

# THE CLASSIFIED ADS

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

**Rates:** Classified advertisements are \$8.75 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 ACRL's homepage on the World Wide Web at <http://www.ala.org/acrl.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published. To reach C&RL NewsNet access the ACRL homepage (<http://www.ala.org/acrl.html>), select C&RL News, and then chose the menu item Job Postings by Job Title.

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

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

## BOOKS BOUGHT AND SOLD

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

**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](mailto:kirsten@technical.powells.com).

## POSITIONS OPEN

**ANTIQUARIAN & SCHOLARLY BOOKSELLER CATALOGUER.** The Lawbook Exchange, Ltd., Union, New Jersey is seeking a

## ASSISTANT/ASSOCIATE LIBRARIAN

Chemistry Library  
\$31,032-\$44,544  
per annum, hiring range  
University of California, Berkeley

The Chemistry Library's primary clientele is the College of Chemistry, including 85 faculty, 500 postdoctoral fellows and graduate students, and 600 undergraduates in the departments of Chemistry and Chemical Engineering.

The librarian's primary assignments are the development of specialized services to users, chemistry collection development and management, and maintaining close working relationships with faculty. S/he participates as a team member in the Chemistry Library and the entire Physical Science Libraries unit. The position requires an MLS from an ALA-accredited library school (or equivalent), superior communication skills, excellent analytical and organizational skills. Academic training in chemistry is preferred. See our Web site for the full announcement: <http://library.berkeley.edu/LHRD/>.

To apply, send cover letter, complete resume, and names, addresses, and phone numbers of three knowledgeable references to:

Janice H. Dost  
Director for Library Human  
Resources  
447 Doe Library  
University of California  
Berkeley, CA 94720-6000  
fax: (510) 642-8675

Closing date: **October 15, 1997.**

EOE.

qualified individual to produce, in print format and online, annotated bookseller's catalogs. Requirements: Excellent writing skills, ability to use reference works and proficiency with Aldus Pagemaker. Minimum salary \$30,000. Position now available. Send letter of application and current resume to: Gregory F. Talbot, **The Lawbook Exchange, Ltd.**, 965 Jefferson Ave., Union, NJ 07083; <http://www.lawbookexc.com>.

**ARCHIVIST/LIBRARIAN.** The Department of Rare Books and Special Collections located in Rush Rhees Library on the River Campus of the University of Rochester seeks an *archivist/librarian* responsible for managing university archives and sharing management of the historical manuscript collections. Acquires and processes archival and manuscript material; curates strong printed collection of history of Rochester and upstate New York; provides reference services; gives presentations, prepares exhibitions, and participates in other outreach activities. Reports to the Head of Department of Rare Books and Special Collections; supervises one or more student assistants. Requires: ALA-accredited M.L.S. with courses in special collections or archives and two or more years professional experience in special collections or archives, including demonstrated ability to appraise, acquire, arrange, describe, and preserve archival records and manuscript collections; or equivalent. Excellent computer skills and expe-

## **TWO POSITIONS AVAILABLE**

### **University of Evansville Libraries**

The University of Evansville invites applications for the positions of Periodicals Librarian and Reference Librarian to join a collegial team-based library environment in which a commitment to excellence is a hallmark of information service.

#### **PERIODICALS LIBRARIAN**

**Responsibilities:** Manages service and operational activities of the Periodicals Department, including a public service desk, collection development, collection management, and binding. Supervises two paraprofessionals and assigned student workers. Sets unit priorities, implements policies and procedures, and assures operational effectiveness and efficiency. Participates in the planning and decision-making processes of the libraries. Additional duties include reference desk service on a rotational basis, library instruction, and faculty governance activities. Reports to the University Librarian.

**QUALIFICATIONS:** MLS from an ALA-accredited graduate program. Two years experience in periodicals services. Demonstrated knowledge of electronic information resources and technologies, including the Internet. Strong communication, interpersonal, and supervisory skills. Professional academic library experience and familiarity with an automated library system are preferred. Appointment, salary and benefits: 12-month tenure-track faculty appointment. Minimum salary \$25,000. Benefits program with open enrollments annually includes group life, medical, and disability insurance programs, and TIAA/CREF retirement.

#### **REFERENCE LIBRARIAN**

**Responsibilities:** Participates in all service activities of the Reference and Instruction Department including serving 15-20 weekly reference desk hours on a rotational basis including evenings and weekends, assisting with coordination of electronic information services, and participating in the library instruction program and with collection development activities. Participates in the planning and decision-making processes of the libraries and in faculty governance activities. Reports to the Head of Reference Services.

**QUALIFICATIONS:** MLS from an ALA-accredited graduate program. Reference assistance experience. Demonstrated knowledge of electronic information resources and technologies, including the Internet. Strong communication and interpersonal skills. Preferred qualifications include academic library experience, teaching experience, and a working knowledge of microcomputing hardware and software. Appointment, salary, and benefits: 12-month tenure-track faculty appointment. Minimum Salary \$24,000. Benefits program with open enrollments annually includes group life, medical, and disability insurance programs, and TIAA/CREF retirement.

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

**William F. Loudon  
University Librarian  
University of Evansville  
1800 Lincoln Ave.  
Evansville, IN 47722**

Review of applications will begin immediately and continue until an appointment is made. Appointment date is January 1998. Online version of these position announcements with links to additional information on the university and the libraries is accessible on the WWW at URL: <http://www.evansville.edu/~libweb/vacancies.html>.

The University of Evansville is an independent, comprehensive university affiliated with the United Methodist Church, which provides a strong liberal arts and sciences orientation and selected professional programs.

*The University of Evansville operates under a nondiscriminatory policy with regard to race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.*

**PERIODICALS/  
ACQUISITIONS  
LIBRARIAN  
(Search Reopened)  
Union College**



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

**RESPONSIBILITIES:** Manages and supervises the periodicals and general acquisitions units, including receipt, cataloging, and processing of periodicals and serials in all formats. Provides leadership in developing policies regarding the acquisition of electronic resources. Monitors and participates in the allocation of the annual library materials budget. Prepares regular expense reports and budget projections. Supervises three full-time staff and ten plus student assistants. Provides general reference service on a rotating basis. Serves on librarywide and college committees and task forces as needed Reports to Head of Technical Services.

**REQUIREMENTS:** MLS from an ALA-accredited library school. Thorough knowledge of shared cataloging networks, electronic information resources, and integrated library systems. Demonstrated aptitude for analytical and detailed work. Effective interpersonal communication, flexibility, organizational skills, and strong commitment to teamwork.

**PREFERRED:** Relevant experience in an academic library. Budgeting experience and knowledge of book trade and vendors. Working knowledge of computer applications such as spreadsheets and database management. Experience in direct supervision. Full-time 12-month position with faculty privileges and responsibilities. Salary commensurate with qualifications and experience. Excellent benefits.

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

Send letter of application, resume, and three reference contacts by **October 1, 1997**, to:

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

*An equal opportunity, affirmative action employer.*

rience with manuscript and archival reference sources. Prefer additional graduate degree in American history, American studies, or related field. Visit our Web site at <http://rodent.lib.rochester.edu/rbk/rarehome.htm> for more information about the Rare Books Department and this position. Salary dependent upon qualifications; minimum \$32,000 plus benefits. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Jane Cassidy, Personnel Officer, Rush Rhees Library, **University of Rochester**, Rochester, NY 14627; phone: (716) 275-4461. The University of Rochester is an equal opportunity employer.

**COLLECTION MANAGEMENT LIBRARIAN.** (Search extended.) Collection Management Librarian for the Sciences, with responsibility for coordinating the selection of electronic resources. Virginia Commonwealth University seeks an energetic, knowledgeable, and forward-looking individual for a dual role on its collection management team. As Collection Management Librarian for the Sciences, the incumbent will develop and manage monograph, serial, nonprint, and electronic materials in the sciences. Subject responsibilities include chemistry, biochemistry, biomedical engineering, physics and astronomy, mathematical sciences, computer sciences, and information science. Position also coordinates the selection of electronic resources by facilitating the identification, evaluation, and selection of electronic resources by the librarians on the collection management team. Qualifications: ALA-accredited MLS required. Preferred: Academic background in the sciences, advanced degree strongly desired; two or more years experience developing collections and selecting electronic resources in a research library; awareness of national trends in scholarly publishing; knowledge of electronic resources in the sciences and other disciplines; experience with

**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.

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



# THE JOHNS HOPKINS UNIVERSITY MILTON S. EISENHOWER LIBRARY

## RESOURCE SERVICES LIBRARIAN FOR ART HISTORY, CLASSICS, AND PHILOSOPHY (LIBRARIAN III)

The mission of the Resource Services Department is to deliver the full range of reference, instructional, and collection development services to the Hopkins community. Resource Services librarians are subject specialists, each of whom is responsible for building strong, client-centered relationships with the faculty and students in the handful of disciplines he or she serves. The Eisenhower Library's commitment to working as a valued partner in the academic enterprise is being felt in four key ways: a concentration on designing services which respond to user feedback; a commitment to enable faculty, students, and staff to master the new information environment; a focused effort toward creating the digital library of the future; and a major remodeling and programmatic reorientation of the library's public service spaces. The Eisenhower Library prizes initiative, creativity, professionalism, and teamwork.

**RESPONSIBILITIES:** Understand and facilitate the work of the Art History, Classics, and Philosophy departments, and cultivate and maintain close working relationships with the members of those departments; select traditional and electronic resources for the collection in assigned subject areas and manage related budgets; develop Web-based resources in assigned subject areas; provide a variety of general reference, research consultation, and instructional services to the academic community.

**QUALIFICATIONS:** MLS from an ALA-accredited library school; advanced degree or equivalent experience in art history preferred. Commitment to quality, client-centered service; ability to conduct seminars, and instructional programs in the use of the library and its resources; knowledge of the Internet and the World Wide Web; two or more years experience in collection development and/or reference in a research library; reading knowledge of two European languages, particularly French and German, highly desirable; willingness to work a flexible schedule including some evenings and weekends as part of a team.

For more information on the library, please consult our Web site at: <http://milton.mse.jhu.edu:8001/libinfo.html>. Starting salary range is \$33,700-\$43,000.

Please send letter of application, resume and three letters of reference indicating Job #S97-6669, by **October 15, 1997**, to:

**The Johns Hopkins University  
Homewood Human Resources  
119 Garland Hall  
3400 N. Charles St.  
Baltimore, MD. 21218**

Excellent benefits including tuition remission. Smoke free and drug free.

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library automation and technology applications in academic libraries; strong service orientation and/or public services experience; excellent oral and written communication skills; ability to work independently as well as as part of a team; involvement in professional activities; ability to meet requirements for faculty advancement, including professional service and publication. Experience working in a culturally diverse environment highly preferred. Environment: VCU is a publicly supported urban, research university in Richmond, Virginia, serving 22,000 students with 2,000 full-time faculty, both on the academic campus and at the Medical College of Virginia. Further information about VCU may be found at <http://www.vcu.edu>; information about the libraries (including a complete job description) may be found at <http://www.library.vcu.edu/>. Salary: \$31,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); remuneration for university courses; and paid life insurance. Application: Submit resume and the names and phone numbers for three current references to: Susanna Bartmann Pathak, Head, Collection Management Services, University Library Services, Virginia Commonwealth University, VCU Box 842033, Richmond, VA 23284-2033; e-mail: [sbpathak@gems.vcu.edu](mailto:sbpathak@gems.vcu.edu) (for information only). Review of applications will begin on September 30, 1997.

Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities, women, and persons with disabilities are encouraged to apply.

**GOVERNMENT DOCUMENTS LIBRARIAN.** East Carolina University, Joyner Library. Qualifications: Required: ALA-accredited master's degree (or international equivalent). Preferred: Previous public service experience with U.S. government print and electronic materials, including maps, CD-ROM databases, and Internet resources. Demonstrated written and oral communication skills and commitment to public service. Ability to work comfortably in information/computer/public service setting. Experience with bibliographic instruction in government resources, both print and electronic, and developing/marketing user aids. Second subject master's degree in a related discipline. Responsibilities: Provide reference service in Documents/Maps Department; possibility of some hours at general reference desk. Some evening and weekend hours in rotation. Will participate in subject-based collection development duties as assigned. Joyner Library is a large (79 percent) selective federal depository with an extensive depository map collection and a tradition of effective public service. The Federal Documents Collection contains over 490,000 volumes, 320,000 microfiche, 91,000 sheet maps, and over 300 CD-

## HEALTH SCIENCES LIBRARIAN

### Ferris State University

Ferris State University invites applications for a Health Sciences Librarian.

**RESPONSIBILITIES:** Providing reference, information, and instruction in health sciences; coordinating activities of part-time librarians and staff; serving as a subject specialist; reference assistance, including some evenings and weekends; participating in collection development, assessment, and universitywide activities; fostering health-related networking in west Michigan.

**REQUIREMENTS:** ALA-accredited MILS/MLS; academic health sciences/hospital library, supervisory, library instruction, and electronic information system experience; excellent communication, interpersonal, leadership, and organization skills.

**PREFERRED:** BA/BS in health sciences; additional graduate degree; AHIP membership; competency in a health science field; successful team leader.

**SALARY:** \$29,000-35,000, depending upon experience, for 12-month tenure-track faculty position with academic rank; excellent benefits.

Submit letter, resume, and three references to:

#### Health Sciences Librarian Search Committee

Attn: Joan Boroff  
Administrative Services  
FSU Library  
1201 S. State St.  
Big Rapids, MI 49307-2747

Finalists will be required to provide official transcripts. Application review starts **September 1, 1997**; continues until position is filled.

ROM disks. The department consists of a team of three faculty and three support staff. East Carolina University has over 17,800 students in its College of Arts and Sciences and ten professional schools. It is a constituent institution of the University of North Carolina System. Academic Library Services provides library and information services to the Division of Academic Affairs through two libraries, Joyner 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 \$25,000, depending upon qualifications and experience. Substantial record of research, publication, and presentation will be expected of the successful candidate for promotion and tenure. Screening of applications will begin October 1, 1997, 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, Associate Director, Pat Elks, Executive 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

## CONSERVATORY LIBRARIAN

### Oberlin College Conservatory of Music

Oberlin College invites applications and nominations for the position of Conservatory Librarian. Reporting to the Director of Libraries, the Conservatory Librarian has overall responsibility for planning, developing, managing, and evaluating the operations, services, and resources of the Conservatory of Music Library. She or he coordinates the systematic and balanced growth of the library's collections; participates in the teaching and public service functions of the library; contributes to the overall management of the library system; and may, subject to experience and course needs, teach in the Conservatory.

Qualifications include: MLA-accredited MLS; graduate degree in music; broad knowledge of music literature and scholarship; understanding of the library needs of all areas of music instruction and research; at least three years professional experience in a music library; demonstrated leadership and management skills; positive record of working well with others.

Desired qualifications: Ph.D. in music and a strong record of scholarly research and professional activities. Complete position description available at <http://www.oberlin.edu/~library/conlib/librarian.html>

The Oberlin Conservatory of Music Library is one of the nation's leading music libraries. Its research-level holdings include 125,000 books and scores, and 50,000 recordings. The staff consists of four professionals and seven paraprofessional and support staff.

Salary competitive, commensurate with experience and qualifications. Generous benefits. Position available January 1, 1998. Applications received by **October 20, 1997** will be given preference.

Send letter of application, resume, and three letters of reference to:

#### Conservatory Librarian Search Committee Main Library, Mudd Center Oberlin College Oberlin, OH 44074

*Oberlin is an Affirmative Action/Equal Opportunity Employer. The College actively seeks a racially, ethnically, and culturally diverse staff and student body.*

**THE JOHNS HOPKINS UNIVERSITY  
MILTON S. EISENHOWER LIBRARY**

**COORDINATOR FOR THE DEVELOPMENT OF  
BIBLIOGRAPHIC CONTROL (LIBRARIAN III)**

The Milton S. Eisenhower Library seeks nominations and applications for the position of Coordinator for the Development of Bibliographic Control who can provide leadership in developing our intellectual access program that supports conventional and emerging bibliographic control strategies for the catalog of the 21st century.

**RESPONSIBILITIES:** Reporting to the Head of Cataloging, the incumbent will coordinate the implementation of new modes of intellectual access based on emerging standards for metadata, persistent identifiers for networked resources, and record format/content (e.g., Dublin Core, TEI) for locally digitized resources and the online table of contents included in Project Muse, the Johns Hopkins University electronic publishing initiative. Collaborate with the Systems Office in creating Horizon online reports and developing access to Z39.50 resources. Develop training programs and tutorials to facilitate staff understanding and use of new technologies. Coordinate ongoing development of the Cataloging Department's Web pages. Perform original cataloging of materials in a variety of formats, including nonbook materials. Participate actively in local and national professional development and service activities. The successful candidate for this position will be a creative problem-solver who has a strong personal commitment to responsive and innovative service.

**QUALIFICATIONS:** Accredited MLS; minimum of three years, post-MLS, recent original cataloging experience, including cataloging of nonbook materials; working knowledge of current cataloging rules and the USMARC formats; reading knowledge of one western European foreign language; experience with a local automated system and a national bibliographic utility; knowledge of HTML; excellent analytical, communication, and training skills; flexibility; ability to prioritize work to ensure that departmental and library goals are realized; ability to work independently as well as as part of a team. Research library experience, knowledge of Z39.50 and emerging metadata standards, and project management experience preferred.

**UNIVERSITY LIBRARY:** The Milton S. Eisenhower Library is the main research library of the Johns Hopkins University. For more information on the library, please consult our Web site at: <http://milton.mse.jhu.edu:8001/libinfo.html>. The library prizes creativity, initiative, and professionalism. Starting salary range is \$33,700 - \$43,000. Please send letter of application, resume, and three letters of reference indicating Job #S97-6654, by **October 15, 1997**, to:

**The Johns Hopkins University  
Homewood Human Resources  
119 Garland Hall  
3400 N. Charles St.  
Baltimore, MD 21218**

Excellent benefits including tuition remission. Smoke free and drug free.

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of employment. An equal opportunity, affirmative action employer. We accommodate individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

**HEAD, CATALOGING UNIT, AND DATABASE PROJECTS COORDINATOR.** Humboldt State University Library. Reporting to Chair of Access Services, position heads the Cataloging Unit and coordinates the development of database projects. Unit consists of three FTE support staff, plus intermittent hourly and student assistant positions. Responsibilities entail oversight of all Cataloging operations, including personnel management, budget, hands-on original cataloging, and policy and procedural development and implementation. The unit head will work with faculty and staff to design and coordinate development of local information databases, e.g., a Web-based repository of cataloged images in support of the campus curriculum. Unit activities encompass original and copy cataloging, authority control, online catalog maintenance, end processing, and mending and binding. Required minimum: qualifications: ALA-accredited MLS; at least three years of directly related professional experience;

supervisory/managerial experience; original cataloging experience, including work with LC classification; working knowledge of OCLC; cataloging experience on an integrated online library system; familiarity with current trends in the use of technology in libraries and higher education; excellent written and verbal communication skills; commitment to a participatory management style; ability to work cooperatively with faculty, staff, and students; demonstrated successful leadership abilities. Preferred qualifications: Related professional academic library experience; experience cataloging images, Internet resources, and/or other electronic resources; experience with vendor outsourcing; experience with documents retrospective conversion. This is a full-time tenure-track position with appointment at Senior Assistant Librarian (\$38,892-\$53,880), or Associate Librarian (\$49,044-\$68,196), with a start date of February 1, 1998. Competitive benefits package. University and library: HSU, the northernmost member of the California State University System, has an enrollment of approximately 7,250 FTE students. The HSU Library houses a collection of approximately 479,000 volumes, plus a large depository government documents collection, and uses Geac ADVANCE and OCLC for core



# ASSOCIATE UNIVERSITY LIBRARIAN FOR COLLECTION DEVELOPMENT AND TECHNICAL SERVICES

## University of Georgia

**PURPOSE AND SCOPE:** The Associate University Librarian (AUL) for Collection Development and Technical Services is responsible to the University Librarian and has primary responsibility for administering the division, which consists of the following departments: Acquisitions, Cataloging, Humanities, Music, Periodicals, Preservation, Science Collections and Branch Services, and Social Sciences. Responsibilities include the direct supervision of the division and overall coordination of the development of the collection and processing of materials, including allocation and control of a materials budget of approximately \$7 million.

Technological support includes GALIN (Georgia Academic Library Information Network), the in-house automated system, and GALILEO (Georgia Library Learning Online), a statewide system which gives universal access to core materials for every student and faculty member in the University System of Georgia. The work of the division is supported by an administrative LAN. The AUL is a member of the University Librarian's cabinet and the department heads' forum (the planning and policy-making bodies of the libraries), and participates fully in the overall administration of the libraries, including long-range planning, development and evaluation of services, and the establishment of librarywide policies. There are approximately 110 full-time staff members in the division.

**QUALIFICATIONS:** Education and experience: ALA-accredited MLS; minimum of five years experience in administering technical services or collection management (some experience in both preferred), in an academic or research library (large academic or research library experience preferred).

**Leadership and organizational development:** Demonstrated successful administrative and management experience with diverse units, including facilitation of group decision-making and planning; demonstrated excellent oral and written communication skills; ability to establish and maintain productive, long-term, effective working relationships with libraries' staff and faculty as well as patrons, university administrators, and community members; experience in articulating and enthusiastically communicating a consistent vision of library priorities and in initiating and implementing new services and strategic directions compatible with that vision.

**Collection development and technical services:** Experience with integrated library systems, with an emphasis on collection management or technical service functions; experience with automated library systems analysis; thorough understanding of technical services and collection development activities; awareness of trends in scholarly communication and publishing; demonstrated experience with budget planning and control preferred.

**Professional activities:** Strong record of leadership and achievement in the profession and demonstrated commitment to fostering the professional development of others.

**BENEFITS:** Standard benefits package includes life, health, and disability insurance; mandatory participation in the state or optional retirement system; and 21 days annual leave, plus 12 paid holidays. Salary minimum: \$70,000, commensurate with experience. For further information visit the University of Georgia Libraries' Web: <http://www.libs.uga.edu>.

**APPLICATION PROCEDURE:** Send letter of application addressing all qualifications with a resume and the names, addresses, and phone numbers of five references, by **October 22, 1997**, to:

**Florence E. King**  
**Assistant University Librarian for Human Resources**  
**University of Georgia Libraries**  
**Athens, GA 30602-1641**  
**Phone: (706) 542-0626**

This position will be filled only if suitable applicants are found.

*An equal opportunity, affirmative action institution.*

## TWO POSITIONS

### TEMPLE UNIVERSITY LIBRARIES

#### **ELECTRONIC RESOURCES CATALOGING LIBRARIAN**

Responsibilities: Provides original and adaptive cataloging records for a wide variety of materials in different formats, with a special emphasis on electronic resources and networked information. Serves as a liaison with other library units to resolve bibliographic access issues relating to electronic resources. Participates in the formulation of cataloging and authority control policies and decisions. Prepares reports, studies, and surveys as required. Participates in database maintenance activities. Assumes other professional responsibilities as appropriate. In addition to the general qualifications listed below, we require the following: Two years post-MLS cataloging experience in a large academic or research library using RLIN and/or OCLC; recent experience in cataloging computer files; knowledge of AACR2r, LCSH, LC classification, and USMARC. Knowledge of current trends in cataloging, especially those related to electronic resources and authority control. Reading knowledge of two foreign languages. Familiarity with online authority control, and SGML and HTML coding highly desirable. Address application to: Laila El Zein, address below.

#### **LIBRARIAN, SPECIAL COLLECTIONS DEPARTMENT**

Responsibilities: Provides control of manuscript, archival, and other nonbook materials; physical handling, processing, and cataloging via RLIN's AMC and VIM files; assists in the curating of the department's Contemporary Culture Collection; and provides reference service and general professional assistance. In addition to the general qualifications listed below, we require the following: Archival training and experience; working knowledge of RLIN-AMC program, AACR2, LCSH, archival practices, and authority files; ability to deal with some physical work, such as lifting boxes and working in adverse collection storage areas. Preferred: Original cataloging experience in a large academic or research library or archive; reference experience; and training and supervisory experience. Address application to: Thomas Whitehead, address below.

**GENERAL QUALIFICATIONS** (for both positions): MLS degree from an ALA-accredited program. Demonstrated oral and written communication skills, excellent interpersonal skills, and strong service orientation are essential.

**SALARY:** \$29,500 (for 10-month work year); may be higher depending on qualifications. Additional month of work may be required for an added 9.6 percent of annual salary. Benefits package includes health, dental, and life insurance; tuition remission; and TIAA-CREF retirement plans.

Send letter of application addressing all qualifications stated above, resume, and names of three references to:

**Chair (named above)**  
**Search Committee**  
**Administrative Services Department**  
**Paley Library (017-00)**  
**Temple University**  
**Philadelphia, PA 19122**

Closing date for applications: **September 29, 1997.**

*An AA/EEO employer.*

systems support. There are 11 FTE librarians and 32 support staff. Qualified candidates must submit a letter of application (referencing Job 97/99-16), resume, and the names, addresses, and phone numbers of three references, by October 15, 1997, to: Chair, Library Faculty Personnel Committee, c/o University Librarian, **Humboldt State University Library**, One Harpst St., Arcata, CA 95521-8299. For further information and/or the complete position description, consult the HSU Library homepage at <http://library.humboldt.edu/library/administration/catalog.html> or call (707) 826-3441. HSU is an equal opportunity, affirmative action, title IX employer.

**HEAD OF THE CATALOGING DEPARTMENT.** The Williams College Library invites applications for the position of Head of the Cataloging Department. Reporting to the College Librarian, the department head will be responsible for making bibliographically accessible all items acquired for the library's collections, for the preparation of library materials for the collections, and for in-house conservation services. Will supervise eight FTE, including two librarians and six

paraprofessionals. Requirements: An ALA-accredited MLS degree; minimum of five years of experience in cataloging; demonstrated supervisory skills. Working knowledge of at least one foreign language preferred. Knowledge of material preservation techniques. Understanding of the ways in which economic pressures, technological opportunities, and partnering initiatives are affecting traditional cataloging operations. Demonstrated ability to engage staff in the process of planning and change and to provide leadership for change. Salary: \$39,000+, depending on qualifications. Send letter of interest, resume, and names of three references to: Phyllis Cutler, College Librarian, **Williams College**, P.O. Box 476, Williamstown, MA 01267; fax: (413) 597-4060. Review of applications will begin immediately and continue until the position is filled. EO/AA employer.

**HEAD, SERIALS CATALOGING UNIT.** University of Michigan. Serials Cataloging, one of six units within the Acquisitions/Serials Division, performs cataloging for the University of Michigan Library system. The unit staff consists of three full-time paraprofessional and



## SCIENCE REFERENCE COORDINATOR (LIBRARIAN IV)

### MILTON S. EISENHOWER LIBRARY JOHNS HOPKINS UNIVERSITY

The Milton S. Eisenhower Library seeks an enthusiastic and forward-thinking librarian to transform its Science/Engineering Library into a user- and technology-centered information service. The Science/Engineering Library is a newly renovated floor in the main library with a collection of 322,000 volumes, 2,700 current periodicals, and a large number of electronic resources. The acquisitions budget for science and engineering is approximately \$2,500,000. A team of four librarians, including the Coordinator, selects books and provides reference, instructional, and liaison services to the 20 science and engineering departments. The Science/Engineering Library is a unit within the Resource Services Department.

**RESPONSIBILITIES:** Develop a program that best meets the needs of the science and engineering faculty and students. Such a program would include ascertaining what information products and services scientists and engineers need and how the staff and the library will deliver these products and services. Strategies would include electronic product development, the packaging, customization, and marketing of useful information, document delivery services, interface system design, and the facilitation of interdisciplinary research. A high level of interaction between faculty and students and the librarians is essential.

Supervise three librarians and student staff, manage the Science Reference Fund and the Science/Engineering Interdisciplinary Fund and four to six subject funds depending on background and experience. Serve as liaison to Welch and Applied Physics Laboratory libraries. Serve as a member of the Coordinators Group in the Resource Services Department to help manage the department and provide a strong cooperative relationship between the Science/Engineering Library and the department as a whole.

**QUALIFICATIONS:** MLS from an ALA-accredited library school and two to three years experience in a special or science/engineering library required. Two or more years experience in collection development and/or reference strongly preferred. Demonstrated ability to conduct seminars and instructional programs. Experience working with information and networked technologies, including designing and creating Web sites and pages, highly desired. Excellent interpersonal skills, including the ability to work well with coworkers and administrators and a demanding user group. Demonstrated leadership qualities, supervisory experience, and the ability to work flexibly and creatively in a changing environment. Willingness to work a flexible schedule, including evenings and weekends.

For more information on the library, please consult our Web site at: <http://milton.mse.jhu.edu:8001/libinfo.html>. The starting salary range is \$37,800 - \$48,000, depending upon experience and education.

To be considered, please send letter of application, resume, and three letters of reference, indicating Job #S97-6515, by **September 30, 1997**, to:

**The Johns Hopkins University  
Homewood Human Resources  
119 Garland Hall  
3400 N. Charles St.  
Baltimore, MD 21218**

Excellent benefits including tuition plans for staff, spouse, and dependent children. Smoke free and drug free.

*AA/EOE.*

two professional staff members (one Assistant Librarian and one Associate Librarian). Duties: Under the general direction of the Head of the Acquisitions/Serials Division, the successful candidate will assume overall administrative and planning responsibility for the Serials Cataloging Unit; determine objectives for the unit, formulate policies to achieve them, and assign cataloging responsibilities in accordance with individual expertise, as well as monitor the productivity and quality of the unit workflow, and institute changes as needed; hire, supervise, and assume responsibility for training of unit clericals and catalogers in bibliographic description, AACR2, holdings standards, CONSER, NACO, classification and subject analy-

sis, and applications of the cataloger workstation; develop and implement procedures for cataloging serials in print, microform, and electronic format; resolve complex cataloging and authority problems; develop, implement and coordinate special cataloging projects; serve as the library's resource person and consultant (regarding serials cataloging policies, procedures, and workflow) for Technical and Public Services staff; oversee unit participation in CONSER and NACO, training and supervising staff to undertake these procedures and setting appropriate quality and quantity production standards in accordance with CONSER requirements. Qualifications: Required: ALA-accredited MLS; demonstrated management, supervisory, and

## THREE POSITIONS OPEN

### The Francis A. Countway Library of Medicine Harvard University

The Countway Library of Medicine serves the faculty, students, researchers, and staff of Harvard Medical School, Harvard School of Dental Medicine, and Harvard School of Public Health, and the Fellows of the Boston Medical Library. It contains a large, comprehensive print collection (600,000 volumes) and its historical collection is world-renowned. The library provides onsite and remote online access to electronic resources including journals, catalogs, and citation databases, and manages an electronic classroom and an SGI classroom/laboratory. The Countway is currently involved with renovation planning efforts, with work expected to begin early in 1998. The library seeks applicants for the following positions:

#### **ASSISTANT DIRECTOR FOR REFERENCE AND EDUCATION SERVICES**

Takes the leadership role in developing a user-centered and proactive reference and consultation service. Leads in the development of a comprehensive education program, working with faculty to develop interfaces between educational, research, and clinical programs of Harvard Medical School and library programs and services. Leads staff in the selection of reference resources regardless of format.

#### **INFORMATION RESEARCH AND DEVELOPMENT SPECIALIST**

Leads and participates in planning and implementation of various innovative projects at the Countway Library. Will focus on the creation of Internet-based biomedical and scientific knowledge resources, with the goals to enhance scientific communication and information exchange and collaboration among biomedical researchers. Will provide innovative ways to integrate various forms and formats of scientific information, which may include VRML and GIS.

#### **SYSTEMS ADMINISTRATOR**

Provides crucial support to systems operation and development of new programs at Countway Library. Manages library electronic resources: selection and maintenance of computer hardware and software; systems-level support of servers; installation and updating of electronic resources. Provides technical and development support services for library operations (i.e., electronic resources, interfaces and frontends, database design). Works with staff to plan, design, and implement network infrastructure and electronic classrooms for renovated library. Serves on institutionwide task forces to direct and implement campuswide information technology projects.

For a complete job description and more information about the Countway Library, see our Web home page at <http://www.med.harvard.edu/countway>.

Send cover letter and resume to:

**Mary Dupont  
Office for Human Resources  
Harvard Medical School  
25 Shattuck St.  
Boston, MA 02115**

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

training experience; working knowledge of two western European languages; minimum five years of professional serials cataloging experience, including electronic resources; experience in a large academic library, and with an integrated library system. Knowledge of/experience with AACR2 and pre-AACR2 cataloging codes, Library of Congress subject headings and classification, CONSER and NACO standards and procedures, HTML and SGML. Demonstrated leadership in application of new technological cataloging tools and in processing of materials in the rapidly changing serials delivery formats. Knowledge of current and national cataloging trends and issues in an automated environment. Computer literacy required, including working knowledge of computer applications such as spreadsheets and database management. Demonstrated problem-solving skills and workflow analysis. Demonstrated oral and written communication skills. Demonstrated ability to work, collaboratively and individually, with staff, students, and faculty of culturally diverse backgrounds. Ability to work well in a changing environment, to work effectively within a large organization, and to exercise initiative. Demonstrated commitment to professional development and service. Rank, salary, and leave: Rank of Senior Associate Librarian. Final salary dependent on years of previous relevant professional experi-

ence (minimum salary \$38,000). 24 working days of vacation a year; 15 days of sick leave a year, with provisions for extended benefits. To apply: Send cover letter and copy of resume to: Karen Downing, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. Application deadline: Applications received by October 15, 1997 will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

**INSTRUCTION AND REFERENCE LIBRARIAN.** Instruction librarian to co-lead and enhance a vigorous instruction program and to participate in reference, database searching, departmental liaison program, etc., with a flexible team of librarians. This person will work with both traditional and electronic resources in an ongoing instruction program that includes a library component in a required composition course. Duties also include producing documentation for electronic resources and maintaining the library's master file of instructional bibliographies. Two years of experience in library instruction or a closely related area, an ALA-accredited master's degree, and a knowledge of current academic library trends are required. Natural science background strongly preferred. The ability to adapt to a wide

# COLLECTION DEVELOPMENT OFFICER

## Northeastern University Libraries

Northeastern University Libraries invites applications from and nominations of individuals with the vision, energy, and leadership ability to articulate, plan, and coordinate our programs for collection development, electronic access, resource sharing, preservation, and disaster preparedness. The successful candidate will demonstrate an understanding of scholarly communication and curricular processes in higher education, their ongoing transformation by information technology and networks, and how these apply to collection development, collaborative information resource sharing, and electronic accessibility and delivery. The successful candidate will be experienced in effectively developing, implementing, administering, and evaluating innovative, comprehensive programs.

Articulate strategic plans and related goals and objectives, and the methods for achieving them. Oversee the preparation and currency of collection/electronic-access policy statements. Recommend allocations of and manage a \$4 million collections/access budget. Analyze and assess the adequacy of collections and their funding for accreditation, program and budget reviews, and new curriculum proposals. In collaboration with legal counsel, review and negotiate licenses. Identify prospective funding sources, prepare proposals and grant applications, and develop gift programs. Coordinate, guide, and evaluate the activities of 20 librarians who participate in collection management, selection, and analysis, and who also serve as liaisons to academic disciplines. Supervise two FTE collection management assistants. May serve as liaison to and select materials for one or more academic disciplines. Assure close working relationships with faculty and curriculum committees. Member of the library's administrative team. Represent the libraries consortially, regionally, and nationally on collection development, resource sharing, and preservation matters.

The library holds membership in OCLC/Nelinet, the Coalition for Networked Information Task Force, the Boston Library Consortium, and the Boston Regional Library System, and is a Commission on Preservation and Access sponsor. CARL Systems and Tandem computers are the current platforms for the catalog and for circulation and processing services. Northeastern, a Carnegie Research II institution, is student-focused and dedicated to a cooperative education/experiential learning model. A diverse student body of 20,000 undergraduates and 5,000 graduate students is enrolled in seven undergraduate colleges, nine graduate and professional schools, and two part-time undergraduate divisions. There also are active continuing education and distance learning programs. Visit our Web site for more information: <http://www.neu.edu/library/>.

**QUALIFICATIONS:** ALA-accredited MLS degree. At least five years demonstrated successful and increasingly responsible professional experience related to collection development and electronic access, preferably in an academic library and including effective supervision, budgetary analysis and development, and faculty relations. Knowledgeable about collection preservation and disaster preparedness, qualitative and quantitative collection analysis techniques, licensing issues, project management, collaborative program development, and trends in higher education, research, scholarly communication, and curricular development. High energy, and strong planning, organizational, interpersonal, analytical, negotiation, and oral and written communication skills. Ability to set priorities and to articulate goals and innovative programs. Commitment to staff development and to achieving and working with a diverse staff and user community. Prefer advanced subject degree, and familiarity with matrix organization structures.

**SALARY:** Competitive, commensurate with qualifications and experience. Excellent benefits package. Review of applications will begin **October 10, 1997**, and continue until the position is filled. Please send letter of application, resume, and the names of three references to:

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

*Northeastern University is an affirmative action, equal opportunity employer, and especially welcomes applications from minorities, women, and persons with disabilities.*



# LIBRARIAN POSITIONS

The State University at Stony Brook is seeking candidates for two entry-level librarian positions.

## REFERENCE LIBRARIAN/SOCIAL SCIENCES

**SELECTOR:** Responsible for providing reference services in the Humanities and Social Sciences. The successful candidate will act as materials selector and faculty liaison for a number of social science disciplines (Economics, Political Science, Sociology), for the Harriman School of Management and Policy, and for the School for Professional Development and Continuing Studies. Duties include assisting patrons with research and reference questions using print and electronic resources; library instruction; reference collection development in assigned areas; collection evaluation and selection for assigned academic departments.

**Required:** MLS from an ALA-accredited library school; demonstrated competence with the use of new information technology in offering library services and instructions; ability to work in a rapidly changing environment and to take on new responsibilities as required; effective oral/written communication skills.

**Preferred:** Social science background; degree (undergraduate or graduate level) in social sciences; reference experience in an academic library.

**SCIENCE LIBRARIAN:** Part of a team that provides general and specialized reference assistance, library instruction, and digital information services in a newly created Engineering and Science Reference Center. The successful candidate will be responsible for a full range of science library services that also includes collection development, faculty liaison and management of one

branch science library.

**Required:** MLS from an ALA-accredited library school; degree in a science discipline or a minimum of 2 years science-related work experience; knowledge of scientific research methodologies in both print and electronic information systems; demonstrated familiarity and interest in digital information services; ability to work in a rapidly changing environment and to take on new responsibilities; effective oral/written communication skills.

**Preferred:** Chemical or biological sciences background.

**Salary:** \$28,500 minimum, commensurate with qualifications. 12 month, faculty status, tenure track appointment, generous benefits package. In order to qualify for tenure and higher academic ranks, library faculty are expected to satisfy criteria including contributing to the advancement of the profession and performing university service. Resumes will be accepted until position is filled; but those received by 8/31/97 will be given first consideration.

Send cover letter, resume and names of three references to: Germaine Hoynos, Main Library, SUNY Stony Brook, Stony Brook, NY 11794-3300. An AA/EEO employer.



range of learning styles, computer skills and/or a background in educational/instructional technology are desirable. We are looking for a self-motivated individual who has an interest in working in an environment that emphasizes peer responsibilities and relationships. Our library faculty positions give individuals a good breadth of involvement in library services and operations and campus life. Interim promotion and also tenure will require a second graduate degree and scholarly activity (broadly defined). The library has nine full-time and two part-time librarians and 14 staff, an integrated client/server library system, 360,000 volumes, and 1,200 subscriptions for 4,500 students and 200 faculty. Tenure-track faculty position, rank dependent upon qualifications. Excellent benefits include TIAA/CREF and a 12-month contract. Minimum salary is \$38,842. Review of applications will begin October 3, 1997; deadline for applications is October 14, 1997; targeted starting date is January 2, 1998. Please apply with letter, curriculum vitae, and names, addresses, and telephone numbers of three references to: John Buschman, Chair-Moore Library, Rider University, 2083 Lawrenceville Rd., Lawrenceville, NJ 08648. Rider University is an equal opportunity, affirmative action employer and does not discriminate on the basis of age, race, sex, disability, sexual orientation, national origin, religion, or any other non-job-related criteria. Visit Rider University on the Internet: <http://www.rider.edu>.

**INSTRUCTIONAL DESIGN SPECIALIST.** Position: Instructional Design Specialist/Coordinator for Technology and Learning. Rank: Faculty, Instructor Rank (non-tenure-track). 11-month contract. Qualifications: Master's degree in instructional design, educational technology, or related field; two years professional experience in course development using emerging technologies (video, audio, WWW and other Internet applications) in higher education; overall understanding of the psychology of learning and pedagogical methods in a variety of disciplines, including distance learning applications; specific understanding of integrating Library/Learning Resources into Instructional Development and applicable technologies; superior and intentional communication skills; ability to work effectively and collaboratively with students, faculty, and other campus technology leaders on coordinated projects. Responsibilities: Consult with library specialists, teaching faculty, and Continuing Studies staff on course design

with instructional/information technologies and use of those technologies as they apply to learning issues; coordinate and supervise the processes and services of the Technology Learning Center; serve as overall advocate for learning with technology campuswide and serve on appropriate committees. Compensation: Minimum salary \$35,000, depending on experience and qualifications. Benefits include health, dental, disability, life insurance; retirement; moving allowance. Application deadline: Applications should be completed no later than October 1, 1997. Send resume and qualifications letter to: Susan Reynolds, Library Administrative Secretary, Seattle Pacific University, 3307 Third Ave. West, Seattle, WA 98119; phone: (206) 281-2413; e-mail: [sreynold@spu.edu](mailto: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>.

**LEARNING RESOURCE SPECIALIST.** Position: Specialist for the Social Sciences and Business. Ten-month, faculty appointment. Rank: Open. Position available immediately. Qualifications: Master's ALA-accredited institution and appropriate subject-matter master's degree required; strong background in the social sciences and business; excellent interpersonal skills in relating to Learning Resources and subject-area faculty, staff, and wider SPU community; understanding of current information technologies; understanding of how Learning Resources relates to instructional design and curriculum development; ability to work as an active member of the Learning Resources/Instructional Design team. Responsibilities: Coordinate collection management, library user education, and general and advanced reference service, including CD-ROM, Internet, and other online searching; maintain close working relationship with faculty and participate on faculty committees and in professional organizations. Compensation: Salary is dependent upon experience and qualifications. Benefits include health, dental, disability, and life insurance, as well as retirement programs. Moving allowance provided. Application deadline: Applications should be completed no later than October 1, 1997. Send

# BUSINESS INFORMATION SPECIALIST

## Villanova University

Falvey Memorial Library is seeking a librarian to provide information services to the College of Commerce and Finance (C&F) students and faculty, and the general Villanova University community.

**RESPONSIBILITIES:** Provide answers to specific questions submitted to the reference desk by library users. Guide individuals in the use of the online catalog, indexes and abstracting services (print and digital), and databases. Assist users in formulating search strategies. Serve as liaison to the C&F faculty; assist the C&F faculty in the development of print, media, and electronic library resources; act as an advocate within the library for C&F information needs; and apprise C&F faculty of new library services and resources. Collaborate with faculty in development of instructional presentations to meet the information literacy needs of C&F students; also perform other library instruction as requested by supervisor.

**QUALIFICATIONS:** Master's in library science or equivalent required; bachelor's degree in a business discipline preferred; additional graduate degree in a business discipline desirable. Library and/or business work experience preferred. Ability to effectively assist users within the context of any discipline, with advanced knowledge of business reference sources (print and electronic). Knowledge of teaching principles and practices in order to provide effective bibliographic instruction sessions to classes. Excellent memory and analytical skills. Flexibility under pressure. Effective interpersonal skills, with strong oral and written communication abilities. Effective teaching skills. Ability to work with a variety of computer applications. Professional demeanor in interaction with faculty, administrators, and library patrons. Strong service orientation. Commitment and ability to be a team member.

**ENVIRONMENT:** Villanova, located 12 miles west of Philadelphia, is an independent university founded by the Augustinian Order of the Roman Catholic Church. The university consists of five colleges, with 10,000 students, 500 full-time faculty. The Falvey Memorial Library has installed (summer 1997) an integrated online system (Endeavor Voyager). The library and the College of Commerce and Finance are committed to working together to further the information literacy of C&F students. Visit the Falvey Web page: <http://www.vill.edu/library/>.

Applications will be reviewed beginning **October 1, 1997**, and will be reviewed until the position is filled. Anticipated start date: No earlier than January 1, 1998. Send application letter, curriculum vitae, and names, including phone numbers and e-mail addresses, of three references to:

**Louise Green**  
**Assistant Director for Public Services**  
**Falvey Memorial Library**  
**Villanova University**  
**800 Lancaster Ave.**  
**Villanova, PA 19085-1699**  
**phone: (610) 519-4273**  
**e-mail: LGreen@email.vill.edu**

*An AAEO employer.*

resume and qualifications letter to: Susan Reynolds, Library Administrative Secretary, **Seattle Pacific University**, 3307 Third Ave. West, Seattle, WA 98119; phone: (206) 281-2413; 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/>

**LIBRARIAN, LOUISIANA AND SPECIAL COLLECTIONS.** University of New Orleans. Provides reference assistance to users of books, collections of manuscripts, and archives in Louisiana and Special Collections units. Reports to the Head of Louisiana and Special Collections. Required: ALA-accredited MLS; at least three years professional experience, including reference and supervisory experience, in an academic or research library. Fundamental computer skills, including word processing, data entry, and knowledge of OCLC

and Internet. Ability to work productively with diverse groups in an urban academic setting; ability to communicate effectively, orally and in writing, in English. Preferred: Prior experience with Louisiana materials in a library setting; training and/or experience in inventorying and processing archives and manuscripts. Salary: \$29,333 to \$34,000 at the Assistant or Associate rank, depending upon experience and qualifications. Librarians at the University of New Orleans are tenurable academic appointees, enjoying full faculty status and responsibilities, including teaching, research, and service. Send letter of application with vita and names, addresses, and phone numbers of three professional references, by September 30, 1997, to: Debra Bryson, Assistant to the Dean, Earl K. Long Library, **University of New Orleans**, New Orleans, LA 70148; e-mail: dbryson@uno.edu. The University of New Orleans is an equal opportunity, affirmative action employer.

**LIBRARY DIRECTOR.** Aurora University seeks a Library Director to provide creative and dynamic leadership in the development of library and media services for a diverse university community, and to take a

# ASSOCIATE UNIVERSITY LIBRARIAN

The Caltech Library System (CLS) seeks a self-motivated, enthusiastic and service-oriented Associate University Librarian to direct, organize, control and coordinate CLS business and financial activities.

Founded in 1921, Caltech is an independent, privately supported university in the Los Angeles area. Caltech conducts instruction at both the undergraduate and graduate level (approximately 900 undergraduate, 1,100 graduate and 1,000 faculty members). The Caltech graduate programs rate among the very best in the country (see our Web site at: [www.caltech.edu](http://www.caltech.edu)).

The Caltech Library System is comprised of 17 FTE librarians and information technology professionals, and 44 FTE support staff. We maintain a collection of about 500,000 volumes, extensive microform, technical report, archival and map collections. Our mission is to provide library resources and forward-looking information services of the highest quality to facilitate the research and educational programs of the Institute. The Caltech Library System implemented the INNOPAC ILS five years ago and developed and maintains an extensive 15-year journal article database and automated document delivery service using the BRS search engine.

The Associate University Librarian also assists the University Librarian in directing, planning and evaluating CLS projects and activities and serves as liaison to the Caltech Budget and Finance organization. Other duties and responsibilities include managing CLS public relations programs, tracking all CLS equipment and supervising support staff. The Associate University Librarian reports to the University Librarian and is a member of CLS administrative cabinet.

Candidates must be ALA-accredited by the MLS and possess a B.A./B.S. degree in Business Administration or equivalent, minimum 5 years of professional experience in academic or research library administration and minimum 3 years of supervisory experience. Must have excellent skills in accounting principles/applications, working knowledge of technical financial management and analysis, and experience with automated systems for budget tracking, forecasting, modeling and purchasing information products and services. Requires an in-depth knowledge of automated library systems (Innovative preferred), Windows 95 or NT, Microsoft Word and Excel, along with excellent verbal/written and interpersonal skills. Prefer a demonstrated ability to devise new or improved financial management procedures and commitment to continuous learning and professional development along with experience in library technical processing operations and working knowledge of communication protocols.

Salary is highly competitive (minimum \$50K annually) based on experience and qualifications. Competitive benefits include TIAA/CREF. For consideration, please send a letter of application with resume and the names and addresses of 3 references to: **G. Thomas, Caltech Library System, Mail Code 1-32/CRLN, Pasadena, CA 91125.** The position will remain open until it is filled.



Caltech is an AA/EOE. Women, minorities, veterans and disabled persons are encouraged to apply.

major role in the planning for a new library facility that will serve the university's needs into the 21st century. The Library Director reports to the Dean of Information Services, and serves as the chief administrative officer of the University Library. Founded in 1893, Aurora University has over 2,000 degree-seeking undergraduates and graduate students, in addition to continuing professional education students in a three-state area. Responsibilities: The Director's responsibilities include leadership in the acquisition and organization of library resources in support of the instructional programs of the university; leadership in the continuing integration of networked information systems and electronic resources into library services; leadership in the planning for a new university library; consulting with faculty regarding the formulation and implementation of library services; advising the Dean on matters relating to the library; budget manage-

ment; managing and supervising the development of a staff of five full-time professionals, plus five support staff and 35 to 40 student assistants; and fostering regional and statewide cooperation in sharing library materials, networking, and cooperative collection development. Qualifications: Master's degree in librarianship from an ALA-accredited school; a second master's degree or earned doctorate is preferred; five years of experience in academic libraries, with at least two years of administrative experience at levels appropriate to a directorship; familiarity with emerging information technology and experience in the development and management of electronic information systems and network-based library resources; ability to work effectively with faculty, staff, and students in a variety of disciplines; excellent oral and written communication skills. The position of Library Director carries faculty status, and salary is commensurate



## **ASSISTANT UNIVERSITY LIBRARIAN FOR INFORMATION TECHNOLOGY NORTHWESTERN UNIVERSITY LIBRARY**

**ENVIRONMENT:** Northwestern University is a major private research institution with an enrollment of more than 17,000 students in 12 academic divisions on two lakefront campuses in Evanston and Chicago. The university libraries, including branch libraries for Geology, Mathematics, Science & Engineering, and University College, have combined collections totaling more than 3.7 million volumes and over 300 electronic resources. The main library, located on the Evanston campus, is a leader in information technology, having developed the NOTIS system. Currently the library supports three local area networks (NetWare and NT) and approximately 350 end-user workstations. The library is moving from a Windows 3.1 to an NT environment and will be migrating to a new client-server library management system in the near future. Northwestern University Library is a member of several consortia, including the Committee on Institutional Cooperation (CIC) and the New Media Centers.

**RESPONSIBILITIES:** Under the general direction of the University Librarian, the Assistant University Librarian for Information Technology (AULIT) provides creative direction for library computing, and leads the Information Technology Division, comprised of the departments of Library Management Systems and Network and User Support Services. These departments are responsible for maintaining the library's information technology infrastructure and for delivering a comprehensive array of computing training classes for a staff of over 200. The AULIT coordinates information technology initiatives with other units in the library and works closely with the Mitchell Multimedia Center; serves as the library's representative to the university regarding library information systems and technology; and is the library's representative for information technology to the Committee on Institutional Cooperation's Center for Library Initiatives as well as to other professional organizations and programs nationwide. As a member of the Administrative Committee (the University Librarian's cabinet) and Management Council, takes a prominent role in general planning, budgeting, and communicating with regard to library information systems and technology, and participates in librarywide policy decisions. The AULIT will be closely involved with the migration to a new library management system.

**QUALIFICATIONS:** Master's degree in library science, computer science, or related field; five years experience with increasing responsibility in technology management and administration in an academic or research library or computing services operation; demonstrated achievement in the management of library operations, including integrated library systems, distributed networked information technologies and consortial projects. Experience with planning as well as staff direction and guidance. Skill in interacting effectively with administrators, colleagues, and staff. Strong record of successful completion of projects in an academic environment. Understanding of multimedia services desirable.

**SALARY:** \$65,000 minimum.

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

**Peter J. Devlin  
Personnel Librarian  
Northwestern University Library  
1935 Sheridan Rd.  
Evanston, IL 60208-2300**

Applications received by **October 15, 1997**, will receive first consideration.

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

with qualifications and experience. Applications will be considered beginning September 22, 1997, and the search will remain open until the position is filled. Candidates are invited to submit a letter of application, curriculum vitae, and the names, addresses, and phone numbers of at least three professional references to: Brett Sutton, Dean of Information Services, **Aurora University**, 347 S. Gladstone Ave., Aurora, IL 60506; e-mail: bsutton@admin.aurora.edu. Aurora University is an EOE/AA employer and is committed to becoming a model university of the 21st century. Aurora University is committed to achieving excellence through diversity.

**LIBRARY DIRECTOR.** Pittsburgh Theological Seminary, a graduate theological institution affiliated with the Presbyterian Church (U.S.A.), with an enrollment of over 300 degree students and an extensive continuing education program, seeks a Library Director, beginning June 1998 or earlier. The Director will supervise an academic research library of over 325,000 volumes, pamphlets, and microforms, housed in a building recently refurbished, with a staff of seven including four full-time professionals. The library uses the DRA Authorization System. Special collection strengths in biblical studies, history, music, and reformed theology. The Director reports to the President. The successful candidate will be installed in an endowed

# UNIVERSITY LIBRARIAN

## The University of Richmond

The University of Richmond invites nominations and applications for a creative library leader to join our new Information Services team to help lead and guide the library and the university as we enhance our library and information technology services. The university libraries are part of the newly formed Information Services division which also includes all of the academic and administrative computing services, telecommunications, cable television, and networking services for the university. While the new University Librarian will report to the Associate Provost for Information Services, he or she will also work closely with the senior IS management team in developing new services for the UR community. In this new organization, the University Librarian will lead the expansion of the libraries' traditional roles to include further integration of technology into the UR environment.

The University of Richmond is located on a beautiful 350-acre campus, and is a private, comprehensive university with a strong endowment. We enroll 2,800 undergraduates, of whom 80 percent come from out of state. The 1996 freshman class scores on the SAT fall in the 1205-1335 range. The university is ranked number one in its category by U.S. News & World Report. The university also enrolls students in its School of Continuing Studies, the MBA program, the Law School, and master's programs in a variety of disciplines.

The University Librarian is the senior administrator for Boatwright Library (the main library), the Science Library, and the Music Library. The libraries have a professional staff of 14 librarians and 27 full-time support staff. Holdings include over 500,000 monographs, over 3,000 journal subscriptions; 25,000 media items. The libraries are U.S. GPO depositories. The annual operating budget for the library is over \$2 million. The libraries are automated with DYNIX, provide WWW and CD-ROM access to a variety of information resources and have a new electronic classroom.

Qualifications: ALA-accredited master's degree, with a minimum of five years administrative experience in an academic library; proven abilities to provide innovative leadership in a changing and flexible environment; a commitment to providing excellent service; superior written and oral communication skills; ability to plan for the library and information environment of the future; the ability to work collaboratively with administrators, faculty, staff, and students; broad knowledge and extensive contacts in the library and related information technology fields.

Salary commensurate with experience.

Interested applicants should include a letter of application, resume, and the names, addresses (e-mail and postal), and phone numbers of at least three references.

Screening of applicants will begin **September 15, 1997**, and will continue until a successful candidate is found. Starting date is negotiable.

Please submit nominations and applications to:

**Ellen J. Waite**  
**Associate Provost for Information Services**  
**Jepson Hall, G-12**  
**University of Richmond**  
**Richmond, VA 23178**  
**Fax: (804) 289-8988**

*The University of Richmond is an equal opportunity, affirmative action employer and welcomes applications from minorities and women.*

chair as The Director of the Barbour Library. Preferred qualifications include: MLS from ALA-accredited institution and expertise in one area of library work; graduate study in theology or religious studies (advanced degree preferred) and keen interest in theological education; library administrative experience and collegial management style; vision for the library's future; ability to work with academic community at large; commitment to participation in ATLA or similar organizations; sense of humor essential. Send applications, requests for information, or suggestions of candidates to: Richard J. Oman, **Pittsburgh Theological Seminary**, 616 N. Highland Ave., Pittsburgh, PA 15206-2596. Deadline: November 1, 1997 (or until the position is filled).

**REFERENCE/COLLECTION DEVELOPMENT LIBRARIAN FOR THE HEALTH SCIENCES.** Subject specialist for the health sciences, including nursing, medicine, and the allied health sciences. Responsible for faculty and student liaison, reference assistance, user education, management and selection of relevant resources in all formats. Two years public service and/or collection development experience in an academic, health science, or special library. Advanced degree in life or health sciences preferred. Experience with print and electronic library resources and services, electronic information retrieval, Internet and other electronic resources, and user education. Excellent oral and written communication skills; strong service orientation. Requires ALA-accredited MLS, master's degree

## HEAD OF ACCESS SERVICES

### Harvard Law School Library



Harvard Law School Library seeks a Head of Access Services. The position is responsible for providing daily and long-term planning and direction for Access Services Department which has a staff of 18.5 FTE, 14.5 of whom are members of the bargaining unit. The department has four units: Circulation and Access Privileges; document delivery, which includes interlibrary loan and an extensive faculty services program; stacks management; and microforms. The Head of

Access Services provides direct supervision to four staff members, who are each responsible for one of four units. As one of nine department heads in the library, the Head of Access Services serves as member of the library's senior management team. The library has 91.5 FTE, and approximately 1.6 million volumes. This position reports to the Associate Librarian for Research Services. Available October 1, 1997.

MLS from ALA-accredited library school; five years relevant experience, demonstrating increasing administrative responsibilities; strong service orientation; superior communication and interpersonal skills; ability to work with a variety of people in a changing environment; significant supervisory experience; significant experience with information technology systems in library setting; experience in academic law library or other library supporting faculty research highly desirable. Please send cover letter, resume, and three letters of recommendation to:

**Harry S. Martin III**  
**Librarian and Professor of Law**  
**Harvard Law School Library**  
**Cambridge, MA 02138.**



### ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES DIRECTOR

The fundamental mission of the OMS is to develop and advocate imaginative and practical strategies for research library organizational and leadership development. The OMS generates new ideas, addresses a variety of organizational problems, and assists with the transformative process underway in libraries. It champions workable solutions, and operates training, consulting and information services that incorporate sound contemporary management concepts. ARL seeks nominations and applications for the Director of OMS who can offer stimulating ideas and an agenda to advance this mission. A position description may be found on the ARL web site <<http://arl.cni.org/oms/director.html>>.

**Requirements:** 1) a masters degree and at least 5 recent years work experience in large libraries or other large educational/cultural organizations is required; 2) recent demonstrated experience and knowledge in: research libraries, management trends, developing and promoting tools to enhance productivity in a workforce that reflects changing demographics, and the design and delivery of training and/or consulting services; 3) ability to communicate and work effectively with senior leadership; 4) proven public speaking, writing, and interpersonal skills; and 5) understanding of the impact of network applications on research libraries. Experience as a manager in a cost-recovery or business-like operation is preferred.

Minimum salary is \$65,000, negotiable based on experience and qualifications. ARL offers standard benefits including sick leave, 22 days vacation, TIAA-CREF. Screening of applications will begin September 1, 1997, and will continue until the position is filled. Please address the letter of application, along with resume or vita, writing sample, and names/addresses of three references to: Mary Jane Brooks, Office Manager, Association of Research Libraries, 21 Dupont Circle, NW, 8th Floor, Washington, DC 20036. **ARL is an Equal Opportunity Employer Committed to Diversity in the Professional Workplace.**



# SCHEIDE LIBRARIAN

## Princeton University Library

The Scheide Library, a distinguished private library especially known for extraordinary holdings related to the period of the invention of printing, the Renaissance and the Reformation, early American history, and music (especially J. S. Bach), is housed in the Department of Rare Books and Special Collections at Princeton's Firestone Library.

Under general supervision of the Associate University Librarian for Rare Books and Special Collections and in full collaboration and cooperation with library owner William H. Scheide, the Librarian is responsible for arranging for the care, preservation and cataloging of all the books and objects housed in the Scheide Library, advising Mr. Scheide on additions to the library, and encouraging and overseeing the research use of its collections. In addition, the Librarian will undertake special projects, and as a member of the professional staff of the Department of Rare Books and Special Collections, will undertake occasional curatorial duties there. A full job description is available at <http://infoshare1.princeton.edu:2003/libraries/General2.html>.

**QUALIFICATIONS:** Graduate work required in a field of study especially relevant to the strengths of the Scheide Library; Ph.D. preferred. Also required: Minimum of five years experience working with scholars and rare books in academic or independent research library; strong record of scholarly activity related to history of the book and bibliography; demonstrated ability to manage the practical aspects of a rare books and manuscripts collection; demonstrated knowledge of rare book trade; excellent interpersonal skills; ability to communicate effectively; working knowledge of Latin and major European languages; training in palaeography, typography, and codicology. Familiarity with RLIN and MARC formats, electronic databases, and digitization of texts helpful.

Salary and rank dependent upon experience and qualifications.

Review of applications will begin on **September 30, 1997**, and will continue until the job is filled.

Nominations and applications (resume and names, titles, addresses, and phone numbers of three references) should be sent to:

**Search Committee for Scheide Librarian  
c/o Human Resources Librarian  
Princeton University Library  
One Washington Rd.  
Princeton, NJ 08544**

*Affirmative action, equal opportunity employer*

for tenure. Faculty status, attractive benefits package. Minimum: \$34,000. Send resume and letter of application including the names, addresses, and phone numbers of three references, by September 30, 1997, to: Jeffrey Slemmer, Human Resources Director, **New York University Libraries**, 70 Washington Square South, New York, NY 10012. NYU encourages applications from women and members of minority groups.

**REFERENCE LIBRARIAN.** The Governors State University Library is seeking applications for University Professor/Reference Librarian. The successful applicant will provide information services to library patrons; serve as liaison to the College of Health Professions; share selection, collection development, and other service-related responsibilities with reference department colleagues; and coordinate the university archives. Strong service orientation, excellent interpersonal communication skills, and a commitment to diversity and multiculturalism are required. Experience in academic reference, computer applications, and teaching is preferred. A background in the health professions is highly desirable. This is a 12-month, tenure-track position, requiring an ALA-accredited master's degree. A second master's degree or certificate of advanced study is required by year six for tenure. Salary range is mid to high \$30s. The position is available January 1, 1998, and open until filled. Review of applications begins October 1, 1997. Applicants should send a letter of interest addressing qualifications, a current resume/vita, and three references to: Beth Hansen Shaw, Library Search Committee, **Governors State University Library**, University Park, IL 60466. GSU, the fastest-growing public university in Illinois, is an upper-division univer-

sity serving a predominately nontraditional and diverse student population. The GSU Library participates in the statewide ILLINET Online Network, which will be migrating to DRA in the near future. An AA/EOE. GSU encourages applications from women, persons with disabilities, and ethnic/racial minorities. Web site: <http://www.govst.edu/library/>.

**REFERENCE LIBRARIAN AND ELECTRONIC SERVICES COORDINATOR.** The Central Michigan University Libraries are seeking qualified applicants for the position of Reference Librarian and Electronic Services Coordinator. Principal responsibilities include designing and maintaining the libraries' Web pages; serving as the lead person for all electronic information and services, including Internet and CD-ROM services; participating in reference-related technology projects; coordinating testing of user-related hardware/software upgrades; coordinating the libraries' Web-based and e-mail reference services; training and supervising student assistants; and providing reference support and library instruction as assigned. May serve as bibliographer for one or more collection areas. Minimum qualifications: MLS from ALA-accredited program. Excellent communication skills. Enthusiasm and service orientation. Substantial knowledge of, and experience with, electronic resources and information technology, including html, production of Web graphics, microcomputer hardware and software. Ability to carry out assignments independently and cooperatively. Successful experience in developing Web pages and Web-based projects. Evidence of potential for earning tenure/promotion as a library faculty member. Preferred qualifications: Experience with Web-based catalog and information services (e.g., FirstSearch). Refer-

# DIRECTOR OF THE UNIVERSITY LIBRARY

## University of Haifa

**DESCRIPTION OF POSITION:** The University of Haifa is seeking a forward-thinking, creative, and experienced leader to guide its library and its associated information services into the next century. The Director of the University of Haifa Library has professional and administrative responsibilities for librarywide planning and policy; collection development and operation of all library services and systems. The Director of the University Library plays a leading role in the development, and implementation of information services for the various teaching and research programs of the university. The Director of the University Library is directly accountable to the President and the Rector (Provost) of the university. The Director of the Haifa University Library represents the university library in relevant national and international bodies.

**QUALIFICATIONS:** Candidates should have high-level management experience in a research library, an understanding and appreciation of the complex research needs of a major university, and successful experience in integrating new information technologies into library services. Candidates should possess strong leadership skills, exceptional expertise in library management, including collection development, strategic planning, fiscal management, and facilities planning. An MLS or its equivalent from an accredited program is required; an additional advance degree is desired. Knowledge of Hebrew is a must.

**SALARY AND BENEFITS:** Salary and benefits are competitive and commensurate with experience and qualifications.

**ENVIRONMENT:** Founded in 1963, the University of Haifa is a comprehensive teaching and research university with an enrollment of approximately 10,000 undergraduate and 3,000 graduate (MA and Ph.D.) students, and 600 full-time instructional faculty. The University of Haifa Library employs 60 professional staff and 11 support staff. It is considered one of the leading university libraries in the country. There is only one central library at the university, and no departmental libraries.

**HOLDINGS INCLUDE:** 1.2 million volumes; 8,000 current serial subscriptions; close to 500,000 microform items; archives; audiovisual materials in a variety of formats; and one of the richest collections of films in the country. The annual budget is approximately \$8 million.

The university also offers a post graduate diploma program in library studies and is preparing an MA degree program in library studies which will be submitted for accreditation next year to the Council of Higher Education.

**Application Procedures:** Send letters of nomination or application, curriculum vitae, and the names, addresses, and telephone numbers of at least five references to:

**The President of the University of Haifa**  
Haifa 31905  
Israel  
phone: 972-4-8240091  
fax: 972-4-8240281

Deadline for applications: **October 31, 1997.**

ence experience in an academic library. Additional graduate degree. Salary commensurate with qualifications; minimum \$35,380. Excellent fringe benefits. Position is a 12-month, tenure-track faculty appointment, reporting to the Head of Public Services. Submit letter of application addressing qualifications for the position, resume, and names, titles, addresses, and telephone numbers of at least three references via mail to: William Miles, Chairperson, Reference Selection Committee, 207 Park Library, **Central Michigan University**, Mt. Pleasant, MI 48859; or via fax to: (517) 774-2179. Position is available immediately. Applications will be accepted and reviewed until position is filled. Central Michigan University, a state institution offering bachelor's through doctoral degrees, has an enrollment of approximately 16,500 on-campus students and 13,000 off-campus students. CMU is located in Mt. Pleasant, an attractive small city 65 miles north of Lansing, positioned in the center of Michigan's lower peninsula. Visit the libraries' homepage at <http://www.lib.cmich.edu>. CMU (AA/EQ institution) encourages diversity and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria.

**REFERENCE LIBRARIAN/LEARNING RESOURCE CENTER.** Chemeketa Community College, a comprehensive, two-year, fully accredited public educational institution located in the heart of Oregon's beautiful Willamette Valley, is seeking a reference librarian to provide reference services, perform bibliographic instruction, and develop instructional materials. Serves as a team member in the LRC and as a liaison with college departments and other libraries, and participates in the use and planning and enhancement of services of the LRC. Locates information and materials using a range of print and non-print resources, including online and electronic databases and Internet resources. Required: ALA-accredited MLS, knowledge of online and CD-ROM databases and Internet; oral, written, communication, and organizational skills, and familiarity with community-college-level collections. Salary: Competitive. Application: Deadline is October 3, 1997, by 4:30 p.m. Pacific time. Submit Chemeketa application, letter of application, resume, transcripts, and three recent letters of reference to: **Chemeketa Community College**, Personnel & Affirmative Action, P.O. Box 14007, Salem, OR 97309; (503) 399-5009/TDD. EOE/AA. Additional information about the college, the library, and this position is available at <http://www.chemek.cc.or.us>.

## RARE BOOKS LIBRARIAN UCLA Library

Under the direction of the Head of Department of Special Collections, the Rare Books Librarian is responsible for the acquisition of books and other printed materials acquired by the department through purchase, gift, or transfer; consults, as appropriate, with the department's head, most particularly before establishing new collections or accepting major gifts; provides reference assistance and instruction with the department's printed materials to faculty, students, scholars, and other visitors in person and by telephone, mail, and e-mail; maintains cordial relations with donors and antiquarian booksellers around the world; supervises one FTE Library Assistant III/IV (Bibliographic Assistant to the Rare Books Librarian) who carries out technical processing of acquisitions, fund management, and Web site maintenance duties; consults with the URL Cataloging Department on rare books cataloging policies and procedures; supervises selection of materials requiring repairs and protective cases and decides the kind and extent of work to be done; participates in the departmental exhibit program, which generally features one of the library's strengths or complements a campus program; and as appropriate, attends conferences, symposia, and book fairs to assure members of the rare book world of the precise nature of the UCLA Library's activities and interests.

Required: MLS from an ALA-accredited program or equivalent experience; broad general educational background in the humanities and social sciences; knowledge of analytical bibliography, the history of the book, and the book arts; knowledge of Latin, Greek, and/or romance languages. Demonstrated enthusiasm for and experience with rare books and the development of coherent rare books collections. Strong commitment to public services. Knowledge of applications of information technology to rare books processing and access, especially multimedia and Web site expertise. Excellent analytical, organizational, and communication skills. Familiarity with national standards in handling books. Ability to establish and maintain positive relations with rare book community.

Preferred: Record of professional activities and publications. Knowledge of conservation theory and practice. Supervisory experience.

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

**Rita A. Scherrei**  
**Associate Librarian for Personnel and Administrative Services**  
**University Research Library**  
**UCLA**  
**11334 URL, Box 951575**  
**Los Angeles, CA 90024-1575**

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 **September 15, 1997**, will be given first consideration.

**SERIALS CATALOGER.** Northwestern University Library. Reports to: Head of Serials Cataloging. Summary: Under the direction of the Head of Serials Cataloging, performs original and copy cataloging and recataloging of serials representing all levels of difficulty, all subjects, all languages, and all formats (including electronic serial publications), using NOTIS, OCLC, MARC format, AACR2, LC Rule Interpretations, DDC, and LCSH. Creates and revises authority records for names and series headings. Assists the Head of Serials Cataloging with problem solving and other difficult work of the section, and with documenting local procedures. Assists Serials Cataloging classified staff in solving cataloging and authority problems. Functions as liaison between the Serials Cataloging Section and the Bibliographic Record Services Department, handling questions regarding series or seriallike materials. Makes treatment decisions for monographic series on standing orders. Keeps current on revisions to cataloging rules and trends in cataloging practices, and brings changes to the attention of others as appropriate for discussion. Routinely monitors such materials as LC Rule Interpretations, updates to the MARC formats, CONSER documents, and e-mail discussion groups such as AUTOCAT and SERIALST. Participates in departmental meetings and deliberations. Participates on librarywide committees and task forces. May perform or participate in special projects or related duties as assigned. Qualifications: Required: Master's degree from an ALA-accredited library school. Experience

with automated library systems, preferably NOTIS and OCLC. Working knowledge of one or more modern European languages. Strong interpersonal and communications skills. Ability to work independently as well as in groups. Desired: At least one year serials cataloging experience. Experience cataloging electronic publications. Experience using Dewey Decimal Classification. Salary: \$27,500 minimum. To apply: Send letter of application and resume, including the names of three references, to: Peter J. Devlin, Personnel Librarian, Northwestern University Library, 1935 Sheridan Rd., Evanston, IL 60208-2300. Applications received by October 3, 1997, will receive first consideration. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

**SOCIAL SCIENCES REFERENCE/COLLECTION DEVELOPMENT LIBRARIAN.** Washington State University Libraries, Pullman, Washington. Position available: Currently vacant. Provides full range of general reference services in all social sciences and humanities disciplines. Participates in library user education program and serves as departmental/faculty liaison in assigned subject areas. Responsible for collection development in assigned social science subject areas, dependent upon academic background and/or experience. The Humanities/Social Sciences Library values a collaborative and supportive work environment. The reference desk is staffed by



# FOUR NEW PROFESSIONAL POSITIONS

## George Mason University Libraries

George Mason University is the fastest-growing institution of higher education in the Commonwealth of Virginia. The university libraries are expanding their professional staff to support the growth of the libraries and its collections. Active in the Washington Research Library Consortium (WRLC) and the Virtual Library of Virginia (VIVA) project, the libraries seek applications from dynamic professionals who want to develop and apply innovative approaches to information technologies and user services for the academic community in the changing electronic environment. To learn more about the GMU Libraries, visit <http://library.gmu.edu/lib/index.html>.

### **SERIALS/GOVERNMENT DOCUMENTS COLLECTION MANAGEMENT LIBRARIAN**

Manages Serials Department of university library system, including cataloging, ordering, receiving and processing periodicals in all formats for all library sites. Collects and maintains data on the periodical collection, including prices and use. Catalogs and maintains the U.S. government documents and the European Union documents collections. Exercises innovative thinking in cataloging and providing access to new forms of information, particularly serial and depository electronic resources. Coordinates access initiatives with VIVA, WRLC, and other groups. Establishes, maintains, and monitors relationships with depository providers, vendors, and serial vendors in accordance with state regulations. Establishes documentation and procedures. Supervises four FTE. Attends meetings and participates in committees of the libraries, the university, WRLC, and VIVA. Qualifications for the Serials/Government Documents Collection Management Librarian: ALA-accredited MLS, cataloging experience, familiarity with OCLC, experience with serials and supervisory experience required. Coursework or experience with U.S. government documents and/or European Union documents, experience with OCLC, and familiarity with Marcive preferred.

### **SOCIAL SCIENCES REFERENCE/INSTRUCTION LIBRARIAN, PRINCE WILLIAM CAMPUS**

Responsible for developing and providing library services, technology, reference/instruction, and print/electronic collection development in the general social sciences including the areas of Health, Fitness and Recreation Resources, Criminal Justice, Public Policy, and Business located on Prince William Campus. Develops and coordinates user instruction services and programs as well as in-house print and electronic publications (flyers, handouts, Web, etc). Represents Prince William Campus on the system-wide University Libraries Publications Committee and Library Instruction Team. Reports to the management team consisting of the Prince William Librarian, the Associate Director for Information Services, and the Associate Librarian for Collection Development.

### **COMPUTER SCIENCE & ENGINEERING REFERENCE/INSTRUCTION LIBRARIAN, PRINCE WILLIAM CAMPUS**

Responsible for developing and providing library services, technology, reference/instruction, and print/electronic collection development in the subject areas of Computer Science, Electrical Engineering, Computer Engineering, Manufacturing Engineering, Urban Systems Engineering, and related departments located on Prince William Campus. Develops and maintains liaison services to locate firms, businesses, and organizations in the area. Reports to the management team consisting of the Prince William Librarian, the Associate Director for Information Services, and the Associate Librarian for Collection Development.

### **BIOLOGICAL SCIENCES REFERENCE/INSTRUCTION LIBRARIAN, PRINCE WILLIAM CAMPUS**

Responsible for developing and providing library services, technology, reference/instruction, and print/electronic collection development in the subject areas of Biology, MBTI, ATCC, and Institute for Computational Sciences and related departments located on Prince William Campus. Develops and maintains liaison services to locate firms, businesses, and organizations in the area. Reports to the management team consisting of the Prince William Librarian, the Associate Director for Information Services, and the Associate Librarian for Collection Development.

Qualifications for all three Prince William positions: ALA-accredited MLS and previous experience in academic library reference and instruction services required. Experience with print and electronic resources, library instruction and collection development, subject master's in one of the stated subject areas, experience with patent databases and materials and design and maintenance of instructional material/Web pages preferred.

12-month appointment, excellent benefits, salary commensurate with experience, starting with base of \$33,000. To apply, specify the position title and send letter of application, resume, and names, addresses, and phone numbers of three current references to:

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

Applications must be received by October 15, 1997.

*AA/EEO employer. Minorities encourage to apply.*

# INSTRUCTIONAL SERVICES LIBRARIAN

## Bates College The George and Helen Ladd Library

Bates College seeks nominations and applications for a new position of Instructional Services Librarian. Reporting to the Head of Reference and Instructional Services, this creative librarian is responsible for coordinating all library user-education programs, and working with faculty, library and Information Services staff, and colleagues at Colby and Bowdoin College libraries (CBB Libraries consortium) to assess user needs and design effective instructional opportunities. Serves as a member of the Reference and Instructional Services Unit in providing reference service, including evening and weekend hours. Also acts as collection management liaison in assigned subject areas.

Required qualifications include a master's degree from an accredited program in library or information science, reference service experience, and experience in teaching, training, or presentation. Excellent oral and written communication skills, ability to collaborate effectively, and thorough knowledge of print and electronic information sources are also required. Advanced study in a discipline related to the liberal arts, experience with Web page design and construction, 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, as well as a fully equipped Reference Area. The library collaborates with Colby and Bowdoin libraries, and is undertaking a three-year project funded by the Mellon Foundation which involves instructional services, integrating electronic access and collections, and videoconferencing among the three schools.

Salary is competitive. 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/>). Review of applications will begin on **September 19, 1997**. The position will remain open until filled.

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

professional librarians and information assistants, including evenings and weekends. Qualifications: Required: ALA-accredited MLS; academic degree in one or more social science disciplines; recent reference experience in the social sciences in an academic library; experience with a wide range of electronic resources; user education or teaching experience; effective interpersonal and communication skills. Preferred: Professional collection development experience in the social sciences; academic degree or reference experience in one or more humanities disciplines. Salary: From \$25,500, commensurate with qualifications and experience. Rank: Librarian 2, faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Application: Send letter of application, resume, and names and complete addresses of three references to: Donna L. McCool, Associate Director for Administrative Services, Library Administrative Office, **Washington State University**, P.O. Box 645610, Pullman, WA 99164-5610. Application review begins: October 15, 1997. Washington State University Libraries homepage address: <http://www.wsulibs.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

**SYSTEMS LIBRARIAN.** The University of South Alabama seeks an individual to manage the University Library computer systems. The person in this position reports to the Director of Libraries. Specific

responsibilities include analyzing the use of computer systems by the University Library; recommending policy and goals; and managing NOTIS, Solaris, and Novell. Other duties include overseeing the management of University Library networks; planning the migration to a new library system; acting as liaison to library software and hardware vendors; reviewing and approving specifications for computer equipment, software, and peripherals used in the library. Responsible for coordination of staff training and continuing education relating to the computer systems used by the library. Prepares statistical reports; uses SAS for data retrieval and statistical reports with NOTIS. Required qualifications are an ALA-accredited MLS (a master's degree in a related field, combined with library-related experience, may be considered in lieu of the MLS) and four years experience with an integrated library system (NOTIS preferred). Experience with OCLC, UNIX administration (Solaris preferred), NetWare administration, and SAS programming, and facility in use of Microsoft Office and Internet applications are also required. This is an academic, tenure-track, 12-month appointment at the Assistant Librarian rank or higher. Salary is negotiable. Excellent benefits. Deadline for applications is October 1, 1997. Submit a letter, resume, and names of three professional references to: Vera Finlay, Chair, Search Committee, Rm. 75, University Library, **University of South Alabama**, Mobile, AL 36688. For information about the University

**TWO POSITIONS**  
**THE STATE UNIVERSITY OF NEW JERSEY**  
**RUTGERS**  
**UNIVERSITY LIBRARIES**

The Rutgers New Brunswick Libraries invite applications for the positions of Social Sciences Librarian and Humanities Librarian for History to work in a collegial team-based workplace that is fully committed to a culturally diverse faculty, staff, and student body.

**SOCIAL SCIENCES LIBRARIAN**

Participates in the development and maintenance of the libraries, social sciences collection, focusing on Latin American area studies and other disciplines as assigned. Provides general and specialized reference services and library instruction. Substantial experience in collection development is required as well as proficiency in Spanish. An advanced degree in a relevant subject, preferably Latin American studies or history with a Latin American concentration, is highly desirable. APP #123

**HUMANITIES LIBRARIAN FOR HISTORY**

Responsible for the development and maintenance of the libraries, humanities collections, primarily focusing on North America and western European history, including UK, and the history of science. Provides general and specialized reference services and library instruction. An advanced degree in history, proficiency in German and/or French, and in-depth understanding and ability to work with modern information technology highly desirable. APP #124.

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

Candidates applying by **October 15, 1997** will receive first consideration. Submit resume, cover letter, and names of three references to:

**Sandra Troy (APP #)**  
**Libraries Personnel Officer**  
**Rutgers University Libraries**  
**169 College Ave.**  
**New Brunswick, NJ 08903**  
**Fax: (908) 932-7637**  
**e-mail: stroy@rci.rutgers.edu**

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

Library, see the homepage at <http://southmed.usouthal.edu/univlib/univlib.html>. Affirmation action, equal opportunity employer, M/F/D.

**WOMEN'S STUDIES ARCHIVIST AND RESOURCE SPECIALIST.**

Duke University Libraries. The Libraries at Duke University seek an imaginative, energetic, and knowledgeable individual to provide leadership as Women's Studies Archivist in the Special Collections Library and as Women's Studies Resource Specialist for the Perkins Library system. Description: Under the general supervision of the Director of Collection Development in the SCL and as a member of the SCL Collection Development Team, she/he shapes collecting policies; identifies and acquires materials pertinent to women's studies; undertakes appropriate outreach efforts; provides reference assistance; oversees Web site development; supervises student assistants and other temporary staff; and oversees special projects. Women's studies resources in the Duke University Libraries have been built and promoted intensively since the first appointment of a women's studies archivist/bibliographer in 1988. Working closely with Duke's distinguished women's studies faculty, the libraries foster a dynamic environment for research on women and gender. Special collecting areas

include southern women writers, African American women activists, feminist politics and theory, and lesbian life and culture. See also <http://scriptorium.lib.duke.edu/women/>. Qualifications: Position requires an ALA-accredited MLS and/or an advanced degree in an appropriate subject field; knowledge of and enthusiasm for women's history and women's studies; familiarity with standard archival procedures; a minimum of two years of professional archival/special collections experience; ability to work in a team environment and communicate effectively with users and donors of special collections materials. Experience with building circulating collections in an academic library and with creating and using Web resources desired. Application information: Salary will be based on education and experience, with a minimum of \$31,850. Excellent fringe benefits package. Please submit letter of application, resume, and names, addresses, e-mail addresses, and telephone numbers of three references to: B. Ilene Nelson, Chair of Women's Studies Archivist/Resource Specialist Search, Box 90193, **Duke University Libraries**, Durham, NC 27708-0193. Review of applications will begin October 15, 1997. Duke University is an equal opportunity, affirmative action employer.



**PUBLIC SERVICES LIBRARIAN.** Hollins College Library. Reports to: Library Director. Duties: This entry-level position will be responsible for all aspects of interlibrary loan, and will be a full participant in providing reference services to the students, faculty, and staff of Hollins College. Some night and weekend work will be expected. Will work closely with all library staff, particularly those in other public service areas (such as Reference, Circulation, and Special Collections), and will provide bibliographic instruction at the undergraduate and graduate levels as needed. Required qualifications: ALA-accredited MLS degree and a BA in a liberal arts discipline. ILL experience or course work. Strong written communication skills. Preferred qualifications: Experience in academic library interlibrary loans, reference, and/or bibliographic instruction, as well as supervisory experience, particularly of student workers. Strong oral communication skills, and a demonstrated commitment to undergraduate liberal arts education will be preferred. Also desired are a high level of energy, flexibility, creativity, and an eagerness to participate fully in the daily life of a liberal arts college library and community. Compensation: Salary commensurate with qualifications and experience. Hollins College is a selective college for women, established in 1842, with a strong commitment to the liberal arts and sciences. Located on a 475-acre campus in Roanoke, Hollins is close to the Blue Ridge and Allegheny Mountain ranges, state parks, and the Appalachian Trail. The library is fully automated and serves 900 undergraduate and 250 graduate students. Hollins is in the process of building a new, \$14 million state-of-the-art library building, which should be ready for occupation in late 1998 or early 1999. To apply: Send resume, cover letter, and names of three current references to: Diane J. Graves, Library Director, **Hollins College**, P.O. Box 9000, Hollins College, Roanoke, VA 24020-1000. Deadline for applications: September 1, 1997.

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John Espley has served the library community for almost 25 years. He actively participates in numerous ALA committees including MARBI. As head of customer services and principal librarian for VTLS, John has earned the respect of the entire VTLS staff and of his colleagues in the industry.

