

CLASSIFIED

Ads

Career opportunities
from across the country

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

Rates: Classified advertisements are \$8.75 per line for institutions that are ACRL members, \$10.75 for others. Late job notices are \$20.50 per line for institutions that are ACRL members, \$24.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$395 to \$745 based upon size. Please call for sizes and rates.

Guidelines: For ads that list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary range per policy of the American Library Association (ALA). Job announcements will be edited to exclude discriminatory references. Applicants should be aware

that the terms faculty *rank* and *status* vary in meaning among institutions.

Internet: C&RL News classified ads are accessible on the World Wide Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

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

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

BOOKS BOUGHT AND SOLD

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

POSITIONS OPEN

ASSISTANT REFERENCE LIBRARIAN. The university library of the University of Illinois at Chicago seeks up to three Assistant Reference Librarians to work under the direction of the Reference Librarian in the Main Library. Major responsibilities include reference service, computer literature searching, and library instruction. The University of Illinois at Chicago is a research institution with quality standards in research and publication. The university library is well known for its outstanding faculty, its collections and staff, its interest in experimentation and change, and its planning for the future. The campus has an extensive computer-based communications network, including NOTIS and electronic mail capability. Weekend and evening hours required. Minimum qualifications: Master's degree in library science from a program accredited by the ALA; two years of professional library experience or equivalent professional experience; ability to promote vigorously information services and instructional programs and to assist users at varying levels of educational background; interest in and knowledge of and/or experience with automated information system; evidence of professional involvement within academic librarianship; ability to meet university standards in research, publication, and professional service commensurate with tenure. Additional desirable qualifications: Previous work experience in reference/information services; experience and/or course work in online searching. Salary, rank, and contract: Salaries are competitive and based on education and experience; faculty appointments in the UIC Library begin at \$33,000; faculty status; 12-month appointment; 24 days vacation; 12 days annual sick leave with additional disability benefits; 11 paid holidays; medical insurance (contribution based on annual salary; coverage for dependents may be purchased); two dental plans available; life insurance paid for by the state; participation in the State Universities Retirement System compulsory (8 percent of salary is withheld and is tax exempt until withdrawal); no Social Security coverage but Medicare payment required; physical examination at University Health Service is required upon appointment. For fullest consideration, apply by March 15, 1998, with cover letter, supporting

ADMINISTRATIVE POSITION Morehouse College

Morehouse College invite applicants for the following administrative position:

Manage scholarly project to catalog and publish selected papers of African American theologian, educator, and pastor, Howard Thurman. Responsibilities include management of 58,000 document electronic database; developing additional project databases; grant administration and budget supervision; staff supervision; communications coordination between geographically divided editorial staff; technical editorial assistance; and coordinating permissions to publish.

Master's degree in library science; at least three years of related experience and/or training, or equivalent combination of education and work experience. At least two years of functional supervision over office support staff a plus; excellent knowledge of electronic databases and other information systems. Strong writing, and proofreading skills.

Applicants should send a letter of application, resume, salary requirements, and at least three letters of reference to:

**Office of Human Resources
Morehouse College
830 Westview Dr. SW
Atlanta, GA 30314**

Resumes and letters of recommendation must be received by **January 16, 1998**. NO PHONE CALLS PLEASE.

Morehouse College is the only all-male HBCU four-year liberal arts institution and an EEO employer.

ROMANCE LANGUAGES REFERENCE-BIBLIOGRAPHER

Dartmouth College Library Hanover, New Hampshire

The Dartmouth College Library seeks a dynamic Romance Languages Reference -Bibliographer for the Baker Humanities & Social Sciences Library.

RESPONSIBILITIES: Reporting to the Humanities & Social Sciences Librarian, works as a member of an information services team providing general and specialized reference services in an innovative and technically sophisticated environment utilizing the Dartmouth Online Catalog, the campus wide information system (DCIS), Innovacq systems, RLIN, and OCLC. Services provided include humanities and social sciences reference, including government documents, to all segments of the Dartmouth community; bibliographic instruction and user education; online searching using Dialog, Lexis/Nexis, CD-ROM systems, and various Internet resources; consultation with faculty to determine instructional and research interests; collection management and development in the areas of Spanish, Portuguese, and Italian—may include French at a later time.

QUALIFICATIONS: ALA/MLS; graduate degree in romance languages and literature; a minimum of two years post-MLS experience in an academic or special library. The successful candidate will have strong interpersonal skills; ability to work collegially in small group and team environments; strong commitment to public service and collection management and development; strong reference and online searching skills; familiarity with use and application of microcomputers in a fully networked campus environment; and knowledge of the literature in the subject fields listed above.

RANK AND SALARY: Rank and salary commensurate with experience and qualifications, with a minimum salary of \$30,000 for Librarian I or \$32,500 for Librarian II. Full benefits package, including 22 vacation days; comprehensive health care; TIAA/CREF; and relocation assistance.

DARTMOUTH COLLEGE INFORMATION: World Wide Web: <http://www.dartmouth.edu>.

APPLICATION: Applications received by **January 30, 1998**, will be given first consideration; applications will be considered until the position is filled. Please send resume to:

**Phyllis E. Jaynes
Director of User Services
116 Baker Library
Hanover, NH 03755**

*Dartmouth College is an AA, EEO, M/F employer.
Minority candidates are encouraged to apply.*

resume, and the names and addresses of at least three references, to: Annie Marie Ford, Personnel Librarian, **University of Illinois at Chicago**, Box 8198, Chicago, IL 60680. The University of Illinois at Chicago is an affirmative action, equal opportunity employer.

ASSOCIATE LIBRARIAN II. The University of Maryland Libraries, College Park, is accepting applications for the position of Associate Librarian II, Catalog Management Librarian. Responsibilities: Supervise and manage the staff and activities of the Projects and Serial Adds Units; serve on the department's management team; contribute to the planning, developing, coordinating, and implementing of catalog management policies, procedures, and workflows; maintain knowledge of cataloging tools, standards, and trends. Qualifications: Required: ALA-accredited master's degree in library science. Working knowledge of at least one foreign language. Experience: Minimum one year professional experience in cataloging or catalog management, preferably in a large research library; one year supervisory experience; knowledge of AACR, LC classification, MARC format; experience with the structure and management of online catalogs. Excellent communication skills and ability to work well in a team environment. Salary: Commensurate with experience. Benefits available. Applications: For full consideration, submit a cover letter and a resume and names and addresses of three references by January 30, 1998. Applications accepted until the position is filled. Send resume to: Ray Foster, Library Personnel Services, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. You may also fax your resume: (301) 314-9960. Libraries Web address: <http://www.lib.umd.edu/UMCP>. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

CATALOG/REFERENCE LIBRARIAN. The Thomas J. Watson Library, the Metropolitan Museum of Art, invites applications for CJK Catalog/Reference Librarian. Reporting to the Head of Technical Services, this position is responsible for original and copy cataloging of CJK monographs and serials; selection and ordering of Asian art materials for the library's collections; original and copy cataloging of monographs in English and other languages; creation of authority records; and assistance with staffing the library's reference desk. Watson Library uses the serials control, acquisitions, and cataloging modules provided by Innovative Interfaces, and has been cataloging in RLIN since 1980. Qualifications: MLS or equivalent CJK cataloging experience in a museum, academic, or research library; working knowledge of cataloging principles and procedures, including AACR2, LCSH, and USMARC formats; experience working with automated library systems; fluency in Chinese required; working knowledge of Japanese, Korean, and/or one European language desirable; broad background in art history; ability to work flexibly and creatively in a changing environment. Please mail letter of application and resume to: **The Metropolitan Museum of Art**, Department of Human Resources MW, 1000 Fifth Ave., New York, NY 10028-0198.

COLLECTION MANAGEMENT COORDINATOR AND ASSISTANT/ASSOCIATE PROFESSOR. (Search extended.) The University of Tennessee, Knoxville, Libraries. Leads in the design, implementation, analysis, and evaluation of collection management projects, such as weeding, serials review, storage. The Collection Management Coordinator is the primary implementer of CDM day-to-day activities. As project manager, leads projects from inception to completion; as an advocate for the libraries' physical collections,



THE GETTY

RESEARCH INSTITUTE
FOR THE HISTORY
OF ART AND
THE HUMANITIES

ASSISTANT DIRECTOR, LIBRARY MANAGEMENT & ACCESS

The Getty Trust, through a museum, five institutes, and a grant program, offers people opportunities to more fully understand, experience, value, and preserve the world's art and cultural heritage.

The Getty Research Institute for the History of Art and the Humanities is dedicated to inquiry into past and present cultural practices, particularly as they were or are manifest through the visual arts, and maintains extensive holdings of books, photographs, and archives. The institute is housed in the new Getty Center located in the Santa Monica Mountains of Los Angeles. The Research Library includes book holdings of 700,000 volumes, a photo study collection of two million images, and documentary archives currently numbering 4,000 and including four million individual items. The Assistant Director reports to the Director of the Research Institute and manages the program and its full-time staff of 62. He/She oversees an operating budget of \$1,035,000 and fiscal control of acquisitions. The Assistant Director is responsible for the operation of the Research Library and for the caretaking and preservation of collections materials.

Candidates should have eight to ten years experience in the management of a complex library or archival collection, preferably in an academic or research institution. Candidates should have a sound understanding of the current application of technology in libraries and research environments. Reading knowledge of at least two European languages required. ALA-accredited MLS degree and graduate degree in art history or a related discipline or equivalent combination of education and experience required.

An excellent benefits package and salary commensurate with qualifications and experience will be provided.

Send resume and cover letter to:

Morris & Berger
201 S. Lake Ave., Ste. 700
Pasadena, CA 91101
phone: (626) 795-0522
fax: (626) 795-6330

The J. Paul Getty Trust is an equal opportunity employer.

shares in-depth knowledge about the collections and collection management practices. Establishes, in consultation with appropriate colleagues, collection development guidelines for use in decision making by CDM office staff and other library teams. Designs and coordinates orientation for new subject librarians and faculty departmental representatives. Plans cooperative collection management projects and assigns staff resources. May assume responsibility for subject liaison with an academic department. Coordinates activities of the Collection Development & Management office in a collaborative organizational environment. Works closely with subject and electronic services coordinators, CDM librarians, and serves on the CDM Planning Group to ensure that the libraries offer an optimal mix of information resources with available funding. Plans, supervises, and evaluates the work of four FTE staff who provide bibliographic, technical, and clerical support for CDM activities. Reports to the Team Leader for CDM. Collection Development & Management (CDM) organization: UTK collection development and management activities are performed by 30 subject librarians across the organization. The CDM Team, responsible for a \$4 million+ information resources budget, consists of a Team Leader; Coordinators for Humanities, Sciences, Social Sciences, Electronic Services, and Collection Management; 2.5 FTE CDM librarians, and four staff. The Team Leader, who reports to the Dean of Libraries, provides leadership for all collection-related activities, including allocations for information resources. Coordinators for the Humanities, Sciences, Social Sciences, and Electronic Services have dual reporting relationships to CDM and Reference. One CDM librarian monitors, analyzes, and reports collection management data; another leads the preservation program. Qualifications: ALA-accredited MLS degree. Several years' post-MLS library experience in an academic or research library.

Salary guide

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

Connecticut	\$31,273
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$24,533
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$31,868
New York	varies*
North Carolina	\$24,367+
Ohio	\$25,198+
Pennsylvania	\$26,400
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$26,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$25,830

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

+Salary minimums for public librarians only.

#Option for local formula.

INFORMATION TECHNOLOGY COORDINATOR

UCLA Louise M. Darling Biomedical Library Pacific Southwest Regional Medical Library (PSRML)

Under the general direction of the PSRML Associate Director, the Information Technology Coordinator has two major areas of responsibility: (1) planning and coordinating the PSRML Internet program of assisting health sciences librarians in the region to integrate Internet technologies into their services; (2) serving as a resource person for PSRML staff in information technology functions. The first area includes: developing and teaching Internet-related classes for health sciences library staff, including train-the-trainer courses, providing assistance in gaining access to the Internet for their institution; assessing and evaluating their ongoing needs in information technologies; working with them to assist local health professionals in accessing and utilizing the Internet; developing and maintaining informational and training materials in support of Internet connectivity and use, and making them available through various media; and writing articles for the regional newsletter. The second area includes: Keeping abreast of technological developments pertaining to information access; providing support to PSRML in its information technology functions; designing and overseeing maintenance of the PSRML Web pages. Along with other professional staff, the Information Technology Coordinator participates in the PSRML outreach program to unaffiliated health professionals, by assisting with demonstrations and classes in the use of NLM and other health-related Internet resources at meetings and healthcare institutions in the region.

QUALIFICATIONS: Candidates must show evidence of a thorough knowledge of Internet applications, Windows and DOS platforms (NT/UNIX also preferred), and word-processing and database management software. Candidates must have demonstrated excellent skills in interpersonal relations, teaching, oral and written communication. Candidates must have good project management skills, be able to work effectively as part of a team as well as independently, and be willing to travel to sites throughout the region. At least two years experience in the health sciences library setting is preferred. An understanding of medical informatics and the role of computers in health sciences is desirable.

SALARY: \$31,656-\$65,472.

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

Rita A. Scherrei
Associate University Librarian for Personnel and Administrative Services
University Research Library
UCLA
11334 URL, Box 951575
Los Angeles, CA 90095-1575

The application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. Candidates applying by **December 15, 1997**, will be given first consideration.

Demonstrated organizational skills, creativity and flexibility, ability to make decisions, excellent interpersonal and communications skills, ability to deal with changing priorities based on client and library needs; commitment to fostering a collaborative work environment. Knowledge of trends in publishing and higher education. Broad knowledge of academic/research library collection development and management issues. Working knowledge of major bibliographic tools. Preferred: Supervisory experience. Experience with collection development/management. Experience with faculty liaison and selection of library materials. Familiarity with library preservation issues. Knowledge of distributed computing, networking, and electronic information access methods. This is a tenure-track appointment requiring the ability to meet promotion and tenure criteria. 24 days annual leave, tuition remission, usual benefits. Assistant or Associate Professor rank. Salary: Assistant Professor, \$33,000 minimum; Associate Professor, \$40,000 minimum. Please send letter of application, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, **University of Tennessee**, 1015 Volunteer Blvd., Knoxville, TN 37996-1000; fax: (423) 974-4696. Review of applications will begin February 2, 1998, and will continue until the position is filled. Additional information about this position may be found at: <http://toitec.lib.utk.edu/~lss/search/collmgcoord.html>. UTK is an EEO/AA/Title VI/Title IX/section 504/ADA/ADEA employer.

DIRECTOR OF LIBRARY SERVICES. Massachusetts College of Art. Seeking dynamic leader, manager, and communicator to direct and develop library services at the nation's oldest public college of art and design. Qualities sought include the ability to build cooperative relationships, practical experience implementing information technology, and supervisory experience committed to collaborative management. The Godine Library collection of over 90,000 books and 425 journal titles, special collections, and extensive holdings in film, video, and slides comprises the largest circulating art library in New England, serving a student body of 2,400, plus faculty and staff. The Massachusetts College of Art is a fully accredited four-year art college offering the BFA, MFA, and MSAE degrees. An MLS from an ALA-accredited school is required, along with three to five years experience in a role of library leadership. A background in the arts and/or humanities is preferred. Salary commensurate with experience. Excellent benefits package. Massachusetts College of Art is an equal opportunity, affirmative action employer. Members of under-represented groups and those committed to working in a diverse cultural environment are encouraged to apply. Interested candidates should send a resume, cover letter, and three references to: Office of Personnel, **Massachusetts College of Art**, 621 Huntington Ave., Boston, MA 02115. For a full job description please visit our Web site at http://www.massart.edu/jobs/j_o.htm.

UNIVERSITY LIBRARIAN

The University of North Carolina at Asheville (UNCA)

Applications are invited for the position of University Librarian at UNCA. Accountable to the Vice Chancellor for Academic Affairs, the University Librarian collaborates with a team of eight library faculty and 22 technical and classified staff to insure continued development of the D. Hiden Ramsey Library collections and information access services and to further develop media and distance learning services within the Ramsey Library organization.

UNCA is the only Liberal Arts I University in the widely respected University of North Carolina system. It is often cited nationally for high-quality undergraduate education at an affordable price. Asheville, located in the scenic Blue Ridge Mountains, is the commercial, cultural, and medical center of western North Carolina.

Expanded in 1990, the Ramsey Library is an outstanding facility located at the physical and symbolic heart of the university. The library is a founding member of the Western North Carolina Library Network, which supports an integrated library system (Innovative Interfaces), shared databases, and comprehensive resource sharing and delivery agreements. Further information about UNCA and Ramsey Library can be found at <http://www.unca.edu>.

The University Librarian is responsible for overall operation and development of the library, as well as media and distance learning services, including: Administration and development of user services, budget, personnel, collections, new technologies, and physical facilities; advocate and spokesperson on campus and externally; planning and policy development; leadership in fundraising.

QUALIFICATIONS: Graduate degree in library science from an accredited program, additional graduate degree in a liberal arts field or instructional technology; extensive administrative experience; demonstrated knowledge of academic library operations; superior interpersonal and communication skills; proven commitment to collaborative decision making and responsive public service; familiarity with new information technologies and commitment to their application to library and media services; and a vision of the central role of libraries in undergraduate teaching and learning. Prefer: Demonstrated experience attracting funds and other support for libraries, knowledge of media and distance learning technologies and services.

Salary and rank commensurate with qualifications and experience. Position available spring 1998. Review of applications begins immediately and continues until position is filled.

With letter of interest, submit vita and names, addresses, and phone numbers of four references to:

James P. Pitts
Vice Chancellor for Academic Affairs
UNCA
One University Heights
Asheville, NC 28804

UNCA, an equal opportunity employer, encourages women and minorities to apply.

DIRECTOR OF RESEARCH SERVICES. The University of Nevada, Reno, Libraries invite applications for Director of Research Services. Responsibilities: As member of Dean's Cabinet, incumbent participates in overall administration of libraries. Manages and directs the following units: Life and Health Sciences, Physical Sciences, and DeLaMare (Mining and Engineering) Libraries; Business and Government Information Center; Special Collections and Archives; and Basque Library. Responsible for supervision and professional development of 25 staff. Plays leadership role in libraries' collection development workgroup; ensures continued excellence of specialized research collections in reporting areas. Ensures development, coordination, and delivery of quality reference, research support, and instructional services in all units. Nurtures a strong customer service orientation. Provides creative leadership in adapting, planning, and implementing new technologies and programs in support of the university's mission and goals. Boldly explores emerging electronic information resources and incorporates these into the libraries' philosophy of access and services. Provides leadership for newly developing information literacy skills programs. Strong emphasis on liaison activities and building relationships with faculty and students. Forges alliances with diverse academic support units for improving the technological delivery of information and instruction. Tenure-track

position. Qualifications: Required: ALA-accredited MLS; five years increasingly responsible administrative or management experience in academic libraries, including supervisory responsibilities; public services experience; ability to articulate a vision and broad understanding of information technology applications in higher education; demonstrated ability to communicate effectively orally and in writing; excellent interpersonal skills and ability to establish effective working relationships with diverse groups; demonstrated flexibility, creativity, and responsiveness; evidence of scholarly or other creative activities and service to the profession. Preferred: Experience in branch or special department; mentoring experience. Salary: 12-month contract year; salary commensurate with experience. Fringes: TIAA/CREF and other retirement options; 24 days vacation per year; generous sick leave. No state income tax. The environment: The University of Nevada, Reno, the land grant university and major research institution in the state, has a student body of 12,000, with approximately one-third enrolled in graduate degree programs. The University is one of the country's pioneering institutions in the area of integrated information services. Libraries, instructional media and technologies, computing and telecommunications, and public radio are organized into one division, Information Resources and Technologies (IRT), under the direction of the Associate Vice President for

DEAN OF LIBRARIES

Loyola University of Chicago

Loyola University Chicago invites applications and nominations for the position of Dean of Libraries. The Dean provides leadership and vision to achieve the university libraries' strategic plan, which supports the educational and research programs of the university.

THE UNIVERSITY AND THE UNIVERSITY LIBRARY SYSTEM: Loyola University Chicago is a Catholic and Jesuit institution of higher education which offers 32 doctoral programs, 42 masters program's, and 40 undergraduate majors across nine schools and colleges, enrolling approximately 13,000 students. Courses are offered on five campuses, including one at the university's center in Rome, Italy.

The university libraries, consisting of six units on five campuses, have an annual materials budget exceeding \$3 million, hold more than 1.7 million volumes, and subscribe to over 11,000 journals. The libraries offer a rich array of electronic resources, increasingly in full text. There are 38 professional librarians and a support staff of 62, as well as student and part-time employees.

THE POSITION: The Dean of Libraries is the chief administrative officer for all the university's libraries, including the Medical School, but excepting the Law School Library, which reports directly to the Dean of the Law School. The Dean has administrative responsibility for planning and library policy formulation, directing the activities of three Associate University Librarians responsible for bibliographic and access services; budgeting, collection development, library systems and personnel; and information services. The Dean supervises the directors of the University Archives, the Women and Leadership Archives, and the Martin D'Arcy Gallery of Art. The Dean represents the libraries to the administration, faculty, students, and the general library community.

The Dean of Libraries reports directly to the university's chief academic officer, the Senior Vice President and Dean of Faculties, and is a member of the Council of Academic Deans and the University Library Board.

QUALIFICATIONS: ALA-accredited MLS or equivalent; doctorate preferred; minimum of five years administrative experience. A record of increasing responsibility in the administration of academic or research libraries. Hands-on experience planning and implementing integrated library automation systems and knowledge of emerging technologies and their potential for library implementation. Proven leadership, organizational, planning, and budgeting skills. Superior communication skills; demonstrated ability to serve as an advocate for the libraries and to work effectively with all segments of the university community.

Loyola University Chicago offers a competitive salary and an excellent benefit package. The anticipated starting date is the summer or fall of 1998.

The search committee will review applications and nominations upon receipt and will accept applications through **January 30, 1998**, or until the position is filled. Applications will be treated with confidentiality by the search committee. Interviews of candidates, however, will be public. Applicants should submit a letter of interest, a curriculum vitae, the names, titles, addresses, phone numbers, fax numbers, and e-mail address of three references, and other pertinent material to:

Alan R. Gitelson
Chair, Dean of Libraries Search Committee
Loyola University Chicago
Department of Political Science
6525 N. Sheridan Rd.
Chicago, IL 60626

Please visit our Web site at <http://www.luc.edu>.

Loyola University Chicago is an equal opportunity employer and educator.

ASSISTANT DIRECTOR FOR PUBLIC AND RESEARCH SERVICES

Washington State University Libraries

POSITION AVAILABLE: This is a newly created position resulting from an extensive planning process. The Assistant Director for Public and Research Services is an administrative position responsible for planning, coordinating, and managing public and research services, including personnel, budget, services, and facilities, related to the nine Pullman libraries and units that comprise Public and Research Services. Assesses services and unit needs to assure user-centered public and research services. Coordinates with other library divisions to determine effectiveness of public and research services. Works with the branch campus librarians in coordinating programs with Pullman-based units. Serves on Library Council and the Director's Cabinet. Facilitates WSU Libraries' efforts in building an open, collaborative organization. The Assistant Director reports to the Director of Libraries.

QUALIFICATIONS: Required: MLS from an ALA-accredited program; minimum of five years recent experience in administering public and research services in a medium to large academic or research library; professional reference and user education experience in a research library; record of activity within the profession; experience applying new information technologies in public service settings; successful administrative and management experience with diverse units, including facilitation of group decision making and planning; effective oral and written communication skills; supervisory and budget management experience; ability to establish and maintain productive working relationships with the university community and libraries' other clientele. Preferred: Demonstrated support for staff development; experience with assessing services and user needs; additional advanced degree.

SALARY: From \$60,000, commensurate with qualifications and experience. Rank: Commensurate with qualifications and experience; faculty status.

OTHER BENEFITS: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year.

APPLICATION: Send letter of application, resume, and names, telephone numbers, and complete mailing addresses of three references to:

Donna L. McCool
Associate Director for Administrative Services
Washington State University Libraries
P.O. Box 645610
Pullman, WA 99164-5610

Application review begins **February 20, 1998**. Washington State University Libraries' home page is <http://www.wsulibs.wsu.edu>.

WSU is an EEO employer. Protected group members are encouraged to apply.

Information Resources and Technologies and Dean of Libraries. The libraries are committed to campus initiatives to integrate information resources and technologies into every facet of university life and to develop dynamic, collaborative relationships with other IRT units in supporting teaching, learning, and research in an integrated information environment. For an expanded position announcement, description, and local information, see <http://www.library.unr.edu/positions.html>. Applications: Send letter of application, resume, and names and addresses of three references to: Janita Jobe, Assistant to the Dean for Administrative Services, **University of Nevada**, Reno, Libraries/322, 1664 N. Virginia St., Reno, NV 89557-0044. Review of applications will begin January 30, 1998. AA/EEOE.

DOCUMENT DELIVERY/REFERENCE LIBRARIAN. Furman University is seeking an energetic, service-oriented Document Delivery/Reference Librarian to coordinate the planning, implementation, promotion, and evaluation of Document Delivery/ILL Department services. This individual will participate fully in the activities of the Reference Department, including weekend and evening hours. Furman University is a selective, nationally ranked liberal arts college. Additional information is available on our Web site at <http://carolus.furman.edu/library>. Requirements: ALA-accredited MLS; familiarity with library information technology; strong written communication, interpersonal, and organizational skills. Two years of ac-

ademic library experience, including reference and supervisory experience, preferred. Salary and benefits: Librarians have faculty status, 20 days vacation, and an excellent benefits package. For salary and benefits information, contact the University Personnel Office at (864) 294-2217. Applications: Review of applications will begin February 1, 1998. Submit letter of application, resume, transcripts (copy acceptable initially), and names, addresses, and phone numbers of three references to: John K. Payne, Associate Director, James B. Duke Library, **Furman University**, 3300 Poinsett Hwy., Greenville, SC 29613-0600. phone (864) 294-2191. AA/EEOE/ADA.

DOCUMENT DELIVERY & SHELVING LIBRARIAN. Reporting to the Associate Director for Public Services, directs and evaluates operations of two units: Document Delivery, which includes Interlibrary Lending, Borrowing, and fee-based services, and Shelving. Supervises 13 library assistants. Utilizes team management approach to increase productivity, improve services, identify problems, develop and implement solutions. Develops and monitors budget for units. Researches, implements, evaluates methods to acquire and deliver documents. Evaluates new technologies. Fulfills library's NLM regional responsibilities for ILL. Hires and evaluates staff, monitors workflow, encourages staff development. Works closely with other library departments. Requirements: Master's degree from ALA-accredited library school; minimum three years professional experi-

INSTRUCTIONAL SERVICES LIBRARIAN (Search Reopened)

Bates College The George and Helen Ladd Library

Bates College is seeking a creative librarian who thinks about teaching in a conceptual way and is also an innovative and flexible practitioner. The librarian in this new position will lead a dynamic library user education program and coordinate a core group of five instructors. As a member of the Reference and Instructional Services Unit, this individual will provide reference service, including evening and weekend hours, and act as collection management liaison in assigned subject areas.

Required qualifications include a master's degree from an accredited program in library or information science, minimum of three years professional academic library experience, reference experience, demonstrated teaching ability, and commitment to student learning. Effective oral and written communication skills, ability to collaborate effectively, and current knowledge of print and electronic information sources are also required. Advanced study in a discipline related to the liberal arts, and familiarity with software and technology related to Web-based instruction are desired.

Bates College is an undergraduate college of the liberal arts and sciences nationally recognized for the qualities of educational experience it provides. It serves some 1,600 students and 175 faculty. The George and Helen Ladd Library serves all academic programs of the college and is noted for its high-quality services and attractive physical environment. Recent renovations have added an instructional room/lab with networked workstations and projection capabilities. The library collaborates with Colby and Bowdoin libraries, and is undertaking a three-year project funded by the Mellon Foundation which involves instructional services.

Minimum salary is \$36,500. Applicants should submit a letter of application, a resume, and names, addresses, and phone numbers of three current references to:

**Instructional Services Search Committee
Bates College
Personnel Office
215 College St.
Lewiston, ME 04240**

A full position description and information about Bates College and the library can be found on the World Wide Web: <http://www.bates.edu/Library/>. Staff will be available for preliminary discussions about the position at ALA Midwinter.

Deadline is **January 23, 1998**.

Bates values a diverse college community and seeks to assure equal opportunity through a continuing and effective affirmative action program.

ence, preferably in health sciences library. Supervisory experience. Experience with document delivery. Excellent oral and written communication skills; ability to work well within a team framework; adaptive to change; enthusiasm for new services and programs. Experience with microcomputers, word processing, spreadsheet and/or database management software. Minimum annual salary: \$38,800. Send resume to: Mary Dupont, **Harvard Medical School**, Office of Recruitment, 25 Shattuck St., Boston, MA 02115-6089. EO/AA. The Francis A. Countway Library of Medicine serves the teaching and research faculty, staff, and students of the Harvard Schools of Medicine, Dental Medicine, and Public Health. For information on Countway Library and a complete job description, refer to our web page at <http://www.med.harvard.edu/countway/>.

ELECTRICAL ENGINEERING AND COMPUTER SCIENCE SUBJECT SPECIALIST/REFERENCE LIBRARIAN. The George Washington University announces a search for an engineering subject specialist. Position: Electrical Engineering and Computer Science Subject Specialist/Reference Librarian. Appointment rank and salary: Appointment at the rank of Librarian II; minimum salary, \$30,000. Rank and salary depend on qualifications and experience. Position description: As subject specialist for electrical engineering and computer science, serves as liaison to faculty, provides specialized research support, user education, and consultation services, devel-

ops and manages print and electronic collections, and identifies user needs with respect to library services and policies. Additional subjects may be assigned based on background and/or library needs. Serves approximately eight hours per week providing reference services at a busy reference desk in a highly automated environment. The library collections include all subjects except law and medicine. Additionally, works under the guidance of the Electronic Resources Librarian to assist with the selection, organization, and maintenance of the library's electronic resources and their interfaces. Will contribute, along with others, to support the development of electronic, multimedia, and Internet/WWW services and resources. Serves on library and university committees. Reports to a Subject Specialist Group Leader. Subject background preferred: Engineering, especially electrical engineering or computer science, or natural/physical sciences. May be demonstrated through academic degrees, course work, substantive experience, or engineering library experience. Qualifications required: ALA-accredited master's degree in library/information science; two years post-MLS experience; excellent oral and written communication skills; experience in providing reference services; experience with electronic resources and the Internet/WWW; familiarity with information resources for engineering; experience with, or ability and interest to learn, technical aspects and troubleshooting for electronic resources, such as CD-ROM installation, Internet resources and tools, software packages, and operating

TWO LIBRARIAN POSITIONS

California State University, San Marcos

SYSTEMS COORDINATOR & BUSINESS LIBRARIAN (tenure track)

The California State University, San Marcos, seeks creative individuals who work well in a highly participative, collaborative system of decision making, and who will perform within a faculty reward system that emphasizes professional performance as well as university and community service, scholarship/creative activities, and professional growth. We seek creative, innovative librarians who work comfortably with all formats of collections and who actively seek to shape an evolving computer-intensive and student-oriented library environment.

SYSTEMS COORDINATOR

POSITION DESCRIPTION: Responsible for providing leadership in the management, development, planning, and implementation of library computing and network systems in support of teaching and learning. Develops Library & Information Services (LIS) systems plan and provides support for use of technology in concert with the LIS mission statement. Assesses computing needs for the library, selects hardware, provides user training and support. Maintains library's Web presence. Supports Novell local area network for public access, including CD-ROMs. Supports integrated online system. Chairs LIS Systems Group. Liaises closely with reference, public, and technical services. Serves as primary liaison to University Computing & Telecommunications. Supervises Information Technology Consultant and several student assistants.

EXPERIENCE/QUALIFICATIONS: ALA-accredited MLS or foreign equivalent (or master's degree related to library automation, e.g., MSIS). In-depth knowledge of integrated library systems, networking, hardware and software as they relate to delivery of library services. Demonstrated experience in system support for a UNIX environment. At least two years previous automation/systems experience in an academic environment, including CD-ROM LANs. Experience with networking concepts and tools as well as Internet access and delivery systems. Knowledge of Innovative Interfaces integrated online systems and OCLC preferred. Excellent organizational abilities. Flexibility in managing shifting priorities. Ability to work collaboratively with a wide variety of technical and nontechnical people. Excellent verbal and written communication skills.

BUSINESS LIBRARIAN

Position Description: Work within a dynamic instruction team to plan, coordinate, implement, and promote a proactive program of information literacy instruction integral to the Business and General Education programs. Provide reference service based on the Brandeis model where librarians assist students at the Research Consultation Office, sharing nights and weekends, via personal appointments. Develop business resource guides and instructional materials in print and multimedia formats. Liaise closely with the College of Business Administration. Provide collection development expertise in business and related areas.

EXPERIENCE/QUALIFICATIONS: ALA-accredited MLS or foreign equivalent. Demonstrated ability to work collegially in a team environment. Strong interpersonal skills. Knowledge of business sources in both print and electronic formats as indicated by relevant degree and/or experience. Strong interest in public service and teaching, with a commitment to client-centered services. Effective verbal and written communication skills. Willingness to be involved in university governance.

Appointment is at the Senior Assistant Librarian level (beginning annual salary \$39,756).

APPLY TO:

**Marion T. Reid, Dean
Library & Information Services
CSU San Marcos
San Marcos, CA 92096-0001**

Review of applications will begin **March 1, 1998**; the search will continue until suitable candidates are found.

CSU San Marcos, a Title IX, AA/EEO employer, has a strong commitment to the principle of diversity and, in that spirit, seeks a broad spectrum of candidates, including members of historically underrepresented groups and people with disabilities.

SCIENCE REFERENCE/ LIAISON LIBRARIAN

George Mason University Libraries

George Mason University is seeking a librarian to provide liaison services, including print and electronic collection development, library instruction, and reference service to the Departments of Biology, Chemistry, Mathematics, and Physics. Works closely with the liaison librarian for the Institute for Biosciences, Bioinformatics, Biotechnology (IB3), and the Institute for Computational Sciences and Informatics. Responsible for coordinating a reference function such as online searching.

QUALIFICATIONS: Required: ALA-accredited MLS and subject background or demonstrated knowledge in biology or chemistry. Preferred: Experience in reference and second master's in relevant subject area. Desired: Experience with collection development, library instruction, and electronic reference sources.

INFORMATION: 12-month appointment, excellent benefits, salary commensurate with experience, starting with a base of \$32,000. George Mason University is the fastest-growing university in the Commonwealth of Virginia. To learn more about George Mason University visit <http://www.gmu.edu>.

APPLICATION: Send letter of application, resume, and names, addresses, and phone numbers of three current references to:

**Science Librarian Search
Library Administration, MSN 2FL
George Mason University
Fairfax, VA 22030-4444**

Deadline for applications: **February 15, 1998.**

AA/EEO employer; minorities encouraged to apply.

systems; academic or research library experience; commitment to public service and to collection development, ability to work effectively with co-workers in a collaborative organization. Desirable qualifications: Collection development experience; faculty liaison experience; experience in planning and presenting user education sessions; ability to take innovative approaches to translate creative ideas into practical reality. Review of applications: Review of application will begin January 20, 1998, and continue until the position is filled. Please send current resume and names and addresses of three references to: Andrea Stewart, Director, Gelman Library Administration, **The George Washington University**, 2130 H St. NW, Washington, DC 20052. The George Washington University is an equal opportunity, affirmative action employer which actively seeks and encourages applications from minority candidates.

ELECTRONIC RESOURCES LIBRARIAN. Western Illinois University Library (<http://www.wiu.edu/library/>) seeks to fill new position. Responsibilities: As Coordinator of Electronic Resources Unit, supervises staff in implementation and maintenance of hardware, software, and electronic resources, including migration to the statewide inte-

TWO POSITIONS

Hendrix College

Nationally ranked, traditional liberal arts college of 1,000 students with four professional librarians seeks applicants to fill two vacancies due to retirements, one in technical services and one in public services. Required: Master's degree from ALA-accredited program. Library experience and subject master's preferred. Between them, the two librarians appointed will have significant training along with experience or demonstrated interest in the following four areas:

1. Automation: Emphasis on Windows 95, Windows NT, and homepage maintenance. Experience with VMS and the DRA Classic system also useful.
2. Public services: Bibliographic instruction and general reference duties. Strong skills mandatory.
3. Cataloging: Supervise cataloging of books, serials, and AV via OCLC, and enter original records when necessary.
4. Serials: Supervise receipt, binding, microforms, full-text utilities, and installation of automated serials system.

12-month, continuing faculty appointments. Competitive salary and benefits.

Send letter, curriculum vitae, transcripts (including undergraduate), and names, addresses and phone numbers of three references, by **February 15, 1998**, to:

**Robert W. Frizzell
Director, Bailey Library
Hendrix College
1600 Washington Ave.
Conway, AR 77032**

Hendrix College is an affirmative action, equal employment opportunity employer.

grated system (DRA). Collaborates with Web Coordinator and other library faculty/staff in assessment of technological needs. Provides staff training and consultation in use of library software applications. Monitors technological trends and advises library faculty/staff about equipment planning and software for use with instruction, research, and library services. Provides instruction in 21-workstation electronic classroom and reference service. Qualifications: ALA-accredited MLS and additional advanced degree. Experience with microcomputer operating systems and network (Windows NT, 95, Novell, UNIX) and CD-ROM environments. Demonstrated ability to learn new technology and stay current with technical developments. Public service experience and an understanding of the mission and goals of academic libraries. Ability to work effectively as part of a team as well as independently. Excellent oral and written communication skills. This 12-month, tenure-track position includes a flexible schedule (see C&RL News 57, no.5 (May 1996): 278), standard benefits, salary of \$44,000. Library faculty are evaluated for tenure and promotion on performance of primary duties, research, and professional service. WIU is a comprehensive university enrolling 12,000 undergraduate and graduate students. It is located in Macomb, a rural community of

DIRECTOR OF LIBRARY SERVICES

Manchester Community-Technical College

(CTC Professional 20) 12-Month Tenure Track Position. Anticipated Starting Date: February 1998.

MINIMUM QUALIFICATIONS: A master's degree in library/information science and at least three years of professional library/LRC experience, including at least one year in a supervisory capacity. MCTC seeks an innovative leader, with demonstrated computer literacy, to provide vision and direction to all aspects of library operation, with an understanding of the mission of the community-technical College and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population.

Equivalencies will be evaluated.

RESPONSIBILITIES: The Director of Library Services, under the supervision of the Dean, is responsible for the planning and administration of: The library budget, program development, effective procedures and policies for the operation and maintenance of the library, preparation of reports, supervision and evaluation of staff. The Director participates in local, state and national resource sharing activities to meet information needs of college. Performs related responsibilities as required.

MINIMUM SALARY: \$47,514 approximate annual.

ABOUT THE LIBRARY: The Learning Resource and Technology Center, scheduled to open January, 2000, includes a new state-of-the art library with easy access to the wide world of electronic information. The design of the new library supports the library's mission, to help students develop the ability to find, evaluate, select, and synthesize information.

APPLICATION PROCEDURE: Send letter of intent, resume, transcripts, and the names of three references to:

Deborah Wilson
Director of Personnel and Contract Administration
Manchester Community-Technical College
PO Box 1046
Manchester, CT 06045-1046

DEADLINE: Letter of application must be postmarked no later than **January 20, 1998.**

EOE/A/M/F

20,000. With over 1,000,000 cataloged volumes and large depository documents collections, the library employs 17 faculty and over 40 support staff in the main library, four on-campus branch libraries, and one off-campus library (Moline). Application: Send cover letter, resume, copies of transcripts, and names, addresses, and telephone numbers of three current references to: Cindy Johnson, University Library, **Western Illinois University**, Macomb, IL 61455-1390. Review of applications will begin February 1, 1998, and continue until an appointment is made. Anticipated starting date is July 1, 1998. WIU is an affirmative action, equal opportunity educator and employer and encourages applications from women, minorities, and persons with disabilities.

GOVERNMENT INFORMATION LIBRARIAN. Assistant Professor, Western Illinois University. Responsibilities: As one of two faculty librarians in the Government Publications/Legal Reference Unit, assists with operations of the unit, including: In-depth reference; evaluation of government CD-ROMs and preparation of usage guides; providing electronic access to documents; training staff and student assistants; classroom instruction. Qualifications: ALA-accredited MLS and additional advanced degree; experience with U.S. government print and electronic resources in a large depository; familiarity with information technologies such as CD-ROMs. Web-based information delivery, and microcomputer hardware and software; instructional and training skills; commitment to public service; ability to work independently and cooperatively in team setting. Preferred: Law library experience. Setting: This 12-month, tenure-track position has standard benefits, with starting salary of \$44,000. Library faculty are evaluated for tenure and promotion on performance of primary duties,

research, and professional service. WIU is a comprehensive university with 12,000 students, located in a rural community. With over 1,000,000 cataloged volumes, 300,000 documents, 1,000,000 microfiche, and 1,500 CD-ROMs, the WIU Library employs 17 faculty and 43 support staff. As a State of Illinois depository (100 percent) and selective U.S. depository (55 percent), the Government Publications/Legal Reference Unit consists of a team of two professional faculty librarians, four paraprofessionals, and student assistants. The unit supports ten public computer workstations. To view our Web page see: <http://www.wiu.edu/library/depts/govpubs/home.sht>. Application: Send cover letter, resume, copies of transcripts, and names, addresses, and phone numbers of three current references to: Cindy Johnson, University Library, **Western Illinois University**, Macomb, IL 61455-1390. Review of applications will begin March 1, 1998, and continue until an appointment is made. Anticipated starting date is July 1, 1998. WIU is an affirmative action, equal opportunity educator and employer and encourages applications from women, minorities, and persons with disabilities.

HEAD, PERIODICALS/MICROFORMS. East Carolina University, Joyner Library. Responsibilities: Manages service and operational activities of the Periodicals/Microforms Department, including a public service desk, collection development, collection management, and binding. Supervises five staff members plus student assistants. Sets unit priorities, implements policies and procedures, and assures operational effectiveness and efficiency. Participates in the planning and decision-making processes of the library. Serves on library and university committees and task forces as needed. Participates in professional organizations and keeps abreast of trends in the publish-

DIRECTOR OF LIBRARIES

Ohio Wesleyan University

Ohio Wesleyan University is seeking a dynamic and energetic leader as Director of Libraries. The successful candidate must possess a clear vision of the critical role libraries play in a liberal arts education and a demonstrated record of achievement in moving an academic library forward in supporting the curriculum. Candidates should have experience in the management of a program including the development and application of electronic formats, automated library systems, and other information technology resources, while balancing attention to print formats, the core collection, and traditional library services. Further, the successful candidate must possess an intellectual style that will command the respect of faculty, students, and staff members, a capacity to work closely and effectively with other university offices, especially the Office of Information Systems, and a record of providing leadership, vision, and professional development opportunities for the library staff. The Director of Libraries, who also oversees the Audio Visual Center, is the chief administrative officer of the library and reports to the Provost.

QUALIFICATIONS REQUIRED: An ALA-accredited MLS in library/information science. A minimum of five years professional experience in a comprehensive library. Outstanding oral and written communication skills. Experience in fiscal and program planning and financial management. Knowledge of emerging technologies and trends in higher education and their impact on the nature of the academic library and the university learning community of the future. Innovative leadership skills in managing a program incorporating electronic formats and automated library systems supporting the curriculum. Commitment to integrating information systems. Strong interpersonal skills, including experience with decision making in a highly collaborative environment. A philosophy of libraries as dynamic centers of teaching and learning.

QUALIFICATIONS CONSIDERED ASSETS: A second advanced degree. Involvement with academic programs which demonstrates an understanding of the needs of a scholarly community and the intellectual depth to win the respect of the faculty. Ability to serve as an advocate and spokesperson for the library's educational mission. Thoughtful and creative leadership for change, providing guidance and support to the library staff and to the university community as a whole. Enthusiasm for facilitating the work of both library staff and the university community. Experience in a consorial environment.

THE UNIVERSITY: Ohio Wesleyan University, a selective undergraduate liberal arts institution, invites applications and nominations for the position of Director of Libraries. Located in Delaware, Ohio, 20 miles north of Columbus, Ohio, Ohio Wesleyan is one of the leading national liberal arts universities recognized for its institutional status, exemplified by teaching and academic excellence, innovative community service programming, and far-reaching success of its alumni.

THE LIBRARY: The Ohio Wesleyan University library system is a member of the Five Colleges Of Ohio and OhioLINK. The Leon A. Beeghly Library houses a central collection of 480,000 items, including 1,060 active journal subscriptions and 29 percent of current federal government publications. The library holds significant collections of rare books, manuscripts, objects, and art. Three branch libraries serve the music and science departments. An Audio Visual Center includes a learning laboratory, multimedia classrooms, and individual viewing/listening rooms.

Students, faculty, and staff have access to the library's Innovative Interfaces Inc. catalog, circulation information, periodical indexes, the Internet, and electronic resources from residence hall rooms and offices. Library staff have a strong public service orientation. For more information, visit the library Web site at <http://www.owu.edu/~libweb>.

The application deadline is **January 30, 1998**. The anticipated starting date is July 1, 1998. Please submit a letter of application, a resume, a statement (in 500 words or less) of your philosophy of libraries as dynamic centers of teaching and learning, and the names, addresses, and telephone numbers of three professional references. The search committee, at a later date, will contact applicants in whom there is continuing interest with the request to have references submitted. The search committee also reserves the right to contact additional individuals who are familiar with the candidate's work. Materials should be sent to:

William C. Louthan, Provost
Chair, Director of Libraries Search Committee
University Hall 108
Ohio Wesleyan University
Delaware, OH 43015

The university offers a competitive salary with excellent benefits.

Ohio Wesleyan is an equal opportunity, affirmative action employer and actively encourages the applications of minorities and women.

COLLECTIONS OFFICER

Iowa State University

The Iowa State University Library seeks an experienced librarian, at the rank of Assistant Professor or above, depending upon qualifications, to provide leadership in collection development and management. Responsible for policy, planning, and budget oversight related to the library collections. Represents the library regionally and nationally in collection development matters. Works closely with the Dean and Associate Director for Public Services and Collections in advancing collection management initiatives. The Collections Officer reports to the Dean of Library Services for the previous responsibilities.

This position also is responsible for the coordination and oversight of: The collection development program; the allocation of the materials budget; the gift program; and training and staff development for collection development. Oversees acquisitions budgets and the assessment of library collections for accreditation and program reviews and for new program proposals. Participates in the evaluation of electronic access to and delivery of information resources, and in the preparation of proposals and grant applications.

Collection development is carried out by subject specialists who, for collection development, reference, and instruction, serve as liaisons to academic departments/programs. Maintains close interaction with the heads of two subject-based services departments and all subject specialists. May serve as a subject specialist in one or more academic disciplines. Supervises 3.0 FTE of classified staff who support the collection development activities of the subject specialists and the collection development program. Reports to the Associate Director for Public Services and Collections for these operational activities.

QUALIFICATIONS: Required: ALA-accredited MLS degree. Demonstrated knowledge of and at least five years experience with academic and research library collection development. Successful management of collection budgets and programs. Understanding of the evolving role of the academic research library and how technology affects academic access and ownership issues. Knowledge of trends in higher education, including both research and curricular development. Demonstrated ability to plan effectively; excellent skills in analysis and communication. A record of promoting cooperative and collaborative efforts in a rapidly changing environment. Ability to meet promotion and tenure standards. Preferred: Advanced degree in an academic discipline. Knowledge of electronic information systems and resources, and understanding of qualitative and quantitative collection analysis techniques. Experience with donor relations and fundraising.

SALARY: \$45,000, depending upon qualifications. **Benefits:** TIAA/CREF, excellent group medical, dental, and life insurance.

APPLICATION DEADLINE: Review of applications will begin **February 23, 1998**, and will continue until an adequate pool is developed.

TO APPLY: Submit letter of application, official transcripts of all college and graduate work, resume, and the names, addresses, and telephone numbers of three references to:

Chair, Collections Officer Search Committee
Iowa State University
302 Parks Library
Ames, IA 50011-2140

For more information about Iowa State University and about the library, see our World Wide Web sites at <http://www.iastate.edu/> and <http://www.lib.iastate.edu>.

*Iowa State University has a strong commitment to equal opportunity and affirmative action.
Members of protected classes are especially encouraged to apply.
Iowa State University is an equal opportunity, affirmative action employer.*

ing industry, acquisitions, and serials management. The successful candidate will have a broad understanding of the role of academic libraries in fostering research and meeting the information needs of the academic community and will be an analytical thinker, one who enjoys working closely with others, and one who has been a highly motivated and productive employee in prior work situations. At the present time, the Head reports to the Director, Academic Library Services. Academic Library Services is currently in the process of self-examination that will lead to a new and more effective organization. The position title and some duties may change, but the central functions of the position will not. **Qualifications:** Minimum requirement: ALA-accredited MLS degree; three years serials experience in

an academic or large public library; experience with electronic information resources and automated library systems; excellent interpersonal skills, with ability to lead and collaborate with colleagues. Preferred: Experience in negotiation with information providers; demonstrated supervisory and budgeting experience; working knowledge of internet and personal computer applications; excellent oral and written communication skills; additional education and experience highly desirable. East Carolina University has over 17,800 students with its College of Arts & Sciences and ten professional schools. It is a constituent institution of the University North Carolina System. Academic Library Services provides library and information services to the Division of Academic Affairs through two libraries, Joyner

2 DOCUMENTS POSITIONS

UNIVERSITY OF UTAH MARRIOTT LIBRARY

Due to a promotion and a retirement, Marriott Library seeks two motivated, innovative, and service-oriented individuals to serve as team members in its busy, fast-paced Documents Division.

DOCUMENTS ACQUISITION LIBRARIAN

Under the direction of the head, Documents Division, plans and oversees the acquisition and collection development of U.S. federal documents, developing and implementing ordering and processing procedures. Approximately 25 percent of time is spent in providing reference assistance and individual or classroom instruction. Coordinates with other library departments as appropriate; participates in efforts to achieve the library's overall mission and goals.

Required: MLS from an ALA-accredited program; commitment to user-centered service; experience or course work in government documents; and collection development; reference experience. Demonstrated interpersonal and communication skills in a team environment; ability to meet university requirements for promotion and continuing appointment. Preferred: Knowledge of government documents reference; experience or course work with cataloging using MARC records and bibliographic utilities; experience in an academic library and an integrated online environment; evidence of commitment to continuing participation in professional development.

DOCUMENTS ACCESS LIBRARIAN

Under the direction of the head, Documents Division, plans and coordinates the technical processing of U.S. federal documents, performing cataloging for government documents, and developing and implementing technical processing procedures. Trains, supervises and evaluates two full-time staff members and two student assistants. Approximately 25 percent of time is spent in providing reference assistance and individual or classroom instruction. Coordinates with other library departments as appropriate; participates in efforts to achieve the library's overall mission and goals.

Required: MLS from an ALA-accredited program; commitment to user-centered service; experience or course work in government documents; experience with cataloging using MARC records; reference and supervisory experience; demonstrated interpersonal and communication skills in a team environment; ability to meet university requirements for promotion and continuing appointment.

Preferred: Knowledge of government documents reference; experience with serials cataloging; experience in an academic library and an integrated online environment; evidence of commitment to continuing participation in professional development.

SALARY: \$30,000 plus excellent benefits.

A member of ARL, the Marriott Library provides services to over 27,000 students. The library has over two million volumes, 14,000 periodical subscriptions and extensive networked electronic resources. The Documents Division is a federal, patent and trademark, UN and European Union depository.

The university is situated on a 1,500 acre campus in Salt Lake City, a growing urban area of approximately one million, with a strong economy. A cosmopolitan community, Salt Lake offers a wide variety of cultural, entertainment, and recreational activities.

APPLICATION PROCEDURES: Send detailed letter of application, along with resume, plus names, addresses, and phone numbers of three references to:

Kristeen Arnold, Personnel Officer
327 Marriott Library
295 S. 1500 E., Rm Dock
Salt Lake City, UT 84112-0860

Please specify which position(s) you are applying for.

Applications received by **February 13, 1998**, will be given full consideration.

The University of Utah is an EO/AA employer. Women, minorities, and persons with disabilities are encouraged to apply.

HEAD OF ACQUISITIONS

West Virginia University Libraries

West Virginia University Libraries invites applications and nominations for the position of Head of Acquisitions. The Acquisitions Department is responsible for the acquisitions of library materials in all formats; administration of budgets (serials and books). This position, which reports to the Assistant Dean for Technical Services, directs and supervises a staff of 5.5 FTE, and manages the operations and administration of Acquisitions for the General University Libraries and the Health Sciences Library; prepares a variety of management reports for the Assistant Dean; participates as a bibliographer in the collection development program and as a member of the Dean's Council in the general administration of the libraries; and serves on library and universitywide committees as appropriate.

QUALIFICATIONS: Required: MLS from ALA-accredited graduate program and a minimum of three to five years post-MLS academic experience; two years of supervisory experience in managing all phases of acquisitions. Ability to work cooperatively in rapidly changing environment. Working knowledge and awareness of trends and developments in acquisitions and emerging technologies. Verifiable record of effective supervisory, managerial, communications, and interpersonal skills.

Preferred: Experience with NOTIS is highly desirable; knowledge of Internet/WWW, OCLC.

RANK AND SALARY: \$36,000 minimum; 12-month non-tenure-track faculty position, appointment at the rank of Assistant University Librarian or higher, depending on experience and qualifications. Excellent benefits package, including TIAA/CREF, medical and life insurance system with extensive optional and pre-tax service programs, generous annual and sick leave.

APPLICATION DEADLINE: Screening of applications will begin **February 15, 1998**, and will continue until the position is filled. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to:

Allyson McKee, Chair
Assistant Dean for Technical
Services
West Virginia University Libraries
P. O. Box 6069
Morgantown, WV 26506-6069

*West Virginia University is an equal opportunity,
affirmative action employer.*

ASSISTANT DIRECTOR FOR EXTENDED CAMPUS LIBRARY SERVICES

DePaul University

DePaul University, Chicagoland's largest Catholic university, currently has an opportunity available for an individual to coordinate and supervise the library services and programs at the extended campuses. Extended campuses mean the non-Chicago domestic and foreign sites where DePaul courses and programs are offered, and include interactive video and other distance learning activities. The position has immediate responsibility for the suburban campuses (Naperville, South, and O'Hare).

The qualified individual will have: An undergraduate college degree; ALA-accredited MLS required; five years increasing responsibility in library positions, with at least two years of supervisory experience; demonstrated knowledge of academic or research library public services and familiarity with all aspects of academic library service, as well as familiarity with extended campus library services; and excellent written and oral communication skills, including public presentations.

DePaul offers an excellent salary with a full benefits package. Interested candidates should send a letter of application with resume and names of three current references to:

Doris R. Brown
Director of Libraries
John T. Richardson Library
2350 N. Kenmore
Chicago, IL 60614-3210

*DePaul University, an employer of choice, is
committed to diversity and equality in education and
employment.*

Library and the Music Library. An expansion and renovation project, scheduled for completion in 1998, will double the size of Joyner Library. 12-month tenure-track faculty position with appointment at the rank of Assistant Professor. Minimum salary \$35,000, depending upon qualifications and experience. Professional achievement, service, and research/creative activity are required for tenure and promotion. Screening of applications will begin February 2, 1998, and continue until the position is filled. Send letter of application, resume, copies of all transcripts, and three current letters of reference to: Search Committee, Head, Periodicals/Microforms, Becky Foster, Processing Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. An equal opportunity, affirmative action employer. We accommodate individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

HISPANIC/LATIN AMERICAN LANGUAGES TEAM LEADER. University Library System, University of Pittsburgh. The Hispanic/Latin American Languages Team leader is a faculty librarian in the Catalog Management Unit, Central Technical Services. S/he reports through the Head of the Catalog Management Unit. The University Library System is an AA/EOE aggressively committed to increasing diversity

TWO POSITIONS AVAILABLE

Bowdoin College Library

Bowdoin College Library seeks two experienced and dynamic librarians to join our enthusiastic staff. Our broadly defined positions reflect our library's emphasis on service and support of the educational mission of the college.

CATALOG LIBRARIAN

This full-time position reports to the Technical Services Librarian. Duties include: Original cataloging and classification in all formats and subject areas on OCLC; training and supervision of cataloging staff; authority control and problem solving in online integrated system (Innovative); planning and coordination of cataloging and database maintenance projects; implementing and evaluating outsourcing opportunities for selected cataloging projects; reference desk and academic department liaison assignments.

QUALIFICATIONS: ALA-accredited MLS; minimum two years professional cataloging with OCLC and Innovative Interfaces (or comparable systems); staff supervisory experience; working knowledge of LC classification, LCSH, AACR2, MARC; reading knowledge of at least one foreign language (Spanish and/or Russian preferred); effective problem-solving, interpersonal, communication, and teaching skills; strong service orientation, initiative and flexibility, and commitment to professional growth; enthusiasm for working in a technical services team setting, which emphasizes cross-training and shared decision making; understanding of broad library issues and interest in effecting change in an automated environment; basic knowledge of HTML; experience in project management and cataloging special collections and government documents preferred. Minimum salary: \$32,000. Applications accepted until position filled; those received before **December 15, 1997**, will be given first consideration.

ELECTRONIC SERVICES AND WEB DEVELOPMENT LIBRARIAN

This 32-month, grant-funded position reports to the Associate Librarian for Public Services. Duties include: Coordinating planning and providing technical expertise for electronic reference services and collaboratively designed library technology projects; overseeing team effort to develop and maintain the library's Web gateway (<http://www.bowdoin.edu/dept/library>); overseeing and participating in the acquisition, installation, and maintenance of hardware/software in collaboration with campus computing and library staff; developing staff training programs; and, as a member of the reference team, providing general reference services.

QUALIFICATIONS: ALA-accredited MLS; minimum two years post-master's degree experience in planning and implementing electronic reference services; demonstrated expertise in Web development, including knowledge of HTML, Web toolkits and UNIX, with experience in Web design and JavaScript highly desirable; knowledge of emerging trends in electronic reference services, Web development, imaging, and multimedia production; demonstrated supervisory, organizational, and project management experience; excellent communications, team-building, and interpersonal skills; demonstrated ability to provide individual/group instruction and reference service with sensitivity to differing learning styles; expertise in set-up and troubleshooting of computer hardware and software. Minimum salary: \$32,000. Applications accepted until position filled; those received before **January 5, 1998**, will be given first consideration.

Competitive salaries and benefits. Please submit a letter of interest, resume, and names and telephone numbers of three references to:

**Manager of Employment
Bowdoin College
Human Resources Department
3500 College Station
Brunswick, ME 04011-8246**

Bowdoin College is committed to equal opportunity through affirmative action. Women and members of minority groups are encouraged to apply.

in our workplace and strongly encourages applications from candidates who can contribute in this area. Responsibilities: Responsible for managing the work of a Hispanic/Latin American languages technical processing team to acquire, receive, and catalog materials in all formats in Spanish, Portuguese, and native Indian languages, which are produced or published primarily in the Iberian peninsula and Latin America. Provides leadership in organizing the team's work and adjusting priorities as needed. Identifies and manages appropriate outsourcing projects using vendor services, including conducting cost studies and comparisons, and evaluating the quality and moni-

toring the effectiveness and acceptability of contracted services. Responsible for contributing to timely bibliographic access by performing any level of cataloging necessary, including original cataloging, adaptive cataloging, and difficult copy cataloging, for materials in Spanish, Portuguese, and native Indian languages. Participates actively in maintenance of quality and accuracy in the OPAC by identifying problems with access points and communicating them to appropriate department personnel, and by contributing name and series headings through NACO. Works in a collegial manner to facilitate achievement of unit and department goals, by developing



Systems Librarian

Connecticut College invites applications for the position of Systems Librarian. Within the department of Information Services, reporting to the team leader for Technical Support, the Systems Librarian is responsible for the functioning of the hardware and software of all library technology and networking, and works closely with library staff to plan and implement automated services within the library.

Connecticut College is a highly selective, coeducational, residential liberal arts college, with a campus-wide ethernet network in place. The CTW Consortium (Connecticut College, Trinity College and Wesleyan University) shares a Sirsi Unicom integrated library system. The College is embarking on a conversion of all major administrative functions to PeopleSoft.

Responsibilities: Oversees automated library systems and information resources; advises library service units on technology issues and trains staff; participates in the library's public service and academic liaison program; serves as liaison to the CTW consortium; and supports and participates in Information Services projects and initiatives.

Required Qualifications: Experience with integrated library systems, electronic information resources and microcomputers; knowledge of UNIX and/or Windows NT servers; familiarity with TCP/IP networking issues; outstanding oral and written communications skills; demonstrated ability to work effectively in a team environment; Master's degree in library science. Public service experience in a library setting desirable.

Please send resume, cover letter, and names of three references to the Office of Human Resources, Connecticut College, Box 5251, 270 Mohegan Avenue, New London, CT 06320. Information about Connecticut College, Information Services and the Library can be found on the World Wide Web at <http://oak.conncoll.edu>

Connecticut College

*Connecticut College is actively seeking to diversify its staff and faculty.
An Affirmative Action/Equal Opportunity Employer.*

policies and procedures, developing and conducting training workshops, and providing language and cataloging expertise to department personnel as needed. Required: ALA-accredited MLS or MLIS (or recognized equivalent). Excellent reading knowledge of Spanish. Minimum three years relevant post-MLS experience in a large public or academic library. Thorough knowledge of AACR2r, LCRI's, MARC format, LC classification, and LCSH. Experience working with a bibliographic utility (OCLC or RLIN). Experience working with an automated integrated library management system. Demonstrated ability to work independently as well as collaboratively with all levels of staff in a team atmosphere. Demonstrated ability to manage projects as well as to provide leadership for groups. Desired: Reading/working knowledge of Portuguese. Salary: \$33,000 minimum. Comprehensive benefits package including 23 vacation days per year; BC/BS; TIAA/CREF and Vanguard; and tuition assistance. To apply: Submit letter of application (citing position) and a resume with the names, addresses, and phone numbers of three references to: William Gentz, Personnel Librarian, 271 Hillman Library, **University of Pittsburgh**, Pittsburgh, PA 15260. Applications received by January 31, 1998, will receive primary consideration. Additional information about the ULS may be found at: <http://www.library.pitt.edu>.

ILL AND SERIALS LIBRARIAN. Responsible for improving user satisfaction with journals, document delivery, interlibrary loan, abstracts and indexes, full-text and electronic databases, and reference. Position is hands-on, but gives work direction as required to library technical assistant and student staff. Master's degree in library or information science (ALA-accredited) required, with significant reference service experience, including experience and knowledge in at least one of the following areas: Interlibrary loan (especially OCLC) and document delivery and/or serials acquisition, claiming, control systems. At the university's discretion, education and experience prerequisites may be accepted where candidate can demonstrate, to

the satisfaction of the university, an equivalent combination of education and experience specifically preparing candidate for success in the position. Send resume to: Personnel Box ISL, **New Jersey Institute of Technology**, University Heights, Newark, NJ 07102-1982. EOE.

INSTRUCTION LIBRARIAN. Assistant Director, Education Services/Head, Research Education Program. University of New Mexico General Library. 12-month, full-time, tenure-track faculty position. Salary negotiable from \$38,000, depending upon qualifications and experience. Level of appointment negotiable, depending upon qualifications and experience. Responsible to Director, Education Services. Required: Master's degree from an ALA-accredited program; five years reference and/or instruction experience in an academic or research environment; demonstrated commitment to public services and library instruction including outreach activities; experience in an electronic and multimedia teaching and learning environment; ability to work in a team-oriented environment; strong written and verbal communication skills; supervisory experience. Preferred: A second master's degree or Ph.D. in education, humanities, social sciences or in related field; experience in creating multimedia presentations; knowledge of electronic classroom design; training or classroom teaching experience; grant writing experience; knowledge of HTML. Faculty responsibilities: The incumbent is expected to comply with the policies of the Faculty Handbook, including research, publication, and service components. Applications: Submit a letter of interest and resume (including names, telephone numbers, and addresses of three references we may contact), by January 23, 1998, to: Rita Critchfield, General Library, **University of New Mexico**, Albuquerque, NM 87131 by January 23, 1998. A copy of this job description (with duties and background) is available at <http://www.unm.edu/~libinfo/jobs>. UNM is an Equal Employment Opportunity/Affirmative Action Employer.



UNIVERSITY LIBRARIAN

Syracuse University seeks applications and nominations for the position of University Librarian. The University Librarian, the Chief Administrative and Academic Officer of the University Library, reports directly to the Vice Chancellor for Academic Affairs.

Syracuse University is a member of the Association of American Universities, enrolling 18,000 students in 14 schools and colleges. The University's vision to be the nation's leading "student-centered research university" melds a renewed emphasis on teaching excellence with a strong commitment to world-class research. This vision requires a University Librarian with a proven record of excellence in innovative leadership and service. (For more information on the University's vision, see <http://www.syr.edu>)

The holdings of the Library system include 2.8 million volumes, extensive holdings of maps, microforms, and government publications, and noteworthy archives and special collections. The Library has made strategic investments in electronic access and resources, including a new client-server based integrated library system (Endeavor Voyager), access to resources such as JSTOR and Project Muse, and involvement in digital initiatives. The Library, a member of ARL and RLG, has 186 staff members and a budget over \$8 million.

The University Librarian must be prepared to play a vital role in implementing the vision of the student centered research university. This will require the development of new ways to engage students and faculty, the innovative application of information technologies, and the continuous assessment of library services. The Librarian will also lead the planning and implementation of a major renovation of the Science and Technology Library facilities, emphasizing the development of state-of-the-art learning centers. To fulfill the promise of these opportunities, the next University Librarian must be a creative strategist and entrepreneurial leader who can build successful partnerships and make resource allocations to achieve his/her vision.

Candidates should have a strong track record of library administrative experience; demonstrated success in leading innovative information technology initiatives, and a background that demonstrates both understanding and appreciation of the needs of a major research university. Candidates should possess dynamic leadership skills and the proven ability to collaborate with faculty and students from diverse disciplines. This position requires exceptional library management, including library and educational technology, fiscal and resource management, fund raising, facilities planning, and the ability to engage staff successfully in the process of planning and change. A Master's of Library Science or its equivalent from an accredited program is required; preference will be given to an advanced degree holder in an academic discipline.

Salary is competitive and commensurate with experience and qualifications. Send letter of nomination, describing qualifications; vitae, and the names, addresses, and telephone numbers of at least 3 references, to: **Professor Eric F. Spina, Division Head, Mechanical, Civil and Chemical Systems, Chair, University Librarian Search Committee, c/o Office of Academic Affairs, 304 Tolley Administration Building, Syracuse, NY 13244-1100.**

Review of applications will begin February 1, 1998 and continue until position is filled. The position is available July 1, 1998. An Affirmative Action/Equal Opportunity Employer. Women and members of other traditionally underrepresented groups are encouraged to apply.

MUSIC LIBRARIAN. Furman University is seeking a creative, service-oriented music librarian to manage a new, state-of-the-art Music Library. This individual will supervise all aspects of the Music Library, meeting the curricular and research needs of patrons, managing student workers, and acting as library liaison to the Music Department for both collection development and public services. The Music Library, scheduled to open in March 1998, will bring together print, audio, and digital music resources. The opening-day collection will consist of over 12,000 books and scores, 1,200 compact discs, and 60 periodicals. The facility, located in the Maxwell Music Media Center, includes individual listening stations and adjoins a music computer lab with MIDI capability. This position reports to the director of the library. Furman University is a selective, nationally ranked liberal arts college. Additional information is available on our Web site at <http://carolus.furman.edu/library>. Requirements: ALA-accredited M.L.S. degree in music, knowledge of music resources, familiarity with library information technology, strong communication and interpersonal skills, and commitment to public services. Salary and benefits: Librarians have faculty status, 20 days vacation, and an excellent benefits package. For salary and benefits information, contact the University Personnel Office at (864) 294-2217. Applications: Review of applications will begin February 1, 1998. Submit letter of application, resume, transcripts (copy acceptable initially), and names, addresses, and phone numbers of three references to: John K. Payne, Associate Director, James B. Duke Library, **Furman University**, 3300 Poinsett Hwy, Greenville, SC 29613-0600; phone: (864) 294-2191. AA/EOE/ADA.

PERIODICALS LIBRARIAN. Pitts Theology Library has an opening for the full-time position of Periodicals Librarian to begin on or about August 15, 1998. The person selected will be in charge of maintaining 1,750 current subscriptions and a collection of approximately 42,000 bound volumes. The library's collection of religious periodicals published in Africa is one of the most extensive of its kind. All Emory University libraries participate in EUCLID, a SIRSI-based integrated automated system. The Periodicals Librarian is responsible for performing and/or supervising daily check-in and shelving, interaction with vendors and publishers regarding claims and renewals, dupli-

cate exchange, bindery preparation and receiving, and training of student assistants. During some evening and, possibly, weekend hours there will be additional supervisory and reference duties covering the entire library. The successful candidate must have a degree in librarianship from an ALA-accredited institution or its equivalent in relevant experience; familiarity with computer applications in a library setting; a willingness to keep abreast of developments in the field of electronic journals; and an interest in and some knowledge of theological librarianship. Additional supervisory and reference responsibilities will require a well-organized, efficient, and task-oriented person with good communication and public service skills, the ability to train and motivate assistants, and a collegial attitude when working with staff on interdepartmental projects. The ability to climb stairs and handle moderately heavy volumes is essential. The salary range is \$28,000, and Emory University offers generous benefits. Review of applications begins February 1, 1998, and will continue until the position is filled. Emory University is an EEO/AA employer. Send resume including three references to: Marianna Anderson, Pitts Theology Library, **Emory University**, Atlanta, GA 30322; e-mail: mande07@emory.edu; fax: (404) 727-1219.

PERSONNEL LIBRARIAN. University Library Services at Virginia Commonwealth University seeks an innovative and energetic individual, with exceptional skills in human relations and personnel management, to serve as Personnel Librarian. The Personnel Librarian is a staff officer reporting directly to the Executive Director, with responsibility for all staff functions relating to personnel management in University Library Services. Qualifications: Master's degree required. ALA-accredited M.L.S. or master's in personnel-related field preferred. The following qualifications are preferred: Experience and/or education in human resources management; commitment to affirmative action and equal employment opportunity; excellent negotiating and conflict resolution skills; involvement in professional activities; ability to meet requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred. Salary: \$30,000 minimum, plus generous benefits. Application: Review of applications will begin February 16, 1998. Submit letter of application,

KEAN UNIVERSITY

ANTICIPATED LIBRARIAN AND PROFESSIONAL POSITIONS 1998-99

Contingent on Budgetary Approval and Appropriate Funding

Kean University is committed to excellence and access and, under new presidential leadership, to developing, maintaining and strengthening interactive ties with the community through strong undergraduate and graduate programs and services. The oldest public comprehensive higher education institution in New Jersey, Kean University takes pride in its continuing efforts to build a multicultural professional community to serve a richly diversified student population of 12,000.

LIBRARIAN POSITION (12 Months)

Librarian position is a full time tenure track assignment, effective July 1, 1998 with a five year probationary period. Academic rank is Assistant Professor in the Library (Librarian II) or Instructor in the Library (Librarian III). Appointment as Librarian III (Instructor in the Library) requires ALA-accredited MLS; previous professional library experience desirable. Appointment as Librarian II (Assistant Professor in the Library) requires ALA-accredited MLS and three years professional library experience; second masters in another discipline preferred.

Nancy Thompson Library/Technical Services Librarian. Title Librarian III or Librarian II depending on qualifications and experience. Responsibilities include original and copy cataloging, authority control, database maintenance, LC classification and subject heading assignments. Position requires familiarity with AACR2R, LC classification schedules and subject headings, OCLC operations, library technology systems, other technical services and public services functions. Some evening/weekend hours necessary. Additional professional characteristics sought are commitment to and motivation for library excellence, energetic and creative team approach, responsiveness to new directions for library/information centers, ease at working in multicultural environment. Minimum salary \$35,424. **Director of Library Services: Barbara Simpson.**

PROFESSIONAL POSITION (12 Months)

Nancy Thompson Library/Professional Services Specialist (Interlibrary Loan). Full time position reporting to Library's Associate Director for Technical Services. Responsible for independently performing Interlibrary Loan function and services. Position is complex and represents the University to all national and international libraries with interlibrary loan requests. Required: minimum of bachelor's degree, computer skills, familiarity with electronic technology. Minimum salary \$33,735. **Director of Library Services: Barbara Simpson.**

APPLICATION, SALARY, BENEFITS INFORMATION

Candidacy review begins immediately and continues until appointment is made. Priority consideration given to applications received before January 30, 1998. Send letter of interest; up-to-date resume; names, addresses, telephone numbers of three references. Official transcripts and three current letters of recommendation required before appointment. Apply to Director as identified. **KEAN UNIVERSITY, Morris Avenue, Union, New Jersey 07083.** Salary is competitive and commensurate with qualifications and experience. Comprehensive benefits program included. **KEAN UNIVERSITY IS AN EEO/AA INSTITUTION**



resume, and names, addresses, e-mail addresses, and telephone numbers of three references to: Barbara J. Ford, Executive Director, University Library Services, Virginia Commonwealth University, 901 Park Ave., Box 842033, Richmond, VA 23284-2033. This is an abbreviated position description. Complete description and application instructions are available from the library's homepage at <http://www.library.vcu.edu>; further information about the university may be found at <http://www.vcu.edu>. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities, women, and persons with disabilities are encouraged to apply.

PHYSICS AND EARTH AND ATMOSPHERIC SCIENCES LIBRARIAN.

Responsibilities: Responsible for the management of the Physics Library and the Earth and Atmospheric Sciences Library, including the Purdue Libraries map collection and the Geographic Information Service. Serves as liaison with faculty and develops collections in both print and electronic formats. Plans, develops, and implements ongoing and innovative services, with the goal of fostering user self-sufficiency. Instructs faculty and students in the effective use of local and remote print and electronic resources, developing programs as an integral part of the libraries' systemwide information literacy curriculum. Collaborates with fellow members of the libraries' Engineering and Physical Sciences Cluster (Chemistry, Engineering, Aviation Technology, Mathematical Science, Physics, and Earth and Atmospheric Sciences Libraries). Participates in librarywide planning and management through consultative committee and team structures. Reports to the Science Librarian. Members of the Purdue Libraries faculty must meet Purdue requirements for promotion and tenure. Requirements: Master's degree in library science (ALA-accredited). Bachelor's or advanced degree in the physical sciences or a related field, or demonstrated knowledge of the physical sciences literature through a combination of educational background and experience. Desired qualifications: Excellent grasp of information needs in physics, geology, atmospheric sciences, and related fields; enthusiasm for new methods of disseminating scientific information. Demonstrated interest in the applications of current and emerging technologies to meet the changing needs of users. Two years recent experience with collection management, reference, or instruction in an academic or special library. Strong service orientation. Excellent

communication and presentation skills, and ability to work well with all levels of users and staff. Demonstrated commitment to user instruction and to consultation with users on their information management needs. Supervisory experience. Salary: \$32,000 and up, depending upon qualifications. Status and benefits: Faculty status and responsibilities. Rank of Assistant Professor. 12-month appointment with annual vacation of 22 working days. Flexible benefit programs with open enrollments annually. Medical, group life, and disability insurance programs are in effect as are flexible spending accounts, TIAA/CREF retirement, and Social Security coverage. Application process: Send statement of interest, resume and a list of references to: Thomas L. Haworth, Personnel Administrator, Purdue University Libraries, 1530 Stewart Cir., West Lafayette, IN 47907-1530. Applications will be accepted until position is filled. Priority consideration will be given to applications received by February 15, 1998. An equal opportunity, affirmative action employer.

PUBLIC AND OUTREACH SERVICES COORDINATOR.

(Instructor/Assistant Professor.) Library environment: The W. S. Hoole Special Collections Library, a department of the University of Alabama Libraries, is a highly collegial and client-centered organization which emphasizes teamwork, communication, and shared responsibility. Libraries' faculty and staff pursue leadership in and support for the continuing development of a system for scholarly and scientific communication in the service of our academic community. Each member of the libraries' faculty and staff contributes to advancing the mission, and individuals are encouraged to make decisions at the most appropriate level in the organization in cooperation with other staff. The University of Alabama Libraries hold membership in ARL, CRL, SOLINET, CNI, and the Network of Alabama Academic Libraries, and are migrating to a new client-server system. Description: This position manages the department's public and outreach services to improve access to and broaden the use of archives and special collections resources including manuscripts, books, pamphlets, photographs, maps, audio-, and videotapes, electronic media, and University Archives. The individual in this position will provide leadership in cost-effective delivery of basic reference services to meet client information needs; development of strategies, including use of electronic technology, to make collection resources available in class-

DEAN OF THE UNIVERSITY LIBRARIES

RESPONSIBILITIES:

- The Dean of the Library will provide innovative leadership in:
 - managing all library operations including budget, policy formation and implementation, personnel, and grant administration
 - supporting the institution's educational mission with a commitment to customer orientation and excellent public service
 - integrating electronic resources with traditional library collections and services
 - consulting with the faculty regarding the formulation, implementation, and delivery of library services
 - overseeing the transition to the new statewide catalog (DRA)
 - fostering regional and statewide cooperation in sharing of library materials, networking, and collection development
- The Dean is a 12-month position reporting to the vice-president for Academic Affairs.

MINIMUM QUALIFICATIONS:

- MLS from an ALA accredited institution plus an additional advanced degree
- Evidence of progressively responsible administrative experience in an academic or research library
- Experience as a librarian with non-administrative activities
- Proven success in long-range planning, analysis, budgeting, supervising, and organizational skills
- Experience with information technologies
- Record of scholarly and professional achievement that would qualify the candidate for appointment at the level of full professor
- Demonstrated commitment to shared decision making and governance
- Excellent written and oral communication skills, plus the ability to establish and maintain effective relationships with university and community constituents

SALARY:

Salary and benefits are competitive and commensurate with experience and qualifications.

SETTING:

WUI Library employs 17 library faculty and 43 civil service staff in the main library, four on-campus branch libraries, and one off-campus library. The library collections include 1,000,000 catalogued volumes, 3,300 active periodical titles, and substantial government documents, microforms, and non-book materials. The annual budget is 3.5 million. WUI is an AFT-affiliated collective bargaining campus. Library faculty workload and evaluation procedures are comparable to the teaching faculty (see CRL News, May 1996, p.278). Western Illinois University enrolls 12,000 students in 47 undergraduate and 34 graduate programs. It is located in Macomb, a town of 20,000 in a rural setting. For more information about the library, the university and the area, visit these web sites: <http://www.wiu.edu/library>, <http://www.wiu.edu>, and <http://www.macomb.com>.

APPLICATIONS:

The preferred starting date is July 1, 1998. Review of applications begins on February 16, 1998, and continues until the position is filled. Send a letter of interest, resume, and the names, addresses, phone numbers, and e-mail addresses for at least three professional references to: **Library Dean Search Committee, Office of the Provost, Western Illinois University, 1 University Circle, Macomb IL 61455.**

Western Illinois University is an affirmative action/equal opportunity employer and has a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including minorities, women, and individuals with disabilities.

rooms on and off campus; and creation and promotion of exhibits, lectures, and other public programs. This individual will also function as an effective team member in departmental, library, and university governance and advancement, and contribute to appropriate professional organizations. Qualifications: Required: ALA-accredited MLS or advanced degree in an appropriate field and course work in archival administration; a strong commitment to responsive and innovative public service to researchers, students, and the public; the ability to work cooperatively and collegially with department and library colleagues and with university faculty and staff at all levels; experience in public service in archives. Preferred experience: Academic library environment; background in creation of electronic services, electronic resources or other public programs. Salary and benefits: 12-month tenure-track appointment at the Instructor or Assistant Professor level, depending on qualifications. A minimum of MLS plus experience or certification from the Academy of Certified Archivists required for tenure and for appointment as or promotion to Assistant Professor. Minimum salary for Instructor is \$23,100; for Assistant Professor, \$26,600. Strong benefits; substantial moving allowance may be available. To apply: Send letter of application, resume, and names, addresses, and phone numbers of three references to: Voni B. Wyatt, Personnel Officer, The University of Alabama Libraries, PO Box 870266, Tuscaloosa, AL 35487-0266. Applications received by February 15, 1998, are assured of receiving consideration. The University of Alabama is an equal opportunity, affirmative action employer.

REFERENCE/DISTANCE LIBRARY SERVICES LIBRARIAN.

Einstein Library, Nova Southeastern University, a private university with a commitment to excellence in distance education and technology, invites creative, innovative, and dynamic applicants for the position of Reference/Distance Library Services Librarian. The successful candidate shares responsibility for assisting students and faculty on and off campus; provides general reference and instructional services using print and electronic resources; conducts formal library instruction through general tours, on-the-road presentations, and hands-on training labs; prepares traditional and online documentation; contributes to the development of the reference collection and assigned subject areas of the main collection. Required qualifica-

tions: ALA-accredited MLS, with demonstrated interest in public services in an academic library. Experience with CD-ROM and online resources. Must have excellent organizational, communication, instructional, and interpersonal skills, with ability to work both cooperatively and independently and to foster teamwork. Preferred: One to two years of professional experience in public services in an academic library. Experience giving instructional presentations to large groups, using electronic formats. Extensive computer skills such as authoring or Web design. Demonstrated experience with instructional design. Applicants must be willing to travel by air and/or land and to work evening and weekend hours as needed. Minimum salary of \$28,500 for a 12-month appointment. Competitive benefits package including TIAA/CREF and tuition benefits. Position will remain open until a suitable candidate has been hired. Submit letter of application, resume, and three current references to: **Nova Southeastern University, Human Resources Department (MCR), 3301 College Ave., Ft. Lauderdale, FL 33314.** Resumes submitted by February 1, 1998, will be given preference. For more job information, contact: Harriett MacDougall, Chair of Search Committee, Nova Southeastern University, at the address above, or call (954) 262-4606; fax: (954) 262-3805. Nova Southeastern University is an affirmative action, equal opportunity employer and encourages applications from minorities. <http://www.nova.edu/library/einstein>.

REFERENCE LIBRARIAN. California State University, Fresno, Henry Madden Library. Position description: Position responsible for providing general reference desk service; conducting library instruction through library workshops and specialized presentations; preparing bibliographies and guides; assisting users with searching ALIS (the library's online catalog), bibliographic databases, the Internet, and other electronic resources. In addition, each reference librarian contributes to the development of the reference collection through selection and weeding. Evening and weekend work required. The Reference Department, which includes ILL, Borrowing and Multicultural Services, is composed of seven full-time and six part-time librarians; three full-time library assistants; and 3.5 FTE student assistant positions. For further information, visit the library's Web site: <http://www.lib.csufresno.edu>. Qualifications: MLS from an ALA-accredited institution (or equivalent); strong public service orientation; knowl-

LIBRARIAN FOR WOODRING COLLEGE AND EDUCATIONAL TECHNOLOGY

Western Washington University

Western Washington University is reopening its search for a Librarian for Woodring College and Educational Technology. Situated between Seattle, Washington, and Vancouver, British Columbia, Western Washington University has a student population of over 10,000. The Woodring College of Education offers undergraduate and graduate programs in teacher education and school administration as well as preparation for a variety of careers in human services, adult and higher education. The college is playing a leadership role in the university in distance education and the use of online instructional technology.

The Librarian for Woodring College will have two major responsibilities: Education and educational technology. Specific responsibilities include: Liaison with faculty and students; planning, implementing and delivering new and traditional library services; reference, research consultation, and collection development; exploring the use of the new technologies in both the library's onsite and distance education programming; management of library Web pages; design of electronic instructional modules.

REQUIRED:

1. An MLS at the time of application from an institution accredited by ALA or its foreign equivalent.
2. A knowledge/experience base in K-12 education in either classroom teaching or school libraries.
3. Experience with teaching technology, including authoring software, desktop publishing, and voice/video/data educational applications.
4. Knowledge of distance education theory and tools, i.e., learner-driven teaching.

DESIRABLE:

1. Academic library experience.
2. An advanced degree in education.
3. Experience with media arts, e.g., computer graphics and audio-videography.

This faculty position is available July 1, 1998. Salary starts at \$35,218 and is dependent upon qualifications and experience.

Applications will be accepted until the job is filled. Applications received before **February 20, 1998**, will be assured of review. Please send a cover letter detailing your qualifications in relationship to those stated above, a curriculum vitae, and the names, addresses, and telephone numbers of at least three professional references to:

Elizabeth Sipes
Administrative Assistant to the University Librarian
The Libraries, MS9103
Western Washington University
Bellingham, WA 98225

WWU is an AA/EEO employer.

To request disability accommodation: (360) 650-3306 (voice); (360) 650-7606 (TTY).

edge of reference sources; ability to instruct users both individually and in the classroom; knowledge of electronic databases and Internet resources; strong oral and written communication skills; collegiality and the ability to work cooperatively with others; ability to meet this university's requirements for faculty tenure and promotion. 12-month contract, 24 days annual leave, plus 12 paid holidays. Salary: Minimum \$43,584. To ensure full consideration, submit a letter of application by February 27, 1998, to: Bill Heinlein, Search Committee Chair, Henry Madden Library MS #34, **California State University, Fresno**, 5200 N. Barton Ave., Fresno, CA 93740-8014. An EO/AA employer.

REFERENCE LIBRARIAN. Franklin Pierce College is seeking a part-time, academic-year Reference Librarian to augment reference services available to the college community. Preferred hours for this evening position are Sunday through Thursday, 4 to 9 p.m. Will provide general reference services to the faculty, staff, and students of the college. Master's degree in library science from an

ALA-accredited program and a minimum of one year reference experience required. Candidate should possess familiarity with an academic library setting, including experience with electronic reference sources. A strong service orientation, excellent interpersonal and organizational skills, and strong oral and written communication skills necessary. Interested candidates should send a letter of application and resume to: Assistant Director of Human Resources, **Franklin Pierce College**, P.O. Box 60, Rindge, NH 03461-0060.

REFERENCE LIBRARIANS. Two full-time, 12-month, tenure-track, library faculty positions. Requirements: MLS from ALA-accredited library school plus two years professional experience in an academic library. Duties: Reports to the head of Reference. Will assist in covering the Reference/Information Center. S/he will have thorough knowledge of reference materials in CD ROM, paper, online, and Internet formats, and periodicals indexes and abstracts in CD ROM, paper, online, and Internet formats. S/he assists in improving library use of Internet resources. S/he keeps the Reference Department section on the Web

REFERENCE AND INSTRUCTIONAL SERVICES

California State University, Northridge

DEPARTMENT: Reference and Instructional Services.

EFFECTIVE DATE OF APPOINTMENT: August, 1998, or when available.

RANK: Senior Assistant Librarian.

SALARY: \$39,756-\$55,068.

QUALIFICATIONS: REQUIRED: MLS degree from an ALA-accredited institution and a commitment to excellent public service.

PREFERRED: Demonstrated competence in reference skills in a large, active academic, public, or special library, experience with online searching and library computer applications; demonstrated interest and/or experience in library instruction; good interpersonal communication skills; the ability to maintain effective working relationships with colleagues and students in a culturally diverse academic community; flexibility and adaptability in a constantly changing work environment.

RESPONSIBILITIES: Under the general direction of the Chair of Reference and Instructional Services, provides a variety of reference services, including reference desk (some evening and weekend hours), consultations, e-mail and telephone reference; provides library instruction in a variety of formats, including lectures to individual classes, library-sponsored courses, computer database instruction, and tours; produces appropriate handouts, instruction guides, and/or Web pages; participates in faculty affairs, including meetings and committee assignments in the library and campuswide; other possible assignments depending on background and interest.

APPLICATION DEADLINE: Open until filled. Will begin reviewing applications on **February 2, 1998**.

Inquiries and nominations should be addressed to:

**Lise Wenberg, Chair
Search & Screen Committee
University Library, CSUN
18111 Nordhoff St.
Northridge, CA 91330-8327**

GENERAL INFORMATION: California State University, Northridge, with an enrollment of approximately 27,000 students, is one of the largest campuses in the California State University and Colleges System. 25 miles from Central Los Angeles, in the San Fernando Valley, it is the only public university in this metropolitan suburb, which has a population in excess of 1,200,000. The University offers undergraduate degrees in 49 fields and master's degrees in 39.

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page up-to-date and assists in developing Internet subject guides. S/he assists in maintaining up-to-date reference and Connecticut Room collections. S/he will participate in the Bi program and develop bibliographies for use in library instruction classes. Subject specialty in business, law, or political science preferred, but not required. Other duties include checking in mail; maintaining pamphlet file, maps, corporate annual reports, phone books; supervising student workers; maintaining and organizing reference stacks. Required to work one weeknight or weekend day. Benefits: State retirement or TIAA/REF. Generous vacation and sick time. Salary commensurate with experience: \$37,201 minimum. Position open until filled. Resume review begins January 15, 1998. To apply: Send cover letter, resume, and names, addresses, and phone numbers of three professional references to: Vickie Mick, Search Chair, Buley Library, Rm. 219, Southern Connecticut State University, 501 Crescent St., New Haven, CT 06515. SCSU is an AA/EEO employer and encourages minorities and women to apply.

SPECIALIST FOR THE SOCIAL SCIENCES AND BUSINESS. (Search re-opened.) Ten-month, faculty appointment. Rank: Open. Position available immediately. Qualifications: MLS from ALA-accredited institution; appropriate subject master's degree required; strong background in the social sciences and business; excellent interpersonal and communication skills; familiarity with current information technologies; understanding of instructional design and curriculum development. Responsibilities: Collection management; in-

formation literacy instruction; general and advanced reference service, including CD-ROM, Internet, and other online searching. Maintain close working relationships with faculty, and participate on faculty committees and in professional organizations. Compensation: From \$33,000, commensurate with qualifications and experience. Benefits include health, dental, disability, and life insurance, and retirement programs. Moving allowance provided. Application deadline: Applications should be completed no later than February 18, 1998. Send resume and qualifications letter to: Susan Reynolds, Library Administrative Secretary, Seattle Pacific University, 3307 Third Ave. West, Seattle, WA 98119; phone: (206) 261-2413; e-mail: sreynold@spu.edu. Seattle Pacific University serves more than 3,400 undergraduate and graduate students in both liberal arts and professional studies. The university's Christian commitments are both evangelical and Wesleyan, with faculty and students representing a broad range of faith traditions. The university seeks applicants who are enthusiastically committed to its Christian mission. For more information about SPU, access our homepage at <http://www.spu.edu/>

SYSTEMS LIBRARIAN. (Readvertised, restructured, continuing search.) New, full-time, 12-month, tenure-track, library faculty position. Main duties: Coordinate, develop, plan, install, maintain, troubleshoot, and evaluate new library automated services, systems, and LANs. Maintain library Web pages and server. Set up and maintain PCs for staff and student use. Implement and coordinate training for staff. Work with library computer needs committee on new products.

services, policies, and documentation. Liaison to campus computer center and other CSU systems librarians. Standard weekday schedule plus on call for emergencies. Required: Systems experience with III, OCLC. Preferred: Experience with automated accounting and purchasing systems, SCT Banner, Windows 95, Windows NT, Unix. Formal automation courses. Supervisor: Library Director. Qualifications: ALA-accredited MLS. Minimum two years technical experience with library automated systems, preferably at the systems librarian level. Strong organizational and interpersonal skills. Benefits: State retirement or TIAA/CREF. Generous vacation and sick time. Salary commensurate with experience: \$37,201 minimum. Position open until filled. Resume review begins January 15, 1998. To apply: Send cover letter, resume, and names, addresses, and phone numbers of three professional references to: Vickie Mick, Search Chair, Buley Library Rm. 219, Southern Connecticut State University, 501 Crescent St., New Haven, CT 06515. SCSU is an AA/EO employer and encourages minorities and women to apply.

SYSTEMS LIBRARIAN. Furman University is seeking an innovative, service-oriented systems librarian to work closely with all library departments to creatively envision the possibilities presented by advances in information technology. The systems librarian manages all library computer systems, including the integrated automation system, computer network, CD-ROM server, Internet server, and office desktop applications. The systems librarian is responsible for planning, purchasing, maintaining, and upgrading library hardware and software, and keeps the library faculty and staff aware of new developments in information technology and assists in staff development activities related to technology. The systems librarian also serves as the principal library liaison to the University Information Services department. Furman University is a selective, nationally ranked liberal arts college. Additional information is available on our Web site at <http://carolus.furman.edu/>

library. Requirements: ALA-accredited MLS, expertise with information technology, including integrated library automation systems and computer networks, and the ability to communicate effectively with both technical and nontechnical personnel regarding information technology issues and services. Experience with Innovative Interfaces integrated automation system, current knowledge of computer networks in a Windows environment preferred. Salary and benefits: Librarians have faculty status, 20 days vacation, and an excellent benefits package. For salary and benefits information, contact the University Personnel Office at (864) 294-2217. Applications: Review of applications will begin February 1, 1998. Submit letter of application, resume, transcripts (copy acceptable initially), and names, addresses, and phone numbers of three references to: John K. Payne, Associate Director, James B. Duke Library, Furman University, 3300 Pointsett Hwy., Greenville, SC 29613-0600; phone: (864) 294-2191. AA/EOE/ADA.

TECHNICAL SERVICES LIBRARIAN. Castleton State College. 12-month, full-time position, effective as soon as feasible (negotiable); salary approximately \$25,000; attractive benefits package. Responsibilities: Oversee cataloging, acquisitions, and government documents processing (with primary emphasis upon cataloging). Occasional public services work encouraged. Qualifications: MLS from an ALA-accredited program. Second master's degree and experience in academic library technical services preferred. Familiarity with automated library systems, good communication skills, strong service commitment, and an ability to work with people in cooperative enterprises. Review of applications will begin on February 1, 1998, and will continue until position is filled. Send letter of application, copy of transcripts, resume, and names, addresses, and telephone numbers of three references to: Joseph T. Mark, Dean of the College, Castleton State College, Castleton, VT 05735. Castleton State College is an equal opportunity employer.

Late Job Listings

REFERENCE LIBRARIAN/BUSINESS SUBJECT SPECIALIST. (Readvertised.)

Santa Clara University. Responsible for providing specialized reference, research consultation, instructional support, and collection development/resource management for accounting, agribusiness, decision and information sciences, economics, finance, management, and marketing. Shares responsibility for general reference service and participation in established instructional program with other librarians. Required: MLS, or equivalent, from ALA-accredited program and minimum two to three years professional experience; academic background or library experience in business collection management, instructional experience, and experience using electronic information resources in a broad range of subject areas; strong interpersonal and communication skills; and ability to work effectively in a dynamic, rapidly changing environment. Desirable: Second master's, knowledge of modern foreign language. Full position announcement available on request; call (408) 554-6830. Rank at initial appointment will depend upon qualifications. 1997/98 salary range minimum \$33,600 at Assistant, \$38,000 at Senior Assistant, or \$42,800 at Associate Librarian rank. Santa Clara is a Jesuit university located 46 miles south of San Francisco in the heart of California's Santa Clara Valley. To receive full consideration, apply by February 20, 1998, to: Elizabeth M. Salzer, University Librarian, Michel Orradre Library, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053-0500. Applications should include salary history and the names of three references. AA/EEO.

COLLECTION MANAGEMENT COORDINATOR FOR THE SCIENCES. Emory University's General Libraries seek a Collection Management Coordinator for the Sciences who is eager to work in a team setting with other coordinators, selector/liasons, and information technology specialists to develop a broad range of information resources in the sciences and to facilitate their use. Coordinators are encouraged to develop innovative approaches for the delivery of services to meet the research and

teaching needs of students, faculty, and the scholarly community. Responsibilities: Within the context of a changing environment, this position will coordinate collection development and management, promote awareness of and access to electronic information resources, and provide outreach, consultative, and instructional services relating to the sciences. Emphasis will be placed on incorporating electronic journals and document delivery into the options for information delivery in the sciences. This position serves as primary selector/liason for mathematics/computer science, physics, and general science, while coordinating activities relating to biology, chemistry, and ecology. Serves as one of a team of Collection Management Coordinators charged with the overall administration of the library's collection management and development program, including formulation of collection development policies and procedures, evaluation of the collections, and management of information resources funds. May serve a two-year rotating term as Chief Collection Management Coordinator. Works closely with other library and campus units, such as the Virtual Library Project and the Health Sciences Center Library, and with information technology specialists who provide desktop and network support to faculty in the sciences. Qualifications: ALA-accredited master's degree in library/information science. Strong academic background in the physical or life sciences and three years experience in a large academic or research library, or equivalent combination of education and experience. Demonstrated knowledge of information needs of scholars in the sciences; understanding of current trends and issues in scholarly publishing and communication in the sciences, especially as relates to electronic journals. Good skills in planning, analysis, evaluation, and budget management; ability to interact successfully and communicate in a clear, knowledgeable, and personable manner; ability to work effectively as a team member and leader. Experience in group or individual instruction and negotiation with publishers and vendors preferred. Involvement in professional development activities important. Salary and benefits: Salary and rank dependent upon qualifications and experience; comprehensive benefits package, including TIAA/CREF. Application: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Dianne M. Smith, Library Human Resources Officer, Robert W. Woodruff Library, **Emory University**, Atlanta, GA 30322-2870. Application review begins February 10, 1998. Emory University is an equal opportunity, affirmative action employer and encourages women and minority candidates.

ARCHIVIST/RECORDS MANAGER. The **University of St. Thomas** is accepting applications for the position of Archivist/Records Manager in the Special Collections (University Archives) Department on the St. Paul Campus. Duties include: insure that materials appropriate for archiving from all departments, student organizations, and institutions affiliated with the university are identified and retired to Special Collections. Process archives for availability to researchers and ease of retrieval in the appropriate medium. Establish an active records management program and develop workshops on records retention and disposition for university administrators. Qualifications include: an MA from an ALA-accredited library (information management) school, or from a History department with an archives program, or from a business department with an archives and/or records management concentration preferred. Archives and/or records management certification desirable. Related professional work experience. General knowledge of administrative organization of higher-education institutions. Knowledge of archival arrangement and records-management concepts and applications; and archives-related legal regulations. Knowledge of archive/records-management software and automated systems. Knowledge of marc-format archives/manuscript cataloging and the OCLC cataloging subsystem desirable. Ability to lift and carry heavy boxes. Salary is commensurate with experience, plus an excellent flexible benefits package. Send cover letter and resume (refer to position #300929-2 to apply for this position) before 4:30 p.m., January 31, 1998 to: Human Resources, Mail #AQU217, 2115 Summit Avenue, St. Paul, MN 55105. Applications received after this date are not guaranteed consideration. EOE.



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