage and retrieval equipment.

This high visibility post reports to the Manager, Research Administration. An MA Library Sciences is a must, as well as an undergraduate degree in Chemistry, Chem. E., or Pulp & Paper Technology. At least 3-5 years library experience including some supervision also required.

Position is in Chillicothe, the heart of Southcentral Ohio. Salary commensurate with background and experience, plus full Mead benefits. Applications will be accepted for 30 days after date of this publication. For immediate consideration, please send resume and current salary, in confidence, to: Human Resources.

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Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mail, Columbus, OH 43210. Include resume with names and addresses of at least three references. An AA/EEO employer. Qualified women, minority and handicapped persons, as well as others, are encouraged to apply.

**LIBRARIAN.** Assistant Collection Development Librarian to assist in the evaluation and acquisition of serials; government documents, microforms, and other non-book materials; oversee production of union list of serials; help with supervision of full and part-time staff; and participate in evaluation of gift materials and the exchange process. Qualifications: ALA-accredited MLS; two years of professional experience in government documents, microforms, or serials; familiarity with automated systems and budgeting. Eleven month appointment, academic rank and status. Salary range \$16,000-\$17,000. Available immediately. Send resume, three letters of recommendation, and transcripts by April 30, 1981, to: Library Search Committee, College of Charleston, Charleston, SC 29401. An equal-opportunity employer, and solicits applications from women and minorities.

**LIBRARIAN.** Head of Interlibrary Loan Department in an academic library. Position open September 21, 1981. The Library is a member of Center for Research Libraries, has eight OCLC terminals, of which four are in the Interlibrary Loan Department. Position is located in a college town of 50,000 close to Tuttle Creek Reservoir and the Flint Hills. Twelve month contract with one month's vacation, faculty rank and status, and TIAA. Under the supervision of the Associate Director for Technical Services, Budget, and Automation, the appointee will (1) be responsible for the management and operation of interlibrary lending and borrowing services for the main library and four branch libraries with combined collections of 900,000 volumes, 11,000 serial subscriptions, 500,000 microforms, 525,000 documents, and 70,000 audiovisual materials; (2) provide, with other staff, evening and weekend reference services; and (3) plan, direct, coordinate, and evaluate the work of 6.5 FTE staff, including the Kansas Regent Libraries courier driver. The department handles 20,000 requests per year on OCLC with a net lending ratio of 1.56. Requirements include a master's degree in library science, two years' successful academic library experience, and a working knowledge of OCLC and other major bibliographic tools. Supervisory experience at the department head level; knowledge of interlibrary loan practices, including those affected by Public Law 94-553 and AACR 2; and extensive experience with OCLC/ILL preferred. Salary: \$16,560-\$20,620, depending on qualifications and experience. Applications, together with resume, transcripts, and placement file (if placement file is not current, submit three letters of reference) must be submitted by May 15, 1981, to: Meredith Litchfield, Assistant Director, Kansas State University Libraries, Manhattan, KS 66506. KSU is an equal-opportunity/affirmative-action employer.

**PERSONNEL LIBRARIAN.** Reports to the library director and holds a staff position with responsibilities for personnel functions for a staff of 182 plus 125 student assistants. Under University and Library policies and procedures this person has primary responsibility for planning, organizing, and coordinating all activities related to recruitment, employment, and staff development. Assists in the development and interpretation of library policies and procedures; recruits applicants for librarian positions; supervises staff of the personnel office in the hiring of support staff and student assistants; maintains required personnel records and files; coordinates staff development and training programs. Qualifications: MLS degree from ALA-accredited school, or equivalent, required; library experience and previous personnel training and experience desirable; proven ability to work effectively with staff of diverse interests and cooperatively with University officials at all levels required; supervisory experience necessary. Tenure-track position, rank and salary dependent upon qualifications, salary range \$16,000-\$18,000. Twelve month appointment, TIAA/CREF, health insurance, usual holidays, 24 days annual and 12 days' sick leave, tuition remission. Applicants should submit letter of application, resume, and placement folder or three letters of reference by April 30, 1981, to Donald R. Hunt, Director, The University of TN Library, Knoxville, TN 37916. UTK is an EEO, affirmative-action, Title IX, Section 504 employer.

**REFERENCE LIBRARIAN IN THE HUMANITIES.** (Readvertised.) Librarian to design and coordinate a bibliographic instruction program, including the use of online searching, for selected humanities departments of a liberal arts college. Duties include some night and weekend work. Accredited MLS required. Two years' experience with bibliographic instruction or subject master's in the humanities desired. Minimum salary: \$14,000. Available summer 1981. Apply with resume and three current letters of reference to: Peter C. Haskell, Director of the Library, Franklin and Marshall College, Box 3003, Lancaster, PA 17604, before May 1. An equal-opportunity/affirmative-action employer.

**SCIENCE AND ENGINEERING LIBRARIAN.** The University of Saskatchewan Library invites applications and nominations for the position of Science and Engineering Librarian. The Science and Engineering Librarian will report to the Assistant Director, Public Services. Duties will include the coordination of staff and the de-

velopment of services in four branch libraries, as well as service to other science-related departments. Initially, special emphasis will be placed on the extension of reference and online services. The successful candidate will have a degree from an accredited school of librarianship, as well as a science or engineering degree. Administrative ability and three to five years of relevant experience including online services is also required. The position is available immediately and will be filled at the rank of Librarian III. Salary will be competitive and commensurate with qualifications and experience. The 1980-1981 salary range of Librarian III is \$23,722-\$29,746. The competition will remain open until the position is filled. Applicants should send a complete resume and the names of at least three references to: Frank Winter, Library Personnel Officer, Main Library, University of Saskatchewan, Saskatoon, Saskatchewan, Canada S7N 0W0.

## TECHNICAL LIBRARIAN

The Lovelace Inhalation Toxicology Research Institute, a non-profit biomedical and environmental research laboratory in the popular Southwest, seeks a professional Technical Librarian to manage its library containing 10,000 volumes and 485 active journal subscriptions. The library is a well-designed and equipped facility with computer-assisted cataloging and reference services. Extensive use is made of the external, computerized reference bases such as MEDLINE and TOXLINE as well as use of excellent local and regional technical library resources. Salary \$18,000+ per annum dependent on qualifications and experience.

The successful candidate will have a Masters degree in Library Science with at least 4 years of post-graduate library experience, 2 of which must include supervisory responsibilities. Biomedical, environmental, or other technical library experience is essential. The individual we seek will be a highly motivated Librarian capable of providing state-of-the-art technical services for a multi-disciplinary biomedical and environmental research institute with a staff of 250 individuals including 60 doctoral-degreed scientists. The research program is concerned with developing a better understanding of the impact of developing technology of man and the environment.

If you are interested in being considered for this challenging and demanding position, please submit your resume to: **Personnel Manager, Lovelace Inhalation Toxicology Research Institute, P.O. Box 5890, Albuquerque, NM 87115, or call (505) 844-9431. Applications accepted through May 15, 1981.**

We are an equal-opportunity/affirmative-action employer.

**SERIALS LIBRARIAN.** 12-month, tenure-track. Open July 1. Holds administrative responsibility for a serials department with 3,000 current subscriptions and a staff of two clerical assistants plus part-time students, trains and supervises staff of serials, maintains serials records and automated serials holdings list, recommends procedures for further automation, and provides specialized reference service relating to journals. Duties also include cataloging with OCLC and AACR 2 and supervising public areas of the library on a rotating basis (evenings and weekends). ALA-accredited MLS required, second master's preferred; 2 years' professional library experience in serials and/or cataloging required; experience with on-line cataloging systems and with cataloging serials preferred; some supervisory experience desired. Minimum salary \$16,000. Application deadline is April 30, 1981, or until suitable candidate is hired. Send resume, academic credentials, and three letters of recommendation to: Philip Brown, Public Services Librarian, South Dakota State University Library, Brookings, SD 57007. An AA/EEO employer.

**SLAVIC CATALOGER.** Responsible for original cataloging and classifying of Slavic language materials, including monographs, serials, and microforms, using AACR and LC classification and subject headings. Duties include searching and tagging on OCLC cataloging system. Reports to Head, Catalog Division. Faculty are expected to meet University's research, service, and publication requirements for tenure and promotion. Available July 1, 1981. \$14,280-\$18,600. Required: MLS from ALA-accredited program. Proficiency in Russian language, knowledge of AACR, LC classification and subject headings. Desirable: working knowledge of Polish, Czech, and other Slavic languages, reading knowledge of a Germanic or Romance language; advanced degree in related area; three years of cataloging experience in an academic or research library, including knowledge of MARC tagging and OCLC cataloging system. Apply by May 15, 1981, to Sharon A. Sullivan, Personnel

Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume with names and addresses of at least 3 references. An AA/EEO employer. Qualified women, minority and handicapped persons, as well as others, are encouraged to apply.

**SOCIAL SCIENCE/EDUCATION LIBRARIAN.** Louisiana Tech University. Responsible for collection development, bibliographic instruction, database searching, and general and subject reference service. Work flexible schedule of night and weekend rotation. Required: ALA-accredited MLS; 3-5 years experience in traditional reference service; academic training in social science or education; database searching experience; demonstrable creativity and innovation in providing general and subject reference. Preferred: appropriate subject area master's; 3-5 years' experience in computer-assisted reference services; good interpersonal skills. Faculty rank, tenure track, 12-month contract. Usual fringe benefits, excellent retirement. Salary range \$16,000-\$17,500, commensurate with experience. Send resume and 3 letters of reference to Bill Serban, Chairperson, Search Committee, Prescott Memorial Library, Louisiana Tech University, Ruston, Louisiana 71272. Deadline May 15, 1981, position available July 1, 1981. Louisiana Tech University is an affirmative-action/equal-opportunity employer.

**TECHNICAL SERVICES LIBRARIAN.** Manages the acquisitions, cataloging, and serials functions of Andrews Library. Coordinates planning for improvements in processing operations, including the automation of existing procedures and catalogs. MLS from an ALA-accredited library school, and at least three years of successful processing experience in an academic library using OCLC systems. Minimum salary \$17,500. Apply by April 30 to Michael S. Freeman, Director of Library Services, College of Wooster, Wooster, OH 44691.

#### LATE JOB LISTINGS

**LIBRARY DIRECTOR.** State University College at Buffalo, a unit of the State University of New York, is a 4-year liberal arts college in an urban setting with 12,000 students and 750 faculty and professional staff. E.H. Butler Library staff: 26 librarians and 32 support staff. Holdings: 43,000+ volumes. OCLC, BATAB and 3M security systems in operation. Director reports to the Office of the Vice President for Academic Affairs. ALA-accredited MLS required. Doctorate or additional master's preferred; 7 years' professional experience in academic libraries, including 5 years in progressively responsible administrative positions; knowledge of library automation technology; strong communications skills. Salary commensurate with qualifications, minimum \$30,000. Effective date of appointment: September 1, 1981. Affirmative-action/equal-opportunity employer. Please send nominations or letter of application, including 3 references, before May 1, 1981, to: Richard A. Wiesen, Associate Vice President for Academic Affairs, State University College at Buffalo, GC 519, 1300 Elmwood Ave., Buffalo, NY 14222.

**INFORMATION SPECIALIST.** Corporate Technical Library, The Upjohn Company. Provides a variety of scientific information services to world-wide management, marketing & technical staff on demand or as a continuing service: fact-finding and general reference services, retrospective literature searching, current literature alerting (internal and vendor-supplied data bases) and other specialized services. Keeps informed of current Upjohn research activity; anticipates user information needs, plans and implements services designed to meet them; helps increase visibility of the Corporate Technical Library and utilization of its information services; participates in user education programs and acts as liaison to specific user groups; keeps informed of developments in library systems, information science, new information resources and techniques for their utilization. The Corporate Technical Library has a staff of 30 and a collection containing 20,000 books, 30,000 bound journals, and 1,300 current periodical subscriptions. The Upjohn Company is located in Kalamazoo, a medium-sized southwestern Michigan university city with excellent cultural/recreational opportunities. Qualifications: Library Information Specialist II--BS/BA in science plus MA/MS in library/information science or MS in science plus one year information-related experience (bio-

chemical/biomedical environment); Sr. Library Information Specialist III-- same as above plus 3-4 years' information-related experience, 2-3 in a biochemical/biomedical environment. Both levels require: training and experience in searching scientific bibliographic and non-bibliographic data bases; skill in providing general reference and information services including ability to utilize medical, biological, and chemical reference tools effectively. Prefer biology or chemistry degree. Salary: \$21,093-\$31,640 or \$24,231-\$36,346 depending on level at which position is filled. Excellent benefits. An EEO/AA employer. Apply to Jerry Flowers, The Upjohn Company, 7171 Portage Road, Kalamazoo, MI 49001.

SYSTEMS LIBRARIAN. Houston Academy of Medicine-Texas Medical Center Library. To be responsible for: systems design, development, and implementation; evaluation and maintenance of current automated circulation system; planning subsequent phases of Library's automation program; creating and conducting meaningful research projects; serving as a liaison between the Library, the Common Computer Service Facility and the other Texas Medical Center libraries regarding automation activities. In-house circulation system on PDPl1/34 in operation. This position requires programming skills, knowledge of systems analysis techniques, and the ability to analyze complicated library operations in order to specify new or modified procedures. An ability to work with statistics, management information systems and data processing equipment is highly desirable. Both written and verbal communication skills are also important and applicants must be interested in the public relations aspect of this job. Education requirements include an MLS from an ALA-accredited library school or an appropriate equivalent degree. Salary will be commensurate with experience (minimum \$18,000). Excellent fringe benefits. Send letter of application, resume and references to Janis Sharp, Personnel Librarian, Houston Academy of Medicine-Texas Medical Center Library, Jesse H. Jones Library Building, Houston, Texas 77030.

HEAD, AUDIOVISUAL SERVICES DEPARTMENT. Under the direction of the Associate Director for Public Services at the Houston Academy of Medicine-Texas Medical Center Library, the Audiovisual Services Librarian is responsible for the development and maintenance of the audiovisual collection. Responsibilities also include: maintaining a suitable complement of audiovisual equipment in working order; planning audiovisual services and facilities; designing procedures and recommending policy; providing audiovisual reference service; supervising Audiovisual Department personnel; orienting and educating users. This position requires 2-3 years of relevant work experience (some supervisory experience preferred). MLS from ALA-accredited school is essential. Minimum starting salary is \$19,000. Excellent benefits. The Houston Academy of Medicine-Texas Medical Center Library serves and is jointly supported by nineteen health science institutions in the Texas Medical Center including two major medical schools, three nursing schools and various allied health science programs. It is also a Regional Resource Library for the South Central Regional Medical Library Program and actively serves the needs of health professionals. Send letters of application, resumes and references to Janis Sharp, Personnel Librarian, Houston Academy of Medicine-Texas Medical Center Library, Jesse H. Jones Library Building, 1133 M.D. Anderson Blvd., Houston, Texas 77030.

UNIVERSITY BIBLIOGRAPHER. Responsible for planning and coordinating collection development in a subject divisional library of over 1.3 million volumes. Will chair collection development committee and work closely with subject librarians in establishing collection development goals, policies, and procedures. Other responsibilities will include faculty liaison and participation in setting library-wide policies in the areas of management, personnel,

and budget as a member of the director's administrative council. Required qualifications include an ALA-accredited MLS, several years of increasingly responsible academic library experience, collection development or related experience and knowledge of national collection development trends. Additional desired qualifications include additional graduate work in a subject field, knowledge of the book trade, substantial knowledge of Texas or Southwest history and literature, and basic knowledge of one foreign language, preferably Spanish. Available September 1, 1981. Minimum salary \$20,000. Twelve month contract. Send resume and names of three references by May 1, 1981, to Dr. Edward R. Johnson, Director of Libraries, North Texas State University, Denton, TX 76203. An AA/EO employer.

HEAD OF REFERENCE SERVICES, Associate Librarian or Librarian, avail. July 1, 1981, Univ. of Calif., Santa Cruz. Responsible for management of main library, reference services (primarily Humanities and Social Sciences), centralized ILL and Gov't Publ. units. Staff of 5 librarians, 9 library assistants, plus students. Reports to Univ. librarian and serves on principal library admin. council. Quals: MLS, substantial ref. and admin. experience, excellent supervisory and communication skills, exp. with gov't publ., ILL and Computerized Reference Service, and library instruction preferred. Social Science background helpful. Salary: \$20,088-\$28,908. Send resume and three references by May 8, 1981, to Kathryn Beiers, Asst. Univ. Librarian, Univ. Library, Univ. of Calif., Santa Cruz, CA 59064.

CATALOG EDITOR. New position. Responsible for maintaining catalog department, centralized AACR2 in LC subject heading authority control system. Integrating previously used headings with new headings in a single catalog for central and departmental libraries. Also assists in planning for converting the authority control system and catalogs to an online system. In addition acts as a consultant to other departments and departmental library on AACR2 problems, training their staff in the various methods of resolving AACR2 conflicts, and interpreting filing rules. Qualifications: MLS, 3 years relevant library experience including catalog experience, using LC classification and subject headings, one year using OCLC cataloging system or similar automated cataloging system, and familiarity with AACR2 forms of entry, reading knowledge of one modern European language, ability to work and communicate clearly with library staff at all levels. Minimum professional rank: Assistant Librarian. Minimum salary: \$14,200. Send resume with at least 3 references postmarked by May 1, 1981, to: Personnel Officer, University of Cincinnati Libraries, 640 Central Library, ML #30, Cincinnati, Ohio 45221. University of Cincinnati is an affirmative-action/equal-opportunity employer.

TWO GENERAL REFERENCE POSITIONS. Both require an MA in library science from an ALA-accredited library school. Position #1 requires 2 years professional library experience, and a knowledge of government documents. Salary \$13,000-\$14,000 annually. Position #2: no experience necessary but favorably considered. Salary \$12,000-\$13,000 annually. Both: academic rank, retirement and illness benefits. Applicants must have the ability to work and communicate effectively with faculty, staff and students. Interested applicants should apply by April 30, 1981, to Mrs. Lucille M. Jones, Head, Administrative Services, Drexel University Libraries, Philadelphia, PA 19104. Affirmative-action/equal-opportunity employer.

# COLLEGE & RESEARCH LIBRARIES NEWS

ACRL

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## ACRL Continuing Education Courses, San Francisco

ACRL will offer five continuing education courses and three section-sponsored preferences prior to the ALA annual meeting in San Francisco this June. The CE courses, ranging from one to three days in length, are:

CE 1—The Librarian as Consultant.

CE 2—Planning and Procuring a Turnkey Library System.

CE 3—Effective Supervisory Skills.

CE 4—Career Planning and Development for Academic Librarians: *You Can Get There from Here!*

CE 5—Basic Archives Management for Librarians.

The preferences are:

PC 1—Premises, Problems, Promises: Views and Approaches to Bibliographic Instruction.

PC 2—The Impact of the New Technology on LRC Programs.

PC 3—The Collection Builders: Booksellers, Collectors, Librarians.

Advance registration is required for these meetings and attendance will be strictly limited. Your early registration for the CE courses by June 10 is encouraged to ensure enrollment. Registration information for the preferences is found following each detailed program description.

### THE LIBRARIAN AS CONSULTANT

This course represents a comprehensive view of the major aspects of consultation and provides participants with the knowledge to interact effectively with clients. Consulting skills can be valuable to specialists, managers, organization leaders, and program directors, whether they are external or internal consultants. *Topics* will include:

I. Initiating contact or responding to a request for consultation.

- Consulting definitions;
- Issues, concerns, and choices;
- Why are consultants utilized;
- What clients expect.

II. The effective consultant.

- Maintaining professional competence;
- What consultants contribute;