

# 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 \$7.10 per line for institutions that are ACRL members, \$9.00 for others. Late job notices are \$17.25 per line for institutions that are ACRL members, \$20.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$320 to \$610 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 now accessible on the Internet through the gopher server at the University of Illinois at Chicago. Ads will be placed on the gopher approximately 2-3 weeks before the printed edition of C&RL News is published. To reach C&RL NewsNet you can locate the University of Illinois at Chicago in the menu of all servers maintained on gopher at the University of Minnesota. Alternatively, you can connect your favorite gopher client directly to host "gopher.uic.edu 70". Select "The Library" from the menu and then select "C&RL NewsNet" from the next menu.

**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: U21808@UICVM.uic.edu.

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

## POSITIONS OPEN

**ACADEMIC TECHNOLOGY INTEGRATOR.** The Annette and Irwin Eskind Biomedical Library at Vanderbilt University is interested in developing new, cost-effective ways to encourage the application of information and communications technologies by faculty of the schools of medicine and nursing in their teaching and research activities. We wish to recruit to our team a multi-talented individual who is experienced in working with higher education faculty, is committed to improving the educational process, has expertise in instructional design, and has experience in creating multimedia and computer-based instructional materials. If you eagerly and easily learn new technologies, are a good teacher/coach, and are seeking an opportunity to put your creativity to work in a collaborative, challenging environment, this may be the position for you. The Eskind Biomedical Library is a state-of-the-art facility, opened in 1994, and is a component of the Informatics Center, which oversees the integration,

## FOUR POSITIONS

### University of California, Santa Cruz

The UCSC Library is seeking four dynamic librarians for the following positions.

#### ASSISTANT LIBRARIAN

(appointment salary range: \$28,688-\$36,396):  
**Media Development Librarian**—develop collections and usage of nonprint media. **Humanities Bibliographer**—develop Western European language collections. **Reference Librarian**—join social sciences and humanities reference team.

#### ASSISTANT OR ASSOCIATE LIBRARIAN

(appointment salary range: \$28,688-\$41,160):  
**Science Bibliographer**—lead collection development in the sciences.

UC Santa Cruz is one of the nine campuses of the University of California. It is located in a beautiful redwood-forest setting overlooking Monterey Bay, 75 miles from San Francisco and 25 miles from San Jose. 10,000 students and 500 faculty use the one-million-volume library collection, housed in two award-winning buildings.

For information (including which position is of interest) please contact before **July 30, 1994:**

**Katherine Beiers  
Library Personnel Office**

**Phone: (408) 459-2076**

**Fax: (408) 459-8206**

**e-mail: liboff@scilibx.ucsc.edu**

management and utilization of information, a strategic priority at Vanderbilt (which is an IAIMS institution). A master's degree is required in one or more of these or related areas: human resource development, adult education, instructional design, library science, educational technology, and instructional development. Desired qualifications include experience with a variety of instructional media, familiarity with courseware authoring tools, and previous experience in a faculty support role. Salary is negotiable and commensurate with education and experience (minimum: \$40,000). Insured benefits and leave policies are those applicable to exempt employees of Vanderbilt University, including TIAA/CREF, Vanguard, and VALIC retirement plan options. To ensure first consideration, applications should be received by July 15, 1994, but they will be considered until the position has been filled. Send letter of application and a resume with names, addresses, and telephone numbers of three references to: T. Mark Hodges, Director, Eskind Biomedical Library, Vanderbilt University, Nashville, TN 37232-8340; Fax (615) 936-1384. Minorities, persons with disabilities, and women are encouraged to reply. EEO/AA.

**ACCESS SERVICES LIBRARIAN,** Alma College. The highly service oriented Alma College Library seeks applicants for a tenure-track appointment at the Instructor or Assistant Professor level with primary responsibility for: The library's CD-ROM LAN; planning for future access technologies; its Dynix Circulation and Reserves modules; and other microcomputer applications. Includes direct managerial responsibility for Circulation and ILL; supervision of two support staff and 25 student assistants; some BI; regular daytime, evening, and weekend reference desk responsibilities. Preference given to candidates with pertinent experience and/or a second subject master's degree. Microcomputer experience strongly pre-

# HEAD OF PUBLIC SERVICES

## Northern Michigan University

Northern Michigan University is a state university of 8,000 students and 900 employees serving Michigan's Upper Peninsula located on the shore of Lake Superior. The Lydia M. Olson Library, a unit within Academic Information Services, contains over 500,000 volumes, subscribes to over 2,000 serials, and houses both AV and depository documents.

The Head of Public Services administers the public services of Olson Library, which include planning and supervision of staff and activities of Interlibrary Loan, Circulation, Reserves, Reference, Library Instruction, Computer Reference Services, and Documents and Maps; and provides reference service.

**QUALIFICATIONS:** ALA-accredited MLS; three to five years of academic library experience in public service; experience in coordinating and supervising public services such as Interlibrary Loan, Circulation, Reference, Library Instruction, Computer Reference Services, and Documents and Maps; reference experience; familiarity with electronic information services; ability to work effectively with faculty, colleagues, and students; effective oral and written communication skills; a second master's degree is highly desirable. Salary will be competitive and commensurate with experience and qualifications; faculty status on a tenure-track.

To apply for this position submit letter of application with resume, copies of credentials and transcripts, and the names, addresses, and telephone numbers of three references to:

**Dean of Academic Information Services  
Lydia M. Olson Library  
Northern Michigan University  
1401 Presque Isle Ave.  
Marquette, MI 49855**

Applicant review begins **September 1, 1994**, and continues until the position is filled. Starting date is November 1, 1994.

*Northern Michigan University is an affirmative action, equal opportunity employer and is committed to fostering diversity on campus. Women and minorities are especially encouraged to apply.*

ferred. Alma is a very selective liberal arts college in central Michigan, is classified as a Carnegie Liberal Arts I institution, and has a Phi Beta Kappa chapter. ALA-accredited MLS required. Salary negotiable: \$28,000 minimum at the Instructor level. Fringe benefits excellent. Forward resume and names of three references by July 31, 1994, to: Peter Dollard, Library Director, **Alma College Library**, Alma, MI 48801. Equal opportunity, affirmative action employer.

**ASSISTANT CATALOG LIBRARIAN**, South Dakota State University, 12-month position, open September 1, 1994. Responsibilities: Provide bibliographic control of monographic titles, series, and other materials through cataloging and classification consistent with AACR2 and LC MARC formats; utilizing OCLC in the cataloging of materials and inputting of bibliographic records into library's OPAC (PALS) system; performing original cataloging when necessary; providing reference service as scheduled. Required qualifications: ALA-accredited MLS; working knowledge of OCLC, AACR2, LC and Dewey classifications and subject headings; demonstrated ability to communicate effectively; demonstrated effective interpersonal relations skills; advanced coursework in cataloging and classification; reading knowledge of a modern foreign language. Desired: One or more years experience in original cataloging or specialized cataloging of nonprint materials; second master's degree (required for rank of Assistant Professor). Minimum salary: Instructor (term contract) \$23,500; Assistant Professor (tenure-track) \$25,000. Screening of applications will begin August 1, 1994. Send application letter and resume, and have official transcripts and three recent letters of recommendation sent directly to: B. J. Kim, Assistant Catalog Librarian Search Committee, **South Dakota State University Library**, Box 2115, Brookings, SD 57007-1098. AA/EEO employer/ADA reasonable accommodations. (605) 688-4128; TT/Voice: (605) 688-4394.

**CAMPUS LIBRARIAN**, Permanent, 12-month, tenure-track faculty position. Starting date: November 1, 1994. Minimum qualifications: ALA MLS (or its foreign equivalent); progressively responsible academic library experience with demonstrated supervisory compe-

tence; strong commitment to service and cooperation; desire to work in a small but rapidly expanding branch campus, which will be moving to a new location in January 1996. Responsibilities include: General administration of the library; library public relations; coordinating library functions with WSU and regional libraries; evaluating library services; coordinating reference services, BI, and collection development; performing BI, collection development, faculty liaison, and program development in social sciences, psychology, education, and nursing (or subject areas to be determined); providing reference services, including the use and teaching of electronic resources; active participation in national and regional professional organizations; scholarly publication; university service, including campus committee work. Salary: Starting salary \$30,000-\$40,000 depending on qualifications and experience. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days per year sick leave. Send letter of application, resume, and names of three references by August 1, 1994, to: Sonya Rosenthal, Librarian, **Washington State University Vancouver**, 1812 E. McLoughlin Blvd., Vancouver, WA 98663. Washington State University is an EO/AA educator and employer. Protected group members are encouraged to apply.

**CATALOG LIBRARIAN**, Assistant Professor rank, tenure-track, 12-month, faculty status. Reports to the Dean of Library Services. Responsible for managing the Cataloging Department and coordinating its activities. Duties: Supervising personnel in the Cataloging Department; original cataloging of library materials; interfacing OCLC records with OPAC and automated circulation system (ULISYS); preparing written reports and statistics; participating in library governance and decision making. Qualifications: Minimum: ALA-accredited MLS, or equivalent; five years professional academic library cataloging experience, or equivalent cataloging experience at other larger library (preference will be given to academic cataloging experience); knowledge of and experience with AACR2, LCSH, LC classification, and OCLC; working knowledge of one foreign language; experience in cataloging different kinds of materials; demonstrated strength in written and verbal communication; strong administrative

## UNIVERSITY LIBRARIAN

### The University of Tennessee at Chattanooga

**THE POSITION:** The University of Tennessee at Chattanooga (UTC) invites applications and nominations for the position of University Librarian. The successful candidate must possess both the vision to lead UTC's Lupton Library into the 21st century and the administrative ability to manage a broad range of existing library services and collections effectively. The Librarian must be a dynamic and innovative individual with a thorough understanding of issues facing libraries and a strong commitment to furthering the use of advanced information technology in a service-oriented setting to enhance educational excellence. The salary for this tenure-track position is commensurate with qualifications and experience.

**RESPONSIBILITIES:** The University Librarian serves as the chief administrative officer of the library and reports directly to the Provost and Vice Chancellor for Academic Affairs. He/she will be responsible for strategic planning, preparation and administration of the budget, collection management, personnel administration, maintenance and enhancements of cooperative efforts with other university libraries, and the integration of traditional library services with emerging technologies.

**QUALIFICATIONS:** The University Librarian must have at least five years of successful library leadership with progressively increasing administrative responsibilities in an academic library. Other desirable qualifications include experience in financial planning, strong interpersonal skills, commitment to promoting equal employment opportunity, experience in management and strategic planning, commitment to a collegial work environment, and a comprehensive knowledge of all library operations. An MLS from an ALA-accredited school of library science is required and an additional advanced degree in a related academic discipline is desired.

**THE UNIVERSITY:** The University of Tennessee at Chattanooga, a comprehensive metropolitan institution, is one of four primary campuses of the University of Tennessee. Since its founding as Chattanooga University in 1886, UTC has developed a commitment to excellence which rests on an unusual blend of the private and public traditions of American education. The Lupton Library, with 13 full-time faculty members and 16 support staff members, has over 1.5 million items in its collection.

Applicants should send a letter of application, curriculum vitae, and the names, addresses, and telephone numbers of three references to:

**Stan Byrd, Search Committee Chair  
c/o Office of the Provost  
The University of Tennessee at Chattanooga  
615 McCallie Ave.  
Chattanooga, TN 37403-2598**

To ensure full consideration, completed applications should be received by **July 12, 1994**. Review of the completed applications will continue until the position is filled.

*The University of Tennessee at Chattanooga is an equal opportunity, affirmative action, Title IX, Section 504, ADA institution, and especially invites and encourages applications from women and minorities.*

and supervising skills. Desirable: Advanced degrees; experience with online integrated library systems; participation in professional organizations. Annual salary, depending upon qualifications, \$36,766-\$42,621. TIAA-CREF, 22 days vacation. Applications must be post-marked by Friday, September 16, 1994. This position is contingent upon funding. Send letter of application, resume, and the names, addresses, and telephone numbers of three current professional references to: Thomas Y. Yeh, Search Committee Chair, Documents, Maps, & Microforms Department, **Central Washington University** Library, 400 E. 8th Ave., Ellensburg, WA 98926-7548. AA/EEO/Title IX institution.

**CATALOGER, ASSISTANT PROFESSOR** (tenure-leading). Cataloging Department, starting January 1, 1995. The successful candidate will be responsible for (1) original cataloging of print and nonprint monographic materials in assigned subject and language areas; editing non-Library of Congress copy from the OCLC database, including procedures for Enhance, Upgrade, and Database Enrichment functions; making series and name authority decisions for assigned subject and language areas; acting as a resource person for cataloging assistants in assigned subject areas and foreign lan-

guages; and completing special assignments as necessary; (2) serving one-quarter time as resource person for the Cataloging Department's database maintenance section for the Innovative Interfaces system, resolving non-routine maintenance problems, providing cataloging expertise to the section, assisting the section head with training section personnel and writing procedural documentation, and coordinating special projects. Required: MLS from an ALA-accredited library school; good working knowledge of one foreign language, preferably French or German; familiarity with OCLC or similar cataloging utility; knowledge of LC classification, LC subject headings, and AACR2. Preferred: Professional cataloging experience; experience in training; experience with an online catalog; good working knowledge of second foreign language. \$25,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses and telephone numbers of three references by August 15, 1994, to: Kent Hendrickson, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action and equal opportunity and is responsive to the needs of dual-career couples. We assure reasonable accommo-

## DOCUMENT ACQUISITIONS/RESOURCE SHARING LIBRARIAN

### George Mason University

Responsible for overall management of Document Acquisitions/Resource Sharing Unit, including borrowing, lending, acquisition, and delivery services. Work with George Mason University's resource sharing partners in the Washington Research Library Consortium and the Virginia Academic Libraries Consortium, as well as other libraries. Provide leadership to unit in adopting new technologies for acquiring and delivering information. Develop services to other campus libraries for optimal collection sharing. Supervise Library Assistant and, indirectly, two FTE classified and three FTE student workers. Monitor budget and maintain statistics. New position, reports to Associate Librarian for Automated Systems. ALA-accredited MLS, ILL and supervisory experience required, experience in academic library and with information technologies highly desirable.

**SALARY:** \$29,000–\$38,000, commensurate with qualifications and experience; excellent benefits.

Send letter of application with resume and names of three references by **August 5, 1994**, to:

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

*AA/EEO employer, minorities encouraged to apply.*

ation under the Americans with Disabilities Act; contact Larry Kahle at the above address for more information.

**COLLECTION MANAGEMENT SPECIALIST/ANALYST.** Wellesley College Library seeks an energetic and creative professional to join its Collection Management Program as Collection Management Specialist/Analyst. Responsibilities: Reporting to the Collection Management Officer, the Collection Management Specialist/Analyst assists in administering the library's collections program, primarily in the areas of collection analysis and evaluation, staff training, and gift management. As a subject specialist, participates in the full range of collection management functions: Formulation and maintenance of collection management policies; materials selection, retention, and preservation decision making for all formats in designated subjects; liaison between the library and designated academic departments. Participates in reference program; supervises departmental student assistants. Requirements: Master's degree in library or information science from an ALA-accredited school; one to two years professional experience in collection development or materials acquisition in an academic library; excellent verbal and written communication skills; analytical skills; experience in an automated library environment; familiarity with electronic spreadsheets; academic preparation in social sciences or humanities and reading knowledge of at least one foreign language preferred; reference experience desirable. The final candidates must demonstrate the ability to work effectively with others in cooperative projects and in a rapidly changing environment. To apply: A letter of application, accompanied by a current resume and the names of three references, should be directed to: Search Commit-

tee-Collection Management Librarian, c/o Mark Garth, Employment Specialist, Personnel Office, Wellesley College, Wellesley, MA 02181. Position available July 1, 1994. The Search Committee will begin to review applications on July 1, 1994, and will continue the process until the position is filled.

**COORDINATOR, HEALTH SCIENCE LIBRARY (HSL).** Responsible for the management and provision of reference and instructional services at the HSL for the colleges of Optometry, Pharmacy, and Allied Health. Coordinates activities of part-time librarians, clerical personnel, and student assistants; serves as subject specialist and liaison to the above mentioned colleges. Qualifications: Required: ALA-accredited MLS or equivalent degree; two years experience in an academic health sciences or hospital library; supervisory experience; and strong organizational skills. Preferred: Undergraduate degree in life or health sciences; additional graduate degree; membership in the Academy of Health Information Professionals; competency in the area of nursing, public health administration, pharmacy, optometry, or allied health; experience with bibliographic instruction, online searching, CD-ROM databases, and online public access catalogs. Salary range: \$28,000–\$34,000. Send letter of application, resume, and the names, addresses, and phone numbers of three professional references to: HSL Search Committee, Attn: Richard Bearden, Chairperson, Ferris State University Library, 1201 S. State St.; Big Rapids, MI 49307. For full consideration apply by August 1, 1994. AA/EEO.

**ENGINEERING LIBRARIAN.** Rensselaer Polytechnic Institute's Folsom Library is seeking a creative, innovative librarian who is comfortable

## Salary guide

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

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$27,400*
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$25,198+
Pennsylvania	\$23,700*
Rhode Island	\$26,500
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$23,846
West Virginia	\$22,000
Wisconsin	\$25,830

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

+Salary minimums for public librarians only.

#Option for local formula

## HEAD CATALOGER (Search Extended) Connecticut State Library

The Connecticut State Library has extended its search for Head, Bibliographic Information Services Unit. The library serves the executive, judicial, and legislative branches of government, and supports library development statewide. Collections include: law and legislative materials; state, federal, and municipal documents; Connecticut history, genealogy, and archives; public policy and implementation subjects, and collections in support of public library development.

**DUTIES:** Supervising, directing, and evaluating a staff of 15 professionals, paraprofessionals, and student workers; analyzing, formulating, and effecting cataloging and classification policies and procedures; training and continuing education of unit staff in all aspects of unit functions including OCLC use, catalog maintenance, and all types of cataloging; supervising and directing the ongoing Retrospective Conversion/Reclassification Project; creating and maintaining automated catalogs; and related administrative tasks including planning and directing special projects, report writing, and unit liaison assignments.

**QUALIFICATIONS:** A master's degree in library science or information science from an ALA-accredited library school and four years post-graduate-degree experience in professional library work. Applicants must have a minimum of two years experience in providing advanced-level professional library services and supervising professional librarians, preferably in a cataloging or a related activity. Current knowledge of all principles and procedures of bibliographic information, including Anglo-American Cataloguing Rules revised, MARC formats, Library of Congress Subject Headings, Library of Congress classification, and bibliographic verification tools; knowledge of OCLC, automated systems, and personal computers and applications required.

**SALARY:** \$45,791-\$55,235 plus fringe benefit package.

**APPLICATIONS:** Submit letter of application with resume no later than **July 29, 1994**, to:

**David Peck**  
**Personnel/Affirmative Action Program Manager**  
**Connecticut State Library**  
**231 Capitol Ave.**  
**Hartford, CT 06106**

*Qualified women, minorities, individuals with disabilities, and older persons are encouraged to apply.*

working in a computer-intensive environment and capable of applying new information technologies to the library's engineering information services. Reporting to the Head of Collection Development/Reference Services, responsibilities include development of the library's collections and services (especially electronic) in engineering, reference service, database searching, bibliographic instruction, continued professional development, and service on library and university committees and task forces. Qualifications: An MLS from an ALA-accredited program; interest and ability to work with technical and scientific materials; ability to work effectively with the public; excellent oral and written communications skills; experience with library automation applications including CD-ROMs, online searching, and the use of Internet resources; ability to work in a rapidly changing environment; and commitment to professional development. Preferred qualifications are reference experience in an academic library, bachelor's or advanced degree in engineering or a science discipline, and experience in collection development and bibliographic instruction. Salary: \$26,000 minimum, dependent upon qualifications and experience. Application review will begin by August 26, 1994. Send letter of application, resume, and the names of three references to: Barbara Lockett, Director of Libraries, Folsom Library, Rensselaer Polytechnic Institute, Troy, NY 12180. Rensselaer is an AA, EEO employer. Applications of minorities and women are particularly encouraged.

**HEAD, COLLECTIONS MANAGEMENT.** The Annette and Irwin Eskind Biomedical Library at Vanderbilt University is looking for a leader for its division of Collections Management. The person chosen will need all the requisite skills, but our main quest is for someone with initiative and management ability who also has the qualities of creativity, flexibility, and adaptability in rapidly changing times and

circumstances. As a member of the library's Management Team, the appointee will manage several operations that now include: selection, acquisitions, bibliographic control, preservation, archives, and special collections. The Eskind Library is a state-of-the-art facility, opened in 1994, and is a component of the Informatics Center, which oversees the integration, management, and utilization of information, a strategic priority at Vanderbilt (which is an IAIMS institution). Required qualifications: MLS from an ALA-accredited library school, or acceptable equivalent; three to five years relevant professional experience; fiscal, analytical, supervisory, planning, computer and communications skills. Desired qualifications include: knowledge of medical literature and major issues in collection development, technical services, records management, and preservation; strong science background; additional advanced degrees; relevant continuing education courses; experience with nonprofit media; professional involvement; and certification by the Academy of Health Information Professionals of the Medical Library Association. Salary is negotiable and commensurate with education and experience (minimum: \$40,000). Insured benefits and leave policies are those applicable to exempt employees of Vanderbilt University, including TIAA/CREF, Vanguard, and VALIC retirement plan options. To ensure first consideration, applications should be received by July 15, 1994, but they will be considered until the position has been filled. Send letter of application and a resume with names, addresses, and telephone numbers of three references to: T. Mark Hodges, Director, Eskind Biomedical Library, Vanderbilt University, Nashville, TN 37232-8340; fax: (615) 936-1384. Minorities, persons with disabilities and women are encouraged to apply. EEO/AA.

**HEAD, ORIGINAL/ADAPTIVE CATALOGING UNIT.** Assistant Librarian rank. Under the general direction of the Head, Catalog

# CURATOR OF VISUAL COLLECTIONS

## FINE ARTS LIBRARY

Responsible for the management and development of the Visual Collections department which serves the faculty and students of the Fine Arts Department, the staff of the Harvard University Art Museums and the Harvard University community. The collections represent 1.5 million images including 500,000 cataloged slides. The staff of Visual Collections includes three catalogers and 4.5 FTE support staff. The Fine Arts Library is currently engaged in a strategic planning process.

Responsibilities of the Curator include development of automated cataloging and related procedures resulting in a visual collections database which supports teaching and research, direct supervision of the staff of Visual Collections, development of policies related to collections and services, preparation of operating budget and long-range plans, and participation in the overall management of the Fine Arts Library as one of the department heads reporting to the Librarian of the Fine Arts Library.

The Fine Arts Library is an administrative unit of the Harvard College Library and is part of the Faculty of Arts and Sciences.

**Qualifications:** An advanced degree in art history or related field, a master's degree in library science, or the equivalent combination of relevant education and experience required. Demonstrated ability in library management, significant experience in a large visual resources collection, relevant cataloging and acquisitions experience, demonstrated leadership and interpersonal skills, strong user-centered orientation and philosophy, ability to work as part of a team, experience with a variety of computer-related technologies including digitization of images. Commitment to planning for future technological developments, required. Involvement in professional organizations, preferred.

**Available:** Immediately.

**Compensation:** Appointment salary depending on qualifications and experience, \$46,000.00 per year, minimum. Major benefits include one month's vacation; generous holiday and sick leave; choice of health plans; life insurance; disability benefits; University-funded pension plan; tuition assistance; child care scholarships.

Applications received by August 1, 1994 will be given first consideration; applications will be accepted until the position is filled. Please submit a letter of application addressing qualifications, full resume, and the names of three references to: **Hazel C. Stamps, Director of Personnel Services, Harvard College Library, Widener 188, Cambridge, MA 02138.**

*Harvard University upholds a commitment to  
Affirmative Action and Equal Opportunity.*

H A R V A R D C O L L E G E L I B R A R Y

H A R V A R D



U N I V E R S I T Y

Department, supervises five librarians and five paraprofessionals in original and member copy cataloging of monographs in all formats. Works with the department head in formulating policies and procedures for the unit, with an emphasis on productivity and quality. Performs original cataloging of general collection materials and assists with the establishment of authority records. May also perform some public service duties and serve as collection development liaison for one or more subject areas. Required: MLS from an ALA-accredited program; minimum of three years professional experience as a monographic cataloger; supervisory experience; familiarity with AACR2, LC classification and subject headings, and OCLC; ability to work effectively in a transitional academic library environment; hands-on manage-

ment style; production-oriented approach to cataloging. Preferred: Reading knowledge of one or more modern European languages; familiarity with NOTIS or other online integrated system. Salary: Negotiable, depending on qualifications and experience; \$28,000 minimum. Faculty rank, tenure-track, and carries expectations of scholarship and professional service. To apply: Send letter of application and resume, with names, addresses and phone numbers of three references, to: Cataloging Search Committee, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803, Attn: Caroline Wire. Preference given to applications received by July 31, 1994.

**LIBRARIAN (HEAD, SERIALS UNIT).** Directs and manages the acquisition, fiscal control, receipt, bibliographic maintenance, and

# HEAD OF REFERENCE DEPARTMENT

## The University of New Mexico

The University of New Mexico Zimmerman Library is seeking experienced applicants for the position of Head of Reference in Zimmerman Library. Duties include the following: Manages, organizes, and coordinates the Reference Department in the Zimmerman Library, which concentrates on the humanities, social sciences, and education. Plans and implements policies and procedures for the department in a team environment and develops goals and objectives for the department; solves problems; and supervises and trains staff and faculty. Provides leadership for the continuing development of departmental goals, including instructional and educational initiatives.

**EDUCATION AND EXPERIENCE: REQUIRED:** Master's degree from an ALA-accredited library science program. Second advanced degree, preferably in the humanities or social sciences. At least eight years of progressively significant and relevant work experience in an university library and/or major research library, including supervisory responsibility in a team environment, a flexible management style, and excellent communication skills. At least five years of post-MLS experience with providing all phases of reference service, including library instruction and experience with collection development and subject selection for reference collections. Demonstrated ability to provide dynamic leadership in a climate of change and to lead in implementing new technologies.

**DESIRABLE:** Ph.D., preferably in the humanities or social sciences. Experience with the following: Information desks; collection development in specific subject areas; microforms; periodicals information desks. Demonstrated record of research, scholarship, and publication and/or creative works; active participation in relevant professional organizations; participation in university service. Foreign language skills with Spanish desirable. Grant writing experience. As a tenure-track faculty member (regular, 12-month, full-time), the incumbent will comply with the policies of the UNM Faculty Handbook, including research, publication, and service to the profession and community.

**SALARY:** \$45,000–\$55,000 based on qualifications. Professorial rank negotiable. Reports to Head of Zimmerman Library.

**APPLICATIONS:** Submit a resume that includes mailing address, an e-mail address or fax number if available, and telephone numbers (including addresses and telephone numbers for at least three references) together with a letter describing the strengths you would bring to this position. Send to:

**Rita Critchfield  
Personnel Office  
General Library  
University of New Mexico  
Albuquerque, NM 87131-1466**

A full position description and list of requirements will be provided on request. Deadline: Completed applications must be received by **August 15, 1994**, at 5 p.m., MDT.

*The University of New Mexico is an equal employment opportunity, affirmative action employer.*

binding of serials in a unit utilizing INNOPAC, Faxon's DataLinx, OCLC, and the library's OPAC (Innovative). Responsible for planning, setting goals and priorities, formulating policies, designing and monitoring workflow, allocating staff, and collaborating with the Reference unit in the continuing development of effective access to serials. Supervises a staff of 3.5 FTE plus student assistants. Reports to the University Librarian. The person in this position will also serve as library liaison to an instructional department. Qualifications: The successful candidate will be familiar with current trends in serials management and control, including computer applications and national standards for bibliographic control; have demonstrated experience in interacting with vendors and the serials trade and the managing of technical operations; have experience with OCLC or RLIN; be able to provide strong leadership in a climate of change; and possess effective communications, interpersonal, and problem-solving skills. The position requires a master's degree in library science from an ALA-accredited library school and six years of experience in an academic library with at least two years in serials. This is a 12-month, faculty rank, tenure-track position. Choice of TIAA/CREF or State Retirement System. Salary range is \$35,000–\$40,000. Position available January 1, 1995. Applications received by August 15, 1994,

will be given first consideration. Applications will be considered until the position is filled. Please send letter of application, resume, and names and telephone numbers of three references to: Sharon Kimble, Hunter library, **Western Carolina University**, Cullowhee, NC 28723. Hunter Library has an operating budget of \$2.4 million and a staff of 43, including 14 professional librarians. It serves a student body of approximately 6,000 enrolled in programs through the master's level. Western Carolina University, with two other state universities, has formed the Western North Carolina Library Network, which is currently replacing its LS/2000 OPAC and circulation system with an Innovative Interfaces system. Western Carolina University, located 55 miles west of Asheville, North Carolina, between the Great Smoky Mountains and the Blue Ridge Mountains, is one of the 16 senior institutions of the University of North Carolina and an affirmative action, equal opportunity employer.

**LIBRARY DIRECTOR** (search reopened). Columbia Theological Seminary is a graduate educational institution of the Presbyterian Church (USA). Located in suburban Atlanta, a major cultural center known for its superb climate and low cost of living, the seminary is a founding institution in the University Center of Georgia, a consortium



## HEAD MAPS AND GOVERNMENT INFORMATION DEPARTMENT

This position will manage this ARL Library's Maps and Government Information Department, which provides reference, instructional, and electronic reference services for research-level US depository and cartographic collections; organize collections, plan and supervise departmental processing and cataloging operations; supervise six full-time staff and the work of student assistants; report to the Associate University Librarian for Public Services.

The successful candidate will plan, implement, and evaluate departmental programs and services, including reference and instructional services to students, faculty and other users of US and NY State depository, UN and Council of Europe publications, cartographic materials, and a map room. Individual will also process and catalog documents and cartographic materials, utilizing Marcive and OCLC cataloging, and

add collection records to the online catalog; provide staff development and training; manage electronic resources; select materials for the library in assigned subject areas, with responsibility for commitment and expenditure of collection development funds; work collegially with Public Services Department Heads to develop and implement effective service delivery; serve on the library's Administrative Cabinet, working closely with other department heads and administrators on access, resource sharing, preservation, document delivery, electronic resource, collection development, and other issues. Represent the department, the library, and the University in appropriate on- and off-campus settings.

Candidate must possess an advanced degree from an ALA-accredited program; four or more years of experience with government publications and/or maps, preferably in a research library; supervisory experience. In addition, a second master's degree is preferred, as well as knowledge of cartographic resources; online cataloging and collection development experience; reading knowledge of Russian, French, or German; experience in using electronic reference and government publications resources; knowledge of emerging technologies; effective oral and written communications skills; a commitment to providing responsive and innovative services to a culturally and racially diverse campus; the ability to work cooperatively in a demanding and rapidly-changing environment; and evidence of professional/scholarly activity.

Salary is \$38,000 minimum, depending on experience and qualifications. Send letter of application, resume, and names of three references to: Search Committee for Head, Maps and Government Information Department, Syracuse University Library, Office of Human Resources, Syracuse University, Syracuse, NY 13244-2010. Applications received by August 1, 1994 will be given first consideration. Syracuse University is an Equal Opportunity/Affirmative Action Employer. The University encourages applications or nominations from women and other traditionally underrepresented groups.

of nine area institutions of higher education. The John Bulow Campbell Library is at the heart of all academic programs of the seminary and serves a diverse patronage composed of Columbia students, faculty, and staff, students from other area seminaries and colleges, area pastors and religious workers, and local residents. The library, staffed by five full-time employees and numerous work-study students, is now on the threshold of a \$5.5 million renovation project which includes a 25,000-square-foot addition to the existing library structure. The Library Director position requires a broad knowledge of the principles, methods, and practices of library administration. Candidates should have extensive responsible experience in library policy development and implementation, budget administration, library automation, personnel administration, collection development and management, and resource sharing. An ALA-accredited MLS and at least five years of administrative experience are required; preference will be given to candidates with graduate theological education or demonstrable subject expertise in religion or the humanities. Salary and benefits include a minimum starting salary of \$40,000 (depending on qualifications and experience), a seminary house or housing allowance, and generous health insurance and pension benefits. To apply, send resume, vita and letter of application to: Dean James Hudnut-Beumler, Columbia Theological Seminary, P.O. Box 501, Decatur GA 30031.

**MANUSCRIPTS LIBRARIAN.** Under the direction of the Head of Manuscripts, Archives and Special Collections, provides specialized reference service for manuscripts, archival, and aural materials, and participates generally in unit reference services; assists with the development of the manuscript and aural collections, with fundraising to support them, as well as with projects related to them; and, in concert with the Assistant Archivist, participates in appraising, accessioning, arranging, describing, processing, cataloging, and preserving manuscript and aural materials. Responsibilities also include curating exhibits, editing and producing informative, effective guides to the collections, and enhancing awareness of their availability and significance. Participates in the development and implementation of unit policies and procedures. Required: ALA-accredited MLS or foreign equivalent; reference skills; successful professional curatorial and/or processing experience; excellent written and oral communication skills; ability to work in concert with colleagues in and out

of unit, as well as with donors. Preferred: Subject master's/advanced degree (in addition to professional degree); knowledge of methods of literary/historical research; experience with oral history/sound recording collections; USMARC-AMC experience; grant-writing experience; supervisory experience; knowledge of foreign language(s). Salary: From \$23,000, commensurate with qualifications and experience. Rank: Librarian 2 or above, commensurate with qualifications and experience, full faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days per year sick leave. Application procedures: 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: August 15, 1994. 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 and 70 are encouraged to apply.

**REFERENCE/GOVERNMENT DOCUMENTS LIBRARIAN,** Amherst College Library. Principal duties: Provide general reference service, online searching, and library instruction; and serve as Government Documents Librarian for the current and historical U.S. depository collection, including documents in electronic format. Qualifications: Strong academic background, preferably with knowledge of social sciences, statistics, and law; MLS from ALA-accredited library school; five years of experience in providing reference or library instruction in an academic library required; and experience with government documents required. Broad online searching, CD-ROM databases, and Internet, preferred. Must have excellent oral and written communication skills. Minimum salary of \$35,000 dependent on experience and qualifications. Please send letter of application, resume, and the names of three references to: Willis E. Bredemag, Librarian of the College, Box 2256, Amherst College, Amherst, MA 01002-5000. Applications will be accepted until the position is filled. Amherst College is an equal opportunity, affirmative action employer and encourages women, minorities, and disabled persons to apply.

**REFERENCE LIBRARIAN.** General Reference and Documents Division. 12-month faculty, tenure-track position. University and library:



# BIBLIOGRAPHIC CONTROL DEPARTMENT HEAD

## Dartmouth College Library

The Dartmouth College Library seeks a librarian to manage bibliographic and authority control operations in an environment of organizational and technological change. The successful candidate for this position will bring creative and flexible leadership as a department head within a newly reorganized Collection Services unit encompassing Bibliographic Control, Bibliographic Records Management, Acquisitions, and Preservation Services.

**RESPONSIBILITIES:** Direct the bibliographic control of information resources in an innovative and technically sophisticated environment, utilizing the Dartmouth Online Catalog, RLIN, OCLC, and Innopac, as well as microcomputers. Direct authority control operations including implementation of the authorities module of Innopac. Responsible for formulation of bibliographic control policy and standards, design and monitoring of workflows, supervision of professional and paraprofessional staff, and participation in systemwide planning.

**QUALIFICATIONS:** Familiarity with current trends in cataloging, including computer applications and national standards for bibliographic control. Experience in managing technical service operations. Knowledge of AACR, MARC, and Library of Congress classification and subject headings. Working knowledge of two or more modern languages. Effective communications, interpersonal, and problem-solving skills. ALA-accredited MLS; minimum of six years experience in academic library technical services, including at least four years of cataloging in several formats and two years of supervisory experience.

**RANK AND SALARY:** Rank and salary commensurate with experience and qualifications, with a minimum salary of \$40,000 for Librarian III; full benefits package including 22 vacation days; comprehensive health insurance; TIAA/CREF; and relocation assistance.

**APPLICATION:** Review of applications will begin **August 15, 1994**; applications will be considered until the position is filled. Send resume to:

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

*Dartmouth College is an AA,EEO, M/F employer.*

Illinois State University is a multipurpose university with 21,000 students, located in the medium-sized urban area of Normal/Bloomington. Academic programs and courses are offered in 33 academic departments organized into five colleges with master's degree programs in most fields and doctoral degree programs in art, biological sciences, curriculum and instruction, economics, psychology, education, English, history and mathematics. Milner Library is the central library facility for the university community with a staff of 110 including 34 professionals, over 1.3 million volumes, and a materials budget of \$1.9 million. The library is a 48 percent selective federal depository, which includes 370,000 paper federal documents, 490,000 microform documents, and numerous federal publications in electronic formats. Milner is organized into five broad subject divisions on six floors with General Reference and Documents Division on the main floor as the first point of patron contact. The library is embarking on development of a campus library, information, and media services system program utilizing a campus fiber optic network and a statewide cooperative union catalog. Depending on inclination and background, opportunities for involvement in the system's development can be negotiated. Duties: Faculty tenure-track position which, with six other professionals and three civil service staff, provides traditional, online, and CD-ROM reference service in both general reference and federal documents. Provides bibliographic instruction and collection development in support of general reference collection and federal documents collection. Required: ALA-accredited master's; appropriate experience or coursework in reference, electronic library services, library instruction, and/or federal documents. A second advanced degree in library science or a subject discipline is required for tenure or appointment beyond the rank of Instructor. Salary: \$27,600 minimum on a 12-month contract, negotiable depending upon education and experience. Preferred begin-

ning date: September 15, 1994. Application deadline: Applications will be accepted until position is filled, but for maximum consideration, applications should be submitted no later than August 1, 1994. To apply: Submit letter of application, resume, and the names of at least three references to: General Reference and Documents Search Committee, Attention: Cheryl Elzy, Illinois State University, Milner Library, Campus Box 8900, Normal, IL 61790-8900. Illinois State University is an affirmative action and equal opportunity employer.

**REFERENCE LIBRARIAN/INFORMATION CONSULTANT** (two positions available). Library environment: The University of Alabama Libraries is a dynamic, responsive, highly collegial, and client-centered organization. Librarians' faculty and staff pursue leadership in and support for the continuing development of a system for scholarly and scientific communication in the service of our academic community. Each member of the libraries' faculty and staff contributes to advancing the mission and to formulating the vision of the libraries through holistic problem-solving and shared responsibility for success. Individuals are encouraged to resolve difficulties, improve processes, and make decisions at the most appropriate level in the organization. All staff share in organizational achievements and are encouraged to enjoy balanced personal and professional lives. Description: Reference Librarians/Information Consultants in the Humanities, Social Sciences, and Government Information Services Department (Information Services) provide information and instructional assistance (including formal bibliographic instruction) in the humanities, social sciences, and music as well as in support of the regional GPO depository. The department emphasizes teamwork, communication, distributed authority, and shared responsibility to ensure quality service to students from undergraduate through professional and doctoral levels, faculty, and the public. The department is

## TWO POSITIONS

### Bucknell University

Bucknell seeks two imaginative and enterprising librarians.

**REQUIREMENTS:** Must have ALA MLS; strong communication and collaborative skills. Must thrive in dynamic, technological environment and be capable of responding innovatively to user needs.

**PREFERRED:** Two years of professional experience. Both positions participate in reference services and user education programs and in faculty liaison and collection development.

#### INFORMATION SPECIALIST IN MEDIA RESOURCES

Serves as a resource to library users and staff regarding nonprint information resources, including multimedia and video; works closely with Instructional Media Services (which is responsible for hardware and technical support). **REQUIRED:** Background in instructional design. **PREFERRED:** Degree in education or psychology.

#### PERIODICALS AND GOVERNMENT INFORMATION SPECIALIST

Serves as a resource for (1) periodicals, newspaper, and microform services, e.g., enhancing Periodicals Information Desk service, and (2) accessing government information, including CD's, datafiles, and bulletin boards. **PREFERRED:** Knowledge of government information resources, experience with electronic periodical services and user education.

**MINIMUM SALARY:** \$30,000.

For maximum consideration for either position, submit letter, resume, and names of three references by **September 16, 1994**, to:

**Ann de Klerk  
Director  
Bertrand Library  
Bucknell University  
Lewisburg, PA 17837**

*Applications from women and members of minority groups are encouraged. Extended job descriptions available.*

planning an electronic information center scheduled for implementation during the fall 1994 semester, and is developing models of reference service more responsive to the changing information environment. Departmental faculty participate in a challenging, changing environment can anticipate the extensive and growing use of electronic and remote sources, share responsibilities in all areas of the Department's interest, participate in libraries-wide collection development and faculty liaison, and are offered challenging opportunities for professional growth. Includes evening and weekend assignments. Reports to the Head of the Humanities, Social Sciences, and Government Information Service Department. Qualifications: Required: ALA-accredited MLS (degree must be received by the close of the application period); familiarity with all facets of reference service; a strong commitment to client-centered service; an understanding of the application of emerging technologies to reference and information services; knowledge and understanding of humanities and social science sources in both print and electronic formats; the ability to interact cooperatively and collegially with library personnel, students, and faculty, including those with special needs, in a rapidly changing, multicultural environment; ability to present ideas clearly, both orally and in writing; awareness of current developments in the electronic communication of scholarly information and an interest in continuing contribution to the profession. Preferred: Direct reference service to library clients; experience in an academic library; familiarity with U.S. government documents; microcomputer experience; experience in formal instruction; reading knowledge of one or more foreign languages; a second master's degree. Salary/benefits: This is a 12-month, tenure-track, entry-level position and will be filled at the Instructor rank. Minimum salary, \$23,100. Strong benefits, substantial moving allowance may be available. To apply: Send letter of application, resume, and names and addresses of three references to: Voni B. Wyatt, Assistant to the Dean for Personnel, The University of Alabama Libraries, P.O. Box 870266, Tuscaloosa, AL 35487-0266, postmarked by August 19, 1994. The University of Alabama Libraries

hold membership in ARL, CRL, SOLINET, CNI, and the Network of Alabama Academic Libraries, and have implemented the NOTIS integrated library system. The University of Alabama is an equal opportunity, affirmative action employer.

**SCIENCE AND TECHNOLOGY REFERENCE LIBRARIAN**, California State University, Sacramento. Probationary (tenure-track) position at the Senior Assistant Librarian rank. Salary range \$37,560-\$45,216 depending upon qualifications. Responsibilities: Under the direction of the Science and Technology Reference Department Head, provides general reference service, database searching, and library instruction in the sciences, technology, and related subjects; serves as a subject specialist and library research consultant in chemistry and/or mathematics and physics; coordinates the development of designated science collections; meets responsibilities of a faculty appointment. Minimum qualifications: ALA-accredited master's degree or experience in chemistry; two years professional library experience with science/technology disciplines; experience in computer-based information sources; strong interpersonal and communication skills (written and oral). Desirable qualifications: Public service experience in an academic research, or special library; experience with mathematics and/or physics and/or astronomy literature; library instruction or teaching experience. Experience with microcomputers. Write for a detailed vacancy announcement. Application procedures: Send a letter postmarked no later than August 1, 1994, addressing the above qualifications, a current resume, and names, addresses, and telephone numbers of three references to: Dr. Charles Martell, Dean and University Librarian, California State University, Sacramento, The Library, 2000 Jed Smith Dr., Sacramento, CA 95819-6039. AA/EE0.

**SYSTEMS COORDINATOR**. The University of Denver, Penrose Library, seeks a Microcomputer Systems and Information Technology Coordinator; reporting to the Dean and Director, this position manages

## **ASSISTANT DIRECTOR FOR PUBLIC SERVICES**

**University of Houston**

The University of Houston Libraries provide a dynamic service-oriented and highly automated environment. The libraries offer public access to 39 networked CD-ROM databases, page-image databases, locally developed expert systems, an integrated library system, and a library gopher.

The Assistant Director, under the general direction of the Director of Libraries, provides creative leadership for the organization and management of all the library's technologically advanced and customer-based public services and branch libraries; coordinates all user service programs, establishes service policies and performance expectations, and plans new services; administers a division of 15 librarians and 50 support staff with direct management of the department heads of Information Services, Access Services, and Branch Services.

**REQUIREMENTS:** ALA-accredited master's degree required. Evidence of successful administrative experience in a dynamic public services environment in a major academic or research library; demonstrated planning, management, and interpersonal skills; excellent analytical and communication skills; and a knowledge of emerging information technologies and applications to libraries. Ability to work effectively with faculty, students, and library staff. Initiative, creativity, and organizational ability required.

**SALARY:** \$50,000 minimum depending on qualifications and experience. Excellent benefits package, including choice of retirement programs.

Review of applications will begin immediately and continue until the position is filled. Send letter of application, names of three references, and resume to:

**Dana Rooks  
Assistant Director for  
Administration  
University of Houston Libraries  
Houston, TX 77204-2091**

*The University of Houston is an equal opportunity, affirmative action employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.*

## **HEAD, INTERLIBRARY LOAN, AND ASSISTANT HEAD, CIRCULATION DEPARTMENT**

**Yale University**

The Yale University Library seeks an energetic leader to direct the Interlibrary Loan unit (4 FTE) and share responsibility for managing the Circulation Department (33 FTE) in the Sterling Memorial Library.

The Circulation Department is also responsible for circulation services, stacks maintenance, a campus delivery service, library privileges, photocopy services, and the operation of the Seeley G. Mudd storage library. The successful applicant must be committed to assuring a superior service environment for the Yale clientele.

**QUALIFICATIONS:** MLS degree from an ALA-accredited library school. At least two years of professional academic library experience, including ILL experience with the OCLC or RLIN subsystem. Demonstrated ability to plan, implement, and assess projects. Demonstrated supervisory skills and ability to work effectively with others. Excellent oral and written communication skills. Experience with an integrated library management system. Logical, systematic, and enthusiastic approach to work.

**RANK:** Librarian II.

**SALARY:** From \$34,400 dependent upon qualifications and experience. Full benefits package including 22 vacation days; 17 holiday, recess, and personal days; health care; TIAA/CREF or Yale retirement plan; and relocation assistance.

Please submit a letter of application, resume, and the names of three references to:

**Diane Y. Turner  
Director  
Library Personnel Services  
PO Box 208240  
New Haven, CT 06520-8240**

Applications will be accepted until the position is filled.

*EEO/AA.*

## OFF-CAMPUS LIBRARIAN

### Central Michigan University

Position will provide reference, library user education, and referral assistance to students and faculty engaged in Central Michigan University's Extended Degree Programs undergraduate and graduate courses in southeastern Michigan. Position is located in Troy, Michigan, and collaborates with five other program librarians: one other in Troy; two in Falls Church, Virginia; and two in Mt. Pleasant, Michigan; and with staff of university's Off-Campus Library Services. Marketing of the library program is a key element of the position.

**MINIMUM QUALIFICATIONS:** MLS from an ALA-accredited library school and two years professional experience in public services setting; experience with microcomputing, online and CD-ROM searching; familiarity with library user education; demonstrated positive interpersonal skills and ability to communicate effectively; ability to project a positive image; and willingness to travel by air and/or car and work evening and weekend hours as needed.

**PREFERRED QUALIFICATIONS:** Reference experience with social sciences, administration, or health services literature and experience using the Internet. Central Michigan University is a state institution with an enrollment of 16,000 on-campus students and an off-campus constituency of 12,000 students. CMU'S Off-Campus Library Services Program, a nationally recognized model, serves non-traditional students at off-campus centers, sponsors the Off-Campus Library Services conference, and publishes its conference proceedings to support librarians in this field.

**SALARY:** Commensurate with qualifications, \$33,000 minimum. Position is a 12-month appointment. **Benefits:** Successful candidate will participate in a flexible benefit program, CMU Choices. Choices includes medical, dental, life insurance (including AD&D), long-term disability, flexible spending accounts; dependent life insurance available. In addition, CMU provides retirement, tuition waiver, paid sick leave, vacation and paid holidays.

Submit letter of application, resume, and names, titles, addresses, and telephone numbers of three references to:

**Chairperson  
Selection Committee  
207 Park Library  
Central Michigan University  
Mt. Pleasant, MI 48859**

Position available immediately. Applications received before **September 15, 1994**, will be given highest consideration. Applications will be accepted until the position is filled.

*CMU (AA/EO institution) encourages diversity and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria.*

and maintains the library LAN, telecommunication systems, and hardware and software systems related to the Network, including the CD network, and to the integrated library system. Participates in a range of information technology instructional programs for staff and library users. Provides technical expertise in telecommunications and networking. Participates in policy and operational decisions on all aspects of the library's use of information technology, electronic information delivery, and office automation. Provides leadership in further enhancing library services through innovative use of available technology. Qualifications: MLS or other advanced academic qualification in information technology or information systems required. Demonstrated experience with network management (hardware and software) and Internet required. Expertise with application of information technology in library services preferred. Strong interpersonal and

communication skills required. Experience with Novell networks; Windows and Microsoft Office; CD-ROM LANs; MARC and OCLC record structures; Basic, C, and/or Pascal programming experience; and optical fiber wide area networking preferred. Programming, database and spreadsheet applications expertise preferred. Salary in the low \$30s. TIAA/CREF pension plan; medical, vision, and dental plans available; tuition benefits; 22 days vacation per year. Non-tenure-track faculty appointment. Applications received by August 1, 1994, will receive highest priority; position will remain open until filled. Send a letter of application and resume to: Toni Miller, Office of the Dean, Penrose Library, **University of Denver**, 2150 E. Evans Ave., Denver, CO 80208. The Univ. of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications particularly from women, minorities, people with disabilities, and veterans.

### Late Job Listings

**SERIALS CATALOGING LIBRARIAN.** West Virginia University Libraries is seeking a librarian to assume responsibility for serials cataloging and supervision of the Serials Section consisting of 1.5 professional catalogers and two paraprofessionals. The Serials Section includes cataloging of current serials, AV cataloging, binding and general preservation operations, and retrospective conversion of serials records into the NOTIS system. Technical services librarians are expected to rotate for at least four hours per week in a public services department during the fall or spring semester each academic year. Qualifications: MLS from an ALA-accredited library school; a minimum of three years professional experience in serials cataloging; working knowledge

of AACR2, LC and Dewey classification systems, LCSH, MARC formats for serials and authorities, ANSI standards for serials holdings and similar guides; experience in using OCLC; reading knowledge of one or more Western European languages; experience with automated library systems. Salary and rank: \$31,000 minimum; appointment as Assistant Librarian/Adjunct Assistant Professor or higher, depending on experience. Benefits: TIAA/CREF, state health insurance system with extensive optional programs, 24 days annual leave, 18 days annual medical leave. Application deadline: Screening of applicants will begin August 15, 1994, and continue until the position is filled. Send letter of application, resume, and names, addresses, and telephone numbers of at least three references to: Allyson McKee, Head of Technical Services, Wise Library, **West Virginia University**, P.O. Box 6069, Morgantown, WV 26506-6069. Female and minority candidates are encouraged to apply. West Virginia University is an equal opportunity, affirmative action employer.

**CURATOR, ARCHIVES OF WOMEN IN SCIENCE AND ENGINEERING.** Assistant Professor, or above dependent upon qualifications. The Iowa State University Special Collections Department seeks a curator for the Archives of Women in Science and Engineering, a subject-based manuscript collection initiated in 1993 to collect and preserve the papers of American women in science and engineering and the records of women's organizations, both regional and national, in these areas. The curator will be responsible for soliciting, arranging, and describing collections; for supervising student assistants in processing these collections; and for providing reference service to the collections. Reports to the Head of the Department of Special Collections. Contributes to departmental planning, budgeting, and policy and procedure development. Assists in promoting the resources of the department through exhibitions and presentations. Provides support as necessary in other areas of the department, including some reference service at the department's reference desk. In addition to the Archives of Women in Science and Engineering, the Special Collections Department includes the University Archives, the American Archives of the Factual Film, and four other subject-based archives collecting in the areas of agriculture and rural life, veterinary medicine, statistics, and the evolution/creation science debate. Qualifications: Required: Position requires the completion of an ALA-accredited master's degree with coursework in manuscripts curacy, archives administration, or appropriate equivalencies. Excellent organizational, oral and written communication, and interpersonal skills. Preferred: Background in one of the sciences or engineering, in the history of science or technology, or in women's studies. Familiarity with MARC, AMC format, and microcomputer applications. One or more years of manuscripts or archival experience in an academic or research setting; supervisory experience. Salary and benefits: \$28,000 minimum; final salary dependent upon qualifications; TIAA/CREF, medical benefits. Serving over 25,000 students, the library provides electronic resources and access tools which complement nationally recognized print collections. Ames supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas of its size in the country. Application deadline: Review of applications will begin August 22, 1994, and will continue until the position is filled. To apply: Submit letter, resume, and the names, addresses and telephone numbers of three references to: Chair, Curator, Archives of Women in Science and Engineering, 302 Parks Library, **Iowa State University**, Ames, IA 50011-2140. Iowa State University is an Equal opportunity, affirmative action employer. Members of protected classes are encouraged to apply.

**HEAD, SCIENCE COLLECTION DEVELOPMENT, Librarian III.** Directs collection development programs in the sciences; serves as a member of Collection Management Division management team, participates in overall planning, goal setting, and budget allocation for Collection Management; serves as chief science bibliographer; advocates for the sciences; directs collection development and assessment programs; provides supervision and evaluation for science selectors; selects in appropriate areas; leads in development of liaison relationships with appropriate Colleges, departments, and programs. Reports to Associate Director Collection Management Division. Required: ALA-accredited MLS; five years progressively responsible and successful experience in academic library with

emphasis in the sciences; substantial collection development experience; extensive knowledge and understanding of research and publication trends in the sciences; management experience; demonstrated ability to promote teamwork and to work effectively with faculty, staff, and students; excellent communication skills. Desired: Educational background in the sciences; experience in science reference, including database searching and bibliographic instruction; familiarity with emerging electronic information delivery systems. Salary: \$35,000 minimum. Submit letter of application, resume, and names and addresses of three references to: Carole S. Armstrong, Assistant Director Libraries, Human Resources, E 108 Library, **Michigan State University**, East Lansing, MI 48824-1048. Applications received prior to July 30, 1994, will receive priority.

**ASSISTANT LIBRARIAN (INTERLIBRARY LOAN/REFERENCE LIBRARIAN).**

**Responsibilities:** This position reports to the Head of the Reference Department. Responsible for the overall management of the Interlibrary Loan Unit, including borrowing, lending, and document delivery services. Supervises 3 FTE staff and 2 FTE student support. Provides leadership and coordination with new technologies relating to document delivery and access. Participates in policy formation, preparing reports and budgetary proposals. Works assigned hours at the reference desk, including nights and weekends. Supports library instruction program. **Qualifications: Required:** MLS from an ALA-accredited library school; working knowledge of interlibrary loan operations; experience with OCLC ILL subsystem. **Preferred:** library experience within an academic library; reference experience; familiarity with computers and software; knowledge of document delivery services; supervisory skills; experience with online databases (i.e., DIALOG, STN, MEDLINE, etc.); strong oral and written communication skills; ability to work with diverse groups; demonstrated success in project management. Salary: \$23,000 minimum. Contract: Faculty status, TIAA-CREF 100% contribution by university, and excellent health benefits package. **Application Deadline:** Extended to August 1, 1994. Utah State University is a land-grant institution serving a student population of 17,000. It is situated in a valley 80 miles north of Salt Lake City and offers many outdoor recreational facilities. Send letter of application and resume, with names, addresses, and phone numbers of three references to: Max Peterson, Merrill Library, **Utah State University**, Logan, UT 84322-3000. EEO/AA employer.

**LIBRARIAN: HEAD, CHEMISTRY LIBRARY.**

Administers a branch library that supports a research-oriented department offering degrees through the doctoral level. The Chemistry Library is one of seven branch libraries under the direction of the Assistant Director for Science Libraries. **Responsibilities:** Direct collection development and management: select all materials in chemistry (including electronic information resources), monitor acquisitions and bibliographic control processes, review and revise collection development policy as needed. Direct public services: provide reference services and database searching, oversee circulation and stack maintenance. Act as a liaison with faculty, students, and other users of the Chemistry Library. Supervise one full-time and one half-time clerk and several student assistants. **Qualifications: Required:** graduate degree in librarianship from an ALA-accredited institution, experience using science information sources, excellent interpersonal and communication skills, a minimum of one year of experience in an academic or special library. **Desirable:** bachelor's or graduate degree in a science (especially in chemistry) and/or a knowledge of the chemistry literature, supervisory or administrative experience, familiarity with automated resources and services. Rank and salary based on qualifications (\$31,000 minimum for appointment at the Assistant Librarian rank). Twelve-month, faculty status, tenure-track appointment, generous benefits. 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 as well as fulfilling specific library assignments. Send resume and names of three references to: Germaine Hoynos, Assistant to the Director, Main Library, **SUNY at Stony Brook**, Stony Brook, NY 11794-3300. Resumes will be accepted until the position is filled, but those received by July 31, 1994, will be given first consideration. SUNY at Stony Brook is an affirmative action, equal opportunity educator and employer. Women and minorities are encouraged to apply.

**MUSIC LIBRARIAN.** James Madison University seeks applications for the position of Music Librarian. The university is a publicly supported institution offering primarily undergraduate programs. Located in Virginia's Shenandoah Valley, JMU is considered one of the outstanding schools in the region. Responsibilities: Reporting to the University Librarian, the Music Librarian manages the Music Library, a branch library primarily responsible for serving the needs of a large, active School of Music and its undergraduate and graduate curriculum. Duties include setting goals and priorities for the library, serving as liaison to the School of Music, collection development, library instruction, and supervision of a full-time library assistant and student employees. In addition, the Music Librarian is expected to teach a three hour credit course incorporating music bibliography and research methods to music students once each year. Qualifications: Undergraduate degree in music; ALA-accredited masters degree in library science; second masters or PhD highly desirable; professional experience in a music library, preferably in an academic setting; familiarity with library microcomputer applications highly desirable; teaching and supervisory skills essential; ability to work with music faculty, students, and library staff essential; potential to meet requirements of a tenure-track faculty position. Salary and Benefits: 12-month tenure-track appointment with faculty rank; 20 days paid vacation plus university holidays; paid BC/BS health insurance; several retirement options including TIAA/CREF and the Virginia Retirement System, with the university making the full contribution; salary range is \$28,000-\$32,000. Applications: Please send a letter of application, resume, and names of three references to: Barbara Miller, Acting University Librarian, **James Madison University**, Harrisonburg, VA 22907. Screening of applications will begin on September 1, 1994. James Madison University is an equal opportunity/affirmative action/equal access employer and especially encourages applications from minorities, women, and persons with disabilities.

**LIBRARIAN.** Human Resources and Organizational Relations. This is an administrative staff position reporting to the university librarian. The individual in this position exercises broad administrative responsibility in a number of diverse areas. These are: Personnel, including planning and coordinating recruitment, orientation and staff development for library faculty, staff, and students and serving as liaison with the university personnel office; public relations and publications, including the production of a newsletter, annual report, brochures and flyers, announcements concerning library activities and work with Friends of Hunter Library in planning and implementation of events; liaison with nonuniversity groups which seek to use the library; coordination of resource support for WOU faculty who teach at UNC-Asheville; serves as library liaison to an instructional department. Required: Master's degree in library science from an ALA-accredited library school, at least six years professional experience in a library, with at least two years experience in personnel or staff development; understanding of academic library personnel and management issues; supervisory experience; evidence of well-developed planning and organizational skills; strong oral and written communication skills and an ability to work effectively with library staff and the university community. This is a twelve month, faculty-rank, tenure-track position. Choice of TIAA/CREF or State Retirement System. Salary range is \$35,000-\$40,000. Position available January 1, 1995. Applications received by August 15, 1994, will be given first consideration. Applications will be considered until the position is filled. Please send letter of application, resume, and names and telephone numbers of three references to: Sharon Kimble, Hunter Library, **Western Carolina University**, Cullowhee, NC 28723. Hunter Library has an operating budget of \$2.4 million and a staff of 43, including 14 professional librarians. It serves a student body of approximately 6,000 enrolled in programs through the master's level. Some of these programs are offered in Asheville with support provided in cooperation with the library at the University of North Carolina at Asheville. Western Carolina University, with two other state universities, has formed the Western North Carolina Library Network, which is currently replacing its LS/2000 OPAC and circulation system with an Innovative Interfaces system. Western Carolina University, located 55 miles west of Asheville, North Carolina, between the Great Smoky Mountains and the Blue Ridge Mountains, is one of the sixteen senior institutions of the University of North Carolina and an affirmative action, equal opportunity employer.

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