

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 \$9.75 per line for institutions that are ACRL members, \$11.85 for others. Late job notices are \$22.70 per line for institutions that are ACRL members, \$27.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$450 to \$840 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/advert2.html>.

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 refer-

ences. Applicants should be aware that the terms faculty *rank* and *status* vary in meaning among institutions.

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

Contact: Elise Parker, 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: c&rlnewsads@ala.org.

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

POSITIONS OPEN

ASSISTANT LAW LIBRARIAN FOR SERIALS AND GOVERNMENT DOCUMENTS. MacMillan Law Library of Emory University in Atlanta is seeking a librarian to supervise an innovative department of one full-time and three part-time support staff responsible for processing all incoming serials and government documents, maintaining control records in a SIRSI Unicom integrated library system, maintaining MARC holdings records in the online catalog, handling bindery shipments, and performing related functions. The Librarian also provides specialized assistance to reference staff regarding documents and participates in collection development. Qualifications: MLS from an ALA-accredited school; two years' professional experience in serials control or government documents; demonstrated knowledge of both serials and documents; and working knowledge of automated serials control. Salary: Based on qualifications, with a minimum of \$35,000. Excellent benefits, including courtesy scholarships for employee, spouse, and dependent children. A moving allowance will be provided. For a detailed position description and more information about the advantages of employment at Emory, see: <http://www.law.emory.edu/LAW/ad.html>. Send letter of application with résumé and the names of three references to: Terry Gordon, MacMillan Law Library, Emory University, 1301 Clifton Road, Atlanta, GA 30322. We will begin selecting finalists on May 7, 2001, but we will continue to accept applications until the position is filled. Emory is an equal opportunity, affirmative action employer.

ASSISTANT/ASSOCIATE LIBRARIAN. (Business Subject Specialist, Full-Time) Responsibilities: Connects library services to students and faculty of the School of Extended Education and the School of Economics and Business Administration. Works with faculty library liaisons to become knowledgeable about the curriculum, clientele, and needs of the undergraduate and graduate students of the School of Economics and Business Information and the Management program of the School of Extended Education. Along with librarian colleagues, develops and contributes to library instruction, collection development, and specialized reference services appropriate to a clientele partially composed of working adults in on-campus evening and weekend programs. Participates in development and implementation of assessment and evaluation of library services for these two schools. Stays informed about service issues appropriate to the distance education methods employed by these two schools. Participates in regular reference desk service, Freshman English library instruction, Internet training/planning, and evaluating components of instructional services. Works a Tuesday through Saturday schedule. Teaches library instructional sessions two Saturdays per month, on average, and occasional evenings during the week. Participates in collegial decision making with librarian colleagues, and departmental and library-wide staff meetings. Qualifications: MLS from an ALA-accredited program; minimum three (3) years' professional library experience with at least one year's academic library instruction or teaching. Knowledge or interest in business reference sources. Proficiency in using and teaching

Salary guide

Listed below are the latest minimum starting salary figures recommended by state library associations for professional library posts in these states. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. Job seekers and employers should consider these recommended minimums when evaluating professional vacancies. For additional information on librarian salaries, contact ALA Office for Library Personnel Resources.

Connecticut	\$34,172
Delaware	\$22,500**
Illinois	\$30,096*
Indiana	varies*
Iowa	\$23,911
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$31,362*
New Jersey	\$33,785
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$28,120*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,240

* Rather than establish one statewide salary minimum, some state associations have adopted a formula based on variables such 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.

** These recommendations apply only to public librarians.

electronic information resources. Creativity in developing library instructional materials, especially materials appropriate to remote users. Excellent oral, written, and interpersonal communication skills, ability to work effectively with faculty and students and cooperatively in a group setting. Knowledge and/or experience with adult learners. Able to work Tuesday through Saturday. Desirable: A degree in business/management of previous experience selecting materials in business, management, or economics. For additional information, point your Internet browser to:



COORDINATOR, ACCESS SERVICES

Western Kentucky University seeks applications for the position of Coordinator, Access Services, in the Department of Library Public Services, Helm-Cravens Library. This is a tenure track faculty position, which reports to the Head, Department of Library Services.

Access Services includes: Circulation Services, Library Reserves, Collection Management and Library Security.

Duties include: Coordination of all of the above services and development and implementation of Access Services policies and procedures. Serves on departmental, University Libraries' and University committees. Represents University Libraries at meetings of various consortiums, associations, etc., including the Kentucky Virtual Library.

Requirements: ALA accredited MLS plus a subject master's degree. Extensive experience in library public services including work with integrated systems. Excellent management and supervision skills. Ability to communicate effectively with faculty, staff and students. Research and publication required for promotion.

For information about our library see our Web Site at: <http://www.wku.edu/Library/>

Anticipated starting date: August 15, 2001. **Salary:** \$38,000 minimum.

Interested candidates should submit a letter of application, resume, and names/addresses/telephone numbers of three references to: Access Services Coordinator Search, Department of Human Resources, Wetherby Administration Building, Room 42, Western Kentucky University, 1 Big Red Way, Bowling Green, KY 42101-3576.

Internet URL: <http://www.wku.edu/Dept/Support/HR/>

Women and Minorities are encouraged to apply. Western Kentucky University is an Affirmative Action/Equal Opportunity Employer.

Coordinator for Content Delivery

Stanford University Libraries Information Center holds a collection of 20,000 reference works in the humanities, social sciences, government documents and area studies as well as the Green Library's current periodicals collection. We seek a team leader with a thorough understanding of the questions involved in access/ownership of information to evaluate the rapidly developing technology being applied to interlibrary services and document delivery. Document delivery may include digital delivery of off-site publications held by Stanford and digital interlibrary lending. We'll rely on you to work cooperatively with selectors to evaluate and manage the current periodicals collection, coordinate the document delivery programs, supervise Library Specialists, and serve as part of the core IC team for planning, developing, and delivering traditional and state-of-the-art reference services and instructional programs. Other duties will include serving on SUL/AIR committees as appropriate and working 6-8 hours per week providing reference to Stanford's faculty, staff, students, and other patrons, using a wide variety of electronic and print resources. Includes some evening and weekend hours.

This outstanding opportunity requires an MLS from an ALA-accredited library school or the equivalent in training and experience; knowledge of and experience in academic or research libraries; and experience with current technology and information systems. Prefer candidate with reference experience in the humanities and/or social sciences, a background in government documents reference, and experience with interlibrary loan and managing periodicals. Knowledge of emerging technologies in the area of interlibrary loan and document delivery, academic or reference-related teaching experience, and supervisory experience are preferred. Ability to work independently and in a team and strong communication skills are essential.

Please send cover letter, resume, and the names and addresses of 3 references with knowledge of your professional qualifications to: Kathryn M. Kerns, Head of Information Center, Stanford University Libraries, Stanford University, Stanford, CA 94305-6004. Applications will be accepted until the position is filled. For information on this and other positions, see us on the Web at http://www.sul.stanford.edu/depts/humres/job_AA/EOE



Stanford University

CATALOG LIBRARIAN

Appalachian State University

The successful candidate for this position will catalog text materials (monographs and serials) in all formats (print, microfilm, and electronic) in a collegial, team-based environment. S/he will perform original and complex copy cataloging, using AACR2R, MARC formats, and Library of Congress subject headings and rule interpretations, classify library materials, perform authority control and database maintenance, and participate in the development, documentation, and evaluation of cataloging unit procedures. Participation in either reference work or library instruction will be required. Library faculty are expected to take leadership roles within the library and the university, and to be active in scholarship and professional service.

MINIMUM QUALIFICATIONS: Master's degree from ALA-accredited program at time of appointment; knowledge of MARC formats, AACR2R, LC subject headings and classification; strong service orientation; excellent oral, written, and interpersonal communication skills; the ability to work effectively in a team-based environment; and commitment to professional service and scholarship.

PREFERRED QUALIFICATIONS: Cataloging experience in an academic library; experience with automated library systems; knowledge of emerging library technologies; reading knowledge of one or more foreign languages; experience with Web authoring; experience in reference and/or library instruction; experience or training in a multicultural environment; second advanced degree. The Library strongly encourages applications from members of ethnic and racial groups representative of Appalachian's student minorities, principally African Americans, Hispanic Americans, Native Americans, and Asian Americans.

Appalachian is a member of the Western North Carolina Library Network, a consortium of three state universities sharing an Innovative Interfaces system. The University has an enrollment of 12,500 and offers undergraduate and graduate degrees in more than 200 majors. It is part of the University of North Carolina System. Boone is located in northwest North Carolina in the scenic Blue Ridge Mountains and is a year-round resort area. Library holdings include more than 750,000 books and bound periodicals, over 6,000 current periodical, newspaper, and serial titles, 1.4 million microforms, and a significant commitment to electronic resources. To learn more about the University, use our Web site at: <http://www.appstate.edu/>.

Completed applications must be received by **July 16, 2001**. This is a tenure-track, 12-month faculty appointment. Salary and rank are nationally competitive and commensurate with qualifications. For appointment at the rank of Assistant Professor or higher, a second advanced degree and three years of professional experience are required. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to:

Mary Reichel, University Librarian
Attn.: Catalog Librarian Search
P.O. Box 32026
Appalachian State University
Carol Grotnes Belk Library
Boone, NC 28608-2026

Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees on the basis of race, color, national origin, religion, gender, age, disability, or sexual orientation. Appalachian also actively promotes diversity among students and employees.

<http://library.stmarys-ca.edu/library>. Salary/Benefits: Dependent on qualifications and experience. Health, dental, vision, life, and long-term disability insurance; incremental tuition remission available to eligible employees; generous vacation, holiday, and leave policy. TIAA-CREF retirement program after one (1) year of service and age 21; immediately if one (1) year of prior employment at an institution of higher education completed. Apply To: Human Resources, **Saint Mary's College**, P.O. Box 4227, Moraga, CA 94575; phone (925) 631-4020; fax: (925) 631-9611. Deadline: Applications considered upon receipt; open until filled. Saint Mary's College of California is one of the most distinguished colleges in the West. As a comprehensive college, the institution offers undergraduate and graduate programs integrating liberal and professional education. Saint Mary's reputation for excellence, innovation, and responsiveness in education comes from its heritage as a Catholic, Lasallian, Liberal Arts institution. An outstanding, committed faculty that values learning and student interaction brings these traditions to life. The College is a

place of great beauty and community, located just 20 miles east of San Francisco, with locations throughout Northern California. An equal opportunity employer, the college is committed to diversity and encourages Christian Brothers, women, minorities, disabled individuals, and veterans to apply. The college seeks faculty, staff, and administrators who espouse or respect the Catholic tradition.

ASSOCIATE UNIVERSITY LIBRARIAN FOR SYSTEMS, TECHNICAL AND ACCESS SERVICES. Responsibilities: Oversee the library's information technology systems and infrastructure including the Library's Web site; provide leadership for Technical Services, Access Services, and the Government Information Center (23 FTE) and supervise Library Systems Office (1 FTE); participate in general library administration. Required Qualifications: ALA-accredited MLS with five years' relevant experience; experience managing integrated library Systems, access to Web-based services, and networked desktop PCs; knowledge of emerging technolo-

HEAD, M. E. GREANDER DEPARTMENT OF SPECIAL COLLECTIONS AND ARCHIVES

University at Albany, SUNY
(Search Extended)

The University at Albany invites applicants and nominations for the position of Head of Special Collections and Archives. Reporting to the Assistant Director for Collections, the Department Head is responsible for the leadership, development, and management of the Department. Supervises a staff of five, including three librarians. Oversees user services and collection development. Manages budgets and endowments. Coordinates cataloging, processing, and finding-aid creation. Leads digital collection initiatives. Works with library administration to acquire new collections and secure donations and grants. Serves as spokesperson to advance the status of Special Collections.

The M. E. Grenander Department of Special Collections and Archives occupies a 15,000-square-foot, state-of-the-art facility located on the 3rd floor of the university's new library building. The collection serves as a repository for manuscripts, archives, rare books, and special collections of original research materials and includes 6,000 linear feet of manuscripts, 30,000 books and periodicals, and 20,000 historical pamphlets. Featured collections include the Archives of Public Affairs and Policy, the German Intellectual Emigre Collection, the Miriam Snow Mathes Historical Children's Literature Collection, Elsevier 1583-1702 imprints, and science fiction monographs. The department is also the home of the University Archives with materials dating from 1844. Consult the department's Web site for more details on the collection, facility; and position: <http://library.albany.edu/speccoll/>.

Library faculty at the University at Albany, SUNY, are expected to fulfill faculty obligations in the areas of research, publication, and service to the libraries, university, and profession, as well as specific library assignments.

QUALIFICATIONS: Required: MLS from ALA-accredited school; minimum of three years' experience in managing and building special collections in an academic or research environment; excellent oral and written communication skills; successful supervisory experience; knowledge of digital library trends and developments; experience in processing manuscripts and archives; and strong interpersonal skills. Preferred: Additional graduate degree in the social sciences and experience with Web development, digitizing collections, and fundraising.

SALARY: Commensurate with education and experience. Minimum for Senior Assistant Librarian: \$41,135; minimum for Associate Librarian: \$50,000.

APPLY TO:

**Anna Z. Radkowski-Lee
Library Personnel Officer
University Libraries, UL 112
University at Albany, SUNY
1400 Washington Avenue
Albany, NY 12222**

DEADLINE: Review of letters of applications and résumés will begin on **June 20, 2001**, and continue until the position is filled. Please include the names, addresses, and phone numbers of three references that may be contacted.

*The University at Albany, State University of New York is an equal opportunity,
affirmative action/IRCA/ADA employer.*

gies; strong background in technical and access services; excellent communication skills; and demonstrated success with team building. Supervisory experience, second master's degree, and evidence of appropriate research and professional activities strongly preferred. Salary: \$60,000 minimum. Application: Send letter, résumé, and the names of three references by July 1, 2001, to: Brad Baker, University Librarian, Ronald Williams Library, **Northeastern Illinois University**, 5500 N. St. Louis Avenue, Chicago, IL 60625. NEIU is a state-supported, multicultural, commuter institution located on the north side of Chicago. Affirmative action, equal opportunity employer.

CATALOGER. The Evans Library at the Florida Institute of Technology seeks an experienced cataloger to manage electronic access and maintenance of the collection. The chosen applicant will be skilled in original and MARC record cataloging, authorities loading and editing, OCLC, MS Office Suite and Windows 95 or later, as well as in planning and imple-

menting projects to improve collection maintenance and access. Familiar with integrated library systems and SIRS preferred. Knowledge of national and local standards, as well as Federal Depository practices, is expected. Extensive experience with online systems and catalogs required. Internet experience a must. Individual will be responsible for supervising and training library staff and student assistants. MLS required. Faculty status and 12-month annual contract. Salary range \$30,000 to \$35,000 dependent on qualifications and experience. To Apply: Submit a résumé/application to: Office of Human Resources, **Florida Institute of Technology**, 150 West University Boulevard, Melbourne, FL 32901.

GOVERNMENT DOCUMENTS/GIS LIBRARIAN. Shippensburg University of Shippensburg, Pennsylvania, seeks a highly motivated, energetic academic librarian for a tenure-track faculty position in the Ezra Lehman Memorial Library beginning August 2001 or January 2002. This person is responsible for supervising the Government Documents Collection and

REFERENCE AND INSTRUCTION LIBRARIAN (BUSINESS SPECIALTY)

Appalachian State University

The Appalachian State University Library seeks an innovative and enthusiastic business librarian to provide reference and instruction services in a dynamic, team-based organization, and to promote library and information services to the students and faculty of the Walker College of Business (<http://www.business.appstate.edu/>). Weekend and evening hours will be part of the schedule. Library faculty are expected to take leadership roles within the library and university, and to be active in scholarship and professional service.

MINIMUM QUALIFICATIONS: ALA-accredited master's degree; demonstrated knowledge of business information resources and emerging information technologies; experience in an academic library or in business research; demonstrated teaching ability; and excellent written and oral communication skills.

PREFERRED QUALIFICATIONS: Reference experience; experience teaching courses at the college level; experience in developing Web pages and designing instructional materials; degree in a business-related field; experience or training in a multicultural environment. The library strongly encourages applications from members of ethnic and racial groups representative of Appalachian's student minorities, principally African Americans, Hispanic Americans, Native Americans, and Asian Americans.

Appalachian State University has an enrollment of 12,500 and offers undergraduate and graduate degrees in more than 200 majors. It is part of the University of North Carolina System. Boone is located in northwest North Carolina in the scenic Blue Ridge Mountains and is a year-round resort area. Library holdings include more than 750,000 books and bound periodicals, over 6,000 current periodical, newspaper, and serial titles, 1.4 million microforms, and a significant commitment to electronic resources. Appalachian is a member of SOLINET and the Western North Carolina Network, a consortium of three state universities sharing an Innovative Interfaces system. Learn more about the library's reference and instruction program at: <http://www.library.appstate.edu/reference>.

Completed applications must be received by **July 16, 2001**. This is a tenure-track position with the option of a nine- or twelve-month contract. Salary and rank are competitive and commensurate with qualifications. Minimum salary at the rank of Instructor is \$32,000. A second advanced degree and three years of professional experience are required for appointment at the rank of Assistant Professor or higher. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to:

Mary Reichel, University Librarian
Attn.: Reference and Instruction Librarian Search
P.O. Box 32026
Appalachian State University
Carol Grotnes Belk Library
Boone, NC 28608-2026

Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of race, color, national origin, religion, gender, age, disability, or sexual orientation. Appalachian also actively promotes diversity among students and employees.

developing the library's new GIS Center. Major Responsibilities: Overseeing collection development, managing the public services of the U.S. Federal Depository publications, planning and implementing new GIS services, providing reference service, participating in library instruction, and active involvement in consortial programs and professional organizations. Required Qualifications: The successful candidate must have an ALA-accredited MLS, experience with government documents in an academic environment, and a working knowledge of integrated library systems. S/he must also have a high level of computer literacy, excellent oral and written communication skills, demonstrated organizational and supervisory skills, strong public service and team orientation, and the potential to excel as an instructor. A terminal degree in a related field is preferred. Other Preferred Qualifications: Knowledge of GIS services and experience with ArcView, knowledge of map librarianship, knowledge of Endeavor's Voyager System, and experience developing Web pages. Review of applications will begin May 15, 2001, and will continue until position is filled. A demonstration of teaching effectiveness is required as part of the on-campus interview. Applicants should submit a letter of application, professional vita, and the

names, addresses, and telephone numbers of three work references to: Barbara D. Rotz, Search Committee Chair, Ezra Lehman Memorial Library, **Shippensburg University**, 1871 Old Main Drive, Shippensburg, PA 17257; phone: (717) 477-1466. Submission via e-mail to bdrotz@ship.edu is acceptable. A detailed job description and additional information can be found at: <http://www.ship.edu/~library/jobdescription>. Shippensburg University is an equal opportunity employer.

HEAD OF ACCESS SERVICES LIBRARIAN. Tenure-track faculty position available. College seeking versatile, user-oriented individual to manage the operations of circulation/stacks management, interlibrary loan, exhibit coordination, document delivery, electronic reserves, and print reserves. Responsibilities: Provide flexible, responsive leadership in the management of the circulation, reserves, interlibrary loan, document delivery, and shelving units; supervise a staff of eight FTE; develop and coordinate access policies and procedures for the circulation/electronic reserve modules of the III Library system; lead the library in creating innovative services to assist both on-site and long-distance



FURMAN

TWO POSITIONS AVAILABLE

Furman University

Furman University is seeking talented librarians to fill two positions.

Acquisitions Librarian

Provides leadership to the Acquisitions Department. Oversees the acquisition, subscription, and licensing of library collections in all formats. Trains, supervises, and evaluates three monograph and serials acquisitions assistants. Prepares and manages the library resources budget.

REQUIREMENTS: ALA-accredited MLS, three years' professional experience in acquisitions and/or serials management.

Science Librarian (New Position)

Supports library instruction, reference services, and collection development in the natural sciences. Oversees the development of the Ezell Science Reading Room. Serves as library liaison to science departments.

REQUIREMENTS: ALA/MLS, undergraduate degree in a natural science, academic library experience, knowledge of science resources and information technology. Experience in science librarianship preferred.

Job descriptions for both positions are available at: <http://library.furman.edu/staff/positions.htm>.

ENVIRONMENT: Furman University is one of the nation's top-ranked liberal arts colleges. A \$25 million expansion and renovation of the James B. Duke Library will begin in 2002. Librarians have faculty status, 20 days' vacation, and an excellent benefits package. Furman's 750-acre campus is considered one of the most beautiful in the nation. The campus is located 15 minutes from downtown Greenville, with its excellent array of restaurants and cultural events, and 45 minutes from Asheville, in the Blue Ridge Mountains of North Carolina, with a wide variety of outdoor recreation opportunities.

DEADLINE: Applications for both positions will be reviewed beginning **June 1, 2001**.

Preliminary interviews will be held at ALA Annual in San Francisco.

Submit letter of application, résumé, transcripts (copy acceptable initially), names, addresses, and phone numbers of three references to:

John K. Payne
Associate Library Director
Furman University
3300 Poinsett Highway
Greenville, SC 29613-0600
Phone: (864) 294-3098

AA/EOE/ADA

students; participate in the library's instructional program to provide instructional or workshop training support; be responsible for collection development in a selected curriculum area; manage the library's participation in consortial resource-sharing programs; and serve as a member of the Library Administrative Group. The position will include regularly scheduled reference desk hours, including some evenings and weekends as needed. **Qualifications:** Required: MLS from an ALA-accredited library school; at least three years' supervisory experience; strong customer service orientation; excellent communication skills; ability to work independently and effectively in a collegial manner in a changing environment; and the understanding of the needs of a community college. Preferred: Experience in an academic library; library circulation, reserve, or ILL/document delivery services; access to multimedia resources; and knowledgeable about the operation of an automated library management system. Send letter of application, résumé, salary requirements, and the names, addresses, and telephone numbers of three professional references to: Department of Human Resources, **Bergen Community College**, 400 Paramus Road, Paramus, NJ 07652-1595. AA/EOE. Review of applications will begin May 14, 2001, and will continue until the position is filled.

HEAD OF PROCESSING. The Minnesota Historical Society located in St. Paul, Minnesota, is seeking applicants to head its Processing Department. The Society currently operates a major history library and museum

and administers 31 historic sites across the state. This position will provide leadership in the professional administration and management of the Processing Department which is charged with the physical processing and cataloging of the archival, sound and visual, cartographic, and published collections of the Minnesota Historical Society. Candidates must possess, at minimum: Bachelor's degree or equivalent in archival studies, library science, museum studies, or a related field (advanced degree in a related area such as archival studies, library science, or related field is strongly preferred); at least five to eight years' experience in library cataloging or archival management in progressively responsible positions, including experience in human resource and financial management; comprehensive knowledge of the theory and practice of arrangement, description, and management of archival collections; advanced knowledge of all aspects of cataloging theory, tools, and practices; advanced knowledge of current systems and technologies used to create and deliver tools for resource discovery; knowledge of basic conservation/preservation principles; broad knowledge of trends in the organization of research collections and the delivery of descriptive metadata; ability to work with a broad range of constituencies including patrons, donors, researchers, library and archives professionals, state and local government officials, college and university faculties, and the general public. For application materials, call the MHS job line: (651) 296-0542; or visit our Web site at: www.mnhs.org/about/jobs. Please send letter of applica-

THE SAN DIEGO COMMUNITY COLLEGE DISTRICT



The San Diego Community College District invites qualified applicants for the following 12-month tenure-track position:

LIBRARIAN (Media Services) San Diego Mesa College (Search Reopened)

The San Diego Mesa College Library is located in a beautiful four-story Learning Resources Center building serving the campus' 24,000 students. Mesa College is seeking a motivated and forward-looking Librarian whose primary responsibilities will include coordinating and developing the library's media resources, audiovisual services, and Web site content, as well as participating in reference service, library instruction, book collection development and other campus and District committees. Candidates should possess an ALA-accredited Master's degree in Library or Information Science. Salary range is \$3,634 - \$5,459 per month and includes an excellent benefits package. Filing deadline: August 9, 2001. To request application materials, please contact:

The San Diego Community College District
Human Resources – Employment Office
3375 Camino del Rio South, Suite 330
San Diego, CA 92108-3883
(619) 388-6580 or (800) 648-4023
Web site: www.sdccd.net/employment/AA/EEO

EDUCATION

DIRECTOR LIBRARY SERVICES

Benedictine University is a mission driven, comprehensive, liberal arts university with approximately 2,000 undergraduates, 1,000 graduate students, and 140 international students. The university is located in the vibrant Chicago metropolitan area of DuPage County, along the I-88 research and development corridor. The University is rated by U.S. News and World Report among the top in the Midwest.

This position is responsible for directing the University library program & services which includes planning, budget, collection development, staff supervision & evaluation, public relations.

Qualifications: ALA Accredited MLS; minimum 6 years experience with increasing administrative responsibility preferably in higher education. The application deadline is August 1, 2001. This position is available December 1, 2001.

Please send resume, 3 reference letters & salary history to:

Office of Personnel Services
Benedictine University
5700 College Road
Lisle, IL 60532

Benedictine University is an equal opportunity employer. Women and minority groups are strongly encouraged to apply.



Benedictine University

Informing today—Transforming tomorrow

tion, résumé, names of three professional references, and completed MHS application form to: **Minnesota Historical Society**, Human Resources Department, Head of Processing Position, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906. Application deadline is June 29, 2001. Equal employment opportunity, affirmative action employer.

HEAD OF PUBLIC SERVICES/ASSISTANT PROFESSOR. The Olin Library at Rollins College seeks a dynamic reference librarian to coordinate and supervise all activities of the reference, government documents, and circulation departments. Provides leadership in the planning, implementation, and evaluation of library programs and services. Primary Responsibilities: Plans and develops policies and procedures; supervises staff of 3.5 FTE librarians, seven support staff, and a number of student assistants; plans and conducts staff training and development; administers the public services budget; maintains statistical data and compiles reports; promotes and publicizes Olin Library services to the Rollins community; oversees and participates in reference collection management; supervises and participates in reference service; conducts library instruction sessions; and serves as liaison to selected departments. Evening and/or weekend work may be necessary. Requirements: MLS from an ALA-accredited program, a second master's degree, and a minimum of five years of recent experience in academic reference services. Other Criteria: Evidence of excellence in teaching; demonstrated experience in reference service and supervision; knowledge of reference sources, including electronic and Web-based resources; effective oral and written communication skills; commitment to professional growth and scholarly activity; and ability to work collaboratively and to maintain effective relationships with all members of the college community. A successful candidate should foster teamwork, possess creative problem-solving skills, have strong organizational and analytical abilities, and engage in professional-service activities. Teaching, scholarship, and community service are the criteria by which faculty are evaluated for continuing appointment, promotion, and tenure. The beginning annual salary, depending upon the successful applicant's qualifications, is between \$38,000 and \$42,000. The position includes an attractive benefits package. Rollins College is an independent, private, liberal arts institution with a total FTE enrollment of 2,800 located in Winter Park, Florida. The Olin Library houses a collection of 290,000 volumes, 1,500 periodicals, 72,000 government documents, numerous electronic databases, and two state-of-the-art information technology laboratories. Web site: www.rollins.edu/olin/. To Apply: Submit a letter of application,

ACQUISITIONS TEAM LEADER

Emory University

The General Libraries of Emory University invites nominations and applications for the position of Team Leader, Acquisitions.

The Acquisitions Team of the General Libraries was recently reconfigured to bring together previously separate units responsible for all materials ordering, receiving, and accounting functions. The Team Leader will have the opportunity to work with the team to evaluate and redesign work processes for this new assemblage of functions. In addition to providing leadership for these activities, the Team Leader will play a key role in vendor relations, budgeting, and as a liaison with collection management, technical services, and other staff. This individual will participate in a leadership group for the Libraries Information Resources Division, and will plan for and implement initiatives based on current needs, issues, and trends in line with the General Libraries mission. This position reports to the head of the Information Resources Division.

RESPONSIBILITIES: Leads the Acquisitions Team (approximately 14 FTE staff) to assure the timely ordering and receipt of, and payment for, resources in all formats for the General Libraries collection; guides, encourages, and involves team members in planning, assessment, and establishing goals, and works with them to develop and implement measures to continuously improve work processes; promotes staff development of individual team members; establishes and maintains business relationships with library materials vendors; manages the licensing and registration of electronic resources; with the Leaders of the Information Resources Division and the Collection Management Team, allocates and monitors the materials budget; serves as liaison to the internal customer group of collection management staff and departmental liaisons, working with them to establish priorities and to establish and monitor approval plans; also serves as liaison to staff of the Technical Services Division, ensuring appropriate flow of work between acquisitions and cataloging units and collaborating on systems and other matters of mutual interest; serves as a member of the Information Resources Division Coordinating Group, a leadership group composed of the Head of the Division and the team leaders for Acquisitions, Collection Management, and Stacks; serves on other committees and working groups as appropriate; and actively applies knowledge of current issues and trends to enhance the effectiveness of acquisitions processes. The Team Leader has the opportunity to serve as departmental liaison to one or more academic departments and will be expected to participate in professional activities on the national level.

QUALIFICATIONS: MLS from an ALA-accredited institution required; two or more years' experience in an academic or research library acquisitions setting and/or with a vendor whose primary customers are academic or research libraries; knowledge of the marketplace for library resources, including the changes associated with electronic delivery of information; demonstrated leadership ability sufficient to lead a large, diverse staff; demonstrated ability to articulate goals and vision, along with strong analytical as well as oral and written communication skills; demonstrated customer-service skills; and ability to apply technology to enhance effectiveness. Preferred: Knowledge of integrated library systems (SIRS) preferred) and OCLC or other bibliographic utility; knowledge of one or more foreign languages (Western European preferred); experience developing and assessing work processes, and confidence and ability to manage change; record of involvement in professional associations.

SALARY AND BENEFITS: Salary considerations begin in the \$40s; salary and rank dependent upon qualifications and experience. Emory University offers a comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA-CREF. Attractive moving allowance provided. Information about the Emory libraries is available at: <http://www.emory.edu/LIBRARIES/>.

APPLICATION: Application review begins **June 25, 2001**. Send letter of application, résumé, and the names, addresses, and telephone numbers of three references to:

Dianne M. Smith
Library Human Resources Officer
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322-2870

Applications may be faxed to: (404) 727-0805.

Emory University is an equal opportunity, affirmative action employer

Associate University Librarian For Technology and Technical Services

University of California, San Diego Libraries

Hiring Salary Range: \$80,000-\$110,000
(commensurate with qualifications
and experience)

Responsibilities Include: Budgetary management, contingency and strategic planning for library information technology systems. Provide leadership for information technology and technical services integration among the UCSD Libraries, and through UC system-wide venues including the use of next generation systems. Responsible for software application, development, integration and the main campus web site.

Required Qualifications: Demonstrated collaborative, innovative and responsible leadership in the academic research library environment and the ability to promote a creative and proactive approach to library Information Technology and Technical Services. Excellent personnel and financial analysis skills. Strong analytical and

conceptual abilities to evaluate complex technical issues, formulate options and develop solutions. An MLS from an ALA accredited program, or MIS, or equivalent. For a full job description, please see: <http://orpheus-1.ucsd.edu/fac/positions.htm>

Consideration of applications will begin August 15, 2001 and continue until the position is filled. To apply submit a letter of application, resume, and names/addresses of 3 professional references via regular mail, electronic mail, or confidential facsimile to: Debra Ambrose, Recruitment Coordinator, University of California, San Diego, Library Human Resources, 0175H, 9500 Gilman Drive, La Jolla, CA 92093-0175; Phone: 858.534.1279; Confidential fax: 858.534.8634; Email: libraryjobs@ucsd.edu AA/EOE.



University of California
San Diego

University of Minnesota University Librarian

The University of Minnesota, Twin Cities, invites applications for the position of University Librarian and Archivist. We are seeking a candidate with a dynamic vision for the future of library services and collections and an ability to formulate, advocate, and implement strategies that will ensure the Libraries' continuance as one of the best academic library systems in the U.S. The University Libraries is the 17th largest academic research library system in North America, with almost six million volumes, important special collections, and a staff of nearly 400. The University Librarian should have a vision for identifying and developing state-of-the-art technologies and information systems and for integrating these with traditional library collections and services. A successful candidate will have a proven track record of effective library leadership and a demonstrated knowledge of trends and developments in libraries as well as higher education. The Libraries' Vision Statement is available at <http://staff.lib.umn.edu/vision/vision.html>.

Qualifications: A Masters degree in library/ information science from an ALA-accredited institution or strong evidence of established leadership in the library profession is required. Preferred requirements include a terminal degree such as the Ph.D., evidence of scholarly activity, such as a record of research, publication, or presentation, and established leadership experience at a major academic or research library. The successful candidate will have a knowledge of the evolving system of scholarly communication including digital and other information technologies; excellent interpersonal and communication skills; an ability to inspire and be engaged with the Libraries staff; fund-raising/development experience; a demonstrated commitment to diversity and multiculturalism; and a demonstrated ability to recruit a diverse staff and a commitment to staff development. The University librarian is expected to have strong skills in the development of library budgets and management of resources.

Appointment to be effective October 1, 2001. Applicants should submit a resume and the names of at least three references. Review of applications will commence after July 1, 2001, although applications will be accepted until the position is filled. Applications, nominations, and questions should be directed to:

University Librarian Search Committee, c/o Vice President for Research and Dean of the Graduate School, University of Minnesota, 420 Johnston Hall, 101 Pleasant Street SE, Minneapolis, MN 55455

The University of Minnesota is an equal opportunity educator and employer



Head Of Special Collections

Head Of Science And Technology Libraries

Head Of Instructional Programs

Three Positions: Syracuse University Library

Syracuse University Library seeks creative, enthusiastic, service-oriented people who can commit to the University's core values of quality, caring, diversity, innovation and commitment. Individuals, who desire to work in a library that embraces respect, collaboration, stewardship, leadership, information literacy and intellectual freedom, are encouraged to apply. Detailed position descriptions and desired qualifications are at <http://libwww.syr.edu/information/employment/> For information about the Library's Strategic Plan see: <http://libwww.syr.edu/information/strategicplan/index.html>.

HEAD OF SPECIAL COLLECTIONS. The successful candidate will be a member of the library's Administrative Committee, sharing the responsibility for the overall strategic direction of the Syracuse library system. He/she will also be responsible for strategic planning of the department; donor relations; setting priorities for the collection and its preservation; management and development of staff; and digital initiatives. The Head of Special Collections will actively contribute to public service activities, and guide the publications, exhibitions and public programming sponsored by the department. The incumbent will work closely with the University Archivist whose offices and collections are also housed on the sixth floor of the E.S. Bird Library. The Head of Special Collections reports to the University Librarian. Salary: Minimum \$60,000.

HEAD OF SCIENCE AND TECHNOLOGY LIBRARIES. The head of the Science and Technology Libraries plans, develops, implements, and administers programs and services that support the University's academic and research activities in the sciences. In addition, the successful candidate will play a key role in planning and implementing a major building expansion project that will result in the relocation of most science and technology collections and services from the Science and Technology Library and selected branch libraries to the main campus library. Reports to the Head of the Research and Information Services Division. Salary: Minimum \$50,000.

HEAD OF INSTRUCTIONAL PROGRAMS. Reporting directly to the Head of the Research and Information Services Division, the Head of Instructional Programs will develop and manage a University-wide information literacy program consistent with the Library's strategic plan. As a member of the Research and Information Services Division management team, the Head of Instructional Programs will participate in strategic planning, policy formation, setting Library priorities, budget and resource allocation, as well as developing, implementing, and evaluating strategies to best carry out the Library's mission. Salary: Minimum \$40,000.

Benefits: The University's generous benefits package includes an 11% contribution to TIAA/CREF, health and dental plans, tuition remission, adoption assistance, insurance, and other work/life options and benefits.

Contact: Send letter of application, resume and names of three references, to: Search Committee for (name of position), Syracuse University Library, Office of Human Resources, Syracuse University, Syracuse, NY 13244-5300. Applications received by June 29, 2001 will receive first consideration.

SYRACUSE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Princeton University



APPLICATIONS PROGRAMMER SOCIAL SCIENCE REFERENCE CENTER

Princeton University Library
Princeton, New Jersey

One-year temporary appointment with possibility of renewal.

The Princeton University Library's general collection includes about six million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases, and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 300 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among 20 sites on campus, including a large central library. More information may be found at the Library's Web site: <http://libweb.princeton.edu:2003/>.

AVAILABLE: Immediately.

DESCRIPTION:

This position is responsible for the technical development of the Policy and the Arts National Data Archive, a repository of numeric data and supporting metadata related to arts and culture policy. The Archive initiative is a grant-funded, collaborative effort of the Princeton University Library in association with the Princeton University Center for Arts and Cultural Policy Studies. The Archive will provide a high-quality, central repository for a broad range of data and information relating to the arts and culture. The position will be based in the Social Science and Reference Center at Princeton University's Firestone Library. Information about the grant and the project can be found on the Web site: <http://www.princeton.edu/pr/news/01/q1/0307-pew.htm>.

The Applications Programmer will develop, implement, maintain, and support this data archive, using a variety of programming and software tools. As a member of a staff of 5 FTEs, the programmer will create and maintain user-friendly data extraction routines and delivery mechanisms, text searching and retrieval capabilities, and a variety of Web-based information services related to the Archive. Other duties will include implementing procedures for data processing workflow and creating automated routines for the conversion of various file formats into established standardized file structures or marked-up text. The Applications Programmer will also establish procedures and guidelines to ensure data security and integrity and will manage data backup and recovery procedures. The programmer will evaluate relevant software applications and will assist in the development of production policies and procedures.

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a current vita, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Search Committee, Olin Library, **Rollins College**, 1000 Holt Avenue—2744, Winter Park, FL 32789-4499. Review of applications will begin immediately and continue until the position is filled. Rollins College is an equal opportunity employer.

HEAD OF REFERENCE. The Minnesota Historical Society located in St. Paul, Minnesota is seeking applicants to head its Reference Department. The Society currently operates a major history library and museum, and administers 31 historic sites across the state. This position will provide leadership in the professional administration and management of the Reference Department. The collections of the Division of Library and Archives include 500,000 volumes of books and pamphlets plus extensive holdings of maps, periodicals and newspapers, photographs, films and videos, manuscripts, and the records of the state archives. It serves a broad clientele, including genealogists, academics, students from elementary through graduate level, lawyers, journalists and other professionals, government officials, and the general public. Candidates must possess, at minimum: Strong commitment to customer service in a changing environment; bachelor's degree or equivalent in library science, archival studies, museum studies, or a related field (advanced degree in a related area such as archival studies, library science or related field is strongly preferred); at least five to eight years' experience in library or archival management, in progressively more responsible positions including experience in human resource and financial management; knowledge of current

technologies that relate to reference service; knowledge of current trends in historical research and methodology; broad knowledge of trends in the organization of research collections and the delivery of descriptive metadata; knowledge of basic conservation/preservation principles; ability to work with a broad range of constituencies including patrons, donors, researchers, library and archives professionals, state and local government officials, college and university faculties, and the general public. For application materials, call the MHS job line: (651) 296-0542; or visit our Web site at: www.mnhs.org/about/jobs. Please send letter of application, résumé, names of three professional references, and completed MHS application form to: **Minnesota Historical Society**, Human Resources Department, Head of Reference Position, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906. Application deadline is June 29, 2001. Equal employment opportunity, affirmative action employer.

HEALTH SCIENCE LIAISON/REFERENCE LIBRARIAN. Georgia State University, a dynamic urban university in the heart of Atlanta, is seeking an energetic, knowledgeable, and innovative professional to join a team delivering client-centered library services to a diverse academic user community. Successful candidates will provide quality reference service, library instruction, and client assistance with a wide array of electronic resources and the Internet. Contribute as a collection development liaison by developing areas of subject expertise in the following health sciences: nursing, nutrition and dietetics, cardiopulmonary care, physical therapy, and gerontology. Requirements: An ALA-accredited master's

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QUALIFICATIONS:

Required: Bachelor's degree and two or more years of relevant experience in computing, data analysis, and data management. Demonstrated proficiency in Web-based programming. Demonstrated ability in creating Web-based interfaces and interactive tools, using such programming tools as CGI scripts, ASP, or XML/XSL. Knowledge of HTML and other mark-up languages. Knowledge of programming languages such as Perl, Java, C++. Experience using relational database management systems, such as MySQL, Microsoft SQL, or Oracle. Experience with Unix, Unix utilities, device handling, data storage, and basic systems support. Knowledge of Microsoft Office Suite applications.

Also required are sophisticated analytical and interpersonal skills; the ability to identify and implement creative solutions to unique problems; and the ability to quickly troubleshoot software problems. Must be able to acquire new programming and computer skills (e.g., becoming familiar with statistical software such as SAS, SPSS, or Stata). Must be able to work independently and as part of a team. Must be able to complete tasks on time within overall project plans and timetable. Must be able to evaluate new technology and determine its relevance and application for the project.

Preferred: Advanced degree in a quantitative social science or equivalent experience and/or MLS from an ALA-accredited school of library and information science. Familiarity with peripheral devices such as scanners, printers, DVD and/or CD-ROM writers, etc., and knowledge of their use. Knowledge of legacy systems and their corresponding database structures, file structures, and data-encoding techniques; familiarity with the principles and goals of academic research. Demonstrated ability and experience functioning successfully in a fast-paced environment with a strong service orientation.

BENEFITS:

Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA-CREF), group life insurance, health coverage insurance, and disability insurance.

SALARY AND RANK:

Dependent upon qualifications and experience. Position will be a Professional Technical Staff position.

NOMINATIONS AND APPLICATIONS:

Review of applications will begin immediately and will continue until the job is filled. Nominations and applications (résumé and names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Applications Programmer
c/o Lila Fredenburg, Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544**

Princeton University is an equal opportunity, affirmative action employer.

degree in library science; familiarity with resources in a variety of formats; skill in use of technology and Web applications; ability to effectively evaluate information resources; excellent communication, presentation, and interpersonal skills; and interest in pursuing development of subject expertise within some of the areas listed above. Preferred: Academic coursework and/or relevant experience in one of the listed subject areas; familiarity with collection development issues and trends; experience in library instruction; demonstrated interest in research and professional activities. Available: Immediately. Salary: \$32,000–\$38,000. To Apply: Send letter addressing above. Include résumé and names, addresses, and phone numbers of three references, including immediate supervisors, to: Carmen R. Newton, Human Resources Officer, **Georgia State University**, 100 Decatur Street, SE, Room 205, Atlanta, GA 30303-3202. Materials received by July 20, 2001, will receive priority. For more information, please visit our Web site at: <http://www.library.gsu.edu>. Georgia State University is an equal opportunity educational institution and an affirmative action employer strongly committed to cultural diversity.

INSTRUCTION AND REFERENCE COORDINATOR (INTERDISCIPLINARY ENGINEERING AND PHYSICAL SCIENCES) The Libraries of the **University of California, San Diego (UCSD)**, seek an enthusiastic library professional to lead the development of instructional and reference programs in engineering and physical sciences, with special emphasis on supporting the interdisciplinary research and instruction that are a distinctive feature of UCSD's intellectual climate. Reporting to the

Head of Science and Engineering (S&E) Library, key responsibilities include leading undergraduate information literacy programs in engineering and physical sciences, and developing, marketing, and implementing librarywide instruction and information literacy programs meeting the needs of students in these departments. Coordinates and plans reference services for the S&E Library. As a member of our reference team, shares in providing reference assistance in S&E; rotates to other UCSD science library public service desks. Serves as an outreach liaison and bibliographer for one or more programs within the Jacobs School of Engineering, and participates in librarywide planning and professional activities. Requirements: Professional degree from a library school or other appropriate degree or equivalent experience in one or more fields relevant to library services. Two or more years' experience providing reference or instructional services in a science or engineering library. Experience in instructing adult learners and in using technology to deliver information services. Strong commitment to excellence in service; demonstrated ability to work independently as well as collaboratively in a complex, changing environment. Excellent analytical, interpersonal, and communication skills, initiative and flexibility. Ability to interact effectively with faculty and students. Hiring Salary Range: \$40,356–\$63,840, based on experience and qualifications. A full position description and summary of qualifications may be found at: <http://orpheus.ucsd.edu/fac/s&einstruction.htm>. To Apply: Send résumé, cover letter, and a list of three references to: Debra Ambrose (†) at: libraryjobs@ucsd.edu. Candidates applying by June 30, 2001, will be given first consideration. Affirmative action, equal opportunity employer.

TWO POSITIONS AVAILABLE

Tulane University

Become a part of a distinguished university in America's most distinctive city.

ENVIRONMENT: Tulane University is an AAU/Carnegie Research I institution with its main campus located in picturesque uptown New Orleans. At the heart of Tulane University is the Howard-Tilton Memorial Library, the university's main library, which is an ARL research collection supporting programs in the humanities, social sciences, and the sciences. With a new Dean of Libraries and Academic Information Resources, the library is undergoing a number of organizational changes and a renovation plan is being developed for the main library building and the building housing the special collections. A new provost will join the university in July 2001. Combined with a university president who has been on the job for just three years, these changes make for an exciting time to work at Tulane University, especially in the Howard-Tilton Memorial Library. (See: <http://library.tulane.edu>)

Head, Cataloging Department:

The Head of the Cataloging Department manages and leads the department in planning, implementing, coordinating, and evaluating cataloging activities in all languages, subjects, and formats. The Head reports to the Associate Dean of Libraries and supervises 6 FTE librarians, 11.5 FTE support staff, and students.

RESPONSIBILITIES: Oversees daily operation of the department to ensure that cataloging, authority control, and database maintenance activities are accomplished in a service-oriented, timely, and cost-effective manner; establishes goals and objectives and provides for their evaluation, continually examining and adjusting them in relation to library goals and policies; reviews cataloging standards and policies and coordinates adherence to them, including our commitment to PCC; maintains awareness of current trends and developments in the profession; establishes cataloging priorities, plans appropriate staffing levels, coordinates all activities of cataloging, and provides for their evaluation; supervises staff, ensures training and timely evaluation, and promotes staff development; serves as a liaison with all levels of library management on cataloging policy; maintains open lines of communication and encourages the exchange of ideas; collaborates with other library staff on cataloging procedures and priorities; and assumes other duties and responsibilities as assigned.

QUALIFICATIONS: Required: ALA-accredited MLS or equivalent; minimum four years' cataloging experience in a medium to large academic library, including original cataloging, in a variety of formats, using AACR2, MARC formats, LC classification, LCSH, and LCRI; general knowledge regarding cataloging for materials in electronic formats; general understanding of the principles for the description of Internet and other online resources (using SGML, XML, Dublin Core, etc.) and of tools for the integration of bibliographic data across formats, metadata types, and databases; supervisory experience (minimum 2 years) in an academic library, including experience managing a cataloging or database management unit or project; evidence of excellent interpersonal, communication (written and oral), analytical, and organizational skills; ability to motivate and provide direction to a diverse staff in a changing environment; ability to provide effective leadership in a computer-intensive environment. Preferred: Ability to work with a variety of modern languages, particularly European; participation in

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LIBRARY DIRECTOR. Aquinas College, a Catholic liberal arts college rooted in the Dominican tradition, invites applications for this 12-month position. The Director reports to the Provost and is responsible for all aspects of the library. Provides leadership for planning, budgeting, policy formulation, and collection development; supervises professional and support staff; and collaborates with faculty in delivery of the academic curriculum and promotion of information literacy. Requirements include an MLS degree and a minimum of six years of progressively responsible experience in an academic library. Must have strong communication, management, interpersonal, and problem-solving skills. An understanding of the application of emerging technologies to library services is needed. Previous experience with library building design and construction is preferred. Application review begins June 15, 2001. Please submit a letter of interest, résumé, and the names, e-mail addresses, and phone numbers of three references to: **Aquinas College**, Human Resources, 1607 Robinson Road SE, Grand Rapids, MI 49506. Equal opportunity employer.

LIBRARY SYSTEMS COORDINATOR. The Tri-College Library Consortium (Bryn Mawr, Haverford, and Swarthmore Colleges) seeks a Systems Coordinator to manage the implementation, operations, and enhance-

ment of its core information systems, including but not limited to the integrated library system, interlibrary loan/document delivery software and systems, electronic reserves, and other centrally-served technologies. The Coordinator reports to the Director of Libraries, Bryn Mawr, works closely with staff of the Tri-College libraries on a wide range of technical initiatives, has an office at Bryn Mawr College, moves among campuses for meetings and informal consultation with library staffs, is advised by the libraries' three heads of technical services, collaborates closely with the Tri-College Consortium's Research and Development Coordinator and Web Developer, and forges effective working relationships with computing services and instructional technology staff on each campus. Requirements: Minimum three years' experience in systems administration/information technology and demonstrated knowledge of library/instructional technologies and trends. Some combination of Web development/PERL/JAVA/UNIX/networking skills highly desirable. MLS preferred. Salary dependent on qualifications and experience (minimum \$45,000); superior benefits package. See complete job description at: <http://www.brynmawr.edu/Library/Docs/positions.html>. To Apply: Submit cover letter explaining qualifications for and interest in the position, a résumé, and names of three references, to:

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professional activities at the state, regional, and/or national level; experience with cataloging serials and electronic resources; and experience with national cooperative cataloging programs.

SALARY/BENEFITS: Rank and salary commensurate with experience, minimum \$48,000; excellent benefits, choice of health plans, choice of retirement plans, immediate tuition waiver for self, and undergraduate tuition waiver for dependents.

DEADLINE: Review of applications will begin **August 15, 2001**, and continue until position is filled.

Information Services Librarian—Sciences/Reference (Search Extended):

The Howard-Tilton Memorial Library at Tulane University is seeking a creative and service-oriented librarian for a position that combines reference and library/Internet instruction with outreach and collection building responsibilities for science disciplines.

RESPONSIBILITIES: Reporting to the Assistant Dean for Research and Information Services, the Information Services Librarian (Sciences/Reference) provides general help and research assistance at the library's Help Desk including some evening and weekend duty; participates with other librarians in providing instruction to undergraduate and graduate students through the library's Center for Library/Internet User Education (CLUE); is a bibliographer for a number of science disciplines and serves as the library's liaison to those disciplines; develops outreach initiatives aimed at science students and faculty outside the library building and assists in development of the library's Web-based resources; and assumes other duties and responsibilities as assigned. Subject assignments for collection development will be based on the experience and background of the successful candidate.

QUALIFICATIONS: Required: ALA-accredited MLS; experience in reference service and in assisting library users with digital library resources in an academic library; experience with science-related databases such as Chemical Abstracts; excellent interpersonal and communications skills; and a record of working well in groups or teams. Preferred: Degree or scholarship in the physical or biological sciences, engineering, or computer science; experience with Web design, library instruction/outreach initiatives with a science/technology focus, and collection development; and enthusiasm for an innovative and cooperative environment. (The individual will be expected to develop expertise in emerging technologies and lead and/or participate in innovative library projects.)

SALARY/BENEFITS: Rank and salary commensurate with experience, minimum \$33,000 for Librarian I, \$35,000 for Librarian II; excellent benefits, choice of health plans, and tuition waivers.

DEADLINE: Review of applications will begin **June 22, 2001**, and continue until the position is filled.

TO APPLY: Send letter, résumé, and names, addresses, and telephone numbers of three references, including immediate supervisor, to:

Andrea Bacino, Secretary
Howard-Tilton Memorial Library
Tulane University
New Orleans, LA 70118
Email: abacino@tulane.edu; fax: (504) 865-6773

Tulane is an equal opportunity, affirmative action employer.

MaryBeth Lopes, Human Resources, **Bryn Mawr College**, at: jobs@brynmawr.edu; or fax: (610) 526-7478. Materials received by May 31, 2001, will be assured full consideration. M/F EOE.

PUBLIC SERVICES LIBRARIAN. Purdue University North Central is seeking a Public Services Librarian to be responsible for bibliographic instruction, reference, interlibrary loan services, and circulation. Master of Library Science (ALA-accredited) and one year of professional experience in a public library services operation required. Requires experience with OCLC and other computer-based systems for interlibrary loans. Excellent written and oral communication skills required with strong service orientation. Knowledge of and experience with information technologies required. Library instruction and supervisory experience preferred. Familiarity with library automation management systems, specifically Voyager, preferred. To Apply: Please fax, e-mail, or mail your cover letter, résumé, and three references to: **Purdue University North Central**, Jan Hanchar, 1401 S. US Highway 421, Westville, IN 46391; e-mail: jhanchar@purdue.edu; fax: (219) 785-5540. Educational and professional references will be verified prior to any offer of employment. Purdue University North Central is an equal opportunity, affirmative action employer.

REFERENCE AND DIGITAL PROJECTS LIBRARIAN (PHYSICAL SCIENCES AND ENGINEERING). The Libraries of the **University of California, San Diego (UCSD)**, invite applications from creative professionals who enjoy working with people and using technology to deliver information and teach information skills. Reporting to the Head of Science and Engineering Library (S&E), works closely with other public services staff to coordinate and provide editorial and technical direction to the S&E Web site; takes lead in developing or implementing digital instructional and information services programs and projects (e.g., digitally produced exhibits, remote reference). As a member of our reference team, shares in providing reference assistance in S&E and provides basic library instruction for students and faculty in the physical sciences and engineering. Actively participates in outreach and instruction for departments served by S&E; selects print and digital resources in one or more areas of S&E collections in the physical sciences and engineering. Participates in librarywide planning and professional activities. **Qualifications:** Professional degree from a library school or other appropriate degree or equivalent experience in one or more fields relevant to library services. Demonstrated interest in science librarianship. Strong commitment to excellence in service; demonstrated ability to work independently as well as collaboratively in a complex, changing environment. Excellent analytical, interpersonal, and

REFERENCE LIBRARIAN/ ASSISTANT PROFESSOR OF BIBLIOGRAPHY

The University of Akron

The University Libraries at The University of Akron seeks a librarian to join its faculty to support its reference, teaching, and collection management programs.

DUTIES AND RESPONSIBILITIES: Under the direction of the Head of Reference, provides reference and instructional services for both on-campus and remote users. Works a regular reference desk schedule averaging 15 hours per week, including one evening per week and participation in rotating weekend duty. Under the direction of the Head of Collection Management, performs collection development liaison duties in one or more social science subject areas based on library needs. Participates in the library instruction and library information competence programs. May serve as liaison to the Archives of the History of American Psychology. Meets obligations for professional service and faculty responsibilities.

REQUIRED QUALIFICATIONS: MLS from an ALA-accredited institution, a degree or significant library work experience in the social sciences; public service experience; excellent written and oral communication skills; strong commitment to public service; demonstrable knowledge of electronic and Web-based resources; likes to work effectively as a team member in a dynamic, and adapts well to a rapidly changing environment.

PREFERRED QUALIFICATIONS: Academic library experience; experience or interest in collection development in Psychology; bibliographic instruction experience; professional development activities in appropriate areas for the position; understanding of special collections; and an indication of ability to meet requirements for faculty retention and tenure.

UNIVERSITY AND COMMUNITY: The University of Akron is the third largest state-assisted university in Ohio. UA's 10 academic colleges offer 24,000 students more than 300 undergraduate and master's degree programs and options, 17 doctoral degree programs, and 4 law degree programs. Alumni of the University now number more than 100,000 throughout every state and 40 foreign countries. Located in metropolitan area of 500,000 people 30 miles south of Cleveland, The University of Akron (www.uakron.edu) has the advantages of city life and combines them with the area's exceptional natural resources.

SALARY AND BENEFITS: Salary minimum is \$32,000 with a generous benefits package.

APPLICATION: Candidates should submit cover letter, résumé, and a list of three references (with addresses, telephone numbers, and e-mail addresses) to:

**Delmus Williams
Dean, University Libraries
Bierce Library
The University of Akron
Akron, OH 44325-1701**

Review of applications will begin **June 15, 2001**, and will continue until the position is filled.

communication skills, initiative and flexibility. Evidence of ability to interact effectively with colleagues, faculty, and students. Working knowledge of information technologies and their application to enhance user services. Demonstrated skills in creating web documents. Demonstrated ability to instruct adult learners and use technology to deliver information services. Hiring Salary Range: \$37,728–\$52,356, depending on experience and qualifications. A full position description and summary of qualifications may be found at: <http://orpheus.ucsd.edu/fac/s&edigital.htm>. To Apply: Send résumé, cover letter, and a list of three references to: Debra Ambrose (1) at: libraryjobs@ucsd.edu. Candidates applying by June 30, 2001, will be given first consideration. Affirmative action, equal opportunity employer.

REFERENCE LIBRARIAN FOR CLASSICS, HELLENIC STUDIES AND PHILOSOPHY. Description: Subject specialist for Classics, Hellenic Studies and Philosophy assigned to Bobst Libraries Humanities Center in the Collections and Research Services Division, New York University (NYU) Libraries. Librarians are expected to serve as partners in the educational mission of NYU by establishing strong relationships with the faculty and students, building and maintaining appropriate research collections, and providing responsive and innovative information services. Responsibilities include: Selecting and managing research materials in all formats;

faculty liaison; providing a variety of research, consultation, reference, and instructional services to faculty and students; and participating in the preservation efforts of the library. Qualifications: ALA-accredited MLS and subject master's degree required for tenure. Preference will be given to candidates who have done graduate work in classics or a related field, such as ancient history; who have proficiency in Latin and Greek, and reading knowledge of at least one Western European language. Previous library experience in collection development or reference is desirable. Salary and Benefits: Faculty status, excellent benefits include five weeks' annual vacation. Salary commensurate with experience. New York University Libraries: Library facilities at New York University serve the school's 50,000 students and faculty and contain more than four million volumes. New York University is a member of the Research Libraries Group and serves as the administrative headquarters of the Research Library Association of South Manhattan, a consortium that includes three academic institutions in Greenwich Village. To ensure consideration, send résumé and letter of application, including the names, address, and telephone numbers of three references to: Janet Koztowski, Library Human Resources Director, **New York University Libraries**, 70 Washington Square South, New York, NY 10012; fax: (212) 995-4070. NYU encourages applications from women and members of minority groups.

TWO POSITIONS AVAILABLE

Johns Hopkins University

Head, Electronic Resource Acquisitions/Serials Unit Head, Monographs Unit/Coordinator of Approval Plans

Eager to meet the challenges of the dynamic digital library environment at the dawn of the 21st century, the Acquisitions Department of the Sheridan Libraries seeks to fill the positions of Head, Electronic Resource Acquisitions/Serials Unit and Head, Monographs Unit/Coordinator of Approval Plans. With an already exceptionally rich collection of electronic serials and databases, the library looks to move aggressively into the realm of the electronic book as well. The successful candidates will occupy pivotal positions within a rapidly changing organization committed to meeting the increasingly complex information needs of a diverse and far-flung user population, encompassing both traditional and nontraditional library users. While insuring the continuation of an outstanding tradition of service in tangible formats, the incumbents of these positions will have a unique opportunity to step into the forefront of the most exciting new advances in electronic formats. Complete descriptions, listing the qualifications for the positions, can be found at: <http://milton.mse.jhu.edu> by clicking on the Employment Opportunities link.

The Sheridan Libraries encompass the Milton S. Eisenhower Library and its collections at the John Work Garrett Library, the George Peabody Library, and the Albert D. Hutzler Undergraduate Reading Room. Its primary constituency is the students and faculty in the schools of Arts and Sciences, Engineering, and Professional Studies in Business and Education. A key partner in the academic enterprise, the library is a leader in the innovative application of information technology and has implemented notable diversity and organizational development programs. The Sheridan Libraries are strongly committed to diversity. A strategic goal of the Libraries are to "work toward achieving diversity when recruiting new and promoting existing staff." The Libraries prize initiative, creativity, professionalism, and teamwork.

Review of applications will begin immediately and continue until the position is filled. Send résumé, indicating Job #S012588 (Monographs) or #S012587 (Electronic Resource Acquisitions) on cover letter, along with three professional references via e-mail to: hwjobs@jhu.edu; fax: (410) 516-2314; or mail to:

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

Approximate Starting Salary Range: \$38,555 – \$49,150.

We offer excellent benefits, including tuition remission, in a smoke-free and drug-free environment.

Affirmative action, equal opportunity employer.

TECHNICAL SERVICES LIBRARIAN. The College of Wooster is seeking a Technical Services Librarian to serve in a replacement capacity for three years, beginning immediately. This person will supervise a staff of five individuals (in cataloging, acquisitions, serials, and preservation), do some original cataloging, and share reference service, collection development, and instruction with other librarians. The successful candidate will hold a master's degree in library/information science from a graduate school accredited by the American Library Association, will have taken courses in technical services, and will have experience appropriate to the position. Minimum starting salary of \$39,000 plus benefits package. Applicants should send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Damon Hickey, Director of the Libraries, **The College of Wooster**, 1189 Beall Avenue, Wooster, OH 44691-2363. Review of applications begins immediately and will continue until the position is filled. The College of Wooster is an independent college of the liberal arts and sciences with a commitment to excellence in undergraduate education. The College values diversity, strives to attract qualified women and minority candidates, and encourages individuals belonging to these groups to apply. Wooster seeks to ensure diversity by its policy of making appointments without regard to age, sex, race, creed, national origin, disability, handicap, sexual orientation, or political affiliation. The College of Wooster is an equal opportunity, affirmative action employer.

UNIVERSITY LIBRARIAN. Texas Lutheran University seeks an enthusiastic and dynamic leader for the position of university librarian to begin January 2002. The position is a 12-month administrative position with faculty (tenure-track) status and rank appropriate to qualifications and experience. Reporting to the executive vice president and provost, the university librarian is responsible for administration, management, recruitment and staff development, budgeting, development and maintenance of the collection, and planning and implementation of library services. The university librarian works closely with the information systems staff and the faculty to capitalize on opportunities provided by new technologies. Qualifications include a master's degree from an ALA-accredited library program and significant academic library management experience. Texas Lutheran University is affiliated with the Evangelical Lutheran Church in America. The ELCA's 28 colleges and universities value and practice academic freedom and prepare women and men for lives of leadership and service in a diverse world. For more information and a full position description, consult our Web site at: <http://www.tlu.edu>. Review of applications will begin May 15, 2001, and continue until the position is filled. Texas Lutheran University is an equal opportunity, affirmative action employer. Women and minority candidates are encouraged to apply. Please forward a vitae, e-mail addresses,

Princeton University



PROJECT MANAGER, ASSOCIATE DIRECTOR NATIONAL DATA ARCHIVE FOR ARTS AND POLICY RESEARCH

Princeton University Library
Princeton, New Jersey

The Princeton University Library's general collection includes about six million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 300 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among 20 sites on campus, including a large central library. More information may be found at the Library's Web site: <http://libweb.princeton.edu:2003/>.

AVAILABLE: Immediately.

DESCRIPTION:

Princeton University Library, in association with Princeton University Center for Arts and Cultural Policy Studies, is developing a National Data Archive for Arts Policy Research. This archive will provide a central repository for a broad range of data and will become a vital tool for researchers, policy makers, and arts advocates. The archive will contribute to building the field of cultural policy studies in America. To accomplish this, the archive will obtain data and provide access to it using a highly functional Web portal. For more information on the Center and the Project, see the Center's Web site: <http://www.princeton.edu/~artspol/> and the news release on the project: <http://www.princeton.edu/pr/news/01/q1/0307-pew.htm>.

DUTIES AND RESPONSIBILITIES:

The Project Manager will act as the Associate Director of the National Data Archive for Arts Policy Research. He/she will be a staff member of the Princeton University Library and will report to the Director of the National Data Archive for Arts Policy who is also the Library's Data Services Librarian. The Project Manager will have responsibility for the daily operations of the project and will supervise a staff of three. He/she will work closely with the project team and with the project's national advisory group. The Associate Director will oversee the preparation of data and documentation for presentation on the Web. The Web site will provide tools for searching, browsing, downloading, extracting, and analyzing data. He/she will work as part of a team of professionals in the development

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names, addresses, and telephone numbers of at least three references, and a cover letter that identifies how personal and professional strengths would match the qualifications of the position, to: Nick Lockard, Dean, College of Professional Studies, **Texas Lutheran University**, 1000 W. Court Street, Seguin, TX, 78155. Fax: (830) 372-6065.

UNIX SYSTEM ADMINISTRATOR. Digital Library Group. Library, 12-month, full-time. Responsibilities: Saint Mary's College has been charged with providing a highly interactive electronic network giving access to digital library resources in support of student research and faculty teaching. This position reports to the Head of Media Services and Library Systems and is a member of an innovative technology development team who create interactive online and Web-based services in support of teaching, learning, and information retrieval. Specific duties include installation, configuration, and maintenance of Unix (Linux/Solaris) based network services; installation and configuration of Web server software and applications such as search engines, statistical reporting, and SQL database packages; design and implementation of system security procedures and policies. Train and supervise students, write and maintain documentation, provide training to staff in use of software, maintain awareness of library information technology and resource issues, and help resolve issues in the context of the College's information technology environment. Depending on qualifications, may participate in providing reference and collection development. Qualifications: Four-year college degree with Unix system administration experience; strong verbal and written communication skills; ability to work independently and to function as team member; experience with scripting lan-

guages (e.g., Perl, Python, Javascript, PHP); experience designing, developing, and deploying open Internet applications using Unix and Web technologies; working knowledge of TCP/IP network management. Desirable: Experience working with relational database scheme design; interest in interface design theories, metadata, and related current digital library issues and technologies. Salary/Benefits: Salary commensurate with skills and experience. Health, dental, vision, life, and long-term disability insurance; incremental tuition remission available to eligible employees; generous vacation, holiday, and leave policy. TIAA-CREF retirement program after one (1) year of service and age 21; immediately if one (1) year of prior employment at an institution of higher education completed. Apply To: Human Resources, **Saint Mary's College**, P.O. Box 4227, Moraga, CA 94575; phone (925) 631-4020; fax: (925) 631-9611. Deadline: Applications considered upon receipt; position open until filled. Saint Mary's College of California is one of the most distinguished colleges in the West. As a comprehensive college, the institution offers undergraduate and graduate programs integrating liberal and professional education. Saint Mary's reputation for excellence, innovation, and responsiveness in education comes from its heritage as a Catholic, Lasallian, Liberal Arts institution. An outstanding, committed faculty that values learning and student interaction brings these traditions to life. The College is a place of great beauty and community, located just 20 miles east of San Francisco, with locations throughout Northern California. An equal opportunity employer, the college is committed to diversity and encourages Christian Brothers, women, minorities, disabled individuals, and veterans to apply. The college seeks faculty, staff, and administrators who espouse or respect the Catholic tradition.

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of production policies and procedures (e.g., quality control, integrity, and reliability of data products), the design and evaluation of the Web interface and data delivery mechanisms, and the evaluation of system features (e.g., functionality, cohesion, clarity). This person will play a lead role in an ongoing review and refinement of processes and functions. The Associate Director will be expected to assist in negotiations with data donors and data producers. He/she will be responsible for obtaining necessary permissions and rights, for ensuring that data and its associated documentation are furnished according to established standards, and, if needed, for arranging with donors/producers to have data specially prepared for the Archive.

QUALIFICATIONS:

Required: This position requires a bachelor's degree, and a minimum of three years' experience in a relevant position involving high-level management skills and the ability to communicate goals and priorities to the staff. The successful candidate must be highly organized and energetic and must possess exceptional written and verbal communication skills. Technical skills must include a thorough knowledge of computer desktop systems (Windows, NT), database management systems, telecommunications, office automation, desktop publishing, HTML, and proficiency in use of Web-related applications. The desired candidate should be able to demonstrate the ability to acquire additional technical proficiency as needed.

Preferred: Familiarity with academic research, knowledge of bibliographic databases, library standards for bibliographic description. MLS from an ALA-accredited library and information science school or equivalent combination of both education and professional experience.

BENEFITS:

Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA-CREF), group life insurance, health coverage insurance, and disability insurance.

SALARY:

Dependent upon qualifications and experience.

NOMINATIONS AND APPLICATIONS:

Review of applications will begin immediately and will continue until the job is filled. Nominations and applications (résumé and names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Project Manager,
Associate Director of the National Data Archive for Arts and Policy Research
c/o Lila Fredenburg, Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544**

Princeton University is an equal opportunity, affirmative action employer.

Late Job Listings

ACCESS SERVICES LIBRARIAN. Supervises interlibrary loan and provides leadership in serving remote users. Participates in reference services, instruction, and collection development. Required: ALA-accredited MLS. Knowledge of interlibrary loan, document delivery, and service to remote users. Three years' post-MLS experience. Excellent communication skills. Supervisor ability. Salary negotiable, minimum \$31,000 per year. See additional duties and requirements at: <http://www.lib.memphis.edu>. Application review begins June 15, 2001, and continues until filled. Send cover letter addressing position requirements, résumé, and contact information for at least three references to: Nancy Massey, Personnel Associate, 126 Ned McWherter Library, **University of Memphis**, Memphis, TN 38152. University of Memphis is an affirmative action, equal opportunity employer.

ACCESS SERVICES LIBRARIAN. The Phillips Memorial Library of **Providence College** (PC) seeks an energetic and dynamic colleague to fill this newly created administrative position. This person will lead and manage the circulation, reserves, and interlibrary loan areas and supervise day and evening staff. An ALA-accredited master's degree in library/information science required with strong supervisory and computing skills. PC offers a competitive benefits package including salary compensation, retirement contributions, vacation, sick leave, and

FONDREN LIBRARY CENTER USER EDUCATION LIBRARIAN

Southern Methodist University

The Fondren Library Center (FLC) User Education Librarian is a primary resource for instructing students in the identification, location, utilization, and interpretation of library and information resources through an active and comprehensive user education program. Works closely with faculty and departments to determine library instruction needs and services. Publicizes and presents information about the various instructional services available for students and faculty. Coordinates the creation and distribution of print and electronic user guides. Works approximately 4–10 hours per week at a busy reference desk, including some evening and weekend hours. Reports to the Central University Libraries (CUL) User Education and Outreach Librarian.

QUALIFICATIONS:

Required: Master of Library or Information Science from an ALA-accredited institution (or foreign equivalent); strong public services orientation; demonstrated ability to work individually, as well as in a team. Excellent communication skills, flexible, collaborative, and interpersonal skills.

Desired: Undergraduate degree in the sciences; class work in library instruction and/or teaching methods; and demonstrated team leadership or project management skills.

Appointment will be at the rank of Librarian I or Librarian II depending upon qualifications and experience. (Salary minimum is \$30,000 annually, commensurate with experience and qualifications.) Application review will begin June 30, 2001.

For full consideration, submit cover letter, résumé, and names and addresses of three references, postmarked by **June 29, 2001**, to:

Search Committee
FLC User Education Librarian, Job 008412
Southern Methodist University
P.O. Box 750232
Dallas, TX 75275-0232
E-mail: jobs@mail.smu.edu

For full job description and definition of librarian rankings, please see:
<http://www.smu.edu/cul/joblistings/index.html>.

SMU offers a comprehensive benefits package including retirement plan with immediate vesting and tuition benefits for employees and their families.

Southern Methodist University is an AA/EEO/Title IX employer.

medical benefits. Salary projected to be in the mid to upper \$30s. The position description can be viewed on the library's Web site: www.providence.edu. Application review will begin on June 11, 2001, and will continue until the position is filled. Apply to: Daniel J. Vallee, Associate Director of Human Resources, Harkins Hall Room 407, Providence, RI 02918; or e-mail hr@providence.edu.

BIBLIOGRAPHER/REFERENCE LIBRARIAN. State University of New York College at Cortland is seeking an energetic librarian to serve as liaison and bibliographer to the Physical Education, Recreation, and Exercise Science departments. Provides instruction, collection development, and reference services to the departments. Participates in the library instruction program and provides general reference services, including nights and weekends. Required Qualifications: ALA-accredited MLS degree; experience or internship in an academic or large public library and demonstrated ability to communicate effectively to groups. Preferred Qualifications: Second master's degree; formal background or strong interest in physical education, sports, recreation, exercise science, athletics and/or outdoor education; and teaching experience. Position available mid-August 2001. Review of applications will begin June 4, 2001, and continue until the position is filled. Salary in the mid-30s. Submit letter of application, résumé, and the names, addresses, and phone numbers of three references to: Gail Wood, Director of Libraries, SUNY Cortland, Box 2000, Cortland, NY 13045. **SUNY Cortland** is an AA/EEO/ADA employer. We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of multicultural studies.

HEAD, MUSIC LIBRARY

University of Minnesota—Twin Cities

The University of Minnesota—Twin Cities Libraries invites applications from and nominations of dynamic, innovative individuals for the position of Head of the Music Library. One of 28 specialized units in the University of Minnesota Libraries, the Music Library is a central resource for the School of Music, as well as other departments across campus and the region. The collections include approximately 60,000 books, 25,000 scores, 40,000 recordings, a rare book collection, and notable special collections.

The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

DESCRIPTION: Direct all activities of the Music Library. Exercise overall responsibility for music collection policy, materials selection, evaluation, fund management, and faculty liaison. Provide electronic and traditional reference and information services for library users. Work with the faculty and the Director of the School of Music to integrate library resources into curriculum and programs, particularly in the area of digital technology. Oversee 2.0 FTE paraprofessional staff, as well as student assistants. Work with the University Librarian and the Director of the School of Music to build the Music Library's endowment as part of the University's Capital Campaign. Work within the Libraries team structure to advance library goals and activities.

QUALIFICATIONS: Required: ALA-accredited MLS or foreign equivalent; supervisory experience; strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. Preferred: Advanced degree or significant graduate-level course work in music; working knowledge of modern foreign language(s) other than English; collection development experience; and knowledge of archival practices for sound recordings.

SALARY AND BENEFITS: Full-time, 12-month, continuous-appointment track, academic/professional position with probationary appointment at the Assistant or Associate Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$40,000, for this position. Excellent benefits and substantial moving allowance.

RECRUITING SCHEDULE: Position is available July 1, 2001. Applications will be accepted until the position is filled. A full position description is available at: <http://www.umn.edu/ohr/employ.html> listed with Academic Professional positions by #UL128.

APPLICATION PROCEDURE: Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

**Search Committee
Libraries Human Resources Office
University Libraries
499 Wilson Library
309 19th Avenue South
Minneapolis, MN 55455-0414**

Please identify your application with #UL128.

The University of Minnesota is an equal opportunity educator and employer.

<http://www.lib.umn.edu>

CHAIR, RESEARCH SERVICES DEPARTMENT. The Information Services Division of the University of Southern California (USC) invites applications and nominations for the position of Head of the Research Services department. Reporting to the Director of Public Services, the Head provides divisionwide leadership for evolving research services throughout the libraries and will play a major role in the design of reference service for USC's "Next Generation Library." The Head of Research Services is also responsible for recruiting and training a team of subject specialist bibliographers to perform collection development within the Social Sciences and Humanities and enhance the scholarly research collections within Doheny Library. The team will also work with faculty members within the Graduate School and the College of Letters, Arts, and Sciences to create course related Web sites and instructional programs supporting technology-based

ASSOCIATE DIRECTOR, GEOSPATIAL AND STATISTICAL DATA CENTER

University of Virginia

The University of Virginia Library seeks an innovative and energetic individual to serve as Associate Director of the Geospatial and Statistical Data Center (Geostat). The Center supports expanding interest in accessing data for geographic and statistical analysis at the University. This position offers significant opportunity to participate in the development and advancement of services supporting numeric, geospatial, and other electronic information needs at the University of Virginia. The University and the Library have a strong commitment to achieving diversity among faculty and staff.

The Geospatial and Statistical Data Center is located in Alderman Library, serving users in most major schools of the University including Architecture, Arts and Sciences, Commerce, Education, and Engineering and Applied Science. Geostat staff serve the University community's teaching and research needs by identifying, acquiring, and providing assistance in the use of machine-readable data sets for geographic and statistical analysis. Geostat offers its services in a large public computing lab/classroom featuring two dozen PC workstations. The Center also houses a large map collection and serves as a resource for statistical information in print. Center employees work in a dynamic team environment and collaborate with others in the Library system to develop integrated digital library services and initiatives. The Geospatial and Statistical Data Center can be accessed on the Web at: <http://fisher.lib.virginia.edu>.

QUALIFICATIONS: Master's degree or higher in a relevant field, with experience using numeric and/or spatial data resources in a research or educational setting; extensive knowledge of computer software for statistical and/or geographic analysis (e.g., SAS, STATA, or SPSS, or Arc View, ArcInfo, or ERDAS); ability to consult with and advise faculty, staff, and students regarding the use of electronic data resources for teaching and research in a wide range of disciplines; ability to excel as an instructor with excellent interpersonal, oral, and written communication skills; creativity and evidence of ability to learn quickly; strong user-centered service orientation; commitment to diversity in the workplace and ability to serve a diverse user community; commitment to professional growth and development; supervisory experience desirable.

SALARY AND BENEFITS: Salary competitive, depending on qualifications. General faculty status. The University of Virginia offers excellent benefits, including 22 days' vacation and TIAA-CREF and other optional retirement plans. Review of applications will begin on **June 15, 2001**, and will continue until the position is filled.

Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three references to:

Alan Napier
Director of Library Human Resources
Alderman Library
University of Virginia
P.O. Box 400114
Charlottesville, VA 22904-4114

*The University of Virginia is an equal opportunity, affirmative action employer.
Minority candidates are encouraged to apply.*

research into subject fields supported by the library. Research Services especially values personalized service for graduate students and faculty, close involvement with departments to develop specialized tools and resources that match their needs and interests, subject specialists who understand and have experienced the scholarly enterprise, cultivation of learning communities, and tiered service delivery systems both on-site and through the network. Doheny Library is about to embark on a major reassessment of services and will rely on the Head of Research Services to provide leadership in rethinking spaces, collections, and services to best meet the need of researchers. Experience and Qualifications: The successful candidate will have a Ph.D. in a subject field within the Social Sciences and Humanities; knowledge of the research process in the Social Sciences and Humanities; a demonstrated ability to work with teaching faculty in those fields to ensure that services and resources meet teaching and research needs; a strong foundation in both print and electronic scholarly collections and information systems; will be innovative but

ASSOCIATE DEAN FOR PUBLIC SERVICES

Northern Illinois University Libraries

Head of public services division. Provide leadership for a strong program of information services. Administer overall operations of public services division staffed by 13 FTE faculty, 34 FTE staff, 11 graduate assistants, and 140 student assistants; allocate divisional budgetary and personnel resources; plan, implement, and evaluate divisional activities; insure appropriate communication within division and outside division; and represent division within university libraries. Supervise divisional department heads and areas including access services, branch libraries, circulation, government publications, microforms and media services, information delivery services, and reference. Work directly with libraries' faculty and staff outside division when they participate in information services. FY02 University Libraries budget exceeds \$8.5 million. Appointment at level of professor or associate professor, based on experience and qualifications.

REQUIRED QUALIFICATIONS: Master's degree from an ALA-accredited library education program and second master's; administrative ability, strong leadership qualities, and communication skills to work cooperatively with all segments of the university community.

PREFERRED QUALIFICATIONS: Doctorate degree; successful, progressively responsible professional experience in academic or research library, including experience in one or more departments within the division; record of publication and professional involvement supporting a senior-level appointment in a tenure track; experience with public relations and with computer applications; demonstrated commitment to affirmative action.

SALARY: \$65,000 minimum for 12-month appointment.

Submit application and nominations, including full curriculum vitae and names, addresses, and telephone numbers of four references with application, to:

**Arthur P. Young, Dean
University Libraries
Northern Illinois University
DeKalb, IL 60115-2868**

Complete application must be received by **June 22, 2001**.

*Northern Illinois University is an equal employment opportunity,
affirmative action employer and recognizes dual-career issues.*

pragmatic in balancing an understanding of the larger needs and mission of a university with an ability to focus on completing projects and short-term goals; and experience in developing academic research collections and demonstrated ability to plan and implement new information services. A master's degree in Library and Information Science, or equivalent experience, is desirable, as is experience in assessment of ongoing programs and services and the ability to work in a team, project-oriented environment. Appointment Rank/Salary: Rank and salary commensurate with experience and qualifications. Generous benefits package includes medical and dental coverage and a choice of retirement plans. Application Procedures: The search will continue until the position is filled. Review of applicants will begin August 1, 2001. Send letter of application, curriculum vitae, and names of three references (with addresses and phone numbers) to: Terry Kolasa, Director, Human Resources, Attn: position #205, Information Services Division, PSD #114, **University of Southern California**, Los Angeles, CA 90089-1622; e-mail: kolasa@usc.edu. Equal opportunity employer, M/F/D/V.

GENERAL LIBRARIANS. **Chapman University**, Orange, California, seeks three librarians to join its growing library. Duties may include any combination of the following: reference or bibliographic instruction; electronic/Web resources and content; library automation systems; cataloging; or participating in collection development. Information at: www.chapman.edu/hr. Job #52-01. EOE/M/F/D/V.

UNIVERSITY LIBRARIAN. **Fairleigh Dickinson University** seeks an individual with the vision, energy, and technical and team experience to design, develop, and maintain a state-of-the-art academic library system. The University Librarian is the chief academic and administrative officer of the university's library system, including the libraries at the university's New Jersey and



HARVARD
COLLEGE
LIBRARY

SENIOR REFERENCE LIBRARIAN IN THE HILLES LIBRARY HARVARD COLLEGE LIBRARY

The Hilles Library is a unit of the Harvard College Library in the Faculty of Arts and Sciences of Harvard University. Together with the Lamont Library, Hilles supports undergraduate study, teaching, and research in the humanities and social sciences.

Hilles is seeking an experienced librarian for its reference and instructional services program. Reporting to the Associate Librarian and Head of Reference, this position requires a clear commitment to the highest possible level of service in reference and instruction. The proven flexibility and versatility to contribute effectively - through the exercise of initiative and independent thinking - to a rapidly evolving academic library environment, and strong knowledge of the subject literature and research methods in various disciplines.

Duties and responsibilities include management and continuous development of extensive instructional program, including designing course-related instructional sessions, preparing materials, and maintaining existing and establishing new faculty contacts. Also participates in Harvard College Library instructional services program. Oversees reference desk services, both person-to-person and electronic, including basic reference and research/thesis conferences. Supervises one full-time reference librarian and, with that person, oversees the work of part-time casual and support staff. Working with reference team, takes the lead in developing and implementing reference services and establishing policies and procedures for the Reference Division. Coordinates the Library's outreach to users. Participates in the management of the Library, helping both with day-to-day oversight of the Library as well as the realization of Library-wide goals. Contributes extensively to collection development. In addition to maintaining the reference collection, selects books in assigned subjects for Hilles and Lamont and deselected books and periodicals for Hilles. Selects video and CD-Rom titles for Hilles; consults with Associate Librarian on other collection management issues; consults with colleagues on the acquisition of and access to electronic resources in the College and University. Collaborates with units across the HCL and the Faculty of Arts and Sciences to promote an integrated learning environment for the Harvard community. NOTE: Work Schedule is Sunday - Thursday, 1 p.m. - 9 p.m. during the academic year and Monday - Friday, 9 a.m. - 5 p.m. the rest of the year.

Qualifications: MLS from an accredited ALA institution required; subject Master's preferred. Strong preparation at the undergraduate level in either the social sciences or the humanities; five to seven years' reference and allied public services experience at the professional level in an academic setting. In addition, candidates for this position will demonstrate: the exercise of initiative and independent thinking in achieving institutional goals, superior written and verbal communication skills and successful experience in management and in the supervision of staff. Familiarity with administrative issues and the ability to establish and maintain effective working relationships with colleagues, faculty, and library staff. The command of reference techniques and resources in a multi-format environment; experience in a range of methods for library instruction with evidence of significant participation in instructional programs and successful teaching experience; mastery of public service applications of computers and computer systems; excellent analytic skills; involvement in publications programs.

Compensation: Harvard University offers a competitive program of benefits. Appointment salary is dependent on qualifications and experience.

Available: Immediately. The review of applications will begin immediately and continue until the position is filled. Interested parties are invited to submit a letter of application addressing position qualifications with a resume and with the names, addresses, telephone and fax numbers of three references to: Resume Processing Center, Harvard University Requisition #9749, 11 Holyoke Street, Cambridge, MA 02138. Or apply online to www.hr.harvard.edu/employment/jobs.html.

HARVARD UNIVERSITY UPHOLDS A COMMITMENT TO AFFIRMATIVE ACTION
AND EQUAL EMPLOYMENT OPPORTUNITY

H A R V A R D



U N I V E R S I T Y

ASSOCIATE DIRECTOR, LIBRARY SERVICES.

Florida Gulf Coast University

Energetic, progressive leader sought by the newest Florida accredited state university. Assist the director in library operations, facilities planning, policy development, and assessment activities. Fosters a collegial atmosphere in a team-based, technology-rich environment where planning, innovation, and cooperation are emphasized. FGCU has 295,000 volumes, a 27-member staff, and a \$2.6million budget. Expansion to 100,000 square feet will begin in 2002.

REQUIREMENTS: ALA-accredited MLS and five years' administrative or managerial experience. Supervisory experience required. Earned doctorate a plus.

HIRING RANGE: \$45,000-\$60,000.

SPECIAL POSITION NOTES: Appointment will be made at a faculty rank, and salary will be based on experience and record of scholarship on a 12-month, multiyear contract basis.

TO APPLY: Submit two packages, a letter of interest, curriculum vitae, and a list of five references postmarked by the deadline date of **June 22, 2001**, to:

**Florida Gulf Coast University
Position #12133
Human Resources Department
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565**

Visit our Web site at: www.fgcu.edu. For additional information, call: (941) 590-1111.

Under Florida's Public Record Law, applications submitted are available for public review upon request. Women and minorities are encouraged to apply. FGCU is an EO/EA/AAI.

TECHNICAL SERVICES LIBRARIAN

Manhattanville College is an independent, coeducational residential liberal arts college of approximately 1,400 students located 28 miles north of New York City. We are currently seeking a Technical Services Librarian who will assist in a variety of areas (cataloging, acquisitions, serials, and preservation) and share reference service, interlibrary loan, collection development, and instruction with other librarians. Some evening and weekend work required.

Required for this position is skill in the application of cataloging standards; experience with various bibliographic formats; the ability to work both independently and as part of a team; and an MLS from an ALA accredited institution. 2 years experience in an academic technical service department; a second masters; demonstrated proficiency with electronic technologies and the ability to work in an environment that emphasizes these technologies; teaching experience; and knowledge of integrated library systems preferred.

Salary commensurate with experience. Please send resume to: **Director of Human Resources, Manhattanville College, 2900 Purchase St., Purchase, NY 10577. Fax (914) 323-5322. Email: humanresources@mville.edu. Review of applications will begin immediately and continue until the position is filled.**

We are an equal opportunity employer actively encouraging applications from candidates with diverse backgrounds.



DIRECTOR, LEARNING RESOURCES (#00157)

Responsible for organizational leadership and direction of Learning Resources, which includes the SLCC Libraries and Media Centers. Master's degree in Library Science from ALA-accredited institution or M.Ed. in media required. Five (5) years of paid, full-time academic library or learning resources experience, becoming progressively more responsible, and including at least two (2) years of administrative management. Teaching experience at an accredited college or university desired.

Starting salary range: Minimum of \$60,000. Salary based on qualifications. Plus excellent benefits. For complete requirements and details see position announcement (hard copy, Web site, or phone line 801-957-4133). Review date begins **June 4, 2001**, position open until filled. To be considered for employment, please submit an official Salt Lake Community College employment application, cover letter, resume and photocopy of transcripts, to: **Salt Lake Community College, Human Resources, 4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130; Phone: (801) 957-4210; TTY: (801) 957-4692; Fax: (801) 957-4721; www.slcc.edu/hr/hr.htm.**

EO/AA EMPLOYER

REFERENCE LIBRARIANS (TWO POSITIONS AVAILABLE)

University of Nebraska

Education and Science Specialists/Instructional Designers:

The University of Nebraska at Omaha seeks two (2) energetic and highly motivated faculty members to design and implement new and innovative library and information literacy instructional programs as well as perform general reference duties. A team leader with a background in Education or a related field will serve as Team Leader of the Instructional Services Team. The assistant team leader needs a background in the Sciences. The University and department have a strong commitment to achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply.

GENERAL RESPONSIBILITIES: Effectively assists patrons with their information needs by performing general and specialized reference work; actively participates in collection development and library liaison responsibilities in assigned subject areas; maintains effective team-based working relationships with colleagues in the department, library, and university; and fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service

QUALIFICATIONS: ALA-accredited MLS; experience in providing a wide range of reference services; conversant with emerging issues related to teaching, learning technologies, and information literacy standards for higher education; excellent organizational, planning, interpersonal, presentation, and written skills; and must be flexible and capable of working successfully individually as well as in teams in a changing library environment. Desired: Experience in an academic or research library in library instruction, preferably in an electronic environment; knowledge of course management applications, particularly CourseInfo; and an earned subject master's degree in addition to the MLS.

SALARY/BENEFITS: Salary is \$40,000 for a 12-month appointment, tenure track, TIAA-CREF, 24 days' vacation, and flexible benefits package.

Review of applications will begin on **June 20, 2001**, and continue until a candidate is selected. A letter of application, résumé, and the names, addresses, and e-mails of three references should be sent to:

Jan Boyer

University Library

University of Nebraska at Omaha

Omaha, NE 68182-0237

E-mail: jboyer@mail.unomaha.edu; fax: (402) 554-3215

For additional information about the University Library
and a complete copy of the job descriptions, please visit:

<http://library.unomaha.edu>.

overseas campuses. Responsibilities include the maintenance and development of archival and reference resources in the libraries appropriate to the academic programs served, the development of a universitywide digital library providing electronic library resources to faculty and students on the campuses and at remote locations, and support of the university's distance learning initiatives. The successful candidate must be able to plan for, manage, and seek the proper balance between traditional library and remote access facilities. Qualifications should include an MLS from an ALA-accredited library school, with a Ph.D., DLS, or second master's degree highly desirable; five to ten years of academic library experience in positions of increasing responsibility, including managerial experience in a multi-campus institution; and experience with public service and technical service functions and budget planning and administration. The complete position description and application instructions may be found at: <http://www.fdu.edu/admin/univlibrarian.html>. For further information, contact the chair of the search committee, Peter Falley, Provost, Florham-Madison Campus, at: (973)443-8081; or via e-mail at: falley@fdu.edu.

WEB AND INSTRUCTIONAL DESIGN LIBRARIAN. Appalachian State University's Library seeks a talented, energetic Web and Instructional Design Librarian. Primary responsibilities are to shape and manage the Library's Web presence with consideration for all users. Additional duties include providing design support and guidance for library instruction. A more detailed position description may be found at: <http://www.library.appstate.edu/Vacancies/WebLibrarian>. Library faculty are expected to take leadership roles within the library and university, and to be active in scholarship and professional service. Minimum Qualifications:

Catalogers

Stanford University Libraries seeks to fill 2 outstanding Cataloger positions in our Catalog Department, 1 in Humanities and PLAC (Program for Latin American Cataloging) and 1 in Social Sciences and Government Documents. The goal of these positions is to accommodate the dynamic needs of collection development and to fulfill the Library's commitment to participation in cooperative cataloging programs. Emphasis is placed on professional judgment and broad subject interest, both intra- and extra-mural.

We'll rely on you to perform original cataloging of materials according to AACR2 cataloging rules and local department policies and procedures and participate in the NACO and BIBC0 programs as appropriate in support of Catalog Department objectives. You'll track and participate in national cataloging developments related to the material, supervise the work of the paraprofessional assigned to this subject area, and contribute to the intellectual and research environment of Stanford University through active participation on committees, communication with relevant curators, and awareness and sensitivity to use of OPAC metadata by University patrons.

These opportunities require familiarity with cataloging procedures and principles as defined in AACR2, the MARC bibliographic record, and the Holdings and Authorities formats and a Master's degree in Library Science from an ALA-accredited institution, or its recognized equivalent. (Applicants currently enrolled in a graduate library or information science program will be considered.) You'll also need an interest in emerging technologies that affect future cataloging developments, a high level of proficiency using PC-based applications (Windows, word processing, spreadsheets) and other computer applications (email, Internet, integrated Library Systems), and excellent analytical, problem solving and communication skills. Ability to work independently and as a team member in a dynamic environment on a variety of simultaneous workflows, while leading and supervising others in a positive and constructive fashion, and consistent accuracy and attention to detail while maintaining a high level of productivity are essential.

The Humanities and PLAC Cataloger will need advanced knowledge of Spanish and an interest in Humanities and Latin American studies. Desire candidate with working knowledge of other modern, Western European languages (German or Portuguese preferred). The Social Sciences and Government Documents Cataloger will need advanced knowledge of at least 1 modern Western European language and interest in social sciences and government studies. Desire candidate with working knowledge of other modern Western European languages (German preferred).

A letter of application, resume, and the names, addresses, e-mail addresses, and telephone numbers of 3 references should be submitted to: Joanna K. Dyla, Head, MARC Unit, Catalog Department, Stanford University Libraries, Stanford, CA 94305-6004. Applications will be reviewed beginning May 1, 2001, and will be accepted until the positions are filled. For information on these and other positions, see us on the web at <http://www.sul.stanford.edu./depts/humres/job. AA/E0E>



Stanford University

ALA-accredited master's degree; significant experience in Web site management and architecture; demonstrated knowledge and evidence of creative applications of innovative technologies for teaching and learning; excellent written and oral communications skills; and strong consensus-building skills. Preferred Qualifications: Experience in design, development, and implementation of instructional projects; experience in training others to use instructional software and hardware; experience or training in a multicultural environment. The library strongly encourages applications from members of ethnic and racial groups representative of Appalachian's student minorities, principally African Americans, Hispanic Americans, Native Americans, and Asian Americans. Appalachian State University, a member of the University of North Carolina System, has an enrollment of 12,500 students offering undergraduate and graduate degrees in more than 200 majors. The library is a member of the Western North Carolina Library Network, a consortium of three UNC universities sharing a single Innovative Interfaces system. Library holdings include more than 750,000 books and bound periodicals, over 6,000 current periodical, newspaper, and serial titles, 1.4 million microforms, and a significant commitment to electronic resources. The library's acquisitions budget exceeds \$2 million. Learn more about the library's reference and instruction program at: <http://www.library.appstate.edu/reference>. Completed applications must be received by July 16, 2001. This is a 12-month, tenure-track position. Salary and rank are

REFERENCE LIBRARIAN

University of Northern Colorado

The University of Northern Colorado seeks applicants for the position of Head of Reference and Assistant Professor of Library Science, position number 20830.

REQUIRED: Master's degree from an ALA-accredited Library School; three years' experience in providing reference service; experience in a college, university, or research library appropriate to the position; experience in the delivery of instruction; experience in collection development.

RESPONSIBILITIES: The position reports to the Associate Dean of Public Services and Personnel. The department head is responsible for coordinating the operation of a reference department; coordinating the management of student employees; evaluation and promotion of new technologies; developing department and subject Web pages; and supervision and evaluation of 6 FTE. The successful candidate is responsible for collection development in reference and assigned subject areas; user instruction for assigned subject areas; and assisting with general instruction for graduate and undergraduates and teaching sections of the information literacy course. Must be committed and open to exploring and implementing new opportunities for conducting reference services.

Minimum \$40,000 (negotiable) plus stipend. Starting date is October 1, 2001 (negotiable). The position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado.

DEADLINE: All application materials must be postmarked by **July 1, 2001**.

TO APPLY: Send letter of application highlighting candidate's suitability, résumé, and the names, addresses, and telephone numbers of three references to:

George R. Jaramillo
Associate Dean for Public Services and Personnel
University of Northern Colorado
James A. Michener Library
Campus Box 48
Greeley, CO 80639

UNC is an affirmative action, equal opportunity employer and committed to fostering diversity in its student body, faculty, and staff. Employee Relations Office, Carter 2011.

QUALITY CAREERS

IN A THRIVING ENVIRONMENT



WEBER STATE UNIVERSITY SCIENCE LIBRARIAN

Weber State University Library is seeking an innovative, team-oriented Librarian with excellent technological skills, a background in the sciences, and a strong public service orientation. The successful candidate will join information services teams providing collection management, library instruction and reference service in a flexible, innovative, and technically sophisticated environment utilizing a wide variety of networked information resources. **Responsibilities:** develop and manage print and electronic resources in the sciences; serve as liaison to science faculty; provide subject-specific instruction on science information tools and techniques; serve approximately 10 hrs./week at a General Reference Desk, including some evening/weekend hours; participate in providing general instruction sessions and teach once annually a 2-credit hour library skills class. This position reports to the University Librarian. **Required qualifications:** master's degree from an ALA-accredited program; coursework in a science or engineering discipline, or recent science-related experience in an academic or special library. As this is a tenure-track appointment, the successful candidate must be committed to scholarship and ongoing professional growth and development. **Preferred qualifications:** ability to work effectively in a collegial, multidisciplinary team environment; commitment to providing excellent library services to students and faculty; ability to plan innovative library services emphasizing electronic resources; excellent computer-based skills, including the ability to develop Web pages for instruction and collection management purposes; knowledge and practice of current reference and library instruction theories and techniques; understanding of science research methods and familiarity with trends in the information/knowledge environment in the sciences; collection development/management experience and a knowledge of science collection issues; evidence of strong verbal and written communication, interpersonal, and organizational skills; commitment to principles of diversity. **Salary and benefits:** This is an 11-month, tenure-track, faculty appointment. Minimum starting salary is \$38,000 with excellent benefits (including TIAA-CREF). **Application:** Please send a current resume containing the names, addresses and phone numbers of three references and a letter of application addressing the strengths you would bring to the position to:

Joan Hubbard, University Librarian, c/o Human Resources Department, Weber State University, 1016 University Circle, Ogden, Utah 84408-1016.

Screening for the position begins July 6, 2001. Position will remain open until filled. For more information about the Library and Weber State University, please see our Web pages: <http://library.weber.edu/> and <http://weber.edu/>.

AA/EOE

WWW.WEBER.EDU

CALIFORNIA STATE UNIVERSITY, FRESNO

HEAD OF LIBRARY SYSTEMS

SEARCH RE-OPENED

An experienced, creative leader is sought for the position of Head of Library Systems. This position (management or faculty, depending on academic qualifications) reports to the Associate University Librarian and is responsible for the planning, coordination, and implementation of all information technology operations in the Henry Madden Library.

California State University, Fresno is one of the 23 campuses of the California State University system. The current enrollment is approximately 19,000 students. Visit our Web site at www.lib.csufresno.edu.

RESPONSIBILITIES: Provide leadership for the administration, planning, and assessment of the Library's information technology services and programs, including the Geac/ADVANCE integrated library system (ALIS), Windows-based desktop applications, hardware, software, and telecommunications. Manage network services for the Library, including wireless local area networks, and Intranet and Internet services. Administer the Systems Office responsible for the installation, operation, and maintenance of the integrated library system. Supervise a staff of 3 full-time employees and several student assistants. Analyze issues, and participate in policy and budget formulation and operational decisions regarding the Library's use of information systems and technologies. Provide leadership for the management of the Library Web site. Analyze and evaluate systems performance and functionality. Participate in collaborative library systems and IT efforts within the Library, the University, and other organizations.

QUALIFICATIONS. REQUIRED: Master's degree in a relevant field. Faculty appointment requires a library science degree from an ALA-accredited school (or equivalent). At least 3 years' demonstrated successful experience in the management of integrated library systems and electronic information resources. Demonstrated knowledge of: MARC-based bibliographic formats and other library standards; networked environments, and Web-based and Internet resources and tools; networked desktop computing hardware and software applications, servers, and UNIX and NT operating systems; networking LAN and WAN technologies, infrastructure, and hardware; and TCP/IP protocol, Web browsers and tools, and user interface design. Demonstrated ability to communicate technical information clearly and effectively to individuals with varying expertise. Ability to work collegially with a wide variety of individuals at all levels. Strong service orientation and a commitment to staff development. Demonstrated commitment to diversity in the workplace. Excellent planning, analytical, communication, supervisory, project management, and organizational skills. For faculty appointment, demonstrated ability to meet this university's requirement for faculty tenure and promotion.

SALARY/BENEFITS: Salary is competitive and commensurate with qualifications and experience. This is a 12-month, full-time, position. Minimum: \$65,000.

DEADLINE: To ensure full consideration, submit a letter of application and resume with names, addresses, phone numbers, and E-mail addresses of 3 references by **20 July 2001** to:

Michael Gorman, Dean of Library Services
Henry Madden Library
5200 N. Barton Avenue M/S ML34
California State University, Fresno
Fresno CA 93740-8014

California State University, Fresno is an EO/AA employer.

HEAD, INTERLIBRARY LOAN / DOCUMENT DELIVERY DEPARTMENT

George Mason University Libraries (Search Re-opened)

Responsible for overall management of interlibrary loan and document delivery operations including borrowing, lending, document acquisition, and delivery services. Supervises the daily operation of the department including personnel (3.5 FTE plus student assistants) and budget responsibilities.

Collaborates with other library department heads and supervisors to assure overall consistency of processes related to lending and borrowing through such consortia as VIVA, WRLC, and ASERL. Also is responsible for overseeing rapid delivery of materials among the university's distributed campus libraries (the intercampus lending program), and for resolution of all problems related to interlibrary lending and borrowing requests.

Stays current with national trends and developments in interlibrary loan and document delivery, and provides leadership to the department in adopting new procedures and processes to assure a best practices, continuous improvement model for effective interlibrary loan and document delivery.

QUALIFICATIONS: Required: ALA-accredited MLS; knowledge of OCLC interlibrary loan subsystem and document delivery resource management software (e.g., Clio and Illiad); knowledge of interlibrary loan codes and protocols; and supervisory experience. Preferred: Experience in managing complex operations; knowledge of national trends in interlibrary loan and document delivery; and strong communication skills.

APPOINTMENT: 12-month professional faculty appointment. Salary competitive and commensurate with qualifications and experience. Relocation assistance available.

Other specific requirements for this position are available by visiting "Employment Opportunities" on the GMU Libraries' Website: <http://library.gmu.edu/>.

EXCELLENT BENEFITS: Health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 11 paid holidays; and tuition waiver for self.

APPLICATION: Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three current references to:

**Chair, ILL/Document Delivery Head Search Committee
Library Administration, MSN 2FL
George Mason University
Fairfax, VA 22030-4444**

Review of applications will begin **June 15, 2001**.

Affirmative action, equal opportunity employer; minorities are encouraged to apply.

competitive and commensurate with qualifications. For appointment at the rank of Assistant Professor or higher, a second advanced degree is required. Send the letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, Attn.: Web Librarian, Search P.O. Box 32026, Belk Library, **Appalachian State University**, Boone, NC 28608-2026 Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of race, color, national origin, religion, gender, age, disability, or sexual orientation. Appalachian also actively promotes diversity among students and employees.

WEBCOORDINATOR/REFERENCE LIBRARIAN. Web Development Coordinator for Lewis Library, Loyola University, Chicago. Serves on university libraries Web Team. Provides reference service and library instruction, and develops Web-based resources for graduate and undergraduate programs in the Schools of Business and Social Work, Workplace Studies, and Criminal Justice, as well as programs supporting general undergraduate studies. Serves as bibliographer and faculty liaison to one of the above departments. We seek colleagues committed to excellence in research, teaching, and service to join our rapidly changing learning community. Reports to Head of Lewis Library. Required Qualifications: ALA-accredited MLS; experience in Web site development, authoring, and design; experience in providing traditional and electronic reference services and/or collection management in an academic or special library; excellent communication and interper-

UNIVERSITY
OF MICHIGAN



UNIVERSITY
LIBRARY

FIELD LIBRARIANS

University of Michigan

Are you someone who would enjoy working side by side with faculty and students in their departments, leading the way with your subject and technological expertise? The University of Michigan Library is launching an innovative new program of Field Librarianship designed to place public service where faculty and students do their work. We are looking for creative, energetic, and outgoing people to work within academic departments and to develop highly interactive service relationships with their constituents, as well as assisting the University

Library in collection development and instructional services.

The University of Michigan is consistently ranked among the top public research institutions, and the University Library is one of the largest and most progressive research libraries in the world, with a strong record of innovation in services and electronic resource development. Support within the library for these positions includes a dedicated and collegial staff and a robust technological infrastructure. Ann Arbor is frequently ranked among the best places to live in the country.

Candidates with subject expertise, through education and/or experience, and strong information technology skills are sought for the following positions:

Art and Design Field Librarian:

Works within, and is jointly appointed by, the School of Art and Design in support of the studio arts, graphic and industrial design, scientific illustration, and new genres.

Classical Studies Field Librarian:

Provides support to the Classical Studies Department, the Kelsey Museum of Archaeology, and the Interdepartmental Program in Classical Art and Archaeology.

Women's Studies Field Librarian:

Supports the Women's Studies Program and the Institute for Research on Women and Gender.

For detailed information about these positions, please check:

www.lib.umich.edu/libhome/humres/fieldpos.htm

RANK AND APPOINTMENT: Rank is anticipated at the Associate or Senior Associate level commensurate with the candidate's experience and professional achievement. As a professional appointment in the University of Michigan, University Library, this position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance.

TO APPLY: Send cover letter, curriculum vita, and references to:

**Lucy Cohen
Library Human Resources
404 Hatcher Graduate Library North
University of Michigan
Ann Arbor, MI 48109-1205**

Applications received by **July 16, 2001**, will be given first consideration.

The University of Michigan is an affirmative action, nondiscriminatory employer.

sonal skills; and ability to work effectively in a collegial, multidisciplinary, team environment. Desired: Experience with relational database applications and a variety of Web technologies; experience teaching information literacy and library skills in classroom and workshop settings; and experience in a business or social science library. Loyola University Chicago Library system has over 1.7 million volumes in seven libraries. The FY01 collection budget is over \$5 million. The libraries are highly automated and have a strong commitment to electronic resources and end-user education. Benefits include 20 days' vacation, full tuition benefits, TIAA-CREF, and standard medical/dental plans. Salary: minimum \$32,000. To Apply: Qualified applicants should send letter of application, résumé, and contact information for three references to: Edward A. Warro, Dean of Libraries, Loyola University Chicago, 25 E. Pearson, Chicago, IL 60611. Review of applications will begin June 30, 2001, and will continue until a suitable candidate has been found. For more information about Loyola University Libraries, visit: <http://libraries.luc.edu>. **Loyola University Chicago** is an affirmative action, equal opportunity educator and employer.