

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). Should this date fall on a weekend or holiday, ads will be accepted on the next business day. Late job listings will be accepted on a space-available basis after the second of the month.

Rates: Classified advertisements are \$7.10 per line for institutions that are ACRL members, \$9.00 for others. Late job notices are \$17.25 per line for institutions that are ACRL members, \$20.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$320 to \$610 based upon size. Please call for sizes and rates.

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

Internet: C&RL News classified ads are now accessible on the Internet through the gopher server at the University of Illinois at Chicago. Ads will be placed on the gopher approximately 2-3 weeks before the printed edition of C&RL News is published. To reach C&RL NewsNet locate the University of Illinois at Chicago in the menu of all servers maintained on gopher at the University of Minnesota. Alternatively, connect your favorite gopher client directly to host "gopher.uic.edu 70". Select "The Library" from the menu and then select "C&RL NewsNet" from the next menu.

Contact: Jack Helbig, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: U21808@UICVM.uic.edu.

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

POSITIONS OPEN

ASSISTANT LIBRARIAN. LSU Libraries. Anticipated Assistant Librarian (rank). Reports to Assistant Dean for Automation and Systems and is responsible for assisting with the management of the LSU Libraries systems operation, which includes the NOTIS system and other automated library services. Required: MLS degree accredited by ALA, with appropriate and progressive experience with library automation; experience with word processing, IBM compatible microcomputers using DOS and Windows operating systems. Potential to meet requirements for promotion and tenure. Desired: Experience with OCLC, NOTIS or another integrated automation system, TCP/IP, Internet, electronic mail; SAS programming. Salary: Commensurate with qualifications and experience. \$25,500 minimum. To apply send letter of application and resume, with names, addresses, and phone numbers of three references, to: Systems Librarian Search Committee, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803-3300. Attn: Caroline Wire. Review of applications will begin March 1 and will continue until position is filled.

LIBRARIAN III/IV WAYNE STATE UNIVERSITY

Reporting to the Assistant Dean/Director of Technical Services, this position will be filled at either the Librarian III or IV rank.

DUTIES: Monographic and serials cataloging, maintaining technical services operations, and team development. Serves as resource for the cataloging of rare, special, and archival materials.

QUALIFICATIONS: Master's degree from an ALA-accredited library school, substantial experience with cataloging in an academic research library, and knowledge of one or more foreign languages required. Knowledge of team building and TQM applications strongly preferred.

MINIMUM SALARY: \$34,000. Salary based on experience and qualifications. For a full list of duties and qualifications call (313) 577-4023.

To apply, send resume and names and addresses of three professional references to:

**Judith March-Adams
Assistant Dean for Administration
134 Purdy Library
Wayne State University
Detroit, MI 48202**

Position will remain open until a suitable candidate is found. All buildings, structures, and vehicles at WSU are smoke-free.

Wayne State University is an equal opportunity, affirmative action employer. Wayne State University—people working together to provide quality service.

AUTOMATED SYSTEMS LIBRARIAN Bakersfield College, one of California's first community colleges, is seeking to fill a full-time, tenure-track, 195-day position. Application procedures: Contact Personnel Office, Bakersfield College, 1801 Panorama Dr., Bakersfield, CA 93305. (805) 395-4252, for minimum qualifications, a job description and application packet. Return with resume, letter of interest, three current letters of recommendation and ALL collegiate transcripts. Filing deadline is March 15, 1995 AA/EOE.

CATALOGER. Wheaton College (Illinois) is seeking applicants for the faculty position of Cataloger at Buswell Memorial Library, the main campus library. Reporting to the Head of Technical Services, the person is responsible for cataloging resources for an online catalog and supervising cataloging and processing staff. A qualified candidate will have a master's degree in library and/or information sciences from an ALA-accredited institution, working knowledge of AACR2, OCLC, DDC, LCSH and computer applications. One year of professional experience, a second master's degree in an academic discipline, experience with government documents, education, and curriculum are preferred. Wheaton College is an evangelical Christian liberal arts college whose faculty and staff affirm a Statement of Faith and adhere to lifestyle expectations. The college complies with federal and state guidelines for nondiscrimination in employment. Women and minority applicants are encouraged to apply. Submit letter of application and resume to: Director of Human Resources, Wheaton College, Wheaton, IL 60187.

SOCIAL SCIENCES REFERENCE-BIBLIOGRAPHER



DARTMOUTH COLLEGE LIBRARY HANOVER, New Hampshire

The Dartmouth College Library seeks a dynamic Social Sciences Reference-Bibliographer for the Baker Humanities & Social Sciences Library.

RESPONSIBILITIES: Reporting to the Humanities & Social Sciences Librarian, works as a member of an information services team providing general and specialized reference services in an innovative and technically sophisticated environment utilizing the Dartmouth Online Catalog, the campuswide information system (DCIS), RLIN, and OCLC. Services provided include humanities and social sciences reference, including government documents, bibliographic instruction, and user education; online searching using Dialog, Lexis/Nexis, CD-ROM systems, Mosaic, and various Internet resources; consultation with faculty to determine instructional and research interests; collection management and development in the areas of anthropology, sociology, Native American studies, and African and African-American studies.

QUALIFICATIONS: ALA-accredited MLS; educational background in the social sciences, especially anthropology and sociology; a minimum of two years post-MLS experience in an academic or special library; and one or more foreign languages. The successful candidate will have strong interpersonal skills; ability to work collegially in small group and team environments; strong commitment to public service and collection management and development; strong reference and online searching skills; familiarity with use and application of microcomputers in a networked environment, and knowledge of the literature in the subject fields listed above.

RANK AND SALARY: Rank and salary commensurate, with experience and qualifications with a minimum salary of \$26,000 for Librarian I or \$28,000 for Librarian II. Full benefits package including 22 vacation days; comprehensive health care; TIAA/CREF; and relocation assistance.

APPLICATION: Applications received by **February 28, 1995**, will be given first consideration; applications will be considered until the position is filled. Please send resume to:

**Phyllis E. Jaynes
Director of User Services
Dartmouth College
115 Baker Library
Hanover, NH 03755**

Dartmouth College is an AA, EEO, M/F employer.

CHAIR OF SCIENCE LIBRARIES (search re-opened). Kansas State University Libraries is seeking applicants for the position of Chair of Science Libraries. This is a 12-month tenure-track position. Reporting to the Associate Dean, the Chair of Science Libraries is responsible for operations and personnel at Farrell Science Library, Math/Physics Library, and Chemistry/Biochemistry Library and collaborates with the Veterinary Medical Library. The Chair of Science Libraries provides direction and leadership for personnel in all science libraries. This position is responsible for defining and implementing programs and services in the science libraries which reflect a vision for libraries in the 21st century. During renovation and expansion of the main library, the successful candidate will provide leadership in developing programs and services for the interim and the future. The Chair will work with faculty in the academic departments and serve as an advocate for those faculty and the science libraries staff. The KSU Libraries is an open system organization that subscribes to the team concept. The successful candidate will be a member of the Cabinet/Operations Team, which serves as the administrative team developing policy and procedure for KSU Libraries. The interviewees for this position will be

asked to make a presentation to library staff and academic faculty on trends in access to scientific information. Preferred qualifications: MLS from an ALA-accredited library school; five years of library experience; excellent oral and written communication skills; excellent interpersonal skills; management and supervisory experience in increasingly responsible positions. Required qualifications: Educational background or working experience in the scientific disciplines; academic library experience with strong background in reference; familiarity with automated information resources and access systems; experience with grant acquisition. Salary: In \$40s, dependent on experience and qualifications. Review of applications will begin February 3, 1995. Vacation of 22 working days and excellent benefits. A \$28 million expansion/renovation of the libraries is underway. Manhattan is a community of 40,000 situated in the scenic Flint Hills of northeast Kansas. Send letter of application, resume, names, and addresses, and phone numbers of three references to: M. Jean McDonald, Administrative Services, Kansas State University Libraries, Manhattan, KS 66506. KSU is an equal opportunity, affirmative action employer.



Information Technology Librarian

CONNECTICUT COLLEGE, a highly selective, coeducational, residential liberal arts college, invites applications for the position of Information Technology Librarian. The Library participates through a consortium with Trinity College and Wesleyan University in a NOTIS-based fully integrated library management system. The College has a campus-wide fiber optic network, allowing access to major bibliographic indexes through OPAC and the in-house CD-ROM network.

Responsibilities include planning and promoting the use of information technology by faculty and students, conducting group instruction sessions, working with faculty to develop ways to enhance teaching and learning through the use of local and global electronic resources appropriate to a rigorous liberal arts curriculum, and reference service.

A strong technical orientation required with outstanding oral and written communication skills, resourcefulness, flexibility, and ability to work with faculty and students, along with the ability to effectively collaborate with Library staff, AV services, Computing, and the Language Lab. Master's degree in Library Science from accredited school necessary, experience in academic library public services preferred.

Please send resume and cover letter with names of three references to Connecticut College, Box 5251-CR, 270 Mohegan Avenue, New London, CT 06320. Review of resumes will begin February 16.

Connecticut College

Connecticut College is actively seeking to diversify its staff and faculty. An Affirmative Action/Equal Opportunity Employer.

COORDINATOR OF THE REFERENCE GROUP (search reopened). John Carroll University's Grasselli Library is seeking an experienced and dynamic reference librarian to serve as Coordinator of the Reference Group. This person will coordinate all standard reference functions, including planning for the future structure of reference services, staffing of the reference center, library instruction, and development of reference collections in all formats. Supervision of four full-time librarians with faculty status, two part-time librarians, and student assistants is part of the position. This is a tenure-track appointment. Salary is mid to high \$30s for academic year (two semesters), with additional compensation for summer work. Standard benefits. Required: An ALA-accredited MLS, knowledge of reference material in all formats, and effective oral and written communication skills. Desired: Five years reference experience in a comparable institution. Preference will be given to a candidate with a second master's degree or an earned doctorate. John Carroll University, a Catholic and Jesuit university, is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply. Send application letter and resume, and have three reference letters sent to: Gorman L. Duffett, John Carroll University, Grasselli Library, 20700 North Park Blvd., University Heights, OH 41118. Preference will be given to applications received by March 1, 1995.

GOVERNMENT DOCUMENTS LIBRARIAN. Central Missouri State University, a comprehensive university 50 miles southeast of Kansas City with an enrollment of 12,000, invites applicants for the following faculty position: Government Documents Librarian. Responsibilities: Administer Federal and State depository documents collection of 600,000 (53% Federal/ 100% State) volumes; supervise processing

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 *CJPA Administrative Compensation Survey*) when evaluating professional vacancies. For more information, contact the ALA Office for Library Personnel Resources.

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$30,128
New York	varies*
North Carolina	\$24,367+
Ohio	\$25,198+
Pennsylvania	\$23,700*
Rhode Island	\$28,000
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$23,846
West Virginia	\$22,000
Wisconsin	\$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.
#Option for local formula.

HEAD OF THE SLAVIC DIVISION

Harvard College Library seeks a creative and energetic librarian to lead its renowned Slavic Division. We seek an individual well grounded in Slavic Librarianship to play a leadership role in developing new patterns of service delivery and in making effective use of information technology to meet Division goals.

Harvard's Slavic collection is one of the largest and richest in the West. The Slavic Division, located in the Widener Library, is responsible for maintaining and building this collection which supports the research needs of the Faculty of Arts and Sciences and scholars affiliated with the Russian Research Center and the Ukrainian Research Institute.

The Head of the Slavic Division is responsible for managing the Division, including collection development and management, technical services, reference services, personnel, budget, and fundraising. Responsibilities include developing policies and procedures and formulating specific goals to fulfill the Division's mission in a time of rapid change. The Head oversees operations, monitors the Division's effectiveness, and ensures a balance in terms of cataloging and acquisitions. He or she leads by focusing on fostering teamwork, by encouraging staff performance and staff development, and by creating and sustaining a productivity-conscious, goal-oriented environment.

This position reports to the Head of the Area Studies Department.

Minimum Requirements:

- MLS from an ALA-accredited program or equivalent experience.
- Strong academic background, preferably an advanced degree in Slavic Studies.
- Good reading knowledge of Russian; working knowledge of at least one other Slavic language. Knowledge of additional languages highly desirable.
- 5 years demonstrated success in technical services or collection development in a large research library, including at least 3 years working with Slavic materials in an online environment.
- Demonstrated ability to create and manage a productive and effective work unit.
- Ability to demonstrate and foster teamwork.
- Ability to contribute to planning for library services in a continually evolving academic information environment.
- Working knowledge of information technology as it applies to libraries and scholarly research.
- Expertise in networked microcomputer support of library services and processes highly desirable.
- Strong interpersonal and communication skills, including ability to interact effectively with library staff, the user community, sources of material for the collections, donors, and grant-funding agencies.
- Understanding and appreciation of research in Slavic Studies.

Available: July 1995

Compensation: Appointment salary depending on qualifications, mid 50's. Major benefits include one month's vacation; generous holiday and sick leave; choice of health plans; dental insurance; life insurance; disability benefits; University-funded retirement income plan; tax-deferred annuity options; staff tuition assistance; child care scholarships.

Applications will be accepted until the position is filled. Please submit a letter of application addressing qualifications, full resume, and the names of 3 references to: **Hazel C. Stamps, Director of Personnel Services, Harvard College Library, Widener 188, Cambridge, MA 02138.**

*Harvard University upholds a commitment to
Affirmative Action and Equal Opportunity.*

H A R V A R D C O L L E G E L I B R A R Y

H A R V A R D



U N I V E R S I T Y





THE UNIVERSITY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

The University Library's Business Library is seeking an enthusiastic, service-oriented librarian with some background and a strong interest in reference and library instruction. The Reference/Bibliographic Instruction Librarian will be responsible for the maintenance and further development of innovative, multi-media reference and instruction programs geared to enabling students to find, evaluate, and make effective use of information in all formats. As a part of a team, the incumbent provides in-person, telephone and/or electronic mail information/reference services using print and online resources.

To request a copy of the job description, which includes qualifications and application instructions, e-mail your name and mailing address to donaldso@calvin.usc.edu or call (213) 740-2928 between the hours of 9:00 a.m. to 4:00 p.m., Monday - Friday.

The University of Southern California is an AA/EOE, ADA-compliant institution strongly committed to the principle of diversity.



of documents; provide reference services in documents and supplemental reference assistance at the Central Reference Center, including the night and weekend rotation; assume bibliographic responsibilities in appropriate disciplines. Supervise 1.5 FTE and 8 to 12 students. Position reports to Coordinator of Public Services. Qualifications: Required: An ALA-accredited MLS; relevant library experience; strong communication and interpersonal skills; experience with online systems and microcomputers; demonstrated commitment to client-centered services. Desired: Government documents experience; supervisory experience; familiarity with MARC formats and bibliographic utilities. Preference will be given to candidates with a second master's in a relevant field. Salary and benefits: 12-month, faculty tenure-track position with benefits. Salary depends upon qualifications: minimum at Instructor level \$30,772. The university expects research and creative activities as well as public service activities for promotion and tenure. A second master's is required for tenure. To apply: Send a letter of application, resume, and three current letters of reference to: Pal V. Rao, Dean of Library Services, **Central Missouri State University**, Warrensburg, MO 64093. Screening will begin on March 31, 1995, and continue until filled. Central is an equal opportunity, affirmative-action/ADA employer. Women and minorities are encouraged to apply.

HUMANITIES BIBLIOGRAPHER. Kansas State University Libraries seeks an energetic and creative professional to fill a tenure-track, faculty-ranked vacancy in its Collection Development Department. Responsibilities: Develops library collections in cooperation with humanities faculty (including Departments of English, History, Modern Languages, Music, Philosophy, and Speech), and participates with the collections and humanities teams in developing policies and procedures. Plays an essential role as liaison with donors and in enhancement of collections under a major NEH challenge grant. Requirements: ALA-accredited MLS; knowledge of subject literature; excellent communication skills. Preferences: Second subject master's in humanities area; reading knowledge of French, German, and/or Spanish; bibliographic experience/education; knowledge of book trade and library acquisitions processes; reference/instruction experience; familiarity with library automation; grantwriting or external funding experience; academic library experience; ability to work in a collegial and rapidly changing environment. Salary: Mid \$20s, de-

pending on experience and qualifications. Screening will begin February 15, 1995, and will continue until the position is filled. Starting date is negotiable. Kansas State University, one of the original land-grant institutions, is a comprehensive university with an enrollment of nearly 19,000. It is located in Manhattan, in the scenic Flint Hills of northeast Kansas. The main library is undergoing a \$28 million expansion and renovation, to be completed in 1996. Send cover letter, resume, and the names, current addresses, and phone numbers of at least three work-related references to: M. Jean McDonald, Director of Administrative Services, Farrell Library, **Kansas State University**, Manhattan, KS 66506; phone: (913) 532-7465; e-mail: mcdonald@ksuvm.ksu.edu; fax: (913) 532-7415. Kansas State University is an equal opportunity employer. KSU actively seeks diversity among its employees.

LIBRARIAN POSITIONS. State University of New York College at Oswego, Penfield Library, SUNY Oswego, has a number of professional vacancies to fill. At least one will be a beginning librarian position; at least two will require experience beyond the entry level. Responsibilities for all positions include reference, bibliographic instruction, collection development, and other related duties. We are seeking candidates with an interest or experience in CD-ROM management, government documents or circulation. Experience in special collections or library instruction would also be a plus. Subject backgrounds of special interest include modern language and literature, business, education, psychology and human services, anthropology/sociology, chemistry and biology. An MLS from an ALA-accredited institution is required for all positions. For the beginning librarian position, some professional academic library experience is preferred, as is familiarity with emerging technologies and database searching. Salary is \$26,000 up, depending on rank and qualifications. For the senior library positions, at least two years of professional academic library experience is required, as is significant experience with emerging technologies. Supervisory experience is preferred. Salary is \$29,500 up, depending on rank and qualifications. All positions require some evening and weekend hours. For all positions we seek candidates with good communication skills and the ability to work as members of a team. Experience in a multicultural environment would be a plus. We welcome applications from members of historically underrepresented groups. All positions are 12-month, tenure-track positions with faculty

HUNTER COLLEGE

OF THE CITY UNIVERSITY OF NEW YORK



CHIEF LIBRARIAN

Chair of Library Department/Full Professor

Effective: September 1, 1995

Applications and nominations are invited for the position of Chief Librarian. The Chief Librarian reports to the Provost of the College and has primary responsibility for the administration, planning and development of the Jacqueline Wexler Main Library and its three branches: the Health Professions Library, the School of Social Work Library and the Art Slide Library employing a total of 26 professionals and 18 full-time support staff. The Library at Hunter, with strong administrative support, has undergone a resurgence in the past three years. The Chief Librarian will have the opportunity to continue this development.

The Libraries' collection comprises 706,000 volumes, 2,149 current periodicals, 992,000 microforms, 8,700 tapes and CDs. The Library also maintains a local Ethernet/ Optinet/Novell Network with some 100 access points. Its annual budget (excluding full-time salaries) average in excess of \$1.2 million. The Hunter Libraries are a part of City University Library NOTIS System and have cooperative arrangements with SUNY/OCLC.

We are seeking an experienced administrator with strong academic credentials and a commitment to support and maintain a modern technological library. Candidates must hold two master's degrees, including a degree from an accredited library school: Ph.D. in library/information science is preferred. Candidate must have broad experience in library operations and increasingly substantial administrative experience. Excellent knowledge of new information/communication technology is also required.

**Salary is commensurate with qualifications and experience.
The range is \$48,414-74,980 with an additional REM of \$7,670.**

Please send cover letter, CV, and names of three references to:

Mr. Charles E. Hayes
Director of Human Resources

HUNTER COLLEGE

695 Park Avenue - E1502
New York, NY 10021

Hunter is an equal opportunity, affirmative action employer and encourages the candidacies of women, members of under represented groups, disabled persons and veterans.

University Librarian

Nominations and applications are invited for the position of University Librarian of Boston College, a liberal arts university in the Jesuit tradition that enrolls 14,500 undergraduate and graduate students in the Arts and Sciences, and the Schools of Education, Law, Management, Nursing, and Social Work. The University is located in an attractive suburban setting six miles from the center of Boston.

The Thomas P. O'Neill, Jr. Library anchors the University Library system that includes separate libraries serving art, social work, and education, as well as the Burns Library of Rare Books and Special Collections. An Academic Development Center within the library helps faculty and students improve learning quality and teaching effectiveness. In addition, a cooperative affiliation is maintained with the law library of the University's law school.

All libraries at Boston College employ NOTIS to integrate library operations. Total holdings of all Boston College libraries include 1.4 million volumes, 2.5 million microforms, and over 15,000 current serial titles. Memberships in various consortia and the Research Libraries Group also vastly expand resources available to library clientele. The University Library system is staffed by 54 professionals and 75 support staff. Its budget for 1994/95 is approximately \$10,000,000.

The University Libraries offer state-of-the-art information systems and nationally recognized collections to enhance research, scholarship and learning. The Libraries receive strong University support to maintain and expand a leadership position in delivering services, resources and new programs to the user community. In keeping with its expanding mission, the library system is currently moving toward a new organizational structure oriented to instruction and outreach.

Candidates must have an MLS; an advanced degree in a subject discipline is highly desired. Candidates are expected to have a minimum of ten years of experience in university library service, demonstrated capability to exercise administrative leadership at the highest levels, and a commitment to a flexible, proactive organizational environment.

Candidates must also have the demonstrated ability to coordinate and manage complex information technology and to work in partnership with other campus information providers to assure access to networked information.

Direct applications and nominations to: **Sharon Hamby O'Connor, Associate Professor of Law and Law Librarian, Chair, Search Committee, Boston College Law School, 885 Centre Street, Newton Centre, MA 02159.** Deadline for the receipt of applications is **February 27, 1995.** Boston College is an equal opportunity/affirmative action employer.

BOSTON COLLEGE

A Jesuit University

status. Applications received by February 1, 1995 will receive first consideration. Applications will be reviewed until positions are filled. Send letter of application, resume, transcripts, and three letters of reference to: Michael J. McLane, Director, Penfield Library, **SUNY College at Oswego**, Oswego, NY 13126. SUNY Oswego is an affirmative action, equal opportunity employer.

LIBRARY. The College of Library and Information Services at the University of Maryland College at Park seeks a librarian to plan and manage the services and resources of the Information Resource Center which consists of the library, computer labs, and instructional design center. Responsibilities include overseeing daily operations and supervision of staff, providing orientation to services and instruction in their use, and maintaining liaison with faculty, the library system, the Computing Center, and other university units. May be expected to teach one or more courses as needed. Qualifications: Required: ALA-accredited MLS; five years increasingly responsible professional experience with selection, implementation, and support of information sources and technologies; effective communication skills; demonstrated strong public service and administrative skills. Desired: second master's degree or work toward the Ph.D.; experience in an academic setting. Salary range: \$40,000-\$45,000, depending upon qualifications and experience. Excellent benefits. Position available July 1, 1995. For full consideration, submit resume and names and addresses of three references by March 1, 1995, to: Ann E. Prentice, Dean, College of Library and Information Services, Room 4105 Hornbake Library, **University of Maryland**, College Park, MD 20742. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

LIBRARY DIRECTOR. Madonna University invites applications for the position of Library Director beginning in mid-1995. Madonna University is a Catholic, co-educational, comprehensive university with approximately 4,400 students. This is a 12-month, non tenure position reporting to the Academic Vice-President. The Director is responsible for the implementation, maintenance, and expansion of library policies, resources and provision of library services for faculty, students and staff. The successful candidate will have a minimum of an ALA-accredited MLS; doctorate preferred. Evidence of at least

seven years of progressively responsible experience in academic library administration is needed. Salary range is \$38,000-\$42,000. A participative management style is essential, with strong communication and interpersonal skills. Candidates should be committed to the character and goals of a liberal arts university with a Christian perspective. Submit letter of application, CV, and three letters of reference by March 10, 1995, to: Patricia Vint, Chair Selection Committee, **Madonna University**, 36600 Schoolcraft, Livonia, MI 48150-1173. Madonna University complies with federal and state requirements for nondiscrimination in employment. Applications are strongly encouraged from minorities. AA/EOE.

LIBRARY GRADUATE ASSISTANTS FOR 1995 ACADEMIC YEAR.

Mankato State University Library is seeking individuals who possess either an MLS or MA in library science and who wish to work on a subject master's degree while gaining valuable professional experience in an academic library. MSU offers master's degrees in over 60 academic disciplines. Graduate assistantships are internships in the discipline—in this case, two disciplines—library science and the subject discipline of your choice. Graduate assistants supervise student workers and perform other professional services in the public and technical services of the library. Public service positions include reference, government publications, online database searching, interlibrary loan, educational resource center, media production, circulation, maps, periodicals, and bibliographic instruction. Positions in the technical services include acquisitions, cataloging, and library research. Successful candidates must show evidence of demonstrable working experience in one of the areas listed. A full assistantship averages 20 hours of work and pays approximately \$155 per week for 34 weeks of the academic year. Eleven-month assistantships are also available with additional compensation. Additionally, graduate assistants qualify for in-state tuition and for at least one-half tuition remission of 6 to 12 graduate credits per quarter during the academic year. Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment. Mankato State University Library, a dynamic information center for 12,400 students and area users, has a staff of 16 librarians, 18 classified staff, approximately 10 graduate assistants, and over 150 student workers.



THE UNIVERSITY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

The University Library's Reference Center seeks a **Reference Librarian**. Reporting to the Head of the Reference Center, and, as part of a team, the incumbent will work in an innovative and team-based environment with an emphasis on reference and instructional services which include course-integrated lectures, as well as workshops and seminars; participates in providing reference service, conducts in-depth consulting (with graduate students and faculty) and instruction in humanities and social sciences, and develops classes and seminars for graduate students, faculty, and Senior University Staff; explores and promotes applications of new information technologies for the humanities and social sciences, and assists users in the retrieval and evaluation of information in all formats. Participates in suggesting, designing, and implementing appropriate enhancements to existing instructional programs in the Center. Participates in training programs, and joint collaborative projects with faculty. Some evening and weekend work may be required.

To request a copy of the vacant position announcement, which includes qualifications and application instructions, please e-mail your name and mailing address to donaldso@calvin.usc.edu or call (213) 740-2928 between the hours of 9:00 a.m. to 4:00 p.m., Monday - Friday.

The University of Southern California is an AA/EEO, ADA-compliant institution strongly committed to the principle of diversity.



TWO POSITIONS

John Cotton Dana Library Newark Campus Rutgers, The State University of New Jersey

REFERENCE LIBRARIAN (DOCUMENTS/BUSINESS)

Provides general and specialized reference, database searching, library instruction, collection development in government documents and business. The business collection is the research collection in that area for the university. ALA-accredited MLS and one year relevant professional experience required. Minimum salary: \$32,648 for Librarian IV tenure-track appointment. APP #110.

MULTIMEDIA/REFERENCE LIBRARIAN

Responsible for Media Services in new state-of-the-art jazz/media complex. Opportunity to shape position and service programs in new media and information technologies. Will provide general reference at reference desk, database searching, and collection development (approximately half-time). ALA-accredited MLS and three years relevant professional experience, knowledge of electronic resources (CD-ROM services, online services, Internet access), experience with Mosaic required. Supervisory experience essential. Minimum salary: \$39,184 for Librarian III tenure-track appointment. APP #111.

TO APPLY: Submit resume, and three sources for current reference no later than **February 24, 1995** to:

**Sandra Troy, (App.#)
Libraries Personnel Officer
Rutgers University Libraries
169 College Ave.
New Brunswick, NJ 08903
Fax: (908) 933-7637**

Rutgers, the state university of New Jersey upholds a commitment to affirmative action and equal opportunity.

TWO POSITIONS AVAILABLE

Mark O. Hatfield Library Willamette University

The Mark O. Hatfield Library at Willamette University is seeking two creative service-oriented librarians to provide leadership in the continuing development of electronic information services. The library serves the College of Liberal Arts, which includes a graduate program in teaching, and the Atkinson Graduate School of Management.

SYSTEMS LIBRARIAN

Incumbent plans, coordinates, implements, and maintains the library's automated services, including the Ill system, OCLC, networked CDs, WWW/Gopher servers, shared systems, Ariel, and the library's InfoStations (public scholarly workstations). Position requires broad knowledge of emerging information technologies and their applications in libraries, the ability to analyze and interpret complex technical data, and a thorough understanding of the MARC format and basic cataloging procedures. Position serves as liaison to the university's academic computing center and reports to the AUL for Technical Services. Desirable experience includes familiarity with Innovative Interfaces and Unix systems administration, Internet, WWW (HTML, HTTP, CGI), MARC, and Windows, DOS, and Mac environments. Minimum salary: \$34,000. Position available April 1, 1995.

ELECTRONIC RESOURCES AND INSTRUCTION LIBRARIAN (new position)

Incumbent plans, organizes, coordinates, and teaches electronic information resources; works closely with librarians and teaching faculty to develop and integrate networked resources into the collection; is responsible for organization and public presentation of networked information; and develops strategies for integrating the teaching of networked resources into the existing instruction program. Position reports to the AUL for Public Services and Collection Development. Required qualifications include: Excellent writing, presentation, and teaching skills; public services experience in an academic setting; knowledge of computer-based resources and services, including Internet; experience with library systems, particularly Ill; and electronic database searching. Minimum salary: \$27,000. Position available July 1, 1995.

BOTH POSITIONS INCLUDE: Participation in reference, library instruction, collection development, faculty liaison, academic governance, and some evening and/or weekend hours.

BOTH POSITIONS REQUIRE: ALA-accredited MLS; significant previous experience in an automated library; ability to work flexibly and creatively in a rapidly changing environment; ability to interact positively with students, faculty, and staff in a primarily liberal arts setting; and a commitment to library service and the profession.

Submit a letter of application that relates your qualifications to position requirements, a resume, and the names, addresses, and telephone numbers of at least three professional references to:

Larry R. Oberg
University Librarian
Mark O. Hatfield Library
Willamette University
900 State St.
Salem, OR 97301

APPLICATION DEADLINE: March 1, 1995.

Willamette University is an affirmative action, equal opportunity employer.

Memorial Library is home of the PALS total library system, a nationally known integrated library system featuring an online catalog, a circulation system, an interlibrary loan module, a serials control system, an acquisition system, and 20 external files such as ERIC and IAC, which are available online. A letter of application outlining your experience in an academic library, your resume, and the names and telephone numbers of three current references should be sent by April 3, 1995, to: Frank R. Birmingham, Acting Director, Library Services and Information Technology MSU 19, **Mankato State University**, P.O. Box 8419, Mankato, MN 56002-8419; phone: (507) 389-5953; fax: (507) 389-5155. Applications from minorities are encouraged; Mankato State University is an equal opportunity university and employer. The initial appointments will be made from the pool of applicants available at the initial review date specified above. If vacancies occur during the

academic year, all applications, including those in the original pool and those received after the initial review date, will be considered. All applications in the pool become inactive on June 30, 1996.

MEDIA (search reopened). The University of San Diego is seeking a creative, service-oriented, and energetic Director of the Media Center. A division of the university library, the Media Center supports USD's teaching with its AV software collections, campuswide delivery system, software production, faculty development workshops, and media classrooms. The Director of the Media Center reports to the University Librarian. Responsibilities include working with faculty on media projects, supervision of a staff of ten, budget oversight, long-range planning, service on university committees, administration of the center's Novell LAN, and oversight of the center's operations on



THE UNIVERSITY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

University Library's Cinema/Television Library seeks an innovative and dynamic individual for the position as **Reference/Special Materials Librarian**. Reporting to the Head of the Cinema/Television Library, the incumbents works with the other members of the Cinema/Television Library. Plans and develops an overall reference program (incorporating bibliographic instruction), and provides information and instruction in use of monographic material, manuscripts, on-line data bases, word processors, multi-media work stations and microformat indexes. The librarian also oversees the acquisition and preparation of materials for the Louis B. Mayer Study Center and The Academy of Television Arts and Sciences Foundation Collection and performs collection development activities in television and related disciplines. Participates in the development of high quality film and television information services for the USC Community; provides reference service to students, faculty, researchers and other off campus users in the appropriate medium; provides extended help to faculty and students on research topics and suggests materials and films to suit the topic; prepares course specific bibliographies and offer class presentations.

To request a copy of the vacant position announcement, which includes qualifications and application instructions, e-mail your name and mailing address to donaldo@calvin.usc.edu or call (213) 740-2928 between the hours of 9:00 a.m. - 4:00 p. m., Monday - Friday.

The University of Southern California is an AA/EEO, ADA-compliant institution strongly committed to the principle of diversity.



its SAM booking system and on the Innovative Interfaces campuswide library system. Candidates must have a master's degree in educational technology or in library science with a media emphasis and at least five years of relevant administrative experience. Preferred candidates will have an additional degree in a subject taught at the university, familiarity with a wide range of university programs, experience in telecommunications and computing, especially multi-media, and in teaching, and advanced speaking and writing skills. Founded in 1948, USD is a Roman Catholic university. With 6,000 students, it has a College of Arts and Sciences and Schools of Law, Business Administration, Nursing, and Education. Salary minimum is \$50,000. Benefits include TIAA/CREF and a variety of health and dental plans. usn is an AA/EEO employer. Applicants should forward a letter, resume, and the names, addresses, and telephone numbers of three references to: Edward D. Starkey, University Librarian, Copley Library, **University of San Diego**, 5998 Alcalá Park, San Diego, CA 92110. Review of applications will begin in early February and continue until the position is filled. Preliminary interviews may be conducted at ALA Midwinter in Philadelphia.

ORIGINAL CATALOGER (two positions). Contributes AACR2 original cataloging, and name, series, and subject authority work for books, serials, and nonprint material (videos, maps, computer files, and other audiovisual formats) in all subject areas. Assigns LC classification numbers and LC subject headings to material having OCLC or RLIN copy but lacking this information. Acts as a resources person for solving complex authority and bibliographic problems. Participates with peers in discussing theory and practice of organizing and retrieving library material. Keeps current with LC and OCLC policies and cataloging practices and national cataloging trends. Although these are primarily cataloger positions, some amount of time may be devoted to noncataloging duties depending on subject expertise and interest. Reports to the Cataloging Team Leader. In addition to the Team Leader, the cataloging team includes four original catalogers and ten nonexempt staff positions. Required qualifications: ALA-accredited MLS degree; knowledge of LC classification and LC subject headings; knowledge of AACR2 and familiarity of earlier cataloging codes; knowledge of MARC formats; familiarity with a bibliographic utility; ability to work with material in foreign languages;

excellent oral and written communication skills; ability to read one Romance language; computer skills, including experience with word processing. Preferred: Experience in OCLC; experience with an automated system having a cataloging module; background in the sciences and agriculture, or background in the humanities with an emphasis in history. Minimum of two years' post-MLS professional experience in original cataloging. Tenure-track position. Library faculty must meet university requirements for promotion and tenure. 24 days annual leave, tuition remission, usual benefits. Assistant or Associate Professor rank. Salary: \$25,000 minimum. Send letter of application, current resume, and names, addresses, and telephone numbers of three recent references to: Jill Keally, Human Resources, **University of Tennessee Libraries**, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Review of applications will begin March 15, 1995, and will continue until the position is filled. Interviewing at ALA Midwinter, Philadelphia. UTK is an EEO/AA/Title IX/Section 504/ADA employer.

RARE BOOK CATALOGER. Under the supervision of the Head of Technical Services for the Houghton Library, performs original and complex adaptive cataloging of rare books and printed material from the 15th century to the present according to national standards, using AACR2, LC subject headings, and the USMARC formats. The Descriptive Cataloging of Rare Books will be used for appropriate early materials. The cataloger will participate in departmental planning of evolving workflow procedures and assist with other cataloging activities when necessary as procedures and duties evolve in the rapidly changing electronic environment. The cataloger provides expertise in an area of specialization to members of the library staff, and participates fully in the professional activities of the library, preparing exhibitions, seminars, and other public events. Houghton Library is the main repository for rare books in Harvard College, with major collections in the areas of Western literature and history, the history of science, illustrated books, classical authors, theater and the performing arts, and many smaller collections. Houghton is administratively part of the Harvard College Library, within the Faculty of Arts and Sciences. Qualifications: Master's degree from an ALA-accredited library school and/or advanced degree in the humanities. Competency in at least one Western European language required, German or Latin highly desirable; four to six years successful professional cataloging experience, preferably in a large research

HEAD OF CATALOGING (Search Reopened)

West Virginia University Libraries

RESPONSIBILITIES: Reporting to the Assistant Dean for Technical Services Division, the Head of Cataloging provides leadership and planning for a staff of 13.5 FTE. Duties include setting goals and priorities, formulating policies, performing original cataloging, designing and monitoring work flow, allocating staff, and evaluating performance. Cataloging department currently consists of monographic cataloging, serials cataloging, and binding. Participates, as a member of the Dean's Council, in the general administration of the libraries and serves on other committees as appropriate.

QUALIFICATIONS: ALA-accredited MLS; three to five years post-MLS academic cataloging experience; two years of supervisory experience. Strong working knowledge of national and international standards for cataloging and classification as applied to all bibliographic formats. Experience with NOTIS system highly desirable. Working knowledge of one or more Western European languages. **RANK AND SALARY:** \$40,000, minimum; 12-month non-tenure-track faculty position, appointment at the rank of Assistant University Librarian or higher, depending on experience and qualifications. Excellent benefits package including TIAA/CREF, medical and life insurance system with extensive optional and pretax service programs, generous annual and sick leave.

APPLICATION DEADLINE: Screening of applications will begin **February 28, 1995**, and will continue until the position is filled. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to:

**George Libbey, Associate Dean
West Virginia University Libraries
P.O. Box 6069
Morgantown, WV 26506-6069**

Female and minority candidates are encouraged to apply. West Virginia is an equal opportunity, affirmative action employer.

library, including original cataloging and authority control; experience in use of OCLC or other major bibliographic utility. Thorough knowledge of cataloging tools, standards, and conventions; experience with integrated library systems. Ability to perform bibliographic research and pay close attention to detail required. Effective written and oral communication skills as well as excellent organizational and interpersonal skills. Flexibility and versatility required in order to effectively contribute to an evolving work situation. The preferred candidate will be professionally active and have a demonstrated interest in publication and other scholarly activities. Previous experience in cataloging of rare books and manuscripts desirable. Available: Immediately. Compensation: Appointment salary depending on qualifications, low to mid \$40s. Major benefits include one month vacation; generous holiday and sick leave; choice of health plans; dental insurance; life insurance; disability benefits; university-funded retirement income plan; tax-deferred annuity options; staff tuition assistance; child care scholarships. Interested candidates may send a letter of interest, resume, and the names of three references to: Hazel C. Stamps, Director of Personnel Services, Harvard College Library, 188 Widener, **Harvard University**, Cambridge, MA 02138. Harvard University upholds a commitment to affirmative action and equal opportunity.

REFERENCE/BIBLIOGRAPHIC INSTRUCTION LIBRARIAN. Tenure-track position. Serves at the general reference desk of a large, urban, multicultural university. Service includes some evening and weekend responsibilities. Provides library instruction in a wide variety of subjects and formats, including preparing resource guides. Subject specialty and collection development responsibility will depend on qualifications and library needs. Participates in faculty governance with full faculty status in a collective bargaining environment. Required: MLS from ALA-accredited institution, plus a minimum of two years professional experience in an academic library. Substantial bibliographic instruction experience. Strong communication skills. Ability to work productively both independently and in a collaborative environment. Flexibility. Experience and up-to-date knowledge of electronic information retrieval systems and services. Enthusiasm for working with students and faculty on a multicultural urban campus. Preferred:

Subject background in the humanities or creative arts. Appointment level: Senior Assistant Librarian. Salary range: Ten-month: \$2,726-\$3,768/month, depending on qualifications. Twelve-month: \$3,130-\$4,337/month, depending on qualifications. Starting date: September 1995. Position will be filled subject to final budgetary approval. To apply: Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Patricia Forsyth, Personnel Assistant, J. Paul Leonard Library, **San Francisco State University**, 1630 Holloway Ave., San Francisco, CA 94132. Applications must be received by March 31, 1995. San Francisco State University is an affirmative action/equal opportunity employer. Minorities, women, and persons with disabilities are encouraged to apply.

REFERENCE LIBRARIAN. One-year temporary position for dynamic, service-oriented program of humanities and social sciences reference in an outstanding college library. Required: ALA-accredited MLS, sound liberal arts education, previous academic or research library reference experience, knowledge of humanities and social sciences sources, demonstrated service commitment, library instruction skills, ability to work well independently and with others, excellent communication skills, commitment to professional development, and evidence of initiative, creativity, and resourcefulness in past activities. Preferred: Previous professional reference experience; experience with library instruction, electronic information sources, interlibrary loan, and government documents; undergraduate or advanced degree in a social sciences field; knowledge of one or more foreign languages. Oberlin College combines a leading undergraduate college of arts and sciences with a music school of national prominence, and has a long history of leadership in educating women and minorities. In addition to strengths in traditional arts and sciences, Oberlin emphasizes interdisciplinary study and actively seeks a racially, ethnically, and culturally diverse staff and student body. The library contains one million plus volumes and is fully automated. Salary competitive, \$25,500 minimum. Available August 1, 1995. More information about Oberlin College and the library is available at: <http://oberlin.www.edu>. To ensure consideration, send letter of application, resume, and names of three references by April 7, 1995, to: Reference Search Committee, **Oberlin College Library**, Oberlin, OH 44074. AA/EEO.

REFERENCE LIBRARIAN

Emory University

Emory University's General Libraries seek a Reference Librarian who is eager to participate in the accomplishment of the following library strategic plan goal: "Provide quality services that facilitate user access to a broad spectrum of locally maintained and networked information sources accessed remotely. User education in the skills required to access, manage, and assess information sources is important as is the goal of user self-sufficiency." A new facility, soon to be under construction, will enhance the opportunity for innovative approaches to the use of information technology and the development of services for the scholarly community in the electronic context.

RESPONSIBILITIES: Within the context of a changing environment, this position will: Provide reference assistance, research consultation, and library instruction services to faculty and students in a broad range of subject areas; assist users in searching print and electronic reference resources, including numerous CD-ROM and full-text resources, OCLC and RLIN, and the Emory libraries' integrated online catalog; and serve as library selector in an assigned area of social sciences, and as liaison to the related academic departments. Position reports to the Head of Reference Information, Consulting and Instruction, a unit of the Public Services Division.

QUALIFICATIONS: MLS from an ALA-accredited institution; strong academic background in a field of the social sciences; experience in public services in a research library setting; experience in developing and delivering group instruction; familiarity with computer resources including CD-ROM and full-text resources and automated library systems; demonstrated strong communications and interpersonal skills; and demonstrated interest in professional activities.

EMORY LIBRARIES: The libraries of Emory University hold 2.3 million volumes and employ a total of 263 FTE. In addition to the General Libraries, there are separate libraries for health sciences, law, theology, and Oxford College. The General Libraries, in conjunction with the Information Technology Division, are currently embarking on a long-term effort to develop a program of services focused on access to networked information resources. Reference services are currently provided within the Public Services Division by eight reference librarians and 3.5 general staff. The Emory libraries are members of the Association of Research Libraries, OCLC, the Research Libraries Group, the Center for Research Libraries, and the University Center in Georgia.

BEGINNING SALARY AND BENEFITS: Salary and rank dependent upon qualifications and experience: Librarian I, \$24,000-\$27,000; Librarian II, \$27,000-\$35,000. Comprehensive benefits package, including TIAA/CREF.

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

**Dianne M. Smith
Administrative Office
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322-2870**

It will be helpful to include in the cover letter a brief statement of the applicant's view of user education in the delivery of reference services. Applications received by **March 10, 1995**, will receive first consideration.

Emory University is an equal opportunity, affirmative action employer and encourages women and minority candidates.

REFERENCE LIBRARIAN (two positions). Seeking self-motivated, service-oriented individual to join reference team. Individual will provide reference service, bibliographic instruction, collection development, and online/CD-ROM searches. The library is committed to offering the latest in information technology and has recently installed its online catalog (Innovative Interfaces) and other electronic databases such as WILSON databases, Carl UnCover, and FirstSearch. Individual can expect to work the library one night a week and one weekend a month. Individual can expect to rotate along with other reference librarians, through additional responsibilities such as ILL, map collection, government documents, etc. Professional librarians at Texas A&M University-Corpus Christi (TAMU-CC) have academic status. TAMU-CC is a four-year university with graduate programs. Currently we serve over 5,100 students, 34% of whom are Hispanic. Qualifications: Required: MLS or equivalent from an ALA-

accredited program. Experience with electronic databases. Desired: Experience or interest in government documents or in interlibrary loan and document delivery. Bibliographic instruction experience. Academic background in American or English literature, in the physical sciences or in business. Salary and benefits: A 12 month appointment at a salary of \$25,000. Benefits include a percentage payment of employee's SS, choice of retirement and medical programs, no state or local income taxes. State vacation, holiday package. Applications are encouraged from women and men of all ethnic and racial backgrounds. Date available: Position open immediately. Committee will begin screening applicants March 1, 1995, and continue until position is filled. Send letter of application, addressing qualifications, with resume and names of at least three reference to: University Library, Texas A&M University-Corpus Christi, 6300 Ocean Dr., Corpus Christi, TX 78412. eo/aa employer.



DEAN OF THE UNIVERSITY LIBRARY

The Dean of the University Library is the executive officer responsible for the administration of the Richard A. Gleeson Library, the Chinese Library, the Instructional Media Department, and the University Archives. The Law Library is administered separately under the Dean of the Law School. The Dean of the University Library reports to the Provost/Vice-President for Academic Affairs. The Dean oversees a collection of over 500,000 volumes and administers a budget of almost \$2 million annually. The Dean oversees the administrative team of the library and is responsible for service to all on- and off-campus constituencies of the university.

MINIMUM QUALIFICATIONS: Eight years of progressively responsible professional experience in a library of recognized standing, three years of which must have been in a responsible, managerial capacity. Experience with online, computerized systems is essential. Master's degree from an ALA-accredited school required, doctorate preferred. Starting date is open. Applications will be accepted until the position is filled. Salary is competitive and commensurate with experience and training.

Comprehensive resume detailing qualifications, academic training, and library experience and the names, address, and phone numbers of three current professional references should be sent to:

B. J. Johnson
Chair, Search Committee/CRLA 2/95
Dean of the University Library
University of San Francisco
2130 Fulton St.
San Francisco, CA 94117-1080

Established as San Francisco's first institute of higher learning in 1855, USF presently serves 8000 students in the Schools of Arts and Sciences, Business, Education, Nursing, Law, and Professional Studies. The university is a private, Catholic, and Jesuit institution and particularly welcomes candidates who desire to work in such an environment.

We particularly encourage minority and women candidates to apply. The University of San Francisco is an equal opportunity and affirmative action employer, and will provide reasonable accommodations to individuals with disabilities upon request.

UNIVERSITY ARCHIVIST

University of Houston

Under the general direction of the Head of Special Collections and Archives, administers, develops, organizes, and leads innovative program to expand access to and use of university archives and related archival collections housed in the University of Houston Libraries. Responsible for reference and research services in a computerized environment. Will oversee the complete renovation of the archival facility.

Requires an ALA-accredited master's degree with substantial archival course work or advanced degree in history or related discipline; evidence of progressively responsible experience as an archivist, with processing experience required. Knowledge of computerized applications as they relate to library functions. Excellent oral and written communications skills. Must show a commitment to participatory management and user-oriented service. Member of the Academy of Certified Archivists preferred. Ability and willingness to lift heavy containers (30-50 pounds).

SALARY: \$30,000. Review of applications will continue until the position is filled. Send letter of application, names of three references, and resume to:

Dana Rooks
Assistant Director for Administration
University of Houston Libraries
Houston, TX 77204-2091

The University of Houston is an equal opportunity, affirmative action employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.

SCIENCE LIBRARIAN (search extended). St. Lawrence University, a private, non-denominational liberal arts college located between the Adirondack Mountains and the St. Lawrence River, seeks an individual to assume primary responsibility for managing daily operations and supervising support staff at the Launders Science Library. S/he will also serve as part of a team of 10 librarians to provide reference and instruction, develop and manage collections, facilitate document delivery, and plan policies and set goals for campus libraries. 12-month appointment with 1 month vacation; faculty status. Salary range from high \$20s, commensurate with qualifications and experience. Required: ALA-accredited MLS; library experience, preferably in an academic setting; degree in science or equivalent library experience working with science collections. Preferred: Strong reference, bibliographic instruction, and database searching skills; working knowledge of library computer applications; supervisory experience. The Search Committee will begin reviewing candidate material on March 3, 1995; position will remain open until filled. Send letter of application, resume, and names and telephone numbers of three references to: Lynn Eklert, Search Committee Chair, Owen D. Young Library, St. Lawrence University, Canton, NY 13617. St. Lawrence University is an affirmative action, equal employment opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

SERIALS CATALOGER/EAST ASIAN SUBJECT SPECIALIST. The George Washington University announces a search for a Serials Cataloger/East Asian Subject Specialist. Appointment rank and salary: Appointment at the rank of Librarian II, \$26,000 minimum. Position description: Performs original and complex copy cataloging of serials in all subject areas and languages; performs original and

PRESERVATION SERVICES DEPARTMENT HEAD



Dartmouth College Library

The Dartmouth College Library seeks a librarian who understands the administrative, policy, and philosophical issues of preservation in an academic library during a period of significant change in technology, collection management, and methods of access. The Preservation librarian will be responsible for developing and managing a newly created department responsible for general collections preservation and conservation activities. The successful candidate for this position will bring creative and flexible leadership as a department head within a recently reorganized Collection Services unit encompassing Bibliographic Control, Bibliographic Records Management, Acquisitions, and Preservation Services.

RESPONSIBILITIES: Reporting to the Director of Collection Services, the Preservation Services Librarian manages the department responsible for general collections preservation activities, including primary assessment and planning for managing the conservation of the general collections, in-house and contract binding, repair, and reformat operations; development of standards and policy for preservation activities in the library system; design and monitoring of workflows; supervision of staff; and participation in systemwide planning and preservation education,

QUALIFICATIONS: ALA/MLS; minimum of five years experience in an academic library including at least two years of preservation experience and two years of supervisory experience; knowledge of preservation standards, conservation, and collection management; knowledge of national preservation trends and current preservation technologies and services; evidence of program planning and development skills; demonstrated experience in writing proposals and managing grant-supported preservation projects; experience in managing large budgets; experience with contract negotiations; familiarity with library automated systems; strong interpersonal, communication, and problem-solving skills.

RANK AND SALARY: Rank and salary commensurate with experience and qualifications, with a minimum salary of \$28,000 for Librarian II or \$32,000 for Librarian III; full benefits package including 22 vacation days; comprehensive health insurance; TIAA/CREF; and relocation assistance.

APPLICATION: Review of applications will begin **February 28, 1995**; applications will be considered until the position is filled. Send resumes to:

Phyllis E. Jaynes
Director of User Services
115 Baker Library
Hanover, NH 03755

Dartmouth College is an AA, EEO, M/F employer.

complex copy cataloging of other bibliographic formats in East Asian languages; creates and reviews authority work in local automated system; reviews all new serials records in local automated system to ensure that bibliographic, copy holdings, MARC holdings, and item records are correct. Supervises paraprofessional staff who create local data records (LDR) for the OCLC Union List; works with head of Database Management and Processing Unit to resolve serials bibliographic, copy holdings, MARC holdings, and item record problems. Trains and serves as resource person for technical services staff with regard to serials records in OCLC and local automated system; serves as the department's liaison with the Serials Coordinator; develops procedures and policies pertaining to serials record maintenance, cataloging, and monographic series authority records in consultation with the department head and, as necessary, the Serials Coordinator; assists Serials Coordinator in review of serials clean-up project, in particular is responsible for bibliographic records. As subject specialist for East Asia serves as liaison, provides specialized research support and consultation services, develops and manages collections, and identifies users needs with respect to library services and policies. Participates in user education and research consultations. Serves on librarywide and university committees. Reports to Senior

Subject Specialist, who helps plan commitments and evaluates overall performance. Qualifications required: ALA-accredited master's degree in library science; familiarity with AACR2, LCSH, LC classification, MARC formats, and ANSI holdings standards; minimum of two years post-MLS serials cataloging experience; experience with an integrated online system and a major bibliographic utility; reading knowledge of Chinese; excellent oral and written communication skills; ability to work in a team environment. Qualifications desirable: Experience with NOTIS; other cataloging experience; reading knowledge of other East Asian or European languages; collection development or faculty liaison experience; academic background in East Asian studies. Review of application: Review of applications begins on February 1, 1995 and continues until the position is filled. Please send your resume and names of three references to: Andrea W. Stewart, Executive Associate, The Melvin Gelman Library, The George Washington University, 2130 H St. NW, Washington, DC 20052. The George Washington University is an equal opportunity, affirmative action employer.

SYSTEM LIBRARIAN. Responsibilities: Coordinates the work of the System Department's team of six staff in all aspects of library

BIBLIOGRAPHER FOR BUSINESS AND ECONOMICS

The University of Chicago Library

The University of Chicago Library seeks candidates for the position of Bibliographer for Business and Economics. This department is located within the Regenstein Library, the Library for Humanities and Social Sciences, and forms one of the largest collections in the library, consisting of more than 380,000 volumes, 2,100 periodical subscriptions, and a growing number of electronic information sources.

The Business Collection supports the research and curriculum of the Graduate School of Business, which offers the Master's of Business Administration and Doctor of Philosophy degrees. The school has 150 faculty members and 1,200 MBA and 100 PhD students. The downtown campus of the Graduate School of Business enrolls an additional 1,400 students. The Economics Collection supports the research and teaching needs of the faculty and students in the Department of Economics, which has a faculty of 30, 300 undergraduate majors, and 200 graduate students in MA or PhD programs. The economics collection is widely used by faculty and students in other departments including Public Policy, Political Science, and History. The Department of Economics also has a collaborative working relationship with the Graduate School of Business and the Law School.

The Bibliographer is responsible for developing and maintaining the library's collection, in all relevant formats, in the areas of business and economics. The Bibliographer provides reference service and bibliographic instruction, oversees the general delivery of such services and instruction for faculty and students in both paper-based and electronic resources, advises technical services staff on matters relating to the ordering and processing of materials, develops a long-term acquisitions policy as well as an ongoing program for periodically reviewing it and evaluating the needs of the assigned collections.

The Bibliographer serves as the primary channel for communications between the library and faculty and students, establishes and maintains collaborative working relationships with the Head of Reference Services, the Social Sciences Bibliographer, other bibliographers, and with library staff. The Bibliographer supervises a staff of one professional, and three others, two of whom report directly to the Business Reference Librarian. The Bibliographer reports to the Assistant Director for Collection Development and for Public Services for the Humanities and Social Sciences.

QUALIFICATIONS: Education: A graduate degree from an accredited library school and an academic background in business or economics are required. An advanced degree in business or economics is preferred.

Experience: Substantial reference or collection development experience in a research library is essential. Candidates must have thorough knowledge of print and electronic information sources in the relevant subjects. Supervisory experience, and experience with fundraising and grant writing are highly desirable.

Skills: The ability to adapt within a rapidly changing information environment is a necessity. Candidates must be able to work effectively with faculty, students, and staff and possess excellent written, oral, and interpersonal communication skills. Working knowledge of at least one Western European language is desirable.

SALARY AND BENEFITS: Appointment salary will be based on qualifications and experience; salary range begins at \$33,774. There is a full range of health care, retirement, and paid time-off benefits.

APPLICATION PROCESS: Letter of application should include curriculum vitae and the names, addresses, and telephone numbers of three references. Applications received by **March 1, 1995**, will be assured consideration. Please send letter of application and vitae to:

**Denise Weintraub
Personnel Officer
The University of Chicago Library
1100 E. 57th St., Room JRL 120
Chicago, IL 60637-1502.**

OEE

1995-96 ALA MINORITY FELLOWSHIP OPPORTUNITY

The American Library Association (ALA), the oldest and largest national library association in the world, provides leadership for the development, promotion, and improvement of library and information services and the profession of librarianship through a comprehensive program including research, fellowships, publications, and conferences.

Applications are being accepted for the 1995-1996 ALA Minority Fellowship Program. The program is designed to provide a participatory opportunity for underrepresented ethnic librarians to:

- Gain an understanding of ALA's structure and operations, how policy is formulated and implemented, and association management.
- Improve the upward mobility and wider representation of underrepresented ethnic librarians, make ALA better known, more visible, and accessible to librarians of diverse backgrounds and multiethnic caucuses.
- Contribute to ALA in its vision, commitment, and goal toward the multicultural profession.

The American Library Association's goal is to help to eliminate the barriers that prevent minority librarians and information scientists from participating fully in the profession. The American Library Association recognizes that one institution or professional association cannot eliminate the barriers alone, but strongly believes that professional associations, with the participation and contributions of library professionals from multicultural backgrounds, have a significant role to play and must provide leadership by example.

To qualify, an applicant must: Be a librarian/information professional; a member of one or more of the following groups of American underrepresented ethnicity: American Indian or Alaskan Native, Asian or Pacific Islander, African American, or Latino; hold a master's degree from a library and information science program accredited by the ALA or from a program that meets the ALA/AASL curriculum guidelines within a unit accredited by the National Council for the Accreditation of Teacher Education; have a minimum of three years of professional working experience in a library or information science environment; be a citizen of the United States; be a member of the ALA at the start of the fellowship.

The 1995-96 stipend for the ALA Minority Fellow is \$30,000 plus medical, dental, life, and disability insurance and relocation assistance to Chicago. To obtain more information about the program or to receive application materials, contact:

**American Library Association
Office for Library Outreach Services
50 E. Huron St.
Chicago, IL 60611
1-800-545-2433, ext. 4294**

The postmark deadline for applications is April 15, 1995.

automation and telecommunications, providing training, technical assistance, and consultation to library faculty and staff and oversight of the library's microcomputer lab. The Systems Librarian is involved in training library personnel in the use of the integrated library system software, system operation, and system documentation; with system and network monitoring, operations, and planning; and in testing and implementation of new software and technology. The Systems Librarian is expected to be the liaison with the campus Computing & Information Services, the Health Sciences Library automation efforts, the Eastern Carolina Network, and the University of North Carolina General Administration's Network Services. Qualifications: ALA-accredited MLS required. Second master's degree desired. Preference will be given to second master's degree in information science or computer science. Exceptional communication and interpersonal skills are required as well as the ability to work in a team environment. Supervisory experience is desired. Candidates must have an understanding of all library operations including public services, technical services; and media services. Candidates must have demonstrated experience with implementing and managing microcomputer- and minicomputer-based systems and networked projects. Candidates must provide evidence of database creation and report generation experience using commercial software programs, e.g., Excel, Access. Candidates must have demonstrated experience with Novell Network 3.12 or higher, the operation of networked CD-ROMs, as well as the implementation and operation of Gopher and Web Servers. Twelve-

month tenure-track faculty position available beginning July 1, 1995. Rank and salary dependent upon qualifications and experience. Substantial record of research, publication, and presentation will be expected of the successful candidate for promotion and tenure. A constituent institution of the University of North Carolina, East Carolina University has over 17,800 students in 12 colleges and schools. Academic Library Services provides library and information services through two libraries, Joyner Library and the Music Library. Academic Library Services has a faculty of 29 and a staff of 75.5 Library collections total approximately one million volumes plus extensive holdings of microforms, government documents, and manuscripts. Academic Library Services is networked, providing access to CD-ROMs, the Internet, and the client/server-based integrated library system Horizon. Construction is underway on a major addition and renovation that will double the size of the library. Screening of applications will begin April 1, 1995. Applicants should submit a complete resume, copies of all transcripts, and a letter of application summarizing achievements and potential for the position, to: Systems Librarian Search Committee, Pat Elks, Administrative Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. Applicants should have three letters of reference mailed to the Search Committee in order to be considered. Official transcripts from each college or university attended will be required prior to any offer of employment. An equal opportunity, affirmative action employer. Accommodates individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

Late Job Listings

REFERENCE LIBRARIAN. The American University invites applications for a tenure-track Reference Librarian at the rank of Assistant Librarian. Responsibilities: Provide research assistance in an active department with a busy reference desk and in-demand outreach programs and services. Support and assist in user access to the online public catalog, networked and stand-alone compact disc databases, LEXIS/NEXIS, mediated databases, Internet, and other electronic resources. Design and teach library instruction sessions, prepare publications, participate in departmental planning processes. Collection development and other reference responsibilities as assigned. Evening and weekend service required. Professional development and service to the university community expected. Requirements: ALA-accredited MLS. Reference experience and experience with electronic information resources including the Internet. Excellent communication skills. Ability to work independently and collegially in a demanding environment. Potential to meet tenure requirements in performance of primary and secondary responsibilities, university and professional service. Preferred: Academic reference experience, library instruction experience, and background in science or social sciences for materials selection. Salary: Commensurate with experience and qualifications. Position available: May 1, 1995. The American University, incorporated in 1893, offers a wide range of undergraduate and graduate programs, many with international focus, to over 11,000 students. Its proximity to centers of politics, justice, world affairs, communication, science, business, and art in Washington, D.C., enhances the learning environment. The University Library serves the University through a collection of over 615,000 volumes, 21 library faculty, 50 full-time staff plus over 100 student assistants, and a budget of over \$4.7 million. The university is an active member of the Washington Research Library Consortium, with a shared NOTIS system that includes an online public catalog and 12 additional bibliographic databases. The Reference Department employs nine full-time library faculty and three support staff. Review of applications will begin March 1, 1995, and continue until position is filled. Send resume and names, addresses, and telephone numbers of three references to: Michele Mikkelsen, Personnel Officer, The **American University** Library, 4400 Massachusetts Ave., NW, Washington, DC 20016-8046. The American University is an AA/EEO university committed to a diverse student body, faculty, and staff. Minority and women candidates are encouraged to apply.

CATALOGING COORDINATOR, LIBRARY. Cataloging Coordinator. Assistant Professor. Regular, 9-month, possible tenure-track appointment with faculty status. Dependent on funding may be for one year only. Responsibilities: Coordinates Cataloging Dept. activities; general reference; library instruction; collection development and departmental liaison duties to selected departments; multicultural outreach. Required: ALA-MLS; experience or training in cataloging, use of electronic reference resources, and reference services; multicultural expertise or background. Preferred: subject master's; second master's required for tenure. Teaching experience; cataloging experience in an OPAC environment, and with government publications; supervisory experience. Salary: \$29,988, Assistant Professor with second master's. Applications received by April 15, 1995, given preference; position open until filled. Minorities are strongly urged to apply. Send resume and names of three references to: Jim Rible, Chair, Library Personnel Committee, **Southern Oregon State College**, 1250 Siskiyou Blvd., Ashland, OR 97520. Phone: (503) 552-6821; e-mail: rible@wpo.sosc.osshe.edu. SOSC is an AA/EEO employer.

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