

25-26—Archives: Fenway Libraries Online and the Society of American Archivists will sponsor "Understanding the MARC Format for Archival and Manuscript Control" at the Museum of Fine Arts in Boston. Through informal lectures and exercises in tagging archival descriptions, participants will learn the structure and use of the Archives and Manuscripts Control (AMC) MARC format. Registration fee: \$250. Contact: Museum of Fine Arts, 465 Huntington Ave., Boston, MA 02115; or call Maureen Melton at (617) 267-9300, x378 or Nancy Allen at x386.

## June

3-6—Serials: The Annual Conference of the North American Serials Interest Group will be held at Scripps College, Claremont, California. Contact: Teresa Malinowski, California State University, Fullerton, P.O. Box 4150, 800 N. State

College Blvd., Fullerton, CA 92634; (714) 773-2038.

## July

10-14, 24-28—Preservation: The Milton S. Eisenhower Library at Johns Hopkins University, Baltimore, Maryland, will offer two five-day summer workshops on library and archives collections conservation. Their purpose is to educate staff directly responsible for conservation in the use of economical approaches to the preservation of books and flat paper materials. The workshops will include hands-on practice, a field trip, discussions on related topics, and studio demonstrations. Contact: Workshops, Preservation Department, The Milton S. Eisenhower Library, The Johns Hopkins University, Baltimore, MD 21218; (301) 338-8380.

# THE CLASSIFIED ADS

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

**Rates:** Classified advertisements are \$5.25 per line for ACRL members, \$6.60 for others. Late job notices are \$12.60 per line for members, \$14.70 for others. Organizations submitting ads will be charged according to their membership status.

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

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

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

**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 Dept., ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

## Salary guide

Listed below are the minimum starting salary figures recommended by 16 state library associations for professional library posts in these states. Job seekers and employers should consider these recommended minimums, as well as other salary surveys (such as the survey in the October 15, 1988, issue of *Library Journal*, the *ALA Survey of Librarian Salaries*, the annual *ARL Salary Survey*, or the annual *CUPA Administrative Compensation Survey*) when evaluating professional vacancies. For more information, contact the ALA Office for Library Personnel Services.

Connecticut	\$22,200
Indiana	varies*
Iowa	\$18,792
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$22,000
New Hampshire	\$17,500
New Jersey	\$22,000
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$20,000
Rhode Island	\$21,000
Vermont	\$19,000
West Virginia	\$20,000
Wisconsin	\$23,700

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

## MATERIALS WANTED

**SPACE PROBLEMS?** We will buy your surplus serials, technical, scientific and historic materials. Send list for best offer to: Colfax Books, P.O. Box 380542, Denver, CO 80238

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## POSITIONS OPEN

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**ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN.** Late May, \$28,000 to \$34,000 dependent on experience and qualifications. To catalog and process; maintain and preserve collections; create exhibits; and organize university archives and Connecticut Polish American Collection. ALA-accredited MLS or equivalent, cataloguing experience including use of AACR2 and MARC, two years of responsible archive/special collections experience and effective written and oral communication skills required. Academic library experience, reading knowledge of Polish, supervisory experience and familiarity with preservation techniques preferred. Send letter of application and resume with names, addresses and telephone numbers of three references to: Stan Blejwas, History Department, **Central Connecticut State University**, New Britain, CT 06050-4010, by April 28, 1989. CCSU is an AA/EEO employer. Women, minorities, handicapped, and veterans are encouraged to apply.

**ASSISTANT DEPARTMENT HEAD,** Catalog Management Department, Cornell University. Administer Authority Control and Catalog Support Sections, assist with administration of department, oversee authority control operations for Cornell database and online catalog, serve as resource regarding authority control issues. Qualifications: MLS from accredited ALA library school or equivalent; 2 years experience with AACR2/LCSH; working knowledge of US-MARC bibliographies and authorized formats; demonstrated ability to deal with complex problems; reading knowledge of one or more foreign languages desirable. Salary: minimum \$22,000. Applications due April 15, but accepted until position filled. Send cover letter, resume and names of three references to: Ann Dyckman, Personnel Director, **Cornell University Library**, 201 Olin Library, Ithaca, NY 14853. Cornell is an affirmative action, equal opportunity employer.

**ASSISTANT DIRECTOR FOR LIBRARY SYSTEMS.** The Assistant Director for Library Systems takes a leadership role in library computer-based systems, and automation planning and implementation. The incumbent will oversee and coordinate development and operations of library computerized systems; coordinate plans and operations within the context of University Information Services; work closely with other units of the Libraries and the Center for Computing Activities; prepare budgets and manage contracts for computer-based services and equipment; manage the Library Systems Office (7 professionals and 2 support staff); and represent the systems activities of the Libraries in regional and national planning. The Libraries are currently implementing NOTIS for integrated system support and Library Systems has primary responsibility for this effort. Requirements are: successful computer systems project coordination or project management experience in a large research library or similar environment; knowledge of library automation; line management experience; substantial systems analysis skills; familiarity with data communications concepts and options; and strong interpersonal communication and administrative skills. Desirable qualifications include: systems development experience; knowledge of library technical and circulation services; knowledge of US-MARC formats; familiarity with NOTIS software; and an accredited MLS or the equivalent. Salary ranges are: Librarian II, \$35,500-\$47,925; Librarian III, \$38,500-\$55,825; Librarian IV (exceptional experience and achievement), \$42,500-\$59,500. Excellent benefits include tuition exemption for self and family and assistance with University housing. Send resume, listing names, addresses and phone numbers of three references, to: Kathleen M. Witshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline for applications is April 30, 1989. An affirmative action, equal opportunity employer.

**ASSISTANT DIRECTOR OF TECHNICAL SERVICES.** Responsibilities: Supervision of Technical Services (Acquisitions, Cataloging, and Serials Departments). Staff includes 1 professional and 11 clerical employees. Reports to Associate Director for Automated & Technical Services and provides expertise and backup in automated systems as necessary. Requirements: Master's degree from an ALA accredited library school required. Five years previous experience in progressively responsible academic or research library positions preferred. Experience and expertise using automated library

systems preferred. Communication and interpersonal skills to work effectively with library staff and user community important. Salary and Benefits: \$30,000 minimum salary depending on qualifications and experience. Excellent benefits package—88% of social security paid for first \$16,500 of salary; choice of retirement programs including TIAA-CREF. Application Deadline: To ensure consideration, applications must be received by April 30, 1989. Send letter of application, names of 3 references, and resume to: Gary C. Rasmussen, Associate Director for Automated & Technical Services, Moody Medical Library, **The University of Texas Medical Branch at Galveston**, Galveston, TX 77550-2782. UTMB is an equal opportunity m/f/h/v, affirmative action employer. UTMB hires only individuals authorized to work in the United States.

**AUDIOVISUAL/COMPUTER SERVICES LIBRARIAN,** Assistant Professor rank, tenure-track. Direct library's Learning Resources Center, manage a-v resources and services, select a-v and computer software and hardware, assist faculty and students in selection, production, and use of a-v materials, conduct workshops on a-v equipment use, supervise microcomputer laboratory, participate in reference and collection development. Required, MLS with media coursework, or Master's in Media Technology; familiarity with microcomputers. Desirable: media experience in education, experience in production of media materials, strong teaching and communication skills. Salary range, \$22,000-\$25,000 for twelve months. Begins: July 1989. Submit application letter with resume, have credentials sent to: Dan Bedsale, Library Director, **Randolph-Macon College**, Ashland, VA 23005. Review in order of receipt of all materials. Equal opportunity employer. Women and minorities are encouraged to apply.

**BIBLIOGRAPHER FOR LATIN AMERICA, SPAIN, AND PORTUGAL.** University of Georgia Libraries. (Salary minimum \$20,000.) Duties: The Bibliographer for Latin America, Spain, and Portugal reports to the Head of the Humanities Department and is responsible for developing and managing strong research collections of Spanish and Portuguese-language materials and other foreign language materials relevant to Latin American, Spanish, and Portuguese studies. The Bibliographer for Latin America, Spain, and Portugal is also responsible for in-depth reference services, bibliographic instruction, and online searching in assigned subject areas and for facilitating access to these collections. The Humanities Department is composed of five bibliographers and three support staff. Qualifications: ALA-accredited MLS; fluency in oral and written Spanish; reading knowledge of Portuguese; subject expertise in Spanish or Latin American studies; effective oral and written communication skills; ability to establish and maintain effective working relationships with colleagues, faculty and library users; advanced degree in a relevant subject area preferred; appropriate experience in an academic library preferred; working knowledge of other modern European languages preferred; knowledge of computerized database searching desired. Application Procedure: Send letter of application by May 5, 1989, including resume and names of three references 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.

**BIBLIOGRAPHIC SPECIALIST FOR THE SOCIAL SCIENCES,** Seattle Pacific University. Position is a ten-month, tenure-track faculty appointment. Responsibilities include: collection development, bibliographic instruction, reference service, online searching and participation on faculty committees and in professional organizations. Candidates must have an ALA-accredited MLS and a strong background in the social sciences. Appropriate subject matter master's degree is required. Rank: assistant professor. Salary (\$28,000-\$30,000) is dependent upon experience and qualifications. Seattle Pacific University is an evangelical Christian university of the arts, sciences and professions. SPU has a combined undergraduate and graduate enrollment of 3,300 students with an additional 4,000 students enrolled in off-campus programs each quarter. SPU seeks applicants who are committed to the spiritual and educational mission of the university and its lifestyle expectations. Women and minorities are encouraged to apply. Send resume and letter listing three or more references to: Gary R. Fick, University Librarian, **Weter Memorial Library Seattle Pacific University**, Seattle, WA 98119. Phone: (206) 281-2228. Closing date: May 15, 1989.

**CATALOG LIBRARIAN.** Seeking catalog librarian to coordinate retrospective conversion and implement automated services. Should have knowledge of OCLC, MARC formats, AACR2, LC clas-



automated circulation system and is involved in the implementation of the NOTIS system. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019. The University of Oklahoma is an equal opportunity, affirmative action employer.

**CHINESE CATALOG LIBRARIAN/BIBLIOGRAPHER.** Performs original and adaptive cataloging of Chinese materials according to AACR2, OCLC, and LC standards; provides reference services; participates in collection development; supervises circulation and reserve activities; maintains bibliographic records. Qualifications: MLS from an ALA-accredited library school (preferred) or an equivalent degree from a foreign institution, or an MA in Chinese studies; formal training in Chinese studies with emphasis on humanities; knowledge of OCLC/CJK or other automated systems and library experience desirable. Minimum salary \$19,728. Send letter of application, resume and three letters of reference to: Personnel Office, Box 1184, **Washington University**, One Brookings Drive, St. Louis, MO 63130 4899. Position will remain open until filled. Initial review of applications will begin May 1, 1989. Employment eligibility verification required upon hire. Washington University is an equal opportunity, affirmative action employer.

**CIRCULATION LIBRARIAN.** Fitchburg State College is currently accepting applications for the position of Circulation Librarian. Reporting to the Director of the Library, the Circulation Librarian is responsible for supervising the activities of 2 full-time staff and 20-25 students, as well as stack maintenance. The qualified applicant will possess an MLS, 2-3 years experience, will be self directed, and be able to work with diverse groups in a changing automated environment. Experience in an academic setting and with an automated on-line circulation system is desirable. Salary negotiable, commensurate with experience, \$22,000 minimum. Please send resume, three letters of recommendation and all college transcripts by April 22, 1989, to: Personnel Office, **Fitchburg State College**, Fitchburg, MA 01420.

**CIRCULATION SERVICES & MICROCOMPUTER LIBRARIAN.** Directs circulation and reserve functions on DRA automated system; supervises one non-professional and approximately 35 student assistants; directs Microcomputer lab; and participates in collection development and bibliographic instruction activities. Qualifications: ALA accredited MLS; some circulation services experience; some professional experience desirable; demonstrated supervisory ability; expertise with microcomputer word processing software; strong interpersonal skills. Salary: minimum \$21,000. Starting date: July 1, 1989. Send resume by May 1 to: Andrea Hoffman, Library Director, **Wheeler College** Library, 132 Riverway, Boston, MA 02215. Equal Opportunity, Affirmation Action employer.

**CONTINUING EDUCATION LIBRARIAN,** Georgia Center, University of Georgia Libraries. The Georgia Center is a residential conference center located on the University of Georgia Campus which offers programs and credit classes to nearly 100,000 adults annually. (Salary minimum \$19,700.) Duties: The Georgia Center Librarian reports to the Educational Resources Librarian, Education Department (Main Library), and is responsible for the development and management of services and collections of the Georgia Center for Continuing Education Library, which is administered through the Department of Personal Adult Learning Services. Responsibilities include providing reference services; conducting formal library instruction; performing computerized database searches; preparing bibliographies, guides, and exhibits; selecting and evaluating adult and continuing education materials; and supervising one support staff. Qualifications: Required: ALA-accredited MLS; ability to establish and maintain effective cooperative relationships with colleagues, faculty and library users; interest in user education; effective oral and written communication skills; strong public service orientation. Preferred: Working knowledge of basic reference sources; creativity and flexibility in planning and implementing library programs. Desired: interest in academic librarianship; knowledge of computerized database searching; interest in and commitment to the concept of adult learning through continuing education. Application Procedure: Send letter of application by May 12, 1989, including resume and names of three references 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.

**COORDINATOR, MINITEX/OCLC SERVICES.** MINITEX, a resource sharing network serving libraries in Minnesota, North Dakota, and South Dakota, seeks a service-oriented individual to assume a MINITEX/OCLC Services Coordinator position. The coordinator will work closely with participants providing OCLC training and support and will take part in new developments that will affect library services

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## ASSISTANT DIRECTOR MAIN LIBRARY PUBLIC SERVICES

### Ohio State University

Administers all user services in the Libraries' central research facility, which include: information services; circulation (including a state-of-the art book depository; construction to begin latter part of 1989); interlibrary loan; government documents; current periodicals; microforms; and several subject-oriented and area studies reading rooms. The Main Library's collection of ca. 1.8 million volumes and two million microforms is primarily in the humanities and social sciences. Responsibilities also include administration/coordination of five Special Collections units within the library system. Personnel in all areas total 33 librarians, 46 staff and 43 FTE student assistants. The Assistant Director works cooperatively with librarians, staff, and senior library administrators (in particular with the Assistant Director for Department and Undergraduate Libraries and the Assistant Director for Technical Services) and is responsible for maintaining good communication with faculty, students and University administrators. Reports to the Director of Libraries and participates in planning and formulation of policy for the University Libraries system. Required: MLS from ALA-accredited program; 10 or more years of relevant experience, a substantial portion of which has been in a research library; demonstrated leadership ability; ability to communicate effectively both orally and in writing. Desirable: additional advanced degree(s)/training. Librarians have faculty status and responsibilities including research, publication and service. Salary: Appointment range of \$45,000-\$54,000. Position will remain open until filled; applications received by **1 May** will receive first consideration.

Apply to:

**Sharon A. Sullivan**  
**Personnel Librarian**  
**The Ohio State University Libraries**  
**1858 Neil Avenue Mall**  
**Columbus, OH 43210**

An EEO/AA Employer. Qualified women, minority and handicapped persons are encouraged to apply.

in the region for the next several years. Responsibilities: The MINITEX/OCLC Program serves over 160 academic, public, private and state agency libraries. Under the direction of the Assistant Director for OCLC and Reference services the coordinator will assist implementing training and support programs for the various OCLC systems and services. Working with other MINITEX staff this person will provide technical information and problem-solving assistance to participants both in regards to OCLC and other MINITEX services. This includes conducting training sessions, providing telephone assistance, and preparing training materials and regular informational mailings. Extensive travel throughout the region will be required, as well as use of a personal car. Required Qualifications: Master's degree from an ALA-accredited library school and a minimum of one year of professional library experience. Knowledge of cataloging principles and standards using AACR2 and OCLC/MARC and experience using the OCLC Cataloging Subsystem. Working knowledge of one or more microcomputer software packages. Effective written and oral communication skills. Demonstrated organizational skills. Preference will be given to candidates having any combination of the following: Experience with library networking and cooperative library services; technical knowledge of MS-DOS microcomputers and peripherals; experience with automated library systems in addition to OCLC; teaching or training experience; flexibility and the ability to work independently and under pressure. Appointment: The appointment is in the University of Minnesota's Academic Administrative Class. Minimum salary is \$26,000 and is dependent upon qualifications and experience. Excellent fringe benefits. Posi-

tion is available July 1, 1989. Applications including the position number UL181 must be postmarked by April 28, 1989. Applicants should send a letter of application with detailed resume and names and addresses of three references to: Barbara Doyle, Personnel and Staff Development Officer, University Libraries, **University of Minnesota**, 453 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities.

**CURATOR, LITERARY AND CULTURAL ARCHIVES**, The University of Connecticut. Under direction of the Director for Special Collections, the Curator performs professional duties which require a comprehensive understanding of literary research and operation of modern archives and special collections. Entails responsibility for the administration and maintenance of the Literary Archives, with special emphasis on the papers of American poets and authors writing since the Second World War. Duties include participating in department planning, formulating policies and procedures; acquiring literary manuscripts and other collections in accordance with collection strengths; bibliographic searching; negotiating with donors; providing reference services; processing collections, including accessioning, appraisal, and preparing finding aids; planning for use or automated archival information systems; preparing subject bibliographies, collection guides; hiring, training and supervising student assistants, and participation in recruitment and training of interns and volunteers. Qualifications: Requires degree in archival

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## FIVE POSITIONS

### Oregon State University

Oregon State University, a land and sea grant university and a Carnegie-I Institution, has 15,000 students in 12 schools and colleges. Programs at the undergraduate and graduate levels through the doctoral degree are offered. The University Libraries consist of a main collection of over one million volumes, and one branch, the Hatfield Marine Science Center Library. The Libraries are currently installing an integrated on-line system. The staff includes 35 library faculty and 54 classified staff. The following positions are for 12-month appointments with 22 days vacation and excellent fringe benefits. Those hired with a second master's degree will be appointed on tenure track with faculty rank and status as Assistant Professor; those hired without a second master's degree will be appointed on a fixed term appointment as Instructor during which they will be expected to complete a second master's. The second master's degree is required for tenure.

General Qualifications: MLS degree from an ALA-accredited program; a demonstrated ability to work cooperatively in a demanding and changing environment, and to communicate effectively with faculty, staff and students; ability to work independently and with others; willingness to serve on University and Library committees; demonstrated ability to plan and organize projects systematically and to follow through from implementation to completion; the potential for continuing professional growth and scholarly accomplishment. Each position below has additional specific requirements.

**Serials/Acquisitions Librarian:** Entry-level position under the supervision of the Acquisitions Librarian, responsible for managing a serials collection of 15,000 titles; may include direct supervision of 9 FTE support staff for the coordination of serials check-in, invoicing, claiming, and various aspects of transition from a manual to an automated system; instruction in use of automated serials control system; special projects in serials and acquisitions areas as assigned. Qualifications: Required: Serials experience in a research library at the pre-professional level or above. Preferred: knowledge of an automated system such as Faxon SC10 or GEAC.

**Catalog Librarian:** Responsible for performing original AACR2 and advanced copy-cataloging on OCLC, using LC classification and subject headings. Must be able to catalog materials in multiple formats and languages. Participates in the departmental planning process with other staff members. Reports to the Catalog Division Head. Qualifications: Required: Knowledge of AACR2 and standard cataloging practice; familiarity with library automated systems and a bibliographic utility. Preferred: Science/technology background; foreign language competence; some cataloging experience; and an awareness of pre-AACR2 cataloging rules and practice.

**Head of Government Documents Unit:** Responsible for selection, maintenance and control of large documents depository collection including international, federal and state documents; provides reference

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management or closely related field; or MLS from an accredited graduate library program, with archival or special collections concentration; at least 2-6 years of professional archival experience, demonstrated knowledge or experience in literary research methods; knowledge of modern American and English literature. Desired: Second degree in modern American literature; demonstrated ability to work effectively with the public in a reference position; comprehensive knowledge of archival theory and methods; demonstrated ability to plan and handle responsibilities and function with a high degree of independence. Beginning salary high 20's to mid 30's, depending on experience and qualifications. Send resume, cover letter and three letters of reference to: Administrative Offices, Homer Babbidge Library, **University of Connecticut**, U-5A, Storrs, CT 06269-1005. Applications received by April 30, 1989, will be given preference in the screening process. (Search #9A126.)

**DIRECTOR OF ACADEMIC LIBRARY SERVICES**, East Carolina University, Greenville, North Carolina (Search Extended). The University invites applications and nominations for Director of Academic Library Services ECU, with over 15,000 students in ten professional schools, a College of Arts and Sciences, and a School of Medicine, is the third largest of the 16 institutions of the University of North Carolina. Located in Greenville, NC, a rapidly growing community 90 miles from Raleigh, Durham, and Research Triangle Park, ECU is the primary educational resource for the eastern region of the state. Academic Library Services: Comprised of Joyner Library and the Music

Library, has almost 900,000 volumes, over one million microforms, staff of 86 including 30 professionals, SOLINET member, and LS/2000 site with online catalog and automated circulation. Responsibilities: Senior administrative officer with faculty rank, reports directly to the Vice Chancellor for Academic Affairs, serves on the Council of Academic Deans. Has primary responsibility for all library operations. Twelve-month appointment. Salary competitive, minimum \$60,000. Qualifications: ALA-accredited MLS, earned doctorate or equivalent in education and experience, minimum 10 years progressively responsible experience in academic or research libraries. Demonstrated record of professional and scholarly activity. Demonstrated leadership ability, superior communication skills, commitment to service, participatory management and shared governance. Screening of applications will continue until position is filled. Send a letter summarizing qualifications, curriculum vitae, and names of at least three references to: Charles Coble, Chair, Search Committee for Director of Academic Library Services, Joyner Library, Room 110, **East Carolina University**, Greenville, NC 27858-4353. Federal law requires proper documentation of identity and employability at the time of employment. It is requested this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and, as such, encourages applications from women, blacks, and other minorities.

**ENGINEERING & BUSINESS REFERENCE LIBRARIAN**, Dartmouth College Libraries, Feldberg Business & Engineering Library



## FIVE POSITIONS Oregon State University

and information services in the government documents and microform units; plans for conversion of records to an online system; assists with library orientation and bibliographic instruction; supervises 3 FTE support staff; reports to the Head of Special Reference Services. Qualifications: Required: Planning, organizational and management experience; demonstrated user-oriented philosophy, flexibility, 2-3 years experience with government documents. Preferred: Supervisory experience, experience in online or CD-ROM database searching; research and publication record.

**Reference Librarians** (Science emphasis): (2) Entry-level positions expected to participate fully in the Library's public service activities including general reference, collection management, and faculty liaison. Responsible for providing comprehensive reference assistance from a centralized reference collection; preparation of bibliographies and guides to subject areas in science. Collection management responsibilities for the life or physical sciences. Additional responsibilities may include online or CD-ROM database searching and bibliographic instruction. Qualifications: Required: Academic background in life or physical sciences or one year's experience in science reference, training or experience in online or CD-ROM database searching; demonstrated interest in bibliographic instruction. Preferred: Academic degree in science; teaching experience.

Starting Date: Positions available July 1, 1989.

Salary: Negotiable. \$21,000 minimum with second master's degree or \$20,000 minimum without second master's degree.

Send letter of application, current resume, and the names, addresses and telephone numbers of three references to:

**Barbara Thornburg  
Oregon State University  
Kerr Library 121  
Corvallis, OR 97321-4501**

Consideration of credentials will begin immediately and will continue until the positions are filled. For full consideration, apply by **May 1, 1989.**

OSU is an EEO/AA employer and has a policy of being responsive to the needs of dual career couples. Minority applicants are encouraged to apply and to identify themselves for affirmative action purposes.



Dartmouth College Libraries announces the availability of the new position of Engineering & Business Reference Librarian in the Feldberg Library serving the Thayer School of Engineering and the Amos Tuck School of Business. The Engineering & Business Librarian works as a member of an information services team providing innovative reference services to the students and faculty of the two schools. Responsibilities include bibliographic instruction; online searching using vendors such as Dow/Jones, Nexis, BRS, and Dia-

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## INTERNATIONAL DOCUMENTS LIBRARIAN

### The Penn State University Libraries

Faculty position with academic rank in the Documents/Maps Section of the Humanities and Social Sciences Department at Penn State's main campus library. This position involves a wide range of reference and instructional responsibilities with a primary focus on information resources and services related to foreign governments and international organizations. Other responsibilities include coordination and participation in the Documents/Maps Section instruction program; reference service at the Documents and Maps desks; and database searching.

The Penn State University Libraries include collections of over 2.8 million volumes; 25,000 current serials; extensive holdings of maps, microforms, and computer-based information sources. Penn State is selective federal and state depository as well as a patent depository. The Libraries have an integrated automated system (LIAS) and participate in RLG, OCLC, and the Pittsburgh Regional Library Center.

Qualifications: ALA-accredited MLS or equivalent, working knowledge of at least one foreign language, preferably Western European, and evidence of potential for promotion and tenure required. Preference will be given to applicants with experience in a documents collection in a large research library, experience with library instruction and database searching, and an additional graduate degree in a social science field.

Salary and rank dependent of qualifications, minimum of \$23,016. Benefits include liberal vacation, excellent insurances, State or TIAA/CREF retirement options and educational privilege.

To apply, send letter of application, resume and names of three references to:

**Nancy Slaybaugh**  
**Personnel Coordinator**  
**Box ID-ACRL**  
**E1 Pattee Library**  
**The Penn State University Libraries**  
**University Park, PA 16802**

Deadline for application: **May 15, 1989.**

An affirmative action, equal opportunity employer; women and minorities are encouraged to apply

log; end-user training in utilizing information technology; consultation with faculty to determine instructional and research interests; collection management of the reference collection; and participation in providing fee-based information services to the local and regional business community. Qualifications and Desired Characteristics: ALA/MLS, educational background (graduate degree preferred) in science, engineering, business, or economics; and a minimum of two years of post-MLS experience in an academic or special library are required. Strong interpersonal and communication skills; strong reference and online searching skills; familiarity with the use and application of microcomputers in a networked environment. Other information: The Dartmouth College Library system comprises eight libraries with a 1.7 million volume collection. The library system has an online catalog and automated serials, acquisitions, and circulation systems. All library staff have access to microcomputers and the Dartmouth campus LAN. Liberal fringe benefits, dental and health plan options and TIAA/CREF. Rank and salary based on experience and qualifications with a minimum of \$22,700 for Librarian I, \$25,000 for Librarian II, or \$29,000 for Librarian III. Resume review will begin on April 24, 1989. Send applications to: Phyllis E. Jaynes, Director of User Services, 115 Baker Library, **Dartmouth College**, Hanover, NH 03755. Dartmouth College is an AA/EEO employer and minorities and women are encouraged to apply

**GOVERNMENT DOCUMENTS LIBRARIAN.** Administers U.S. and Florida depository collections. Also assists in providing general reference services, BI, and online searching. Available August 1. ALA-accredited MLS required. Courses or experience in documents and online databases preferred. Tenure-track, 12-month faculty appointment at Instructor rank. Salary: \$20,000. Send letter, resume, names, and telephone numbers of three references by May 12 to: Sims D. Kline, Director, **Stetson University** Library, DeLand, FL 32720.

**HEAD, ACQUISITIONS SECTION,** Michel Orradre Library, Santa Clara University (Readvertised Position). Manages operations of Acquisitions Section; supervises 5 FTE non-exempt staff; oversees firm orders, serial subscriptions, domestic approval plans, out-of-print orders, and gift processing; serves as primary liaison with University's Business Office concerning acquisitions budget of approximately 1 million dollars; coordinates acquisitions procedures with bibliographers. Required: MLS or equivalent degree from ALA-accredited program; at least 2-3 years of relevant professional experience; prior experience as supervisor or manager; strong interpersonal and communication skills; experience with automated systems; and extensive familiarity with the book trade. Desirable: experience with OCLC; collection development experience; and knowledge of at least one modern foreign language. Initial appointment at Senior Assistant or Associate Librarian rank, depending upon qualifications 1988/89 salary range \$26,286-\$41,633. Apply by May 31, 1989, to: Elizabeth M. Salzer, University Librarian, Michel Orradre Library, **Santa Clara University**, Santa Clara, CA 95053. Santa Clara is an AA/EEO employer.

**HEAD CATALOGER,** Search Extended. Stockton State College offers four-year undergraduate programs to 5,000 students in the arts and sciences and professional studies, and is located in Southern New Jersey between Philadelphia and Atlantic City. The Head Cataloger reports to the Assistant Director for Technical Services and has the responsibility for cataloging monographs, serials and nonprint materials using OCLC and the integrated online system, CLSI. The librarian assists the Assistant Director for Technical Services in the supervision of the acquisitions/cataloging department in maintaining workflow, the catalog, retrospective conversion, staff training, and enhancements to the online system. In conjunction with the Assistant Director for Technical Services, the librarian recommends policies and procedures for effective operation of the cataloging area. Qualifications: ALA-accredited MLS, knowledge and use of AACR2, LC classification, LCSH, and OCLC; plus experience in original cataloging and in cataloging nonprint materials. Strong interpersonal and communications skills are desired. Salary \$26,437 to \$33,518 (12 months) plus State mandated benefits based upon qualifications, experience and increases in the New Jersey Compensation Plan. Application: Send application, resume and names of three references to: Eileen Dubin, Director of Library Services, **Stockton State College** Library, Pomona, NJ 08240. Review of applications will begin on May 1, 1989, and will continue until the position is filled. Stockton State College is an Affirmative Action, Equal Opportunity Employer. Women and Minorities are encouraged to apply.

**HEAD, GOVERNMENT DOCUMENTS LIBRARIAN,** University of

Maryland College Park Libraries. The University of Maryland College Park Libraries invites nominations and applications for a Librarian I position, head, government documents/maps. Responsibilities: Manages the documents/maps unit. Responsible for the collection, organization, and user service of U.S. government documents, international documents, state agricultural extension documents, and maps. Serves as primary contact on government document issues, which include the responsibility for meeting the libraries' collection, service, and consulting obligations as a U.S. government documents regional depository. Supervises 2 librarians and 4 library technicians. Qualifications Required: MLS from an ALA-accredited program. Three years' professional experience as a government documents librarian, preferably in a large depository; demonstrated ability to effectively supervise and communicate; evidence of a strong commitment to public services; and demonstrated familiarity with current trends in documents. Preferred: Demonstrated familiarity with organization of international documents, map collections, and current trends in technology affecting documents, and teaching or library instruction experience. Salary: \$27,264-\$36,486. Salary commensurate with experience. Excellent fringe benefits. For full consideration, submit resume and names/addresses of 3 references by May 1 to: Virginia Sojodehei, Personnel Librarian, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. The

University of Maryland is an affirmative action, equal opportunity employer.

**HEAD, INFORMATION MANAGEMENT EDUCATION SERVICES.** The Health Sciences Library of the University of North Carolina at Chapel Hill invites applications for Head of Information Management Education Services. This department of 3.5 FTE professionals and graduate assistants provides instruction for users in search strategy, end user searching, file management, text management, and other related topics. Workshops, curriculum-based instruction, credit courses, orientations, and consultations serve approximately 3,000 users per year. The department head, reporting to the director, manages and participates in the department's programs, communicates with faculty to meet instructional needs, and participates in library-wide planning for instructional and consultation support services. Required: ALA-accredited master's degree; 4 years' experience, including reference and online searching and a minimum 2 years of bibliographic instruction; demonstrated management skills. Preference given to candidates with bibliographic instruction experience in the health sciences or sciences. Qualities sought include excellent interpersonal and communication skills, flexibility, initiative, good problem solving skills, interest in professional involvement, and a commitment to serving the information

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## SYSTEMS LIBRARIAN

### Technical Services

### University of Georgia

The Systems Librarian reports to the Assistant Director for Technical Services and participates in planning and coordinating automated library systems including MARVEL, an integrated in-house automated system, and the increasing use of microcomputers in the libraries. The Systems Librarian serves as the primary liaison between library staff and University Computing and Networking Services (UCNS) staff. The Systems Librarian works with all levels of library staff in the identification and investigation of automated system enhancements and problems. In addition, the Systems Librarian coordinates and conducts user education and training programs including development and maintenance of user documentation materials. The Systems Librarian serves on the Systems Administration Group, the decision-making and coordinating body responsible for library automated systems development and implementation, and on the Systems Development Group, the review and monitoring body which coordinates MARVEL system development activities. In addition, the Systems Librarian may participate in other Libraries' groups engaged in specific development tasks related to automated systems. At present, the MARVEL system has operational modules for collection development, acquisitions, fund accounting, circulation, and an online public access catalog. The Systems Librarian supervises one librarian and two support staff.

The University of Georgia belongs to the Association of Research Libraries and the Center for Research Libraries, and is a charter member of SOLINET (Southeastern Library Network) through which it participates in OCLC. The Libraries' collection includes over 2.6 million volumes, and 56,000 titles and subscriptions on standing order.

Qualifications: ALA-accredited MLS; experience in a large academic research library; demonstrated ability to establish and maintain effective interpersonal working relationships with all levels of staff; effective oral and written communication skills; experience with automated library systems; knowledge of systems analysis and data processing preferred; familiarity with programming languages preferred; familiarity with microcomputer technology and/or applications preferred; experience in several areas of library operations desirable; supervisory experience desirable.

Salary Minimum: \$33,000.

Application Procedure: Send letter of application by **May 19, 1989**, including resume and names and addresses of three references to:

**George H. Libbey**  
**Assistant Director for Administrative Services**  
**University of Georgia Libraries**  
**Athens, GA 30602**

This position will be filled only if suitable applicants are found.

An Equal Opportunity, Affirmative Action Institution.

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# LIBRARY SAN FRANCISCO STATE UNIVERSITY

Four tenure-track positions available. All positions require MLS from ALA-accredited program. Second graduate degree and evidence of scholarly and/or professional activity preferred. Full faculty status. Expected to meet criteria for retention & tenure.

**THE INSTITUTION:** One of 19 campuses in the California State University system, SFSU is entering time of dynamic change under the leadership of new president. The University is multi-cultural, multi-ethnic & urban institution with more than 1700 faculty members and 28,000 students. Over 100 baccalaureate and 80 master's degree programs offered. The University offers full benefits package.

**THE LIBRARY** is also in a time of transition, in organization and in implementation of the GEAC-ADVANCE integrated system. Collection numbers 2.4 million items; 740,000 books. Staff totals 120 with about 50 additional FTE in student help. Acquisitions budget exceeds \$1.5 million. Three major divisions in the library: Administrative Services, Media & Print Access, and new Division of Reader & Technical Services.

## ASSISTANT/ASSOCIATE DIRECTOR FOR READER & TECHNICAL SERVICES

(Rank of Administrator III (12 month); \$45,000-\$62,500; depending on qualifications and experience.)

**Responsibilities:** Should be a dynamic leader and effective manager to direct library programs for collection development, acquisitions, bibliographic control and processing, reference, instruction, government publications, special collections/archives. RTS staff number about 25 librarians and 30 support staff. Duties: planning, organizing, budgeting, directing, and evaluating programs, services, and personnel. Effective coordination/communication with all levels of staff, other ALDs, university faculty and administrators.

**Qualifications: Required:** 5 years of increasingly responsible technical and/or public services positions in academic or research library; demonstrated managerial, interpersonal, and communication skills; strong service and teaching philosophy; sound grasp of library automation and issues facing higher education; ability to work collegially with faculty/students/staff of all backgrounds. **Preferred:** Second graduate degree; experience in both technical and public services; experience with a library automated system.

## SUPERVISOR OF AUTOMATED BIBLIOGRAPHIC PROCESSING

(Sr. Assistant Librarian, \$31,680-\$43,896; or Associate Librarian, \$39,960-\$55,548; depending on qualifications and experience.)

**Responsibilities:** Under the general direction of the Assistant Director for Reader & Technical Services, supervises staff of 12 library assistants, plus student aides, in copy and adaptive cataloging and book preparation and binding. Works closely with Bibliographic Control Unit, Systems, Acquisitions, and Serials staffs to ensure efficiency and responsiveness of bibliographic processing and maintenance in all formats. Plans and directs ongoing processing in rapidly changing automated environment. Working collegially, assumes a major role in overall library automation.

**Qualifications: Required:** 3 years of professional experience, of which two must be in cataloging; knowledge of AACR2, all MARC formats, and of OCLC or similar utility; knowledge of library automated systems; ability to plan, develop procedures, communicate guidelines, and meet changing needs; attention to detail; demonstrated oral and written communication skills; ability to work effectively with faculty, staff and students. **Preferred:** Reading knowledge of foreign languages. Demonstrated supervisory skills strongly preferred.

## CURATOR, FRANK V. DE BELLIS COLLECTION OF THE CALIFORNIA STATE UNIVERSITY

(Sr. Assistant Librarian, \$31,680-\$43,896; or Associate Librarian, \$39,960-\$55,548; depending on qualifications and experience.)

Collection is library-museum of Italian civilization, ancient and modern, with emphasis in history, literature, fine arts, music. Holdings of books, periodicals, music scores, sound recordings, manuscripts, microfilms, prints, artifacts, and coins number some 50,000 items.

**Responsibilities:** Responsible for acquisitions, bibliographic organization and public programs related to the collection; catalogs rare books and/or scores; supervises one library assistant; works with consultants as needed; offers research assistance; plans exhibits, concerts, other public programs as time/budget permit.

**Qualifications: Required:** Pertinent experience in academic or research library; reading ability in Italian; knowledge of Italian civilization; conversancy with music history/performance and/or cataloging; public service experience, knowledge of cataloging, AACR2, OCLC or similar online utility; ability to work in collegial environment; demonstrated oral and written communication skills. **Preferred:** Speaking/writing ability in Italian; rare books experience; knowledge of Greek and Roman civilizations; experience in fundraising/development; familiarity with conservation/preservation practices.

## MONOGRAPHS CATALOGER, BIBLIOGRAPHIC CONTROL UNIT

(Sr. Assistant Librarian, \$31,680-\$43,896; depending on qualifications and experience.)

**Responsibilities:** Under general direction of Head, Bibliographic Control, assumes responsibility for original cataloging of print and microform monographs. Cooperates in resolving problems with adaptive and copy cataloging. Participates in library and university working groups and contributes to educational mission of library and university.

**Qualifications: Required:** Pertinent cataloging experience; working knowledge of AACR2, LC cataloging practice and authority forms. **Preferred:** Familiarity with OCLC & conversion to an OPAC environment; reading knowledge of Romance languages and German.

**APPLICATIONS:** Letters and current resumes, including name, address, and phone numbers of at least 3 references to: Eloise McQuown, Assistant Library Director, Administrative Services, San Francisco State University, 1630 Holloway Avenue, San Francisco, CA 94132. Deadline for nominations and applications is **May 31**. Appointments will be made as soon as possible but no later than September 1989.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

needs of health professionals. Salary based on experience and other factors; minimum salary \$26,400. The Health Sciences Library has a professional staff of 24; it serves 5 professional schools and a 600-bed teaching hospital. Send letter of application, curriculum vitae, and names of 3 references to: Carol Jenkins, Director, Health Sciences Library, CB# 7585, University of North Carolina at Chapel Hill, Chapel Hill, NC 27599-7585. To be assured of consideration, applications should be received by May 15, 1989. An Affirmative Action, Equal Opportunity Employer.

**HEAD MAP LIBRARIAN** (Search Reopened). The University of Arizona is seeking a professional librarian responsible for managing the Map Collection which contains over 200,000 sheet maps. Responsibilities include administration, public services, and collection development, as well as supervision of staff. The department includes a map cataloger, a 5 FTE map reference librarian, a library assistant, and 4 student assistants. The head works closely with other departments in the library system, serves on library-wide administrative committees, and is one of six department heads who report to the Assistant University Librarian for Central Services. Applicants must have a Master's degree in Library Science from an ALA-accredited school, library experience with cartographic materials or in related areas, and good communication skills. Preferred qualifications include demonstrated management and supervisory ability, knowledge of library automation, and a degree in one of our emphasis fields or a related subject. Minimum salary is \$30,000; higher salary is negotiable depending on qualifications and experience. Librarians at the University of Arizona have academic professional status, are eligible for continuing status, are voting members of the faculty, and may take up to 24 days professional leave per year. They have 22 days paid vacation, 12 days sick leave and 10 holidays. Send a letter of application, resume, and names of three references to: W. David Laird, University Librarian, University of Arizona Library, Tucson, AZ 85721. Applications must be post-marked by June 1, 1989, to be considered. The position will be available September 1, 1989. The University of Arizona is an Equal Employment Opportunity, Affirmative Action employer with an Affirmative Action plan. Women and minorities are urged to apply. All persons hired will be required to show proof of their identity and right to work in the United States.

**HEAD, MEDIA SERVICES.** Point Loma Nazarene College seeks applicants for the position of Head of Media Services. Responsibilities include administration of the media center and supervision of two support staff and 10-15 student assistants; coordinating purchase of media, selection and maintenance of equipment and audio/visual film collection and facilitating equipment distribution. The media services head will also plan and implement new policies and work with both classroom and other Learning Services faculty in providing necessary services to campus users. Required: ALA/MLS or educational media degree. A minimum of three years successful academic library or media center management experience. Excellent supervisory, interpersonal, oral and written communication skills are essential. Experience with microcomputer applications in media and/or library automation. Academic teaching experience is desirable. This position, which reports to the Director of Learning Services, is an eleven month appointment and carries full faculty status and privileges. TIAA/CRF. Salary commensurate with education and experience. Salary range: \$20,000-\$40,000. Evidence of Christian commitment and active membership in an evangelical church. First consideration will be given to qualified applicants who are members of the Church of the Nazarene. Position available July 1, 1989. Deadline is May 15 or until position is filled. Send letter of application, resume, and name, address and phone number of three references to: James D. Newburg, Director of Learning Services, Ryan Library, Point Loma Nazarene College, 3900 Lomaland Drive, San Diego, CA 92106.

**HEAD OF PUBLIC SERVICES LIBRARIAN/ASSISTANT DIRECTOR.** Plan, develop, evaluate all aspects of circulation and reserve, interlibrary loan, periodicals, and reference; responsible for library operations in Director's absence. Qualifications: ALA-accredited MLS; four years reference experience; communication skills; working knowledge of computer database searching; experience with bibliographic instruction; strong commitment to public services required. Administrative or management experience in an academic library, subject master's degree, and working knowledge of Word Perfect. Lotus I-II-III, desktop publishing application preferred. Starting salary: \$24,000-\$26,000. Send letter of application, resume, graduate transcripts, and addresses and telephone numbers of

three references by April 20, 1989, to: Gaynelle Pratt, Personnel Office, Keene State College, Keene, NH 03431. AA/EEOE

**HEAD OF REFERENCE AND ACCESS SERVICES.** St. Lawrence University, a private, non-denominational liberal arts college located between the Adirondack Mountains and the St. Lawrence River, is seeking a dynamic, innovative person to assume the newly created position of Head of Reference and Access Services. Reporting to the University Librarian, this person will be responsible for planning, managing and developing reference desk services and reference collection development and maintenance. The successful candidate will participate as a co-coordinator in a planned team approach to public services activity and assume a key role in patron assistance for an OPAC environment. Serving as resource person and supervi-

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## MINORITY INTERNSHIP

### Ohio State University Libraries

The Ohio State University has a strong commitment to affirmative action and is actively seeking to increase minority representation in all areas of the University. The University Libraries Minority Internship Program is one component of the Libraries' overall affirmative action plan and is intended to increase the representation of minority librarians at Ohio State and to further the growth and development of minority librarians within the profession. This newly established program is designed to assist a recent library school graduate in making a successful transition to academic research librarianship. The Ohio State University Libraries, one of the nation's largest academic research library systems, has the resources and commitment to introduce and orient the recent minority graduate to the complexities of librarianship in a highly diverse environment. The two year internship will provide the opportunity for hands-on experience in most areas of the University Libraries' operations, including the workings of both public and technical services as well as administration. The first year includes introduction/orientation to the various departments and operations, while the second year of the internship will emphasize one or more areas of special interest to the intern. The internship may begin as early as 1 July, but not later than Fall 1989. Qualifications: Recent MLS from an ALA-accredited program (degree requirements must be fulfilled by Fall 1989). Members of minority groups under-represented at Ohio State are the focus of this program. Salary: \$21,600-\$23,040 plus benefits. The internship will remain available until filled; applications received by **15 May** will receive first consideration.

Applicants should submit resume, undergraduate and graduate transcripts, and names, addresses and telephone numbers of three references to:

**Sharon A. Sullivan**  
Personnel Librarian  
The Ohio State University Libraries  
1858 Neil Avenue Mall  
Columbus, OH 43210

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sort to support staff in Periodicals and Circulation, this person will give online and administrative support and will coordinate services to provide problem-solving initiatives for the successful delivery of library-owned materials. Required: ALA-accredited MLS; at least three years public services experience; strong commitment to service; supervisory experience; effective communication, problem-solving and interpersonal skills; experience with computer technology as it applies to library services. Preferred: Additional advanced degree; academic library experience 12-month contract; liberal benefits; faculty status with one month's vacation. Starting Date: On or before June 1, 1989. preferred. Salary Range: \$26,000-\$28,000. Position will remain open until filled. Applications received by April 20, 1989, will receive first consideration. Send letter of application, resume, and three letters of recommendation to: Joan Larsen, Search Committee Chair, Owen D. Young Library, **St. Lawrence University**, Canton, NY 13617. St. Lawrence University is an equal opportunity, affirmative action employer. Minorities and women are encouraged to apply.

**HEAD OF TECHNICAL SERVICES**, Seattle Pacific University. Responsibilities include: Managing/directing technical services, cataloging, classification, physical processing and bibliographic records (online, WLN, and card catalog). Candidates must have: ALA-accredited MLS; administrative experience in academic technical services; familiarity with a major bibliographic utility, at least one for-

each language, application of microcomputers, retrospective conversions, and bibliographic database management; and effective interpersonal and communication skills. Professional position, salary (\$23,000-\$25,500) depends upon experience and qualifications. Seattle Pacific University is an evangelical Christian university of the arts, sciences and professions. SPU has a combined undergraduate enrollment of 3,300 students with an additional 4,000 students enrolled in off-campus programs each quarter. SPU seeks applicants who are committed to the spiritual and educational mission of the university and its lifestyle expectations. Women and minorities are encouraged to apply. Send resume and letter listing three or more references to: Gary R. Fick, University Librarian, Weter Memorial Library, **Seattle Pacific University**, Seattle, WA 98119 Phone: (206) 281-2228. Closing date: May 15, 1989

**HEAD, REFERENCE DEPARTMENT**. Duties: Under the general direction of the Director of Library Public Services, the Head of Reference is responsible for the management of the main library reference department and for planning, developing, and evaluating programs and policies. The Reference Department, which includes Government Documents consists of seven librarians, four support staff, and student assistants. The reference librarians' responsibilities include general and subject-oriented reference, database searching, library instruction, and collection development. In providing reference service, the Head of Reference will work with other public services units

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## SIX POSITIONS

### University of Southern Mississippi

The University of Southern Mississippi Libraries include the Cook Memorial Library, the McCain Library and Archives, the Teaching and Learning Resource Center, and the Cox Library at the branch campus on the Gulf Coast. Holdings include approximately 400,000 book volumes, 800,000 government documents, 2.2 million microformats, and 5,000 serial subscriptions. Materials budget is approximately \$1.2 million a year and student enrollment is approximately 12,000. The library system is a member of SOLINET and utilizes the BNA online ordering system and Faxon Microlinx. The initial phases of an integrated automation system are now being installed. Librarians at the University of Southern Mississippi hold tenure-track, 12-month positions and have faculty status. An ALA-accredited MLS is required for all positions. Applications are invited for the following openings:

**Director of Public Services**, Cook Library. Supervises circulation, documents, ILL, microforms, and reference of Cook Library. Reports to the University Librarian. Qualifications: Successful candidates must have excellent leadership, interpersonal, communication, organizational, and supervisory skills. At least five years public services experience in an academic library, or equivalent. Supervisory experience required. Preferred are librarians with experience in an automated library system and knowledge of microcomputer applications. Minimum salary is \$30,000. Apply to: Eddie Williams, Search Committee, address below.

**Director of Technical Services**. Supervises all of the centralized technical operations, including acquisitions, serials, and cataloging for all libraries in the system. Reports to the University Librarian. Qualifications: Successful candidates must have excellent leadership, interpersonal, communication, organizational, and supervisory skills. At least five years technical services experience in an academic library, or equivalent. Supervisory experience required. Prefer experience in an automated library system and knowledge of microcomputer applications. Minimum salary is \$38,000. Apply to: Eddie Williams, Search Committee, address below.

**Acquisitions Librarian/Collection Development Coordinator**. Reports to the Head of Collection Management. Responsible for; 1) Assisting with the daily supervision of the Acquisitions department, 2) Developing, implementing and coordinating the faculty liaison program in conjunction with the library's collection development efforts. Qualifications: Excellent oral and written communication and interpersonal skills; three years experience in an academic library or equivalent, preferably in acquisitions and/or collection development; ability to work effectively, independently, and cooperatively with all levels of the academic community; familiarity with the OCLC system. Desirable: Knowledge of vendors, publishing trade, and various approval and standing order plans; knowledge of current trends in collection development; familiarity with microcomputers and PC software applications (or demonstrated ability to attain these skills). Salary, \$24,000 minimum. Apply to: Caroline Killens, Search Committee, address below.

**Cataloger**. Responsible for original and adaptive cataloging of monographs, A-V materials, and serials

(continued on next page)

including Access Services and branch libraries and with technical services units including Collection Development and Current Periodicals. Qualifications: Required: MLS from an ALA-accredited library school; five or more years experience in public services; substantial supervisory experience; ability to work effectively with faculty, students, and library staff; experience in database searching and/or library instruction; effective oral and written communication skills; evidence of research and publication. Desirable: Knowledge of collection development practices and procedures; second master's degree. First Screening Date: May 15, 1989. Search will remain open until filled. Salary: \$32,000 minimum. Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 21 days vacation, University holidays; generous sick leave. University Libraries: A member of the Research Libraries Group and ARL, the University Library consists of a main library and six branches. The collection contains more than 2.2 million volumes, 17,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. A major expansion of the main library was completed in May 1982, doubling the size of library facilities. The Libraries possesses an LS2 automated circulation system and is heavily involved in other automation activities. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume and the names of three references including current supervisor to: Donald C. Hudson,

Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019. The University of Oklahoma is an equal opportunity, affirmative action employer.

**HEAD, REFERENCE DEPARTMENT.** The Henry Madden Library of California State University, Fresno, seeks an innovative, flexible, and service-oriented librarian to provide leadership for the library's Reference Department. The Department consists of 7 professionals, 3 support staff, and 6.8 FTE student assistants. The Head of Reference is responsible for general reference service; interlibrary lending; bibliographic instruction; computerized information service (database searching and CD-ROMs) and selection and management of the reference collection. The Head of Reference reports to the Associate Dean for Administration and serves on the Library's Administrative Council. Qualifications required: MLS from an ALA-accredited institution; substantial reference and/or other public service experience in an academic library, including some supervisory responsibilities; ability to establish effective working relationships with faculty, staff and students in a culturally diverse environment; knowledge of trends and issues in academic libraries and the ability to participate in systematic planning; strong commitment to service; evidence of research, publication, and professional activity. Twelve-month appointment, full-time, tenure-track, faculty status. Appointment at rank appropriate to qualifications. Salary range \$31,560-\$55,548. Attractive benefits package. Correspondence.

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## SIX POSITIONS

### University of Southern Mississippi

for a branch library and other libraries in the university system. Duties also include retrospective conversion, reclassification, name and subject authority work, some catalog maintenance, and the supervision of one library assistant. Reports to the chief cataloger. Qualifications: Knowledge of cataloging principles and practices, including AACR2, LC classification and subject headings, and MARC formats; effective written and oral communication skills; ability to work cooperatively and effectively with others; basic typing skills. Prefer professional cataloging experience in an academic library; experience with OCLC or other major bibliographic utility in an automated library system; knowledge of microcomputer applications; reading knowledge of one or more Western European languages. Minimum salary: \$22,000. Apply to: Florence Myers, Search Committee, address below.

**Library Media Services (Audiovisual) Librarian.** Assists in the coordination of non-book services for university library system and takes responsibility for cataloging of media and music materials. Responsible for non-book reference service, materials selection, and assists in processing non-book collection. Qualification: Knowledge of OCLC, AACR2, LC subject headings and classification. Prefer specialized media training or previous media service and some background in music. Minimum salary \$22,000. Apply to: Mary A. Walt, Search Committee, address below.

**Reference Librarian.** Responsible for providing ready-reference and research service at the reference desk. Participates in bibliographic instruction, online and CD-ROM searching, and collection development. Reports to the reference coordinator. Qualifications: Good oral, written, and interpersonal communication skills. Knowledge of reference resources and services. Ability to provide quality reference service to the academic community. Prefer relevant experience in an academic library, familiarity with library automation and microcomputer applications, and initiative. Minimum salary: \$22,000. Apply to: Kay Wall, Search Committee, address below.

All salaries are dependent upon qualifications and experience. Send letter of application (non-citizens must include current visa status), resume, names, addresses, and telephone numbers of three professional references to:

**Search Committee  
Cook Memorial Library  
University of Southern Mississippi  
Southern Station Box 5053  
Hattiesburg, MS 39406-5053**

Applications reviewed beginning **May 1, 1989**, and will continue until positions are filled.

USM is an equal opportunity, affirmative action employer. Minorities and women are encouraged to apply.

applications and confidential papers should be sent by May 10, 1989, to: Herb Fox, Search Committee Chair, Henry Madden Library, Administrative Office, **California State University, Fresno**, Fresno, CA 93740-0034. An affirmative action, equal opportunity employer.

**HISTORY AND GEOGRAPHY BIBLIOGRAPHER/GOVERNMENT PUBLICATIONS LIBRARIAN.** This is a full-time position divided equally between selection responsibilities in history and geography, and reference and other responsibilities in the Government Publications Department. Selection of history and geography materials for the research collections is one of the principal selection re-

sponsibilities at Northwestern. The responsibility in Government Publications is primarily for reference services and the selection of international documents. Persons with a strong interest in international, and especially Western European studies, will find this a stimulating and rewarding position. Qualifications: MLS from an accredited library school and advanced degree in history required; Ph.D. highly desired. Strong reading knowledge of at least two modern European languages. Minimum of 2 years research library experience and some reference experience required. Some government publications and selection experience strongly preferred. Experience with computerized information searches useful. Excellent communication and interpersonal skills required. Salary: \$23,000-\$28,000.

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## THREE POSITIONS

### Montana State University

**Head, Information Services Department.** Tenure track, FY position. Reports to the Assistant Dean for Public Services and works closely with the heads of other departments. Coordinates and implements programs and policies for reference services, online information services, instructional programs, the Creative Arts Library, and interlibrary services. Participates in provision of reference, online, and instructional services. Responsible for professional (7 FTE) and classified (4.5 FTE) staff evaluation, training, and management. Required: MLS from an ALA-accredited program and second master's degree or doctoral degree. Four years post-MLS professional experience in an academic reference/information services department, experience or training in interlibrary loan, library instruction, and online service. Some management experience. Preferred: The successful candidate will demonstrate excellent oral and written communication skills, the ability to work well with all segments of the university community and general public, and a record of publication and professional activity. Salary \$30,000-\$35,000.

**Senior Government Information Specialist.** Tenure track, FY position. Responsible for management of Government Information Department that is selective depository for U. S., Canadian, and Montana materials. Oversight of collection development, provision of reference service, online searching, participation in Libraries' instructional program. Responsible for training, supervision, and evaluation of department staff. Required: MLS from accredited ALA program. Three years post-MLS professional library experience working with U.S. government information, some in a reference capacity. Online searching experience, DIALOG preferred. Substantial knowledge of processing U.S. depository materials. Preferred: Supervisory experience. Subject master's or doctoral degree in sciences or social sciences. Record of publication and professional activity. Experience processing U.S. depository materials. Successful candidate will demonstrate excellent oral and written communication skills, ability to work well with public, and strong management skills. Salary \$27,000-\$32,000.

**Head of Access Services Department.** Tenure track, FY position, rank commensurate with credentials. Reports to Assistant Dean for Public Services and works closely with other department heads to plan, implement and coordinate library programs and policies. Responsible for management of Circulation Department, and AV/Microforms Service. Training, supervision, and evaluation of 9.5 FTE classified staff and approximately 20,000 annual student hours. MSU Libraries has an Inlex automated catalog system (Cat-Trac) and fully operational online circulation component. Required: ALA-accredited MLS; record of management and supervisory experience; three years post-MLS professional public service experience; experience with library systems automation. Preferred: Second masters or doctoral degree; record of publication and professional activity. The successful candidate will possess the ability to work successfully with all segments of the university community and public; and strong oral and written communication skills. Salary \$28,000-\$32,000.

Description of MSU & Bozeman: Montana State University is the state's land grant institution, enrolling about 10,000 students, it is located in the Gallatin Valley in southwestern Montana 90 miles north of Yellowstone National Park, nestled in the Rocky Mountains with abundant recreational opportunities.

Benefits: 21 days vacation; TIAA/CREF or state retirement plan; deferred compensation packages; life, health and dental insurance; university wellness program.

Application Procedures: Send letter of application addressing above qualifications, resume, and the names, addresses, and telephone numbers of four recent professional references to:

**(Position Title) Search Committee**  
**c/o Office of the Dean**  
**MSU Libraries**  
**Montana State University**  
**Bozeman, MT 59717-0022**

Application Deadline: Screening will begin **May 1, 1989**, and continue until suitable candidates are hired.

Montana State University is an affirmative action, equal opportunity employer and encourages applications from women, minorities and handicapped/disabled persons, Vietnam era and disabled veterans.

depending on qualifications. Available immediately. Send letter of application and resume, including the names of three references, to: Ann Smith, Personnel Manager, **Northwestern University Library**, Evanston, IL 60208. Applications received by April 28, 1989, will be considered. An EEO/AA Employer.

**INSTRUCTIONAL SERVICES LIBRARIAN.** Point Loma Nazarene College. Reference desk duty (some evening and weekend hours), database searching, and (serving as liaison for bibliographic instruction and collection development with several academic departments. Qualifications: ALA/MLS, some academic library experience. Science education and background desirable. This position, which reports to the Director of Learning Services, is a ten month appointment and carries full faculty status and privileges. TIAA/CREF. Salary commensurate with education and experience. Range: \$20,000-\$40,000. Evidence of Christian commitment and active membership in an evangelical church. First consideration will be given to qualified applicants who are members of the Church of the Nazarene. Position available September 1, 1989. Deadline is May 15 or until position is filled. Send letter of application, resume, and name, address and phone number of three references to: James D. Newburg, Director of Learning Services, Ryan Library, **Point Loma Nazarene College**, 3900 Lomaland Drive, San Diego, CA 92106.

**INSTRUCTIONAL SERVICES LIBRARIAN.** Provides coordination, staff development, and support for instructional programs to meet varied needs of Northwestern University Library users. Participates in general reference services, including reference desk assistance (some nights and weekends), computerized database searching, liaison responsibilities with the faculty, and research consultation by appointment. Qualifications: MLS from accredited library school and an academic background in one or more areas in the humanities or social sciences are required. Two years research library experience required. Previous experience with library user educational services strongly preferred. Applicants with background in instructional design or other education field are encouraged to apply. Ability to communicate effectively with other librarians, support staff, faculty, and students, is required. Evidence of research ability and professional involvement is desired. Salary: \$23,000 +, depending on qualifications. Available immediately. Send letter of application and resume, including names of three references, to: Ann Smith, Personnel Manager, **Northwestern University Library**, Evanston, IL 60208. Applications received by April 28, 1989, will be considered. An EEO/AA Employer.

**MONOGRAPHIC CATALOGER (Africana).** Performs original and complex copy cataloging of monographs using Northwestern's NOTIS system, AACR2, LCSH, and Dewey classification. Works cataloged are from or about Africa. They may be on any subject and in any of a variety of primarily Roman alphabet languages. Contributes authority records to NACO. Qualifications: Master's from an ALA-accredited library school. Knowledge sufficient to perform subject analysis in two or more relevant modern European languages, preferably including French (other desirable languages include German, Portuguese, Italian and Afrikaans). Familiarity with the MARC books and authorities formats. Fully original cataloging experience in an automated environment preferred. Some Africana background desirable, but not required. Salary: \$21,000-\$25,000. Send application and resume, including names of three references to: Ann Smith, Personnel Manager, **Northwestern University Library**, Evanston, IL 60208. Available immediately. An EEO/AA employer.

**ORIGINAL MONOGRAPHIC CATALOGER (Assistant Librarian),** Central Technical Services Department. The University of Minnesota Libraries-Twin Cities seeks applicants for the position of Original Cataloger in the Monographic/Original Cataloging Division of the Central Technical Services Department. This is one of nine professional positions in the division. Responsibilities: Original cataloging online of monographs in English and Western European languages, as appropriate to language qualifications, and general divisional duties. In addition, contributions to the profession are a responsibility of all librarians at the University of Minnesota. Minimum Qualifications: Requirements include ALA-accredited MLS or its foreign equivalent, two years of original monographic cataloging experience in an academic or research library, competence in the assignment of LC classification and subject headings, competence with the MARC format, thorough knowledge of AACR2, working knowledge of romance and Germanic languages, a subject background in the humanities, and experience with RLIN, OCLC or NOTIS. Appointment: This is a twelve-month academic/professional position with probationary appointment at the Assistant Librarian rank. To gain continuous ap-

pointment, successful performance of job responsibilities and a record of professional contributions is required. Minimum salary is \$25,000. Position available immediately. Application must be post-marked by June 1, 1989. Applicants should send a letter of application with detailed resume and names and addresses of three references to: Barbara Doyle, Personnel and Staff Development Officer, **University of Minnesota Libraries**, 453 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Please identify application with UL 180. The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities. Note: The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

**REFERENCE/ILL LIBRARIAN,** Cesterle Library, North Central College, Naperville, IL. North Central College is a comprehensive liberal arts college of about 2,000 students in the fast-growing western suburbs of Chicago. The library is a participant in the statewide automated circulation system (LCS) and online catalog. Reference duties include bibliographic instruction, online searching, CD-ROM and LCS instruction. Will also supervise interlibrary loan. Some

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## TWO POSITIONS Hofstra University

**Catalog Librarian.** Responsibilities include cataloging materials in all formats, maintaining online bibliographic database, editing OCLC contributed cataloging, and working closely with support staff. Qualifications include experience with computer applications in academic libraries, ability to communicate cataloging principles effectively, and competency in one or more European languages. Salary range: \$26,000-\$27,600.

**Bibliographic Instruction Librarian.** Responsibilities include developing/coordinating/promoting the BI program, conducting orientation lectures in library use/resources, providing general and in-depth reference service, and performing online retrieval searches. Qualifications include at least two-years' BI/reference/online searching experience in an academic library. Salary range: \$24,000-\$25,550. Both positions are tenure-track appointments, require ALA/MLS, and begin on September 1. Appointment at Assistant Professor rank requires a subject master's. Benefits include TIAA/CREF, 42 vacation/research days, and broad insurance coverage. Complete job descriptions on request. Review of applications will begin April 5, and continue until suitable candidates are selected.

Send resume and names of three current references (with phone numbers) to:

**Catalog: Howard Graves,  
Catalog Department  
BI: Janet Wagner, Reference Department  
Axinn Library  
Hofstra University  
1000 Fulton Ave.  
Hempstead, NY 11550**

AA/EOE.

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evening/weekend hours. Qualifications: ALA-MLS, excellent human relations skills, experience with online systems (Dialog, OCLC). 12-month contract, salary range \$21,000-\$24,000 depending on experience and qualifications; TIAA/CREF and other liberal fringe benefits. Send letter, resume and names and phone numbers of 3 references to: Edward Meachen, Library Director, Oesterle Library, **North Central College**, #20 E. School, Naperville, IL 60566. Deadline for application: May 1. North Central College is an affirmative action, equal opportunity employer.

**REFERENCE/LIAISON LIBRARIAN**, Assistant Professor (tenure-leading). Branch Services Department, starting July 1, 1989. 1) Provides service at reference/information desk. 2) Selects materials for

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## TWO POSITIONS

### Texas Christian University

Texas Christian University, a research institution of some 7,000 students, is seeking candidates for two library vacancies.

1) *Systems Librarian*. The systems librarian will direct a 1.5 million dollar library automation project. Required qualifications include an ALA-accredited MLS, at least two years of background in library systems (preferably in an academic environment), and demonstrated familiarity with microcomputers and telecommunications. Working with both the University Computer Center on systems issues and with Library Technical Services on maintenance of the database, the systems librarian will be expected to have some programming competencies and a working knowledge of MARC formats. The appointment will be a staff position reporting directly to the University Librarian. Strong communication skills and an ability to work effectively with the three divisions of the library and external agencies are important. Salary commensurate with experience. Strong fringe benefits. Application should include letter detailing background, vita and names of three references that can speak to systems qualifications.

2) *Technical Services Librarian*. TCU is seeking a cataloger to join the technical services staff of 17, including 5 professionals. Responsibilities will include monograph and serials cataloging using AACR2, LC classification and LCSH on OCLC. ALA-accredited MLS required. Facility with at least one modern European language preferred. Previous experience with supervision, microcomputers, and local systems preferred. Knowledge of MARC formats helpful. Demonstrated interpersonal skills. Salary: \$19,000-\$20,000. Application should include letter detailing background, vita and names of three references.

Applications received by **April 20, 1989**, will be given first consideration. Mail to:

**J. Koelker**  
**Mary Couts Burnett Library**  
**Texas Christian University**  
**Box 32904**  
**Fort Worth, TX 76129**

library collections in assigned subject areas serving the Institute of Agriculture and Natural Resources: Biochemistry, Agronomy, Horticulture, and Plant Pathology. 3) Conducts online searches in data bases related to collection development and liaison assignments. 4) Provides user education in assigned subject areas. 5) Provides liaison with faculty, students, and staff in assigned areas. 6) Performs other duties as assigned. Required: MLS from an ALA-accredited library school, excellent interpersonal skills, degree in one of assigned subject areas or relevant work experience. Preferred: Graduate degree in one of assigned subject areas, experience in online searching, reference experience, user education experience, and collection development experience. \$20,000 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 **May 15** to: Kent Hendrickson, Dean of Libraries, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN/EDUCATION SPECIALIST**, Assistant Professor (tenure-leading). Central Reference Services Department starting July 1. 1) Service on the Reference/Information Desk. 2) Responsibility for collection development in social science and humanities areas, with emphasis in education. 3) Provision of user education in assigned subject area(s). 4) Liaison with faculty and students in the social sciences and humanities. 5) Online searching in the social sciences and humanities. 6) Other duties as assigned. Required: M.S. from an ALA-accredited library school; strong interpersonal skills; demonstrated oral and written communication skills; degree or relevant experience in the field of education. Preferred: Experience in reference service; graduate degree in the social sciences or humanities; reading knowledge of one or more foreign language(s); experience in online searching. \$20,000 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 **May 15** to: Kent Hendrickson, Dean of Libraries, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN**, Humanities and History Division. Responsibilities include providing ready reference and in-depth reference service to users of the Columbia University Libraries, with primary responsibility for humanities and history as well as general reference; providing library instruction on a one-to-one basis and through formal class lectures on the use of reference materials and information sources at Columbia in print and electronic formats; and conducting database searches using commercial databases, RLIN and CLIO. In addition to an accredited MLS, requirements include: working knowledge of at least two European languages; strong background in the humanities, social sciences, and/or historical sciences; proven ability to pursue bibliographic research; superior interpersonal and communications skills. Preference will be given to candidates with relevant reference and commercial database searching experience. Salary ranges are: Librarian I, \$25,000-\$32,500; Librarian II, \$27,000-\$36,450; Librarian III, \$30,000-\$43,500. Excellent benefits include tuition exemption for self and family and assistance with University housing. Send resume, listing names, addresses and phone numbers of three references, to: Kathleen M. Wilshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline for applications is April 30, 1989. An Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN** (Nights). Incumbent is responsible for providing reference assistance in a centralized section Sunday through Thursday evenings. Also provides formal and informal bibliographic instruction, conducts bibliographic database searches, and staffs reference desk during scheduled hours, including some holidays. Minimum qualifications: ALA-accredited MLS. Second master's degree and knowledge of one or more modern European languages are strongly preferred. Some experience in reference services in a medium to large academic library is desirable. Appointment with faculty rank, status, and benefits. Salary commensurate with qualifications and experience; minimum, \$22,000. Letter of application, resume, and names of three references will be accepted at the University of Southwestern Louisiana through May 1, 1989, or until position is filled, and should be addressed to: Donald L. Saporto, Director of Libraries, University Libraries, **University of**

Southwestern Louisiana, 302 E. St. Mary Blvd., Lafayette, LA 70503. An Affirmative Action, Equal Opportunity Employer.

**REFERENCE LIBRARIAN.** Participates with the Head of the Reference Department in providing reference service by assisting library patrons in the use of the card and online catalog, and answering specific questions using the reference collections, government documents and general collections. Has charge of interlibrary loan. Engages in bibliographic instruction and orientation tours. Assists in selecting, assessing, and maintaining the reference collection. Performs computerized literature searches. Assists library users with microtext material and equipment. Serves as officer-in-charge of the li-

brary on nights and weekends as scheduled. Compiles bibliographies and guides, writes reports, and answers correspondence as needed. Directs the work of student assistants. Participates in departmental planning and performs other professional assignments in the Reference Department as needed. Maintains ongoing familiarity with technological advances in information science. Qualifications: MLS from an accredited ALA school and reference experience. Experience in computerized searching. Communication skills. Salary from \$22,000, depending upon experience. Send resume and names of three references by May 10, 1989, to: Phyllis Cutler, College Librarian, **Williams College**, Williamstown, MA 01267. An EO/AA employer

# PEPPERDINE UNIVERSITY

## MALIBU, CALIFORNIA

### DIRECTOR OF LIBRARIES

PEPPERDINE UNIVERSITY invites nominations and applications for the position of director of libraries, which is the chief administrative officer of the library system serving Seaver College, the School of Business and Management, and the Graduate School of Education and Psychology. The system consists of the central library in Malibu and branch libraries in Culver City, Irvine, and Encino, with a total of over 330,000 volumes and 2,200 periodical subscriptions. The Virginia Tech Library System is in use, and there is a close working relationship with academic computing and with the School of Law library. The central library facility in Malibu was recently renovated and expanded, resulting in major additions of stack space and a doubling of seating space.

The director of libraries reports directly to the provost of the University. As chief administrative officer, the director has responsibility for leadership and direction of all operations in the library system, development and improvement of collections and services, planning and budgeting, and the audio-visual center.

A master's degree from an ALA accredited school of library and/or information science is essential. A second master's degree or the doctorate in an appropriate field is desirable. Special qualifications for the position include evidence of successful managerial skills in library administration, knowledge and experience with electronic information retrieval systems and new library technologies, effective communication skills and relationships with library staff, students, faculty, and administration, and commitment to the mission of the University. The appointment will begin on September 1, 1989. Salary and benefits are competitive. Minimum salary is \$50,000.

Pepperdine University enrolls over 6,500 students in its four colleges. The University is an independent Christian university under the control of a self-perpetuating Board of Regents and is related to the Churches of Christ.

Applications should include a letter of interest and resume including names and telephone numbers of references. Applications and nominations should be submitted to:

Pepperdine University • Office of the Provost • Malibu, CA 90265.

*Pepperdine University is an equal opportunity employer.*



**REFERENCE LIBRARIAN.** Search Reopened Reference Librarian position in Learning Resources Center has been reopened in new community college in Plano, Texas, which is within the Dallas Metroplex. Responsibilities include reference desk coverage, collection development, instruction-in-use, and specialized assignments. Totally computerized library requires applicants with OCLC, CLSI, or some library computer training and experience. Film and video library background is helpful. Occasional evening work may be required. Applicants with academic (especially community college) or public library background preferred with a minimum of three years professional librarian experience required. Base salary \$24,550. Application materials will be accepted until the position is filled. Submit letter of interest, resume, and official graduate transcripts to: **Collin County Community College**, Personnel Office, 2200 West University, McKinney, TX 75070. Equal Opportunity Employer.

**SCIENCE LIBRARIAN/BIBLIOGRAPHER.** Position Description: The Science Librarian/Bibliographer provides science and engineering reference service at the information desk in the new Science and Technology Library (STL); participates in collection development, library instruction, online database searching and faculty liaison. The Science and Technology Library seeks a librarian to take responsibility for the chemical sciences. The Science Librarian/Bibliographer is a new position and is one of three professional and four classified positions reporting directly to the Head of STL. Qualifications: Required: master's degree from an ALA-accredited library school; knowledge of science and engineering reference and bibliographic resources. Desired: Experience or academic preparation in one of the sciences, preferably chemistry; training and experience in online database searching, in particular the chemistry databases. Employment: Full-time. Non-traditional work week. Location: The University of Texas at Arlington, located in the Dallas-Fort Worth metroplex, has a current enrollment of approximately 23,000 and offers 97 degrees, 21 at the Ph D level. The University Libraries presently have approximately 1,250,000 items in the collections, a staff of 100, and an FY 1988-89 budget of nearly \$5,000,000. The Libraries participate in AMIGOS/OCLC, DIALOG, BRS, and have installed the NOTIS automated system. Salary and Benefits: \$18,502 salary plus \$965 in State contribution toward Social Security for an annual minimum of \$19,467. Additional state contributions include \$1,380/annum to health and benefits package, and 8.5 percent of annual salary contributed by the State for optional retirement programs. Applications: applications should include a resume and the names and addresses of three professional references. Consideration for the position will begin May 1, 1989, and will continue until a satisfactory candidate has been found. Applications should be addressed to: Chair, Science Librarian Search Committee, **The University of Texas at Arlington**, P.O. Box 19497, Arlington, TX 76019. Applications from qualified minorities are encouraged. The University of Texas at Arlington is an equal opportunity, affirmative action employer.

**SCIENCE LIBRARIAN,** Science and Technology Libraries. Syracuse University Library. Reports to the Head, Science and Technology Libraries. Provides reference, bibliographic instruction, online searching and other public service functions. Supervises one of the public or technical services units within the Science and Technology Libraries. Under the general direction of the Associate University Librarian for collections, selects materials in the sciences. Serves as Liaison between the Library and the faculty of the academic departments in the areas of collection development responsibility. The Science and Technology Library serves the information needs of the Syracuse University community. Aside from the Science and Technology Libraries comprising 400,000 volumes in the areas of biology, chemistry, computer science, and engineering, separate branch libraries for physics, geology and mathematics, which are part of the Science and Technology Libraries, are housed adjacent to the departments they serve. The Syracuse University Library is a member of ARL, CRL and an Associate Member of RLG. Required: MLS from an ALA-accredited institution, training and experience in online searching, strong organizational, interpersonal, oral and written communication skills. Preference will be given to candidates with experience as a science librarian, an undergraduate or graduate degree in the sciences and/or experience in collection development. Salary: \$20,000 minimum, commensurate with experience and qualifications. Send letter of application, resume, and the names of three references to: Search Committee for Science Librarian, Science and Technology Libraries, Office of Human Resources, **Syracuse University**, Skytop Offices, Syracuse, NY 13244-5300. Applications received by May 15, 1989, will be given first consideration.

Syracuse University is an equal opportunity, affirmative action employer. The University is particularly interested in the application or nomination of women and minorities.

**SCIENCE/TECHNOLOGY LIBRARY MANAGER.** Seeking Chief Librarian to direct operations of an internationally renowned pulp & paper information service center. Overall responsibility includes budget planning and accountability, collection management, production of various information products developed for the industry, and forward library planning. The Institute of Paper Chemistry (IPC) library contains the most extensive collection of pulp and paper literature in the world: 45,000 bound volumes, 170,000 patents, 6800 technical translations, and more than 30,000 documents. The library publishes *Forthcoming Meetings*, a monthly update of scheduled conferences and symposia, and *PaperClipp*, a biweekly alerting service for the industry. The library staff also supports an active internal research and education constituency, as part of IPC's graduate program and research missions. A Bachelor's degree in biology, chemistry or engineering and a Master's degree in library science are required as well as a minimum of six years' experience in a special library or technical information center environment; 3 years should have been in a managerial position. Experience in budget development and management, collection development, reference and public service activities are essential. A working knowledge of library automation and computerized communications programs is required. The candidate should also have a reading knowledge of at least 2 foreign languages. The IPC has established an alliance with The Georgia Institute of Technology and other Georgia institutions. In this alliance, the IPC will retain independent research and academic programs, but will relocate to a new building on the Georgia Tech campus in Atlanta, Georgia, in 1991. An early relocation to interim facilities will take place in the summer of 1989. The successful candidate must be willing to relocate. This position includes a competitive salary range (\$32,000-\$36,000), commensurate with qualifications and experience, an excellent benefits package, and flexibility in residential arrangements. Candidates should send a resume, including salary history and 3 references, to: Associate Director of Personnel, **The Institute of Paper Chemistry**, P.O. Box 1039, Appleton, WI 54912-1039. An Equal Opportunity, Affirmative Action Employer.

**SERIALS CATALOG LIBRARIAN.** Newly created position at the University of South Carolina's Library Processing Center in Columbia. Catalogs and classifies all serials housed at the University's satellite campus libraries. Will plan and implement serials retrospective conversion project and participate in systemwide implementation of NOTIS. The Processing Center's 5 librarians and 14 paraprofessionals deliver technical and public services support to over 40 library staff and 12,000+ students statewide. Required: ALA-accredited M.L.S.; cataloging experience; comprehensive knowledge of and experience with LC classification and subject headings, OCLC, AACR2 and USMARC formats. Preferred: Substantial serials cataloging experience in an academic or research library. Experience or knowledge of NOTIS or other automated serials control system. Ability to work effectively and independently in a rapidly changing environment as a member of a professional team. Salary \$25,000, excellent benefits package. Faculty status at rank of Assistant Librarian; tenure track, 12-month appointment. Send letter of application, resume, and names, current addresses, and telephone numbers of 3 references to: Linda Holderfield, Chair, Serials Cataloger Search Committee, Library Processing Center, **University of South Carolina**, 1021 Wheat Street, Columbia, SC 29208. Priority will be given to applications received by May 15, 1989. USC is an affirmative action, equal opportunity employer.

**SERIALS CATALOGER.** Full-time, two-year temporary position with possible conversion to tenure track. Responsible for serials cataloging, including periodicals conversion project; some original cataloging of materials in all formats. Salary range \$31,680-\$43,896 (Senior Assistant Librarian). Minimum of one-year serials experience. Liberal benefits package. Available August 21, 1989. Send letter of application with complete resume and names, addresses, and phone numbers of 3 professional references by April 17, 1989, to: The University Librarian, **Humboldt State University**, Arcata, CA 95521; (707) 826-3441.

**SYSTEMS LIBRARIAN,** tenure track faculty position reporting to Library Director. Coordinate planning, selection, implementation and training of integrated system and expertise for system once in place. Qualifications: ALA-accredited MLS; significant hands-on experi-

# DIRECTOR OF THE LIBRARY

## Faculty of Arts and Sciences

Tufts University is seeking an individual to serve as the Director of the Arts and Sciences Library, with responsibility for serving the College of Liberal Arts, College of Engineering, Graduate School of Arts and Sciences, Boston School of Occupational Therapy, and College of Special Studies. The Director of the Library also serves as the principal professional librarian for the University, with responsibility for representing the University externally.

Specific responsibilities include developing a mission and plan for the Arts and Sciences library, assisting in the acquisition of new resources, assuring a high quality of library service, leading the development of advanced library technology and communications systems, and providing professional leadership to the library staff.

Qualities and experience needed for the position include library administrative experience in a college or university, demonstrated ability in the development of plans and collection policies within resource constraints, demonstrated ability to manage budgets and personnel, thorough knowledge of and experience with advanced library technology and systems, ability to represent and advocate the needs of the Library within the University and to donors, a record of significant achievement in the library profession, and a commitment to affirmative action.

The Director reports to the Academic Vice President for Arts, Sciences, and Technology and will work collaboratively with the Office of the Provost and directors of the Health Sciences Library and the Ginn Library of the Fletcher School of Law and Diplomacy.

Our goal is to have a new Director in place by January 1, 1990, but the starting date is negotiable.

**Tufts University is an affirmative action/equal opportunity employer and encourages applications from women, minorities, disabled persons and Vietnam era veterans.**

**Nominations and applications should be forwarded no later than May 31, 1989 to: Robert I. Rotberg, Academic Vice President for Arts, Sciences, and Technology, Tufts University, Medford, MA 02155.**

**TUFTS  
UNIVERSITY**

*Medford/Somerville*

sence with online automated library systems, preferably in academic libraries; knowledge and expertise in library systems analysis, computer hardware and software technologies and MARC formats; demonstrated oral and written communication skills required. Experience in planning, procuring, implementing, and operating online library systems; experience with telecommunication systems; experience as a professional librarian in a variety of library functions in an academic library; additional graduate degree desired. Salary: Minimum of \$24,500 (position contingent upon available funds). Send letter of application, resume, graduate transcripts, and addresses and telephone numbers of three references by April 20, 1989, to: Gaynelle Pratt, Personnel Office, **Keene State College**, Keene, NH 03431. AAEOE.

**TECHNICAL SERVICES LIBRARIAN.** Requirements: strong undergraduate liberal arts degree. ALA-accredited MLS. Reading knowledge of one or more foreign languages. Cataloging and acquisition and/or collection development experience preferably in an academic library. Working knowledge of MARC formats authority practices, AACR2 rules, LC rules and classification, and technical acquisition processes. Familiarity with the book trade. Broad subject and bibliographic interests and knowledge. Good communication and interpersonal relationship skills. Experience with WLN or other bibliographic utility. Faculty status, tenure eligibility, and excellent benefits package. Salary range: \$23,500-\$26,000. Twelve month appointment. Send letter of application, resume, copies of undergraduate and graduate transcripts, three letters of reference and/or current placement file to: John W. Heussman, Library Director, **Pacific Lutheran University**, Tacoma, WA 98447. Deadline for receipt of all materials is May 15. Starting date no later than July 1, 1989. PLU is an EO/AEE.

**THEOLOGICAL LIBRARIAN.** Phillips Graduate Seminary invites applications and nominations for the position of Theological Librarian and Assistant Professor of Theological Bibliography. The post is available August 15, 1989, pending funding. Salary is commensurate with qualifications and experience. Salary range: \$21,000-\$25,000. The Theological Librarian is responsible for collection development, reference work, online searching, teaching the course in "Tools for Theological Study," and some administrative work. Phillips Graduate Seminary is affiliated with the Christian Church (Disciples of Christ) and is ecumenical in faculty, students, and philosophy. The Seminary offers the M.Div., MA in Rel. Ed., MA in Pastoral Counseling, and MTS degrees at its Enid and Tulsa centers, and the D. Min. degree at its Oklahoma City satellite. Candidates should have an ALA-accredited MLS degree, an ATS-accredited M.Div. degree, and several years library experience. Additional competence in a theological discipline is desirable. Send letter of application, resume, transcripts, and the names, addresses, and telephone numbers of three recent references to: Theological Librarian Search Committee, **Phillips Graduate Seminary**, Box 2335, University Station, Enid, OK 73702. Review of applications will begin April 20, and will continue until the position is filled. Phillips Graduate Seminary is an Equal Employment Opportunity and Affirmative Action employer.

**TRAINING COORDINATOR.** Required qualifications: ALA-accredited Master's degree in Library or Information Science; familiarity with NOTIS or other automated library systems; demonstrated verbal and written communication skills; experience with training programs. Desired Qualifications: Teaching experience; instructional design experience; computer science training. Duties and Responsibilities: Under general direction of Assistant Director for Tech-



# SAINT MICHAEL'S COLLEGE

## Library Director

Applications are invited for the position of Library Director at Saint Michael's College. Saint Michael's is a Catholic liberal arts college, located close to Lake Champlain and the vibrant City of Burlington and is within short distance from the beautiful mountains of Vermont. The director is responsible for planning, directing and evaluating all library functions and services and integrating them with the academic programs of the college. Specific responsibilities include overseeing an annual operating budget exceeding a half million dollars and managing a staff of 17 FTE (including five professionals). The director reports to the Vice President for Academic Affairs. Professional librarians have academic status but not rank.

The Durick Library serves 1,700 undergraduates, 200 graduate students, 150 faculty, 200 staff and supports international and adult education programs. The library has over 150,000 volumes and is engaged in an ambitious collection development program. Also planned are total system computerization and a major library addition.

Minimum requirements for position of director include MLS and/or advanced academic degree and demonstrated significant library experience in positions of increasing administrative responsibility and leadership.

Send letter of application, resume, and three professional references by April 21, 1989 for beginning date no later than September 1, 1989. Screening of applicants will continue until position is filled.

**Director of Personnel  
Saint Michael's College  
Winooski, VT 05404.**

**Equal  
Opportunity/  
Affirmative  
Action  
Employer**

nical Services, plans, organizes, coordinates, and conducts training of Libraries staff in the use of NOTIS and other related automation systems made available by the Libraries. Plans, organizes, creates, and coordinates needed documentation for the understanding and use of the NOTIS system and other computerized systems and services. Develops and coordinates publicly information for making users aware of the various library systems available. Status and benefits: Exempt Professional Assistant. Fiscal year appointment with annual vacation of 15 days the first year and 22 days thereafter. Flexible benefits programs with open enrollments annually. Group Life, medical, and disability insurance programs are in effect as are TIAA-CREF retirement and Social Security coverage. Salary: \$19,000 and up depending upon qualifications. Deadline Date: May 15, 1989, or until position is filled. Application process: Send resume and names of 3 references to: Thomas L. Haworth, Personnel Officer, **Purdue University Libraries**, Stewart Center-Room 265, West Lafayette, IN 47907. An EEO/AA Employer.

**U.S. GOVERNMENT DOCUMENTS SPECIALIST, UNIT HEAD.** Responsible for administering the Libraries' selective U.S. documents depository program including budgeting, selecting, ordering, and organizing depository items and other titles from the U.S.G.P.O. Serves as U.S. documents authority and also provides general Reference Desk services including evening and weekend hours. Fulfills academic faculty responsibilities. Qualifications: Minimum requirement, ALA accredited master's degree, in library science. Two years experience working with a large United States government publications collection and specific training in government documentation preferred. Salary and Rank: A minimum of \$24,000 commensurate with experience. Apply to: Christine M. Travis, Library Personnel Officer, University Libraries, Room 139, **State University of New York at Albany**, 1400 Washington Avenue, Albany, NY 12222. Deadline: Letter of application, list of three references and current resume should be received no later than April 20, 1989. SUNY at Albany is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, and Vietnam era veterans are especially welcome.

## LATE JOB LISTINGS

**ASSISTANT CATALOG LIBRARIAN.** Ladd Library, Bates College has opening for librarian who catalogs serials, standing orders, federal government document serials and Maine government document serials. Also plans, organizes, and supervises cataloging of these and other materials. Shares organization, direction, and supervision with Catalog Librarian. MLS, 3 years experience in technical services, reading knowledge of one foreign language, familiarity with OCLC or other bibliographic utility required. Library anticipates installation of OPAC in 1990. Generous benefits. Salary \$21,300--\$23,000. Submit resume and three letters of reference by April 21 to: Katherine Kott, Chair, Search Committee, Ladd Library, **Bates College**, Lewiston, ME 04240. Bates College is an equal opportunity, affirmative action employer.

**ASSISTANT DIRECTOR FOR SPECIAL COLLECTIONS.** University of Vermont, Bailey/Howe Library. Responsible for the administration of the Special Collections Department and is actively involved in management decisions relating to the University Libraries. Special Collections includes the Wilbur Collection of Vermontiana; rare books; literary, historical and political manuscripts; University Archives. Supervises 2 librarians, 2.5 support staff, and 2-3 FTE wages personnel (student assistants). Directs those activities relating to collection management and access, collection development, fund-raising, grant-writing, etc. Qualifications: Required: Broad academic background. MLS from an ALA-accredited library school; demonstrated skills in organizational leadership, supervision, and interpersonal relations; demonstrated skills in oral and written communication; evidence of scholarly research and publication. At least 8 years' progressively responsible experience in libraries, at least 5 of which are in special collections which include rare books, manuscripts, or archives. Desirable: Second graduate degree in a subject area; reading knowledge of at least one classical language, and facility with two modern European languages (German, and French, Italian or Spanish); experience with library automation in special collections. Appointment and Benefits: Faculty status (non-tenure track); 12-month appointment with 22 vacation days per year; liberal fringe benefits including: Blue Cross-Blue Shield or alternatives; retirement (TIAA/CREF among options); sabbatical leave. Rank: Library Associate Professor or Library Professor, depending on qualifications. Minimum, \$38,000, depending on qualifications and experience. Application Deadline: 5:00 p.m., May 15, 1989. Send letter of application, resume, and names, addresses and phone numbers of at least 3 references to: Nancy Eaton, Director of Libraries and Media Services, 113 Bailey/Howe Library, **University of Vermont**, Burlington, VT 05405. An equal opportunity, affirmative action employer.

**ASSISTANT HEAD OF REFERENCE, Texas A&M University.** Oversee the daily operation of the reference desk, including problem solving and assisting with difficult reference questions. Establish routines and procedures for reference desk operations. Provide comprehensive service at the reference approximately five hours per week, including assisting with computerized reference services. Prepare and monitor weekly and monthly reference desk schedules. Supervise and instruct seven entry-level reference desk librarians with rank of instructor. Review job responsibilities, draft job announcements and participate in interview process. Qualifications: ALA-MLS. Requirements include a minimum of three years reference experience in academic or large public library, extensive knowledge of reference services and sources, demonstrated instructional ability, substantial knowledge of BRS and Dialog, knowledge of OCLC and/or other automated bibliographic control systems, and good foundation in research methodology and statistics. Second master's degree preferred. Prefer at least one year of supervisory experience or experience in the coordination of reference services and some experience with at least one OPAC. Must have effective communication skills and good public service attitude. Salary: \$23,000 minimum for 10.5 months; \$24,000 with addition masters; negotiable based on qualifications; faculty rank. Benefits: Competitive benefits package. No state income tax. Texas A&M is located in Bryan/College Station between Austin and Houston. Closing Date: Applications received by May 12, 1989, will receive first consideration. Write or call for complete description of duties, qualifications and benefits. To apply, send letter of application, resume and names and telephone numbers of three professional references to: Roberta Pitts, Head, Personnel Operations, Evans Library, **Texas A&M University**, College Station, TX 77843-5000. Phone: (409) 845-8111. AA, EEO employer.

**CATALOGER.** Full-time, probationary, tenure-track instructor/assistant professor cataloger responsible for original cataloging of monographs and serials (primarily state documents) using OCLC, AACR2R, LC classification and LCSH. ALA-accredited MLS required; 2 years experience with cataloging and online catalogs required; subject master's preferred. Preference will be given to those candidates demonstrating prior reference, bibliographic instruction, or online searching experience with a willingness to assist these services. Salary to \$29,000 for 185 duty days. Applications from minorities encouraged. Applications must be postmarked by May 22, 1989. Begin date will be approximately July 1, 1989. Must be available for interviews June 5--9, 1989. Apply to: Thomas M. Peischl, Dean of the Library, **Mankato State University**, MSU Box 19, Box 8400, Mankato, MN 56002-8400.

**DIRECTOR OF INSTRUCTION AND ACCESS SERVICES, Mary Washington College.** Mary Washington College's Library invites applications for the Director of Instruction and Access Services, which starts July 1, 1989. Responsibilities include: providing leadership, planning and administration of library's public services, coordinating and scheduling, including evening and weekend hours, for three librarians and three support staff members. Qualifications include service orientation, ALA-accredited MLS, experience with increasing responsibility, effective bibliographic instruction programs, demonstrated ability to work effectively with faculty and students, effective communication and writing skills, online and CD-ROM database searching. Mary Washington College is a liberal arts college located between Richmond and Washington, D.C. The library, built in 1989, has a collection of 285,000, serving three thousand undergraduate students, 165 faculty members, eight librarians, eleven support staff; OCLC SOLINET, VTLS integrated library system. Salary range is \$25,000 to \$34,000 with State benefits and professional faculty rank. A letter of application, resume and three references are to be sent to: LeRoy S. Strohl, Library Director, **Mary Washington College**,

Fredericksburg, VA 22401-5853. Review of applications will begin on April 24, 1989, and will continue until the position is filled. AA/EOE.

**EDUCATION LIBRARIAN.** The Wichita State University Library is seeking a librarian who will act as subject specialist for the College of Education. This librarian will assist users directly at the central reference desk, participate in the bibliographic instruction and collection development programs, provide computer searches, participate in Reference department decision-making and library and university activities, and serve as liaison with the faculty of the College of Education. The successful candidate will be service-oriented, able to work effectively with both students and faculty, and committed to promoting library services and collections to the academic community. ALA-accredited MLS required. An additional graduate degree in education is desirable. The Wichita State University is an urban institution with an enrollment of 17,000. The library is fully automated on the NOTIS system. The library building has recently been remodeled and expanded. Librarians at Wichita State enjoy faculty rank, privileges, and responsibilities. Wichita is an active, growing city with a population of 400,000. Starting salary \$20,000 to \$26,000 for 12-month appointment, depending on experience and qualifications. Tenure eligible. Choice of retirement plan, including TIAA-CREF; Blue Cross/Blue Shield or HMO. Send letter of application, resume and names of three references to: Sharon L. Bostick, Head of Reference, Campus Box 68, The **Wichita State University**, Wichita, KS 67226. Applications must be received by May 1, 1989, or the first of each month thereafter until the position is filled. Finalists will be invited for an expense-paid interview. The Wichita State University is an affirmative action, equal opportunity employer.

**FINE ARTS LIBRARIAN/BIBLIOGRAPHER, (Music Specialty).** Position Description: The Fine Arts Librarian/Bibliographer provides reference service in art, architecture, and music at the information desk in the Architecture & Fine Arts Branch Library; participates in collection development, library instruction, online database searching, and faculty liaison. The Architecture and Fine Arts Branch Library seeks a librarian specifically to take responsibility for managing a music listening laboratory and maintaining liaison with the Department of Music. The Fine Arts Librarian/Bibliographer reports to the Head of the Architecture & Fine Arts Branch Library. This facility is a rapidly growing, heavily used, full service library with a collection of 36,000 volumes, 2,000 scores and collected works, and 300 journal titles. Qualifications: Required: Master's degree from an ALA-accredited library school; knowledge of music reference and bibliographic resources. Desired: Experience or academic preparation in the fine arts, preferably music; MFA or MM; working knowledge of at least one modern European language, preferably Italian or French; experience in managing a music listening laboratory. Employment: Full-time. Non-traditional work week. Location: The University of Texas at Arlington, located in the Dallas-Fort Worth metroplex, has a current enrollment of approximately 23,000 and offers 97 degrees, 21 at the Ph.D. level. The University Libraries presently have approximately 1,250,000 items in the collections, a staff of 100, and an FY 1988-89 budget of nearly \$5,000,000. The Libraries participate in AMIGOS/OCLC, DIALOG, BRS, and have installed the NOTIS automated system. Salary and Benefits: \$18,502 salary plus \$965 in State contributions toward Social Security for an annual minimum of \$19,467, depending on qualifications and experience. Additional contributions include \$1,380/annum to health and benefits package and 8.5 percent of annual salary contributed by the State for optional retirement programs, including TIAA-CREF and other approved 403 (b) (c) carriers. Applications: Applications should include a resume and the names and addresses of three professional references. Consideration for the position will begin May 1, 1989, and will continue until a satisfactory candidate has

been found. Applications should be addressed to: Chair, Fine Arts Librarian Search Committee, The **University of Texas at Arlington** Libraries, P.O. Box 19497-University Station, Arlington, TX 76019. Applications from qualified minorities are encouraged. An equal opportunity, affirmative action employer.

**FINE ARTS LIBRARIAN** (Search Reopened). Directs the activities of the Fine Arts Library, a branch library of over 40,000 volumes which supports the curricula in art, architecture, and music. Duties include providing service in reference and bibliographic instruction, acting as liaison with library representatives and other faculty members from the subject areas served, meeting the needs of students and faculty in these areas, directing circulation activities, supervising 1.5 FTE support staff and approximately fifteen student workers. Responsibilities also include collection development and maintenance, catalog maintenance, and security maintenance. MLS from an ALA-accredited institution required. Two years' previous experience as a fine arts librarian or in a position closely related to the fine arts field preferred. Substantial subject expertise in at least one of the three pertinent disciplines and experience in bibliographic instruction are highly desirable. Good communication skills are essential. Annual salary is \$24,000 minimum; rank dependent on qualifications. Twelve-month, tenure-track, TIAA/CREF, twenty-two days annual leave, tuition and other benefits. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional degrees. Situated in the Ozarks, Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Applications accepted until the position is filled. 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, AK 72701. The University of Arkansas is an equal-opportunity, affirmative-action employer.

**HEAD OF CATALOGING**, Bowling Green State University. Reports to Director of Access Services. Responsibilities: Supervises original cataloging, copy cataloging, catalog maintenance, and retrospective projects; coordinates cataloging efforts and policies of main collection with four branch libraries, Center for Archival Collections, Firelands College, and other areas within Libraries and Learning Resources; supervises two faculty and six classified staff; sets priorities and determines workflow; may have collection development responsibility in one subject area; participates in planning improvements and upgrade to integrated online system including OCLC; participates in library and university governance. Qualifications: Required: ALA-accredited MLS; familiarity with OCLC, AACR2, LC classification and subject headings; supervisory experience; minimum of 3 years of cataloging experience. Preferred: Second master's degree; cataloging knowledge of at least one modern European language; demonstrated administrative skill; flexibility; commitment to integration of cataloging activities into total online library system; professional commitment to librarianship. Salary/Rank: \$30,000 minimum with excellent fringe benefits; 12-month tenure track at Assistant or Associate Professor level. Librarians at BGSU have full faculty status and must meet the requirements for promotion and tenure, including scholarly publication. Review of applications will begin on May 1, 1989, and will continue until position is filled. Send resume and names and addresses of three references to: Kathryn Thiede, Personnel Officer, Jerome Library, **Bowling Green State University**, Bowling Green, OH 43403. BGSU is an AA/EOC employer. Women and minorities are encouraged to apply and to identify themselves for affirmative action purposes.

## **HEAD, REFERENCE, RESEARCH AND INSTRUCTION SERVICES**

**DEPARTMENT.** University of Cincinnati. Responsible for the management of the University Libraries Reference, Research and Instruction Services Department in Langsam Library. This key position offers the opportunity to play a leadership role in planning programs and setting the overall direction for a department of nine professional librarians and eight support staff. With collections in the social sciences, humanities, business, and education, Langsam Library is the main library in a system which includes eleven specialized libraries, an online catalog (UCLID) and more than 1.5 million volumes. **Required Qualifications:** MLS from an ALA-accredited program; three years successful management experience in an academic library; successful reference, library instruction, and online searching experience; ability to communicate effectively and clearly; and demonstrated commitment to planning and service. **Preferred Qualifications:** Academic background in social sciences or humanities, and collection development experience. Salary range: \$33,000--\$40,000 depending on qualifications and experience. Excellent fringe benefits. Send letter of application, including resume and the names and addresses of three references to: Mark W. Weber, Personnel Officer, **University of Cincinnati**, Mail Location #33, Cincinnati, OH 45221-0033. Application deadline: Postmarked by May 19, 1989. The University of Cincinnati is an affirmative action/equal opportunity employer.

**INTERLIBRARY LOAN AND INFORMATION SERVICES LIBRARIAN.** Manage interlibrary loan in the central library, an ALA/OCLC-based service using M310 workstation and micro-enhancer. Supervise one assistant. Also provide reference desk service including evening schedule; assist with database searching and reference collection development; provide library instruction to groups and individuals; assume responsibilities for research, scholarly activity and service in accordance with tenure and promotion policies. Report to the Assistant Director for Reader Services. **Required:** MLS from an ALA-accredited library school and thorough knowledge of OCLC. Preference given to applicants who provide evidence of interest in reader services programs, interlibrary loan specialization, potential to perform well in a university environment, and working knowledge of at least one Western European language. Twelve-month tenure-track, instructor rank appointment on the library faculty. 24 days annual leave plus holidays; paid State retirement or TIAA/CREF; group health insurance available. Salary minimum is \$20,000. Review of applications will begin May 1 and will continue until position is filled. Send application, including resume and names, addresses and telephone numbers of at least 3 references to: **East Tennessee State University**, Office of Human Resources, Box 19, 420A, Johnson City, TN 37614. ETSU is an Equal Opportunity, Affirmative Action employer and employs only U.S. citizens and aliens authorized to work in the United States.

**REFERENCE AND INSTRUCTIONAL SERVICES LIBRARIAN.** Full-time, permanent, non-tenure track instructor/assistant professor to provide reference services, instructional services and conduct online searching; to serve as library liaison for assigned discipline(s). ALA master's required. Preference will be given to candidates with a subject master's and who demonstrate prior reference, database searching and/or instructional experiences. Preferences will also be given to candidates with a subject masters and who demonstrate prior reference, database searching and/or instructional experiences. Preference will also be given to candidates with a business, science or technology subject background. Salary to \$26,000 for 180 duty days per year. Applications from minorities encouraged. Applications must be postmarked by May 22, 1989. Begin date will be approximately July 1, 1989. Must be available for interviews June 5--9, 1989. Apply to: Thomas M. Peischl, Dean of the Library, **Mankato State University**, MSU Box 19, Box 8400, Mankato, MN 56002-8400.



**REFERENCE LIBRARIAN.** The University of Akron is seeking candidates for the position of reference librarian. This is a 12-month contract-professional position with 22 days vacation and standard benefits package. The salary is \$20,000. The reference librarian furnishes assistance to the head of the Science and Technology Department in the provision of reference, information, and instructional services in the University Library; assists in the planning, development, delivery, and evaluation of information services in the Science and Technology Library. The reference librarian oversees the reference collection which involves selecting materials, de-selecting, and providing training in the use of reference materials; assists the department head in planning effective reference services; provides general reference service for patrons; supervises the circulation system procedures and solves circulation problems; acts as liaison to the cataloging and acquisitions departments by recognizing and resolving ordering and cataloging conflicts. An MLS from an ALA-accredited institution, library experience, and strong written and oral communications skills are required. A science library background and academic library experience is preferred. To apply, send a letter of application, resume, and three references to: Steve Aby, Search Committee Chair, Bierce Library, The University of Akron, Akron, OH 44325. The deadline for applications is May 15, 1989. The University of Akron is an Equal Education and Employment Institution.

**ROMANCE LANGUAGES LIBRARIAN,** University of California, Irvine. Responsibilities include reference assistance; database searching; instruction; collection development and liaison with the School of Humanities, specifically with the Departments of Spanish or Portuguese, French and Italian, and the program in Linguistics. Required qualifications: ALA-accredited MLS degree in Spanish or French or commensurate experience; good reading knowledge of Spanish and French; demonstrated commitment to public service; excellent communication skills; basic computer literacy. Appointment at Assistant or Associate Librarian rank, salary range \$25,380--\$44,676. Applications received by May 1, 1989, will receive first consideration, but will be accepted until the position is filled. Send application letter with 1) a complete statement of qualifications; 2) resume of education and experience; and 3) the names, addresses and telephone numbers of three references to: Anne Rimmer, Library Personnel Office, University of California, Irvine, P.O. Box 19557, Irvine, CA 92713. Telephone: (714) 856-7115. AA/EOP.

**TECHNICAL SERVICES LIBRARIAN.** Needed to run highly automated cataloging operation using OCLC & NOTIS. Position requires extensive knowledge of MARC formats, AACR2, cataloging, and microcomputers. Must be capable of supervising 3 clerks and student assistants. ALA-accredited Master of Library Science required. Salary circa \$21,000 dependent on qualifications and experience. 12-months with one month vacation, excellent fringe benefits, academic status with faculty rank. Send letter of interest, resume, and placement file to: Charles H. Kemp, Head Librarian, Missouri Southern State College, 3950 Newman Road, Joplin, MO 64801-1595. Closing date is April 30. EOE/AA.

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(Washington Hotline, cont'd)

read the statement of the newly formed International Committee for Free Expression protesting the threat to assassinate Rushdie, and responded to reporters' questions. ALA joined 26 organizations and about 70 individuals who had signed the statement. On February 22, ALA joined with the Association of American Publishers and the American Booksellers Association to take out a full-page ad in *The New York Times* proclaiming the right of free people to write, publish, sell, buy, and read books.

# Recent CLIPpings

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## **CLIP Notes (College Library Information Packets)**

Designed by ACRL's College Libraries Section to collect data and sample documents from academic libraries, *CLIP Notes* assist librarians in establishing or refining services and operations.

## **Collection Development Policies for College Libraries. CLIP Note #11**

*Compiled by Theresa Taborsky and Paticia Lenkowski.* Contains complete policies as well as selected ones on subject collections, special formats, and special collections. 1989. 181p. 0-8389-7295-0. \$23.95; ACRL member \$19.95.

## **Annual Reports for College Libraries. CLIP Note #10**

*Compiled by Kenneth Oberembt.* Contains data-gathering forms, graphics, and selected annual reports. 1988. 135p. 0-8389-7219-5. \$20; ACRL member \$17.

## **Friends of College Libraries. CLIP Note #9**

*Compiled by Ronelle Thompson.* "A must for two groups of libraries: those who have Friends groups and those who do not." *Library Journal.* 1987. 134p. 0-8389-7171-7. \$17; ACRL member \$14.

## **Periodicals in College Libraries. CLIP Note #8**

*Compiled by Jamie Webster Hastreiter, Larry Hardesty, David Henderson.* "Recommended for all college and university libraries." *Library Journal.* 1987. 116p. 0-8389-7143-1. \$17; ACRL member \$14.

## **Managing Student Workers in College Libraries. CLIP Note #7**

*Compiled by Michael D. Kathman and Jane McGurn Kathman.* "Supervisors looking for help in hiring and managing these [student] workers, whether in small or large academic libraries, will find this compilation very useful." *RQ.* 1986. 182p. 0-8389-097-4. \$17; ACRL member \$14.

## **Mission Statements for College Libraries. CLIP Note #5**

*Compiled by Larry Hardesty, Jamie Hastreiter, and David Henderson.* "The survey is a good one, eliciting answers to questions about why and how libraries developed statements of purpose, or why not...a commendable production..." *RQ.* 1985. 107p. 0-8389-6944-5. \$20; ACRL member \$15.

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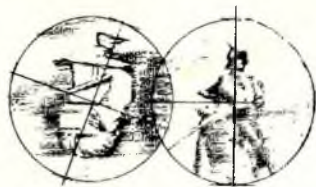
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Edited by Margaret W. Young. Quarterly (March, June, September, December) 1989. ISSN 1040-9300. Annual subscription \$48. Single issue \$15. *Free sample on request.*



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