

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

Rates: Classified advertisements are \$6.00 per line for ACRL members, \$7.60 for others. Late job notices are \$14.50 per line for members, \$17.00 for others. Organizations submitting ads will be charged according to their membership status.

Telephone: All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$15 will be charged for ads taken over the phone (except late job notices or display ads).

Guidelines: For ads which list an application deadline, that date must 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 figure. Job announcements will be edited to exclude discriminatory references. Applicants should be aware that the terms faculty *rank* and *status* vary in meaning among institutions.

JOBLINE: Call (312) 944-6795 for late-breaking job ads for academic and research library positions. A pre-recorded summary of positions listed with the service is revised weekly; each Friday a new tape includes all ads received by 1:00 p.m. the previous day. Each listing submitted will be carried on the recording for two weeks. The charge for each two-week listing is \$30 for ACRL members and \$35 for non-members.

Contact: Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513.

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

POSITIONS OPEN

ACCESS SERVICES REFERENCE LIBRARIAN. Full-time faculty position (12-month contract year) to manage Circulation and Periodicals/Non-Print service units (including ILL, Reserves, and Stack Maintenance). Will also share scheduled reference service approximately 25% of time, including some evening and weekend duty. Preference given to those able to assume responsibilities for government documents reference and maintenance of depository program. Bibliographic instruction and online searching are included among reference duties. Supervises Access Services staff (3.5 FTE library assistants plus student employees). Assists in Access Services policy development and evaluation of services. Will also assist to plan and implement future automated circulation

system. Requires ALA-accredited MLS, strong service commitment, and effective organizational and communication skills. Experience preferred, but will consider those with limited experience and potential for success. Appointment as Assistant or Associate Librarian rank in salary range \$23,967-\$34,433 depending on qualifications. Full employee benefits package. Apply with letter, resume, and 3 work-related references by June 17, 1991, to: Fred E. Heath, Director, Armacost Library, University of Redlands, 1249 E. Colton Ave, Redlands, CA, 92374.

ASSISTANT DIRECTOR FOR TECHNICAL SERVICES AND COLLECTION MANAGEMENT, Washington State University. Currently open. Reporting to the Director of Libraries and serving in the Libraries' Director's Council, this position administers the Technical Services Division, comprised of the Acquisitions/Serials Unit and the Bibliographic Control Unit (with 10 Faculty and 49 Classified Staff positions), which is responsible for acquiring, cataloging, and preserving the collections of the Libraries in support of the University's Programs of teaching, research and extension. The primary function of the position is to provide leadership in planning, implementing, and evaluating divisional operations and services in accordance with library and divisional goals and objectives. The Assistant Director serves as the principal liaison with the Western Library Network (WLN) and takes an active role in the development and enhancement of a locally developed integrated online system with online catalog, circulation, and serials control components operation. (A local acquisition system is being developed.) Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the University's instructional, research and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Required: ALA-accredited MLS or its foreign equivalent; progressively responsible technical services experience, including management or supervision of at least one technical services unit (e.g., acquisitions, serials, cataloging); experience with an online bibliographic utility. Preferred: Experience in an academic or research library; experience in local library automated systems; positive public relations experience; demonstrated leadership within the library profession; demonstrated verbal and written communication skills. Salary: From \$40,000, commensurate with qualifications and experience. Rank: Librarian 2 or above; Tenure-track status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Send letter of application, resume, and names of three references to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, Pullman, WA 99164-5610. Application review begins: June 14, 1991. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam-era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

ASSISTANT LAW LIBRARIAN. Responsible to the Law Librarian. Works with other members of the staff in giving legal and documents reference service. Aids in the use of LEXIS and WESTLAW. Works on special projects as they arise. Willing to work one evening a week. Department: The Law Library, with its collection of over 460,000 volumes and an acquisitions budget of over \$635,000 annually, serves a student body of approximately 650, a faculty of 36, the local bar, and the general public. The staff consists of 6 professional librarians, 2 graduate assistants, 11 full-time clerical assistants, and approximately 25 student assistants. Qualifications: Required: MLS from an ALA-accredited library school or equivalent degree; coursework or experience in legal research; evidence of ability to deal effectively with a research-oriented faculty and student body; evidence of research orientation and ability to meet university requirements for promotion and tenure. Preferred: Prior law library public service experience and experience with LEXIS and WESTLAW; J.D. degree from an AB2-accredited law school, or its equivalent. Salary/rank: \$23,500 upward, depending on qualifications and experience. Appointment as Assistant Professor, librarians must engage in research, publication, and university/professional/community service and demonstrate satisfactory job performance in order to meet University standards for tenure and promotion. Application/Deadline: Send letter of application and complete resume with the names, ad-

dresses, and telephone numbers of five references to: Allen G. Dries, Library Personnel Manager, **University of Illinois Library (U-C)** 1408 West Gregory Drive, Urbana, IL, 61801; (217) 333-5494, by June 15, 1991. The University of Illinois is an affirmative action, equal opportunity employer.

ASSISTANT LIBRARIAN IN PUBLIC SERVICES. Provides services to patrons in reference, interlibrary loan, bibliographic instruction, and periodicals. Some evening and weekend work. ALA-accredited MLS required. Experience with online database searching highly desirable. Nine-month position, available August 1991. Salary dependent on education and experience, minimum \$20,000. Successful applicant will have a strong commitment and desire to support the Christian liberal arts philosophy of the College. Send letters of application and resumes to Richard L. Holmon, Vice President for Academic Affairs, **Greenville College**, Greenville, IL 62246. Greenville College is an equal opportunity, affirmative action employer.

ASSISTANT READER SERVICES LIBRARIAN. Library seeks a person to combine the administration of the Reserve Room with other duties in the Reader Services Area such as reference duty (including weekend and evening assignments) and online searching. Qualifications include an MLS degree from an ALA-accredited institution with a minimum of two years academic experience; experience with Dialog and OCLC preferred. This is a tenure track position with appointment at the instructor or assistant professor level depending upon education and experience: salary range \$22,160-\$29,696. Excellent fringe benefits. Position open August, 1991. Application deadline: June 1, 1991, or until position is filled. Submit letter of application, resume and names, telephone numbers and addresses of three professional references to: Esther Jane Carrier, Library Search Committee, **Lock Haven University**, Lock Haven, PA 17745. Lock Haven University is an equal opportunity, affirmative action employer.

ASSOCIATE LIBRARIAN, COOPERATIVE ACCESS SERVICES, Michigan Information Transfer Source (MITS). Duties: Responsible for planning and direction of MITS which includes: budget planning and fiscal management; developing policies for service; preparing marketing plan; promoting the MITS service to potential clients in business and industry; representing MITS to individuals and groups at the local, state, and national level. Direct supervision of 5 librarian, 2 TLAs, 1 clerical; indirect supervision of 1 clerical and 3 FTE students. Performs database searches, designs research projects for clients, and provides bibliographic expertise to identify materials requested. Qualifications required: ALA-accredited MLS. 3 years post MLS experience. Good interpersonal and communication skills; ability to relate well to supervisor, co-workers, students and clients; creativity and flexibility; ability to deal with changing priorities based on clients' needs; demonstrated organizational skills and the ability to make decisions. Reference and database searching experience, and supervisory experience. Interest in, and knowledge of, information systems and databases. Desired: 5 years experience in a large research library; budget and planning experience; background in dealing with clientele similar to the primary clientele of MITS (business, technology, etc.); marketing and/or promotion skills and experience. Good writing skills. Working knowledge of Western European language to assist in bibliographic verification. Salary and leave: Minimum salary of \$29,000; 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. Apply to: Maurice B. Wheeler, Staff Development and Professional Recruitment, 411 Hatcher Graduate Library North, **University of Michigan**, Ann Arbor, MI 48109-1205. Application deadline: Applications received by May 30, 1991, will be given first consideration. The University of Michigan is a non-discriminatory, affirmative action employer.

AUTOMATION/PUBLIC SERVICES LIBRARIAN. A 12-month faculty appointment, beginning July 1, 1991. Primarily responsible for continuing implementation, management and maintenance of KeyNOTIS (turnkey integrated library system), CD-ROMs and commercial online databases. Requirements include ALA-MLS, with an additional graduate degree preferred; minimum 3 years academic library experience; thorough knowledge of integrated library systems and expertise in online database searching using DIALOG or BRS. Salary range between \$30,000 and \$36,000, depending on experience and education. Messiah College is a Christian College in the Anabaptist and Evangelical tradition. Send

letter of inquiry with vita to: Jonathan Lauer, Director, Murray Learning Resources Center, **Messiah College**, Grantham, PA 17027. EEO/AA.

BIBLIOGRAPHER/REFERENCE LIBRARIAN. Science and Engineering Library, University of Minnesota. The Science and Engineering Library of the University of Minnesota serves the research and instructional information needs of faculty, staff, graduate students, and undergraduates in engineering and the physical sciences. The collection includes materials in all formats covering the fields of astronomy, chemistry, computer science, engineering, theology, history of science, and physics. The library has more than 4,000 serials subscriptions and contains more than 450,000 volumes. The Science Reference/Bibliographer provides reference assistance and bibliographic instruction to the clientele of the Science and Engineering Library and carries out collection development responsibilities in assigned subject areas. Some weekend or evening work may be required. Specific areas of responsibility include performance of reference, research, and instruction serv-

Salary guide

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

Connecticut	\$27,000
Indiana	varies*
Iowa	\$20,580
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$23,700*
Rhode Island	\$23,750
South Carolina	varies*
South Dakota	\$20,000
Vermont	\$21,500
West Virginia	\$20,000
Wisconsin	\$24,837

*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.



University of California, San Diego
The University Library

The Library at the University of California, San Diego, invites applications for the following two positions. UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

1) HEAD, CATALOGING SERVICES, Biomedical Library. Rank: Assistant Librarian, \$28,668 - 36,696. Responsibilities: Under general direction of the Head of Technical Services, the Head of Cataloging Services will provide management and leadership for the section, including supervision of two support staff, and some original cataloging. Responsible for formulating and implementing cataloging policy and procedures and coordinating activities with library's acquisitions/serials and public services operations, with other UCSD library departments, and with outside networks. Participates in Biomedical Library administration. Takes lead responsibility for integrating additional biomedical databases into the library's information system. Maintains an awareness of national and UC systemwide issues regarding academic information management, bibliographic control and automation of library catalogs and contributes to the identification and resolution of issues through appropriate professional activities. Qualifications: Required: MLS degree; cataloging experience; evidence of strong organizational and leadership skills with potential for assuming a supervisory position; excellent communication and interpersonal skills; knowledge of issues and trends in cataloging, bibliographic control, and academic information management. Desirable: Experience with NLM classification and MeSH. Consideration of applications will begin on June 15, 1991 and continue until the position is filled.

2) HEAD, ORIGINAL CATALOGING SECTION, Catalog Department. Rank: Associate Librarian: \$35,052-\$50,496, or Librarian: \$47,124-\$65,340. Responsibilities: Under the general supervision of the Department Head, the Section Head will be responsible for planning and directing the activities of the Original Cataloging Section. The Section Head will provide management, leadership, supervision, and staff development for the Section and provide some original cataloging. Qualifications: MLS, supervisory experience, and original cataloging experience are required. Knowledge of western European languages and effective oral and written communication skills in English are desired. Applicants should demonstrate awareness of national and international trends in cataloging and bibliographic control and should possess demonstrated organizational abilities, initiative, strong interpersonal skills, and flexibility. Consideration of applications will begin on July 5, 1991 and continue until the position has been filled.

UCSD librarians are expected to participate in librarywide planning activities and are expected to be active professionally. Appointment at the higher ranks require substantial relevant experience and superior qualifications. Submit a letter of application, enclosing a résumé and a list of references to: Janet Tait, Academic Personnel Coordinator, Library, 0175H-1, University of California, San Diego, La Jolla, CA 92093-0175

TWO POSITIONS

College of St. Catherine

The College of St. Catherine, a private liberal arts college for women, seeks two librarians for the Information Services Department of the Library. The department is responsible for the planning and delivery of direct public service and bibliographic instruction to a diverse community of traditional and non-traditional undergraduate and graduate students. The library will be installing a second generation OPAC and a circulation system in 1991.

Head, Information Services. This position requires a creative, service-oriented individual to coordinate the delivery of a full range of information services, to supervise 3 faculty and 3 FTE support staff, and to offer general reference service (includes some weekends on a rotational basis).

Qualifications: An ALA-accredited MLS or MA in LS, at least three years reference experience and excellent oral and written communication skills are required. Microcomputer online searching experience is assumed. Coursework in natural or medical sciences preferred.

Conditions of contract: This is a full-time (nine month) tenure-track position, with possible extra month each year. Rank and salary dependent on qualifications and experience. (Example, range for MA plus three years as Assistant Professor is \$24,471-\$28,235 for 9 months.)

Reference Librarian. This is an entry-level position. Under supervision this librarian will share responsibility for general reference service (weekends on a rotational basis), bibliographic instruction and selecting periodical titles.

Qualifications: MLS, MA in LS, or MA in Information Management/Sciences is required.

Conditions of contract: This is a nine-month, temporary faculty contract (renewable for up to five years). Rank and salary are dependent on qualifications and experience. Expected rank is Instructor (salary range \$20,856-\$24,619).

Positions are available August 26, 1991. Application review begins **May 20, 1991**. To apply, send a letter of application, resume, and names of two references to:

Toni Smith
Director, Human Resources
The College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 55105

Equal opportunity employer, affirmative action.

ices, including online database searching and other programs of information delivery; selection of material in assigned subject area; review existing collections in these areas; identify collection needs; participate in implementation and delivery of computer-based services, including CD-ROM and online services; participate in activities leading to professional growth and development. Special projects as needed. Essential qualification: Masters degree from an ALA-accredited library school. Experience in an academic, scientific or technical library, or coursework in the physical sciences or engineering. Experience or coursework in online bibliographic searching, strong oral and written communications skills. Preferred qualifications: microcomputing experience is preferred. The class title of this position is Assistant Librarian. It has a probationary appointment toward continuous appointment in six years or less. Salary is \$24,000 minimum. The University of Minnesota is an equal employment educator and employer. Send a letter of application, resume, and list of three references with addresses and telephone numbers to: Barbara J. Doyle, Personnel Officer, University of Minnesota Libraries, 453 Wilson Library, 309 Nineteenth Avenue South, Minneapolis, MN 55455. Applications must be received by June 15, 1991. Please site UL-4 on application.

CATALOGER. Liberal Arts/Performing Arts college in Westchester County. Formulates policies and procedures, trains and supervises staff; catalogs in all formats except music. Public service and collection development opportunities. Required: Master's degree from an ALA-accredited library school, experience cataloging in an automated environment, knowledge of OCLC, AACR2, LC classification. Faculty status and liberal fringe benefits. Salary: Minimum \$25,000 depending on qualifications and experience. Send resume with names of three references to: Peter Brown, Affirmative Action Officer, SUNY Purchase, 735 Anderson Hill Road, Purchase NY 10577. Review of resumes begins May 15, 1991. Position available September 1, 1991.

CATALOGER, SERIALS/MICROFORMS. General Libraries, Emory University. Available: September 1, 1991. Responsibilities: Do original cataloging primarily of serials and microforms, using the OCLC database, from which bibliographic records are transferred to the library's local system, DOBIS. Supervise and train three staff members who work with serials. Assist the department head in such functions as formulation of policies and procedures, maintaining quality control, and solving problems. Work closely with acquisitions staff responsible for serials check-in and claim-

ing. Qualifications: Required—ALA-accredited MLS or equivalent; two years of cataloging experience, at least one of which must have been in cataloging serials; knowledge of AACR2, MARC formats, LC cataloging practices; experience with OCLC or RLIN; reading knowledge of at least one western European language; strong interpersonal, communication, and organizational skills; flexibility; and the ability to exercise independent judgment. Preferred—Experience with technical services applications of an automated local system, cataloging microforms and computer files, and database maintenance; supervisory experience; knowledge of FAXON SC-IO system. The Catalog Department and the General Libraries: The Department is responsible for original and copy cataloging of materials in all formats. The staff includes four librarians and sixteen general staff positions. The library is currently engaged in a major retrospective conversion project with OCLC as the vendor and is continuing with in-house recon as well. The collections of the General Libraries total 1,100,000 volumes (over 2,000,000 volumes for all Emory Libraries). The staff totals approximately 150. Other resources are available in separate libraries for law, health sciences, theology and Oxford College. Beginning Salary: Dependent upon qualifications and experience. Range for Librarian I: \$22,000-\$25,000; range for Librarian II: \$26,000-\$35,000. Send letter of application, resume, and the names, addresses and telephone numbers of three references to: Paul M. Cousins Jr., Robert W. Woodruff Library, **Emory University**, Atlanta, GA 30322. Application deadline is June 15, 1991. Emory University is an equal opportunity, affirmative action employer.

CATALOGING DEPARTMENT, HEAD, University of Akron. The University of Akron Libraries, with holdings of 1,800,000 volumes, is seeking a creative and energetic person to provide leadership for the cataloging department. The department catalogs materials in all formats, using VTLS. The department head is responsible for managing all cataloging activities, including strategic and operational planning, developing policies and procedures, maintaining quality control, solving complex cataloging problems, preparing and administering the departmental budget, and coordinating activities with other departments. Reporting to the Dean of University Libraries, the department head supervises 7.0 FTE professionals and 5.0 staff employees. As a faculty member, the department head is expected to participate actively in professional organizations and on University committees. Required: ALA-accredited MLS degree; at least 5 years of increasingly responsible experience in technical services; a minimum of 3 years of professional cataloging, including original cataloging; supervision of professional staff; expertise with OCLC or other major bibliographic utilities, MARC formats, and local automated systems; thorough and current knowledge of AACR2, LC classification, and authority control; effective oral and written communication skills. Preferred: Experience with VTLS; experience with budget management; record of scholarly and professional achievements; a second master's degree; experience in an academic library. This is a 12-month, tenure-track appointment at the rank of Assistant or Associate Professor, with a starting salary between \$36,000 and \$41,000. The university provides a broad benefits package, including 22 days of vacation. The University of Akron is the third largest

BIOMEDICAL REFERENCE LIBRARIAN

(2 POSITIONS)

Dartmouth College Library

Dana Biomedical Library or the Health Sciences Library serving the Dartmouth-Hitchcock Medical Center and Dartmouth College

Responsibilities: Working as a member of an information services team providing innovative reference services to the students and faculty of the Dartmouth Medical School and the health professionals of the Dartmouth-Hitchcock Medical Center. Services provided include bibliographic instruction; online searching using MEDLARS, BRS, Dialog; AMA/NET, CD-ROM systems; end-user training in utilizing information technology; consultation with faculty to determine instructional and research interests; some collection management.

Qualifications: ALA/MLS; educational background (graduate degree preferred) in the life sciences; and a minimum of three years of post-MLS experience in an academic health sciences or life sciences library are required. Strong interpersonal and communication skills; ability to work collegially in small group and team environments; strong reference and online searching skills; familiarity with use and application of microcomputers in a networked environment.

Salary and benefits: Rank and salary commensurate with background and experience with minimum of \$24,000 for Librarian I or \$26,000 for Librarian II. 22 days vacation; TIAA/CREF; paid major medical, hospital, and dental insurance; assistance with moving expenses.

Applications: Review of applications will begin **June 15, 1991**. Send resume to:

Phyllis E. Jaynes
Chair, Biomedical Reference Librarian Search Committee
115 Baker Library
Dartmouth College
Hanover, NH 03755

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

THREE POSITIONS

Case Western Reserve University Library

Cataloger for bibliographic database management/authority control. Ensures integrity of CWRU online bibliographic databases by analyzing errors and other problems and effecting solutions. Assists in implementing automated authority control for first time in CWRU system. Coordinates bibliographic maintenance work with other campus libraries. Documents procedures relating to bibliographic maintenance. Assists in ongoing retrospective conversion project. Catalogs computer files, microcomputer software, and other materials in special formats. Will play significant role in implementation of OhioLINK system, based on Innovative Interfaces, Inc. software, particularly database quality control. Qualifications: Required: MLS from ALA-accredited program; at least 2 years cataloging experience, preferably in an academic library; familiarity with OCLC and a local online library system; command of cataloging tools; demonstrated analytical skills. Preferred: Experience with cataloging software of Innovative Interfaces, Inc.

2 subject librarians:

Engineering librarian (biomedical, civil, computer, electrical, industrial, material science, mechanical and aerospace, and/or systems engineering).

Social and behavioral sciences librarian (psychology, sociology, education, and communication sciences).

Provide wide range of information services in assigned areas, including collection management and liaison with faculty, general and specialized reference service, database searching, and user education services. Manages materials funds, coordinates collection development across departments, participates in traditional and technological reference service in science, engineering, and management disciplines as well as specialized information services to engineering students and faculty. Qualifications: Required: MLS from ALA-accredited program; knowledge of literature of 1) engineering or 2) psychology or sociology, either from professional experience or extensive coursework; commitment to client-centered services, strong interpersonal and communication skills. Preferred: Advanced degree in 1) engineering or related area or 2) psychology or sociology or related area; minimum two years reference or collection development experience in research or special library; experience in database searching; ability to conduct library instructional programs; working knowledge of foreign language.

Salary range for all three positions: \$21,980-\$37,380 dependent on qualifications.

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

Alice Puliafico
Library Administration Office
Case Western Reserve University
Freiberger Library
11161 East Boulevard
Cleveland, OH 44106

Application review will begin **June 1, 1991**, and will continue until positions are filled.

CWRU is an equal opportunity, affirmative action employer; minorities are encouraged to apply.

state-assisted University in Ohio. It offers its 29,000 day and evening students more than 230 associate's, bachelor's, and master's degree programs, and 14 doctoral degree programs. The application deadline is June 15, 1991. Send letter of application, resume, and a list of three references (including addresses and telephone numbers) to: John V. Miller, Chairperson, Search Committee, Head of Cataloging Department, Bierce Library, The University of Akron, Akron, OH 44325-1702. The University of Akron is an equal education and employment institution.

COLLECTION DEVELOPMENT MANAGER. Nicholls State University has a challenging position encompassing all aspects of collection development in a modern university setting. Responsibilities: Create and coordinate collection development program. Evaluate and build collection in all formats to meet curricular and research needs. Act as head of collection development and acquisitions; direct staff; develop and monitor acquisitions budget and collection development policies and procedures. Required qualifications: ALA-accredited MLS; three to five years progressively

responsible collection development experience; budget and planning experience; ability to effectively communicate at all levels; an understanding of the scholarly use of resources in an academic community. Desired qualifications: Subject master's; familiarity with automated acquisitions programs and online vendor services. Rank and Salary: instructor/12 months, \$26,000 minimum, State of Louisiana Group Benefits. Deadline June 30, 1991. Position will remain open until filled. Send letter of application, resume, and names, addresses and phone numbers of 3 references to: Peter Kaatrude, Eilender Memorial Library, **Nicholls State University**, Thibodaux, LA 70310. Nicholls State University is an equal education institution, affirmative action employer.

COMPUTER/MEDIA LIBRARIAN. The Ehrman Medical Library seeks to recruit candidates for the position of Head, Computer/Media Services. The Head, Computer/Media Services will plan and direct the activities of the Library's Computer/Media Center which includes both the audiovisual, Macintosh and IBM equipment. The Center provides services to students, faculty and health professionals of the NYU Medical Center. Activities of the department include selection of materials, marketing, providing instruction in the use of software and equipment, developing appropriate technological support in implementation and management of LANS and user interfaces. The department also supports the extensive courseware developed for student support and works closely with the faculty of the Hippocrates Project. The position reports to the Director and supervises 3 FTE plus student help. Requirements include an MLS or equivalent, 2-5 years experience in a computer media center or similar environment, supervisory experience. Good communication, planning, and organizational skills are a necessity. This position carries faculty status and is on tenure track. Salary is negotiable, beginning at \$35,000. Excellent benefits. NYU Medical Center is located in midtown Manhattan. It is affiliated with Bellevue Hospital and New York University. It is an equal opportunity employer. Please send letter and resume to: Karen Brewer, Director, **Ehrman Medical Library**, 550 First Ave., New York, NY 10016, Applications received by May 30, 1991, will have first priority.

COORDINATOR OF AV DEPARTMENT. Master's degree in related subject field and three years experience required. Purchase, maintain (minor repairs) audiovisual equipment and systems. Experience with sound systems and teleconference installation a plus. Knowledge of TV production, computer application for AV presentation, collection development of media materials and current trends in media service. Ability to plan class schedules, supervise and administer department. Salary negotiable, up to mid-20's depending upon qualifications and experience, and all college benefits. Send letter of application, resume, and list of three references to: A.V. Coordinator Search Committee, **Wagner College Library**, Howard Avenue and Campus Rd., Staten Island, NY 10301. AA/EEO.

DEAN OF UNIVERSITY LIBRARIES. The University of Akron seeks applications and nominations for a Dean of University Libraries to plan and guide the library services of a dynamic and changing urban university. Established in 1870 as Buchtel College, the University of Akron, Ohio's third largest state university, is situated on an attractive urban campus which reflects the cultural richness of the region. The 196 associate and bachelor's programs, 37 master's programs, and 14 doctoral programs enroll 29,000 students, including 3,000 full- and part-time graduate students. Students come from across the nation and from countries throughout the world. Responding to the need for higher education and research in a diversifying economy, the university has always been committed to higher education in northeast Ohio, and it continues to fulfill its urban mission. The University Libraries support varied and challenging curricula and related research. In 120 years the University Libraries have grown to 1,800,000 volumes. In addition to the Main Library, there is a major Science and Technology Branch and Planning is underway for on and off campus remote storage facilities. The University Libraries also include Audio Visual Services, University Archives, and the Archives of the History of American Psychology. A founding member of OCLC, the University of Akron takes part in regional and state resource-sharing consortia. The library participates in OCLC, CRL, OHIONET, and OhioLINK. The Dean reports directly to the Senior Vice President and Provost, participates in university planning,



ASSISTANT HEAD OF CATALOGING

Oberlin College Library

Oberlin College has one of the nation's leading liberal arts college libraries, with holdings of over 1 million volumes. The candidate selected for this position will work with the Head of Cataloging and Library Systems in departmental planning, policy making, and management. The Assistant Head will coordinate all aspects of monographic cataloging, supervising one professional and 6 paraprofessional catalogers. Qualifications required: ALA-accredited MLS; at least 3 years cataloging experience in an academic library; supervisory experience and ability to work well with others; experience using current automated cataloging standards; knowledge of LC classification, LCSH, and OCLC (or other bibliographic utility); and knowledge of a modern foreign language. Qualifications desired: experience with local online catalog maintenance, authority control, and Geac 9000 library system. Salary competitive, commensurate with qualifications and experience; minimum \$28,000. Generous fringe benefits include tuition support for children. Located only 40 minutes from downtown Cleveland, Oberlin combines one of the nation's finest liberal arts colleges with a world-renowned Conservatory of Music in a unique community setting. Send letter of application, resume, and three letters of reference to:

Cataloging Search Committee
Oberlin College Library
Oberlin, OH 44074

Screening of applications will begin on **May 13, 1991**. Available June 1, 1991.

AA/EEO.



 **DEPARTMENT HEAD**
Systems Department
University of California, San Diego 

UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

Rank: Associate Librarian \$35,052 - \$50,496 or Librarian \$47,124 - 65,340. **Responsibilities:** Under the direction of the Assistant University Librarian - Technical Services, the incumbent is responsible for the leadership, organization, and management of the department. Responsible for organizational and personnel planning including the selection, training, and evaluation of departmental staff. Provides strategic leadership in developing effective access to and use of electronic information sources; assumes a leadership role in developing associated librarywide services and policies. Responsible for coordination of operations and meeting of user needs for integrated online library system. Maintains awareness of national and University of California systemwide issues regarding computerized management and information resource systems, and contributes to the identification and resolution of these issues through appropriate professional activities. **Qualifications:** MLS required. The ability to manage and provide leadership in a changing environment, strong interpersonal skills, and the ability to work with all library staff. Demonstrated ability to communicate effectively both orally and in writing. Successful experience in staff management and project and operational system management activities in a library setting that makes use of computerized resources. Appointment at the Librarian rank requires substantial relevant experience and superior qualifications. Applications received by July 5, 1991 will be assured of consideration. Submit a letter of application, enclosing a résumé and a list of references to:

Janet Tait
Assistant for Academic Personnel
Library, 0175H-1
University of California, San Diego
La Jolla, CA 92093-0175

and holds academic rank. The Dean coordinates strategic planning for the library and attainment of its goals. The Dean provides academic leadership to the library faculty and encourages staff development through the supervision of 35 library professionals and 41 support staff. A major responsibility is communication with the university and beyond concerning library needs and successes. Managing a current budget of \$4.8 million, which supports an annual growth of 40,000 volumes, the Dean must provide for the smooth operation of the libraries and maintenance of their collection. Requirements: an ALA-accredited MLS; a second graduate degree; administrative experience at a senior level in an academic library; evidence of published research. The committee is looking for professional involvement and achievement, including productive research, and strategic planning and management skills. Administrative experience is expected to demonstrate strong human relations skills for effective communication with staff, faculty, students and administrators. Current knowledge of library trends and developments is sought. A doctoral degree is preferred. Salary is negotiable and dependent upon background and experience. Appointment to be effective July 1, 1991, or as soon thereafter as possible. Screening of applicants will begin May 20, 1991, and will continue until the position is filled. Nominations, or applications with complete resumes and at least three letters of reference, should be sent to: Jack E. Hibbs, Chair, Dean of University Libraries Search Committee, c/o Office of the Senior Vice President and Provost, the University of Akron, Akron, OH 44325-4703. The University of Akron is an equal education and employment institution.

GOVERNMENT DOCUMENTS LIBRARIAN. Supervise one clerk and student assistants in the development and maintenance of the government documents collection, including processing documents and fulfilling responsibilities of a U.S. Selected Depository. Provide documents information for faculty, students and general

public. Provide instruction, including lectures, tours and relevant automated database searches, and develop guides and instructional aids. Also provide some general reference services, faculty liaison and collection development in subject areas related to documents. Some weekend and evening hours. Required: ALA-accredited MLS, three years relevant professional experience, strong organizational and supervisory skills, positive public service orientation, effective oral/written communications and interpersonal skills, flexibility, commitment to personal growth, online search skills, and familiarity with computers. Preferred: Undergraduate and advanced degrees in social science, business, or law. Instructor or Assistant Professor rank, non-tenure-track, 12-month contract. Minimum \$24,000 negotiable depending on qualifications and experience. Attractive benefits including retirement programs, insurance tuition remission, vacation. Available July 1, 1991. Send resume, including the names, addresses and telephone numbers of three professional references by May 25, 1991, to: Government Documents Search, Administrative Offices, Pius XII Memorial Library, Saint Louis University, 3650 Lindell Boulevard, St. Louis, MO 63108-3302. Saint Louis University is an affirmative action, equal opportunity employer. Women, minorities, the handicapped, and Vietnam-Era veterans are encouraged to apply.

HEAD, CATALOGING DIVISION at the Marriott Library is responsible for managing the Marriott Library Cataloging Division, a major division of the Technical Services Department. The Cataloging Division, composed of Original Cataloging, Online Cataloging and Catalog Record Maintenance sections, processes all acquisitions for addition to the collection, creating and updating the appropriate catalogs and indexes. The Division has eight professional librarians and twenty-one paraprofessionals, plus students. Marriott Library uses the NOTIS automated system and is affiliated with OCLC through the Bibliographical Center for Research. The Divi-

sion Head reports to the Assistant Director for Systems and Technical Services, as do the division heads for Acquisitions and for Systems. The Division Head establishes goals and priorities for the division and manages interactions with other library areas regarding catalog and access matters. Performs original cataloging, and helps with collection development functions in an area or areas of subject expertise. Participates with the Assistant Director and other library personnel as needed in planning for and carrying out activities librarywide. Required: MLS from an ALA-accredited library school. At least four years significant experience with cataloging in an academic environment using AACR2 and significant successful experience in supervision and management. Preferred: Experience with OCLC and NOTIS systems; effective communication and interpersonal skills. Knowledge of current library technology and automation. Strong commitment to effective production methods standards. Master's degree or advanced study in a relevant field and evidence of ongoing professional

development through university service, continuing education participation in professional organizations. Salary: Minimum \$30,000 depending on qualifications and experience. Benefits: Paid health and dental insurance, TIAA-CREF. Reduced tuition, 25 days vacation and generous professional development time, sick and holiday leave, academic leave possible after three years of employment. Additional fringe benefits. Deadline for applications: May 30, 1991. Submit letter of application, resume, and names of three references and/or Placement Bureau address to: Kathy Ann MacDougall, 330 Marriott Library, University of Utah, Salt Lake City, UT 84112. The University of Utah is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

HEAD, GOVERNMENT PUBLICATIONS AND MAP DEPARTMENT. Responsible for the administration of the Government Publications and Map Department. Establishes goals, objectives,

HEAD, ORIGINAL MONOGRAPHS CATALOGING

Columbia University

The Columbia University Libraries seek an imaginative, dynamic manager to oversee the operations of the original Monographs Cataloging Department. Reporting to the Assistant Director for Bibliographic Control, the department head is responsible for managing a department of 12 professionals and 11 bibliographic assistants, performing original cataloging of monographs in all subjects, languages, and formats, as well as copy cataloging for rare books, art and architecture, Middle Eastern languages, and all non-book formats. Related activities include shelflisting, inputting, and withdrawing records. This position includes responsibility for policy development, workflow analysis, communication with library staff, and statistical analyses and presentation.

With the Heads of Serials Cataloging and Cataloging with Copy, this position participates in guiding cataloging policy and integrating procedures with the full range of technical processing. The Bibliographic Control Division catalogs approximately 100,000 titles per year for entry into CLIO, our NOTIS-based online catalog. The Libraries will soon be implementing NOTIS acquisitions, integrating that process with cataloging workflows. The original Monographs Cataloging Department expects to move towards greater utilization of a team approach, utilizing groups of professional catalogers and support staff to accomplish a broad range of processing activities. This position will play a significant role in planning and shaping these efforts.

In addition to an accredited MLS, requirements are: successful management experience; strong knowledge of bibliographic control applications in research libraries and of technical processing applications of library automation; initiative and leadership ability as demonstrated by successful work in technical services; and strong interpersonal, communication, and analytical skills. Previous research library cataloging experience is desirable. Salary ranges (which will increase 7/1/91) are currently: Librarian I: \$31,000-\$40,300; Librarian II: \$33,000-\$44,550; Librarian III: \$36,000-\$52,200; Librarian IV: \$40,000-\$56,000. (Appointment at Librarian IV is for individuals demonstrating exceptional experience and achievement.) Excellent benefits include assistance with University housing and tuition exemption for self and family.

Send resume, listing names, addresses, and phone numbers of three references to:

**Kathleen M. Wiltshire
Director of Personnel
Box 35 Butler Library
Columbia University
535 West 114th Street
New York, NY 10027**

Deadline for applications is **May 31, 1991.**

An affirmative action, equal opportunity employer.

TRENTON STATE COLLEGE

LIBRARIAN POSITION - 12 MONTHS

LIBRARIAN (tenure track) - User Education/Humanities Librarian to plan and coordinate the library's entire user education program. Also responsible for general reference work and liaison with humanities departments. Reports to Asst. Director for Readers' Services. ALA accredited MLS required; second master's highly desirable. Salary range \$28,700 to \$40,000, TIAA/CREF. Starting date summer 1991. Applications will be reviewed beginning May 13, 1991 until position is filled. Send resume with three references to Patricia A. Beaber, Chair, Search Committee, Trenton State College, Hillwood Lakes, PO Box 4700, Trenton, NJ 08650-4700. To enrich education through diversity, TSC is an AA/EEO.

policies and procedures and allocates resources within the Department. Plans and implements departmental programs which enable faculty, students, and the public to be aware of and effectively use the collections. Directs and participates in the daily operations and services. Reports to Assistant University Librarian for Public Services. The Department is a designated depository for the publications of the United States Government (75%), State of Illinois, United Nations, and European Communities. The Department also acquires materials from about 30 other international organizations. The collection contains approximately 250,000 volumes, 325,000 microfiche sheets, and 195,000 maps. Current federal documents are being cataloged in NOTIS using OCLC records. The department is open and offers reference service 63 hours per week. Staff consists of 3.5 FTE librarians, 3 support staff, and 130 hours per week of student assistance. An additional full-time position has been approved by the Library Administration and is awaiting resource allocation. Qualifications: An MLS from an accredited library school and five years of research library experience including supervision and management and three years of government documents experience required. Excellent communication skills, ability to work effectively with staff, colleagues and library users, and a demonstrated commitment to government publications librarianship required. Academic background including a master's in history or the social sciences and experience with online cataloging, general reference, and electronic databases preferred. Salary: \$35,000+, depending on qualifications. Send letter of application and resume, including names of three references, to: Rachel Blegen, Personnel Manager, Northwestern University Library, Evanston, IL 60208-2300. Applications must be received by June 1, 1991. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

INFORMATION SERVICES LIBRARIAN. The Center for Health Sciences Library is seeking a full-time Information Services Librarian, appointment beginning July 1, 1991. We anticipate making an

appointment at the Academic Librarian level. Full-time salary range begins at \$27,537; exact salary is dependent upon the successful candidate's qualifications. The UW-Madison Center for Health Sciences Library serves the information needs of the academic, research and health care components of the CHS, the Campus and the State. The Library itself is comprised of two facilities, the W.S. Middleton Library on Linden Drive and the F.L. Weston Library within the Clinical Science Center on Highland Avenue. The library provides extensive hours of service to a challenging clientele. Staff draw upon a variety of resources including a collection of over 200,000 volumes of print material and other resources in a variety of formats. Many functions of the library are automated through NLS/NOTIS and others are in the process of being converted. We are seeking an individual with the appropriate combination of education and background to assist the Library in the responsibilities listed below. Requirements will include a Master's Degree in Library Science from an ALA-accredited library School and a minimum of three years of professional experience in an academic setting. Preference will be given to candidates with documented experience in reference, electronic searching using a variety of search media (online, CD-ROM, etc.) especially in systems using Medline and MeSH, and user education. Experience and academic background in the sciences is desirable and previous work in an automated environment will prove useful. A successful candidate must have good communication skills and the ability to work well with staff and library users. The individual selected will participate in the general reference, searching and user education work of the Information Services Section and will also have specifically assigned responsibilities in the Section. Professional staff share in providing evening and weekend service to users. Review of application to begin May 15, 1991. Letter of application, resume and names and addresses of 3 references to: Diana Slater, Dept. 4, CHS Library, University of Wisconsin-Madison, 1305 Linden Drive, Madison, WI 53706; (608) 263-5333. AA/EEO.

INFORMATION TECHNOLOGIES REFERENCE LIBRARIAN, Humanities and History Division. The Butler Reference Department is seeking a creative librarian familiar with the computer and telecommunications technologies that support reference resources and services in a dynamic and innovative library setting. Utilizing both print and electronic sources, this position provides basic and in-depth reference services in the humanities and history, as well as general reference services, to a diverse and challenging university clientele. Under the guidance of the Director of the Electronic Text Service, the incumbent will manage the development and implementation of a variety of microcomputer-based information technologies for reference and research in the Butler Reference Department and its special unit, the Electronic Text Service. The position has extensive teaching responsibilities, providing instruction in new technologies for Columbia University students and faculty, for other members of the Department, and occasionally for staff in other parts of the library system. One of seven librarians in the Department, this position reports to the Head of the Butler Reference Department, and works closely with the Deputy Head, Reference Department/Director, Electronic Text Service. In addition to an accredited MLS, requirements are: experience in a research library reference department and with electronic reference sources and services; excellent analytical and problem-solving abilities; understanding of the nature of scholarly research in the humanities and history, and the potential impact of technology on scholarship and teaching; outstanding interpersonal, communication, and teaching skills; strong background in the humanities or history; and working knowledge of at least two foreign languages. Preferred qualifications include working knowledge of a variety of microcomputer applications for bibliographic and primary source research, instruction, and scholarly communication; and an advanced degree in a discipline of the humanities or history. Salary ranges (which will increase 7/1/91) are currently: Librarian I: \$27,500-\$39,750; Librarian II: \$29,500-\$39,825. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume, listing names, addresses and phone numbers of three references, to: Kathleen M. Willshire, Director of Personnel, Box 35, Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Applications received by May 31, 1991, will receive priority consideration. An affirmative action, equal opportunity employer.

INTERLIBRARY LOAN LIBRARIAN. The University of Alabama Libraries. The University of Alabama seeks applications for the



HEAD OF COLLECTION MANAGEMENT

New Mexico State University Library

RESPONSIBILITIES: The Head of Collection Management is responsible for providing innovative leadership and guidance for the growth and direction of the library's collections in support of the University's educational and research programs. This administrator, operating as a department head reporting to the Associate Dean, directs the collection development program; provides support for selectors; maintains liaison relationships with the University's academic and research areas; supervises the binding and preservation unit; and actively participates in library-wide planning, policy-making, and budget activities. Special Collections reports to the Head of Collection Management.

QUALIFICATIONS: Requires ALA-accredited MLS; significant experience in academic or research libraries, including substantive collection development responsibility for a minimum of five years; evidence of leadership and excellent communication skills; experience with and/or knowledge of automated library systems. Additional advanced degree in a subject field and experience in securing external funding is desirable. Evidence of potential for promotion and tenure will be considered.

SALARY/BENEFITS: Salary and academic rank dependent on qualifications; minimum \$40,000. Twelve-month tenure track appointment. Twenty-two days vacation, standard benefit package included, state or other retirement plan options.

THE NMSU LIBRARY: Serves over 14,000 students in 74 major undergraduate areas, 45 master's degrees, and 19 doctoral degree programs. The Library budget is approximately \$3.5 million with a \$1.3 million materials budget. Collections include 800,000 volumes and 7,600 current subscriptions. The Library is highly automated, using OCLC, a VTLS-based online catalog, INNOVACQ, and a variety of microcomputer applications. An \$11 million expansion to the Library is in the construction phase.

APPLICATION: Applications received by **May 31, 1991** will be given preference. Submit Letter of Application, resume, names, addresses, and telephone numbers of three references to:

Dr. Lowell Duhrsen, Associate Dean
University Library
New Mexico State University
Box 30006 Dept. 3475
Las Cruces, NM 88003

NMSU is an Affirmative-Action, Equal Opportunity Employer. Offer of employment is contingent upon verification of individual's eligibility for employment in the U.S.

position of Interlibrary Loan Librarian (Instructor/Assistant Professor) who reports to the Head, Circulation Department. Responsible for the interlibrary loan activity of the Libraries. Supervises ILL staff and student assistants. Qualifications: An MLS from a program accredited by ALA (must hold degree by application deadline). Good organizational skills, thorough knowledge of trade and national bibliographic sources, experience with the OCLC ILL subsystem, familiarity with American and International ILL procedures, knowledge of computers, ability to work effectively with faculty, staff, students, and ILL personnel at other institutions. Supervisory experience. NOTIS experience preferred. Evidence of strong oral and written communication skills. Knowledge of foreign languages extremely helpful. Salary/Benefits: Salary and rank dependent on qualifications and experience. Instructor \$22,000 minimum; Assistant professor \$25,800 minimum. Twelve-month appointment. 22

days vacation per year; sick leave, Blue Cross/Blue Shield, Major Medical; state and TIAA/CREF annuity plans. Projected date for employment September 1, 1991. To apply: Send resume, letter of application, and the names and addresses of three references by the application deadline May 24, 1991 to: Yvonne Mixon, ILL Search, The University of Alabama Libraries, P.O. Box 870266, Tuscaloosa, AL 35487-0266. The University of Alabama is an equal opportunity, affirmative action employer.

MONOGRAPHS ORIGINAL CATALOGER, University of Georgia Libraries. Duties and responsibilities: The Monographs Original Cataloging Unit of the Cataloging Department is comprised of the Head and three librarians plus student assistants. The Monographs Original Cataloger is responsible to the Head of the Monographs Original Cataloging Unit for performing original cataloging

Head of the Documents and Non-Book Formats Division Public Services Department Harvard College Library

Harvard College is seeking an innovative, service-oriented and experienced individual to be Head of a newly configured Public Services division including government documents (175,000+), microtext (2.5+ million), maps (500,000+) and to develop strategies for servicing special research materials, including media, manuscripts, data, and other non-book formats. The Head will have primary responsibility for developing and implementing plans for the expansion and renovation of space in the Lamont Library for the Division and for the designing and planning of an anticipated media collection and service facility.

Reporting to the Associate Librarian of Harvard College for Public Services, the Head provides vision, leadership, organization and coordination of all aspects of the Division to meet the teaching and research mission of the College Library.

Qualifications: an ALA accredited MLS or equivalent; graduate training in history is desirable; experience with or knowledge of government documents; demonstrated record of successful research library experience including collection development, reference services and library instruction; imagination and resourcefulness in planning the utilizations of resources; must demonstrate strong communication and public relations skills as well as ability to work with all segments of the academic community; demonstrated achievement in dealing with changing trends in research libraries and in the application of new technologies.

Anticipated salary: mid 40's to low 50's. Interested candidates should send a letter of interest, resume, and names of 3 references to Susan Lee, Associate Librarian of Harvard College for Personnel, Widener 98, Harvard University, Cambridge, MA 02138. An Equal Opportunity/Affirmative Action Employer.



Harvard
University

of monographic materials in all languages and subjects. The University of Georgia Libraries supports MARVEL, an in-house automated, integrated system. Monographs Original Catalogers serve as resource persons for monographic cataloging within the department and in other areas of the Libraries. The Libraries is a member of CONSER and a NACO and Enhance participant. The Cataloging Department has 14 professional and 24 support staff positions and catalogs over 50,000 books, serials, microforms, nonprint materials yearly. Qualifications: ALA-accredited MLS; knowledge of AACR2 and LC classification and subject headings; ability to work with broad range of subjects; competency in one or more modern European languages (preferred: knowledge of German or a Slavic language); familiarity with automated cataloging systems; effective oral and written communication skills; ability to establish and maintain effective working relationships. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 11 paid holidays. The University does not cover tuition remission or relocation expenses. Salary minimum: \$22,000. The University of Georgia, located 65 miles east of Atlanta, is a land-grant and sea-grant institution with 13 schools and colleges serving over 26,000 students. Applications procedure: Send letter of application addressing all qualifications with a resume and the names of three references by June 17, 1991, to: Florence E. King, Personnel Librarian, University of Georgia Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal opportunity, affirmative action employer.

PRESERVATION CATALOGING SUPERVISOR, Original Monographs Cataloging Department, Columbia University (temporary 2-year position, with possibility of becoming permanent). The Columbia University Libraries maintain an active preservation program and are currently engaged in a grant-funded project to preserve a 150,000-volume collection in the Foundations of Western Civilization. The Preservation Cataloging Supervisor is responsible for

oversight of preservation and other microform cataloging and related activities, including supervision of three bibliographic assistants responsible for copy cataloging of preservation microfilms and photocopies, retrospective conversion of catalog records for repaired materials, and withdrawal of manual records. This position, reporting to the head of the department, is also responsible for original cataloging and for quality control of cataloging supplied by external agencies for preservation microfilms. The incumbent will assist in grant management and in planning for preservation processing. The Original Monographs Cataloging Department is part of the Bibliographic Control Division, which provides cataloging for about 100,000 titles per year. Cataloging records are made accessible and maintained via CLIO, our NOTIS-based online public access catalog. In addition to an accredited MLS, requirements are: strong verbal and written communications skills; good knowledge of AACR2, LC subject headings and classification, and USMARC; familiarity with bibliographic control of microforms; and knowledge of a Romance or Germanic language. Desirable qualifications include previous cataloging and supervisory experience; experience with online bibliographic control systems and with preservation microforms; knowledge of a second Western European or Slavic language. Salary ranges (which will increase 7/1/91) are currently: Librarian I: \$27,500-\$35,750; Librarian II: \$29,500-\$39,825. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume, listing names, addresses, and phone numbers of three references to: Kathleen M. Wiltshire, Director of Personnel, Box 35 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Deadline for applications is May 31, 1991. An affirmative action, equal opportunity employer.

PERIODICALS LIBRARIAN. Library seeks a person to be responsible for the administration of the Periodicals Department of the Library. In addition this position requires reference duty including weekend and evening assignments. Qualifications include an MLS degree from an ALA-accredited institution with a minimum of two

years academic experience; experience with Dialog and OCLC preferred. This is a tenure-track position with appointment at the instructor or assistant professor level depending upon education and experience; salary range \$22,160-\$29,696. Excellent fringe benefits. Position open August, 1991. Application deadline: June 1, 1991 or until position is filled. Submit letter of application, resume and names, telephone numbers and addresses of three professional references to: Esther Jane Carrier, Library Search Committee, **Lock Haven University**, Lock Haven, PA 17745. Lock Haven University is an equal opportunity, affirmative action employer.

PUBLIC SERVICES DIRECTOR: Idaho State University, a comprehensive state university with an enrollment of approximately 11,000 students, seeks applications for Director of Public Services in the university library. Responsible for the development of the public service program; currently administers circulation, reference, periodicals, special collections, interlibrary loans and documents; supervises staff of seven professionals and ten paraprofessionals; and, together with the Director of Technical Services, advises the University Librarian on general policy, budget, and planning. ISU is an RLLIN library utilizing the VTLS integrated library

system. The Director of Public Services reports directly to the University Librarian. Requires an MLS from an ALA-accredited program, plus strong library managerial experience (5 years preferable) in a 4-year academic institution. Collection development experience and knowledge of library automation desirable. Salary: \$38,000 minimum. Twelve-month appointment with 24 days of vacation a year. By June 3, 1991, please submit a letter of interest, a resume, and names and addresses of five professional references to: Clinton H. Jones, University Librarian, **Idaho State University**, Box 8089, Pocatello, ID 83209-0009.

REFERENCE LIBRARIAN/USER INSTRUCTION. Provides general reference service and assists with the coordination of the user instruction program. Rotates evening and weekend schedule of reference desk duties. Responsibilities include user instruction program planning, implementation and evaluation, presentation of bibliographic instruction lectures, and coordination of the user training program for the online public access catalog. Position requires an ALA-accredited MLS; two years of academic experience in reference and/or bibliographic instruction; experience with CD-ROM databases, online search services, and online public access catalogs; ability to work effectively with students, faculty,

HEAD OF REFERENCE SERVICES

Bowling Green State University

Provides leadership and oversees the reference and information services provided by 9 professional librarians and several support/student staff at the main library's reference/information desk. Monitors the budget and development/maintenance of the reference collection. Trains, supervises, and evaluates reference librarians. Assists in the development of department goals and objectives. Plans for the implementation and evaluation of services with the coordinators of government documents, maps, electronic reference services, and BI. Provides collection development and liaison to teaching faculty for selected academic departments. Participates in reference service, BI and computer searching.

Environment: BGSU Libraries and Learning Resources holds 1.5 million volumes at a Ph.D.-granting university of 16,000 undergraduate and 2,500 graduate students. Nationally known for its special collections, the library actively supports the curriculum by services such as graduate student consultations and a dynamic BI program, exhibits, and the appointment of a multicultural services librarian. The Library is part of an emerging, statewide, online catalog and materials-sharing network.

Qualifications: Required: ALA-accredited MLS; at least 3 years of successful reference experience, including some supervision of professional or support staff in an academic library; evidence of public service commitment; excellent organizational and communication skills; knowledge and experience with reference and BI issues in an automated environment; evidence of commitment to research and publication. Preferred: advanced degree; commitment to innovation and team-building; strong background in applications of new technologies to enhancing user services; knowledge of government documents.

Salary: minimum \$33,000. Assistant Professor, 12-month, tenure-track appointment. BGSU librarians enjoy full faculty privileges which include opportunity to participate in library and university governance. Research and publication are required for tenure. We actively encourage minorities, women, handicapped, and veterans to apply. Review of applications will begin on **May 27, 1991**, and will continue until the position is filled. Send application letter, resume, and names, addresses, and telephone numbers of 3 references to:

Bonnie Gratch
Chair, Search Committee
Jerome Library
Dean's Office
Bowling Green State University
Bowling Green, OH 43403

BGSU is an AA/EOE.

and colleagues. Microcomputer skills desirable; subject expertise in science preferred. Salary and rank will depend upon qualifications; \$20,000 minimum. Twelve-month, tenure-track, TIAA/CREF, 22 days annual leave, tuition and other benefits. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional degrees. Situated in the Ozarks, Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Review of applications will begin May 15. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: John A. Harrison, Director of Libraries, **University of Arkansas, Fayetteville, AK 72701-1201**. The university of Arkansas is an equal-opportunity, affirmative-action employer. Applicants must have proof of legal authority to work in the United States.

SERIALS CATALOGER. The University of Nevada, Reno, Library seeks professional to perform the original and copy cataloging of serial publications in a variety of formats, languages, and subjects, which may include some retrospective conversion. Attendant duties include problem-solving activities and serial holdings verification. Opportunities to participate in collection development and/or bibliographic instruction. Reports to Head of the Serials Department. Required qualifications: ALA-accredited MLS. Minimum of 2 years of professional serials cataloging experience, preferably in an academic or research library. Knowledge of AACR2, LC classification schedules and LC subject headings; familiarity with a bibliographic utility. Must be able to work well both independently and in a group. Faculty status requires that librarians meet faculty standards for appointment, promotion, and tenure. Desirable Qualifications: Bibliographic knowledge of foreign languages, experience with a local automation system (catalog records are maintained in Innovative Interfaces INNOPAC online catalog). Salary: Open, depending upon qualifications and experience (current minimum \$33,503; minimum will increase 7/1/91). No state or local income tax. 12-month appointment; TIAA/CREF; 24 working days vacation; generous sick leave. Send resume and names and addresses of 3 references to: Mary Ansari, Asst. University Librarian, **University of Nevada, Reno, Library, Reno, NV 89557**. To ensure full consideration, applicants are encouraged to have all application information on file by 7/1/91. Position will remain open until filled. An AA/EEO employer, hiring only individuals authorized to work in the U.S.

SERIALS/REFERENCE LIBRARIAN, Antioch College. Antioch College has been known since 1921 as one of the most distinctive and innovative liberal arts colleges in the nation. For more than seventy years Antioch has followed an educational model in which students alternate quarters of work throughout the nation and world with a liberal arts program emphasizing student-centered learning and a strong sense of educational community. The Olive Kettering Library is very active in sharing its resources with other institutions, especially those in the Southwestern Ohio Council for Higher Education. We are seeking an energetic serials/reference librarian

who will be responsible for management (excluding cataloging) of a periodicals collection which includes over 1,000 current subscriptions; and also for a wide range of reference duties which include shared reference and some bibliographic instruction. There will be night and weekend duty in rotation with other librarians. Strong interpersonal and communication skills are necessary as is a user-oriented philosophy. We are willing to train a candidate with the in-depth on-the-job serials control wanted at Antioch. ALA-accredited master's degree must be completed by August 1991. Position is open July 1, 1991, but successful candidate may begin as late as September 1. Salary: \$23,000 minimum. Antioch College actively seeks minority and women candidates. Its location in Yellow Springs, Ohio, is close to Dayton, Cincinnati, and Columbus. Inquiries, vitae, nominations, and at least three letters of reference should be sent to: Library Serials Committee, Personnel Office, **Antioch College, Yellow Springs, OH 45387-1697**. The process of reviewing applications will begin April 28 and will continue until position is filled. Affirmative action, equal opportunity employer. Antioch does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, political affiliation, marital status, or physical handicap.

TECHNICAL SERVICE/PUBLIC SERVICE LIBRARIAN. Concordia University is seeking a Technical Service/Public Service Librarian to supervise technical services and circulation, assist with reference and selection, and provide leadership and direction in applying computer technology to various library functions. MLS from an ALA-accredited library school required and prefer a candidate experienced with cataloging, OCLC, online bibliographic searching, and library computer application. Good interpersonal skills are expected. Commitment to Lutheran education and values congruent with the Lutheran church are required. Women and minorities are encouraged to apply. Concordia is an equal opportunity employer. Position is open July 1, 1991. Send application and resume to: Henry Latzke, Director of Library Services, **Concordia University, 7400 Augusta Street, River Forest, IL 60305-1499**.

TECHNICAL SERVICES LIBRARIAN. 1) Perform original and adapted complex copy cataloging in marine and maritime oriented monographs, serials maps, audio-visual materials and technical reports. 2) Apply and manage online databases: OCLC, DYNIX, INMAGIC, DIALOG, and WordPerfect. 3) Compile bibliography with more than 5,000 citations of marine and maritime-oriented materials. 4) Supervise interlibrary loans. 5) Perform reference and preservation work. 6) Set up new Galveston Bay Information Center. 7) Oversee budget. 8) Supervise two professional librarians, three full-time clerks, and student workers. 9) Select marine-oriented materials in all formats. Salary \$22,000 per year, 40 hours a week. Requires Master's degree in Library and Information science and four months training in Cataloging and Database Management. Apply at the Texas Employment Commission, Galveston, TX or send resume to the **Texas Employment Commission, TEC Building, Austin, TX 78778, J.O. #5757269**. Ad paid for by an equal opportunity employer.

LATE JOB LISTINGS

AUTOMATION LIBRARIAN, Pius XII Memorial Library. Participate in selection and implementation of integrated library system for four campus libraries, management and training for library microcomputer applications, coordination and evaluation of our existing automation projects, planning and development of new automation activities. Supervise one paraprofessional and student assistants. Report to library director. Required: ALA-accredited MLS, three years relevant professional experience, knowledge of computer hardware/software and national automated library networks, strong consultative and positive interpersonal skills, strong organizational and service orientation, effective written/oral communications, initiative, flexibility, demonstrated commitment to professional growth. Preferred: Experience planning and implementing integrated library system, experience managing library CD-ROMS, personal computers, and LANS. Mini-

mum salary: \$32,000 based on qualifications and experience. Benefits include retirement programs, insurance, tuition remission, vacation, sick leave. Position available July 1, 1991. Send resume, with names, addresses and telephone numbers of three professional reference, by May 30, 1991, to: Automation Librarian Search, Library Administrative Offices, Pius XII Memorial Library, **Saint Louis University**, 3650 Lindell Blvd., St. Louis, MO 63108-3302. Saint Louis University is an affirmative action, equal opportunity employer. Women, minorities, the handicapped and Vietnam era veterans are encouraged to apply.

LIBRARIAN OR ARCHIVIST TO DIRECT NEDCC MICROFILMING SERVICE. Northeast Document Conservation Center seeks Director for preservation microfilming service and photographic copying service. Public relations skills, management experience, some knowledge of microforms and photographic copying. Advanced degree in related field. Low to mid-30's or commensurate with experience. Send resume to: **NEDCC**, 100 Brickstone Square, Andover, MA 01810.

MINORITY LIBRARIAN INTERNSHIP. The Ohio State University has a strong commitment to affirmative action and is actively seeking to increase minority representation in all areas of the University. The University Libraries Minority Librarian Internship is one component of the Libraries' overall affirmative action plan and is intended to increase the representation of minority librarians at Ohio State and to further the growth and development of minority librarians within the profession. The program is designed to assist a recent library school graduate in making a successful transition to academic research librarianship. The Ohio State University Libraries, one of the nation's largest academic research library systems, has the resources and commitment to introduce and orient the recent minority graduate to the complexities of librarianship in a highly diverse environment. The two-year internship will provide the opportunity for hands-on experience in most areas of the University Libraries' operations, including the workings of both public and technical services as well as administration. The first year includes introduction/orientation to the various departments and operations, while the second year of the internship will emphasize one or more areas of special interest to the intern. The internship may begin as early as 1 July, but not later than Fall 1991. Qualifications: Recent MLS from an ALA-accredited program (degree requirements must be fulfilled by Fall 1991). The focus of this program is to increase the number of African-Americans, Hispanic-Americans, and Native Americans in the University Libraries. Salary: \$24,360-\$26,000 plus allowance to cover benefits. The internship will remain available until filled. Applicants should submit resume, undergraduate and graduate transcripts, and names, addresses, and telephone numbers of three references to: Sharon A. Sullivan, Personnel Librarian, The **Ohio State University Libraries**, 1858 Neil Avenue Mall, Columbus, OH 43210.

MONOGRAPHS ORIGINAL CATALOGER, University of Georgia Libraries. Duties and responsibilities: The Monographs Original Cataloging Unit of the Cataloging Department is comprised of the Head and three librarians plus student assistants. The Monographs Original Cataloger is responsible to the Head of the Monographs Original Cataloging Unit for performing original cataloging of monographic materials in all languages and subjects. The University of Georgia Libraries supports MARVEL, an in-house automated, integrated system. Monographs Original Catalogers serve as resource persons for monographic cataloging within the department and other areas of the Libraries. The Libraries is a member of CONSER and a NACO and Enhance participant. The Cataloging Department has 14 professional and 24 support staff positions and catalogs over 50,000 books, serials, microforms, and nonprint materials yearly. Qualifications: ALA-accredited MLS; knowledge of AACR2 and LC classification and subject headings; ability to work with broad range of subjects; competency in one or more modern European

languages (preferred: knowledge of German or a Slavic language); familiarity with automated cataloging systems; effective oral and written communication skills; ability to establish and maintain effective working relationships. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in state or optional retirement system, and 21 days annual leave, plus 11 paid holidays. The University does not cover tuition remission or relocation expenses. Salary minimum: \$22,000. The University of Georgia, located 65 miles east of Atlanta, is a land-grant and sea-grant institution with 13 school and colleges serving over 26,000 students. Application procedure: Send letter of application addressing all qualifications with a resume and the names of three references by June 17, 1991, to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found.

HEAD OF CIRCULATION DEPARTMENT. The University of Akron is the third largest state-assisted university in Ohio. It offers its 29,000 day and evening students more than 230 associate's, bachelor's, and master's degree programs, and 14 doctoral degree programs. University Libraries is seeking a flexible, experienced manager to direct the work flow of its Circulation Department. Reporting directly to the Director of University Libraries, the Head of the Circulation Department supervises 7.0 staff and 50 student assistants. This working manager is responsible for coordinating all circulation functions including: reserves, stack maintenance, physical processing, binding, and interlibrary loans; for participating in the Department Head's Advisory Group and serving on other standing and ad hoc committees; for planning and implementing the department's goals and budget. Required: MLS from an ALA-accredited institution; ability to supervise and interact with diverse groups of people; expertise with an integrated online circulation system; demonstrable successful management of a large and complex circulation department; 3-5 years library experience; superior oral, written, and interpersonal communication skills. Preferred: Academic library experience; budgeting and planning experience; a strong commitment to public service; an understanding of the dynamics of large organizations and ability to work effectively in a changing environment. This is a non-tenure-track Professional Staff position. It includes 22 days vacation, standard benefits package, and a starting salary between \$25,000-\$28,000, based on qualifications and experience. Application deadline is June 15, 1991. Send letter of application, resume, and names of three references to: Phyllis O'Connor, Chairperson, Search Committee for Head of Circulation, **The University of Akron**, University Library and Learning Resources, Akron, OH 44325-1701. The University of Akron is an equal education and employment institution.

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