

# 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 \$6.30 per line for institutions that are ACRL members, \$8.00 for others. Late job notices are \$15.25 per line for institutions that are ACRL members, \$18.00 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates are also available.

**Guidelines:** For ads which list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary 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 \$40 for ACRL members and \$45 for non-members.

**Contact:** Ted Bales, classified advertising manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663; ALANET: ALA0306; Bitnet: ACRL.news%ALANET@intermail.isi.edu

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

## WANTED

**WANTED TO BUY:** Book collections for university library emphasizing international studies, Asian studies, religion, philosophy, and general education. Mr. Feldman, **DRBU Library**, Box 217, Talmage, CA 95481-0217; (707)462-9178.

## POSITIONS OPEN

**ACCESS SERVICES/REFERENCE LIBRARIAN.** 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 position of Access Services/Reference Librarian. The library has a fully integrated Innovative Interfaces, Inc. library system which includes automated acquisitions, cataloging, circulation, serials control and OPAC. Reporting to the University Librarian, the

successful candidate will have primary responsibility for the planning, evaluation, and coordination of public services for the Circulation, Interlibrary Loan, and Periodicals Departments, and will serve as supervisor and resource person for support staff in these units. This person will provide technical and administrative support as subsystem manager for the automated circulation/reserve module, and for the OCLC interlibrary loan subsystem. Reference duties will include participation in reference desk services (including some evening and weekend hours), online searching, and instructional services; and shared involvement in reference services planning and collection development. 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 in OPAC environment. Preferred: Experience with an automated circulation system; academic library experience; additional advanced degree. 12-month contract; liberal benefits; faculty status with one month's vacation. Starting date: On or before February 1, 1992, preferred. Salary: Upper 20's. Application: The search committee will begin to review candidate material on November 30; position will remain open until filled. Send letter of application, resume, and three letters of recommendation to: Margaret Guccione, Search Committee Chair, Owen D. Young Library, **St. Lawrence University**, Canton, NY 13617. St. Lawrence is committed to fostering multicultural diversity in its faculty, staff, student body and programs of instruction. As an equal opportunity, affirmative action employer, we specifically encourage applications from women, minorities, and persons with disabilities.

**ACCESS AND TECHNICAL SERVICES LIBRARIAN.** Watson Library of Business and Economics, Columbia University. Columbia University seeks a talented librarian to administer access and technical services functions for the Business and Economics Library. Functions include managing circulation, reserves, stack and collection maintenance, serials and binding, and catalog maintenance; planning and implementation of the business and economics components of our NOTIS-based automated system (CLIO) in conjunction with library-wide implementation teams; supervising CLIO systems and equipment on site. The Librarian also monitors and manages physical conditions of the library; interprets access policies to users; and directs the work of one library supervisor, 8 support staff, and 12 FTE student assistants. The incumbent will report to the Business Librarian, and will participate in planning and evaluating policies and services for the library. The Business and Economics Library serves the Columbia Business School and the Columbia Department of Economics. Collections to be managed include 400,000 monographs, 600,000 microforms, and over 3,000 periodicals. In addition to an accredited MLS, requirements include: ability to work effectively with faculty, students, and library colleagues; superior interpersonal and communications skills; and demonstrated talent for planning and managing in a complex academic environment. Professional experience in an academic or special library, familiarity with NOTIS or another automated library circulation system, and successful experience as a supervisor are highly desirable. Salary ranges are: Librarian I: \$30,100-\$39,130; Librarian II: \$32,100-\$43,395; Librarian III: \$35,100-\$50,895. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume and the names, addresses, and phone numbers of three references, to: Kathleen M. Wiltshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Applications received by December 31, 1991, will be given priority consideration. An affirmative action, equal opportunity employer

**ASSISTANT DOCUMENTS LIBRARIAN.** The University of Alabama seeks applications for an Assistant Documents Librarian (Instructor) to provide federal documents reference service using print and electronic resources. Provides bibliographic instruction and develops instructional aids. Manages growing collection in electronic format. Responsible for circulation, ILL, and processing documents discard lists. Collection development in assigned subjects. Some general reference work. May work some nights and weekends. Qualifications: Required: MLS from ALA-accredited program. (Applicant must have earned degree by application deadline). Knowledge of documents reference techniques and sources, documents organization and classification. Familiarity with general reference sources. Strong commitment to public services. Initiative, organizational skills, and good interpersonal and communications skills. Preferred: Documents reference experience.

rience. Knowledge of online, CD-ROM, and microcomputer applications. Salary/Benefits: \$21,500, 12-month, full-time faculty position, tenure-track, Instructor rank. Twenty-two days vacation, sick leave, Blue Cross/Blue Shield, State and TIAA/CREF retirement plans. The University maintains memberships in the Association of Research Libraries, the Center for Research Libraries, SOLINET, the Coalition for Networked Information, and the Network of Alabama Academic Libraries. The NOTIS system is in place and 99% of the cataloged records are in the bibliographic database. To apply: Send letter of application, resume, and the names and addresses of three references postmarked by December 18, 1991 to: Voni B. Wyatt, Assistant to the Dean for Personnel, Assistant Documents Librarian Search, The University of Alabama Libraries, P.O. Box 870266, Tuscaloosa, AL 35487-0266. The University of Alabama is an equal opportunity, affirmative action employer.

**ASSISTANT HEAD, REFERENCE DEPARTMENT.** The Brown University Library invites applications for an Assistant Head, Reference Department. Seeking a dynamic experienced librarian with expertise in information technologies, to administer and supervise interlibrary loan and to make recommendations on access and document delivery goals. Position requires active participation in departmental policy decision making, particularly implementation of electronic technologies to improve reference and access services. Other duties include general reference in the humanities and social sciences, end-user and online searching assistance, outreach services and collection development. Qualifications include an ALA-accredited MLS degree; 3-5 years' academic reference experience including direct work with shared resources; demonstrated experience with technologies including CD-ROM, RFLIN, OCLC, online search services, microcomputers and use of the Internet; strong subject background in social sciences or humanities; familiarity with current trends in interlibrary loan; excellent communication skills and ability to work as a management team necessary. Previous supervisory experience highly desirable. Appointment range: \$29,550-\$36,900, based upon experience. Interested applicants should send letter of application, resume and names of three references to: Geneva Ferrell, Department of Human Resources, **Brown University**, Box 1879/FGRO82, Providence, RI 02912. Review of applications will begin on December 1, 1991, and will continue until the position is filled. Brown University is an equal opportunity, affirmative action employer.

**ASSISTANT LIBRARIAN,** Northern N.Y. Responsible for circulation/reserve operations, on- and offline database searching, maintenance of library computer software, stack maintenance, supervision of student assistants. Shares responsibilities for bibliographic instruction, reference, book selection, and evening and weekend duties. Qualifications: MLS from an ALA-accredited school with one year of relevant post-MLS professional experience preferred in a college or university library. Working knowledge of OCLC desirable. Appointment at Senior Assistant level possible for candidates having at least 4 years relevant post-MLS experience, two of which should be in a college or university library. Starting salary for 12-month appointment \$23,400-\$26,900. Generous benefits. Send letter of application, resume, and names of at least three professional references to: S. Farid-ul Haq, Chairperson, Library Search Committee, Southworth Library, **SUNY College of Technology**, Canton, NY 13617. Review of applications will begin in late October but the search will continue until a suitable candidate is found. EO/AEE

**ASSISTANT OR ASSOCIATE LIBRARIAN OR LIBRARIAN,** English and Theater Drama Subject Specialist, Indiana University Libraries, Bloomington. Responsible for development of collections in English and American literature and in theater and drama for Research Collections in the Main Library, working closely with faculties of Department of English and Department of Theater and Drama to identify needs and establish priorities. Specific duties include: Selection of materials; collection evaluation; oversight of materials budget funds and preparation of budget request documents; reference service and bibliographic instruction in these fields (including instruction in use of computer-based tools and resources); consultation with technical service and other library departments on matters related to these collections; teaching bibliographic courses for departments served, depending on qualifications and interest. Hourly support is provided. The Specialist is one of 10.5 subject/area specialists in the Main Library. S/he is a member of the Subject and Area Librarians Council, the Fund

Managers Council and the Administrative Council. Qualifications: Required: MLS from ALA-accredited library school, graduate degree in appropriate subject field; significant post-MLS experience, preferably in collection development and/or public services in academic library; experience with automated library resources and tools; ability to work well independently and with others and to communicate effectively orally and in writing; understanding of the nature of scholarly research, of scholarly publishing in humanities and of complexities of large and rapidly changing research library environment; ability to meet responsibilities and requirements of tenure-track appointment. Desirable: Some teaching experience; some foreign language competence. Salary dependent upon qualifications and experience. Minimum: Assistant Librarian, \$25,000; Associate Librarian, \$30,364; Librarian; \$37,111. Conditions and Benefits: Librarians hold tenure-track appointments within a system of ranks analogous to and modeled on those of the teaching faculty. They participate in a system of faculty governance which includes

## Salary guide

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

<b>Connecticut</b>	\$28,900
<b>Delaware</b>	\$22,500+
<b>Indiana</b>	varies*
<b>Iowa</b>	\$21,588
<b>Kansas</b>	\$17,500*
<b>Louisiana</b>	\$22,000
<b>Maine</b>	varies*
<b>Massachusetts</b>	\$27,554*
<b>New Jersey</b>	\$24,200
<b>New York</b>	varies*
<b>North Carolina</b>	\$22,491
<b>Ohio</b>	\$20,024
<b>Pennsylvania</b>	\$23,700*
<b>Rhode Island</b>	\$26,500
<b>South Carolina</b>	varies*
<b>South Dakota</b>	\$20,000
<b>Texas</b>	\$25,000
<b>Vermont</b>	\$22,500
<b>West Virginia</b>	\$20,000
<b>Wisconsin</b>	\$25,830

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

+Salary minimums for public librarians only.

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## HEAD, REFERENCE AND INFORMATION SERVICES



The University of Tennessee, Knoxville

The University of Tennessee, Knoxville Libraries invites applications and nominations for the position of Head, Reference and Information Services. The department is the primary information services component of the University Libraries providing assistance to all academic subject disciplines except Law.

**Responsibilities:** Manages the Reference and Information Services Department (RIS) which provides information services to faculty and students in all disciplines except Law. Responsibilities include managing a department with 17 library faculty and eight support staff, whose duties include general and subject oriented reference services, database search services, library instruction, and library-wide collection development. Government Documents and Microforms is a unit within the department. Works with a team of five coordinators in RIS to identify needs, establish priorities, and plan, implement, and evaluate programs. Provides leadership in developing innovative reference services. Oversees the development and growth of RIS faculty. Advises and reports to the Associate Dean for Public Services.

**Qualifications:** Required: ALA-accredited MLS degree; substantial professional experience in an academic or research library; extensive knowledge of reference sources and collection development practices and procedures; demonstrated ability to provide effective leadership in a climate of change. Strong commitment to providing quality services; clear knowledge of new technologies and their applications in enhancing user services; excellent oral and written communication skills; effective interpersonal skills including the ability to work with faculty, administrators, and library staff, and evidence of professional and scholarly activity. Preferred: At least five years' experience as a reference librarian. Supervisory experience in a large academic or research library.

**Environment:** The University of Tennessee is a multi-campus system of higher education and the State's official university and federal land-grant institution. UT, Knoxville is the major comprehensive university in the four campus system. More than 19,500 undergraduate and 5,875 graduate students are enrolled in 15 colleges and schools and 51 Ph.D. programs.

The UT, Knoxville Libraries, with an annual budget in excess of \$7.6 million, hold 1.7 million volumes, and receive over 17,000 current serials. The libraries system includes the John C. Hodges Library and six branches. The Hodges Library facility was completed and occupied in September, 1987. Over two hundred persons are employed. The libraries are a member of SOLINET, the Association of Research Libraries, and the Center for Research Libraries.

**Salary and Benefits:** Appointment salary will be based on qualifications and experience with a minimum of \$40,000. Faculty rank will be Associate Professor. Librarians at the University of Tennessee, Knoxville have faculty rank and status and are appointed for twelve months. This is a tenure-track appointment. Library faculty must meet university requirements for promotion and tenure. Faculty have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the university. Group health and life insurance plans are available. Tuition remission is available to university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

Review of applications will begin **February 15, 1992**, and continue until the position is filled. Interviewing at ALA, San Antonio. Send letter of application, resume, and names and addresses of three references to:

Jill Keally  
Head, Library Personnel Office  
The University of Tennessee Libraries  
1015 Volunteer Boulevard  
Knoxville, TN 37996-1000

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*UTK is an EEO/AA/Title IX/Section 504/ADA Employer.*

# CURATOR, EAST ASIA COLLECTION

## Cornell University Library

Cornell University Library seeks an experienced and dynamic librarian, with a strong public service commitment, to serve as Curator of the Wason Collection on East Asia. Containing more than 425,000 volumes, the Wason Collection has long been noted for its Western-language holdings on China, as well as its extensive Chinese-language materials. More recently, it has also been aggressively developing its Japanese-language holdings. From the summer of 1992, this distinguished collection will occupy the main level of Cornell's new Carl A. Kroch Library for Special Collections in the Humanities and Social Sciences. Duties and Responsibilities: With general responsibility for supervising the department's public service and collection development activities, the Wason Curator hires and supervises the collection's staff, manages its budget, interprets general library policies as they relate to the Collection, provides reference and bibliographic services related to East Asia in general, and China in particular, and serves as a central liaison with other library departments and with faculty and visiting scholars. The Wason Curator also selects all Chinese-language materials for the Collection, supervises the Assistant Curator's selection of Western and Japanese language materials, and advises the library's technical service departments on their processing and cataloging of East Asian materials. The Curator works closely with the faculty and students of Cornell's East Asia Program in developing the Collection's holdings and in providing necessary support for the Program's research and teaching activities. Appropriately qualified candidates wishing to offer an annual course on East Asian Bibliography and Research Methods will also be considered for an adjunct faculty appointment in the University's Department of Asian Studies.

Qualifications: A professional degree in librarianship and/or an advanced research degree in an appropriate field of Chinese Studies is required, as are demonstrated administrative skills and at least six years of progressively responsible experience in the Asian Collection of a major research library. A demonstrated commitment to public service at the research library level is also required. Evidence of continuing scholarly interest and fluency in Chinese is highly desired, with a research-level reading/writing knowledge of Chinese the minimum requirement. A working knowledge of Japanese will be advantageous. Strong verbal and written communication skills in English and Chinese are essential, as is familiarity with the Chinese-language book trade. Evidence of initiative, leadership, personnel management skills, and enthusiasm for working cooperatively with colleagues in South Asia and Southeast Asia collections is essential, as is a demonstrated capacity to contribute to the field of East Asian Studies, to develop and promote the use of a very large research collection, to interact effectively with other library administrators, and to work with students, faculty, and visiting scholars.

Application: Applications are desired by **November 15, 1991**, but will be accepted until position is filled. Salary and rank will be dependent upon qualifications and experience (with \$33,000 minimum at beginning Associate Librarian level). Submit letter of application, resume, and names, addresses, and phone numbers of three references to:

Ann Dyckman  
Director of Personnel  
235 Olin Library  
Cornell University  
Ithaca, NY 14853-5301

*Cornell University is an equal opportunity, affirmative action employer.*

the Bloomington Library Faculty Council and the University Library Faculty Council. Within the University they are eligible for election to campus and university Faculty Councils and serve on university committees and task forces. They are eligible for sabbatical and other research leaves. Benefits include Blue Cross/Blue Shield, Major Medical insurance, TIAA/CREF retirement/annuity plan, group life insurance and liberal vacation and sick leave. To apply: A letter of application stating qualifications and background relevant to this specific position accompanied by a resume and the names and addresses of four references should be sent to the Search and Screen Committee in care of: Marilyn Shaver, Person-

nel Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405. Telephone: (812) 855-8196. Available: March 1, 1992. Closing date for applications: No earlier than December 15, 1991. EEO/AEE.

**BUSINESS/ECONOMICS REFERENCE LIBRARIAN**, the University of Oklahoma. Duties: Under the general direction of the Head of Reference this position provides reference and bibliographic service in the field of business and economics; provides general reference service at the Library's main reference desk; participates in collection development activities in the above subject areas;

## Head of Public Services Scribner Library

Skidmore College is seeking an energetic and imaginative individual to be Head of Public Services in Scribner Library. Responsibilities: coordination of bibliographic instruction efforts, supervision of inter-library loan operations, supervision of circulation and reference functions, coordination of the liaison activities of four subject specialists. Qualifications: ALA-accredited MLS; additional graduate work in librarianship or in a subject area; effective communication and interpersonal skills; several years' experience as a reference librarian in an academic library, including on-line searching and bibliographic instruction; strong service orientation. This is a ten-month faculty position at the rank of Assistant or Associate Professor. The incumbent must meet college requirements for continued service. Minimum salary is \$30,000 with salary and rank dependent on education and experience. The position is available September 1, 1992.

Consideration of applications will begin on January 1, 1992, and continue until the position is filled. Please send a current vita and the names of three references to: David H. Eymann, College Librarian, Scribner Library, Skidmore College, Saratoga Springs, NY 12866.

An affirmative action/equal opportunity employer and educator.

**SKIDMORE**  
COLLEGE

performs online bibliographic searches; and participates in library instruction including general tours, CD-ROM and other database instruction, and specific subject-oriented presentations. Qualifications: Required: MLS from ALA-accredited library school; knowledge of database search and library instruction concepts and methods; academic background or library experience in business or economics. Desirable: 1-2 years professional or pre-professional reference experience; an MBA or subject master's degree in business or economics; strong interpersonal and communication skills; knowledge of or experience with a major bibliographic utility; familiarity with NOTIS or another automated system; evidence of research or creative achievement. Screening date: December 13, 1991. Search will remain open until filled. Salary: \$27,000 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 33 days paid leave; short-term disability leave; group life insurance; University holidays. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, and circulation functions of the NOTIS system. Norman is an attractive community with a low cost of living close to a major metropolitan city. Employment: Librarians have the privileges and responsibilities of faculty status (non-tenure track) and hold the rank of assistant professor or above. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, University of Oklahoma, Norman OK 73019, (405) 325-2611. University of Oklahoma is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

**CATALOGER (MONOGRAPHS)**, the University of Oklahoma. Duties: Under the general direction of the Head of the Catalog Department, this Cataloger uses the RLIN, OCLC, and NOTIS

systems to perform original cataloging of monographs in music and several other subjects and in a variety of languages in both book and non-book formats. This individual works with name, series, and subject authority control and other general assignments. Qualifications: Required: MLS from ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with automated cataloging systems; bibliographic knowledge of European languages. Desirable: Broad educational background including music; music cataloging experience; knowledge of Russian; second master's degree; evidence of research or creative achievement. Screening date: December 11, 1991. Search will remain open until filled. Salary: \$27,000 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 33 days paid leave; short-term disability leave; group life insurance; University holidays. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, and circulation functions of the NOTIS system. Norman is an attractive community with a low cost of living close to a major metropolitan city. Employment: Librarians have the privileges and responsibilities of faculty status (non-tenure track) and hold the rank of assistant professor or above. Application: Send letter of application with resume, a list of publications and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019, (405) 325-2611. University of Oklahoma is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

**CATALOGER (ONLINE PROCESSING UNIT)**, the University of Oklahoma. Duties: Under the direction of the Head of the Catalog Department, this Cataloger supervises and coordinates the monographic copy cataloging and online processing functions; assists in the maintenance of the NOTIS database; uses OCLC and RLIN to perform original cataloging of monographs in several subjects and in a variety of languages in both book and non-book formats. This individual works with name, series, and subject authority control and other general assignments. Qualifications: Required: MLS from ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with automated cataloging systems; bibliographic knowledge of European languages; demonstrated supervisory ability. Desirable: Broad educational background; second master's degree; evidence of research or creative achievement. Screening date: December 11, 1991. Search will remain open until filled. Salary: \$27,000 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 33 days paid leave; short-term disability leave; group life insurance; University holidays. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, acquisitions, and circulation functions of the NOTIS system. Norman is an attractive community with a low cost of living close to a major metropolitan city. Employment: Librarians have the privileges and responsibilities of faculty status (non-tenure track) and hold the rank of assistant professor or above. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019, (405) 325-2611. University of Oklahoma is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

**COORDINATOR OF LIBRARY COMPUTING APPLICATIONS**, Northwestern University Library. (Search Reopened/Position Revised) Job summary: Senior staff position with a leadership role in the planning, development, and coordination of applications of the NOTIS computer system in the Northwestern University Library and other affiliated libraries which use NU computer facilities. Working with staff of the Information Systems Development Office and other

Library and University personnel, plans, develops, and implements systems policies, procedures, and documentation. New job component is responsibility for development and presentation of NOTIS orientation for new staff and organization of other training programs as appropriate. Position eventually will involve additional participation in planning and training for microcomputer-based applications. Reports to: Assistant University Librarian for Technical Services & Library Computing. Qualifications: MLS from an ALA-accredited library school. Five years of increasingly responsible experience in academic research libraries including substantial technical services experience and understanding of public service issues. In-depth knowledge of library computer applications, particularly the MARC format, essential; practical experience necessary. Substantial technical knowledge of NOTIS or another integrated library system required. Excellent interpersonal skills, ability to communicate effectively, orally, and in writing, and to work flexibly in a changing environment. Salary: \$35,000 minimum, dependent on qualifications. For consideration, send letter of application with the names and addresses of three references to: Rachel D. Blegen, Personnel Manager, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60208-2300 by November 30, 1991. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

**DATABASE MANAGEMENT LIBRARIAN**, Marquette University Memorial Library. Supervise maintenance, updating, and authority control of local system database (INNOPAC). Coordinate the retrospective conversion of records not in machine-readable form. Supervise two full-time Database Management support staff. Catalog monographs, serials, and non-books originally and with member copy. MLS degree, knowledge of MARC format, supervisory experience, OCLC and cataloging experience required; library systems experience preferred. Salary \$28,000+. Applications received by December 1 will be given priority consideration. Send letter of application, resume, and names of three references to: Maria Dittman, Chair, Appointments and Promotions Committee, Marquette University Libraries, 1415 W. Wisconsin Ave., Milwaukee, WI 53233. Affirmative action, equal opportunity employer.

**GOVERNMENT DOCUMENTS LIBRARIAN** (Library I or II, position approval pending), Michigan State University. Reporting to the head of government documents, participates in all aspects of the work of the unit, including reference, collection development, and bibliographic instruction. Takes primary responsibility for services related to federal documents; coordinates the unit's bibliographic instruction program; provides scheduled reference service including some nights and weekends. Required: MLS from an ALA-accredited institution; experience with government documents; and ability to be flexible and adaptable in a dynamic environment and culture. Appointment will be made at Librarian I or II depending upon qualifications. Demonstrated ability to communicate effectively, both orally and in writing, and ability to work effectively with faculty, staff, and students is also required. Additional experience with user education, online public access catalogs, database searching, census information in both printed and electronic format, other GPO distributed electronic products strongly desired. Government documents is a selective federal depository library, a depository for European community, OECD, Canadian and Michigan documents, with extensive research collections for United Nations, and other intergovernmental agencies. Reference service is a shared service point with social science and humanities reference. Salary: minimum \$25,000 for Librarian I. Review of applications will begin November 15 and continue until position is filled. Submit letter of application, resume, and names, and addresses of 3 current references to: Carole Armstrong, Chair, Search Committee, W225 Main Library, Michigan State University, East Lansing, MI 48824-1084. MSU is an affirmative action, equal opportunity institution.

**GOVERNMENT DOCUMENTS/MAPS LIBRARIAN** (new position). George Mason University, a rapidly growing university in the Washington, D.C. area, is seeking a Government Documents/Maps Librarian to manage all public service and collection maintenance operations of the government Documents/Maps Unit. The incumbent is responsible for effective planning, organization, management, and evaluation of government documents/maps services in a highly automated and flexible environment. ALA-accredited MLS required. Experience with government documents, reference and

# HOFSTRA

## AXINN LIBRARY

### *Assistant Dean of Public Services:* (Administrative Line)

Position available now. Reports to Dean of Library Services. **Duties:** Coordinates activities of all Public Services areas: Access Services, Curriculum Materials Center, Media Services, and Reference. Prepares the Division's annual report and its budget request, reviews and evaluates public services policies; develops and reviews goals and priorities of the Division, works closely with Ass't. Dean/Technical Services to maintain smooth-working relationships between both divisions. Responsible for overall administrative support to 12 FT and 10 PT faculty and 35 support staff. **Qualifications:** ALA/MLS; second Master's desirable. Familiarity with online circulation system and OPAC. 4+ years of progressively responsible experience in a large academic or research library; strong leadership qualities; ability to work in situations of constant change. Superior verbal and written skills required. Complete job description on request. **Salary:** Commensurate with experience/qualifications. Resume and names/telephone numbers of four referees to: Wayne Bell, Chair, Advisory Committee, Axinn Library, Hofstra University, Hempstead, NY 11550. Applications will be accepted

AA/EEOE

HOFSTRA UNIVERSITY  
WE TEACH SUCCESS.



## DEAN OF LIBRARY SERVICES Lamar University - Port Arthur

Lamar University - Port Arthur seeks an experienced professional for the leadership and administration of all operations of Gates Library, including acquisitions, collection development and management, public services, and technical services. The successful candidate must have an MLS and five years library experience. A second Masters Degree in a related field or a Doctorate is preferred. Preference also given to two or more years of library administration experience. Also required: demonstrated interpersonal and leadership skills; budget and project-planning skills; prior experience working within an automated library environment; experience in online information services, microcomputer systems, database management, and cataloging. Salary \$33,000 to 38,000. Must comply with established University policies and standards. Lamar University-Port Arthur is an Affirmative Action/Equal Employment Opportunity Institution. Deadline for applications is **December 6, 1991**. Write to:

**Job Search Committee, Personnel Office  
Lamar University - Port Arthur  
P.O. Box 310  
Port Arthur, Texas 77641**

or other library experience and a second master's degree is preferred. Salary: \$23,500-\$28,000 depending on qualifications and experience. Application deadline is December 1, 1991. Send cover letter and resume with names of three references to: Government Documents/Maps Librarian Appointment Committee, **George Mason University**, 4400 University Drive, Fairfax, VA 22030-4444. AA/EEOE.

**HEAD, ACQUISITIONS DEPARTMENT**, the University of Oklahoma. Under the general direction of the Director of Library Technical Services, responsible for planning, directing, and evaluating the monographic acquisitions department which includes: Preorder bibliographic searching and verification on OCLC and RLIN; vendor selection; order, claim and receipt of firm orders, approvals, monographic standing orders and gifts; and library mail services. Monitors materials expenditures. Has responsibility for supervising eight full-time staff plus student assistants. Works closely with the Head of Collection Development. Coordinates NOTIS acquisitions module. Maintains current awareness of publishing and pricing trends. Communicates with publishers and vendors. Qualifications: Required: MLS from an ALA-accredited library school; four years technical services experience in an academic library or equivalent related experience (book trade, special library); two years acquisitions experience; two or more years supervisory responsibility; two or more years professional experience; familiarity with domestic and foreign book trades; familiarity with bibliographic utilities. Desirable: Automated acquisitions experience, preferably NOTIS; reading knowledge of one or more modern European languages; demonstrated leadership ability; strong interpersonal and communication skills; additional graduate work; evidence of research or creative achievement. Screening date: December 18, 1991. Search will remain open until filled. Salary: \$30,000 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 33 days paid leave; short-term disability leave; group life insurance; University holidays. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, acquisitions, and circulation functions of the NOTIS system. Norman is an attractive community with a low cost of living close to a major metropolitan city. Employment: Librarians have the privileges and

responsibilities of faculty status (non-tenure track) and hold the rank of assistant professor or above. Application: Send letter of application with resume, a list of publications and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman OK 73019; (405) 325-2611. University of Oklahoma is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

**HEAD, COLLECTION DEVELOPMENT**, the University of Oklahoma. Duties: Under the general direction of the Director of Technical Services, the Head of Collection Development is responsible for the direction of collection development policies and programs. Specific responsibilities include coordinating selection and deselection, reviewing collections, advising the Dean on allocation of the materials budget and monitoring expenditures, coordinating collection librarians and supervising student assistants; conducting collection evaluation and development programs in conjunction with institutional, regional, and national collection objectives, and serving as liaison with approval vendors concerning profile, cost, publisher, bibliographic, and management information. Qualifications: Required: MLS from ALA-accredited library school; four years experience in an academic research library, including substantive collection development responsibilities; two or more years supervisory responsibility; demonstrated oral and written communication skills; familiarity with automated systems; additional graduate degree in a subject field. Desirable: Acquisitions experience; reading knowledge of one or more modern European languages; demonstrated leadership ability; evidence of research or creative achievement. Screening date: December 16, 1991. Search will remain open until filled. Salary: \$33,000 (minimum). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; 33 days paid leave; short-term disability leave; group life insurance; University holidays. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, and circulation functions of the NOTIS system. Norman is an attractive community with a low cost of living close to a major metropolitan city. Employment: Librarians have the privileges and

## THREE POSITIONS

### Oklahoma State University

Oklahoma State University has three library faculty (tenure-track) positions available.

*Assistant Science Librarian.* Responsibilities: reference service (including evening and weekend rotation), collection management, bibliographic instruction, serve on library committees. Qualifications: ALA-MLS, good communication and teaching skills required. Prefer a science or engineering background.

*Assistant University Archives Librarian.* Responsibilities: identify, acquire, organize, preserve, and provide access for university records and publications; participate in departmental reference service, exhibits, preservation, user education, public relations, and security; serve on library committees. Qualifications: ALA-MLS and training or professional experience in archives or records management are required. Prefer demonstrated ability to communicate effectively and work well with others, and training or experience in preservation, reference work, and cataloging using US-MARC.

*Assistant Documents Librarian.* Responsibilities: catalog and classify government publications, government documents reference service (including evening and weekend rotation), provide some interlibrary loan and bibliographic instruction, and serve on library committees. Qualifications: ALA-MLS. Course work or experience with government publications or OCLC desirable.

All three positions: Salary: \$23,592 minimum for 11 months. Salary and rank dependent upon qualifications and experience. Benefits: Social Security; free health, accident, and life insurance; Oklahoma Teacher's Retirement and TIAA/CREF; 11 holidays.

OSU is a land-grant university with 26,000 students on four campuses offering 44 doctoral programs. The Library contains 2.6 million volumes and documents and is a member of the Association of Research Libraries and the AMIGOS Bibliographic Council. The Library's online catalog runs on NOTIS software. Deadline: For full consideration, applications should be received by **November 18, 1991**. Applications will continue to be considered until positions are filled. Apply to:

Jackie German  
Edmon Low Library  
Oklahoma State University  
Stillwater, OK 74078-0375

*Equal opportunity, affirmative action employer; minorities and women are encouraged to apply. Successful applicant must comply with IRCA.*

responsibilities of faculty status (non-tenure track) and hold the rank of assistant professor or above. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, University of Oklahoma, Norman OK 73019; (405) 325-2611. University of Oklahoma is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual-career couples.

**HEAD, HUMANITIES/SOCIAL SCIENCES LIBRARIES.** Currently open. To begin February 1992. Responsible for administration of the Humanities and Social Sciences collections and services in Holland Library and the branch Education and Architecture Libraries. Areas and services include reference, collection development, circulation, database searching, interlibrary loans, user education, and microform collection. May participate in collection development and reference. Present staff includes 12.5 FTE librarians, 19.10 FTE classified staff, and 13.3 FTE student assistants. Conducts annual review evaluations of library faculty and relevant classified staff in the division. Works cooperatively with heads of other divisions in the Libraries to deal effectively with issues of mutual concern. Reports to the Director of Libraries and serves on

the Director's Council, the advisory body of principal administrators. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. Required: ALA-accredited MLS; substantial demonstrated successful experience, including some administration in a sizable public service area of an academic or large public library. Strong service commitment, an understanding of research needs, experience in planning and implementing change, demonstrated leadership, outstanding communication skills, and the ability to handle a variety of situations with patience, tact, and fairness. Preferred: Undergraduate and graduate degrees in Social Sciences or Humanities; experience with database searching, automated systems, user education, planning for building construction and renovation, and academic curriculum reform. Salary: from \$40,000; commensurate with qualifications and experience. Rank: Librarian 3; full faculty status. Benefits: TIAA/CREF; broad insurance program, 22 days vacation, 12 days/year sick leave. Application Procedures: Send letter of application, resume, and names of three (3) references to: Donna L. McCoole, Associate



# Harvard University: 3 Key Positions Available:

The Harvard College Library announces a major restructuring in Widener Library and the creation of a new management team to lead the newly configured Collections and Cataloguing Services Program. The College Library consists of the central collections of the Faculty of Arts and Sciences, staff of approximately 450; 7.3 million volumes.

We seek individuals of energy, enthusiasm and vision to develop, shape, and direct these key programs in the Harvard tradition of excellence.

- **Associate Librarian for Collections and Cataloguing**
- **Head of the Collection Development Department**
- **Head of the Cataloguing Services Department**

The successful candidates will have a firm grasp of current research library issues and the ability to work collaboratively to forge links with colleagues, faculty, academic programs and the larger library community.

## Associate Librarian for Collections and Cataloguing

Reporting directly to the Roy E. Larsen Librarian of Harvard College, the Associate Librarian participates in the formulation and coordination of College Library-wide policy. The Associate is responsible for the overall shaping and direction of the Collections and Cataloguing Services Program of the College Library and provides leadership for formulation and implementation of strong evolving Collection Development and Cataloguing Services programs. As a member of senior management, has direct responsibility for the administration of three major Widener departments (approximately 130 FTE and acquisitions budget of close to \$6 million): Collection Development, Cataloguing Services, and Area Studies. **Requirements:** Significant achievement in areas relevant to the administration of these major research library programs; earned doctorate and professional degree in library science preferred; substantial successful research library management experience including strategic planning, fiscal management, information technology, and personnel; a record of leadership in the profession; understanding and appreciation of the research process in a university environment; the ability to interact effectively with a broad based constituency. **Salary target in the low 70s, negotiable DOQ.**

## Head of the Collection Development Department

The Collection Development Department consists of three language-based divisions (each encompassing collection development and acquisitions functions) and the Gifts and Exchange Division. Reporting directly to the Associate Librarian, the Head is responsible for the leadership and administration of the Department and serves as Selections Specialist and Head of the appropriate Division. As a member of a newly created management team, provides leadership for the formulation and implementation of a strong evolving Collection Development program. **Requirements:** Earned doctorate and professional degree in library science preferred; expertise in one or more foreign languages (Romance Languages or Germanic Languages); substantial successful collection development experience, including fiscal management; a record of achievement in the profession; the ability to manage in a consultative yet decisive administrative style is essential. **Salary target high 50s, negotiable DOQ.**

## Head of the Cataloguing Services Department

Reporting directly to the Associate Librarian, is responsible for the planning, developing and administering of the Department which includes cataloguing (monographs and serials; copy and original), serials processing, and database management (including a major RECON effort). As a member of a newly configured management team, the Head provides leadership for formulation and implementation of a strong evolving cataloguing services program to meet the changing needs of academic community. **Requirements:** A professional degree in library science, a second master's degree and knowledge of one or more foreign languages preferred; expertise with automated cataloguing systems; extensive knowledge of cataloguing policies and practices; demonstrated leadership and organizational abilities; evidence of a strong commitment to responsive technical services; a record of achievement in the profession, and the ability to manage in a consultative yet decisive administrative style is essential. **Salary target high 50s, negotiable DOQ.**

Anticipated start date: January 1992. To apply, send a letter of interest, resume, and names of three references to Susan Lee, Associate Librarian of Harvard College for Administrative Service, Widener Library, Harvard University, Cambridge, MA 02138. Harvard upholds a commitment to affirmative action and equal opportunity.



Harvard University

Harvard College Library

# UNIVERSITY LIBRARIAN AND DIRECTOR OF LIBRARIES

## University of Saskatchewan

Applications and nominations are invited for the position of University Librarian and Director of Libraries with the appointment to be effective no later than July 1, 1992. The initial term is for five years and may be renewed by mutual agreement. The University of Saskatchewan is committed to the principles of Employment Equity and welcomes applications from all qualified candidates including aboriginal peoples, disabled people, visible minorities and women.

The Director of Libraries is responsible to the Vice-President (Academic) for the leadership and administration of a major research Library. Duties include the management and development of collections; the provision of library services; the management of library budgets and allocation of resources; the continued development of library automated systems and other computer-based information systems; the direction and development of staff; the planning of future library services; and libraries' participation in regional, national, and international cooperative efforts.

The successful candidate must have a professional qualification in librarianship; a thorough familiarity with the operation of a modern academic research library; strong leadership and management skills at a senior administrative level and in a collegial environment; and a demonstrated ability to represent the Libraries persuasively within the University and externally. A firm grasp of the issues facing academic libraries and the trends that affect them is essential. The Director of Libraries is a member of the Deans' Council and is expected to be involved in the University's general academic leadership. The Director will hold an appointment as a Librarian IV. Salary will be commensurate with qualifications and experience.

The University of Saskatchewan Libraries are a member of the Association of Research Libraries and consist of the Main Library and seven Branch Libraries with a total full-time equivalent staff of 177 serving over 20,000 faculty, students and community users. Collections consist of 4.2 million items including 1.5 million printed volumes. Services include an integrated library information system (Geac) as well as a variety of additional networked electronic information services (InfoAccess).

The deadline date for the receipt of nominations and applications with complete resumes is **January 15, 1992**. Please address these to:

Patrick J. Browne  
Vice-President (Academic)  
Room E 216 Administration Building  
University of Saskatchewan  
SASKATOON, Saskatchewan, S7N 0W0

*In accordance with Canadian immigration requirements, this advertisement is directed to Canadian citizens and permanent residents.*

Director for Administrative Services, **Washington State University**, Pullman, WA 99164-5610. Application review begins: December 16, 1991. Washington State University is an equal opportunity, affirmation action educator and employer. Protected group members are encouraged to apply.

**HEAD, INFORMATION AND EDUCATION SERVICES DEPARTMENT**, Dana Biomedical Library, Dartmouth College. Applications are invited for the new position of Head, Information and Education Services Department for the Dana Biomedical Library and the Health Sciences Library branch opening in the fall of 1991 on the new site of the Dartmouth-Hitchcock Medical Center (DHMC). The Information & Education Services Department is responsible for reference services, instructional programs, database searching, and audiovisual and microcomputer activities in both libraries. The department is comprised of 5 information services specialists, 1 learning resources specialist, 3 support staff, as well as part-time student assistants. Responsibilities include overall management of the department and the information services team serving the

information needs of the educational, clinical, and research programs of the Dartmouth Medical School, the Department of Biological Sciences, the Dartmouth-Hitchcock Medical Center, and a wide range of research institutes. The Department Head reports to the Director and will participate in overall library management including service on Dartmouth College Library committees. Dana Biomedical Library, one of eight libraries at Dartmouth College, is the largest biomedical library in northern New England, with a collection of over 180,000 volumes and nearly 3,000 current serials covering the fields of the life sciences and medicine. Resources include extensive audiovisual and optical disk collections. Required qualifications include an ALA/MLS; 5 years of library experience (health sciences or sciences preferred) with combined participation in at least two of the following: reference, instructional programs, database searching, learning resources, microcomputer services. The successful candidate will have strong supervisory, interpersonal, and communication skills; the ability to work collegially in small group and team environments; and familiarity with the use and application of microcomputers in a networked environment.

Dartmouth College offers a flexible benefit package including 22 days vacation; TIAA/CREF; paid major medical, hospital and dental insurance; and assistance with moving expenses. Rank and salary commensurate with background and experience with a minimum of \$35,000. Review of resumes will begin November 15, 1991. Send resume to: Phyllis E. Jaynes, Chair, I & E Services Department, Head, Search Committee, 115 Baker Library, Dartmouth College, Hanover, New Hampshire 03755.

**HEAD LIBRARIAN**, Chemistry Library. Responsible for the management of a branch library, with a collection of over 55,000 volumes and 625 serial titles, and with 2 (full-time equivalent) classified staff and 2.1 (full-time equivalent) hourly staff. Responsibilities also include collection development; faculty liaison; library instruction; reference, reserve and circulation services; and database searching. Some night and weekend hours may be required. This position reports to the Assistant Director for Branch Services. The Chemistry Library is one of five science libraries which work together to provide services and develop collections in support of campus scientific and technical teaching and research programs. Required qualifications: MLS from an ALA-accredited graduate program; previous science library experience in a medium to large college or university library system, or special library; experience performing database searches; supervisory experience. Preferred qualifications: Science, or technical background; ability to work creatively and effectively with faculty, students, and staff; good written and verbal communication skills. Salary range is \$30,000 to \$33,000 annually or more, depending on qualifications. No state or local income tax. Competitive benefits package. Retirement plan options. To ensure consideration, applications should be received by November 30, 1991, but will be accepted until the position is filled. Send letter of application and resume, including the names, addresses, and phone numbers of three professional references and a statement of salary requirements to: Peggy Mueller, The University of Texas at Austin, The General Libraries, P.O. Box P, Austin, TX 78713-7330. An equal opportunity, affirmative action employer.

**INFORMATION TECHNOLOGIES REFERENCE LIBRARIAN**, Watson Library of Business and Economics. The Watson Library of Business and Economics seeks an experienced librarian familiar with the computers, networking, and communications technologies that support reference resources and services in a dynamic and innovative business library setting. In addition to providing general and in-depth reference service for business, economics, and general reference, this position is responsible for the implementation and development of microcomputer-based information technologies for reference and research in the Business Library. The librarian conducts training for other members of the Business Library staff, as well as orientations, bibliographic instruction, and end-user training sessions on a regular basis. The position reports to the Business Librarian and, as one of three reference librarians in the library, serves a very dynamic clientele. Currently, the Library's holdings include a collection of 400,000 volumes, and a wide range of business and economics information CD-ROM workstations and online services. Requirements are: accredited MLS; experience with business reference information sources and electronic business resources and services; familiarity with database searching; excellent interpersonal and analytical skills; understanding of the nature of scholarly research and the impact of technology; ability to communicate with staff and library users; strong background in business economics. Preferred qualifications are: working knowledge of a variety of microcomputers, microcomputer software, and applications; familiarity with electronic mail, text datafiles computer networking, and CD-ROM products. Salary ranges are: Librarian I: \$28,600-\$37,180; Librarian II \$30,600-\$41,310. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume and the names, addresses, and phone numbers of three references to: Kathleen M. Willshire, Director of Personnel; Box 35 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Cover letter should specify title of position applied for. Applications received by December 31, 1991, will be given priority consideration. An affirmative action, equal opportunity employer.

**LIBRARY DIRECTOR**, Eastern Oregon State College. Director to manage all library operations. Qualifications: ALA-accredited MLS degree; second M.A. or Ph.D. desirable; minimum of five years experience; must have experience in library automation. 12-month

position includes managing a full-time staff of nine. Application deadline is December 31, 1991. Salary range: \$34,000 to \$50,000, depending upon experience and qualifications. Applicants should send a letter of intent, a resume or vita, and the names, addresses, and phone numbers of three references to: Marvin Taylor, Chair, Library Director Search Committee, c/o Dean of Academic Affairs, Eastern Oregon State College, 1410 "L" Avenue, La Grande, OR 97850-2899, telephone (503) 962-3582. AA/EOE

**LIBRARY DIRECTOR**, John Carroll University seeks a director to administer its Grasselli Library, which supports undergraduate and master's programs in arts and sciences, education, and business. Automated on DRA system. Building addition in planning stages. Relevant advanced degree required, together with administrative experience including budget and personnel management. 12-month administrative position. Salary negotiable. Send letter of application, resume, names and addresses of 3 references to: Louis G. Pecek, Chair, Search Committee, John Carroll University, University Hts., Cleveland, OH 44118. Applications should be received by January 1, 1992. Position available July 1, 1992. AA/EOE

**RARE BOOK CATALOGER**, Library Company of Philadelphia. Responsible for original and derived RLIN cataloging of books on American technology published 1830 to 1860. MLS with training in MARC cataloging required; rare book cataloging experience or knowledge of descriptive bibliography desirable. The Library Company, located in Center City Philadelphia, was founded in 1731 and is now an independent research library with over 450,000 books relating to the history and background of American culture from the 17th to the 19th centuries. The position is granted funding for two years. Salary range: \$24,000 to \$28,000. Excellent benefits, including 3 weeks vacation, full medical and dental insurance. Applications will be received until November 20, 1991. To apply send a letter, resume, and the names of three references to: Librarian, Library Company of Philadelphia, 1314 Locust Street, Philadelphia, PA 19107. For further information call (215) 546-3181. AA/EOE.

**REFERENCE/INTERNATIONAL DOCUMENTS LIBRARIAN**. Provides reference service, assists with and performs database searches. Responsible for acquisition, maintenance and promotion of international organizations documents collection. Identify and acquire materials, supervise serials and monographs receipt record keeping, manage document stacks area, prepare research guides to collection and library instruction. Manage reserve reading processing operation. Share responsibilities for collection development in international relations and political science. Supervise library assistant and student assistant. Qualifications: Required: MLS/ALA-accredited program, with undergraduate degree in social sciences, preferably in international relations or political science. Experience in working with or knowledge of international documents (especially either the United Nations or the European Community). Preferred: BA or MA in political science or international relations. Prior experience in academic library, library instruction, serials operations and/or personnel supervision. Experience constructing databases using either dBase III Plus, Pro-Cite or comparable software. Salary and rank: Librarian I-\$30,300/Librarian II-\$33,500 minimum. To apply: Submit letter of application, resume, and three professional references to: Gloria J. Donaldson, Personnel Manager, Doherty Memorial Library, University of Southern California, Los Angeles, CA 90089-0182. Refer to Reference/International Documents Librarian, USC Library, Position #143 on cover letter. AA/EOE.

**REFERENCE LIBRARIAN**. The University of New Hampshire seeks a full-time Reference Librarian for Dimond Library, the main library on campus. Responsibilities include providing general reference service, bibliographic instruction, computerized literature searching both online and with CD's, and collection development as a subject liaison to one or more academic departments. Provide regular evening and some weekend reference desk service on rotation basis. Required qualifications include MLS degree from an ALA-accredited program. Strong written and oral communication skills; strong commitment to public services; ability to relate well to patrons, both University and general public. Experience in reference and bibliographic instructions, advanced degree or experience in business or one of the social services, and familiarity with government documents and document sources and indexes preferred. This is a twelve-month, tenure-track position with appoint-

# *Curator of Carl H. Pforzheimer Collection*

The Research Libraries of The New York Public Library seeks a Curator for our Carl H. Pforzheimer Shelley and His Circle Collection.

Responsibilities include day-to-day operations including collection development, cataloging, public service and exhibition functions. Serves as a member of the Rare Books and Manuscripts curatorial staff and as a liaison to the Shelley and His Circle Editorial Project.

Position requires a Graduate degree with a concentration in 19th century British literature, reading knowledge of at least one modern western European language and rare book cataloging knowledge in an automated environment. Previous experience managing special collections and MLS preferred. Familiarity with the antiquarian book trade, demonstrated record of scholarly publication and previous work with donors & funding sources highly desirable.

We offer salary of \$38,160 (minimum) plus excellent benefits. Please forward your resume with salary requirements to:

**Doreen Casey**  
**Personnel Representative**

Candidates selected for consideration will be contacted for an interview  
An Equal Opportunity Employer M/F



## **The New York Public Library**

**8 West 40th Street, 2nd Floor  
New York, New York 10018**

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## THREE POSITIONS

### The University of Virginia

The University of Virginia Library is seeking applications for three positions. The Library is the 26th largest library in the Association of Research Libraries. The library system comprises the main library and ten branches, with independent libraries for law, medicine, and graduate business. The libraries serve 1,600 teaching faculty, 6,000 graduate and professional students, and 11,000 undergraduates.

Building upon a firm foundation of traditional collections and resources, the Library is rapidly enhancing its electronic and other nontraditional services. The Library's main computer system, VIRGO, provides NOTIS online catalog with circulation, acquisitions, and serials check-in. Also available on VIRGO are nine Wilson Indexes and *Current Contents*, and plans are underway to add additional indexes. Work is in progress to put full texts online, including *Oxford English Dictionary* and *English Poetry 600-1900*. These efforts include establishment of a staffed Electronic Text Center in the main library with state-of-the-art hardware and software. Separate projects are underway to develop computer-assisted instruction capabilities and to enhance the usefulness for teaching and research of an already comprehensive cinema collection on videotapes and videodiscs.

**Information Management Education Coordinator.** Responsibilities: The IME Coordinator reports to the Director of Reference Services. For system-wide responsibilities has an informal reporting relationship to the Associate University Librarian for Public Services. Assumes a leadership role in planning and coordinating information management education programs in 11 libraries of the University Library system. Develops and implements IME workshops using innovative instruction methods and state-of-the-art technology. Trains staff to conduct IME. Required qualifications: ALA-accredited MLS or master's degree in a related field. Demonstrated success with electronic information technology. Computer, interpersonal, communication, and presentation skills. Ability to implement and utilize innovative technology to conduct effective IME in a dynamic environment. Demonstrated organizational and leadership skills.

**Media Librarian.** Responsibilities: The Media Librarian reports to the Director of the Cisma Library. Responsible for the media collection, equipment, and facilities, including selection, processing, and maintenance/repair. Coordinates planning for an expanded Media Center, incorporating the latest video technology. Develops innovative programs using videodisc and hypercard and other electronic technol-

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ment at the rank of Assistant Professor. The successful candidate will be expected to meet University reappointment, promotion and tenure requirements. Minimum salary is \$22,000. Please submit letter of application, resume and telephone number of three references (hiring is contingent upon eligibility to work in the U.S.) by November 15, 1991, to: Diane R. Tebbetts, Associate University Librarian, **University of New Hampshire** Library, Main Street, Durham, NH 03824. Women and minorities are encouraged to apply. UNH is an AA/EEO employer.

**REFERENCE LIBRARIAN.** Veterinary Medical/Pharmacy Library. Available January 1, 1992. Under the direction of Head, Veterinary Medical/Pharmacy Library, is responsible for coordination of library user education and database searching. Additional responsibilities include reference, collection development, and liaison to the College of Pharmacy and the Pharmacology/Toxicology Program. Participation on library committees and other duties as assigned. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. Required: ALA-accredited MLS; effective interpersonal relations and communications skills. Preferred: Experience in an academic or special science/engineer-

ing/medical library; subject background in the sciences; training and/or experience with MEDLARS; user education experience; familiarity and experience in the IBM microcomputer environment. Salary: From \$22,000, commensurate with experience and qualifications. Rank: Librarian 2 or above, commensurate with qualifications and experience. Benefits: TIAA/CREF, broad insurance programs, 22 days vacation, 12 days/year sick leave. Application procedures: Send letter of application, resume, and the names of three references to: Donna L. McCool, Associate Director for Administrative Services, Libraries, **Washington State University**, Pullman, WA 99164-5610. Application review to begin: December 6, 1991. Washington State University is an equal opportunity, affirmative action educator and employer employer. Protected group members are encouraged to apply.

**REFERENCE/TECHNICAL PROCESSING LIBRARIAN.** Provide reference service and online database searching. Responsible for technical processing operations. Manage non-automated serials operation: check-in, claiming, binding, shelving, etc. Oversee new material processing and reference collection maintenance. Supervise two library assistants. Responsible for collection development in urban planning. Qualifications: Required: MLS/ALA-accredited program with undergraduate degree in social sciences, preferably in urban planning or political sciences. Experience in online database searching. Preferred: BA or MA in urban planning or political sciences. Prior experience in academic library. Experience con-

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ogy. Designs outreach programs and video technology workshops. Supervises a television systems engineer and students. Required qualifications: ALA-accredited MLS or master's degree in a related field. Experience with audiovisual materials and equipment, traditional library information service, and electronic information service. Demonstrated knowledge of audiovisual materials as teaching and research tools. Computer, interpersonal, communication, and presentation skills. Ability to implement and utilize innovative technology. Ability to conduct effective IME.

Electronic Information Services Librarian. Responsibilities: The Electronic Information Services Librarian reports to the Director of Reference Services. Organizes and manages electronic information services in the Reference Department by evaluating, implementing, and publicizing new systems. Trains and oversees the work of staff in these areas. Provides technical support by troubleshooting hardware and software problems. Responsible for departmental information management education activities related to electronic services. Participates in the delivery of reference service and information management education. Coordinates reference collection development activities in assigned areas. Required qualifications: ALA-accredited MLS or master's degree in a related field. Demonstrated knowledge of electronic and traditional library information service and methods of scholarly research. Experience with microcomputer applications in libraries including technical skills related to hardware and software. Demonstrated effective organizational, interpersonal, communication, and presentation skills.

Salary and benefits: \$24,000 or higher depending on qualifications. General faculty status, 22 days vacation, generous sick leave, Blue Cross/Blue Shield, state and TIAA/CREF retirement plans, research leave.

Applications received by **January 15, 1992**, will receive first consideration. Send letter of application, resume, and the names of three references to:

Gail Oltmanns  
Director of Personnel and Planning  
Alderman Library  
University of Virginia  
Charlottesville, VA 22903-2498

*The University of Virginia is an AA/EEO employer. Minority candidates are encouraged to apply.*

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structuring databases using either dBase III Plus, ProCite or other comparable software. Rank and Salary: Librarian I-\$30,300/Librarian II-\$33,500 minimum. To Apply: Submit letter of application, resume, and three professional references to: Gloria J. Donaldson, Personnel Manager, Doherty Memorial Library, **University of Southern California**, Los Angeles, CA 90089-0182. Refer to Reference/Technical Processing Librarian, USC Library, Position #144 on cover letter. AA/EEO.

**SPECIAL COLLECTIONS DIRECTOR** in The Ward M. Canaday Center for Rare Books and Special Collections. The University of Toledo is a rapidly growing state university with almost 25,000 students in 8 colleges offering graduate degrees including the doctorate. The library implemented the NOTIS system. Toledo is a dynamic city which provides a wide variety of cultural, educational, and recreational resources. Duties: general administration, collection development, manuscripts processing, reference, preservation, and public relations. Qualifications: MLS from an ALA-accredited school and/or 3 to 5 years experience in an academic special collections department. Graduate degree (preferably Ph.D.) in Humanities and working knowledge of American/English literature is required. Proven administrative abilities, strong oral and written communication skills, and public relations talents very important. Faculty status: tenure-track position; 12-month contract; salary up to \$40,000 depending on qualifications. Position available January 1992. Consideration begins November 15, 1991. Send resume,

names, addresses, and phone numbers of three references to: Leslie W. Sheridan, Chair, Search Committee, Carlson Library, the **University of Toledo**, Toledo, OH 43606. The University of Toledo is an equal opportunity, affirmative action employer.

**TECHNICAL SERVICES LIBRARIAN.** To 1) perform original and copy cataloging of monographs, technical reports, serials, maps, AV materials, and archives/manuscripts in marine and maritime sciences with OCLC (PASSPORT, PRISM), DYNIX, and later NOTIS; 2) manage in-library databases: DYNIX, INMAGIC, dBase III+, and dBase IV applications, including programming, resolving system and software problems and some system analysis; 3) compile a bibliography with more than 5,000 citations of marine and maritime science materials, including abstracting; 4) conduct online search through GBNET and DIALOG; 5) conduct collection development including acquisition, interlibrary loan, evaluating incoming materials, and budget management; 6) design new databases when needed using INMAGIC or dBase system; 7) supervise staff. Salary: \$21,000 per year, 40 hours per week. Requires Master of Library and Information Science or completion of all degree requirements, and one year related experience in library/archives management and supervision. Apply at: Texas Employment Commission, Galveston, Texas, or send resume to the **Texas Employment Commission**, TEC Building, Austin, Texas 78778, J.O. #6521422. Ad paid for by an equal opportunity employer.

*November 1991/699*

**ACCESS SERVICES LIBRARIAN.** Full-time, tenure-track position at the Instructor/Assistant Professor rank available beginning January, 1992. Position responsibilities: Play key role in the provision of bibliographic and physical access to information. Overall supervision of circulation, ILL and automated systems. Major responsibility in implementing and coordinating new online library system. Supervise Support staff, graduate assistant and student employees. Participate in rotating weekend and evening schedule of general reference service. Bailey Library serves a predominantly undergraduate student body of 7,500. The library houses 750,000 volumes, and over a million microforms, has 1,600 current periodical subscriptions and includes an Instructional Materials Center. ALA-accredited MLS, automated library system experience, strong interpersonal and communication skills required. Three to five years professional experience in academic or research library, knowledge/experience with mechanics of MARC database, involvement with management of complex projects, successful supervisory experience, circulation and or ILL experience desirable. Minorities and women are especially encouraged to apply. Salary Range: Instructor: \$23,600-\$33,208; Assistant Professor: \$28,686-\$40,364 for 9-month appointment. Additional summer employment usually available. Under collective bargaining, libraries have full faculty status with corresponding privileges and responsibilities. Excellent benefit package. Send letter of application, current resume, transcripts (unofficial acceptable for screening), and 3 recent letters of recommendation to: Del Oehms, Chair, Access Services Search Committee, Bailey Library, **Slippery Rock University**, Slippery Rock, PA 16057. To ensure consideration, application materials should be received by December 4, 1991. Slippery Rock University is an affirmative action, equal opportunity employer.

**COLLECTION DEVELOPMENT/ACQUISITIONS LIBRARIAN.** Full-time, tenure-track position at the Instructor/Assistant Professor rank available beginning January, 1992. Position responsibilities: Coordinate collection development initiatives, including needs assessment and liaison with the academic community. Responsible for planning, directing, and evaluating, acquisitions programs of the Library. Interact with vendors, maintain internal accounting records, and coordinate the acquisition of library materials with university purchasing office. Migration of acquisitions from manual procedures to automated system projected in near future. Supervise support staff and student employees in acquisitions and shipping/receiving departments. Participate in rotating weekend and evening schedule of general reference services. Bailey Library serves a predominantly undergraduate student body of 7,500. The Library houses 750,000 volumes, and over a million microforms. ALA-accredited MLS, significant collection development/acquisitions experience, demonstrated supervisory and interpersonal skills required. Knowledge of current and antiquarian book trade, experience with fund accounting and automated acquisitions systems desirable. Minorities and women are especially encouraged to apply. Salary Range: Instructor: \$23,600-\$33,208; Assistant Professor: \$28,686-\$40,364 for 9-month appointment. Additional summer employment usually available. Under collective bargaining, librarians have full faculty status with corresponding privileges and responsibilities. Excellent benefit package. Send letter of application, current resume, transcripts (unofficial acceptable for screening), and 3 recent letters of recommendation to: Jane Scott Cleary, Chair, Collection Development/Acquisitions Search Committee, Bailey Library, **Slippery Rock University**, Slippery Rock, PA 16057. To ensure consideration, application materials should be received by December 4, 1991. Slippery Rock University is an affirmative action, equal opportunity employer.

**LIBRARIAN.** Radford University invites applications and nominations for the position of University Librarian. The University Librarian is responsible for the overall management and development of library services, collections, budget, and staff. The Librarian provides leadership in assessing and addressing the needs for library services in the academic community. Qualifications: A master's in library science from an ALA-accredited program is required. An earned doctorate (or equivalent professional achievement) is preferred. Other required qualifications: evidence of effective administrative experience in an academic library; broad understanding of the operations and concepts in public and technical services and in library automation; awareness of emerging trends in academic libraries; excellent written and verbal communication skills; good interpersonal skills; and evidence of contributions to the profession at the state and national level. Radford University is a comprehensive coeducational state institution with 9,000 students. The University offers bachelor's, master's, and educational specialist's degrees. The campus is situated near the Blue Ridge Mountains forty-five miles southwest of Roanoke, Virginia. The library has approximately 320,000 volumes and has implemented an LS/2000 integrated online library system. The library is currently in the process of networking CD-ROM Indexes. Planning has been completed for a building expansion. The position is a non-tenured administrative/faculty position and is available immediately. Rank will be commensurate with candidate's qualifications and experience. The salary is competitive. Candidates must send letter of application, resume, undergraduate and graduate transcripts, and three current letters of reference to: Mary W. Atwell, Chair, Library Search Committee, P.O. Box 6940, **Radford University**, Radford, Virginia 24142. Review of applications will begin December 16, 1991, and continue until position is filled. Radford University is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

**TWO POSITIONS.** Library: Immediate openings for two Catalog Librarians for fast-paced, continually evolving academic law library. Management of catalog department; use of OCLC and Innovative Interfaces' online catalog, original cataloging; training staff. MLS from ALA-approved library school required. Experience as cataloger in law library and with OCLC preferred. Salary commensurate with experience, minimum \$24,370. Submit resume and letter of interest to: **D.C. School of Law**, 719-13th Street, NW, Washington, DC 20005, Attn: B. W. Green. AA/EOE.

**ACQUISITIONS LIBRARIAN.** Carnegie Mellon University Libraries seeks an innovative, energetic librarian to lead and manage the Acquisitions unit. This full-time, professional position reports to the Head, Collections and Access, and is responsible for the expenditure of a \$1.6 million materials budget. This position supervises 7.5 support staff and 3.5 FTE student assistants in the following activities: Pre-order and pre-catalog OCLC searching, acquiring of LC and OCLC member copy; ordering and receiving of materials (monographs, serials, software, videotapes, etc.) using ACQ350 and SC350, a microcomputer-based acquisitions and serials control system, receipt and processing of gifts; the receipt and distribution of all library mail. The Acquisitions Librarian is also responsible for monitoring and reporting the status of library material funds and the activities in accounts payable, including changes in the University accounting system affecting Acquisitions operations; monitoring the effectiveness of library vendors and approval plans, and serving as the contact person for vendors of library materials. Required qualifications: ALA-accredited MLS. At least two years of related professional experience, either in serials or monographs acquisitions, or cataloging in an academic or special library. Supervisory experience, experience with OCLC, knowledge of MARC records, of automated library procedures, including work with either DOS or Macintosh computers, and of the book trade. Demonstrable excellent



interpersonal and communication skills, and the ability to work well in a changing environment. Preferred: Reading knowledge of at least one modern European Language; evidence of activity in library professional organizations. Salary: \$25,000 minimum, higher depending on experience. Preference will be given to those who apply before November 30, 1991. To apply send a letter of application, resume, and the names, addresses, and telephone numbers of three current references to: Head, Administrative Services, Acquisitions Librarian Search, **Carnegie Mellon University** Libraries, 4825 Frew Street, Pittsburgh, PA 15213-3890. CMU is an AA/EEO employer. Employment eligibility verification is required upon hire.

**BIBLIOGRAPHIC DATABASE LIBRARIAN.** Works under the direction of the Head of Cataloging, administers all database maintenance and authority control operations for the online catalog. These operations include creation of NOTIS online authority records and the maintenance of bibliographic files, development of authority control polices and procedures, authority control staff training, recataloging/reclassification functions, and problem solving for circulation records. This position supervises one Library Technical Asst. IV (Database Maintenance Assistant), one Library Technical Asst. II (Recataloging Asst.), and one student assistant. Qualifications: ALA-accredited MLS, two years cataloging and authority control experience, knowledge of AACR2 and AACR1, OCLC, USMARC, LCSH, and LC classification. Must have demonstrated good judgement, communication, technical writing, and interpersonal skills. Preferred: supervisory experience with an online integrated catalog environment, especially NOTIS. Salary \$24,000 minimum. Library faculty rank and tenure status dependent upon qualifications. Send a letter of application with resume and the names, addresses, and telephone numbers of three references to: Beth Helsel, Chair, Bibliographic Database Librarian Search Committee, R.M. Cooper Library, **Clemson University**, Clemson, SC 29634-3001. Applications received by January 1, 1992, will be given first consideration. Clemson is an EEO/AA employer.

**HEAD, MEDIA SERVICES DEPARTMENT,** General Libraries, Emory University. Available: Winter 1992. Responsibilities: Responsible to the Director of Instructional Support Services for overall management and operation of media services for Arts and Sciences and the Business School. Administer the scheduling and effective delivery of classroom presentation support in all buildings used by those schools, including a permanently-staffed classroom building. Coordinate special presentation and some production services, including fee-based services. Manage an expanding pool of mobile and installed equipment and assess equipment needs. Develop and manage a fast-growing media collection and media rentals from off-campus sources. Supervise a staff of 4.5 FTE, and 20-30 (5 FTE) student assistants. Participate in facilities planning (including major building renovation and construction), in overall management of the Division, and in library-wide committees and activities. Qualifications: Graduate degree in media/instructional technology, or MLS from ALA-accredited school; minimum of three years experience in media services, including management and supervisory experience, preferably in an academic setting; demonstrated ability to work effectively with all segments of the academic community and off-campus users; strong communication, analytical, and planning skills. Instructional Support Services (ISS) and the General Libraries: Instruction Support Services (ISS), a division of the General Libraries, consists of 16.5 FTE staff in three departments: Media Services; Production and Special Services; and the Learning Resource Center. ISS provides a variety of library and media services to graduate and undergraduate Arts and Sciences and the Business School. The collections of the General Libraries total 1.2 million volumes (2 million volumes for all Emory Libraries); the staff numbers approximately 150. Other library and media resources are available for law, health sciences, theology, and Oxford College. Beginning Salary: Salary is dependent upon qualifications and

experience. Range for Librarian I: \$22,000 to \$26,000; range for Librarian II: \$26,000 to \$35,000. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Chair, Search Committee for Head of Media Services, Robert W. Woodruff Library, **Emory University**, Atlanta, GA 30322. Application deadline in January 15, 1992. Emory University is an equal opportunity, affirmative action employer.

**PHYSICAL SCIENCES/MATHEMATICS LIBRARIAN.** The University of Notre Dame is seeking an individual with a unique combination of abilities: a strong background in the physical sciences; familiarity with computers and online searching; and enthusiasm for creating patron focused Branch Library programs for our Science faculty and students. This individual will supervise two paraprofessionals who oversee the daily activities of the Mathematics and Chemistry/Physics Libraries, but will focus most time on program design, patron communications, online searching, collection development, reference, and library instruction. As a Department Head, this individual will participate in Divisional and Library-wide planning. Qualifications: Graduate degree in Library Science from an ALA-accredited Program and a degree in one of the physical sciences; substantial equivalent job experience may be substituted for some of the formal education; knowledge of the terminology and literature of the physical sciences and familiarity with online searching; commitment to developing patron focused libraries which respond to the needs of these specific Departments; and strong interpersonal and communications skills. Highly desirable are a degree in Chemistry and some supervisory experience. Minimum salary \$29,000. Excellent benefit package. Send letters of application and the names of three references to: Peggy Weissert, Human Resources Representative, **University of Notre Dame Libraries**, Notre Dame, IN 46556. The University of Notre Dame is an equal opportunity employer. We are interested in creating a diverse community and welcome all qualified applicants. Applications accepted until the position is filled. First review of applications will be November 20, 1991.

**HEAD OF ACCESS SERVICES.** Creighton University, an independent Catholic university operated by Jesuits in Omaha, NE, is seeking a Head of Access Services for its undergraduate library. The Reinert/ Alumni Library serves the undergraduate colleges of Arts and Sciences, Business Administration, and the Graduate School in these areas. Student enrollment 6,000 (3,700 undergraduates). Candidate should have computer background to supervise the implementation of the PALS/Unisys Circulation Module. Responsible for managing and coordinating circulation activities including: automated circulation system, stack maintenance, media, functioning of photocopy machines, curriculum laboratory, reserves. Reports directly to Library Director. As Department Head, individual supervises 3 full-time paraprofessionals, 35 part-time student workers. The successful candidate will have strong supervisor/management skills, good written and oral communication skills, ability to establish rapport with faculty and students while carrying out library policy, and a public service orientation. Requirements include: MLS from an ALA-accredited institution, computer experience, ability to interact successfully with diverse groups of people. Experience preferred. Omaha, with more than 1/2 million residents, offers a high quality of life. Non-tenured appointment includes 22 days vacation, attractive benefits package. Salary negotiable from \$24,000. Position open until filled. Send letter of application, resume, names of three references to: Raymond B. Means, Director, Reinert/Alumni Library, **Creighton University**, California at 24th St., Omaha, NE 68178. Creighton University is an equal opportunity employer.

**INTERLIBRARY LOAN COORDINATOR,** Clemson University Libraries. This is a 12-month faculty position with responsibilities for coordinating and supervising the interlibrary loan section including five staff and four student assistants.

Formulates policy, implements new technologies, and prepares reports. Provides general reference service and participates in freshman library orientation. Participates in collection development process through analysis of interlibrary loan requests. Requirements: ALA-accredited MLS, minimum of two years of relevant experience in an academic library, demonstrated ability to supervise and direct work of staff, knowledge of current developments in interlibrary loan, strong commitment to public service, effective oral, written, and interpersonal skills, desire to be an active member of a creative team of 12 reference professionals, and knowledge of automated systems (particularly NOTIS and OCLC). Salary Range: \$25,000-\$35,000, depending upon qualifications and rank. Attractive benefits package: TIAA/CREF, state and other retirement plans, medical and dental insurance options. Clemson University is South Carolina's technologically oriented, land grant institution, located in the foothills of the Blue Ridge Mountains, 30 miles from Greenville, SC, and within two hours' drive of Charlotte and Atlanta. Clemson University Libraries, an important research facility in the Southeast, offers the NOTIS online catalog and a system of locally mounted databases using BRS Search software. Applications received by December 15 will receive first consideration. Submit letter of application, resume, and the names, telephone numbers, and addresses of three references to: Lisa Ridenour, Chair, Interlibrary Loan Coordinator Search Committee, R. M. Cooper Library, **Clemson University**, Clemson, SC 29634-3001. Clemson University is an affirmative action, equal opportunity employer. Minorities and women are particularly encouraged to apply.

**LIBRARIAN.** Head Librarian to plan, implement, and administer a library program in a 2-year community college setting. Salary mid to upper \$30s; excellent benefits package. Minimum requirements: Master's degree in Library Science from an ALA-accredited program; five years experience in an academic library, preferably at the community college level; two years supervisory experience; familiarity with current developments in libraries and learning-resource centers, automated systems; and effective communication and management skills. Send resume with cover letter to: Personnel Services, **Ulster County Community College**, Stone Ridge, NY 12484 by November 30, 1991. Members of underrepresented groups are encouraged to apply.

**LIBRARY.** (Search Extended). Media Reference Librarian/Instructional Designer. Rank: Assistant Librarian. Responsibilities: Provide reference for nonprint collection. Activities include answering reference questions, searching print and computer resources, preparing media subject guides, demonstrating equipment or software. Assist faculty in selection of materials. Coordinate training programs for faculty on the preparation and use of various media in course design. Development and management of nonprint collections. Requirements: ALA-accredited MLS with additional experience or education in the field of educational technology or related field. Knowledge of film and familiarity with computers, audiovisual equipment, and instructional software. Qualities sought in applicant include excellent interpersonal, written, and oral communication skills; flexibility, initiative, and demonstrated problem-solving skills. Salary: \$24,000 minimum, based on experience and other qualifications. Review of applications will begin December 15, 1991, and continue until position is filled. Send resume and names, addresses, and telephone numbers of three references to: Patricia A. Wand, University Librarian, **The American University** Library, 4400 Massachusetts Ave., N.W., Washington, DC, 20016-8046. The American University is an EEO/AA university; minority and women candidates are encouraged to apply.

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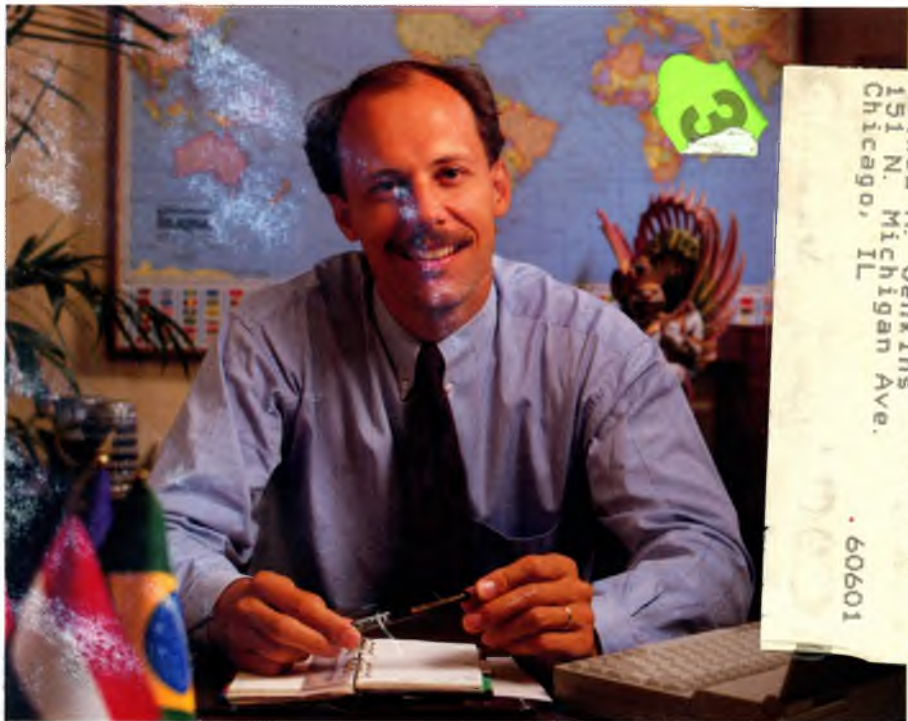
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