

**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 \$10.85 per line for institutions that are ACRL members, \$12.95 for others. Late job notices are \$24.95 per line for institutions that are ACRL members, \$30.45 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$50 to \$925 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/>.

**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 dis-

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

**Internet:** C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/jobs>. Ads will be placed approximately four 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](mailto: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

**CATALOG LIBRARIAN.** (Half-Time) The Mennonite Historical Library seeks a 0.5 FTE catalog librarian. Primary duties will be classifying and cataloging materials (50% original) in a research collection of Anabaptist-Mennonite materials owned by Goshen College, a four-year liberal arts institution operated by the Mennonite Church. Goshen College is 30 miles southeast of South Bend, Indiana. ALA-accredited master's strongly preferred; at least two years' experience cataloging in an online environment; knowledge of OCLC, MARC, AACR2, DDC, and LCSH. Familiarity with foreign languages and interest in Anabaptist/Mennonite history a plus. To Apply: Full job description and application instructions found at: <http://www.goshen.edu/employment/#open>. Persons from underrepresented groups are encouraged to apply. Goshen College, an affirmative action employer, is committed to Christian beliefs and values as interpreted by the Mennonite Church. Interviews will begin November 15, 2003, and continue until filled. Projected Beginning Date: January 5, 2004.

**COLLECTION DEVELOPMENT LIBRARIAN.** Primary responsibility for ensuring that the library provides a strong collection that supports the teaching and research mission of the institution. Coordinates the selection of materials in all formats; allocates the library's material budget to the other academic units; works with academic departmental liaisons to promote appropriate and substantive growth of the library's collections in all disciplines taught in the Indiana University South Bend (IUSB) curriculum; selects general monographic and serial materials not covered by departments; and directs collection assessment, evaluation, and deselection on activities. The person in this position will also participate in Reference Desk services, including some evening and weekend hours. Participation in a highly active instruction program may be possible. Shares in university governance through memberships on committees. Reports to the Director of Library Services. Required: ALA-accredited MLS; minimum of five years' experience at an academic library with collection development responsibilities; energetic, motivated, and creative professional with a strong service orientation; strong fiscal management skills; familiarity with vendor contracts and licenses. Must possess strong oral and written communication skills and be able to meet the responsibilities of a tenure-track appointment. Preferred: Academic reference experience and knowledge of acquisitions process and preservation techniques. Twelve-month appointment beginning August 2004 will be at the Associate Librarian rank. Salary: \$45,000-\$50,000. Review of applications will begin January 10, 2004, and will continue until filled. Send letter of application, résumé, and three letters of reference to: Linda Fisher, Chair, Search and Screen Committee, Franklin D. Schurz Library, Indiana University South Bend, P.O. Box 7111, South Bend, IN 46634. Fax: (574) 237-4472; e-mail: [lfisher@iusb.edu](mailto:lfisher@iusb.edu). IUSB is an equal opportunity, affirmative action employer. Visit our Web site: <http://www.iusb.edu/~libg/>.

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	\$39,148
Delaware	\$22,500**
Illinois	\$37,408*
Indiana	varies*
Iowa	\$23,911
Louisiana	\$26,000
Maine	varies*
Massachusetts	\$31,362*
New Jersey	\$38,146
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$30,249*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$33,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,700

\*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.

**COORDINATOR, INFORMATION LITERACY PROGRAM/ RESEARCH AND INSTRUCTION LIBRARIAN.** (Search Extended) University of Southern Maine (USM) Libraries seek a dynamic and experienced librarian to lead the development of its growing Information Literacy Program. Current library expansion at the Portland campus includes the new Center for Information Literacy, a state-of-the-art teaching facility. She or he will organize, coordinate, promote, manage, evaluate, and be the lead instructor in the program with emphasis on



## OKLAHOMA CITY UNIVERSITY

### DIRECTOR, DULANEY BROWNE LIBRARY

#### Faculty Position Tenure-track

**QUALIFICATIONS:** ALA-accredited MLS and a second master's degree. Doctorate preferred. Five years of administrative experience in an academic library setting.

For position description and application requirements: [www.okcu.edu/hr](http://www.okcu.edu/hr).

Review of applications will begin **December 1, 2003**, and continue until position is filled.

*Oklahoma City University is an equal opportunity employer and affirms the values and goals of diversity.*

## REFERENCE LIBRARIAN

PURCHASE College, State University of New York (SUNY) is seeking an energetic librarian to provide general reference service, with a specialization in the natural or social sciences. Will have collection development responsibility for the sciences and serves as a liaison to the School of Natural and Social Sciences. Participates in an active information literacy program, teaching both introductory and specialized sessions. Serves at the reference desk-some evening and weekend hours.

**REQUIRED QUALIFICATIONS:** ALA accredited MLS; strong academic background in at least one of the sciences or social sciences, preferably psychology, biology, chemistry, or environmental science; excellent written and oral communication skills.

**PREFERRED:** \$39,000-42,000, commensurate with qualifications and experience. Faculty rank: Senior Assistant Librarian; 12 month tenure track. Excellent benefits.

Send letter of application, resume, and names of three references to: **Mr. Menelik R. Alleyne, Esq., Affirmative Action Officer, Purchase College, 735 Anderson Hill Road, Purchase, NY 10577.**

Closing date for applications is until filled. Review of applications begins immediately

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introductory undergraduate instruction, as well as serve on the general reference services team. USM has gained national recognition for the breadth and quality of its academic programs. Portland is an appealing and award-winning community in a beautiful area on the coast of Maine. Full job description and qualifications are at: [www.usm.maine.edu/hrs/jobs/professional.htm](http://www.usm.maine.edu/hrs/jobs/professional.htm).

**DEPARTMENT HEAD FOR PERIODICALS AND NONPRINT COLLECTIONS.** The University Libraries at the University of Memphis is seeking an experienced and dynamic leader to fill the position of Department Head for Periodicals and Nonprint Collections. Librarians have faculty status and rank; this is a 12-month, tenure-track position. Salary is dependent upon qualifications with a minimum of \$38,000 plus department head salary supplement. Review of applications begins October 30, 2003, and may continue until the position is filled. See the complete vacancy announcement at: [http://exlibris.memphis.edu/announcement/jobs/per\\_hd.html](http://exlibris.memphis.edu/announcement/jobs/per_hd.html). The University of Memphis is an affirmative action, equal opportunity employer.

**DIRECTOR OF SPECIAL PROJECTS.** Develop and direct the Special Projects Department; achieve budget and programmatic goals serving as a member of senior management; identify and develop special projects to serve member libraries. Immediate assignment is to direct a project to select, acquire, catalog, and process a replacement collection for the University of Houston Law Library. Requirements: MLS from an ALA-accredited library school; minimum eight years of professional experience, at least five years in management; experience in multiple types of libraries; successful management of multiple projects; experience developing and deploying balanced revenue and expense budgets. Location: Would consider Dallas or Houston, Texas. To learn more about us, please visit: [www.amigos.org](http://www.amigos.org). To Apply: Send a letter of application, resumé, and three references (one of which was/is in a supervisory capacity over you): **Amigos Library Services**, Attn: Human Resources, 14400 Midway Road, Dallas, TX 75244. Or you may send your information via e-mail: [Klote@amigos.org](mailto:Klote@amigos.org); fax: (972) 991-6061.

**DIRECTOR, WILLIAM JEFFERSON CLINTON LIBRARY.** Little Rock, Arkansas. The National Archives and Records Administration (NARA) invites nominations and applications for the position of Director of the William Jefferson Clinton Presidential Library, located in Little Rock, Arkansas. Leading candidates will have extensive experience directing a historical, archival, cultural, philanthropic, educational, or governmental institution. Also required is success in building public-private or other coalitions and partnerships to advance the programs and missions of a public or private institution. Candidates should also have a strong

interest and understanding of events and issues of the last 50 years, skill in creatively broadening and serving their constituencies, and outstanding communications skills. The Library Director is responsible for planning, directing, and administering all programs and activities of the library, including archival, museum, and educational programs. The Director of **William Jefferson Clinton Library** works closely with President Clinton, the William J. Clinton Presidential Library Foundation, and the University of Arkansas to develop public programs and services that enhance the growth and reputation of the library as a center of public scholarship and service. This is an excepted service Senior Level (SL) appointment within the federal government with a salary range of \$111,997-\$142,500. Detailed information about NARA and presidential libraries is available at [www.archives.gov](http://www.archives.gov). This announcement will remain in effect until the position is filled. Applicants should send resumé and address how their qualifications and experience match the criteria for success in this position. Applicants must be U.S. citizens. Applications should be sent to the following address: Richard Claypoole, Assistant Archivist for Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001; phone: (301) 837-3250; e-mail: [richard.claypoole@nara.gov](mailto:richard.claypoole@nara.gov); or fax: (301) 837-3199.

**DISTANCE LEARNING COORDINATOR.** Provide leadership, direction, planning, and assessment for library support of distance education. Reference desk service and specialized reference, collection development, and liaison services for assigned academic areas. Participate in the evening and weekend reference rotation. Qualifications: ALA-accredited MLS or equivalent; minimum of two years' current experience in academic library reference; experience in Web page development, current instructional technologies, and instructional materials design. Experience in teaching and in providing library services to distant learners preferred. Salary Minimum: \$43,354, negotiable based upon qualifications. Send letter of application, resumé, and the names, addresses, and telephone numbers of at least three references to: Susan E. Cirilo, Director of Library Services, **Southern Connecticut State University**, 501 Crescent Street, New Haven, CT 06515-1355. Southern Connecticut State University is an affirmative action, equal opportunity employer and encourages women and minorities to apply.

# TWO POSITIONS AVAILABLE

## College of New Jersey

The College of New Jersey is a highly selective, comprehensive residential institution recognized as one of the outstanding public colleges in the country. Located between New York City and Philadelphia in suburban Ewing Township, the college enrolls approximately 6,000 undergraduates and 900 graduate students.

We are currently seeking candidates to fill two full-time, 12-month, tenure-track positions at the Roscoe L. West Library.

**REQUIREMENTS FOR BOTH POSITIONS:** ALA-accredited master's degree; excellent interpersonal, oral, and written communication skills. Initiative, flexibility, and a strong service orientation are essential. Research/scholarly activity, service on institutional committees, and active participation in the profession are expected for tenure. Rank is commensurate with qualifications and experience.

**SALARY RANGES:** Librarian III, \$41,329–61,998; Librarian II, \$45,566–68,340; with full benefits package including TIAA-CREF.

### **Head of Cataloging** (Librarian II)

Provide leadership in cataloging and authority control, developing policies and procedures for cataloging materials in all formats. Coordinate the work of a team of professional catalogers; train and supervise paraprofessional catalogers. Create original and revise copy cataloging. Limited participation in general reference service.

**QUALIFICATIONS:** Required: At least three years' professional-level, recent cataloging experience; extensive knowledge of cataloging standards including AACR2R, LCSH and LC classification, MARC21, OCLC; knowledge of metadata standards; ability to implement new cataloging standards and procedures; strong computing skills; excellent problem-solving skills.

Preferred: Management experience; experience cataloging electronic resources; experience with authority control services; familiarity with DDC; knowledge of Voyager; knowledge of general reference and facility with electronic and traditional information resources; strong reading knowledge of Spanish or other Western European language. Record of scholarly or professional activity. Additional graduate degree is highly desirable.

**CONTACT:** Maureen Gorman, Chair, Head of Cataloging Search Committee (mgorman@tcnj.edu). For a more detailed position description, see <http://www.tcnj.edu/~eesinfo/employment/library.shtml>.

### **Social Sciences Librarian** (Librarian II or III)

Coordinate collection development and provide in-depth reference for Psychology, Political Science, Criminology and Justice Studies, Communication Studies, Sociology and Anthropology. Work closely with faculty in the School of Culture and Society to assess the needs of the academic programs; provide subject-specific user education. Participate in general reference service, including some weekends and evenings, and in general information literacy program.

**QUALIFICATIONS:** Required: Educational background and/or experience in a relevant social science; knowledge of general reference and facility with electronic and traditional information resources. Preferred: Significant experience using resources in the social sciences; experience in statistical methods. Basic knowledge of Web page design. Additional graduate degree in an appropriate discipline is highly desirable.

**CONTACT:** Marc Meola, Chair, Social Sciences Librarian Search Committee (meolam@tcnj.edu). For a more detailed position description, see <http://www.tcnj.edu/~eesinfo/employment/library.shtml>.

A review of applications will begin November 17, 2003, and will continue until the positions are filled. To apply, please send cover letter, résumé, and names and contact information (including e-mails) for at least four professional references to the attention of the contact person listed for each position to:

**Roscoe L. West Library  
The College of New Jersey  
P.O. Box 7718  
Ewing, NJ 08628-0718**

Applications may be sent by e-mail.

*To enrich education through diversity, The College of New Jersey  
is an affirmative action, equal opportunity employer.*

# UNIVERSITY LIBRARIAN

THE UNIVERSITY OF NORTH CAROLINA

## GREENSBORO

The University of North Carolina at Greensboro (UNCG) invites applications and nominations for the position of University Librarian. The University Librarian reports to the Provost and is a full member of the Deans Council. We are seeking an individual who can provide both visionary leadership and superior management for the Library and who will advance its central role in the educational and research missions of the University. UNCG's Jackson Library has a staff of 31 tenure-track professional librarians and 56 support staff and a budget of \$7 million. The library's collections total more than 2.8 million books, federal and state documents, microforms, and other formats. Resources include access to a large and growing number of databases and other online resources including more than 17,000 full-text electronic journals. Library facilities include an on-campus storage facility and a separate Music Division that reports to the University Librarian. (For more information, visit the Library's Web site at <http://library.uncg.edu>.) The library is a dynamic leader in information technology, and the University Librarian is expected to maintain this leadership role.

Candidates must hold an MLS from an ALA-accredited program, with an additional advanced degree preferred, and have at least five years of increasingly responsible administrative experience in academic or research libraries. Experience with budgets and personnel management is expected, and an affinity and enthusiasm for fund raising are highly desirable. Candidates should have excellent communication skills and must be able to work collegially with library personnel, all members of the University community, and the community at large. They should also have a strong record of scholarship in the form of publications, presentations, and active participation in professional organizations. The Librarian serves as the institution's representative on the UNC University Library Advisory Council and the Association of Southeastern Research Libraries and plays an active role in advancement and public relations. The position has faculty status and is eligible for participation in the TIAA-CREF retirement program. It is expected that candidates will qualify for tenure as a professional librarian. Salary is competitive and commensurate with experience and qualifications.

UNCG, one of 16 campuses in the University of North Carolina system, is a doctoral research-intensive university with more than 650 faculty and approximately 15,000 students, including 3,000 graduate students, in the College of Arts and Sciences and six professional schools (Business and Economics, Education, Health and Human Performance, Human Environmental Sciences, Music, and Nursing). Greensboro is a city of about 220,000 with five institutions of higher education in the Piedmont Triad region of North Carolina, a location providing easy access to the Research Triangle and to recreational opportunities at the coast and the mountains. The local metropolitan area (which includes the cities of High Point and Winston-Salem) has a population of almost 1 million and offers an excellent quality of life. (For more information on the city and the region, visit <http://www.gotriad.com>.)

Review of applications will begin on **January 10, 2004**, and will continue until the position is filled. The appointment is expected to begin July 1, 2004. Applicants should submit their vita with a letter explaining their interest in the position, a description of their view of the responsibilities of the University Librarian, and contact information for four references to:

**Timothy D. Johnston**  
**University Librarian Search Committee**  
**Office of the Provost**  
**UNC Greensboro**  
**Greensboro, NC 27402**

Inquiries and applications will be treated confidentially on request.

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**GOVERNMENT INFORMATION LIBRARIAN.** The College of Wooster is seeking a Government Information Librarian to be responsible for managing and developing the libraries' Federal Depository government publication collection and program; participating with other librarians in reference and instructional services; working with academic departments on library instruction and collection development; working effectively with faculty, students, and colleagues in promoting library resources; and representing the college on the Government Documents Subcommittee of the Five Colleges of Ohio and GODORT of Ohio. For details, go to <http://www2.kenyon.edu/Ohio5/admin.htm> and click on "Libraries."

**HEAD, INFORMATION SERVICES.** Levy Economics Institute of Bard College, Annandale-on-Hudson, New York, seeks an entrepreneurial manager to direct the day-to-day operations of a gem of a research collection related to economic development, political economy, and monetary policy. Duties Include: Information and research services; digital resource management; and collection development. Qualifications: MLS from ALA-accredited institution; second master's in economics, sociology, or other field related to public policy research is highly desirable; two-plus years' experience providing collection development and information services in a foundation, corporate, or other special library related to economics and public policy research; and/or experience in business,



## VISUAL RESOURCES AND MEDIA CATALOGING LIBRARIAN

### University of Pennsylvania

The University of Pennsylvania Library, Patricia and Bernard Goldstein Information Processing Center, seeks a dynamic, creative, and forward-thinking professional to assume responsibility for managing the ongoing cataloging of visual resources and diverse media. This position is responsible to the Head, Original Cataloging Department, one of a number of units that make up the Information Processing Center. The library is a member of the Program for Cooperative Cataloging and contributes to the NACO, BIBCO, and SACO programs.

The successful candidate must have an understanding of current issues affecting visual resources cataloging in a rapidly changing information and technical environment and of trends in providing access to digital information, as well as experience in cataloging media of all kinds. To be effective, the candidate must also possess strong collegial and interpersonal skills, be able to work effectively with staff at all levels of the organization, and flourish in a high-intensity work environment.

As the University of Pennsylvania Library rapidly develops the digital library, there is a growing reliance on the descriptive and organizational skills of staff in the Information Processing Center. The Visual Resources and Media Cataloging Librarian will have an opportunity to play a major role in developing innovative methods to describe digital information, in building crosswalks between MARC and other metadata, and in working with staff outside the unit on metadata projects.

**RESPONSIBILITIES:** Supervises the cataloging of video and other media resources for the University Library. Performs original and complex copy cataloging of visual materials representing all levels of difficulty, all subjects, languages, and formats according to national standards and contributes to the Program for Cooperative Cataloging. Assists with the library's management of a rapidly growing visual resources collection. Works closely with high-level paraprofessionals and assists same in problem solving. Catalogs electronic/digital materials with MARC records and creates non-MARC metadata records for national and local digital projects. Collaborates with the library's digital team to devise metadata standards for the library's digital presence. Investigates, experiments with, and implements new approaches for creating and manipulating bibliographic data, including extended and creative uses of metadata. Acts as resource for digital library projects for establishing and applying metadata standards. Other cataloging responsibilities as assigned.

**QUALIFICATIONS:** An accredited MLS degree or the equivalent in theory and practice with a minimum of three years' related experience; working knowledge of video and other media resources cataloging procedures and principles including AACR2, LCSH, LC classification, MARC21, and national standards; current awareness of national trends and developments in cataloging, metadata standards, and information retrieval; knowledge of metadata schema in order to be flexible and innovative in approaching cataloging problems; excellent analytic and problem-solving skills; excellent communication, interpersonal, organizational, and time-management skills with strong service orientation; demonstrated ability to work independently and as part of a team in a dynamic environment; reading knowledge of at least one European language and facility in working with other languages; ongoing commitment to professional development and growth.

**SALARY AND BENEFITS:** Highly competitive and commensurate with experience. Minimum starting salary range \$40,000 plus. The University of Pennsylvania offers tuition remission (including generous spousal and dependent children benefits), an excellent pension program with a university match, mortgage/housing assistance, childcare program, excellent area schools, and many other fringe benefits.

**APPLICATION PROCEDURE:** Candidates are asked to submit a letter of application, a complete résumé, and the names, addresses, and phone numbers of three references who can address the suitability of the candidate for the responsibilities above. Nominations and applications should be sent to:

**Robert Eash**  
**Library Human Resources Officer**  
**University of Pennsylvania Library**  
**3420 Walnut Street**  
**Philadelphia, PA 19104**  
**E-mail to: reash@pobox.upenn.edu**

*The University of Pennsylvania is an affirmative action, equal opportunity employer.*



## TWO POSITIONS AVAILABLE

### University of Pittsburgh

#### **Japanese Cataloger, East Asian Library**

The East Asian Library seeks an energetic and innovative Japanese cataloger. Reporting to the Head of the East Asian Library, this position is responsible for the cataloging and classification of all materials in all formats in the Japanese collection and performs all original and copy cataloging using AACR2 2002 Revision, LC Classification, LCSH, LCRI, MARC21, OCLC CJK Software, and other online facilities. The incumbent also performs authority work on Japanese headings for both local and national databases and actively participates in the training and supervision of support staff (including students) involved in the cataloging of Japanese language materials. Full position announcement is available at: <http://www.library.pitt.edu/uls/employment/>.

**QUALIFICATIONS:** Required: MLS from an ALA-accredited library school (or recognized equivalent); fluency in spoken and written Japanese; knowledge of AACR2 2002 Revision, LCRI, LC Classification, LCSH, and MARC21 formats; familiarity with OCLC CJK Software and online library systems; excellent organizational and communication skills in English and the ability to work effectively in a team-based environment. Preferred: Experience in working with Japanese language materials; experience in an academic library; knowledge of classical Japanese; additional advanced degree in appropriate Japan-related subject area; experience with CJK system and Voyager cataloging module; working knowledge of Korean.

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

#### **Digital Projects Librarian, Digital Research Library**

Provides computer systems design, management, and technical support for the Digital Research Library. Under the supervision of the Coordinator of the Digital Research Library, this position is responsible for the development of automated aspects of production workflow, mounting and maintaining digital collections and department websites, and assessing the feasibility of new projects with regard to available technologies, existing vendor services, staffing requirements, etc. Incumbent will coordinate work with the ULS Information Systems department and the UNIX systems administrator, and be expected to keep up to date with developments in digital library efforts. Full position announcement is available at: <http://www.library.pitt.edu/uls/employment/>.

**QUALIFICATIONS:** Required: MLS from an ALA-accredited institution (or an equivalent degree), and two years' experience with computer hardware, software, and operating systems in a complex networked environment. Working knowledge of the UNIX environment, ability to encode in XHTML, SGML, and XML, and programming experience in Perl for Web-based deployment of information and processing text/data. Ability to import data and query SQL relational databases. Knowledge of digital library issues, scanning software and techniques, image formats and processing, and knowledge of Web server technology. Ability to pay attention to detail, to work with a wide variety of people as part of a team, and to learn new skills quickly. Experience in a production-oriented environment. Preferred: Supervisory or management experience. Experience indexing large full-text databases, programming in Java and PHP, and implementing CSS or XSLT style sheets. Familiarity with the Text Encoding Initiative (TEI), Encoded Archival Description (EAD), and the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). Knowledge of Digital Library eXtension Service (DLXS) middleware for mounting text, image, finding aids, and bibliographic collections.

**SALARY:** \$35,000 minimum.

Librarians at the University of Pittsburgh are members of the faculty and are expected to contribute significantly to the profession as well as to perform their specific responsibilities. Successful reviews at the third and sixth year of employment lead to the granting of Expectation of Continuing Employment.

Librarians have a comprehensive benefits package including medical; TIAA-CREF, Vanguard; and tuition assistance.

**TO APPLY:** Submit letter of application (indicating position of interest) and résumé with the names, addresses, and phone numbers of three references to:

**William Gentz  
Personnel Librarian  
271 Hillman Library  
University of Pittsburgh  
Pittsburgh, PA 15260**

Review of applications will begin **October 15, 2003**, and continue until position is filled.



# UNIVERSITY LIBRARIAN

## THE CITY UNIVERSITY OF NEW YORK

The Office of Academic Affairs of The City University of New York is seeking a University Librarian. As a senior member of the staff of the Office of Academic Affairs, the University Librarian provides leadership and practical support for collaborative work among the university's 19 campus libraries forming a single integrated system, and takes a lead role in integrating the libraries with the teaching, learning, and research activities throughout the university. The library system has a combined budget of over \$35 million, including \$9 million in e-resource licenses and collections of over 5 million volumes. For further information about CUNY, please visit our web site at [www.cuny.edu](http://www.cuny.edu).

The University Librarian will have responsibilities that include:

- Working with the Council of Chief Librarians and other senior university academic administrators, to establish and implement policies for the university's libraries;
- Managing the university's integrated online library system (Ex Libris-Aleph 500) and related information systems;
- Negotiating university-wide licenses for nearly \$1 million in electronic journals and full text e-resources;
- Coordinating shared licenses among groups of campus libraries for additional full-text and reference packages totaling nearly \$3 million;
- Negotiating university-wide book, serial and binding contracts;
- Collecting and maintaining statistics on the university's libraries;
- Preparing and justifying budgets;
- Seeking grants and participating in other fundraising activities;
- Collaborating with CUNY Computer and Information Services Leadership; and
- Representing CUNY in metropolitan, statewide and national academic library initiatives.

**Qualifications:** The successful candidate will have a strong record of managing library programs, excellent communication skills, the ability to work collaboratively, a demonstrated understanding of library technology, and of the issues facing academic libraries. Experience with coordinated programs and fundraising is highly desirable. An MLS, subject masters or doctorate and a minimum of 10 years of experience in academic libraries required. Review of applications will continue until the position is filled.

**Salary:** Commensurate with education and experience

Send cover letter and résumé to:

**Ms. Dolly Martinez, Executive Director of Executive Search and Evaluation**  
The City University of New York, 535 East 80th Street, New York, NY 10021

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or social science department of academic or large public library. Experience with digital content management and familiarity with scholarship and publication activity in economics required. Full-time, 12-month position. Typical college benefit package. Salary commensurate with experience. Send cover letter and résumé to: **Bard College**, Office of Human Resources, Levy Library Search, P.O. Box 5000, Annandale-on-Hudson, NY 12504. For a more detailed description, visit the Bard Human Resources Web site at: <http://inside.bard.edu/hr/>; or visit the Levy Institute Web site at: [www.levy.org](http://www.levy.org). Affirmative action, equal opportunity employer.

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**LITERATURE CATALOGER.** Brigham Young University (BYU), Provo, Utah, an equal opportunity employer, sponsored by the Church of Jesus Christ of Latter-day Saints, requires observance of church standards. Preference is given to applicants who are church members. The Literature Cataloger performs original cataloging following national and local standards for the creation of bibliographic and authority records. To apply, review the complete job listing (position #001425) located at <http://www.byu.edu/hr/employment/faculty.html> and submit résumé, names of three references, and BYU employment application form (available from above URL) to: Erva Rieske, Library Human Resource Coordinator, 2225 HBL, Brigham Young University, Provo UT 84602.

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**OUTREACH AND INSTRUCTION LIBRARIAN.** Liberty University seeks candidates for a 12-month faculty position at the Assistant Librarian level. The Outreach and Instruction Librarian organizes, coordinates, and assesses the Integrated Learning Resource Center's information literacy instruction program; provides orientations, tours, instruction, and training workshops; and develops instructional materials in print and digital formats. Qualifications: Required: MLS or equivalent degree from an ALA-accredited institution; instructional aptitude; strong oral and written communication skills; ability to collaborate with librarians and teaching faculty; commitment to Christian higher education and endorsement of Liberty University's doctrinal statement. Desirable: Experience in teaching information literacy and providing reference service in an academic library; training or experience in public relations and marketing; MOUS certification. Send letter of application and résumé to: Gregory A. Smith, Dean of Library Services, Liberty University, 1971 University Boulevard, Lynchburg, VA 24502. Liberty University welcomes applications from women and members of ethnic minorities. For more information, visit: <http://library.liberty.edu>; or e-mail: [gsmith@liberty.edu](mailto:gsmith@liberty.edu).

**PUBLIC SERVICES LIBRARIAN/INTERLIBRARY LOAN DISTANT LEARNER SERVICES COORDINATOR.** Foley Center Library at Gonzaga University in Spokane, Washington, offers a permanent full-time, tenure-track library faculty position, Public Services Librarian/Interlibrary Loan and Distant Learner Services Coordinator. Responsibilities: Plans, coordinates, and evaluates the library's interlibrary loan, document delivery, and distant learner service programs; and shares in the faculty's responsibility for departmental organization and governance. Qualifications: ALA-accredited MLS; five years' library experience with at least three years' experience coordinating interlibrary loan, distant learner services, or related library activities; familiarity with current practices and issues related to interlibrary loan and distant learner services; commitment to improving public services for student and faculty. Salary commensurate with qualifications and experience. Position is a 12-month permanent tenure-track faculty appointment with liberal faculty benefits, including tuition waiver and relocation assistance. Position reports to the Chair of the Public Services Department. The Foley Center Library is a modern facility with wireless access, 300,000 volumes, a wide variety of databases, and extensive interlibrary loan services. Gonzaga is a four-year comprehensive university dedicated to a Catholic and humanistic education of its 5,700 students. Spokane is a city of 20,000 residents and boasts ample restaurants, shopping, a temperate climate, and low cost of living. Position is available June 1, 2004. Screening of applications will begin in January 2004 and continue until position is filled. To Apply: Send letter of application, vita, and the names, addresses, and telephone numbers of three current references to: Faculty Search Committee, ILL/Distant Learner Services Coordinator, c/o Dean of Library Services, Gonzaga University Library, Spokane, WA 99258-0001. Gonzaga is an equal opportunity, affirmative action employer committed to diversity. <http://www.foley.gonzaga.edu>.

**SYSTEM LIBRARIAN.** California Institute of the Arts, Valencia, California. Responsibilities: Implementation, maintenance, upgrade, and support of the integrated library system hardware and software (Voyager); establishing and maintaining access to online subscription databases and electronic journals; manages and oversees use of cataloging and interlibrary loan functions on OCLC. Qualifications: MLS; knowledge of Unix, Microsoft Access, OCLC, MARC formats. Temporary appointment available immediately through June 30, 2004. Full job description available at: <http://calarts.edu/about/employment/academic/systemslibrarian.html>. Send letter of application, résumé, and names, addresses (including e-mail), and phone



## INDIANA UNIVERSITY KOKOMO DIRECTOR OF LIBRARY SERVICES

The Indiana University Kokomo Library is seeking an innovative and dynamic leader to move its library into an exciting age of organizational and technological development.

The Kokomo campus offers more than 30 academic programs and through the Purdue University School of Technology the campus also offers degree and certificate programs in a number of technical fields. The IU Kokomo Library is part of the Indiana University Library System, one of the leading academic research library systems in North America, providing strong collections, quality service and instructional programs, and leadership in the application of information technologies. The Kokomo library provides printed and electronics materials for approximately 3000 students and 90 faculty members, and is open to the public. The library collection totals 656,563 volumes including microforms and other media. The beautifully landscaped campus is within an hour drive of Indianapolis and three hours of Cincinnati and Chicago.

The primary responsibility of the Director is to provide leadership in all areas of library administration and operation including policy and strategic planning, fiscal management, personnel supervision and the development of collaborative relationships by establishing strong relationships with the faculty and creating partnerships for teaching and learning. The Director will lead in the development and implementation of a reinvigorated and expanding library program and evaluate the layout of the library and make changes as needed to make the facility more inviting and user friendly.

**QUALIFICATIONS:** Applicants for this position must have a MLS from an ALA accredited program, substantial academic library experience with significant demonstrated experience in administration and management. Previous experience in the supervision and mentoring of librarians is required along with proven leadership in fiscal management and program development. The successful applicant will have an understanding of current technological applications and trends in libraries, good knowledge of curriculum development, project management, knowledge of diversity issues, excellent written and oral communication skills and the ability to meet the requirements of a tenure-track appointment.

**SALARY AND BENEFITS:** Salary will be offered in high 70's; rank will depend upon qualifications and experience. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. Benefits include medical, dental and group life insurance; TIAA/CREF retirement/annuity; tuition assistance, and liberal vacation and sick leave.

**TO APPLY:** Submit a letter of application, professional vita, and the names, addresses, and phone numbers of three references by November 3, 2003 to:

**Dr. Niranjan Pati, Chair of the Director of Library Services Search Committee and  
Dean, School of Business, Indiana University Kokomo  
2300 South Washington Street, P.O. Box 9003  
Kokomo, IN 46904-9003**

For additional information regarding this position and Indiana University Kokomo, visit our web site at [www.iuk.edu](http://www.iuk.edu)

Review of applications will begin November 3, 2003 and continue until the position is filled.

*Indiana University Kokomo is an Affirmative Action, Equal Opportunity Employer. Women and minorities are encouraged to apply. Persons with disabilities that need modifications or adjustments to participate in this application process should contact the Office of Affirmative Action at (765) 455-9529. Verification of a disability under Americans with Disabilities Act (ADA) may be required.*

Numbers of three references to: Susan Lowenberg, Acting Dean, Division of Library and Information Resources, California Institute of the Arts, 24700 McBean Parkway, Santa Clarita, CA 91355; e-mail: [susan@calarts.edu](mailto:susan@calarts.edu).

**UNIVERSITY LIBRARIAN.** Longwood University invites nominations and applications for the position of University Librarian to begin as early as January 1, 2004. This position reports to the Provost and Vice President for Academic Affairs. For this full-time, 12-month position, the university seeks a dynamic and creative individual to provide strategic leadership. The University Librarian should possess a vision for the modern university library that combines the traditional roles of the academic library with the increasing importance of electronic information technologies. He or she plans, organizes, coordinates, and directs a balanced program of library services for the students, faculty, staff, and administration of Longwood University. Responsibilities: Implement University mission and vision through long-range strategic planning; plan and manage all aspects of library operations, including program development, personnel, budget, and assessment; lead and manage 6 professional librarians and 18 staff members; plan and implement library policies with library faculty and staff; plan strategies to improve and/or expand library

services using available resources; foster successful professional interaction with faculty and administrators, including the Information and Instructional Technology Services department. Minimum Qualifications: MLS degree from an ALA-accredited program (earned doctorate preferred); five years of academic library experience in an administrative capacity; record of scholarly and professional contribution at the state, regional, or national level; demonstrated knowledge and understanding of current issues in academic librarianship and higher education; proven ability to work collaboratively with library staff, faculty, students, and administrators; strong interpersonal skills working within a diverse community; demonstrated success in developing and implementing technological innovation in the library; demonstrated proficiency in verbal and written communication. Review of applications will begin October 17, 2003, and will continue until the position is filled. For full consideration, please submit a cover letter, resumé, transcripts, and the names, with e-mail and telephone contacts, for three professional references to: Search Committee/University Librarian, Longwood University Office of Human Resources, 201 High Street, Farmville, VA 23909. E-mail: [humres@longwood.edu](mailto:humres@longwood.edu). Phone: (434) 395-2015. Fax: (434) 395-2666. Affirmative action, equal opportunity employer. Minorities are encouraged to apply.



## ASSISTANT LIBRARIAN BUSINESS/PATENTS REFERENCE LIBRARIAN

### Louisiana State University

Louisiana State University (LSU) seeks an energetic and innovative individual for the position of Assistant Librarian (Business/Patents Reference Librarian/Tenure-track).

**RESPONSIBILITIES:** Fulfills a combination of responsibilities, including serving at the libraries' main reference desk; participates as a member of the Outreach Committee; provides collection development services; serves as a faculty liaison for the College of Business Administration and Agricultural Economics; administers the Patents Depository collection; serves as the libraries' representative to the U.S. Patent and Trademark Office. For a detailed description of the position, go to: <http://www.lib.lsu.edu/lib/jobs/index.html>.

**REQUIRED QUALIFICATIONS:** MLS from an ALA-accredited library school; 12 hours undergraduate coursework in the areas of business and/or economics or one year related work experience; knowledge of traditional and electronic reference resources; strong computer skills, including the ability to create Web pages; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communication, and organizational skills; evidence of ability to meet promotion and tenure requirements.

**ADDITIONAL QUALIFICATIONS DESIRED:** Graduate degree or graduate coursework in business and/or economics; familiarity with current bibliographic and reference sources in business; experience in collection development, reference work, and/or bibliographic instruction in an academic library; record of ability to develop and implement effective, innovative public service, instruction, or outreach projects, services, or programs.

**SALARY AND BENEFITS:** \$34,000 per fiscal year minimum, dependent upon qualifications and experience; 12-month, tenure-track appointment; excellent benefits.

**TO APPLY:** Review of applications will begin **November 17, 2003**, and will continue until candidate is selected. Candidates should submit a letter of application, résumé (including e-mail address), and names, addresses, and telephone numbers of three references to:

**Dawn Zaske**  
**Coordinator, Personnel Services**  
**295 Middleton Library**  
**Louisiana State University**  
**Ref: #019471**  
**Baton Rouge, LA 70803**  
**Phone: (225) 578-2217; Fax: (225) 578-6825**  
**E-mail: [dzaske@lsu.edu](mailto:dzaske@lsu.edu)**

*LSU is an equal opportunity, equal access employer.*

## Late Job Listings

**INSTRUCTIONAL SERVICES LIBRARIAN.** Luther College, Decorah, Iowa. Tenure-eligible position as Instructional Services Librarian/Assistant Professor beginning late August 2004. Required: Master's degree from an ALA-accredited program. Implements information literacy program, familiar with information literacy standards for higher education, strong interest in teaching/learning, effective oral/written communication. Preferred: Teaching or professional experience in an academic or comparable setting. Responsibilities: Leads faculty librarians toward vision for implementation and promotion of information literacy initiatives, teaches information literacy classes, coordinates and evaluates library instructional activities, meets all obligations for tenure and promotion. Application review begins immediately and continues until the position is filled. Send letter of application, C.V., and names, addresses, and e-mail addresses of three references, and official graduate school transcripts to: Jane Kemp, Chair, Search Committee, Preus Library, **Luther College**, Decorah, IA 52101; phone: (319) 387-1195; e-mail: [kempjane@luther.edu](mailto:kempjane@luther.edu). An equal opportunity employer. 13