

Hilton, Allentown, Pennsylvania. Contact: Diane Shaw, Skillman Library, LaFayette College, Easton, PA 18042; (215) 250-5148.

## May

**1-13—Management:** 22d annual Library Administrators Development Program, College of Library and Information Services, University of Maryland, Donaldson Brown Center, Port Deposit. Participation is limited to managerial personnel who occupy or are about to assume important administrative posts in libraries of large size and complexity. Deadline for applications is April 1. Fee: \$1,995, covering tuition, room, board, and materials. Contact: University of Maryland CLIS, Hornbake Library, College Park, MD 20742-4345; (301) 454-6080.

**6-7—Education:** "Librarians As Educational Leaders: An Institute on Career Change," co-sponsored by the St. John's University Division of Library and Information Science and the Bank Street College, Graduate School of Education, will be held at the latter institution, New York City. The program is intended for librarians considering a career change to school media librarianship. Fee: \$100. Contact: Eleanor R. Kulleseid, Bank Street College of Education, 610 W. 112th St., New York, NY 10025; (212) 663-7200, x584.

**17-20—Management:** Basic Library Management Skills Institute, sponsored by the ARL Office of Management Studies, Boston, Massachusetts. Fee: \$375. Contact: ARL/OMS, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

**31-June 3—Management:** Library Analytical Skills Institute, sponsored by the ARL Office of Management Studies, Detroit, Michigan. Fee: \$450. Contact: ARL/OMS, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

## June

**13-24—Archives:** Archives Institute, sponsored by the Emory University Division of Library and Information Management and the Atlanta University School of Library & Information Studies, in cooperation with the Georgia Department of Archives and History and the Jimmy Carter Presidential Library, Atlanta, Georgia. The institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The program is coordinated by Martin Elzy, assistant director of the Carter Presidential Library. Fee: \$350. Deadline for receipt of applications and resume is March 28. Contact: Emory University DLIM, 407 Candler Library Building, Atlanta, GA 30322; (404) 727-6840.

**18-28—History of the book:** American Antiquarian Society Summer Seminar, sponsored through the AAS Program in the History of the Book in

American Culture, Worcester, Massachusetts. The theme will be "The Politics of Reading, Writing, and Publishing in Nineteenth-Century America." Housing will be available on the campus of the Worcester Polytechnic Institute. Field trips are planned in conjunction with the seminar. Deadline for applications is March 18. Contact: John B. Hench, AAS, 185 Salisbury St., Worcester, MA 01609; (617) 752-5813 or 755-5221.

## August

**14-26—Collection Management:** Third Institute on Research Libraries for Library and Information Science Faculty, sponsored by the Association of Research Libraries, to be held at the University of Chicago Graduate Library School. Participation is limited to library school faculty members who are involved in teaching or carrying out research on research libraries. Interested faculty should send a resume, a letter of support from their dean, and a brief statement indicating their interest, expectations concerning the field visit, and current teaching involvement. Deadline for applications is January 31, 1988. Contact: ARL/OMS, 1527 New Hampshire Ave., N.W., Washington, DC 20036; (202) 232-8656. ■■



**Deadlines:** Orders for regular classified advertisements must reach the ACRL office on or before the second of the month preceding publication of the issue (e.g. September 2 for the October issue). Late job listings will be accepted on a space-available basis after the second of the month.

**Rates:** Classified advertisements are \$5.00 per line for ACRL members, \$6.25 for others. Late job notices are \$12.00 per line for members, \$14.00 for others. Organizations submitting ads will be charged according to their membership status.

**Telephone:** All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$10 will be charged for ads taken over the phone (except late job notices or display ads).

**Guidelines:** For ads which list an application deadline, that date must be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary figure. Job announcements will be edited to exclude discriminatory references. Applicants should be aware that the terms faculty *rank* and *status* vary in meaning among institutions.

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

**Fast Job Listing Service:** A special newsletter for those actively seeking positions. This service lists job postings received at ACRL headquarters four weeks before they appear in *C&RL News*, as well as ads which, because of narrow deadlines, will not appear in *C&RL News*. The cost of a six-month subscription is \$10 for ACRL members and \$15 for non-members.

**Contact:** Classified Advertising Dep't, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

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## FOR SALE

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**DENNISON MICROCARD READER/PRINTER.** Perfect working order, like new condition. Institution may reject all bids. Submit bid by March 4, 1988, to: Ivan Wilson, Purchasing Agent, Alumni Hall, Mansfield University, Mansfield, PA 16933; (717) 662-4672.

**NEW: MINIATURE RELEASEABLE MARKERS.** These Post-it Notes (cut to approximately 1 x 1/2) are a low-cost means for marking ads, citations, etc. in books and magazines. For sample pack of 6 pads (600 markers), send \$1.00 to: Florand Corporation, 217 N.W. 34 Drive, Gainesville, FL 32607.

**PAINTING COMMISSIONS.** Marquis Who's Who artist will take limited number of painting assignments. Will do research on your literary topic, or you can have input. \$800 and up. Ikara, Box 3481, Norfolk, VA 23514; (804) 627-6281.

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## POSITIONS OPEN

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**ACQUISITIONS LIBRARIAN.** Supervise, develop, and maintain library services for all non-print and print serial and monographic acquisitions whether by purchase or by gift. MLS or MA in library science; five years in acquisitions and technical services, hands-on experience with automated system(s), supervision of support staff, and ability to qualify for at least Assistant Professor rank are all required. Preference will be given to applicants who demonstrate experience with integrated library systems, planning and managing library services, collection development and supervision of librarians. Academic rank of Assistant or Associate Professor; salary to \$40,000 for 213 duty days, usual fringe benefits. Apply by February 15, 1988, to: Thomas M. Peischl, Dean of the Library, **Mankato State University**, Box 19, Mankato, MN 56001. Applications from minorities are encouraged.

**ARCHIVE FOR NEW POETRY LIBRARIAN,** Mandeville Department of Special Collections, Central University Library, University of California, San Diego. Salary Range: Assistant Librarian: \$27,380 to \$32,474; or Associate Librarian: \$31,008 to \$44,676. Under the general direction of the Head of Special Collections, the ANP Librarian is responsible for the development, organization, management, cataloging, conservation, and interpretation of the Archive for New Poetry. The ANP Librarian is expected to develop in-depth knowledge of materials in the collection and to provide specialized reference assistance; to establish an effective liaison with UCSD faculty in the areas of modern English and American literature, keeping informed of academic programs, faculty appointments, and scholarly research interests; and to interpret the collection's holdings for the broad public through exhibitions, publications, and special programs. The ANP Librarian formulates collection development policies and selects a broad range of materials for ANP; assists in the preparation of introductory materials for finding aids to ANP manuscript collections; offers suggestions for the organization of ANP manuscript collections; selects contemporary English-language poetry for the general research collections and may select fiction as well. In coordination with the Department's coordinator of technical services and the CUL Catalog Department, the ANP Librarian is responsible for the original cataloging and classification of book, non-book, and manuscript materials for ANP, and other special collections materials as appropriate. The ANP Librarian supervises the work of a .5 research assistant and the publication of the *Archive Newsletter*, a quarterly journal of poetry, reviews, readings, and acquisitions. The ANP Librarian also organizes the New Writing Series, an annual series of poetry readings. Qualifications: Required qualifications include MLS from an ALA-accredited library school; an advanced degree in English or American literature or extensive experience with collections in these fields; experience cataloging rare books, manuscripts, or special collections materials using AACR2,

the LC classification schedules, and US MARC formats; experience in collection development in a large research library; and broad acquaintance with movements, trends, schools, and publication of contemporary poetry. Desirable qualifications include experience with curatorship of modern literature or poetry collections, supervisory experience, and experience organizing a poetry reading series. Demonstrated ability to work effectively with research-oriented faculty and students and excellent written and oral communications skills. UCSD librarians are expected to participate in librarywide planning and to be active professionally. An appointee at the Associate Librarian level would be expected to bring to the position substantial relevant collection development experience and AACR2 cataloging expertise. UCSD is an equal opportunity, affirmative action employer. Applications received by February 19, 1988, will be assured of consideration. Submit a letter of application, enclosing a resume and a list of references to: Ellen Lawson, Assistant for Academic Personnel, Library, C-075-H1, **University of California, San Diego**, La Jolla, CA 92093-0047.

**ASSISTANT DIRECTOR FOR ARCHIVES AND SPECIAL COLLECTIONS**-University Libraries (Head of the Division of Archives and Special Collections and Chief Archivist, Archives of Appalachia). Search reopened. Responsible for acquisition and processing of Southern Appalachian manuscripts and media, university archives, and rare books. Solicit gifts and grants, interpret collection to university users and the public. Participate in interdisciplinary Center of Excellence program in Appalachian Studies and Service. Supervise 2 FTE faculty, 2 support staff and student assistants. Report to the Director, University Libraries. Requires graduate degree in humanities, library science or social sciences, demonstrated competence in archival theory and procedure and minimum of three years of professional level archives experience. Also prefer doctorate; formal archival training; good interpersonal skills; evidence of scholarly and professional activity; background in supervision, Southern Appalachian historical materials, rare book management, media presentation, preservation and emergency program, microcomputer applications. Appointment range \$24,000-\$33,000, commensurate with qualifications. Twelve month tenure-track appointment. Faculty rank and status. Review of applications begins February 1, 1988, and continues until position is filled. Send application letter, resume, names, addresses and phone contacts of three references to: Human Resources Office, **East Tennessee State University**, P.O. Box 24,070A, Johnson City, TN 37614-0002. ETSU is an Affirmative Action, Equal Opportunity Employer.

**ASSISTANT FINE ARTS AND MUSIC LIBRARIAN.** Administer rapidly growing 20,000 volume departmental art library with annual expenditures for materials of \$50,000. Supervise staff of 1 assistant and 1 FTE students. Work with Music Librarian on plans for proposed \$8 million arts library. Required: MLS from ALA-accredited institution; demonstrated expertise in art history; working knowledge of one or more European languages; substantive experience in an art library; ability to work well with faculty, students and public; good communication skills. Highly desirable: MA in art history; professional art library experience. Salary: \$17,500 to \$20,632 dependent upon qualifications. Position will remain open until filled. Apply by February 1, 1988, for full consideration with resume and list of references to: Robert Oram, Director, Central University Libraries, **Southern Methodist University**, Dallas, TX 75275-0135. SMU is an Equal Opportunity, Affirmative Action Employer.

**ASSISTANT HEAD AND DATABASE COORDINATOR (REFERENCE).** Michigan State University Libraries seeks qualified applicants for the position of Assistant Head and Database Coordinator, Social Sciences and Humanities Reference (Librarian II). Reporting to the Head of Social Sciences and Humanities Reference, this librarian assists in administration of the unit, including scheduling and budgeting, supervises clerical staff, directs unit in the absence of the head, and participates in a full range of specialized reference services. As database coordinator, assumes primary responsibility for developing and coordinating database searching programs among ten branch libraries or service points in social sciences, humanities and business; training and orientation of searchers; maintaining and updating policies, procedures, documentation and records; and coordinating services to users. Depending upon qualifications, assignment may include collection development responsibility in appropriate subject areas. Social Sciences and Humanities Reference is the principal unit for specialized reference services in social sciences and humanities, including education and law, and is staffed by approximately 7 FTE librarians, 1.5 FTE support staff, and 2.3 FTE stu-

dent assistants. Required qualifications include a master's degree from an accredited program in library science; at least three years of successful experience in an academic or research library, including database searching and reference experience; educational background or experience with research materials in the humanities or social sciences. Demonstrated ability to communicate effectively, both orally and in writing, and ability to work effectively with faculty, students and staff are required. Other desired qualifications include an advanced degree in a social science or humanities discipline, knowledge of one or more major European languages, teaching experience, administrative experience, and collection development experience in a research library. Minimum salary will be \$25,000, depending on qualifications, with an excellent package of benefits. Interested applicants should submit a letter of application, a resume, and the names and addresses of three current references to: Eugene Wiemers Jr., Head, Social Sciences and Humanities Library, **Michigan State University** Libraries, East Lansing, MI 48824-1048. Applications received by January 15, 1988, will receive priority consideration. Michigan State University is an Affirmative Action, Equal Opportunity Institution.

**BIOLOGY LIBRARIAN**, Associate Librarian, the University of Michigan Libraries. Responsibilities: Under the general direction of the Head, Natural Science Library, is responsible for the Reference, Serials, and Monograph Processing Units and the development of the Biology and Reference collections. Supervises 1.6 clerical, 1.0 GSA, and 1.1 FTE hourly employees. Schedules reference service, coordinates staff, and sets local policies and procedures. Promotes user services, particularly those involving electronic access to information. Performs computerized database searching. Designs, coordinates, and delivers local user education program. Serves as a primary liaison to the Department of Biology. In the area of collection development, is responsible for a materials budget and prepares preliminary budget requests, monitors expenditures, trends and research in publishing, and modifies collecting scope as appropriate. Responsible for the development, management, and use of RLIN, online reference budgets, the database searching budget and a portion of the hourly budget. Serves as member of the Science Libraries Management Team and on system-wide committees as appropriate. Required: Accredited MLS. Subject background (but not necessarily a degree) in one of the natural sciences (preferably biology). Two

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## **DIRECTOR OF LIBRARIES**

### **Central Michigan University**

Central Michigan University invites applications and nominations for Director of Libraries. Situated in Mount Pleasant, an attractive town 65 miles north of Lansing, the university is state-supported and has an enrollment of 17,000 students. With 800,000 volumes and 975,000 microform items, the Libraries include Park Library (supporting undergraduate and master's programs), the Instructional Materials Center, Library Instructional Resources, and Clarke Historical Library (extensive collections on Michigan, Afro-Americana, and children's literature). Staff of 65 includes 23 professional librarians. Park Library supports off-campus degree programs in over 50 centers throughout the U.S.; affiliated with OCLC, AFLI, SEMLOL, and MLC. Park Library was built in 1968; an addition is in the early planning stage.

The Director of Libraries is a senior officer position, reporting directly to the Provost/Vice President for Academic Affairs, and represents the Libraries on the Council of Deans; responsible for collection and resource development, library services and information systems, budget and planning, personnel, automation, off-campus degree program library service, and instructional media. Calendar-year appointment; available July 1, 1988. Salary commensurate with qualifications, minimum \$55,000. Excellent benefits.

An MLS from an ALA-accredited institution and advanced subject degree are required; an earned doctorate in a subject area or library science is highly preferred. Candidates are required to have a minimum 10 years' library experience, including significant experience as a practicing librarian in a nonadministrative capacity and at least 5 years' successful administrative experience, with increasing responsibilities, in an academic or research library. Experience with collective bargaining units and shared governance is preferred. Candidates are required to have demonstrated leadership, participatory management, and communication skills as well as the ability to work collegially with university officers, faculty, staff, and students and the public. Candidates should support library faculty professional development and be sensitive to faculty rank, status, and academic calendar for librarians.

Candidates should have strong empathy for scholars' expectations of the library and a demonstrated record of professional and scholarly activity; a strong service orientation, including commitment to bibliographic instruction and to meeting the needs of nontraditional students; knowledge of university budgeting processes and ability to be an effective planner and advocate within the university community for the Libraries' present and future needs; demonstrated experience with library automation and the ability to plan for change. Experience with library building planning is desirable.

Application deadline: **February 22, 1988**. Include a letter which summarizes qualifications, resume, and names of at least 3 references with titles, complete addresses, and telephone numbers. Send to:

**David MacLeod, Chair**  
**Director of Libraries Search Committee**  
**Warriner Hall**  
**Box 116**  
**Central Michigan University**  
**Mount Pleasant, MI 48859.**

Central Michigan University is an affirmative action, equal opportunity employer.

years work experience in a research or special library. Experience in database searching (Dialog or BRS). Understanding of the principles of collection development, public services, and budgeting. Familiarity with the principles and patterns of information use and transfer among various types of scientific communities. Demonstrated ability to initiate and maintain successful working relationships with colleagues and patrons in a consultative environment. Strong commitments to public service and collection development. Demonstrated organizational, analytical and communication skills (both oral and written). Budgeting and supervisory potential. Familiarity with a European language in addition to English. Minimum salary of \$23,000 dependent upon previous relevant experience. Applications received by January 30, 1988, will be given first consideration. Apply to: Lucy Cohen, Manager, Library Personnel Office, 404 Hatcher Graduate Library, **University of Michigan**, Ann Arbor, MI 48109-1205. A nondiscriminatory, Affirmative Action Employer.

**BUSINESS AND TEXTILE REFERENCE LIBRARIAN.** Under the direction of the Head of Reference, provides in-depth reference and consultation services, online searching, bibliographic instruction, and collection development in the subject areas of business and textiles. Coordinates service and collection development activities between the main library and the College of Commerce and Industry Library. Works with nine other reference librarians in providing general reference service and freshman library orientation. Qualifications: ALA-accredited MLS required. Business degree and reference experience desirable. Faculty status, tenure-track appointment, South Carolina retirement, Blue Cross/Blue Shield, Major Medical and liberal leave. Minimum salary \$20,000. Clemson University Library, one of the important research facilities in the Southeast, has a collection of 13,500 serial titles and 1,486,658 items and uses NOTIS. The staff includes 24 librarians and 60 support staff. Clemson University, South Carolina's land-grant institution, with an enrollment of approximately 13,000, is located in the foothills of the Blue Ridge Mountains, 30 miles from Greenville, South Carolina, and within two-and-one-half hours driving time from Atlanta, Georgia, and Charlotte, North Carolina. Candidates applying by February 15, 1988, will receive first consideration. Send letter of application with resume and names, addresses, and telephone numbers of 3 references to: Marie Foster, Chair, Business/Textile Reference Librarian Search Committee, R.M. Cooper Library, **Clemson University**, Clemson, SC 29634-3001. An EEO, AA employer.

**BUSINESS INFORMATION ANALYST**, Harvard Business School Library. Provides library research assistance to HBS faculty members on a broad range of industries and corporations and a variety of business topics (finance, corporate strategy, mergers & acquisitions). Tasks include locating and analyzing data, preparing information packets and research reports, and assisting faculty members in identification and evaluation of information sources. Utilize resources within the Harvard libraries and contact outside organizations as needed. Projects range in length from a few hours to many months. Qualifications: Graduate degree in social sciences, MLS, MBA or equivalent desirable. Ability to write and communicate well, excellent organizational and interpersonal skills, ability to handle several projects simultaneously and to work well under pressure. Research experience, knowledge of business literature and information sources (printed and online), familiarity with statistical analysis, understanding of financial statements and business terminology. Three or more years related experience, preferably in a library or business environment. Salary: \$25,150 (minimum). Send application letter and resume with names, addresses, and telephone numbers of three current references by January 30, 1988, to: Emma Bradford Perry, Associate Librarian for Administration, Baker Library, **Harvard Business School**, Boston, MA 02163. Harvard University is an equal opportunity employer.

**CATALOG LIBRARIAN.** The University of Missouri-Columbia Libraries is accepting applications for the position of Science Cataloging Team Leader. Responsibilities (under the direction of the Head, Bibliographic Control): Original and copy cataloging for science/technology monographs; supervision of Science Cataloging Team (1.5 FTE). Qualifications (Required): Master's degree from ALA-accredited library school; interest in and aptitude for bibliographic detail; effective communication and interpersonal skills; ability to work independently; reading knowledge of one modern European language (preferably German). No prior professional level experience is required; will prefer applicants having experience with and knowledge of AACR2, LC classification and subject headings, OCLC, online catalogs, and academic research libraries. Minimum

Salary: \$17,500 for 12 months with usual benefits. Available: February 1, 1988. Send letter of application, names of three references and resume to: Pat Burbridge, Personnel Coordinator, 104 Ellis Library, **University of Missouri-Columbia**, Columbia, MO 65201. To ensure consideration, applications should be received by January 31, 1988. The University of Missouri-Columbia is an equal opportunity and affirmative action institution.

## ASSISTANT DEAN OF LIBRARIES AND LEARNING RESOURCES

### Bowling Green State University

Bowling Green State University invites nominations and applications for the position of Assistant Dean of Libraries and Learning Resources (LLR). The Assistant Dean assists with general administration of the University Libraries (Main Library and four branch libraries), the Center for Archival Collections, the Institute for Great Lakes Research, and the Instructional Media Center. Additional responsibilities include the coordination of faculty/staff development, grantsmanship, public relations, long range planning, and collection development.

BGSU is a comprehensive residential university with more than 17,000 students and 1,000 faculty, located in Northwest Ohio. A broad range of academic programs are offered by 48 departments and schools organized into eight colleges with doctoral degrees in 45 fields. LLR contains 1.45 million library volumes, plus outstanding research collections in popular culture, popular music, Great Lakes history, and regional history. The budget is \$5.2 million, with a faculty and staff of 120.

*Qualifications:* Accredited MLS degree or equivalent required, Ph.D. desirable; at least 5 years relevant administrative experience and proven ability to lead effectively in a collegial setting. A record of research, publication, and professional activities sufficient for appointment at the Assistant or Associate Professor level is required. Salary negotiable with \$40,000 minimum (excellent fringe benefits).

*Starting date:* July 1, 1988.

Applications, including resume and the names and addresses of at least 3 and no more than 5 references, should be mailed to:

**Kathryn Thiede**  
**Assistant to the Dean**  
**and Personnel Officer**  
**Jerome Library**  
**Bowling Green State University**  
**Bowling Green, OH 43403**

*Deadline:* The search committee will begin reviewing applications on **February 15, 1988**, and will continue to do so until the position is filled.

BGSU is an AA/EOC employer.

**CATALOGER**, Librarian II, at North Dakota State University, a land grant university library serving 8,500 undergraduates, 1,000 graduate students and 700 faculty. Responsible for original cataloging of monographs and AV materials, including state documents, and also regional histories and authors for the North Dakota Institute for Regional Studies. Participates in reference services, committee assignments, and other duties as assigned. Reports to Head of the Catalog Department. Qualifications: Required: MLS from an ALA-accredited program; thorough knowledge of AACR2, LC subject headings, MARC formats; 2 or more years of cataloging experience. Preferred: Experience with OCLC; experience with CD-ROM, database searching, or database management; knowledge of a Western European language, preferably German; AV cataloging experience. Desirable: Evidence of interest in new developments in librarianship. The NDSU Library is a member of Tri-College University, a successful consortium (NDSU, Moorhead State University, Concordia College) with an online union catalog, cooperative collection development and resource sharing. The fully integrated online circulation system and catalog are linked to the Minnesota State University System's PALS network. NDSU is located in Fargo, an educational, cultural and medical center for the Upper Plains. Population of the metropolitan area, including Moorhead, Minnesota, exceeds 145,000. The area is within a short drive of the Minnesota lake country and 4 hours from Minneapolis and Winnipeg. Salary: \$22,000 minimum, dependent upon qualifications and experience. TIAA/CREF and Blue Cross/Blue Shield/HMO options. Applications should be received no later than January 15, 1988. Send letter of application, current resume, and names, addresses and phone numbers of three references to: Personnel Office, **North Dakota State University**, P.O. Box 5227, Fargo, ND 58105. NDSU is an equal opportunity institution.

**COLLECTION DEVELOPMENT OFFICER**, Northeastern University Libraries, Boston. Under the general direction of the Associate Dean for User Services and Collection Development, this is a new position to articulate, plan, coordinate and provide leadership for all collection development, resource sharing, preservation and disaster preparedness goals, strategies, policies and programs for print, non-print and technology-based information resources for the University Libraries. Recommend allocations and monitor use of an increasing resource budget currently at \$1.5 million. Identify prospective funding sources, prepare proposals and grant applications, and develop gifts programs. Coordinate and evaluate collection analysis and selection activities of 20 librarians. Assure close working relationships with faculty and curriculum development committees. Coordinate collection development planning with plans for online support systems and for a new centralized library building on the Boston campus. Evaluate information delivery technologies for satellite campus collections. Serve as member of library administrative team. Represent the University Libraries regionally and nationally in collection development and preservation matters. Qualifications: MLS from an ALA-accredited program. At least five years of demonstrated successful and increasingly responsible professional experience related to collection development, preferably in an academic library and including effective supervision, budgetary analysis and development, and faculty relations. Knowledgeable about collection preservation and disaster preparedness, about qualitative and quantitative collection analysis techniques, and about trends in higher education, research and curricular development. Strong planning, organizational, interpersonal, analytical, and oral and written communication skills. Ability to set priorities and to articulate goals and innovative programs. Commitment to staff development. Prefer advanced subject degree, and familiarity with a matrix organizational structure and with technology-based information systems and services. Salary: \$40,000 minimum, depending upon qualifications and experience. Please send letter of application, resume, and the names of three references to: Alan R. Benefeld, Dean, **North-eastern University Libraries**, 211 Dodge, 360 Huntington Avenue, Boston, MA 02115. Applications received by January 29, 1988, will receive first consideration. Northeastern University is an Affirmative Action, Equal Opportunity Employer.

**COLLECTION DEVELOPMENT OFFICER**, University of Hawaii Library. Position re-opened. Under the direction of the University Librarian, serves as part of the Library's senior management team, coordinates collection development activities of the Library. This includes evaluation of existing collections and selection activities; review, development and implementation of the Library's Collection Development Policy; ongoing liaison and consultation with teaching and research faculty; development, coordination, and allocation of

the Library's \$2 million plus book fund budget in consultation with Library faculty and other faculty; leadership of the Collection Development Coordinator's Committee; work with the Preservation Committee to identify materials for preservation, storage or weeding; development and implementation of training programs and evaluation procedures for librarians involved in collection development; and participation in direct writing of grant proposals to build external funding sources. Position is tenure track. Librarians hold faculty status, are eligible for sabbatical leave and other academic privileges. To be filled at rank of Librarian IV (Associate Library Specialist S-4). Minimum Qualifications: ALA-accredited MLS; at least eight years of progressively responsible academic research library experience, preferably in an ARL library; a second master's degree; previous ex-



## TWO DEPARTMENT HEADS University of Pittsburgh

The University Library System is seeking two faculty librarians to appoint at a salary and rank commensurate with qualifications. In addition to an excellent fringe benefit package, which includes tuition remission, the University offers an exciting environment with its Campus of the Future project, including an automated library system (NOTIS). The University Library System is a member of ARL, CRL and OCLC. A preservation self-study has just been completed and a public services study is beginning early in 1988. Both positions require an ALA-accredited MLS degree (or recognized equivalent), strong interpersonal and communication skills, a successful record of planning, problem solving and management of resources and personnel, and ability to provide leadership in a climate of change.

**Head of Public Services, Hillman Library.** Responsible, under direction of the Assistant Director, for Access and Administrative Services, for managing all public service functions in the Hillman Library, including reference, library instruction, database searching, circulation, reserves and stack maintenance. The Hillman Library is the largest of the University's libraries, seating 1,400 and housing nearly 1.5 million volumes. Experience in public services in a large research library required.

**Head of the School of Library and Information Science Library.** Responsible for managing the SLIS Library, under direction of the Associate Director of Libraries. The Library's goal is to serve as an innovative, client-centered role model for a School which includes library science, information science and telecommunications programs. Experience in public service in a large research library and related subject knowledge are assets.

Apply **by January 31, 1988**, by sending a letter of application, a resume and three letters of reference to: **Secretary, Search Committee, (Name of Position), 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260.**

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer. Minority applications are actively sought.



perience in collection development; experience in book fund allocation, strong interpersonal communication skills, and the ability to work in a collegial style. Additional Desired Qualifications: successful experience in writing and obtaining grant funding and evidence of continuing professional activity in related regional professional associations. Salary range is \$32,736–\$48,480. Position available December 1987, pending all necessary clearances and availability of funds. Closing date: Open until filled; a preliminary deadline was October 30, 1987, but applications will continue to be accepted until the position is filled. To Apply: Send letter of application, resume and names of three references to: Jean Ehrhorn, Associate University Librarian, **University of Hawaii** Library, 2550 The Mall, Honolulu, HI 96822. Inquiries: (808) 948-7207. The University of Hawaii, Manoa, is the major research campus of the UH system. The campus has an enrollment of 18,624 students, and grants doctorates in 38 fields. The Library has a staff of 164.5 FTE, and a collection of over 2 million volumes. It is a member of ARL, CRL and an Associate Member of RLIN. It uses OCLC and UTLAS as bibliographic resources, and is in the final stages of implementing a fully integrated online library system encompassing cataloging, public catalog, acquisitions, circulation and serials. Benefits: Vacation and sick leave accumulation at 14 hours per month each, 13 paid holidays, choice of group medical insurance and state retirement benefits. Librarians at the University of Hawaii are represented by an exclusive bargaining agent, the University of Hawaii Professional Assembly, which represents all faculty in the UH system. An EEO/AA Employer.

**COLLEGE LIBRARIAN.** Hartwick College seeks an experienced academic librarian to provide strong leadership for its library. Responsibilities will include overall management of the library, supervision of professional and support staff, development of the annual budget, application of information technology, strengthening of student access to materials, and promoting active use. Solid academic credentials, imagination, enthusiasm, and commitment to undergraduate education in a liberal arts setting are essential. This is a senior administrative appointment, effective July 1, 1988, reporting to the Provost. Salary commensurate with experience; range begins at \$40,000. Hartwick is a selective college of 1,400 students and 105 faculty. A major library renovation project is scheduled to begin this summer. Please send letter of application, resume, and the names of 3 references by February 15, 1988, to: Bryant L. Cureton, Provost, **Hartwick College**, Oneonta, NY 13820. An equal opportunity employer.

**CURATOR,** Wilbert Wright Collection of Africana and Afro-Americana of the Clarke Historical Library (a Minority Leadership position). Responsible for the collection development, bibliographic lectures, exhibits, collection guides, and reference of a collection of approximately 8,000 volumes and a number of early maps and prints, which is focused on the history and culture of Africa and Afro-Americans. Successful candidate will also participate in general duties as a member of the professional staff of the Clarke Historical Library. Reports to the Director of the Clarke Historical Library.



## **DIRECTOR, HUMANITIES RESEARCH CENTER**

### **The University of Texas at Austin**

The University of Texas at Austin is seeking a Director for the Harry Ransom Humanities Research Center. Applications and nominations are invited.

The Humanities Research Center, renamed in 1983 for its founder and guiding spirit, Harry Ransom, is one of the world's preeminent institutions for literary and cultural research. The principal rare books and manuscripts library of the University of Texas at Austin, its special collections contain approximately 10 million manuscripts, 1 million books, 5 million photographs, 50,000 pieces of literary iconography, and an important collection on the theater arts. Since its inception in the mid-1950s, the major emphasis of its acquisitions has been on modern literature, principally American, British, and French.

The purposes of the Harry Ransom Humanities Research Center are:

- to identify and acquire literary and cultural material, consistent with present strengths, that has value for scholarly research not only by faculty and students at the University of Texas at Austin, but also by researchers from all parts of the world;
- to strengthen the means for this research by the cataloging of acquisitions and the preparation of collection guides, and by the systematic purchase of bibliographies, books, and contemporary materials that support the HRC's collections;
- to establish and maintain policies and services that will facilitate use of the HRC's collections while at the same time protecting their integrity;
- to disseminate knowledge by lectures, seminars, and exhibitions, and by the publication of catalogs, guides to collections, symposia, journals, and monographs that bear directly on HRC holdings and purposes;
- to render service to the general public by providing access to the Center's literary and cultural holdings through exhibits and other programs;
- to safeguard and preserve these treasures for posterity.

The mission of the HRC is to collect original research materials, to make its collections accessible through high standards of cataloging and conservation, and to encourage their use through exhibitions, seminars, fellowships, lectures, and publications. The Director and a staff of 60 are responsible for carrying out the Center's mission. The Director should have a scholarly and professional background in the humanities as well as proven administrative ability.

The position becomes available June 1, 1988. Salary negotiable from the mid-\$60s. Applications and nominations should be made **by February 15, 1988**, to: **Vice-President Edwin R. Sharpe, Chairman, HRC Search Committee, The University of Texas at Austin, P.O. Box T, Austin, TX 78713-7389; (512) 471-1241.**

An Affirmative Action, Equal Opportunity Employer.



ALA-accredited MLS degree required. A second subject master's degree (black studies, history, literature, etc.), special collections experience, and foreign language skills (French, Portuguese, or African languages) preferred. This is a twelve month tenure-track faculty position. Beginning appointment may be either at the Instructor (\$22,000 minimum) or Assistant Professor (\$25,667 minimum) level; salary and rank set according to academic credentials. Research and publication expected for tenure and promotion. Excellent fringe benefits including health and dental care; life, travel, and disability insurance; tuition credit and family tuition credit plans; paid sick leave; paid holidays; retirement; and 20 paid vacation days per year. CMU is a state university with an enrollment of 17,000 students and over 650 full-time faculty. The Clarke Historical Library (69,000 volume, 264,900 special collection items) is nationally known for its extensive material on Michigan; the Great Lakes and for the Lucile Clarke Memorial Children's Library (7,000 volumes). Submit letter of application specifying position, a resume, and the names of three references. Applications received prior to February 26, 1988, will be given priority consideration. Chairperson, Selection Committee, 207 Park Library, **Central Michigan University**, Mount Pleasant, MI 48859; (517) 774-6419. CMU is an affirmative action and equal opportunity institution.

**DIRECTOR OF THE LIBRARY.** Valdosta State College, a senior unit of the University System of Georgia, seeks nominations and applications for the position of Director of the Library, effective July 1,

1988. The Library, with holdings of 312,000 volumes, has a staff of 10 professionals and a support staff of 25. Membership is maintained in SOLINET. Candidates must have a master's degree from an ALA-accredited institution, with doctoral degree preferred. Proven administrative ability in an academic library required, and at least five years' experience in technical and public services desirable. The College seeks a person who has the commitment and experience to guide collection development and the use of advanced technologies for information access and library automation. Demonstrated ability to communicate and work effectively with all segments of the college community is essential. Reporting to the Vice President for Academic Affairs, the position is a 12-month, tenure track appointment with faculty rank of Associate or full Professor. Salary negotiable, depending on qualifications; minimum \$45,000, with excellent fringe benefits. Deadline for applications: February 15, 1988. Send letter of application, resume, three letters of reference to: Wayne R. Faircloth, Chairman, Library Screening Committee, Department of Biology, **Valdosta State College**, Valdosta, GA 31698. The College is an equal opportunity, affirmative action employer.

**ENGINEERING LIBRARIAN/HEAD OF SCIENCE BRANCHES.** The University of Missouri-Columbia is seeking qualified applicants for the position of Engineering Librarian/Head of Science Branches. Principal responsibilities include organization, administration and operation of the Engineering Branch Library and the general super-



## TWO REFERENCE POSITIONS

### Bucknell University

Bucknell University, a highly selective, comprehensive university with a strong liberal arts component, an engineering school and a management program, is located in a beautiful rural setting 55 miles north of the state capital, Harrisburg, and 200 miles from Washington, Baltimore, New York, Philadelphia and Pittsburgh. The University supports an active program of cultural events and opportunities for recreation.

The Ellen Clarke Bertrand Library, recently renovated and doubled in size, is currently implementing the DRA automated library system, a public access catalog expected 88/89. 17 professionals and a support staff of 30 serve the library and media services needs of the University. The library's first priority is to educate users to access new information sources, as well as to the strong traditional collections. The reference department is currently expanding and supplementing its course-integrated bibliographic instruction program; the database searching service, offered since the mid-1970's has recently developed an active user-directed searching program; automated access to a selective government documents depository is under development.

**Coordinator of User Education Program** to lead established class-integrated instruction program and develop innovative approaches to user education as part of a comprehensive program with five other reference service coordinators. Required: ALA-MLS and experience in library user education and database searching, minimum of two years desirable. Preferred: psychology and/or education background. Minimum salary: \$21,500. Salary commensurate with experience.

**Coordinator of Microcomputer Support Services** as a resource for library users and with five other reference service coordinators, to develop integrated applications of new technologies. Required: ALA-MLS; demonstrated facility with microcomputers and software. Preferred: science/engineering/computer science background. Minimum salary: \$19,000. An entry level position.

All reference librarians participate in patron assistance, library instruction, database searching, collection development and rotation in evening and weekend assignments. Applications will be accepted until positions are filled; for maximum consideration please send resume and names of three references **by February 15, 1988**, to:

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

AA/EO employer

vision of the organization, administration and operation of the Science Branch Libraries (Geology and Math Sciences Branches). This includes the preparation of reports and budget requests; making recommendations on personnel needs, promotions and salaries; maintaining communications between the Library Administration and the Branch Libraries' staff; planning development and imple-

mentation of library services; maintenance of the branch collections; training, scheduling and supervising library staff members. Responsibilities also include providing reference service and bibliographic instruction, and maintaining good public relations with user groups. Requires Master's degree from an ALA-accredited library school; an undergraduate degree in engineering or in one of the pure or ap-



## THREE POSITIONS

### Arizona State University

Looking for excitement and adventure? Frustrated by a job (or a boss) that doesn't realize your full potential? Tired of the sleet and snow? The ASU Libraries, located in the Valley of the Sun and enjoying the construction of three major new libraries, are looking for highly qualified librarians to fill these newly created positions:

**ASSISTANT LIBRARIAN OR ARCHIVIST FOR DATABASE SERVICES.** Reports to the Head of the Department of Archives and Manuscripts; coordinates and directs the department's database and indexing functions; coordinates and assists in the development of the Collection of Southwestern Autobiographies; serves on departmental reference desks. Salary: From \$19,500, dependent on qualifications. Required Qualifications: ALA-accredited MLS degree (or Master's degree in History or a related discipline, formal coursework in archival administration, and experience in an archival, manuscript or special collection); knowledge of indexing, database management and/or authority control; knowledge of database searching and information retrieval; knowledge of reference practices in specialized collections; good communication and interpersonal skills. Preferred: ALA-accredited MLS degree; knowledge of Arizona and/or Southwestern History; evidence of supervisory potential; experience working with and searching automated databases; experience with the acquisition of out-of-print material.

**CATALOG MANAGEMENT LIBRARIAN (Search Reopened).** Reports to the Head of the Bibliographic Records Department; participates in the continuing development of the online catalog, online authority control, and automated updating of the ASU database and in the development of specifications for a microcomputer-based work-station for online catalog and authority database maintenance; trains and manages 5 FTE classified staff, creates and edits bibliographic records to LC/ASU standards. Salary: \$20,000 and up, dependent on qualifications. Required Qualifications: ALA-accredited MLS degree or foreign equivalent; knowledge of or experience in original cataloging, copy cataloging, or catalog maintenance; good knowledge of authority practices, LC classification, AACR2 and pre-AACR2 cataloging rules and OCLC/MARC formats; experience with OCLC or other bibliographic utility; strong communication and interpersonal skills; good planning, organizational, and supervisory skills; ability to work with foreign language materials; demonstrated interest in professional development and involvement. Preferred: Experience in a large academic or research library, successful supervisory experience, including hiring, training, and evaluating personnel; experience with an online catalog.

**PERSONNEL LIBRARIAN.** Reports to the Assistant University Librarian for Management Services; is responsible for personnel administration affecting academic professionals, classified staff and student employees; organizes, coordinates, conducts and assists in the planning of library activities related to staff recruitment, employment, evaluation, development and discipline; supervises three staff members. Salary: \$25,000 and up, dependent on qualifications. Required Qualifications: ALA-accredited MLS degree or foreign equivalent; proven ability to work effectively with staff of diverse interests, abilities and inclinations; outstanding oral and written communication skills; knowledge of and commitment to equal employment opportunity and affirmative action principles and policies; good listening and analytical skills; demonstrated ability to maintain objectivity, impartiality and confidentiality concerning sensitive personnel cases and issues; supervisory skills; demonstrated interest in professional development and involvement. Preferred: MBA or other appropriate advanced degree; experience in a large academic or research library; relevant personnel/budgeting experience; successful supervisory experience.

Application Deadline: Recruitment will remain open until the positions are filled, with review of applications beginning on **January 31, 1988**. Please apply separately for each position in which interested. Send letter which addresses all stated qualifications, current resume, and names, addresses and telephone numbers of four recent references to: **Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006; (602) 965-3417.**

ASU is an affirmative action, equal opportunity employer.



plied sciences desired; three years minimum in a reference/public service library position in a science or engineering library with at least one year of supervisory experience; ability to relate and communicate well in writing and orally; familiarity with the subject areas of engineering and/or the applied sciences; training and experience in computerized database searching is required. Minimum Salary: \$22,000 for 12 months with usual benefits. Available: June 1, 1988. Send letter of application, names of three references and resume to: Pat Burbridge, Personnel Coordinator, 104 Ellis Library, **University of Missouri-Columbia**, Columbia, MO 65201. To ensure consideration, applications should be received by March 31, 1988. The University of Missouri-Columbia is an equal opportunity and affirmative action institution.

**GIFTS AND EXCHANGE LIBRARIAN**, Mississippi State University Libraries. Qualifications: ALA-accredited MLS degree required. Prior collection development experience in a university library required, experience as a Gifts and Exchange Librarian preferred. Working knowledge of AACR2 and LC Classification necessary. Experience with the OCLC System preferred. Willingness to accept responsibility, ability to relate effectively to the academic and non-academic community in the acquisition of donations, and the ability to supervise the work of Library Student Assistants are all essential. Duties: Building and strengthening the University Library's collection through the acquisition of materials by soliciting gifts, setting up and maintaining exchange programs and participating in the ALA Duplicate Exchange Union. Duties include enhancing a book donor program, acknowledging receipt of donated materials, evaluating each piece to determine if and where it should be placed, and maintaining appropriate files. Other duties as assigned. Benefits: Include faculty rank, status, privileges and responsibilities; enrollment in the State Retirement System; comprehensive medical coverage; University holidays and annual and health care leave. Salary: \$18,000 or higher, depending upon qualifications and/or experience. Position Available: This position will be filled only if a suitable applicant is found. The Search and Screening Committee will begin to consider nominations and applications immediately and will continue to do so until the position is filled. Application Procedure: Send application and resume, including names, addresses, and telephone numbers of at least three references (preferably work) to: Frances N. Coleman, Chair, Search Committee, **Mississippi State University**, P.O. Box 5408, Mississippi State, MS 39762. Mississippi State University is an Equal Opportunity, Affirmative Action Institution.

**GOVERNMENT DOCUMENTS/REFERENCE LIBRARIAN** at rank of Assistant Professor. Administer the U.S. and international documents collection of the college library, including cataloging of monographs, selection of documents, supervision of assistants, and promotion of the research value of the collection. Participate in the bibliographic instruction program and general reference service of the library staff. Develop microcomputer applications to a variety of library tasks. The successful candidate will have an MLS/ALA degree, training and experience with government publications and their bibliographic control; training and experience with general reference, bibliographic instruction and database searching. In addition, we prefer someone with familiarity with a wide range of microcomputer applications to library service, a science background and two or more years of experience in an academic library. This is a tenure track, full-time (nine months) appointment beginning September 1, 1988. A second graduate degree is required for rank of Assistant Professor and tenure. Salary and rank commensurate with qualifications and experience, minimum \$20,000. Please send, by January 31, 1988, a letter of application, resume, three recent letters of recommendation and transcripts to: Michael Haeuser, Head Librarian, Folke Bernadotte Memorial Library, **Gustavus Adolphus College**, St. Peter, MN 56082. A representative will be in San Antonio for the ALA Midwinter conference.

**HEAD OF REFERENCE.** Responsible for reference services in a university library of 850,000 volumes. Reports to Associate Director for Public Services. Duties include supervision of departmental personnel, online searching, collection development and bibliographic instruction. Candidate should have demonstrated planning, supervisory and communication skills and a commitment to responsive and innovative reference service. Must be able to evaluate effectiveness of service and implement changes to include increased emphasis on automation. Required Qualifications: ALA-accredited MLS and subject master's, reference experience in a medium to large academic library, evidence of professional development. Salary: \$25,000 to

## TECHNICAL SERVICES DEPARTMENT HEADS

An exciting opportunity exists to join a newly formed technical services management team in a stimulating and challenging research library environment. The University of Connecticut Libraries has two key management positions open: **Head, Acquisitions Department** and **Head, Bibliographic Control Department.**

These positions report directly to the Assistant Director for Technical Services and have primary responsibility for exercising leadership and initiative in policy and program development. The department heads serve as members of the University Libraries' Management Council and are the official representatives of the departments throughout the UCL. The successful candidates will have strong leadership abilities and a record of accomplishment in their respective areas.

Qualifications: Graduate degree from an ALA-accredited program in library and/or information science required, additional graduate degree preferred; six years relevant post-MLS experience in an academic or research library, preferably in an automated environment; demonstrated ability to plan, coordinate, organize and evaluate programs, including planning for automated services in the field; demonstrated ability to work successfully with staff at all levels and to foster cooperative attitudes within the department and between the department and other units; a knowledge of one or more foreign languages is desirable, as is a second Master's degree.

The Head of Acquisitions should also have a knowledge of acquisitions practices and procedures including current developments in the field, and an in-depth knowledge of the domestic and foreign book trade. The Head of Bibliographic Control should also demonstrate a comprehensive knowledge of AACR2, LC classification and subject headings and MARC record structure and tagging, and should have recent experience with a bibliographic utility such as OCLC.

Anticipated hiring salary is in the high \$30s dependent on qualifications. Preliminary screening will begin **January 31, 1988.** Please send letter of application and resume to:

**University of Connecticut  
Homer Babbidge Library, U-5A  
369 Fairfield Road  
Storrs, CT 06268**

(Search nos. 8A221 & 8A222.)

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Equal Opportunity Employer, m/f.



\$28,000, 10.5 month contract, faculty status, tenure track. Send letter of application, resume and three letters of reference by January 15, 1988, to: Mickey M. Sparkman, Associate Director for Public Services, **Lamar University** Library, P.O. Box 10021, Beaumont, TX 77710. Preliminary interviews at ALA Midwinter in San Antonio. An EO/AA Employer.

**HEAD OF RESOURCES, LAW SCHOOL LIBRARY.** The Resources Unit provides all aspects of acquisitions functions for the Law School Library (750,000 volumes), including searching, ordering, receipt and payment. Material is obtained in a wide variety of languages from all over the world. The unit is supported by an INNOVACQ/INNOPAC integrated computer system. The Head of Resources has administrative responsibility for 9 support staff members, and is responsible for all acquisitions activities, including supervision of direct purchases, blanket orders, approval plans, database subscriptions, depository programs, exchanges and gifts. In addition, the position is totally responsible for US/GPO and UN depository programs including back-up reference work, and for the Materials Processing Section, which includes binding, processing and looseleaf filing. In addition to an accredited MLS, requirements are: reading knowledge of one foreign language, supervisory experience in an academic library setting, knowledge of the world book trade, knowledge of bibliographic classification systems, and knowledge of automated systems. Preference will be given to candidates with knowledge of additional foreign languages, experience with the United States GPO depository system, and relevant experience in law libraries. Salary ranges are: Librarian I: \$24,500-\$31,850; Librarian II: \$26,500-\$35,775; Librarian III: \$29,500-\$42,775. Excellent benefits include tuition exemption for self and family and assistance with University housing. Send resume, listing 3 references, to: Kathleen Wiltshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline for applications is February 15, 1988. An Affirmative Action, Equal Opportunity Employer.

**HUMANITIES LIBRARIAN.** Swarthmore College has an immediate opening for an individual responsible for a full range of services including bibliographic assistance and instruction, planning for a 3-College automation project, manual and computer-assisted general reference, and collection development. Must possess an ALA-accredited MLS and appropriate subject matter graduate degree. Salary dependent upon qualifications, minimum \$23,000. Applications accepted until position is filled. Send vita and letters of recommendation to: Michael J. Durkan, College Librarian, **Swarthmore College Library**, Swarthmore, PA 19081. EOE.

**HUMANITIES REFERENCE LIBRARIAN/BIBLIOGRAPHER** (Search Reopened). Boston College, O'Neill Library invites nominations and applications for the position of Humanities Reference Librarian/Bibliographer. Will provide general reference service at the reference desk, including one evening, participation in the weekend rotation, and occasional holidays; provide bibliographic instruction, both to freshman English classes and advanced classes in appropriate subject areas in the humanities; perform computerized literature searches; participate on library and departmental committees and task groups; participate in collection development and serve as liaison with assigned academic departments; coordinate, as assigned, departmental programs; perform other appropriate assigned tasks. Boston College offers its 14,000 students and almost 700 faculty the advantages of a strong liberal arts institution with outstanding graduate and professional programs. Library collections number over one million volumes. The new O'Neill Library provides an attractive, intensively used, highly automated environment for study and learning and also houses the campus computer center. The library administration is committed to developing leadership, management and planning skills at all levels of the library staff. Qualifications include an ALA-accredited MLS and a minimum of two years' relevant experience in an academic library, including experience with collection development or reference work. Appropriate subject background necessary; an advanced degree in appropriate subject area and knowledge of a foreign language strongly preferred. Benefits include tuition remission, a wide range of insurance programs and 22 days' vacation. Salary from \$23,100 depending on qualifications. To apply, send resume with names and phone numbers of 3 references to: Mary McMillan, Employment Manager, Department of Human Resources, **Boston College**, Chestnut Hill, MA 02167. Applications received by February 15, 1988, will receive priority consideration. An Equal Opportunity, Affirmative Action employer.

**LIBRARIAN.** Brodart Automation, a division of Brodart Co., is seeking a professional librarian looking for a challenge. Due to expansion, we are accepting resumes for the position of technical consultant. A Brodart Automation technical consultant has a wide range of responsibilities including: managing specific customer-related automation projects, providing technical specifications for systems and programming, providing on-site training and consultations to customers, as well as technical support to all segments of the division. This position requires some travel throughout North America. We are looking for librarians with an MLS from an ALA-accredited institution. Applicants must have 1-2 years' experience in technical services in an automated environment (i.e., OCLC cataloging, circulation control, etc.) as well as excellent verbal and written communication skills. Brodart technical consultants spend their first few weeks in an intensive training program which is followed by ongoing training and support. Salary is in the mid-\$20s depending upon experience. Brodart offers an excellent benefits package. This technical consultant will be relocated by Brodart to Williamsport, Pennsylvania, a thriving family community. Resumes should be submitted to: Director, Human Resources, **Brodart Co.**, 500 Arch Street, Williamsport, PA 17705. EOE.

**LIBRARIANS.** Dickinson College has two openings for librarians with training or experience in both technical and public services. These challenging positions, one of which is a one-year sabbatical replacement, will require work in cataloging and reference as well as participation in bibliographic instruction, liaison with academic departments and collegial management in the context of a liberal arts education program. ALA-accredited MLS and second master's in the liberal arts required. Minimum salary \$23,000-\$25,000. Send letter of application, vita, and three letters of recommendation to: Ella Forsyth, Chair, Department of Library Resources, **Dickinson College**, Carlisle, PA 17013. Available July 1, 1988; final closing date March 1, 1988; will conduct some interviews at ALA Midwinter. An affirmative action, equal opportunity employer.

**MONOGRAPHIC CATALOG LIBRARIAN.** One of 19 California State University institutions, San Francisco State University, a multicultural, coeducational, urban university of more than 26,000 students and 1,700 faculty, seeks a librarian to assume responsibility for original, adaptive, and copy cataloging of monographic material in all physical formats. Will direct and revise staff cataloging and catalog maintenance activities in both manual and online environments. Permanent, tenure-track library faculty position. Qualifications Required: MLS from ALA-accredited institution; minimum of 3 years' professional experience of which 2 years must be in cataloging; working knowledge of AACR2, LC cataloging practice and authority forms. Familiarity with issues related to conversion to an OPAC environment highly desirable. Demonstrated oral and written communication. Ability to work effectively with faculty, staff, and students. Reading knowledge of Romance languages, Latin and/or German preferred. Appointment level: Senior Assistant Librarian. Salary starts at \$31,680 minimum. Appointment date: approximately July 1, 1988. To apply: Send letter of application, current resume, and names, addresses, and phone numbers of 3 references by February 15, 1988, to: Eloise McQuown, Assistant Library Director for Administrative Services, J. Paul Leonard Library, **San Francisco State University**, 1630 Holloway Avenue, San Francisco, CA 94132. Affirmative action, equal opportunity employer.

**OFF-CAMPUS UNIVERSITY CENTER LIBRARIAN.** Instructor or Assistant Professor. Manages the Kingsport University Center Library of East Tennessee State University (30,000 volumes; 625 undergraduate and graduate FTE) with responsibility for collection development, reference, bibliographic instruction, circulation, reserve, AV equipment and periodical services. Supervise one FTE support staff and two student assistants. Work closely with University Center faculty to develop effective library services. Participate on library committees and library faculty council, and provide university committee service. Follow university library faculty policies. Report to the Assistant Director for Reader Services. Required: ALA-accredited MLS and demonstrated excellent oral and written communication skills. Preferred: 1-2 years professional-level reader services experience with strong reference, user access and supervision skills; evidence of ability to work well with faculty, students, and colleagues in a university environment and ability to meet university standards for tenure-track appointment including research and service. Twelve month tenure-track appointment, 24 days annual leave plus holidays. Paid state or TIAA/CREF retirement plan. Contributory health

insurance plan. Salary from \$19,000 commensurate with qualifications. No state income tax. Review of applications begins February 1, 1988, and continues until the position is filled. Send letter of application, resume, names, addresses and phone numbers of three references to: Human Resources Office, **East Tennessee State University**, Campus P.O. Box 24,070A, Johnson City, TN 37614-0002. ETSU is an Affirmative Action, Equal Opportunity Employer and employs only U.S. citizens and aliens authorized to work in the United States.

**PROJECT MANAGER.** Experienced manager to supervise the implementation of a new automated system for 16 member libraries and 7 towns on Cape Cod and the Islands. Must have exceptional communication skills; instruct library staff and boards on automation; prepare reports and ensure quality control of the database. Extensive experience in library automation funded by LSCA a definite plus. MLS from ALA-accredited school. 5 years of professional experience including automation applications in a management position. Needs valid driver's license. Interviews can be scheduled at ALA Midwinter. Benefits: \$26,000 minimum depending on experience. Submit resume no later than January 23, 1988, to: Richard Connor, Automation Project, **Sandwich Public Library**, Sandwich, MA 02563.

**PUBLIC SERVICES ARCHIVIST.** Richard B. Russell Memorial Library, University of Georgia Libraries (Salary minimum \$18,700). The Richard B. Russell Memorial Library is a department within the University of Georgia Libraries which reports to the Director and which functions as a center for the study of 20th century Georgia politics in both the state and the nation. Although the papers of U.S. Senator Richard B. Russell are the cornerstone of the library, acquisitions include the papers of other contemporary U.S. Congressmen, state legislators, governors, federal appointees, and political figures. The Russell Library staff consists of the Head, two librarians (archivists), and two other staff and is responsible for the acquisition, preservation, and processing of historical records according to archival procedures and standards and for providing reference assistance to a variety of patrons. The Public Service Archivist is a member of the Libraries' Faculty and reports to the Head of the Russell Library. Duties: Include supervising and coordinating public services for the department; providing reference assistance to researchers; planning, implementing, and monitoring reference procedures and reading room policies; ensuring that research requests and follow up procedures meet security and legal requirements; disseminating information about and promote use of collections through preparation of subject guides and other reference aids, reports to guides and journals, and public presentations as appropriate. Duties may include bibliographic instruction and liaison with academic departments; maintain an awareness of local and national trends in archives through professional development activities. Qualifications: ALA-accredited MLS; formal archival training; advanced degree in history or political science preferred; appropriate public service experience in an archival setting preferred; effective oral and written communication skills; ability to establish and maintain effective working relationships with co-workers, donors, and patrons. Application procedure: Send letter of application, resume, and names of three references by February 15, 1988, to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity, Affirmative Action Institution.

**PUBLIC SERVICES LIBRARIAN.** Tenure track position. Major responsibilities include library use instruction, especially in microcomputer-based library systems; references; and collection development. Qualifications: ALA-accredited MLS plus second Master's; two years of recent academic library experience; experience in library use instruction, computer-based library systems and collection development. Salary and rank dependent on qualifications. Minimum salary for Assistant Professor \$18,053 for academic year appointment and strong possibility for summer contract; subject to collective bargaining agreement. To apply, send vita, 3 letters of recommendation addressing your qualifications and performance in the major areas of responsibility for this position, postmarked by 1/29/87, to: **Eastern Montana College**, Personnel Office, 1500 North 30th Street, Billings, MT 59101. For more information call (406) 657-1660 or 657-2278. EMC is an EEO/AA Employer.

**REFERENCE LIBRARIAN,** Montana State University Libraries. Seeking an energetic and enthusiastic librarian to join a service-

oriented team in the provision of reference, online searching, and instructional services for a diverse academic community of over 10,000. Entry level, FY tenure-track position. MLS from an ALA-accredited program and knowledge of DIALOG required; second master's preferred, but not required for appointment. Must exhibit an ability and willingness to meet university promotion and tenure requirements. Salary: \$18,000 minimum. Screening begins January 20, 1988. Send letter of application addressing qualifications and experience in reference service, library instruction and online searching; resume; names, addresses and phone numbers of three current references to: Reference Search Committee, Office of the Dean, **Montana State University Libraries**, Bozeman, MT 59717-0022. For complete description, contact (406) 994-3119. MSU is an Equal Opportunity, Affirmative Action employer.

**REFERENCE LIBRARIAN.** Stetson Memorial Library, Mercer University, seeks public-service oriented librarian to provide general reference service, supervise interlibrary loan, conduct online searches and participate in bibliographic instruction. Mercer is a comprehensive, coeducational, church-related private university with an enrollment of more than 6,000 students. Stetson Library serves the main campus in Macon. ALA-accredited MLS required; initiative, excellent communication and interpersonal skills essential. Academic library experience desirable. Non-tenure track faculty appointment. Salary minimum \$20,000 for 12 months. 22 days vacation and excellent fringe benefit package. Examination of applications to begin January 1, 1988, and continue until position is filled. Will interview at ALA Midwinter. Send resume, names and addresses of three references to: Mary R. Howard, Director, Stetson Library, **Mercer University**, Macon, GA 31207.

**REFERENCE LIBRARIANS.** Two positions for Learning Resources Center in new community college in Plano, Texas. Responsibilities include reference desk coverage, collection development, instruction-in-use. Totally computerized library requires applicants with OCLC, CLSI, or some library computer training and experience. Applicants must hold Master's degree from an ALA-accredited library school. Base salary \$24,035. Application Procedure: Send a letter of interest, resume, and official transcripts to the address below. Application packages will be accepted until positions are filled. Personnel Office, **Collin County Community College**, 2200 West University, McKinney, TX 75069. Equal Opportunity Employer.

**REFERENCE LIBRARIAN/BUSINESS,** Librarian I (entry level) or II (3 or more years of experience). Harvard Business School Library. Provides general reference and bibliographic assistance primarily to Harvard Business School Faculty, MBA students, HBS alumni and other library patrons utilizing both printed sources and online databases. Assists in reference collection development, prepares and revises short bibliographies for publication. Participates in short and long range planning strategy for technological changes, staffing and client services. Qualifications: MLS from ALA-accredited school. Strong academic background in business, economics or social sciences; relevant reference experience preferably in academic, special library and/or related business environment; familiarity with business reference sources and online searching required. Excellent interpersonal and organizational skills essential. Salary: Librarian I, \$19,700 (minimum); Librarian II, \$23,500 (minimum). Send application letter and resume with names, addresses, and telephone numbers of three current references by January 30, 1988, to: Emma Bradford Perry, Associate Librarian for Administration, Baker Library, **Harvard Business School**, Boston, MA 02163. Harvard University is an equal opportunity employer.

**REFERENCE LIBRARIAN/USER EDUCATION SPECIALIST.** Assistant Professor (tenure-leading). Central Reference Services Department starting May 1, 1988. 1.) Serve on the Reference/Information Desk. 2.) Coordinate undergraduate library instruction program for the University Libraries, including self-paced instructional program and library tours. 3.) May have liaison responsibilities with an academic department in the humanities or social sciences, depending upon applicant's background and departmental needs. 4.) Computer database searching in the humanities and social sciences. Required: MLS from a program accredited by the American Library Association; strong interpersonal skills; demonstrated oral and written communication skills. Preferred: Experience in reference services; experience in a library instruction program; reading knowledge of one or more foreign languages; experience in online searching; second master's degree. \$18,000 minimum for a 12-

month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses/telephone numbers of three references by February 15, 1988, to: Kent Hendrickson, Dean of Libraries, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. Affirmative Action, Equal Opportunity Employer.

**SCIENCE/ENGINEERING LIBRARIAN.** Provides general as well as in-depth science/engineering reference services, including online literature searching; selects materials, teaches library usage and serves as liaison with science/engineering department(s). Required: MLS from an ALA-accredited library school; degree in science or engineering. Preferred: reading knowledge of a foreign language; knowledge of online searching in BRS or DIALOG; experience in science librarianship or reference department of an academic library. Minimum salary \$19,152. Applications, resumes and three letters of reference should be sent to: Personnel Office, Box 1184, **Washington University**, St. Louis, MO 63130 by January 29, 1988. Employment eligibility verification is required upon hire. Washington University is an Affirmative Action, Equal Opportunity employer.

**SCIENCE REFERENCE LIBRARIAN/ASSISTANT LIBRARIAN.** University of Michigan-Flint. New position eventually to provide state-of-the-art science reference service using systems such as DIALOG and BRS. Responsibilities will include: online bibliographic searching in areas of specialization, reference desk, general operation of the library through committee meetings and individual assignments, collection development, serving as departmental liaison in assigned subject areas, and bibliographic instruction. Position to be very important component in this growing urban University's progressive library setting with wide-ranging science curriculum. With the approved construction of a new library building, this position is seen as one evolving in scope as the library system continues to grow. Required: Accredited MLS. Also desired: Additional Bachelor or Master of Science degree; training/experience in library automation and online bibliographic searching; training in science reference sources; excellent interpersonal, written and verbal communication skills. Twelve month position offers: \$20,000 annually, 24 vacation days per year, choice of health benefits, TIAA/CREF Retirement, Long Term Disability and Life Insurance. Send letter of application, resume, official transcripts, and three letters of reference to: David Palmer, Library Director, **University of Michigan-Flint**, Flint, MI 48502-2186. An Equal Opportunity, Affirmative Action Employer.

**SERIALS CATALOGER.** Responsible for cataloging and classifying print serials in all subject areas. Supervises the serials cataloging unit of two FTE technical assistants and two student assistants. The unit is also responsible for the creation and maintenance of local data records for the Arkansas Union List of Serials via the OCLC Serials Control Subsystem and for recording local holdings information on the shelflist. Participation in automation planning may also be required. Position reports to the Head, Cataloging Department. ALA-accredited MLS, serials cataloging experience (preferably in an academic library), knowledge of AACR2 and LC classification and subject headings required; experience with OCLC and local automated systems desired. Rank and salary dependent upon qualifications and experience, \$19,000 minimum. Twelve-month, tenure-track, TIAA/CREF, 22 days annual leave, tuition and other benefits. Position available July 1, 1988. Applications accepted until the position is filled; review of candidates will begin February 1, 1988. Preliminary interviews may be conducted at ALA Midwinter in San Antonio. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional degrees. Situated in the Ozarks, Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Send letter of application, resume, and the names, addresses, and telephone numbers of three current references to: John A. Harrison, Director of Libraries, **University of Arkansas**, Fayetteville, AR 72701. The University of Arkansas is an equal opportunity, affirmative action employer; minority and female candidates are strongly encouraged to apply.

**SPECIAL COLLECTIONS CATALOGER.** The New York Academy of Medicine Library seeks a cataloger to perform original and copy cataloging for rare books and other materials in the history of the health sciences, using the NLM and LC schemes, NLM online databases, MeSH, and OCLC. Required: MLS, two years in rare book librarianship, experience with automated cataloging systems and LC scheme. Humanities background with knowledge of Latin or one

European language. Preferred: Familiarity with NLM scheme and MeSH. Salary: \$21,000 + . Send letter, resume, and names of three references by January 29, 1988 to: Anne Pascarelli, Associate Librarian, **New York Academy of Medicine**, 2 East 103rd Street, New York, NY 10029. EEO/AEE.

**SYSTEMS COORDINATOR, LEARNING RESOURCES CENTER.** The University of Minnesota Bio-Medical Library is seeking qualified applicants for the position of Systems Coordinator, Learning Resources Center (LRC). Responsibilities will include the following: Managing Local Area Network(s) within the LRC, including an IBM Token Ring Network; training and supervising student computer consultants (2.0 FTE); recommending microcomputer hardware and software; facilitating use of computer resources within the LRC; assisting in planning and presentation of workshops related to computer hardware, software, and applications; assisting Library staff in computer-related activities. The LRC Systems Coordinator will report to the Head, Learning Resources Center, as part of a total LRC staff of 8.5 FTE. Some evening hours may be required. Minimum requirements include: 1) ALA-accredited MLS or other appropriate Master's degree, such as Information Systems/Science or Health Informatics. 2) Excellent interpersonal and communication skills. 3) Significant experience with microcomputers, including Macintosh and IBM personal computers and commercially-available software. Other desirable qualifications include: 1) Experience in an academic health sciences library or health sciences computing environment. 2) Experience with local area networks. The Learning Resources Center plays an integral support role in Health Sciences academic programs and has become a major center of instructional computing. Resources include over 1,300 audiovisual programs, an active reserve service, an IBM token ring local area network, time-sharing terminals accessing the University's academic computing resources, and computer software. A state-of-the-art multi-workstation computer classroom is being planned for the LRC. The IAIMS environment supported by the Bio-Medical Library is evidenced in the LRC by close ties to the health sciences curriculum, access to MinneMEDLINE (a local database developed jointly by the Bio-Medical Library and Health Sciences Computing Services), and E-mail and electronic bulletin board facilities. This position will be a fixed-term academic/professional appointment at the rank of Assistant Librarian. Minimum salary is \$21,000. Benefits include 22 vacation days and excellent medical, dental, and life insurance and retirement plans. To apply for this position, please send a letter of application, a resume, and the names and addresses of three references to: Barbara Doyle, University Libraries Personnel Officer, 453 Wilson Library, **University of Minnesota**, Minneapolis, MN 55455. Applications must be received by February 1, 1988. Identify application with UL 160. The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities.

**SYSTEMS LIBRARIAN/PROGRAMMER.** Under direction of the Law Librarian, the Systems Librarian/Programmer will assist in the installation, coordination, and operation of the totally integrated online system of the Supreme Court of Ohio Law Library. During the first year, the Systems Librarian/Programmer is expected to devote his/her full time on the installation and development of the new online system. He/she is expected to spend half time on systems maintenance and the other half on performing public and technical services duties in the Law Library after the system becomes operational. The candidate should be experienced in programming in IBM Assembly language and PL/1. Familiarity with NOTIS desired. Must have training and experience in IBM OS/MVS or DOS/VSE and CICS and VSAM. The candidate should also be familiar with OCLC MARC formats and should be trained in IBM computer systems operation. Qualifications: must have Bachelor in Computer Science and Master's in Library or Information Science; practical experience in library work may be considered in lieu of MLS. This is a permanent, fulltime position. Available immediately. Salary Range: \$24,000-\$30,000, commensurate with education and experience; excellent benefits. Please contact or submit resume with three written references to: Paul S. Fu, Law Librarian, **Supreme Court of Ohio Law Library**, 30 East Broad Street, Columbus, OH 43266-0419. Telephone: (614) 466-2044.

**TECHNICAL SERVICES LIBRARIAN.** The David D. Palmer Health Sciences Library is seeking applicants for a Technical Services Librarian, a full time faculty appointment at the rank of Instructor. Faculty responsibilities include supervision of acquisitions, serials, binding, serials union lists and 2.0 FTE assistants. Secondary duties,

such as the Reference Desk, assigned as necessary. Reports to Library Director. The successful candidate must possess ALA-accredited MLS degree; good communication and interpersonal skills; and a strong service orientation. Acquisitions, serials, OCLC or computing experience helpful. Position available from 1 November 1987. Salary is dependent on experience and education, \$21,800 minimum. A good benefits package includes retirement, health, dental and disability insurance plans; 20 days vacation and holiday leaves. Located in the picturesque and historic Mississippi River Valley, Palmer College of Chiropractic is the founding and most prestigious college of the chiropractic profession. The college overlooks the Mississippi River and downtown Davenport. The Iowa-Illinois Quad Cities has a metropolitan population of 350,000+ with a diverse calendar of cultural and social events. The college enrollment includes 1,800 Doctor of Chiropractic and 50 Chiropractic Assistant candidates with a faculty of 125. The library employs 6.0 FTE librarians with a support staff of 13.0 FTE; a health science collection of 30,000+ and 750+ serial subscriptions; and participates in several consortia. Applications will be taken until the position is filled. Send letter of application and resume with three references to: Robert Stout, Chair, Library Faculty Search Committee, **Palmer College of Chiropractic**, 1000 Brady Street, Davenport, IA 52803. EEO/AA employer.

**TECHNICAL SERVICES LIBRARIAN.** Findlay College, a private liberal arts college, is seeking an experienced professional to direct all of its acquisitions, cataloging, and processing operations and perform occasional reference duties. Required: ALA-accredited master's, knowledge of AACR2 and OCLC cataloging, two to three years' professional experience. Desired: Administrative and supervisory experience, familiarity with microcomputer applications, working knowledge of Spanish. Salary: minimum \$18,500 for twelve month appointment; generous fringe benefits. Available after February 1, 1988, subject to final approval by the Board of Trustees. Interviews will be conducted at ALA Midwinter. Please send letter, resumes, and names and addresses of three references to: Robert W. Schirmer, Director of Shafer Library, **Findlay College**, Findlay, OH 45840. AA/EO Employer.

**TWO REFERENCE POSITIONS.** The Wayne State University Library System announces two librarian vacancies, one in Science and Engineering reference and one in Medical reference. These positions include participation in bibliographic instruction, collection development, and faculty liaison. These positions may lead to tenure, based on standards of evaluation and quality of performance in 1) professional assignments, 2) creative and scholarly work and 3) contributions to the profession. Librarians at all levels of experience are encouraged to apply. Qualifications and Desired Characteristics: Master's degree from an ALA-accredited library school is required. Experience with online bibliographic retrieval systems preferred. Effective verbal and communication skills are essential. Strong leadership and good interpersonal skills are essential. Applicants should have a service orientation and interest in user instruction. Science or

medical background preferred. Other Information: Wayne State University is a Carnegie I research institution with a two million volume Library System. The Library System is comprised of four libraries, including three professional school libraries (Law, Medicine, Science and Engineering). The Libraries are currently being automated via an integrated library system. Liberal fringe benefits, dental and health plan options. TIAA/CREF, tuition support for family members, minimum salary of \$21,000, rank and salary competitive and negotiable based on experience and qualifications. Positions will remain open until filled. Applications (including a signed and dated resume) or nominations should be sent with three references to: Suzanne Schuelke, Assistant to the Dean, 134 Purdy Library, **Wayne State University**, Detroit, MI 48202. Telephone (313) 577-4238. Wayne State University is an Affirmative Action, Equal Opportunity Employer.

**UNIVERSITY LIBRARIAN,** University of New Hampshire. The University of New Hampshire invites applications and nominations for the position of University Librarian. The Library has a staff of 25 librarians and other professionals and a support staff of 52. It serves a full-time faculty of 550 and a student body of over 10,500 undergraduate and graduate students with a collection of over 910,000 volumes and substantial serial, document, microform, audio-visual, and special collections. The University is located in Durham, a small city in the seacoast area of New Hampshire, near historic Portsmouth, 90 minutes from Boston and close to the ocean and the White Mountains. The University Librarian is responsible for budgeting; organizing and directing all library departments; developing collections; long range planning of acquisitions; building facilities; and library automation. OCLC's LS 2000 is in place, and the university library is the center for a local automated information system involving public and high school libraries. Applicants must hold appropriate advanced degrees: an MLS from an ALA-accredited institution plus a second Master's in subject field (Ph.D. preferred). They must be skilled at working within an academic community and at serving as an advocate for the library. Additional qualifications include: five years of progressively responsible and demonstrated success in university/research library administration; strong management skills; interest in and commitment to the intellectual life of the university; broad knowledge of information technologies and automated library systems; and the ability to work collegially and to communicate effectively with other university officers, faculty, staff, students, the public, and the statewide library system. Starting salary will be dependent on credentials and experience within a normal range of \$47,610-\$74,370. Early applications and nominations are encouraged; screening will begin on February 3, 1988. Applications should include a letter of application, a comprehensive resume, and the names, addresses, and telephone numbers of three references. Send applications and nominations to: Elizabeth Hageman, Chair, Librarian Search Committee, c/o Office of the Vice-President for Academic Affairs, Thompson Hall, **University of New Hampshire**, Durham, NH 03824. UNH is an AA/EEO Employer. Women and minorities are especially invited to apply.

## LATE JOB LISTINGS

**ARCHIVIST.** (Temporary appointment through June 30, 1989; extension may be possible.) Duties: (1) systematically plan and design college archival program; (2) collect, manage, and provide access to the college archives; (3) establish and implement collection, conservation and preservation program; (4) organize and describe the archival collection; (5) publish descriptive guides and research aids; (6) help to create historical exhibits. Qualifications: formal archival training, some archival experience, and appropriate degrees (MA, MLS). Minimum salary of \$18,500 depending upon qualifications. Send resume and names and addresses of three references to: W. Robert Woerner, Director of the Library, Ithaca College, Ithaca, NY 14850. Applications accepted until position filled. Excellent benefits. An AA/EO employer.

**ASSISTANT UNIVERSITY LIBRARIAN FOR COLLECTION DEVELOPMENT AND PRESERVATION.** Cornell University Library seeks an Assistant University Librarian for Collection Development and Preservation to provide leadership in defining, building and preserving the collections of Cornell University Library. Reports to the University Librarian and works closely with the senior library

staff, members of the University faculty and a group of some 30 bibliographers. Serves as the administrative officer in charge of preservation. The Conservation Librarian reports to the Assistant University Librarian for Collection Development and Preservation. Responsibilities: Plans, organizes and monitors a comprehensive collection development and preservation program for the University Library. Allocates and oversees a budget in excess of \$5 million for the acquisition and preservation of library materials in all formats. Ensures the quality and coordination of bibliographic selection. Establishes and communicates collection development and preservation objectives throughout the system. Represents Cornell University Library in regional and national related forums and seeks to ensure university involvement in nationwide programs for cooperative collection development and preservation. Participates in library development activities related to development and preservation of collections. Qualifications: Must be knowledgeable about and appreciate the broad range of scholarly interests which flourish in a major research university. Must be an experienced administrator with substantial experience in the management of collection development and conservation. Knowledge of the book trade and advanced degrees including the MLS or its equivalent are essential. A practical experience of budget and allocation programs, experience as a bibliographer in a research library are highly desirable. Appointment salary will be competitive and dependent upon experience and qualifications. Minimum starting salary \$50,000. Comprehensive benefits package offered. Apply to: Ann Dyckman, Personnel Director, Cornell University Library, 201C Olin Library, Ithaca, NY 14853-5301. Submit a letter of application, resume and the names, addresses and telephone numbers of three references. Applications are requested by March 11, 1988. Background: The Cornell University Library comprises thirteen school, college and department libraries, a graduate research library in the humanities and social sciences, and an undergraduate library. Libraries are both state and private supported. The collection includes approximately five million monographs, over 60,000 current serial holdings, and four million microforms. The system employs approximately 120 professional librarians, 330 non-academic staff, and 550 students. The campus is located in upstate New York at the southern tip of Cayuga Lake. The University has an employee population of approximately 10,000 on its Ithaca campus and has a student body of 12,000 undergraduates and 4,000 graduates. Cornell University is an AA/EO Employer.

CHAIR, PROCESSING SERVICES. Responsibility for acquisitions, cataloging, periodicals/serials, and mending/bindery. Staff of 2 FTE librarians and 8.5 support staff. Salary range \$31,680 to \$55,548. Available August 1, 1988. Request full announcement prior to applying. Write to: The University Librarian, Humboldt State University, Arcata, CA 95521; (707) 826-3441. Apply no later than March 18, 1988.

DIRECTOR OF AUDIOVISUAL SERVICES. Master's degree in Library Science, Media or related field. Experience in media, especially in the college or university setting. Preference will be given to candidates with interest or experience in the context of a liberal arts college. Direct the audiovisual services unit of Thomas Library to ensure maximum use of Wittenberg University's instructional media resources. Assist faculty and students; oversee viewing and listening services; manage microcomputer laboratory and closed circuit cable systems; plan, develop and evaluate policies and procedures of audiovisual services; supervise personnel; and assist in the development of audiovisual instructional aids. Send letter and resume by January 29, 1988, to: Edward M. Dungan, Director of Human Resource Management, Wittenberg University, P.O. Box 720, Springfield, OH 45501. AA/EOE.

ETHNIC SERVICES LIBRARIAN. Reference Librarian/Member of the Faculty applicants requested for library ethnic services support and outreach program at progressive 4-year liberal arts college. Innovative program development expected of the position based on recent recommendations of multi-cultural consultant group. Collection development, subject teaching in the faculty, general reference service included. Full faculty status (9-month contract, salary on faculty scale, generous benefits, TIAA/CREF). Attractive Pacific Northwest campus. ALA MLS required; documentable multi-cultural educational program development and involvement desirable. For application contact: Cheryl Thurston, Library Administration, The Evergreen State College, Library 2300, Olympia, WA 98505; (206) 866-6000, x6262. ALA Midwinter placement representative; application review begins 8 February 1988. The Evergreen State College is an Equal Opportunity, Affirmative Action Institution.

HEAD OF REFERENCE. The FIU Libraries are recruiting someone to provide leadership in the development of reference services on one of the most rapidly growing university campuses in the United States. The department has a staff of fourteen including nine librarians. Supporting the development of services are such tools as RLIN, Infotrac, an online catalog linking the holdings of two FIU campuses, telefacsimile, and a full range of database services including LEXIS. Functions include not only a full range of reference services, including a major bibliographic instruction program, but also Government Documents and Microforms services. Rank and salary: Associate or University Librarian and \$29,500-\$32,700 depending on qualifications and experience. Qualifications: Candidates are required to have an MLS from an ALA-accredited library school, five years of professional experience in reference services, two years of supervisory experience (preferably in an academic library), strong interpersonal skills, and a willingness to work evenings and weekends. Desirable: experience in teaching research skills, knowledge of systems and online database searching. Benefits: 22 days of annual leave, 13 days of sick leave each year, optional retirement programs and a variety of life, health, and other insurance programs. Please make application to: Steve Morris, Chair, Search and Screen Committee for Head of Reference, Florida International University Library/University Park, Miami, FL 33199, no later than February 11, 1988. Florida International University, the State University of Florida at Miami, is a member of the State University System of Florida and 'an Equal Opportunity, Equal Access, Affirmative Action Employer.

HEAD, SCIENCE LIBRARIES, at Yale University. Plans, develops, manages, and evaluates the services, collections, and facilities of the Science Libraries (Kline Science, Chemistry, Engineering and Applied Science, Forestry, Geology, and Mathematics). Serves as a member of the Library management team in the setting of library-wide policies and development of long-range planning. Develops and maintains channels of communication with science faculty, researchers, and other users. Qualifications: MLS degree from an ALA-accredited library school; appropriate experience in an academic or research library; undergraduate or graduate degree in the sciences preferred. Applications received by March 4, 1988, will be given first consideration; applications accepted until the position is filled. Salary and rank commensurate with experience. Please send letter of application, resume, and the names of three references to: Maureen Sullivan, Head, Library Personnel, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. An AA/EO employer.

INTERLIBRARY LOAN LIBRARIAN. Candidates are sought for the position of Interlibrary Loan Librarian at the University of Alabama Libraries. Position reports to the Head of the Circulation Department with primary responsibility

for interlibrary loan activity, supervision of ILL staff and student assistants, other responsibilities as necessary. Qualifications: MLS from a program accredited by ALA, good organizational skills, thorough knowledge of book trade and national bibliographic sources, experience with OCLC ILL subsystem, familiarity with American and international ILL procedures, knowledge of computers, knowledge of foreign languages extremely helpful, ability to work effectively with University of Alabama faculty, staff, and students, and ILL personnel from other institutions. Evidence of strong oral and written communications skills. Projected starting date: May 2, 1988. Salary dependent on qualifications and experience; minimum \$20,000. Assistant Professor rank. 12-month appointment, vacation 22 days per year; sick leave; Blue Cross/Blue Shield major medical; state and TIAA/CREF annuity plans. Send resume, letter of application, and the names and addresses of 3 references by January 31, 1988, to: Sondra Tucker, Libraries Personnel Officer, P.O. Box S, University of Alabama, Tuscaloosa, AL 35487-9784. The University of Alabama is an equal opportunity, affirmative action employer.

LIBRARY ADMINISTRATOR. A progressive public library with a wide range of services, a collection of 113,000 books and a budget of \$638,000 is seeking an administrator to direct four professionals and a support staff of 13 full-time equivalents. Leadership ability and experience in library automation, collection development and public relations are required. Skill in long-range planning, management, communication, and staff supervision is essential. Candidates must have an MLS from an accredited institution plus at least four years experience in public library administration. Salary \$33,000 minimum. Submit a resume and three letters of reference to: Carl Hammerstrom, M.D., Search Committee Chair, The Peter White Public Library, 217 North Front Street, Marquette, MI 49855.

LIBRARY DIRECTOR. College of Notre Dame, Belmont, California (25 miles south of San Francisco). CND is a Catholic, co-ed, liberal arts institution with approximately 1,000 students enrolled in undergraduate/graduate programs. Position requires MLS (Ph.D. preferred) and previous successful library management experience. Search closes mid-February for position beginning 7/1/88 or sooner. Salary: \$25K range. For information contact: Higher Education Admin. Search, Inc., 3539 West 50th Avenue Parkway, Denver, CO 80221-1099.

REFERENCE LIBRARIAN, GENERAL SCIENCES. George Mason University. Liaison librarian for science departments including Chemistry, Biology, and Geology. Responsible for collection development, online searches, and bibliographic instruction in these areas. As member of reference staff of seven, assigned departmental responsibilities based on background/skills as well as general reference desk service including evening and weekend rotation. Qualifications: ALA-accredited MLS and experience and/or degree in one of the general sciences. Starting salary \$20,000; negotiable (based on education and experience). Send letter of application, resume, and names of three references to: Florence Landon, Fenwick Library, George Mason University, 4400 University Drive, Fairfax, VA 22030. Recruiting at ALA Midwinter. Deadline for receipt of applications is February 1, 1988. AA,EOE.

REFERENCE SERVICES LIBRARIAN, Ball State University, Muncie, Indiana. Description: Responsible for helping library users gain access to library information in an automated environment by explaining library services, answering questions, assisting with the use of library information sources, and by referring them, as needed, to additional library service locations. Characteristic duties: provides direct reference service to library users, sharing assignments for evenings, weekends, and academic recesses; searches



computerized databases; teaches classes in use of library resources; prepares bibliographies and aids; assists in evaluation and development of services and collection; develops and maintains knowledge of information sources and collections available in other library service areas. Requirements: MLS from an ALA-accredited program; effective communication skills; strong commitment to library public services. Prefer: undergraduate and/or graduate concentration in social sciences or business; second master's degree; experience or training in reference including library instruction and database searching. Potential for scholarly and professional achievements meriting appointment with faculty rank and status. Salary: Negotiable; \$20,000 minimum. Good fringe benefits. Possible faculty rank and status with tenure-track appointment with second master's degree. Send: Resume, graduate degree transcripts (unofficial copies acceptable), and list of three references, including addresses and telephone numbers, to: Nyal Williams, Chair, Department of Library Service, Ball State University, Muncie, IN 47306. Review of applications will begin immediately and continue until the position is filled. Ball State University practices Equal Opportunity in Education and Employment.

SPECIAL COLLECTIONS LIBRARIAN. Duties and responsibilities: Manage and develop the manuscript, archives, and rare book collections; process and catalog manuscript and archival materials; assist researchers in use of special collections materials; plan and develop records management program for the University; supervise one full-time assistant and student workers. In addition, provide service at general reference desk, teach bibliographical resources courses, assist in database searching, and select materials in one or more subjects for the general collections. Qualifications: ALA-accredited MLS degree required. Academic library experience, archival or special collections training, advanced degree in American history or literature, proficiency in one or more foreign languages desirable. 12-month faculty appointment. Salary and rank commensurate with experience and qualifications. Send letter of application, resume, and names of three references with phone numbers to: Barbara J. Brown, University Librarian, Washington and Lee University, Lexington, VA 24450. Equal Opportunity Employer. The deadline for applications is February 5, 1988.

TECHNICAL SERVICES COORDINATOR. Northern Michigan University is a public regional state university of 7,500 students and 900 employees located in Michigan's Upper Peninsula on the shore of Lake Superior. Olson Library contains over 440,000 volumes, subscribes to over 2,800 serials, and houses both A-V and depository documents collections. The Technical Services Coordinator manages the work processes of Acquisitions and Cataloging and supervises and coordinates the support staff within these areas. Reports to the Head of Technical Services. Qualifications: ALA-accredited MLS; two years' progressively responsible technical services experience, including cataloging; successful supervisory and organizational experience; knowledge of AACR2, LC classification and subject headings, and MARC formats; experience with OCLC; knowledge of library computer applications; good communication skills. Faculty status, tenure-track. Salary: \$27,048 minimum; depends upon experience and qualifications. Submit nominations or letter of application with resume, 3 letters of recommendation, and copies of credentials and transcripts to: Director's Office, Olson Library, Northern Michigan University, Marquette, MI 49855-5376. Application review will begin after: February 15, 1988. Starting date: July 1, 1988. An AA/EO Employer.

TWO POSITIONS, Engineering and Science Library. Carnegie Mellon University is seeking two creative, innovative people to fill vacancies in the Engineering and Science Library. E&S serves the faculty, students, and staff of the

Carnegie Institute of Technology, the Mellon College of Science, the Computer Science Department, and the Robotics Institute, as well as various centers and research institutes. The University Libraries are part of the Academic Services Division which also contains academic computing services, communications, instructional technology, and classroom support services. The Libraries work closely with other parts of the division to provide computing and information services to the campus community. The Libraries are also a part of the Oakland Consortium, a cooperative resource sharing program with the University of Pittsburgh Libraries and the Carnegie Library of Pittsburgh.

Head, Engineering and Science Library. Responsible for the management of the Engineering and Science Library. Manages services, staff, and facilities. Supervises 3 librarians, 6 staff, 1-3 interns, 15-20 student assistants. Provides general and specialized reference service utilizing print and online resources, provides library instruction, and serves as liaison to one or more departments. Requires successful management experience, ability to work independently, potential for professional contribution and growth, ability to plan and implement change. Reports to the Assistant Director for Public Services. Salary \$25,000 and up depending on qualifications and experience.

Science Information Specialist. Provides general and specialized reference service utilizing print and online resources; provides library instruction; serves as faculty liaison and collection development officer in one or more departments; supervises 1 support staff member and 4-6 student assistants. Reports to the Head, Engineering and Science Library. Salary \$19,500 and up depending on qualifications and experience. General Qualifications: MLS (ALA-accredited); effective reference, instructional, and bibliographic skills; knowledge and/or experience with online database searching; understanding of the process of scientific communications; and effective interpersonal, verbal and written skills. Coursework in science or engineering or experience working with scientific and engineering information preferred. Send letter of application, resume, and the names of three references to: Administrative Services, University Libraries, Carnegie Mellon University, Frew Street, Pittsburgh, PA 15213. Precedence given to applications received by January 31, 1988. Screening interviews will be held at the ALA Midwinter meeting in San Antonio.

UNIVERSITY ARCHIVIST, with Faculty Rank and Tenure Track. A newly-created position reporting directly to the University Librarian. Responsible for establishing, organizing, and administering the University Archives and other collections of historical material relating to OSU. Other duties include developing close working relationships with the faculty, administration, and staff; recommending policies and procedures for the operation of University Archives; providing service to users; supervising part-time staff; and planning for the future development of the archival collections. MLS from an ALA-accredited graduate program with archival concentration preferred, or graduate degree in history or archival concentration preferred, or graduate degree in history or archival management; five years professional experience in archival work preferably with university archives. Desirable qualifications: some supervisory experience; knowledge of microcomputer applications to archival materials processing; additional graduate study; a record of professional involvement. Salary: \$25,000 minimum, for 12 months. Salary and rank dependent upon qualifications and experience. For full consideration, applications should be received by March 1, 1988; applications will continue to be considered until position is filled. Send letter, resume, and the names of three references to: Edward R. Johnson, University Librarian, 204 Edmon Low Library, Oklahoma State University, Stillwater, OK 74078-0375. AA/E0 Employer.

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## Recent CLIPpings

College Library Information Packets (CLIP Notes) collect data and sample documents for use by college and small university libraries to establish or refine services and operations.

**Friends of College Libraries.** CLIP Note #9, compiled by Ronelle K. H. Thompson.  
\$17.00pb; ACRL member \$14.00 134p. 0-8389-7171-7 1987

**Periodicals in College Libraries.** CLIP Note #8, compiled by Jamie Webster Hastreiter, Larry Hardestry, David Henderson.  
\$17.00pb; ACRL member \$14.00 116p. 0-8389-7143-1 1987

**Managing Student Workers in College Libraries.** CLIP Note #7, compiled by Michael Kathman and Jane McGurn Kathman.  
\$17.00pb; ACRL member \$14.00 182p. 0-8389-7097-4 1986

**Special Collections in College Libraries.** CLIP Note #6, compiled by Christine Erdmann.  
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**Mission Statements for College Libraries.** CLIP Note #5, compiled by Larry Hardestry, Jamie Webster Hastreiter, David Henderson.  
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