

**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 \$9.75 per line for institutions that are ACRL members, \$11.85 for others. Late job notices are \$22.70 per line for institutions that are ACRL members, \$27.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$450 to \$840 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/advert2.html>.

**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 accessible on the Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

**Contact:** TBA, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: [c&rlnewsads@ala.org](mailto:c&rlnewsads@ala.org).

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

## POSITIONS OPEN

**ARCHIVIST.** The Department of the Library, College of Staten Island of The City University of New York, invites applications for anticipated tenure-track position as Archivist, at the level of Instructor or Assistant Professor. Qualifications: ALA-accredited MLS with appropriate second master's degree required for appointment as Assistant Professor; excellent communication and interpersonal skills; ability to work collaboratively. Demonstrated record of effective collaboration, proficiency in electronic records, and training and extensive background in local or regional New York history, politics, or economics required. Responsibilities: Developing, implementing, and maintaining the CSI Archives and Special Collections which house resources on the history, politics, and social and cultural development of Staten Island since World War II, including the papers of New York State Senator John J. Marchi. In addition to the responsibilities of the position, including reference desk service, the successful candidate will be expected to perform department and college service and engage in an active and productive research agenda. To start immediately. Salary range: commensurate with qualifications: Instructor: \$29,997-\$48,284; Assistant Professor: \$42,162-\$57,049. Review of applications will begin immediately and continue until the positions are filled. Send a letter of application with a curriculum vitae, and the names, addresses, and telephone numbers of three references to: Chair, Library Search Committee, College of Staten Island/CUNY, 2800 Victory Blvd., Staten Island, NY 10314. For more complete information: <http://www.library.csi.cuny.edu>, [www.library.csi.cuny.edu](http://www.library.csi.cuny.edu). EEO/AA/ADA employer.

**ART LIBRARIAN.** The American Craft Council seeks a Library Director. The library of 5,000 books, 4,500 exhibition catalogs, and 250 periodicals supports 28,000 members and others with information and research needs in contemporary American craft. The director is responsible for administration, public outreach, collection development, archives, cataloging, reference, and supervision of three library assistants. Qualifications: ALA-accredited MLS; BFA in visual arts or BA in art history desirable; three years' relevant experience (art library, art subject department, or museum library experience desirable); Internet resources and microcomputer technology proficiency; Web page development experience; excellent interpersonal and communication skills; and ability to work as part of a team. Minimum Salary: \$45,000 DOE. Open until filled. Please send cover letter and resume to: Michael C. McKay, American Craft Council, 72 Spring Street, 6th floor, New York, NY 10012. EOE.

**ASSISTANT DIRECTOR FOR LIBRARY AND ARCHIVES.** The Minnesota Historical Society (MHS) seeks a strong leader for the

## Salary guide

Listed below are the latest minimum starting salary figures recommended by state library associations for professional library posts in these states. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. Job seekers and employers should consider these recommended minimums when evaluating professional vacancies. For additional information on library salaries, contact ALA Office for Library Personnel Resources.

Connecticut	\$34,172
Delaware	\$22,500**
Illinois	\$30,096*
Indiana	varies*
Iowa	\$23,911
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$31,362*
New Jersey	\$33,785
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$28,120*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,240

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

\*\*These recommendations apply only to public librarians.

Division of Library and Archives. This position also serves on the executive management team of the institution. The Division of Library and Archives includes the following departments: Acquisitions and Curatorial, Conservation, Processing, Reference, and State Archives. The division is responsible for the Society's Library, a noncirculating research facility open to the public. It collects, catalogs, curates, and conserves substantial holdings of library and archival material including

## DIRECTOR OF DEGOLYER LIBRARY

### Southern Methodist University

Southern Methodist University invites applications and nominations for the position of Director of DeGolyer Library. Southern Methodist University is a private, nonprofit, coeducational institution located in University Park, an incorporated residential district surrounded by Dallas, Texas. The University is committed to excellence in research and graduate studies and to liberal undergraduate education. SMU has an endowment of \$911,000,000 (May 2000) and an enrollment of 10,361 students. The collections of the Central University Libraries, of which the DeGolyer is a part, comprise over 1.8 million volumes (total volumes in the University's collections exceed 2.5 million).

The DeGolyer Special Collections Library holds over 90,000 volumes of rare and scholarly works, 350,000 photographs, and 4,500 cubic feet of manuscripts devoted to the exploration and discovery of the Americas, Western Americana, the Spanish borderlands, and Texana. The library also possesses materials related to transportation history, especially railroads worldwide, and houses the Archives of the Women of the Southwest. For additional information about the DeGolyer, please see: <http://www.smu.edu/cul/degolyer/index.html>.

**RESPONSIBILITIES:** The Director of the DeGolyer Library leads the library as a center for research and teaching for SMU students and faculty and for international scholars. Reporting to the Central University Librarian, the Director provides innovative leadership that maintains and strengthens the collections and services of the DeGolyer.

The Director administers the budget from a generous endowment for the entire operation of the DeGolyer Library. Confers widely within the Central University Libraries and serves as a member of the Central University Libraries' Executive Council. Works with faculty (especially the Clements Center for Southwest Studies) to strengthen educational programs. Takes full advantage of digital innovations while promoting the continuing importance of the artifact and special collections for research and teaching. Guides substantial programs involving exhibits, publications, and scholarly meetings. With three full-time employees, supervises university archives and many special collections, including the Stanley Marcus Papers and the Horton Foote Archive.

**REQUIRED QUALIFICATIONS:** Academic library or other suitable administrative experience. Ability to work effectively with university and library personnel, library users, and prominent citizens in the community. Experience or knowledge of the antiquarian book trade and the nature of rare books, manuscripts, and original photographs. Excellent interpersonal and communication skills.

**PREFERRED QUALIFICATIONS:** Ph.D in a relevant subject field and/or a master's degree from an ALA-accredited library school. Reading knowledge of Spanish. Thorough knowledge of the history of the American Southwest. Experience with fundraising and grant proposals. Knowledge of library automation and other technological developments in libraries. Significant record of academic publishing.

Salary commensurate with experience. Competitive medical and tuition benefits. Immediate vesting for retirement. Application review will begin November 15, 2000. For full consideration submit cover letter, curriculum vitae, and names and addresses of three references postmarked by **November 15, 2000**, to:

**Search Committee  
Job 050193  
Southern Methodist University  
P.O.Box 750232  
Dallas, TX 75275-0232**

Position open until filled. Submit complete information to [jobs@mail.smu.edu](mailto:jobs@mail.smu.edu).

*SMU is an AA/EEO/Title IX employer.*

books, manuscripts, maps, newspapers, photographs and other visual and sound material, and government records. This position requires creative leadership, vision, and entrepreneurship in planning, program delivery, operations management, technology innovation, community outreach, and multiple partnership coordination. It oversees five department heads and approximately 80 staff members. Candidates must possess, at minimum: Bachelor's degree or equivalent in history, museum studies, education, or a related field. Advanced degree in a

related area such as library science, history, preservation and conservation, or museum studies strongly preferred. At least ten years' experience in library, archival, curatorial, or conservation management, in progressively responsible positions including experience in managing human and financial resources. Leadership experience, knowledge, and ability in the emerging technologies shaping the fields of library, archives, collections management, and access. The successful candidate must be able to demonstrate well-developed interpersonal,

# DEAN OF LIBRARIES AND LEARNING RESOURCES

## Bowling Green State University

Bowling Green State University invites applications and nominations for the position of Dean of Libraries and Learning Resources (LLR). Supporting the mission and core values of BGSU, LLR comprises general collections in the social sciences, humanities, and sciences; archival collections in popular culture and popular music, and through the Center for Archival Collections in local and Great Lakes history; classroom and media support through Instructional Media Services; the Northwest Ohio Regional Book Depository; and the Popular Press.

**MAJOR RESPONSIBILITIES:** BGSU seeks outstanding candidates with the vision, skill, and motivation to lead and administer 25 full-time faculty librarians, a staff of 90, a system of more than two million volumes, and a budget of \$7.5 million. Reporting to the Executive Vice-President, and serving on the Council of Deans, the successful candidate will be expected to accomplish the following:

Lead and participate in strategic planning and technology efforts for LLR and the University. Effectively represent the needs and promote the contributions of LLR. Assume a leadership role in fundraising from public and private sources. Continue major initiatives and commitments involving consortial agreements, including OhioLINK and other state and federal agencies. Anticipate, communicate, and effectively manage change in library and higher education environments. Effectively develop university and community partnerships. Promote and develop LLR's role in distance education programs and initiatives. Continue to champion and support staff development.

**MINIMUM QUALIFICATIONS:** The candidate will be expected to provide evidence of the following: Master's degree from an ALA-accredited library and information science program or equivalent. A record of scholarship qualifying the candidate for appointment with tenure. A record of significant contributions to the profession. Minimum five years of successful administrative and managerial experience in libraries/archives/special collections with progressive responsibilities in planning, assessment, budget administration, fundraising, and development. Record of working collaboratively with colleagues and constituents. Strong commitment to diversity and multiculturalism as a priority. Effective human resource and organizational management skills. Ability to think creatively and plan strategically in developing programs and services. Excellent interpersonal and communication skills.

**PREFERRED QUALIFICATIONS:** The successful candidate should also demonstrate the following: Earned doctorate or equivalent strongly preferred. Theoretical and practical knowledge of distance education strongly preferred. Experience with and knowledge of developments in information technology. Experience with and knowledge of developments in scholarly communication and their application to library services and information access. Experience with consortial agreements. Leadership in effecting positive change. Appreciation for and commitment to university and community partnerships.

Salary is competitive.

**APPLICATION PROCESS:** This fiscal year position is available July 1, 2001. Applications and nominations postmarked by **November 6, 2000**, will receive first consideration. Interested individuals should submit a letter of application, curriculum vitae, and the names, addresses, e-mail addresses, and telephone numbers of three current professional references. References will be treated in a confidential manner and will not be contacted until advanced stages of screening.

**ABOUT BGSU** ([www.bgsu.edu](http://www.bgsu.edu)): Bowling Green State University is located 20 miles south of Toledo, Ohio in a rapidly developing region that is in close proximity to Ann Arbor, Detroit, and Cleveland. Bowling Green State University is a state-assisted, residential institution of approximately 18,000 students in a wide variety of undergraduate programs, 60 master's degree programs, and 14 doctoral programs. BGSU embraces the core values: 1) respect for one another; 2) cooperation; 3) intellectual and spiritual growth; 4) creative imaginings; and 5) pride in a job well done.

Applications should be sent to:

**Clyde Willis, Chair LLR Search Committee  
c/o Office of the Executive Vice President  
Bowling Green State University  
Room 209 Hayes Hall  
Bowling Green, OH 43403**

*BGSU is an equal opportunity, affirmative action employer and encourages applications from women, minorities, veterans, and persons with disabilities.*

**DESCRIPTION:** The University of Alabama Libraries is seeking a dynamic, experienced librarian with a user-centered vision of 21st-century information services to provide leadership for the Humanities, Social Sciences, and Government Information Services Department located in the Amelia Gayle Gorgas Library. Incorporated in this department are the Information Center and Government Documents unit staffed by seven librarians, five classified staff, and 30 student assistants. Reference librarians, including the head of the department, are engaged in collection development, bibliographic instruction, and an expanding array of electronic information services. The Head of the Information Services Department reports to the Associate Dean of Libraries for Collections and Information Services.

**RESPONSIBILITIES:** Provide clear vision and strong leadership for the Information Services Department to meet the information needs of library users; work with department members to build a strong identity for the Information Services department that emphasizes user services and teamwork; effectively manage, administer, and supervise daily operation of the department; be an advocate for library users and the department within the Libraries and throughout the University; facilitate effective working relationships between and among library and campus departments to ensure quality library services and programs to users both on and off campus; actively participate in the overall management of the Libraries and in statewide and national groups as appropriate.

**QUALIFICATIONS:** Required: ALA-accredited MLS; minimum five years' post-MLS progressively responsible information service experience; successful supervisory experience with commitment to mentoring, training, and staff development; demonstrated service orientation and strong interpersonal, written, and oral communication skills; ability to work collaboratively with diverse populations; well-developed management, team-building, and decision-making skills along with initiative, flexibility, and the ability to facilitate change; experience working in a technologically complex environment and knowledge of scholarly communication patterns and other issues facing libraries; evidence of ability to meet University requirements for tenure and promotion. Preferred: Academic library experience; knowledge of humanities and/or social sciences; experience with government documents, collection development, and/or bibliographic instruction; second master's degree.

The University Libraries maintains membership in the Association of Research Libraries, the Center for Research Libraries, the Coalition for Networked Information, SOLINET, and the Network of Alabama Academic Libraries. A U.S. government documents regional depository, the Libraries serves Alabama libraries and the public. The Libraries employs the Voyager Integrated Library System and is an active participant in the Alabama Virtual Library. The Libraries' homepage may be accessed at <http://www.lib.ua.edu>.

**SALARY/BENEFITS:** 12-month tenure-track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver; substantial moving allowance may be available.

**TO APPLY:** Send letter of application, résumé, and names, addresses, and phone numbers of three references to:

**Voni B. Wyatt, Personnel Officer**  
**The University of Alabama Libraries**  
**Box 870266**  
**Tuscaloosa, AL 35487-0266**

To ensure full consideration, applications should be received by **October 20, 2000**.

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

## HEAD, MUSIC LIBRARY

University of Minnesota Libraries—Twin Cities Campus  
<http://www.lib.umn.edu>

The University of Minnesota—Twin Cities Libraries invites applications from and nominations of dynamic, innovative individuals for the position of Head of the Music Library. One of 28 specialized units in the University of Minnesota Libraries, the Music Library is a central resource for the School of Music, as well as other departments across campus and the region. The collections include approximately 60,000 books, 25,000 scores, 40,000 recordings, a rare book collection, and notable special collections.

The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and five professional degrees.

**DESCRIPTION:** Direct all activities of the Music Library; develop plans for improved delivery of services within a dynamic research environment; oversee 2.0 FTE paraprofessional staff, as well as student assistants. Carry out planning and implement library policies; work with the director and faculty of the School of Music to integrate library resources into curriculum and programs, particularly in the area of digital technology. Work with the University Librarian and the Director of the School of Music to build the Music Library's endowment as part of the University's Capital Campaign. Provide electronic and traditional reference and information services for patrons. Select materials; exercise overall responsibility for collection evaluation, maintenance, policy formulation, fund management, and faculty liaison. Work within the Libraries' team structure to advance library goals and activities. Maintain liaison and coordinate programs with other units and departments of the Libraries and elsewhere in the University.

**QUALIFICATIONS:** Required: ALA-accredited MLS or foreign equivalent; supervisory experience; strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills; and ability to work effectively with a diverse clientele. Preferred: Advanced degree or significant graduate-level course work in music; working knowledge of modern foreign language(s) other than English; collection development experience; knowledge of archival practices for sound recordings.

**SALARY AND BENEFITS:** Full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the Assistant or Associate Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$40,000, for this position. Excellent benefits and substantial moving allowance.

**RECRUITING SCHEDULE:** Position is available **October 1, 2000**. Applications will be accepted until the position is filled. A full position description is available at: <http://www.umn.edu/ohr/employ.html> listed with Academic Professional positions by #UL128.

**APPLICATION PROCEDURE:** Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

**Search Committee  
Libraries Human Resources Office  
University Libraries  
499 Wilson Library  
309 19th Avenue South  
Minneapolis, MN 55455-0414  
Please identify your application with #UL128.**

*The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*

communication and managerial skills necessary to administer a high-quality program, develop budgets, and coordinate program needs in a large museum and research library setting. Ability to work together with a broad range of constituencies including patrons, donors, trustees, researchers, library and archives professionals, state and local government officials, college and university faculties, and the general public. Institutional executive manage-

ment team experience is desirable. For application materials, call MHS jobs line at: (651) 296-0542 or visit our Web site at: [www.mhs.org/about/jobs](http://www.mhs.org/about/jobs). Please send letter of application, résumé, name of three professional references, and completed application form to: **Minnesota Historical Society**, Human Resources Department, Assistant Director and Division Manager Position, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906. The



## BUSINESS ADMINISTRATION AND ENGINEERING SCIENCES REFERENCE BIBLIOGRAPHER

### Dartmouth College Library

The Dartmouth College Library seeks a dynamic reference bibliographer for the Feldberg Business and Engineering Library, which serves the students, faculty, and staff of Dartmouth College including the Amos Tuck School of Business Administration and the Thayer School of Engineering.

**RESPONSIBILITY:** Reporting to the Business and Engineering Librarian, works as a member of an information services team providing reference services using a rich collection of business and engineering databases (including: SDC, Datastream, S&P's Research Insight, Global Business Browser, Global Access, Lexis-Nexis, Dialog, Compendex, INSPEC, and Web of Science) in a complex, technically sophisticated information management environment. Provides reference services including user education, online searching, and consultation with faculty to define instructional and research needs. Works with librarian colleagues to design, build, and maintain Feldberg Library's presence on the World Wide Web. Supervises two staff positions, circulation/reserves and stacks maintenance. Develops and manages the reference collection.

**QUALIFICATIONS:** ALA-MLS; educational background in the social sciences (especially business or economics) or engineering, and a minimum of two years' post-MLS experience in an academic or special library. The successful candidate will have strong interpersonal skills and the ability to work collegially in small group and team environments; strong supervisory skills; strong reference and online searching skills; familiarity with the use and application of computers in a networked environment (especially PC and Macintosh); and experience with using business and/or engineering online information resources. Experience with Web technology, design, and implementation is highly desirable.

**RANK AND SALARY:** Rank and salary commensurate with experience and qualifications, with a minimum salary of \$32,200 for Librarian I or \$35,500 for Librarian II. Full benefits package including 22 vacation days, comprehensive health care, TIAA-CREF; and relocation assistance.

**DARTMOUTH COLLEGE INFORMATION:** On the Web at: <http://www.dartmouth.edu>

**APPLICATION:** Applications received by **October 13, 2000**, will be given first consideration; applications will be considered until the position is filled. Please send résumé to:

**Cynthia F. Pawlek**  
Director of User Services  
115 Baker Library  
Hanover, NH 03755

*Dartmouth College is an AA, EEO, M/F employer. Minority candidates are encouraged to apply.*

interview process will begin after October 31, 2000, with applications accepted until the position is filled. EEO/AA.

**ASSISTANT LIBRARIAN FOR CATALOGING SERVICES.** Antioch College seeks a tenure-track librarian. Responsibilities: Classification and cataloging; original cataloging in a variety of formats; ensure integrity of online catalog; serve as reference librarian, including weekend and evening rotation. Qualifications: Master's degree from ALA-accredited school, expertise with OCLC and MARC formats. Knowledge of LC classification, AACR2, and LCSH. Must have a service-oriented view of librarianship. For complete details, visit homepage at: <http://antioch-college.edu>. Send letters of application, three letters of reference, graduate transcripts, and vitae to: Human Resources, Cataloging Committee, **Antioch College**, P.O. Box 465, Yellow Springs, OH 45387.

**ASSISTANT PROFESSOR/MONOGRAPHIC CATALOGER.** The Mississippi State University Librarians seek innovative and dynamic applicants for a tenure-track, assistant professor/monographic cataloger position. Duties include contributing to the development of a virtual research database by performing original and copy cataloging of

monographic materials representing all levels of difficulty, all subjects and languages, and all formats according to AACR2R, LCRI, LCSH, LC classification, and USMARC formats. Performs authority work on names and series in accordance with local and national standards. Solves problems arising from obsolete or incorrect information appearing in bibliographic and holdings records. Provides input for establishing cataloging policies and procedures. Assists paraprofessional staff in problem solving. Participates in and leads special projects as needed. Meets library and university requirements for promotion and tenure in the areas of librarianship, research, service, and collegiality. Works with one or more academic units on campus in the capacity of subject bibliographer. Serves as a Cataloging Department resource person on monographic cataloging - related issues. Keeps current on revisions to cataloging rules and trends in cataloging practices. Brings revisions and trends to the attention of the Coordinator of Cataloging and assists in the implementation of changes in the department. Evaluates the potential use of new services and technologies as requested. Reports to the Coordinator of Cataloging. Required: Master's degree from an ALA-accredited program; familiarity with an automated library system and bibliographic utility. High level of familiarity with computers and Windows NT. Must have strong analytical and organizational skills as

## LIBRARIAN Reference/ Automation

The College of Lake County is seeking a Reference/Automation Librarian to provide service and instruction at the reference desk; develop and maintain the LAN; provide systems administration for Innovative Interfaces Integrated Online Library System, etc. Qualified applicants will have a Master's Degree in Library Science from an ALA accredited graduate school and computer experience which may include working with supervisory level authority within a LAN, system administration experience with an integrated online library system, or extensive computer experience in business and industry. For full consideration, applicants must submit a completed application form, current resume, letter of interest, three (3) letters of recommendation, and official transcripts of all degrees by November 3, 2000. For application, please contact Human Resources at 847-543-2065, TDD # 847-223-5615, fax at 847-223-0824, or by e-mail to [personnel@clc.cc.il.us](mailto:personnel@clc.cc.il.us)



**COLLEGE OF  
LAKE COUNTY**  
Human Resources  
19351 W. Washington Street  
Grayslake, IL 60030-1198

EOE/AA/M/F/D/V Our website is [www.clc.cc.il.us](http://www.clc.cc.il.us)

well as effective interpersonal, collegial, and communication skills (both oral and written). Must be able to set and adjust priorities and workflow in a dynamic and changing environment and accept new challenges to realize departmental and library goals. Must demonstrate the ability to work independently as well as part of a team emphasizing a good balance between quality and productivity. Must show continuing commitment to professional development and growth. Preferred: Cataloging coursework beyond the core or introductory level. Familiarity with DRA and OCLC. Knowledge of serials cataloging (print and electronic). Familiarity with USMARC format for holdings. Reading knowledge of at least one foreign language and a second master's degree. Excellent benefits package. Faculty rank, privileges, and responsibilities; 12-month appointment. Rank/Salary: Assistant Professor \$30,000 - \$32,000, depending on qualifications and experience. The Technical Services Department is led by the Associate Dean for Technical Services and consists of monographic and serials cataloging, database maintenance, and monographic and serials acquisitions. The Cataloging Department is committed to creating timely, accurate, and full bibliographic access to library-provided resources. This position

## UNIVERSITY OF CALIFORNIA AT BERKELEY

### Assistant Librarian - Electronic Outreach

The University of California at Berkeley invites applications and nominations for the position of Assistant Librarian - Electronic Outreach. This campus, one of the world's leading intellectual centers, is renowned for the size and quality of its libraries and laboratories, the scope of its research and publications, and the distinction of its faculty and students. As the oldest and largest library in the University of California system, it is a major California research facility and internationally recognized for its broad collections and technological leadership.

Primarily responsible for developing a Web-based bibliographic instruction program, you will take lead responsibility for the management of electronic journals and databases. You will also share the responsibility for scheduled reference desk service and participate in classroom instruction.

The successful candidate will either have an MLIS or equivalent degree and relevant professional experience; well-developed computer and online searching skills; demonstrated experience in Web document creation; and excellent analytical, interpersonal and communication skills. Please see our Web site: [www.lib.berkeley.edu/LHRD/librec.html](http://www.lib.berkeley.edu/LHRD/librec.html) for complete information.

Salary range is \$32,940-\$42,156. Candidates should apply in writing, including with the letter a complete statement of qualifications, a full resume of education and relevant experience, and the names and contact information of three professional references to:

**Janice H. Dost,**  
Director of Human Resources  
University of California, Berkeley  
447 The Library, Berkeley, CA  
94720-6000  
Fax: 510-642-8675  
Email: [librec@library.berkeley.edu](mailto:librec@library.berkeley.edu)



**Deadline to apply is OCTOBER 16, 2000**

The University of California is an Equal Opportunity/Affirmative Action Employer

works closely with the Coordinator of Cataloging and with other members of the monographic cataloging unit, which is composed of one additional professional and three paraprofessional staff members. Mississippi State University is a land grant institution and the largest state-supported university in Mississippi. The university is located in Starkville, Mississippi. Submit application, resume, names/addresses/telephone numbers/e-mail addresses of three professional references to: Debra Fairbrother, Administrative Assistant to the Dean, **Mississippi State University Libraries**, P.O. Box 5408, Mississippi State, MS 39762. Applications accepted through September 23, 2000, or until suitable applicant is found. For additional information on the Mississippi State University community, see the University's Web site at: <http://www.msstate.edu>. Mississippi State University is an EEO/AA employer.

**ASSOCIATE DIRECTOR.** University of Minnesota - Twin Cities Campus, Bio-Medical Library. The University of Minnesota Bio-Medical Library is seeking experienced applicants for the new position of Associate Director with special responsibility for Public Services. The

## TWO POSITIONS AVAILABLE

### George Mason University

George Mason University Libraries is seeking candidates for the following two positions:

#### **Instruction Coordinator**

This newly created position will assist in forging a new vision of information literacy instruction by working with library colleagues, faculty, and academic administrators to transform traditional library instruction. The Coordinator will be responsible for leading a systematic planning process focused on understanding the needs of users in the contemporary information environment, and developing, implementing, and evaluating an instruction program emphasizing information literacy abilities. Responsibilities encompass planning and implementing instruction within the University's revised general education program, as well as the technology-across-the-curriculum initiative. Incumbent will have exciting opportunities to develop a program by collaborating with other campus units, including the University's computing services, the Division of Instructional Improvement and Instructional Technologies, and the planned Teaching and Learning Center. The position reports to the Associate University Librarian for Public Services.

**QUALIFICATIONS:** Required: ALA-accredited MLS or foreign equivalent; at least two years' professional experience in an academic library; demonstrated teaching ability; knowledge of pedagogical theory; knowledge of information literacy concepts and applications; effective oral and written communication skills; and demonstrated leadership ability. Experience with several of the following is preferred: instructional design, assessment of learning, and program development and evaluation; skill in designing effective multimedia instructional materials and developing Web-based instruction; effective collaborative abilities; and a second master's degree in education or a liberal arts field.

**SALARY:** Minimum \$38,000; higher depending on qualifications and experience.

#### **Multimedia and Liaison Librarian for Interdisciplinary Programs**

The Multimedia and Liaison Librarian works collaboratively with other librarians within University Libraries, and is responsible for providing reference, instruction, and collection development services for the Johnson Center Library (JCL). Serves as the liaison librarian to a cluster of interdisciplinary programs including Film Studies, Cultural Studies, and others. Takes leadership role within University Libraries regarding multimedia issues, and provides professional guidance to JCL staff person responsible for overseeing media collections, equipment, services, and media course reserves. Works collaboratively with Library Systems Office and other University information technology units in the implementation of new multimedia technologies. Serves on University Libraries Planning Committees and other library and University committees. Reports to the Coordinator of Reference and Instruction Services, JCL.

**QUALIFICATIONS:** Required: ALA-accredited MLS or foreign equivalent; academic library reference/instruction experience; experience with electronic and Web-based resources; and knowledge of multimedia technologies. Preferred: Experience developing collections; facility using HTML and development of Web pages; and second master's degree in relevant subject field.

**SALARY:** \$35,000 minimum; higher depending upon qualifications and experience.

**INFORMATION:** 12-month administrative/professional faculty appointment, renewable. Excellent Benefits: Health plan options and paid life insurance; several retirement plan options, including TIAA-CREF; 24 vacation days, 11 paid holidays, and 12 sick leave days; and tuition waiver for self.

For more information about George Mason University and its libraries, visit: <http://www.gmu.edu>.

**TO APPLY:** Send letter of application, résumés, and names, addresses (including e-mail), and telephone numbers of three professional references to:

**Chair, Search Committee [specify position]  
Library Administration  
George Mason University  
MSN 2FL  
Fairfax, VA 22030-4444**

Review of applications will begin on **October 30, 2000**, and will continue until the positions are filled.

*George Mason University is an EEO, AA employer, minorities are encouraged to apply.*





## ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES

### The George Washington University

The Gelman Library System (GLS) announces a search for an Assistant University Librarian (AUL) for Public Services.

**APPOINTMENT RANK AND SALARY:** Appointment at the Rank of Librarian III or IV. Minimum Salary \$60,000, including an Administrative Stipend. Rank and salary dependent on qualifications and experience.

**POSITION DESCRIPTION:** As one of the key players in a customer-centered teaching library, this position has, as its primary focus, leading public service functions of the GLS, consisting of the Circulation/Reserves Department, the Reference and Information Team, the Education and Instruction Team, the Web Development Team, the Electronic Resources Team, and the Media Resources Department. The AUL encourages an innovative, creative, and pro-active approach to library service, and conveys a strong coherent vision of the role of the libraries as central to the teaching and research functions of the University. The AUL promotes an atmosphere among staff of participatory decision-making in which they are encouraged through training, mentoring, and organizational support to develop their skills and contribute to the maximum of their ability, and in which delivery of quality service to library users is the pre-eminent shared value.

The AUL reports to the University Librarian and serves as a member of the Administrative team, which works with appropriate GLS committees to oversee management of the GLS budget and operational activities. The AUL also represents the Library System on Universitywide committees and serves as liaison between GLS and other areas of the University, to maintain a cooperative and consultative environment between the GLS staff and all other segments of the University.

Specific areas of responsibility beyond coordination of the teams and departments mentioned above include: providing leadership in developing faculty outreach and liaison programs and in bringing together public service components from all GLS departments; working with the Building Operations Department to ensure a welcoming, supportive environment for our students, faculty, and staff; chairing the Public Services Group, which brings together public services components from all GLS Departments; participating as a member of the GLS Strategic Planning Group; and coordinating the update programs for faculty and administrators on the role of information technology in scholarly communication.

**MINIMUM QUALIFICATIONS:** ALA-accredited MLS; minimum seven years' professional experience in an academic library; experience participating in and developing customer-centered public services; management and supervisory experience in increasingly responsible positions; the ability to lead and motivate self-managed groups; excellent oral and written communication skills; demonstrated ability to communicate effectively with University faculty; evidence of understanding key issues, ideas, and trends in academic library public services, information technology, copyright, information literacy, and scholarly communication; demonstrated ability to work in a collaborative organization; flexibility in adapting to change; active involvement in professional library-related activities.

**DESIRABLE QUALIFICATIONS:** Familiarity with learning organization development; public relations skills.

**REVIEW OF APPLICATIONS:** Review of applications will begin **November 1, 2000**, and will continue until the position is filled. Please send a letter of application, current résumé, and the names and addresses of three references to:

**Emma Mosby**  
**Manager, The Gelman Library Systems, Administrative Services Office**  
**The Gelman Library, Room 201**  
**The George Washington University**  
**2130 H Street, NW**  
**Washington, DC 20052**

*The George Washington University is an equal opportunity, affirmative action employer.*



## HUMANITIES AND SOCIAL SCIENCES LIBRARIAN

### Dartmouth College Library

The Dartmouth College Library seeks a dynamic and flexible librarian for Baker/Berry Library, an exciting new facility opening in fall 2000 that brings computing and library services together to form a 21st century library. The successful candidate will provide leadership in the provision of information services in the humanities and social sciences to the faculty, students, and staff of Dartmouth College.

**RESPONSIBILITIES:** Reporting to the Director of User Services, the Humanities and Social Sciences librarian works within a decentralized library system to lead a team of 10 FTE humanities and social sciences information professionals and 13.5 FTE staff providing information services in an innovative and technologically sophisticated environment. Organizes and manages the team engaged in collection management and development, reference and information retrieval, and educational and instructional services in a new facility designed to foster a collaborative relationship with Dartmouth's Academic Computing Department. Areas of responsibility include the Evans Map Room, the Jones Media Center, the Sanborn English Library, and the documents depository program for Dartmouth. Maintains strong and effective communications with the diverse user populations served by Baker/Berry Library, and plans and implements library programs corresponding to their needs. Coordinates outreach and program development with the other Dartmouth College libraries. As one of 13 library department heads, participates in systemwide planning.

**QUALIFICATIONS:** ALA-MLS; graduate degree in one of the subject areas in the humanities or social sciences desirable; a minimum of five years' post-MLS experience demonstrating progressively higher administrative responsibilities in an academic library. The successful candidate will have proven leadership, management, and interpersonal skills that foster teamwork; the ability to work collegially in small group and team environments; a desire to nurture and manage change in a fast-paced environment; a strong commitment to public service and collection management and development; and excellent communications skills.

**RANK AND SALARY:** Rank and salary commensurate with experience and qualifications, with a minimum salary of \$41,500 for Librarian III. Full benefits package including 22 vacation days; comprehensive health care; TIAA-CREF; and relocation assistance.

**DARTMOUTH COLLEGE INFORMATION:** On the Web at: <http://www.dartmouth.edu>.

**APPLICATION:** Applications received by **October 16, 2000**, will be given first consideration; applications will be considered until the position is filled. Please send résumé to:

**Cynthia F. Pawlek  
Director of User Services  
Dartmouth College Library  
115 Baker Library  
Hanover, NH 03755**

*Dartmouth College is an AA, EEO, M/F employer. Minority candidates are encouraged to apply.*

Associate Director is part of the Library's senior management team. The position will have responsibility for the administration, leadership, and coordination of a wide range of public services, including reference, education, access and outreach, and interlibrary loan. It will participate in planning and evaluating library programs and communicating with the campus community. The Associate Director reports to the Bio-Medical Library Director. The University of Minnesota Bio-Medical Library serves the Schools of Medicine, Dentistry, Nursing, Pharmacy, Public Health, and several allied health programs, as well as related life sciences programs of the University. The library has 63 FTE staff, including 15 librarian positions. The collection contains over 450,000 volumes; more than 4,100 current journal subscriptions; and 1,000 curriculum-related and self-instructional media and computer programs. The Bio-Medical Library, creator of Health and Medicine in the News, and co-founder of the HealthWeb project, is committed to developing innovative and progressive programs utilizing advanced technologies and a wide spectrum of resources. Qualifications: Required: ALA-accredited MLS or foreign equivalent; minimum of five

years' progressively responsible experience in a health sciences library; supervisory experience; excellent oral and written communication skills; strong leadership and interpersonal skills; experience teaching and/or giving public presentations; public services experience; knowledge of current technological applications. Preferred: Membership in the Academy of Health Information Professionals; experience with electronic information resources; success in proposal and grantsmanship; knowledge of trends and issues in health sciences libraries. Salary and Benefits: This is a full-time, 12-month administrative appointment. The University Libraries offers a competitive salary, commensurate with experience. Minimum salary for this position is \$50,000. Excellent benefits and substantial moving allowance are provided. Recruiting Schedule: Position is available immediately. Applications will be accepted until the position is filled. A full position description is available at: <http://www.umn.edu/chr/employ.html>, listed with Academic Professional positions by Job Number UL126. Application Procedure: Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references

# GOVERNMENT INFORMATION LIBRARIAN

## University of Richmond

The University of Richmond is a private, highly selective institution with 3,400 full-time students in liberal arts, business, leadership studies, and law programs. Ranked by *U.S. News & World Report* and other college guides as one of the nation's top universities, Richmond has a rising national and international profile. Our endowment of over \$1 billion and ambitious strategic plan provide a strong sense of momentum for the future.

Located just two hours south of Washington, D.C., Richmond has a population of one million, and, as state capital, is home to numerous cultural and civic organizations. The University's campus, recently named the most beautiful in the nation by the *Princeton Review*, is located six miles west of downtown and offers an extraordinary quality of life for our faculty, staff, and students.

The Government Information Librarian is one of six librarians who provide reference, outreach, and instruction services in Boatwright Memorial Library (main library). The University of Richmond has an innovative program in outreach and instruction, and we intend to hire an enthusiastic librarian who will contribute in this important area. The Government Information Librarian serves as liaison to faculty in the department of Political Science, conducts library instruction sessions, participates actively in collection development, prepares Web pages and other bibliographic resources, and provides staff training. The Government Information Librarian also oversees the operation and management of the Libraries' Federal Depository Library Collection and supervises the Documents Associate. Other occasional duties (e.g., service on library committees) may be assigned. As part of this team, the librarian's schedule requires at least one evening a week as well as participation in a weekend rotation. Reports to the Head of Outreach and Instruction Services.

**REQUIRED QUALIFICATIONS:** ALA-accredited MLS; working knowledge of reference and government information sources, both print and electronic; good oral and written communication skills; good interpersonal skills; ability to work successfully in a team environment; and a strong commitment to public service.

**PREFERRED QUALIFICATIONS:** One to two years of general reference experience; teaching experience; a strong interest in government information; a bachelor's or master's degree or appropriate experience/interest in the field of political science; experience with Microsoft Office, electronic databases, GIS and Web page development.

**SALARY AND BENEFITS:** Commensurate with experience. The position is a 12-month appointment, including faculty status, but not rank or tenure. Benefits include TIAA-CREF, paid medical insurance, 20 days' vacation, and 13 paid holidays.

**CONTACT:** Applications received by **October 31, 2000** will receive first consideration. Applicants should submit a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of at least three current professional references to:

**Janet Ragusa**  
**Human Resource Services**  
**Political Science Building**  
**University of Richmond**  
**Richmond, VA 23173**  
**Fax: (804) 287-1282**  
**E-mail: [urjobs@richmond.edu](mailto:urjobs@richmond.edu)**

*Equal Opportunity Employer*

to: Search Committee, Libraries Human Resources Office, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. Please identify your application with the number UL126. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

**ASSOCIATE PROFESSOR/UNIVERSITY ARCHIVIST AND COORDINATOR OF THE SPECIAL COLLECTIONS DEPARTMENT. RE-ADVERTISEMENT (NEW POSITION).** The Mississippi State University Libraries seek a creative, innovative, and energetic team

player for the position of Associate Professor/University Archivist and Coordinator of the Special Collections Department. The position will provide direct supervision for the University Archives Division and leadership and coordination for three divisions of the Special Collections Department: Mississippiana and Rare Books, Manuscripts, and University Archives. This is a tenure-track faculty position at Associate Professor rank with full faculty privileges and responsibilities, reporting to the Dean of Libraries. The position further requires leadership in the cultivation and interpretation of the unique resources of the Special Collections Department that will contribute to a university-supported goal of attaining Association of Research Libraries membership for the Mississippi State University Libraries. Description: With broad collecting specialties in the

## TWO POSITIONS AVAILABLE

### Emory University General Libraries

The Emory General Libraries support science programs in the Emory College and Graduate School, and coordinate with the Health Sciences Center Library to support programs in medicine, public health, and nursing. A growing focus on interdisciplinary studies, expanding partnerships, and the addition of the Emory West research corridor point to the need for an energetic program of library services to the sciences. The General Libraries have been aggressive in adding electronic resources in the sciences, and now offer links in the OPAC to over 1,000 journals, and databases such as Web of Science and SciFinder Scholar. A small, technologically intensive library information center is planned for the new physical sciences building, to be constructed in 2001. Science programs at Emory include: Biology, Chemistry, Environmental Studies (including Geology), Mathematics/Computer Science, and Physics.

#### SCIENCE COORDINATOR

**RESPONSIBILITIES:** Based in the Collection Management Team of the Information Resources Division, the Sciences Coordinator works with the selector/liaisons in the sciences to develop a broad range of information resources and to facilitate their use. In addition, the individual in this position serves as a member of the Science Council, which plans, coordinates, and assesses the effectiveness of the broad range of library services to the science user groups. The individual in this position serves as the primary selector/liaison for one or more science subjects and provides leadership for the development and management of science information resources as a whole. Duties include selecting resources in all formats, promoting awareness of and access to significant new resources, evaluating the collections, and managing the information resources funds in the sciences. Outreach to the faculty in the science departments will be a key priority. Another important role will be that of monitoring trends in scholarly publishing in the sciences and working with library colleagues and the user community to introduce innovations that will improve access, particularly for electronic full-text, to the scientific literature. The coordinator will work closely with specialists in information technology who provide desktop and network support to faculty and students in the sciences. The coordinator will provide consultative reference services and instruction in the use of information resources. The Sciences Coordinator will also participate with the other members of the Collection Management team in the overall administration of the library's collection management and development program, including development of policies and procedures and management of the information resources budget. Collaboration with other library and campus units, such as the Health Sciences Center Library, will be important to assure comprehensive support for the Emory scientific community.

**QUALIFICATIONS:** An advanced degree in library and information science or in the physical or life sciences is required. Strong academic background in the physical or life sciences or three years' experience in a large academic or research library, or equivalent combination of education and experience. Demonstrated knowledge of the information needs of scholars in the sciences; understanding of current trends and issues in scholarly publishing and communications in the sciences, especially as relates to electronic journals. Good skills in planning, analysis, evaluation, and budget management; ability to interact successfully and communicate in a clear, knowledgeable, and personable manner; ability to work effectively as a team member and leader. Preferred: Experience in marketing library services and instructing individuals and groups in the use of library

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history of Mississippi, the South, and Mississippi State University, the library has built a solid research collection with strengths in journalism and the mass media, architecture, military history, politics, women's history, education, agriculture, engineering, and other subjects related to the land grant mission of Mississippi State University. The collection includes some 40,000 books, periodicals, and other publications, substantial collections of photographs and vertical files of ephemera, 8,000 linear feet of manuscripts, and 4,700 linear feet of official University records and faculty papers. Staffing: Two full-time faculty, three full-time staff members and 8-10 student assistants. Responsibilities: The University Archivist/Coordinator of Special Collections will lead the department in planning and carrying out all aspects of program development including: expanding and refining the departmental collection development policy, evaluating archival and manuscript collections, and extending and enhancing the donor relations program; implementing a solid public relations program, including the development of publications, exhibits and other

interpretive products; conservation of materials; technological applications, including computer applications, retrospective conversion of collections to MARC format, finding aid conversion (EAD and SGML) and digitizing of collections; facilities management, including the enhancement of security, environmental controls, and work spaces. In addition, the Coordinator will be responsible for budgeting, personnel management and grants planning and management for the department. Additional responsibilities include continued growth as a faculty member in the areas of teaching, research, and service; participation in library collection development; participation in library outreach programs. The responsibilities of the University Archivist component of the position include: accessioning and processing of all pertinent University material and making such material available for research and University administrative needs; expanding the holdings of the University Archives by soliciting pertinent materials from University faculty, staff, alumni, and other sources; coordination of the University Records Management program in accordance

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resources; advanced knowledge of library computer applications, experience in negotiating with publishers and vendors, and record of involvement in professional development activities.

### SCIENCE LIBRARIAN

**RESPONSIBILITIES:** Serving on teams in the User Services Division and the Information Resources Division, the Science Librarian provides reference assistance, library instruction, and research and consultation services to faculty and students. The individual serves as a selector/liaison for one or more science subjects and works closely with the Sciences Coordinator (see position announcement above). In addition to participating in general reference services, the Science Librarian consults with customers on specialized reference questions and provides instruction in all science disciplines. He or she will provide individual and group training for faculty and students on the use of library resources (both print and electronic), and develop library instructional aids, including Web-based guides, in support of disciplinary needs in the sciences. As selector/liaison, the individual will select resources in all formats, promote awareness of and access to significant new resources, and manage the information resources funds for the assigned science area(s). Outreach to the faculty in the science departments will be a key priority. The Science Librarian serves as a member of the Science Council, which plans, coordinates, and assesses the effectiveness of library services to the science user groups.

**QUALIFICATIONS:** MLS and strong academic background in the physical or life sciences; two years' experience in science reference or collection development in a large academic or research library, or equivalent combination of education and experience. Demonstrated knowledge of the information, research, and instructional needs of students and faculty in the sciences; understanding of current trends and issues in scholarly publishing and communications in the sciences, especially as it relates to electronic journals. Ability to interact successfully as a team member and communicate in a clear, knowledgeable, and personable manner; strong analytical skills. Demonstrated interest in professional activities. Preferred: Experience in instructing individuals and groups in the use of library resources and experience in marketing library services.

**SALARY AND BENEFITS FOR BOTH POSITIONS:** Salary and rank dependent upon qualifications and experience. Emory University offers a comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA-CREF. Attractive moving allowance.

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

**Dianne M. Smith  
Library Human Resources Officer  
Robert W. Woodruff Library**

**Emory University  
Atlanta, GA 30022-2870**

**Applications may be faxed to (404) 727-0805**

Application review begins **October 24, 2000.**

**Information:** Information about the Emory libraries is available at: <http://www.emory.edu/LIBRARIES/>.

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

with records management guidelines as established by the laws of the state of Mississippi for state agencies; coordinator of the University Oral History Program; supervision of the staff and student assistants assigned to the University Archives division; participation with other Special Collections faculty and staff in providing reference service, including during extended hours on a rotating basis. Qualifications: Required: Master's degree from an ALA-accredited program with course work in archival administration or an MA degree in a related field; at least five years of progressively responsible experience in managing special collections and/or archives in an academic environment; knowledge of archival standards, especially those related to conservation; familiarity with digital technology; commitment to collaboration and public service; strong communication and interpersonal skills; superior organizational skills and the ability and willingness to work independently within a team environment and the ever-changing dynamics of a library and university environment. Preferred: Subject Ph.D. Excellent benefits

package. Faculty rank, privileges, and responsibilities; 12-month appointment. Salary: Commensurate with qualifications and experience. Submit application, resume, and names/addresses/telephone number/e-mail addresses of three work references to: Debra Fairbrother, Administrative Assistant to the Dean, **Mississippi State University Libraries**, P.O. Box 5408, Mississippi State, MS 39762. Applications accepted through September 23, 2000, or until suitable applicant is found. For more information on the Mississippi State University community, see the university's Web site at: <http://www.msstate.edu>. Mississippi State University is an EEO/AA employer.

**DEAN OF LIBRARY SERVICES.** The University of Nebraska at Omaha, a comprehensive metropolitan university, invites applications and nominations for the position of Dean of Library Services. The Dean of Library Services reports to the Vice Chancellor for Academic Affairs and serves on the Chancellor's Council and the



## TWO POSITIONS AVAILABLE

### Middle Tennessee State University

Middle Tennessee State University has two key leadership positions available in its new library as a result of retirements: 1) Coordinator of Collection Management and 2) Coordinator of User Services. Reporting to the Dean of the Library, the positions are responsible for providing creative leadership in a team-based environment. The Coordinators will serve as members of the Administrative Council, the group that engages in planning, policy development, and resource prioritization for the entire library program. The Coordinator of Collection Management will have administrative responsibility for the selection, acquisition, cataloging, and processing of library materials supported by a monographs budget of \$450,000 and a serials budget of \$1,200,000. Current work units include acquisitions, serials, binding, cataloging, bibliographic database maintenance, and special collections. The Coordinator of User Services will have administrative responsibility for the user services department consisting of reference, circulation/reserves, interlibrary loan, off-campus library services, periodicals, microtext, and government documents. Each department consists of nine library faculty and 11 support staff.

#### THE ENVIRONMENT

MTSU is a broad-based, comprehensive university, offering an extensive range of undergraduate programs and selected graduate programs. The University takes pride in providing quality educational programs to a diverse student body, incorporating the most recent technologies to meet the changing needs of a dynamic environment. At the same time, it maintains a sense of community and a commitment to student-centered learning. As one of the fastest-growing major universities in the South, MTSU is an institution that values excellent teaching and encourages initiatives in research and public service. The new university library lies at the heart of the MTSU educational experience. Murfreesboro is located in central Tennessee, 30 miles southeast of Nashville. This historical city offers a rich cultural and recreational life and easy access to a variety of attractions within the state and region.

#### QUALIFICATIONS

Successful candidates will possess: the ALA-accredited MLS degree; significant experience in academic library management (for collection management—overseeing a technical services operation, such as acquisitions, serials, or cataloging; for user services—overseeing a public services operation, such as reference); knowledge of operations to be administered; and demonstrated ability to provide creative leadership in a team setting, promote cooperation among work groups, set priorities and allocate resources, and initiate and manage change in a rapidly evolving technological environment. Excellent communication skills, demonstrated flexibility and initiative, broad librarywide perspective, and commitment to the profession. Ability to meet promotion and tenure criteria.

#### APPLICATION

Recruitment will be ongoing until a satisfactory applicant pool is developed. The committee will begin reviewing applications in mid-October, 2000. Please forward a letter of application, resumé, and names of three references to:

**William K. Black**  
**Chair of the Coordinators Search Committee**  
**Middle Tennessee State University**  
**P.O. Box 13**  
**Murfreesboro, TN 37132**

Salary and rank commensurate with qualifications. Generous benefits include full-paid State or TIAA-CREF retirement, 24 days' annual leave, 12 days' sick leave, and 12 paid holidays.

For Web-based information about the Library, Rutherford County, and Nashville, please see: <http://www.mtsu.edu/~library>, <http://www.rutherfordchamber.org>, <http://www.nashville.citysearch.com>

*Middle Tennessee State University, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action employer. Minorities and women are encouraged to apply.*

## INTERESTED IN CREATING A NEW MODEL FOR LIBRARY EXCELLENCE?

San Jose State University is a metropolitan university located in San Jose California—capital of the world famous Silicon Valley. A thriving, innovative and multicultural area, San Jose is recognized for its high quality of life in terms of climate, environment and cultural opportunities. With the San Jose Public Library, plans are underway to build a shared state-of-the-art facility, which will open in 2003. Serving as Silicon Valley's 21st century information hub, the new library will facilitate students becoming lifelong learners and will meet their lifelong information needs.

### ASSOCIATE DEAN, UNIVERSITY LIBRARY (REVISED, RECRUITMENT PERIOD EXTENDED)

The Associate Dean reports to the Dean, University Library, and holds a 12-month, full-time management position. The Associate Dean's primary responsibility is to support the Library's mission and goals by providing effective leadership in developing, managing and enhancing library operations. The Associate Dean also provides leadership planning for the new joint library and in collection management being responsible for a \$1.6 million collections budget. This position requires an ALA accredited MLS or its equivalent; a record of scholarly, professional or creative achievement sufficient to achieve tenure at the rank of Associate Professor; proven administrative exp. in an academic environment; exp. managing collections including electronic resources; and demonstrated commitment to diversity. SJSU offers an excellent benefits package. Salary is competitive and dependent upon the qualifications and experience of the successful candidate. Applications will be accepted until the position is filled.

### SYSTEMS LIBRARIAN

The Library Systems Director reports to the Dean, University Library, and provides administrative leadership for the SJSU Library's information systems to serve its multicultural community. In collaboration with our San Jose Public Library partners, the Systems Director plans and implements technology resources and services for the new joint library. The Systems Director will be an active participant at the California State University System level in developing shared information systems made possible through creative use of CSUwide human and technological resources. This is a tenure-track faculty appointment at the rank and salary of Associate or Full Librarian, depending upon qualifications and experience. (Salary range \$53,460-\$100,884). Applications will be accepted until the position is filled.

**APPLICATION:** If you are energized by leading edge opportunities and excited about forging models and paradigms for libraries in the new millennium, Dr. Patricia Senn Breivik, Dean of the University Library, invites you to contact us at 408-924-2788 or lib-pers@email.sjsu.edu or visit our web site [www.library.sjsu.edu/employment/](http://www.library.sjsu.edu/employment/) for full position descriptions and application procedures.

SJSU is an Equal Opportunity/  
Affirmative Action employer.  
Reasonable accommodations are  
available for applicants with disabilities.



**San José State**  
UNIVERSITY

Dean's Forum. The University Library has a staff of 15 faculty, 38 staff, and 50 student assistants. The Learning Center also reports to the Dean. The university has a strong commitment to achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply for this position. The University Library has an operating budget of \$4 million, of which \$1.8 million is allocated for acquisitions. Its collections number over 800,000 volumes and include extensive government documents and microforms collections. There are more than 3,000 current periodical subscriptions and a diverse array of electronic databases. Additional information can be found on the library's Web site at: <http://library.unomaha.edu/> and at <http://www.unomaha.edu/aa/faculty.html/>. Review of applicants will begin November 3, 2000, and continue until the position is filled. Applicants should submit a letter of application, curriculum vitae, and names, addresses, telephone numbers, and e-mail addresses of three professional references. Applications, nominations, and all other correspondence should be sent to: Dean John Flocken, Chair Search Committee, ASH 231, 6001 Dodge Street, University of Nebraska at Omaha, Omaha, NE 68182-0013.

**DIRECTOR OF THE LIBRARY.** King College seeks a director of the library with an emphasis on library service and information technology, an appreciation of traditional resources, a demonstrated proficiency of digital resources, computing technologies, and academic computing, as well as an awareness of key issues in the administration of a small academic library. The successful candidate must possess interpersonal communication skills to promote effective communication with library and college constituencies, and demonstrate the ability to supervise professional and paraprofessional staff and student employees. A professional degree (MLS or equivalent) from an ALA-accredited institution is required and a minimum of three years of professional experience or equivalent is expected. King College is a Christian liberal arts college affiliated with the Presbyterian Church/USA, and the successful candidate must affirm a personal commitment to Christian faith and be able to appreciate and articulate the role of the library and information resources within such a context. Position to begin July 2001, though consideration will be given to a start date of January 2001. Review of applications will begin November 21, 2000, and will continue until position is filled. Please submit letters of application with statement of Christian faith and your understanding of library and information services to: Timothy E. Fulop,

# Princeton University



## ASSISTANT LIBRARIAN, POPULATION RESEARCH LIBRARY

### Princeton University Library

This is a half-time position, subject to annual reappointments based on funding availability.

The Princeton University Library seeks an energetic and innovative librarian to serve as Assistant Population Research Librarian. The candidate selected will join the Population Research Librarian and one special collections assistant in serving the library needs of the Office of Population Research (OPR) as well as the needs of other social scientists on the Princeton campus.

The Population Research Library houses 35,000 monographs, 15,000 reprints, 4,500 microfilms, 12,000 pamphlets and subscribes to over 300 journals. It also provides several local databases to its users. Princeton University Library has an overall collection of over six million volumes, 34,000 print journal subscriptions, over 400 electronic journals, and over 250 networked databases.

The Office of Population Research at Princeton University has been preeminent in the field of formal demography, in particular the development of the model life tables and stable population models. In recent years, the research portfolio of OPR has been broadened and now reflects growing involvement in areas such as population and environment, poverty and child well-being, health and mortality, demographic anthropology, social and economic demography, and statistical and mathematical demography. Princeton OPR faculty associates maintain strong ties with other social scientists in Princeton and throughout the world.

#### DUTIES AND RESPONSIBILITIES:

Our ideal candidate for this position will be a librarian with strong skills in social science and population reference work, as well as enthusiasm for new methods of organizing, accessing, and delivering data resources. The Assistant Population Research Librarian will be responsible for providing reference service to faculty and students using both electronic and print resources, for library bibliographic and electronic resources instruction, and for assisting in maintaining the OPR Library's Web site. In addition, the Assistant Librarian is responsible for locally cataloging a large variety of material, both electronic and print, and for ensuring that access to electronic OPR data collections is maintained through an appropriate approach to metadata and archiving. The Assistant Librarian also helps maintain a local tracking database for all types of acquisitions; helps analyze and deliver interlibrary

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Dean of the Faculty, **King College**, 1350 King College Road, Bristol, TN 37620. See [www.king.edu/library](http://www.king.edu/library) for additional information. EOE.

**DIRECTOR OF THE LIBRARY.** South Georgia College, Douglas, Georgia. MLS required. Competitive salary and benefits. Contact Grace James at: (912) 389-4231. [gjames@mail.sgc.peachnet.edu](mailto:gjames@mail.sgc.peachnet.edu). EEO.

**EDUCATION LIBRARIAN.** University of Washington Libraries. The Education Librarian provides reference and information services in the Social Sciences and Humanities, with emphasis on the provision of research consultation and user education services in the field of education. Responsibilities include developing and managing programs and services in support of the College of Education, developing the print, electronic, and Internet resources collections, and providing information management consultation in education. Serves as the Libraries liaison to campus K-12 outreach programs and to local K-12 librarians. Selection responsibilities encompass a large research collection in education, and smaller working collections of K-12 curriculum materials and children's literature. As part of the Reference and Research Services Division, the librarian provides reference services through regularly assigned desk hours as well as appointment-based consultations and participates in the evening and

weekend reference desk staffing. The position reports to the Head, Reference and Research Services Division. The Division includes Information Services, Reference Services, Microforms and Newspapers, and Government Publications. Qualifications: Required: Graduate degree from a program accredited by the ALA or an equivalent library science/information studies degree. Minimum of three years' post-MLS reference experience in an academic setting. Experience in collection and resource development. Preference will be given to those with collection development experience in education. Experience in planning, implementing, and evaluating user education designed for faculty and students, with preference given to those applying such experience to the field of education. Experience in teaching with Web-based technology using computer-based reference sources and an online catalog. Demonstrated excellent interpersonal skills, strong commitment to dynamic public service, teaching, and the ability to perform and work independently when needed. Evidence of strong written and oral communication skills. Ability to work successfully in a management team environment where consultation, collaboration, and cooperation are essential. Must be creative and motivated to continually seek improvement in services and collections. Salary: \$36,000 minimum. Starting salary commensurate with qualifications and background. Benefits include 24 days' vacation, participation in the UW Retirement Plan on a matching basis, excellent



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loans, SDIs and table of contents services; helps mount new CD-ROM software and system upgrades; and assists in the production of a periodic newsletter.

The Population Research Library staff and collection will be moving into a new library now in the final stages of design. This new library will also include the collections and services of the Woodrow Wilson School Library of Public and International Affairs.

The Assistant Librarian reports to the Librarian, Population Research Library, and works collaboratively with librarians in the Special Libraries Department as well as with all social sciences and data services librarians and staff.

**QUALIFICATIONS:**

**REQUIRED:** An ALA-accredited MLS degree. Educational background in the social sciences with at least a BA or BS in a relevant field. Working knowledge of at least one modern European language. Familiarity with web resources and knowledge of HTML. Experience with a variety of electronic library and data resources, including knowledge of electronic numeric research data and the principles of acquiring, organizing, and maintaining it.

**PREFERRED:** Knowledge of medical, demographic, and government resources, with emphasis on census and survey information. Knowledge of Microsoft Office software and Windows NT.

**BENEFITS:**

**Prorated:** Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Medical and other benefits.

**SALARY AND RANK:**

Dependent upon experience and qualifications.

**NOMINATIONS AND APPLICATIONS:**

Nominations and applications should be sent to the address below. Candidates should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references. Review of applications will begin on **October 23, 2000**, and will continue until the position is filled.

**Search Committee for Assistant Librarian,  
Population Research Library  
Princeton University  
c/o Lila D. Fredenburg  
Library Human Resources  
One Washington Road  
Princeton, NJ 08544-2098  
E-mail: [lfredenb@princeton.edu](mailto:lfredenb@princeton.edu)  
Fax: (609) 258-0454**

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

medical, dental, and life insurance plans. No state or local income tax. Application Deadline: Friday, October 20, 2000. Send letter of application, full resume, salary requirements, and the names, addresses, and telephone numbers of at least four references who are knowledgeable about the applicant's qualifications for these positions to: Charles E. Chamberlin, Deputy Director of Libraries, **University of Washington**, Box 352900, Seattle, WA, 98195-2900. University of Washington Libraries' home page is: <http://www.lib.washington.edu>. AA/EQE.

**HEAD OF ACCESS AND OUTREACH SERVICES.** University of Minnesota—Twin Cities Campus, Bio-Medical Library. The University of Minnesota Bio-Medical Library is seeking qualified applicants for the newly created position of Head of Access and Outreach Services. **Responsibilities:** Provide overall leadership and management of the Access Services Department, including circulation/reserves, inter-library loan, document delivery. Provide leadership in the implementation of innovative programs that utilize new technologies, to improve access to library resources either locally or from a distance (including electronic reserves and digital document delivery). The University of Minnesota Bio-Medical Library serves the Schools of Medicine, Dentistry, Nursing, Pharmacy, Public Health, several allied health programs, as well as related life sciences programs of the

University. The library has 63 FTE staff, including 15 librarian positions. The collection contains over 450,000 volumes; more than 4,100 current journal subscriptions; and 1,000 curriculum-related and self-instructional media and computer programs. The Bio-Medical Library, creator of Health and Medicine in the News, and co-founder of the HealthWeb project, is committed to developing innovative and progressive programs utilizing advanced technologies and a wide spectrum of resources. **Qualifications Required:** ALA-accredited MLS or foreign equivalent; a minimum of three years' health sciences library experience; supervisory experience; strong oral and written communication skills; strong interpersonal skills and ability to work effectively with a diverse clientele. **Preferred:** Experience in providing access services to library users; experience with automated interlibrary loan systems such as DOCLINE, OCLC, RLIN; experience in supporting distant learners; experience with an integrated library system; demonstrated knowledge of digital information technology; knowledge of trends and issues in access services and distance education; membership in the Academy of Health Information Professionals. **Salary and Benefits:** This is a full-time, 12-month, continuous-appointment-track, academic/professional position with probationary appointment at the Assistant or Associate Librarian rank. Rank will depend on qualifications and experience consistent with collegiate and University policy. The Libraries offers a

## HEAD OF SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

### San Diego State University

San Diego State University Library and Information Access is seeking an experienced librarian with strong leadership abilities and excellent interpersonal skills to serve as the Head of Special Collections and University Archives. Special Collections, which is a highly valued partner in teaching and research at the University, houses approximately 32,000 volumes of rare books and collections of manuscripts, archives, photographs, art prints, postcards, memorabilia, etchings, and oral histories. The printed collection includes incunabula and 16th and 17th century imprints that include material on heraldry, rare herbals, performing arts, and astronomy. Special Collections holds The Ernst Zinner Collection, one of the world's premier collections of rare astronomy books, as well as the extensive Norland Collection on natural history. University Archives is the repository for materials that document the 100-year history of San Diego State University since its founding in 1897 as a normal school. Complete details can be found on the department's Web page: [libweb.sdsu.edu/spcoll/index.html](http://libweb.sdsu.edu/spcoll/index.html).

Special Collections and University Archives is distinguished for its collections and its support of the academic departments and the University's mission. This support is provided through public service and instructional programs; through bibliographic access to the collections; and through a growing calendar of scholarly meetings and exhibits. Special Collections and University Archives is generously supported by endowment funds. It maintains a vigorous collection development program, receives hundreds of gifts of library material annually, and pursues an active development program.

**DUTIES AND RESPONSIBILITIES:** The Head of Special Collections and University Archives reports to the Dean, Library and Information Access. The Head of Special Collections and University Archives provides leadership that maintains and strengthens the distinguished collecting, preservation, and instructional programs; ensures timely and high-quality access to the collections; and guides substantial programs involving scholarly meetings, exhibits, and publications. The successful candidate will advance scholarship via digitization of unique holdings while promoting the continued relevance of the artifact and of special collections to research and teaching. Donor relations are a critical responsibility of this position, which is a principal point of contact for library benefactors and is responsible for extensive external activities in collaboration with the Friends of the Library and the Office of Library Development. The Head of Special Collections and University Archives is also responsible for collection development; active participation in instruction through contact with faculty and students; supervision of Special Collections and University Archives volunteers, staff, and student assistants; facilitation of increased awareness and use of Special Collections for teaching and research; implementation of programs to bring the collections to the attention of faculty and students both at SDSU and in the larger research community; oversight of collection processing, preservation, and digitization; reference service; research instruction to classes on the use of Special Collections; and participation on library, university, and systemwide committees.

**QUALIFICATIONS:** Required: ALA-accredited degree or equivalent foreign degree and a minimum two years' post-degree experience working with special collections in an academic or research library;

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competitive salary, commensurate with experience, but not less than \$37,000 for this position. Excellent benefits and substantial moving allowance. Recruiting Schedule: Position is available immediately. Applications will be accepted until the position is filled. A full position description is available at: <http://www.umn.edu/ohr/employ.html>, listed with Academic Professional positions by Job Number UL131. To Apply: Send a letter of application, resumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Search Committee, Libraries Human Resources Office, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. Please identify your application with the number UL131. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

**HEAD OF REFERENCE SERVICES.** The Geisel Library of Saint Anselm College is accepting applications for the position of Head of

Reference Services. Saint Anselm is a Catholic liberal arts college founded by the Order of Saint Benedict in 1889. The College has an undergraduate population of nearly 2,000 students educated by a staff of more than 125 faculty. Located in the foothills outside Manchester, New Hampshire, Saint Anselm College has won national recognition for its program in the humanities and for its excellent programs in Nursing and the Sciences. The Geisel Library is a modern facility of some 60,000 square feet spread over three levels. In 1992, the College committed \$5.5 million to complete a renovation of the Library, which is situated in the very heart of the campus. The Library holds a collection of over 200,000 volumes and an active serials list of over 1,300 titles, with an additional 1,000 titles available via online full text through EBSCOHOST. The Library also maintains several special collections consisting of New England imprints, theological works, early Americana, and Saint Anselm collection. The general collection is particularly strong in the areas of nursing, theology, history, and literature and is regularly strengthened by the addition of primary sources in all disciplines. The Head of Reference is responsible for directing reference

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demonstrated knowledge of current trends in the creation of digital records for special collections and archival materials; excellent oral and written communication skills; thorough knowledge of and experience with the administration of rare book, manuscript collections, and/or archives; evidence of a commitment to maintain knowledge of rare books, manuscripts, and archives and ability to apply this knowledge in the planning, evaluation, and implementation of new services; demonstrated leadership and supervisory experience; ability to work successfully with students, colleagues and teaching faculty and the research community; Strong customer service orientation; Initiative and flexibility to work successfully in a dynamic environment; ability to work effectively in a culturally diverse environment; demonstrated potential for meeting the requirements for tenure and promotion under the Library's criteria for library service effectiveness, professional growth, and service for the University and the community; experience with development/fundraising. Preferred: Reading knowledge of one or more foreign languages; grant writing experience; a second master's degree.

This is a full-time, 12-month, tenure-track faculty position. Award of tenure is dependent upon evidence of continuing library service effectiveness, professional growth, and service to the University and the community. Rank of Senior Assistant Librarian, starting salary range: \$46,488-\$58,740; or Associate Librarian, starting salary range: \$53,460-\$74,352. Excellent benefits package, including 24 days' annual vacation.

San Diego State University is the second largest academic institution in California and the oldest in the region. It serves an ethnically diverse student body of approximately 30,000 students and 2,200 faculty members. The University offers bachelor's degrees in 76 areas, master's in 59, and doctorates in 11. Its mission is to provide well-balanced, high-quality education for undergraduate and graduate students, and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research, and service. Additional information is available at: <http://www.sdsu.edu/>.

Send letter of application, résumé, and at least five names of reference to:

**Helen Henry**  
**Director**  
**Administrative Operations**  
**Library and Information Access**  
**San Diego State University**  
**5500 Campanile Drive**  
**San Diego, CA 92182-8050**

A duplicate may be submitted by e-mail. Send to [hhenry@mail.sdsu.edu](mailto:hhenry@mail.sdsu.edu). Please indicate the position for which you are applying. To ensure full consideration, applications should be received by **November 13, 2000**, when the Appointment Committee will begin screening.

*SDSU is an equal opportunity, Title IX employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, or disability. Women, ethnic minorities, and persons with disabilities are encouraged to apply.*

services and supervising a staff of full-time professionals, two part-time professionals, two support staff, and student assistants working in both reference and interlibrary loan. The reference collection consists of some 4,000 volumes accompanied by a host of online and CD-ROM sources. The Geisel Library is an innovative library with Web-based software. The Head of Reference is also responsible for assisting faculty and students with standard reference inquiries and online searches, overseeing the design and implementation of library instructional programs, determining document delivery strategies, and maintaining the Library homepage. Qualifications: ALA-accredited MLS with five years of experience in the reference department of an academic library. Excellent oral and written communication skills and a strong disposition toward working with undergraduate students on all levels of library service. A knowledge of online searching techniques, document delivery mechanism, HTML, and library instructional programs is also essential. Salary is competitive and related to applicant's educational background and work experience. Interested candidates may send a cover letter, resume, and the names, addresses, and

telephone numbers of three professional references to: Human Resources, Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310. Saint Anselm College is an equal opportunity employer.

**HEAD, READING ROOM.** The Harry Ransom Humanities Research Center is the principal rare books and manuscripts library of The University of Texas at Austin, with a collection of approximately 800,000 books, 36 million manuscripts, five million photographs, and over 100,000 works of art. Information about the Ransom Center, the library, and the current building renovation project may be found at: <http://www.lib.utexas.edu/hrc>. Required Qualifications: Master's degree in library science from an ALA-accredited program. Proficiency in use of electronic reference sources. Two or more years of public service experience at the professional level in archives or special collections. Supervisory experience. Preferred Qualifications: Excellent interpersonal and written communication skills. Knowledge of modern library security measures. Proficiency in one or more foreign languages.



## LIBRARY DIRECTOR

Wayne State University Library System

Purdy/Kresge Library

Wayne State University seeks nominations and applications for the position of Director of the Purdy/Kresge Library. The Director reports to the Dean of Libraries and is a member of the Dean's Management Group. The Director works cooperatively with WSU faculty, students, staff, and administration to provide dynamic leadership in helping the Purdy/Kresge Library reach its maximum potential and the University realize its academic and research goals.

Wayne State University is a Carnegie Research University I with a demonstrated commitment to teaching and learning excellence. The university's enrollment of 31,000 students (18,000 undergraduates) makes it the 21st largest university in the United States. The university is located in an attractive urban setting, surrounded by museums, theaters, and corporate offices, easily accessible from several Detroit-area interstate freeways and Canada. The University Library System includes five libraries, Media Services, a graduate Library and Information Science Program, and the University Press. The Purdy/Kresge Library supports the research and instructional programs in the arts, humanities, social sciences, and business for upper-level undergraduates, graduate students, and faculty.

**RESPONSIBILITIES:** Direct, plan, and manage the operational activities and programs of the Purdy/Kresge Library; establish goals, plan, develop, and implement policy and procedures to ensure effective operations; ensure compliance with contractual agreement and governmental regulations; review, approve, and monitor expenditures and recommend budgets; provide leadership and manage the personnel activities of the Purdy/Kresge Library, including hiring, training, and evaluating the work of assigned staff; prepare and initiate new programs for the benefit of library patrons, staff, and faculty; represent the Purdy/Kresge Library on various University Library committees; act as liaison and resource to department administrator, other University units, and professional groups; maintain active memberships and participation in professional organizations; represent the Library System at various administrative meetings and conferences; serve on University, governmental, and/or private sector committees and task forces; prepare varied and detailed administrative reports and analysis concerning unit performance, programs, and activities; initiate and implement strategies to solicit funding from both public and private sector sources; may be appointed to teach occasionally in the graduate Library Science Program; perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** Master's degree from an ALA-accredited library school or equivalent; extensive supervisory and administrative experience with direct responsibility for a large staff in a research library setting; ability to supervise the work of professional, paraprofessional, clerical, and student support staff; ability to monitor and oversee fiscal and personnel activities including staff recruitment, management, and development; considerable knowledge regarding application of information technologies; excellent written, oral, and interpersonal skills, including a proven ability to establish and maintain effective working relationships; ability to set priorities and organize time and tasks; excellent analytical skills, including the ability to conduct surveys and studies, effectively present findings, and prepare grant and contract proposals; strong commitment to patron-oriented library service in an urban setting; prior experience in an academic setting desirable.

**SALARY AND BENEFITS:** Minimum Salary: \$80,000. Twenty-two days' vacation per year, university holidays and excellent fringe benefits, including TIAA-CREF or Fidelity, tuition assistance for employees and family members, and relocation assistance

**APPLICATION:** Please mail or fax a letter of interest, résumé, and the names, addresses, and telephone numbers of at least three references to:

**Sharon Almeranti**  
**Administrative Officer**  
**Wayne State University**  
**3100 David Adamany Undergraduate Library**  
**Detroit, MI 48202**  
**Fax: (313) 577-5525**

Applications accepted until position is filled; however, those received within three weeks of the date of publication will be given first consideration.

All buildings, structures and vehicles at WSU are smoke-free. Wayne State University—People working together to provide quality service.

*Wayne State University is an equal opportunity, affirmative action employer.*

# Stanford University Libraries Information Center

## Three Positions

**J**oin a library team building an academic reference service for the 21st Century. The Stanford University Libraries is seeking three librarians at the assistant/associate level who are knowledgeable, creative, innovative, and flexible to help design services provided by its Information Center. The Center currently provides a central reference point for use of Green Library resources in the humanities and social sciences, including government documents. The Center also manages the Library's audio-visual media, microtext and current periodical collections, and interlibrary loan services. All three positions serve as part of the Information Center team for planning, developing, and delivering both traditional and state-of-the-art reference and instructional programs. Each position is responsible for managing one of the following services:

**TECHNOLOGY SERVICES** – Provides leadership in a broad range of technology-based services provided by the Information Center, including two computer clusters, automated system for reference referrals, CD-ROM network, and media wall.

**INSTRUCTION SERVICES** – Oversees an instructional program for Stanford students and faculty in close consultation with the Libraries' subject specialists and academic computing staff.

**MEDIA-MICROTEXT SERVICES** – Promote and facilitate the use of film, audio, video, and digital media, as well as related instructional and research technologies, such as use of media for course reserves; oversees media-microtext services and addresses preservation and copyright issues.

Specific assignments will be made based on qualifications and interests of successful candidates. All positions require: demonstrated reference experience in the humanities and/or social sciences (including government documents); demonstrated academic or reference-related teaching experience; demonstrated expertise in emerging technologies and their application to library services; knowledge of and experience in academic or research libraries; MLS from an ALA-accredited library school or equivalent training and experience; excellent oral and written communication skills; demonstrated ability to work independently, as well as in a team environment in a dynamic and challenging academic setting. Full position descriptions are available on the Stanford Libraries web site at: <http://www.sul.stanford.edu/depts/humres/job.html#staff>

Salary will be commensurate with qualifications and experience. Applicants should supply with their cover letter a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of three references who have knowledge of their professional qualifications for this position. Letters and documents should refer to these positions and be addressed to: Kathryn M. Kerns, Acting Head of Information Center, Stanford University Libraries, Stanford University, Stanford, CA 94305-6004. Applications will be accepted until the positions are filled. AA/EOE



**Stanford University**

Master's degree in the humanities. Essential functions are to provide rare book and manuscript reference service and patron orientation in the Ransom Center's Reading Room; train and supervise a paging staff of four FTE employees; coordinate circulation services; supervise photoduplication and interlibrary service; manage the New York Journal American newspaper photographic archive; and plan for the Reading Room's move into new quarters in 2002. Annual salary is \$34,000–\$38,000, depending upon experience. Excellent fringe benefits. Finalists will be required to submit an electronic employment application. To apply, send letter of interest, resumé, and a list of three references to: Dr. Richard Oram, **Harry Ransom Humanities Research Center-Library**, P.O. Drawer 7219, Austin, TX 78713-7219. Application deadline is October 23, 2000. An equal opportunity, affirmative action employer.

**INFORMATION AND COMPUTER LITERACY INSTRUCTOR.** State University of New York College at Cortland, Memorial Library is seeking to fill the following position: Information and Computer Literacy Instructor. Participate in the development and teaching of course work that introduces students to basic information and computer literacy skills and teaching courses in the Computer Applications Minor Program; will work closely with the College community to develop a campuswide program of information technology services and resources; daytime reference service is a part of this position. Required Qualifications: ALA-accredited MLS or other appropriate master's degree and teaching or training experience; demonstrated knowledge of and experience with Windows and/or Macintosh computing environments; Internet and Internet access tools; expertise in word processing, database software, spreadsheets, presentation software and programming languages.

# Princeton University



## ASSOCIATE UNIVERSITY LIBRARIAN FOR RARE BOOKS AND SPECIAL COLLECTIONS

### The Princeton University Library

The Princeton University Library seeks nominations and applications for the position of Associate University Librarian for Rare Books and Special Collections. The successful candidate will become a member of the library's senior administrative group, sharing responsibility for the overall direction of the Princeton library system. Drawing on the talents of a staff of 320 and an operating budget of \$30,000,000, the Princeton University Library comprises a large central library and 15 specialized branches that serve 4,600 undergraduates, 1,700 graduate students, 1,100 faculty, and many visiting researchers. The library system holds 6,000,000 printed volumes, extensive special collections, and significant electronic resources.

#### THE POSITION:

This Associate University Librarian is responsible for directing the Department of Rare Books and Special Collections, which hold more than 300,000 rare books, 45,000 linear feet of manuscripts and archives, and fine collections of historic maps, photographs, prints, coins, and other research material. The collections are wide-ranging, with particular strength in 19th- and 20th-century English and American literature, American public policy, Western Americana, children's literature, Islamica, antiquities, and medieval manuscripts. The Department also includes the University Archives. The staff of the department numbers approximately 40 FTE, not including student workers.

The Associate University Librarian for Rare Books and Special Collections provides leadership in building collections and offering services to support teaching and research at Princeton and throughout the scholarly world. This in turn entails leadership in strategic planning, collection development and preservation, public services (including instruction for students), technical services, space planning, financial management, and the implementation of new technologies. Other responsibilities include guiding the publications, exhibitions, and public programming sponsored by the department. The Associate University Librarian for Rare Books and Special Collections works closely with the department's many benefactors, including the Friends of the Library. This position reports to the University Librarian.

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especially Visual Basic and/or JAVA. Review of applications will begin October 5, 2000, and continue until the position is filled. Projected start date is January 2, 2001. Tenure-track, 12-month faculty position, rank commensurate with experience. Salary ranges low to mid \$30s. Submit letter of application, résumé, and the names, addresses, and phone numbers of three references to: Gail Wood, Director of Libraries, SUNY Cortland, Box 2000, Cortland, NY 13045. SUNY Cortland is an AA/EEO/ADA employer. We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of multicultural studies.

**INFORMATION LITERACY/REFERENCE LIBRARIAN.** The Department of the Library, College of Staten Island of The City University of New York, invites applications for anticipated tenure-track position as Information Literacy/Reference Librarian, at the level of Instructor or Assistant Professor. Qualifications: ALA-accredited MLS with appropriate second master's degree required for appointment as Assistant Professor; excellent communication and interpersonal skills; ability to work collaboratively. Demonstrable ability in library instruction, knowledge of current information literacy theory and practice, instructional technology and integration, and learning theory required. Responsibilities: Developing and implementing a program to incorporate information literacy into the curriculum, in collaboration with faculty and library staff. In addition to the responsibilities of the position, including reference desk service, the successful candidate will be expected to perform department and college service and engage in an active and productive research agenda. Start date: September 2001. Salary range: commensurate with qualifications: Instructor \$29,997–

\$48,284; Assistant Professor \$42,162–\$57,049. Review of applications will begin January 5, 2001 and continue until the position is filled. Send a letter of application with curriculum vitae, and the names, addresses, and telephone numbers of three references to: Chair, Library Search Committee, College of Staten Island/CUNY, 2800 Victory Blvd., Staten Island, NY 10314. For more complete information: <http://www.library.csi.cuny.edu>, [www.library.csi.cuny.edu](http://www.library.csi.cuny.edu). EEO/AA/ADA employer.

**INFORMATION TECHNOLOGY AND INSTRUCTION LIBRARIAN.** State University of New York College at Cortland, Memorial Library is seeking to fill the position of Information Technology and Instruction Librarian. Teach in the library instruction program; be responsible for the design, development and maintenance of the Library's Web page; develop electronic instructional resources; serve as a liaison to distance learning programs; and participate in the library reference rotation, including nights and weekends. Required Qualifications: MLS from an ALA-accredited program, previous teaching or training experience, and a strong technical background in library network applications. Preferred Qualifications: Second master's degree; experience with networking software, telecommunications, and PC configuration; experience with network applications software; and experience with Web-based software, including HTML. Tenure-track, 12-month faculty position, rank commensurate with experience. Salary range is low to mid \$30s. Review of applications will begin October 16, 2000, and continue until the position is filled. Submit letter of application, resume, and the names, addresses, and phone numbers of three references to: Gail Wood, Director of Libraries, SUNY Cortland, Box 2000, Cortland, NY 13045.

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#### QUALIFICATIONS REQUIRED:

An ALA-accredited MLS or equivalent combination of education and professional library experience, and a minimum of seven years of progressively responsible work in a research library or other major educational and cultural institution. Substantial experience with rare books, manuscripts, and artifacts comparable to those in the Princeton University Library. Ability to articulate the vital role rare books and materials in special collections play in the university and in society as a whole. Demonstrated capacity to provide strong leadership in building library collections and to introduce innovative library programs, including the development of digital initiatives for rare and unique materials. Demonstrated successful administrative experience with professional and support staff, and a strong commitment to staff development. Record of establishing and maintaining close working relationships with faculty, collectors, and donors. Ability to view issues from a librarywide perspective and to contribute effectively to collaborative projects within and outside the library. Excellent oral and written communication skills. Strongly Preferred: Graduate degree in one of the humanities.

#### BENEFITS:

Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA-CREF), group life insurance, health coverage insurance, and disability insurance.

#### SALARY:

Salary is competitive and negotiable, with an attractive benefits package.

#### NOMINATIONS AND APPLICATIONS:

Nominations and applications should be sent to the address below. Candidates should submit a letter of application, résumé, and the names, addresses, and telephone numbers of three references. Review of applications will begin on **November 15, 2000**, and continue until the position is filled.

**Search Committee for the Associate University Librarian for  
Rare Books and Special Collections  
c/o Lila Daum Fredenburg  
Human Resources Librarian  
Princeton University Library  
One Washington Road  
Princeton, NJ 08544-2098  
E-mail: lfredenb@princeton.edu  
Fax: (609) 258-0454**

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

SUNY Cortland is an AA/EEO/ADA employer. We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of multicultural studies.

**LITERATURE/HUMANITIES BIBLIOGRAPHER** (position previously advertised in 9/00 issue of C&RL News). The Libraries of the University of California, San Diego (UCSD) invite applications from innovative professionals to fill an exciting career-track bibliographer opening in the Social Sciences and Humanities Library (see UCSD's ad for Social Sciences Bibliographer). This is one of two positions that will be chosen to serve as team leader and supervisor for 3-6 bibliographers in the social sciences and humanities. With its ranking as one of the top ten research institutions in the country, UCSD provides the academic benefits of a world-class research university. Visit our Web site at: <http://orpheus.ucsd.edu/fac/positions.htm>. Hiring Range: \$44,196-\$68,112. Will build and manage research-level collections in English and American literatures, theater, dance, and related areas. Serve as active liaison with pertinent academic departments, faculty, and students; provide in-depth bibliographic instruction and research consultation using traditional materials, newly emerging electronic tools, and the resources of the California Digital Library. Coordinate UC-wide resource sharing, and participate in consortial subject groups, and provide general reference assistance at a combined social sciences/humanities and government information reference desk; rotational evening and weekend hours required. Qualifications: Academic specialization / advanced degree in English language literature. Professional degree from a library school or other appropriate degree or equivalent experience; ability to facilitate goal-oriented communication

within a rapidly changing library environment; successful reference and instructional experience in an academic library; demonstrated potential to excel as a team member in a dynamic, collaborative, technology-intensive environment; demonstrated superior skills in collections management, in specialized instruction, and in all oral and written communications. Depending on background and expertise, may serve as team leader; demonstrated successful supervisory expertise within a large or growing academic institution required for the team leader role. UCSD offers a comprehensive benefits package including generous relocation reimbursement. Candidates applying by November 13, 2000, will be given first consideration. To apply, please submit a letter and resume, along with a list of three professional references to: Debra Ambrose, Library Human Resources 0175H (2), University of California, San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0175; phone: (858) 534-1279; fax: (858) 534-8634; e-mail: [libraryjobs@ucsd.edu](mailto:libraryjobs@ucsd.edu). UCSD is an equal opportunity, affirmative action employer committed to excellence through diversity.

**PHYSICAL SCIENCES/ENGINEERING LIBRARIAN.** General Librarian, University of California, Davis. Salary: \$32,940-\$57,984. Appointment rank and salary based on qualifications and experience. Responsibilities: The Physical Sciences/Engineering Librarian delivers responsive, innovative information services that support the needs of a highly interdisciplinary university community. Works collaboratively to develop and coordinate collections and services in assigned subjects, including electronic resources. Person in this position will be primarily responsible for chemistry, chemical engineering, and materials science



**Susquehanna  
University**

## **LIBRARIAN, PUBLIC SERVICES**

### **Susquehanna University**

Susquehanna University seeks an energetic, outgoing librarian who is interested in a broad range of public service responsibilities. This position administers the Circulation, Reserves, and Collection Maintenance operations of the Blough-Weis Library. Will implement electronic course reserves. Supervises one part-time clerical assistant and up to 80 student assistants. Provides reference services for the Library's print, electronic, media, and microform resources. Participates in teaching library instruction classes, developing the Library's Web site, and evaluating/selecting resources for the Reference Collections. Evening and weekend hours included.

An MLS from an ALA-accredited Library School plus at least three years of academic library experience, including reference and instruction, required. Excellent oral and written communications skills, organizational abilities, and a strong customer service orientation required. Supervisory experience preferred. Ability to learn and/or maintain currency with new software releases and updates, and experience with word processing software required.

If you are attracted to challenging work in a collegial environment, please send a letter of interest and résumé to:

**Kathleen Gunning  
Library Director  
Susquehanna University  
514 University Avenue  
Selinsgrove, PA 17870**

Review of résumés will begin on **October 20, 2000**, and continue until the position is filled.

Susquehanna University is a selective, residential, undergraduate university of 1,600 students. Located on a beautiful campus in central Pennsylvania, the University is 3.5 hours from New York, Philadelphia, and Washington, D.C. Visit us at [www.susqu.edu](http://www.susqu.edu).

*Susquehanna University is an EO/AA employer.*

**Utah State  
UNIVERSITY**

## **DIRECTOR OF UNIVERSITY LIBRARIES**

### **Utah State University**

Utah State University invites applications and nominations for the Director of University Libraries who will also serve as Assistant Dean of Information and Learning Resources. The Director will provide successful library management, effect collaboration and/or involvement with a variety of institutions and professional organizations, be successful in development and fundraising activities, and be cognizant of emerging educational technologies.

Requires master's degree in Library Science from an ALA-accredited school; demonstrated progressive experience in academic research library administration and a proven track record in long-range planning, budgeting, evaluation of library services, and organizational skills, etc. See <http://personnel.usu.edu> (2-141) for full description.

Send letter of application, résumé, and contact information for three professional references to:

**Dr. James A. MacMahon  
Vice President for University Advancement  
1440 Old Main Hill  
Utah State University  
Logan, UT 84322-1440**

Review of applications begins **November 8, 2000**, and will continue until the position is filled.

*AA/EOE*



**CURATOR OF SPECIAL  
COLLECTIONS**

**The University of Alabama Libraries**

**DESCRIPTION:** The University of Alabama Libraries is seeking a dynamic, experienced leader with broad-based skills for the position of Curator of Special Collections in the William Stanley Hoole Special Collections Library. The Hoole Library is a national resource specializing in the unique history and culture of the state of Alabama, including the University of Alabama. The Curator oversees and coordinates the work of two librarians, one professional, and four classified staff, graduate and student assistants, and volunteers who assist users and provide access to and security for the Alabama Collection, rare books, University archives, manuscripts and personal papers, and other resources in a variety of formats. The Curator reports to the Associate Dean of Libraries for Collections and Information Services. As a department head, the Curator is a member of the Libraries Management Council.

**RESPONSIBILITIES:** Provide clear vision and strong leadership for the Hoole Special Collections Library, emphasizing personalized user services, dynamic outreach, faithful stewardship, and a cooperative collegial environment. Effectively manage, administer, and supervise daily operations of the Hoole Special Collections Library. Ensure the long-term preservation and care of the collections. Apply emerging computing and communications technologies to provide intellectual access to existing collections for on- and off-campus users, with special focus on scholarly researchers and secondary educators. Actively promote the collections and services of the Hoole Special Collections Library to a broader audience, both on campus and beyond. Work with past and potential donors to Hoole Special Collections Library; represent the libraries and the University; and share responsibility for stewardship of gifts. Facilitate effective working relationships and work collaboratively within the University Libraries, across campus, and with outside agencies and organizations. Actively participate in the overall management of the Libraries and also in statewide and national professional organizations.

**QUALIFICATIONS:** Required: ALA-accredited MLS, masters of Archival Studies, or Certification by the Academy of Certified Archivists. Graduate degree in a discipline related to the Collection's strengths. Knowledge of Southern history. Progressively responsible experience in Archives and Special Collections. Successful supervisory experience with commitment to mentoring, training, and staff development. Demonstrated service orientation and strong interpersonal, written, and oral communication skills. Ability to work collaboratively with diverse populations. Well-developed management, team-building, and decision-making skills along with initiative, flexibility, and the ability to facilitate change. Knowledge of current trends and technological developments in the archives field.

**Preferred:** Knowledge of Alabama history. Experience working with volunteers. Academic library experience. Grantwriting experience.

The University Libraries maintains membership in the Association of Research Libraries, the Center for Research Libraries, the Coalition for Networked Information, SOLINET, and the Network of Alabama Academic Libraries. A U.S. government documents regional depository, the Libraries serves Alabama libraries and the public. The Libraries employs the Voyager Integrated Library System and is an active participant in the Alabama Virtual Library. The Libraries' homepage may be accessed at: <http://www.lib.ua.edu>.

**SALARY/BENEFITS:** 12-month tenure-track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver; substantial moving allowance may be available.

**TO APPLY:** Send letter of application, résumé, and names, addresses, and phone numbers of three references to:

**Voni B. Wyatt, Personnel Officer  
The University of Alabama Libraries  
Box 870266  
Tuscaloosa, AL 35487-0266**

Applications received by **October 31, 2000**, are assured of receiving consideration.

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

# MUHLENBERG COLLEGE

## REFERENCE LIBRARIAN

Seeking a Social Science Reference Librarian to become part of a team of three professional reference librarians in the Reference Department. Serve as subject specialist in the social sciences and act as liaison to corresponding academic departments on campus. Responsibilities include providing reference services at the desk via phone, e-mail and office visits, delivering bibliographic instruction in cooperation with social sciences faculty, developing and maintaining reference and instructional Web pages, and aiding in the supervision of student assistants. Some evening/weekend hours required. ALA-accredited MLS plus a second master's, preferably in a traditional social science discipline, or three years social science reference and bibliographic instruction in an academic library setting required. Knowledge of networked computers, the Internet, electronic databases and HTML required, as are excellent written and oral communication skills. A working knowledge of government documents is preferred. Must be able to interact effectively with diverse students, faculty and other library patrons, exhibiting a strong service orientation.

Founded in 1848, Muhlenberg is a highly selective, private, liberal arts college of 2,000+ students. Located in the scenic Lenigh Valley, the college is within easy reach of New York, Philadelphia and Washington, as well as coastal and mountain recreation areas. We offer a comprehensive benefits package, including tuition scholarship programs for dependents after two years of service. Salary in the mid-to-high \$30s, depending upon background and experience.

To apply, send letter of interest, resume and the names, phone numbers and addresses of three professional references to: **Thomas M. Gaughan, Director, Trexler Library, Muhlenberg College, Allentown, PA 18104.** Application review begins October 20, 2000 and will continue until the position is filled. EOE

Visit the Muhlenberg College Web site at  
[www.muhlenberg.edu](http://www.muhlenberg.edu).

and engineering. Manages the print collections in assigned areas, including appropriate and timely transfers to an off-site storage facility. Cultivates and maintains strong working relationships with faculty. Maintains an understanding of the research and teaching programs in assigned areas. Develops and delivers instructional services in assigned disciplines. Shares in providing reference desk service (8-10 hours/week), instruction, ILL, bibliographic verification, and database searches. Schedule may include occasional evening/weekend assignments. Participates in electronic delivery of information to researchers and develops information services and products, including design of Web pages and instructional guides. Participates as a team member in the operation of the Physical Sciences & Engineering Library and in librarywide responsibilities. Reports to the Head of the Physical Sciences and Engineering Library. Qualifications: Graduate degree in librarianship from an ALA-accredited institution or its equivalent. Evidence of active interest in science and technology. Familiarity with standard subject indexes and major reference works in the sciences and engineering, both print and electronic. Demonstrated understanding of information needs of scientists and/or engineers and the application of information technologies to serving these populations. Excellent computer and Internet skills, especially in a networked environment. Superior oral and written communication skills and interpersonal skills; excellent analytical and organizational skills. Demonstrated ability to work independently and

## HEAD, INFORMATION SERVICES

### Woodbury University

Plan and manage reference services, library instruction, and circulation for small academic library with active info literacy program and electronic resources emphasis. Provide input for budgeting and space planning.

ALA-accredited MLS required plus business and/or art and design library experience preferred. Minimum three years' professional service with supervisory experience in an academic library.

Full-time position with faculty status. Send cover letter and resumé to:

**Human Resources  
Woodbury University  
7500 Glenoaks Boulevard  
Burbank, CA 91510-7846**

collaboratively and to contribute positively to a collegial team environment. Ability to work effectively with colleagues, students, faculty, and staff in a rapidly changing, complex, and multicultural environment. Demonstrated initiative and flexibility in adapting to change. Strong commitment to public service. Ability to develop and deliver discipline-related instructional sessions. Ability to perform work requiring attention to detail. Strong bibliographic verification skills. Demonstrated ability to learn new database-searching techniques, including sophisticated chemistry database searches. Desirable: Two years' academic coursework in chemistry or experience providing access to chemical information in an academic or corporate environment. Experience in providing sci/tech reference service in an academic research environment. Database search skills, particularly STN. Skill in teaching the adult learner. For the full position description, please see: [www.lib.ucdavis.edu/admininfo/jobs/librarian.html](http://www.lib.ucdavis.edu/admininfo/jobs/librarian.html). To Apply: Send letter, resume, and the names, addresses, telephone numbers, and e-mail addresses of three references (including current supervisor) to: **Debbie Ojakangas, Administrative Assistant, Library Administration, University of California, 100 North West Quad, Davis, CA 95616-5292.** Phone: (530) 752-3444; fax: (530) 752-6899, e-mail: [daojakangas@ucdavis.edu](mailto:daojakangas@ucdavis.edu). This position is covered by a collective bargaining agreement. The position is open until filled, but priority will be given to applications received by the screening date of October 15, 2000. The University of California, Davis, is an affirmative action, equal opportunity employer.

**REFERENCE LIBRARIAN (SCIENCE EMPHASIS).** Joyner Library, East Carolina University (ECU) seeks an enthusiastic, service-oriented, and innovative individual for the position of Reference Librarian with emphasis on the sciences. The librarian provides general reference, science reference, and instructional services for students and faculty; serves as liaison to one or more science departments and works closely with faculty within these departments to develop the library's collections and services; and develops Web pages that support the curriculum in these areas. The librarian is a member of the Academic Library Services (ALS) Reference Department, and reports to the Head of Reference. Scheduled hours on the Reference Desk, including some evening and weekend work, are required. Academic Library Services supports the campus community's mission of teaching, research, and service through Joyner Library's collection of over one million volumes,

# EDUCATION AND EXHIBIT COORDINATOR

UCLA Library

**Louise M. Darling Biomedical Library  
Pacific Southwest Regional Medical Library**

The Pacific Southwest Regional Medical Library of the National Network of Libraries of Medicine at the UCLA Biomedical Library seeks a talented and innovative librarian as Education and Exhibit Coordinator. The coordinator is responsible for the training and promotional programs in the Pacific Southwest Region. This includes: scheduling and coordinating PSRML exhibits, presentations, and training; exhibiting and demonstrating health information resources at appropriate meetings of health professionals, librarians, and health organizations with a consumer focus; developing instructional and informational materials and providing training to librarians, health professionals, and consumers; promoting NLM's resources and programs with these groups throughout the region and giving feedback to NLM; providing referrals and information about NLM and NN/LM services and products to librarians, consumers, and health professionals; and contributing to the regional newsletter, Web site, and other appropriate media to further the goals of the PSRML program.

**QUALIFICATIONS:** Experience with microcomputers and developing/using Web and other electronic resources. Excellent written and oral communication skills. Experience with adult training/teaching. Strong interpersonal and organizational skills, flexibility, and willingness to travel. Ability to collaborate on projects in various settings. Familiarity with NLM resources and an understanding of health sciences library operations. Background will normally include a professional degree from an accredited library and information science graduate program. Salary Range: \$32,940-\$54,108.

Anyone wishing to be considered for the position should write to:

**Karen Murray  
Administrative Specialist  
Charles E. Young Research Library  
UCLA  
11334 YRL  
Box 951575  
Los Angeles, CA 90095-1575**

Candidates applying by **October 20, 2000**, will be given first consideration. For full description of duties and qualifications and application procedures, see Web site: [www.library.ucla.edu/admin/staffserv/openposn.htm](http://www.library.ucla.edu/admin/staffserv/openposn.htm).

6,000 current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. The Library subscribes to more than 130 databases, including a full complement of science-related reference tools in both print and electronic formats. ALS has a \$2.2 million materials budget and employs a staff of 117, including 33 faculty librarians. A recently completed \$35 million expansion and renovation project has doubled the size of the facility, and the granting of Doctoral II status to the library in 1998 has fostered growth in collections and research. Visit the Library's Web site at: <http://www.lib.ecu.edu> for additional information. Located in Greenville, North Carolina, ECU enrolls almost 18,000 students and is comprised of the College of Arts and Sciences and 10 professional schools. A constituent institution of the University of North Carolina System and the third largest of the 16 campuses, ECU is the primary educational resource, and the cultural, economic, and medical center for the eastern region of the state. Enrollment over the next ten years is expected to climb to 27,000. Additional information is available at: <http://www.ecu.edu>. **Required Qualifications:** ALA-accredited master's degree or international equivalent in library or information science; a strong commitment to public service. **Preferred Qualifications:** Academic background in the sciences; reference experience in an academic, research, or special library; instructional experience; knowledge of the Internet and personal computer applications; excellent interpersonal, oral, and written communication skills; ability to work effectively with staff and users. **Rank, Salary, and Benefits:** Twelve-month tenure-track faculty position with appointment at the rank of Assistant Professor. Professional achievement, service, and research/creative activity are required for tenure and promotion. \$30,000

minimum, substantially higher based on experience. The salary is supported by a comprehensive fringe benefits package. **Application Process:** Screening of applications will begin October 16, 2000, and will continue until the position is filled. Send letter of application, résumé, transcript of highest earned degree (copies acceptable), and three letters of reference to: Search Committee, Reference Librarian (Science Emphasis), Becky Foster, Processing Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. ECU is an equal opportunity, affirmative action employer and accommodates individuals with disabilities. Applicant must comply with the Immigration Reform and Control Act. Official transcripts required upon employment.

**REFERENCE LIBRARIAN.** The University of Louisiana at Monroe Library has an opening for a tenure-track Reference Librarian to provide user services including some evenings and weekends; instruction; assistance with traditional and electronic resources; database searching (online and CD-ROM); collection development (subject responsibilities will be assigned); and promoting library use skills. **Required Qualifications:** Master's degree from an ALA-accredited program; good oral and written communication skills. **Preferred Qualifications:** Reference experience in an academic library; research and instructional skills; basic computer skills (i.e., e-mail, word processing, and Web pages). **Salary and Benefits:** Salary Range: \$27,000 to \$31,000. Benefits include State Employees Group Benefits Program and retirement options; annual and sick leave begin accumulating during the first month of employment. Applicants should submit a letter of interest, vita, and the names, addresses, telephone numbers, and e-mail addresses of at



## EDUCATION LIBRARIAN I/II/III

### Wayne State University Library System

#### Purdy/Kresge Library

Wayne State University is a Carnegie Research University I with a demonstrated commitment to teaching and learning excellence. The university's enrollment of 31,000 students (18,000 undergraduates) makes it the 21st largest university in the United States. The university is located in an attractive urban setting, surrounded by museums, theaters, and corporate offices, easily accessible from several Detroit-area interstate freeways and Canada. The University Library System includes five libraries, media services, a graduate library and information science program, the University Press, and the Office for Teaching and Learning. The Purdy/Kresge Library supports the research and instructional programs in the humanities, social sciences, and business for the upper level undergraduates, graduate students, and faculty.

**POSITION AND RESPONSIBILITIES:** The Education Librarian position is responsible for providing research, consultation, instructional services, and collection development for the four divisions of the College of Education. This position develops, manages, and promotes the use of electronic and print collections in education disciplines. The Librarian provides general reference services, including some evenings and weekends to library patrons.

**APPLICATION:** Please mail or fax a letter of interest, résumé, and the names, addresses and telephone numbers of at least three references to:

**Sharon Almeranti**  
**Administrative Officer for Human Resources**  
**Wayne State University**  
**3100 David Adamany Undergraduate Library**  
**Detroit, MI 48202**  
**Fax: (313) 577-5525**

Applications accepted until position is filled, however, those received within 3 weeks of the date of publication will be given first consideration.

All buildings, structures and vehicles at WSU are smoke-free. Wayne State University—People working together to provide quality service.

*Wayne State University is an equal opportunity/affirmative action employer.*

least three professional references to: Donald R. Smith, Dean of Information Services, University Library, **The University of Louisiana at Monroe**, Monroe, LA 71209-0720; telephone: (318) 342-1050, fax: (318) 342-1075, e-mail: . The position is open until filled. ULM is an affirmative action, equal opportunity employer and is a member of the University of Louisiana System. Women and minorities are encouraged to apply.

**REFERENCE LIBRARIAN.** University of Maine at Fort Kent. A full-time professional position for a highly motivated, team-oriented individual with solid computer background and excellent written, oral, and interpersonal skills. The University of Maine at Fort Kent is a small liberal arts institution within the University of Maine system offering baccalaureate and associate degree programs in Northern Maine. The unique geographic location across the river from New Brunswick, Canada, provides opportunities for international educational experiences. French is commonly spoken on both sides of the river. Qualifications: ALA-accredited MLS or equivalent preparation or experience required. Knowledge of WWW, HTML, database management systems, word processing, scanning, graphics, electronic resources, and networking highly desirable. Duties: Will include reference services, bibliographic instruction, and computer support for library patrons, Maine State government documents, Special Collections. Salary: Competitive and commensurate with experience. To Apply: Send letter of application, current résumé, and contact information for three professional references to: Reference Librarian Search Committee, **University of Maine at Fort Kent**, 25 Pleasant Street, Fort Kent, ME 04743-1292. Fax: (207) 834-7508. Additional information available by telephone: (207) 834-7533; e-mail or online at [Review of applications](#)

begins November 3, 2000, and will continue until position is filled. UMFK is an EEO/AA employer committed to employing a well-qualified, diverse staff.

**REFERENCE SERVICES AND MEDIA LIBRARIAN.** Indiana University Libraries, Bloomington. Undergraduate Library Services/Information Commons. Under direction of Head of Undergraduate Library Services, oversee and provide leadership in delivery of traditional and new reference services for Information Commons; hire, train, supervise, and evaluate reference desk graduate student assistants; participate in all programs of UGLS/Information Commons, sharing responsibility for general reference service (including some night and weekend hours on a rotating basis), orientation activities, development of Web resources, and selection of UGLS materials; select UGLS reference materials; share in planning, delivery, and evaluation of Information Commons' services and collections; work with other reference service points to coordinate reference services and collections. Serve as Media librarian: select media in all appropriate formats and reference works; work with other collection managers on joint purchases; provide reference support for users of Media collections and services; develop content of Media Web site; evaluate and implement new and emerging multimedia technologies and services; work closely with Head of Customer and Access Services, who oversees the daily operations of the Media Center, on purchase of new equipment and on development of new user services and policies. Qualifications: Required: MLS from ALA-accredited library school or equivalent combination of education and experience; academic library reference experience; demonstrated supervisory experience; excellent oral and written communication skills

# ELECTRONIC SERIALS LIBRARIAN

## Georgia State University

Georgia State University Pullen Library seeks a person with electronic serials experience for a faculty rank position (non-tenure-track) to coordinate the acquisition and cataloging of electronic serial publications. The person in this position will work with librarians and staff throughout the library to ensure efficient handling of electronic resources. The position reports to the Head of Acquisitions and will have administrative responsibility for the Acquisitions Department in the absence of the department head.

**REQUIRED:** ALA-accredited master's degree in Library Science plus one year of professional experience with electronic resources, preferably in the areas of licensing, purchasing, cataloging, and/or other processing. Computer skills. Preferred: Knowledge of AACR2, the MARC formats for bibliographic and holdings data, LCSH, and LC Classification schedules. Experience working in an integrated automated environment, preferably Voyager. Strong organizational, communication, interpersonal, analytical, and problem solving skills. Supervisory experience. Prior experience writing reports with a relational database, preferably Access. Demonstrated interest in professional and research activities is important.

**AVAILABLE:** Immediately.

**SALARY AND RANK:** \$32,000-\$38,000.

**TO APPLY:** Send letter of interest, resumé, and names and telephone numbers of three references, including immediate supervisors, to:

**Carmen R. Newton**  
**Library Human Resources Office**  
**Pullen Library**  
**Georgia State University**  
**100 Decatur Street, SE**  
**Room 205**  
**Atlanta, GA 30303-3202**

Materials received by **October 31, 2000**, will receive priority consideration. For more information, please visit our Web site at: [www.lib.gsu.edu](http://www.lib.gsu.edu).

*Georgia State University is an equal opportunity educational institution, affirmative action employer strongly committed to cultural diversity.*

with demonstrated ability to work and communicate effectively with variety of staff and patrons; strong commitment to quality user services; demonstrated ability to provide instructional presentations; familiarity with media content and technology and its potential for network applications; successful experience working in a collaborative environment. Preferred: Knowledge of HTML and the creation of Web pages; experience selecting reference materials and databases; advanced degree in a media-related area (film/video, cinema studies, instructional technology), or bachelor's degree in an appropriate field; media librarianship experience or familiarity with the higher education media market; hands-on experience with instructional technologies and digital media. Salary and Benefits: Salary and rank negotiable and competitive dependent upon qualifications and experience. Benefits include university health care plan, TIAA-CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. To Apply: Send letter of application, professional vita, and names, addresses, and phone numbers of four references to: Yolanda Cooper-Birdine, Libraries Human Resources Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405. Phone: (812) 855-8196; fax: (812) 855-2576; e-mail: [ycooperb@indiana.edu](mailto:ycooperb@indiana.edu). Review of applications begins October 20, 2000, and continues until the position is filled. For further information concerning Indiana University: <http://www.iub.edu>. Indiana University is an affirmative action, equal opportunity employer.

**REFERENCE/INSTRUCTION LIBRARIAN.** Amherst College. Reporting to the Head of Reference and Online Services, position will provide individual reference assistance in effective use of print

and electronic library resources. Candidate will take part in library orientation and instruction, including classroom instruction, independent workshops, and individual appointments; produce user aids and documentation online and in print, including the Library's newsletter. Serves as library liaison for at least three academic departments, informing faculty about developments in the Library's collections and services, monitoring collection development, and maintaining library Web pages for these departments. Participates in planning and updating the Library's Web site. Qualifications: Strong academic background and interest in the humanities, with an MLS from an accredited library/information science program. Demonstrated enthusiasm for library public services coupled with an ability to teach required. General reference experience, especially in an academic library, strongly preferred. Knowledge of digital resources and relevant technology required. Ability to cooperate closely with students, faculty, and college administrators essential. Good oral and written communication skills required. Working knowledge of one foreign language preferred. This is a full-time position and will involve working Sundays and occasional other evening hours. A review of applications will begin on October 14, 2000. Interested candidates may submit a cover letter, resumé, and the names of three references to: Willis Bridegam, College Librarian, Robert Frost Library, **Amherst College**, Box 5000, Amherst, MA 01002-5000. Amherst College is an equal opportunity, affirmative action employer and encourages women, minorities, and persons with disabilities to apply.

**SCIENCE/AGRICULTURE LIBRARIAN (Assistant Librarian Rank).** Louisiana State University Libraries. Will participate in

# University of California, San Diego

## Head, Social Sciences and Humanities Library

Head, Social Sciences & Humanities Library, University of California, San Diego. [<http://orpheus.ucsd.edu/fac/HeadSSHL.htm>] Rank: Associate Librarian-Librarian. Hiring range: \$47,556-\$74,244. Department Head Stipend: additional \$250/month on top of salary. Innovative professional sought to provide leadership and vision for all aspects of public services, including reference and information services, development and delivery of collection resources, circulation, billing, interlibrary loan, course reserves, government information, Geographic Information Systems, maps, and a large collection of numeric data through the Social Sciences Data Collection. Reporting to the Associate University Librarian for Social Sciences and Humanities, provides strategic leadership, organizational planning and management for a staff of 85 FTE (17 librarians, 47 career staff, and approximately 21 FTE student assistants). Develops and manages operations and general assistance budgets totaling \$425K and oversees collections budget of approximately \$1.5M. Qualifications Required: Graduate library degree or other appropriate degrees/equivalent experience in one or more fields relevant to library services. Record of increasing responsibility in an academic or research library. Successful supervisory experience with commitment to mentoring, training, and staff development. Demonstrated commitment to quality public services. Exceptional initiative, leadership, acumen, and flexibility. Well-developed communication, consensus-building, and decision-making skills, along with the ability to facilitate change. Clear understanding of the issues impacting libraries,

particularly those involving technology. Ability to serve as an advocate, spokesperson and leader for the library's mission and services at the campus and UC-wide levels. Demonstrated ability to work within a well-established, team-oriented, collaborative and collegial environment, and to foster this ability in others. Experience in a technologically complex setting and knowledge of scholarly communication patterns and other digital issues facing academic libraries. Qualifications Preferred: Advanced degree in a social science or humanities field. Experience working in a collective bargaining/shared governance environment. Appointment at higher level requires substantial relevant experience and superior qualifications. Librarians are academic appointees and accrue vacation at the rate of two days per month and sick leave at one day per month. The University offers a broad range of benefits including generous relocation reimbursement and an excellent retirement program. Applicants are invited to submit a letter of application, resume, and a list of three references by November 20, 2000 to: Debra Ambrose, Recruitment Coordinator; University of California, San Diego; Library Human Resources 0175H (1); 9500 Gilman Drive; La Jolla, CA 92093-0175. Tel: 858/534.1279; E-mail: [libraryjobs@ucsd.edu](mailto:libraryjobs@ucsd.edu). EOE/AA.



University of California  
San Diego

## ASSISTANT DIRECTOR OF THE LIBRARY

### Washburn University, Topeka, Kansas

Washburn University's Mabee Library is seeking an Assistant Director for Technical Services and Systems. The position is currently open. As a member of the library's senior administrative group, will share responsibility for overall direction of Mabee Library.

**RESPONSIBILITIES:** Coordinating plan for technology changes in library; overseeing maintenance/support of library's online systems/computing equipment; providing direction/operational management of all technical services functions including acquisitions, serials, and electronic resources and cataloging; supervision of materials budget; and acting as library's principal representative to local INNOPAC Consortium.

**REQUIRED:** ALA-accredited MLS, minimum three years' successful supervisory experience in automated technical services environment, professional experience in acquisitions/serials functions, and strong interpersonal, communication, and organizational skills. Preferred: Expertise with integrated library systems (preferably Innovative Interfaces), microcomputer hardware/software in PC and thin-client environment, and second master's degree. For complete job description, visit: [www.washburn.edu/mabee/services.html](http://www.washburn.edu/mabee/services.html).

**SALARY:** Commensurate with qualifications/experience. Review of applications begins **October 20, 2000**, and continues until a successful candidate is identified. Send application letter, curriculum vitae, names/addresses of three references to:

**Wanda Dole  
University Librarian  
Mabee Library  
Washburn University  
1700 SW College  
Topeka, KS 66621**

*Washburn University is an equal opportunity employer.  
Candidates from underrepresented groups are encouraged to apply.*

delivery of reference services at a combined general/government documents service desk, including some evening and weekend hours, in the general instruction program, as well as in department and librarywide activities and governance. Will be responsible, individually and as part of a team, for the Libraries' collections in one or more of the following fields: agriculture, life sciences, physics, mathematics. Responsibilities include selection, collection analysis, evaluation, and management. Works closely with the faculty and staff of relevant academic departments/colleges to identify needs and establish priorities. Provides subject-specific reference consultation and user education as needed, including instruction in the use of computer-based resources. Individual is expected to meet promotion and tenure requirements. Required: MLS from an ALA-accredited library school; knowledge of traditional and electronic reference resources; strong computer skills; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communication, and organizational skills; evidence of ability to meet tenure requirements. Preferred: Degree and/or relevant experience in the agriculture, life sciences, physics, or mathematics. Familiarity with current bibliographic and reference sources in agriculture and/or the life sciences; experience in collection development, reference work, and/or user education in an academic library; record of ability to develop and implement effective, innovative public service, instruction, or outreach projects, services, or programs; self-directed learning style; willingness to learn new technologies; demonstrated leadership ability. Salary and Benefits: \$30,500 per fiscal year minimum; dependent upon qualifications and experience; 12-month, tenure-track appointment; excellent benefits. Application: Review of applications will begin October 31, 2000, and will continue until position is filled. Candidates should submit letter of application, resumé, and names, addresses, telephone numbers of three references to: Caroline Wire, Assistant to Dean, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803. Ref. # 000397.

**SENIOR CATALOGER.** Primarily responsible for original and copy cataloging of early-printed continental books. MLS from an ALA-accredited program required; BA in English literature, history, or appropriate foreign language preferred. Minimum three years' MARC cataloging experience required, with two years' rare book experience preferred. Reading knowledge in at least one modern foreign language and familiarity with Latin required; general bibliographic knowledge of European languages preferred. In-depth knowledge of online cataloging, AACR2, and LC subject headings, with significant experience in bibliographic utility (RLIN/OCLC) required. Experience with NACO and Voyager ILS desired. Salary range \$37-40K. Excellent benefits package, including TIAA-CREF and generous leave. Send cover letter and resumé to: **Folger Shakespeare Library**, Attn: HR/CAT., 201 E. Capitol St., SE, Washington, DC 20003-1094, or visit our Web site for more information at: [www.folger.edu](http://www.folger.edu). Position open until filled. No phone calls please. EOE.

**SOCIAL SCIENCES BIBLIOGRAPHER.** University of California, San Diego. The Libraries of the University of California, San Diego (UCSD) invite applications from innovative professionals to fill an exciting career-track bibliographer opening in the Social Sciences and Humanities Library. This is one of two positions that will be chosen to serve as team leader and supervisor for 3-6 bibliographers in the social sciences and humanities (see UCSD's ad for Literature/Humanities Bibliographer). With its ranking as one of the top ten research institutions in the country, UCSD provides the academic benefits of a world-class research university. Visit our Web site at: <http://orpheus.ucsd.edu/fac/positions.htm>. Hiring Range: \$44,196-\$68,112. Will build and maintain research-level collections in the areas of psychology, cognitive science, linguistics, education, and related areas. Serve as active liaison with pertinent academic departments, faculty, and students; provide in-depth bibliographic instruction and research consultation using traditional materials, newly emerging electronic tools, and the resources of the California Digital Library. Coordinate UC-wide resource sharing, and participate in consortial

## DALNET DIRECTOR

### Wayne State University Library System

The Detroit Area Library Network (DALNET), through Wayne State University as its fiscal agent, seeks candidates for the position of DALNET Director beginning October 1, 2000.

DALNET is a consortium of 21 academic, public, professional, and museum libraries located in Southeast Michigan. Founded as a nonprofit corporation in 1985, DALNET seeks to be a model multi-type library cooperative that supports the lifelong information needs of a diverse community of users. DALNET libraries operate a shared library information system named *Im@gine*, that uses Horizon software from *epixtech* to automate library operations and to provide a common service gateway. DALNET libraries have over eight million items in their collections and serve over 650,000 registered patrons in the metropolitan area.

DALNET's vision is to develop *Im@gine* into an information hub on the World Wide Web that not only links together traditional library resources in the area, but also creates and makes available new databases from unique resources found nowhere else in the world. DALNET member libraries share the cost of the annual operating budget, which is about \$1.7 million.

The newly created DALNET Director position is currently housed at Wayne State University, as the fiscal agent for DALNET. Wayne State University is a Carnegie Research University I with a demonstrated commitment to teaching and learning excellence. The University's enrollment of 31,000 students (20,000 undergraduates) makes it the 21st largest university in the United States. The University is located in an attractive urban setting, surrounded by museums, theaters, and corporate offices, and is easily accessible from several Detroit-area interstate freeways and Canada.

For more information and a complete position description, see DALNET's Web page at: <http://www.dalnet.lib.mi.us>.

**RESPONSIBILITIES:** The Director is responsible for the following activities within DALNET:

- providing leadership and administrative support to accomplish the vision of the consortium;
- developing plans and budgets to accomplish its goals;
- leading a team of approximately 11 FTEs to carry forward the work of the consortium;
- managing grants and contracts;
- marketing and fundraising; and
- other duties as may become necessary.

The Director is responsible to the DALNET Board through the Board Chair and reports on a day-to-day basis to the President of DALNET.

**QUALIFICATIONS:** Required: Masters degree from an ALA-accredited library school (or equivalent) and a minimum of seven years' experience in library administration and management of library automation; excellent verbal and written communication skills; excellent organizational and interpersonal skills, including negotiation; demonstrated leadership abilities. Preferred: Experience in a large, complex library system or in a library consortium; experience managing a large integrated library system; a record of successful grant writing and management.

**SALARY AND BENEFITS:** Salary range: \$70,000–\$85,000 commensurate with education and experience; 22 days' vacation per year, University holidays and excellent fringe benefits, including TIAA-CREF or Fidelity, tuition assistance for employees and family members, and relocation assistance.

**APPLICATION:** Please mail or fax a letter of application summarizing relevant experience, a resumé, and the names, addresses, telephone numbers, and e-mail addresses of at least three references to:

**Sharon Almeranti**  
**Assistant Dean for Fiscal Affairs and DALNET Treasurer**  
**Wayne State University Library System**  
**3100 Undergraduate Library**  
**Detroit, MI 48202**  
**Fax: (313) 577-5177**

Consideration of applicants will begin on **September 11, 2000**, and continue until the position is filled. Position available October 1, 2000.

*Wayne State University is an equal opportunity/affirmative action employer.*





WICHITA STATE  
UNIVERSITY

## ASSOCIATE DEAN FOR ADMINISTRATION

### Wichita State University

The Wichita State University Libraries seeks applications and nominations for the position of Associate Dean for Administration. The successful candidate will become a member of the Libraries' senior planning and management team and shares in leadership responsibilities of the Libraries with the Dean and the Associate Dean for Information Services. The incumbent in the position must be a flexible, innovative, and experienced individual who will strengthen key fiscal, fundraising, human resources, and assessment programs of the Libraries and who can work collaboratively with senior library administration, library divisions, units, and departments, the library faculty, and external clientele.

**RESPONSIBILITIES:** Reporting to the Dean of University Libraries, the Associate Dean for Administration assumes responsibility for budget administration and assisting the dean with budget management and general library operations. Designs and directs operational activities related to budget preparation, analysis, accounting/monitoring, and purchasing; human resources administration and development, including training, compliance with federal, state and WSU requirements, appropriate classification for nonfaculty personnel; facilities administration to ensure a safe and pleasant environment that supports work and study; assessment activities/statistical reporting; grant writing and contracts. Establishes and maintains effective relationships as appropriate with the institution's administrative offices, with external vendors, and contractors. Participates in strategic planning, top-level decision-making processes, and works collaboratively with senior library administration, library divisions, departments, and units to accomplish their goals. May represent the Libraries and the Dean on major institutional task forces and committees in key areas of responsibility. Major new initiatives in which incumbent will play a key role include redesign of the Libraries' budget structure, developing human resources programs and initiatives, and leading the Libraries' grant writing team.

**QUALIFICATIONS:** Master's degree from an ALA-accredited program; additional graduate degree in a relevant area of expertise, or significant experience may be substituted for a second graduate degree; at least five year's of increasingly responsible and successful experience in the following three major areas of responsibility: budget management, personnel management, assessment, preferably in a medium-size or large academic library or large public library. Broad understanding of standard practices and evolving trends and issues in human resources, facilities planning, financial planning, and assessment. Substantial managerial and supervisory experience. Familiarity with current issues and trends affecting academic libraries and their institutions. Commitment to diversity/successful experience working with diverse populations. Some knowledge of grant writing. Evidence of highly effective analytical, written, and oral communication, interpersonal, and problem-solving skills. Evidence of scholarship and service credentials commensurate for appointment with faculty rank.

**SALARY AND BENEFITS:** Minimum salary \$61,000. Salary and faculty rank negotiable, depending upon qualifications and experience. A tenure-earning faculty position. Excellent fringe benefits including TIAA-CREF, Blue Cross/Blue Shield, long-term care insurance, SRAs, and HMO. 22 days' annual leave.

**THE ENVIRONMENT:** Wichita State University is one of three research institutions in the state university system of Kansas. Supporting 104 undergraduate and master's degree programs, 10 doctoral programs, and the National Institute for Aviation Research (NIAR), WSU functions as the urban research university with a strong emphasis in engineering, business, public health, liberal arts and sciences, and the fine arts. The library system is currently composed of the main library and two branches, containing a collection of 1.2 million volumes, 15,000 serial subscriptions, more than 70 electronic databases, extensive archives, and 1,000,000 microformats. The Libraries are heavily engaged in collaborative electronic initiatives with the Kansas Regents Libraries and with the Kansas Digital Library Initiative.

**APPLICATION:** Deadline for receipt of applications: **October 31, 2000**. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to:

**Kathy A. Downes**  
**Chair, Search Committee for Associate Dean**  
**University Libraries**  
**Wichita State University**  
**Wichita, KS 67260-0068**

*Wichita State University is an affirmative action, equal opportunity employer.*

## THREE POSITIONS AVAILABLE

### Virginia Tech University Libraries

The University Libraries, Virginia Tech, Blacksburg, Virginia, has three positions in its innovative College Librarian program.

**COLLEGE OF HUMAN RESOURCES AND EDUCATION**—The College Librarian for the College of Human Resources and Education will work with faculty and students in the general area of human resources, including tourism, nutrition, exercise, interior design, housing, clothing and textiles, and family economics.

**COLLEGE OF ARTS AND SCIENCES**—One of the College Librarians for the College of Arts and Sciences will work with faculty and students in mathematics, statistics, and computer science.

**COLLEGE OF ARTS AND SCIENCES**—One of the College Librarians for the College of Arts and Sciences will work with faculty and students in the social sciences (history, political science, interdisciplinary studies, and geography).

College Librarians offer students and faculty in a College on-site, discipline-related consulting to expand awareness and use of information and technological resources, both internal and external to the University. These positions co-report to the Director of Instruction and to the Director of Collection Management and College-Based Services.

#### RESPONSIBILITIES:

For the next several years, the College Librarian program will focus heavily on understanding and meeting the instructional needs of both graduate and undergraduate students. This includes collaborative work with college faculty to determine instructional needs, to develop and offer programs for near and distant learners, and to assess instructional methods and outcomes for campuswide information literacy. It is expected that successful candidates will participate in efforts directed to their particular College and also carry out more global projects important for overall program development. Other responsibilities include building and managing library collections in all media; promoting the use of information and computing resources in research and teaching; assisting faculty with the use of Internet technologies; and participation in scheduled general reference services.

#### QUALIFICATIONS:

Required: MLS from an ALA-accredited library school. College Librarians must have technical competencies relevant to the digital library world and experience in the use of networked information resources. Preferred: Ability to be flexible, creative, and resourceful in meeting library needs;

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subject groups. Provide general reference assistance at a combined social sciences/humanities and government information reference desk; rotational evening and weekend hours required. Qualifications: Academic specialization /advanced degree in psychology or one of the relevant social sciences. Professional degree from a library school or other appropriate degree or equivalent experience; ability to facilitate goal-oriented communication within a rapidly changing library environment; successful reference and instructional experience in an academic library; demonstrated potential to excel as a team member in a dynamic, collaborative, technology-intensive environment; demonstrated superior skills in collections management, in specialized instruction, and in all oral and written communications. Depending on background and expertise, may serve as team leader; demonstrated successful supervisory expertise within a large or growing academic institution required for the team leader role. UCSD offers a comprehensive benefits package including generous relocation reimbursement. Candidates applying by November 13, 2000, will be given first consideration. To apply, please submit a letter and résumé, along with a list of three professional references to: Debra Ambrose, Library Human Resources 0175H (1), University of California, San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0175; phone: (858) 534-1279; fax: (858) 534-8634; e-mail: libraryjobs@ucsd.edu. UCSD is an equal opportunity, affirmative action employer committed to excellence through diversity.

**SYSTEMS LIBRARIAN.** Millsaps College Library seeks a service-oriented Systems Librarian responsible for maintaining all

aspects of the library's automation program including the DRA system, currently being upgraded to TAOS. The Systems Librarian generates reports and statistics; updates software and hardware; backs up files; trains staff and users; is the contact with campus computer services and vendors; maintains Web pages; maintains PCs and related hardware. The Systems Librarian is one of six professional faculty positions on a staff of 13, and has public service duties including night and some weekend reference service. ALA-accredited MLS; experience with library computer systems; and excellent interpersonal, organizational, and communication skills required. Academic library reference service; experience with DRA systems; and knowledge of VMS and NT desired. Faculty rank, 12-month contract, 22 days' annual leave, and excellent benefits. Millsaps College ([www.millsaps.edu](http://www.millsaps.edu)) is a highly selective, private liberal arts college of approximately 1,400 students and 100 faculty, which hosts the only Phi Beta Kappa chapter in Mississippi. The program includes an AACSB-accredited school of management. The position is available October 1, 2000; applications accepted until the position is filled. Send letter of application and statement of professional goals, résumé, transcripts, and three letters of reference to: Tom Henderson, Acting College Librarian, Millsaps College Library, Millsaps College, P.O. Box 151066, Jackson, MS 39210-1066, or contact [hendeltw@millsaps.edu](mailto:hendeltw@millsaps.edu).

**TECHNICAL REFERENCE AND DIGITAL DOCUMENT LIBRARIAN POSITIONS.** Be part of New Jersey Institute of Technology's academic library professional team, a New Jersey public research university ranked "America's Most Wired Public University,"

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effective interpersonal and instructional skills; a strong client service ethic; commitment to diversity and ability to work with diverse populations. Teaching or assessment experience, bachelor's or advanced degree in a subject related to an appropriate disciplinary field. Finalists invited for interview will do a presentation for library faculty and staff and members of the university community.

**SALARY:** Twelve-month faculty appointment; rank and salary (in the \$30-\$40's) commensurate with experience and credentials.

**BENEFITS:** Option of six different retirement plans or State of Virginia retirement plan, various choices of state health insurance coverage through Trigon Blue Cross/Blue Shield, choice of sick leave/disability plans. Life insurance coverage and tax-sheltered annuities available through payroll deductions.

Virginia Tech is the land grant university for the Commonwealth of Virginia with approximately 23,000 undergraduates and 3,300 graduate students. The university is located in Blacksburg at the foothills of the Blue Ridge Mountains and is accessible to several major metropolitan areas. Additional information about the University Libraries at Virginia Tech can be found at: [www.lib.vt.edu](http://www.lib.vt.edu).

**APPLICATIONS:** Send letter of application indicating whether applying for one, two, or all three positions. In your letter, address both the required and preferred qualifications of the position. Send letter, resumé, and names, addresses, telephone numbers and e-mail addresses of at least three references to:

**Cathy Pillow  
Personnel Services  
University Libraries  
Virginia Tech  
P.O. Box 90001  
Blacksburg, VA 24062-9001**

Individuals with disabilities desiring accommodations in the application process should notify Ms. Pillow.

Review of applications will begin on **November 1, 2000**, and will continue until positions are filled. It is anticipated that interviews will be scheduled during January 2001.

*Virginia Tech has a strong commitment to the principles of diversity and is an affirmative action, equal employment opportunity employer.*

*Applications from minorities, women, and persons with disabilities are encouraged.*

according to Yahoo! Internet Life. See our Web site at [www.njit.edu](http://www.njit.edu) and learn more about us. Technical Reference Librarian provides reference services including presentations, orientations, instruction, tours, print and nonprint selection and development, literature searching and analysis, reference interrogation, service promotion, individual faculty and department information needs assessment, monitoring professional trends, etc. Act as liaison to some of the following departments: Electrical Engineering, Humanities/Social Sciences, Computer Science, Engineering Technology, Physics, and/or Transportation departments. Requires significant successful professional academic reference or research service experience. Preferred undergraduate and/or second master's degree in physics or engineering discipline. Digital Document Librarian (new position) is responsible for NJIT digital documents including, but not limited to, NJIT theses, dissertations, university archives and selected faculty and university publications. Maintains and manages digital documents and systems responsible for acquisition, input, access, file conversion, preservation, maintenance, storage, and security including some general reference, team, and other responsibilities. See full job descriptions at: <http://www.njit.edu/Library/jobs/index.html>. Requires RDBMS database creation and maintenance skills with a thorough understanding of SQL, digital document management skills, and experience with digitizing documents (pdf, tiff, xls, doc, ppt, htm). Both positions require: MLS, excellent communication, interpersonal, and computer skills, professionally current, Internet, Web citation, and full text/image database searching experience. Salaries negotiable. Review of applications

begins October 15, 2000, until positions are filled. The university reserves the right to substitute equivalent education and/or experience at its discretion. NJIT is an equal opportunity, affirmative action, equal access employer and especially encourages applications from minorities, women and persons with disabilities. Send résumés to: **New Jersey Institute of Technology**, Personnel Box L-TRL/DDL, University Heights, Newark, NJ 07102-1982, indicating specific position of interest.

**TECHNICAL SERVICES LIBRARIAN.** Ursinus College invites applications for a Technical Services Librarian to begin January 2001. The successful candidate will be responsible for the management and operations of the cataloging, acquisitions, periodicals, and government documents departments of the Myryn Library. Other duties include providing reference desk services and occasional bibliographic instruction in a collaborative environment. Qualifications: Required: ALA-accredited MLS or MS; demonstrated experience in automated library technical services operations; knowledge of OCLC cataloging procedures. Preferred: Internet resources cataloging experience; experience or training in Web design. Salary: Competitive, commensurate with qualifications and experience. Review of completed applications will begin on October 23, 2000, and continue until the position is filled. Candidate should send letter of interest, current resume and three letters of recommendation to: Charles A. Jamison, Library Director, **Ursinus College**, Collegetown, PA 19426-1000 (e-mail: [cjamison@ursinus.edu](mailto:cjamison@ursinus.edu)). Ursinus College is a highly selective,

## TWO POSITIONS AVAILABLE

### University of Connecticut Libraries

University of Connecticut Libraries has the following openings:

#### **Head, Collections Services (Search #01A120)**

The University of Connecticut Libraries seeks a knowledgeable, creative, and dynamic manager to provide vision and direction for new and continuing initiatives in our Collections Services Area. This position is responsible for the Libraries' Acquisitions, Cataloging, Preservation, and Stacks Management Teams, comprising 30 FTE staff and a collections budget of approximately \$4.5 million. This is a senior management position reporting to the Director of Library Services and serving on the Libraries' Leadership Council. Leadership Council has systemwide responsibility for strategic planning, personnel, and resource allocation, organizational visioning, and the formulation of library priorities, goals, and policies. The complete job description is available at: <http://www.lib.uconn.edu>.

**QUALIFICATIONS:** An ALA-accredited MLS degree in library and information science; a minimum of three years of supervisory experience of professional staff including formal evaluation in a research or academic library; a broad knowledge of library acquisitions, cataloging, collection development, and preservation with demonstrated expertise in one of these areas; experience in budget management and planning; and a commitment to facilitative management.

**COMPENSATION AND BENEFITS:** Anticipated hiring salary, mid-\$70,000s. University benefits include 22 paid vacation days/year, 12 paid state holidays, excellent health and retirement plans, and tuition waivers.

#### **Network Services Librarian (Search #01A86)**

The University of Connecticut Libraries seek a forward-thinking, energetic individual to help lead the Libraries into an increasingly electronic future. Under the general direction of the Area Head of Information Technology Services, the Network Services Librarian (NSL) participates in (or is responsible for) the selection, implementation, administration, marketing, and assessment of networked electronic resources and services for users of the University of Connecticut Libraries. The NSL has a lead role on the teams responsible for selecting networked resources and for presenting databases and other Library information to the public using technology ranging from shared workstations to Web-based avenues through the Library Information Server. The NSL initiates growth and change in library services for the public, constantly examining and pursuing new solutions for new problems, particularly as relates to the Internet. The NSL works with library and campus-wide groups, and collaborates with faculty, students, and computing colleagues. The complete job description is available at: <http://www.lib.uconn.edu/jobopps/>.

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independent, coeducational, residential liberal arts college of 1,300 students located about 25 miles from center city Philadelphia. Ursinus College is an EEO/AA employer. In keeping with the college's historic

commitment to equality, women and minorities are especially encouraged to apply. For additional information about the Ursinus College Library, please visit: <http://myrin.ursinus.edu>.

## Late Job Listings

**BEHAVIORAL SCIENCES LIBRARIAN.** The University of Akron. The University Libraries at The University of Akron is seeking a behavioral sciences librarian to support its collection management, reference, and teaching programs. The person will report to the Head of Reference. **Required Qualifications:** An accredited MLS and a degree in the behavioral sciences; public service experience in a library setting; excellent written and oral communication skills; strong service ethic; knowledge of electronic and Web-based resources. **Preferred Qualifications:** Academic library experience; second master's degree in the behavioral sciences; collection development experience in Psychology; bibliographic instruction experience; professional development activities in appropriate areas for the position; understanding of archival settings and services; and an indication of ability to meet requirements for faculty retention and tenure. **Duties and Responsibilities:** Collection development for the faculty and students in Psychology and related disciplines; scheduled service on the reference desk (including evening and weekend rotation); active participation in the library information competence program; and interaction with the Archives of the History of American Psychology. **University and Community:** The

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**QUALIFICATIONS:** An ALA-accredited MLS degree and two years of post-MLS experience in public services or systems position in an academic or special library with significant experience with technology support; demonstrated creativity in the application of emerging information technologies; solid understanding of networking LAN and WAN topologies, infrastructure, and hardware; technical support knowledge of TCP/IP protocol, HTML, Internet-accessible database development, Web browsers, other Internet clients, gateway/interface toolkits for access to bibliographic and other data through database interface mechanisms, and user-interface design; evidence of server-client Web application or database application development; and evidence of effective collaboration with faculty, students, and outside constituencies.

**COMPENSATION AND BENEFITS:** Minimum salary is \$39,020. University benefits include 22 paid vacation days/year, 12 paid state holidays, excellent health and retirement plans, and tuition waivers.

**UNIVERSITY SETTING:** The University of Connecticut, established in 1881, is a Carnegie Research I University. It was recently cited as one of the top 20 public national universities and is engaged in UConn 2000, an ambitious ten-year, \$1 billion campus building project. The main campus, situated in Storrs on 3,100 acres of woodlands and rolling hills, is located approximately 30 miles from Hartford, the state capital, and midway between Boston and New York City. There are approximately 21,750 students systemwide.

**UNIVERSITY LIBRARIES:** A member of the Association of Research Libraries, the Libraries are technologically advanced and recognized as an exciting center of intellectual life on campus. The Libraries are organized in team-based structures and are engaged in ongoing strategic programs. A dynamic organization, the Libraries offer creative, service-oriented individuals an exceptional opportunity for personal growth and learning.

**APPLICATION PROCEDURES:** Submit a letter of application addressing how previous experience and personal qualities meet the requirements for the position; a résumé; and the names, addresses, and telephone numbers of three professional references to:

**Deborah Stansbury Sunday**  
**Administrative Librarian**  
**University of Connecticut Libraries**  
**Box U-1005A**  
**369 Fairfield Road**  
**Storrs, CT 06269-1005**

Screening will begin immediately and continue until the position is filled.

*The University of Connecticut has a strong commitment to diversity.  
We actively encourage minorities and people with disabilities to apply.*

University of Akron is the third-largest state-assisted university in Ohio. UA's ten academic colleges offer 24,000 students more than 300 undergraduate and master's degree programs and options, 17 doctoral degree programs, and four law degree programs. Alumni of the University now number more than 100,000 throughout every state and 40 foreign countries. Located in a metropolitan area of 500,000 people 30 miles south of Cleveland, The University of Akron ([www.uakron.edu](http://www.uakron.edu)) has the advantages of city life and combines them with the area's exceptional natural resources. Salary, Benefits, and Application: Salary minimum is \$30,000, with a generous benefits package. Candidates should submit a résumé and a list of three references (with addresses, telephone numbers, and e-mail addresses) to: Dr. Delmus Williams, Dean, University Libraries, Bierce Library, **The University of Akron**, Akron, OH 44325-1701. Review of applications will begin November 1, 2000.

**DIRECTOR OF THE LIBRARY.** Oregon Historical Society. The Oregon Historical Society invites applications and nominations for the position of Director of the Research Library. The Director has responsibility for all aspects of the library's services including program leadership, institutional advocacy, fiscal management, development, training, collections management, and technology leadership. Requires ALA-accredited MLS, MA in history or related field, 8 years experience in a research library. Must demonstrate accomplishments as a chief librarian or divisional head including supervision of professional and technical staff. For the position description see our Web site [www.ohs.org](http://www.ohs.org) "Employment Opportunities." Excellent

## DIRECTOR OF LIBRARIES

### University of Missouri—St. Louis

**POSITION DESCRIPTION:** The University of Missouri—St. Louis seeks an innovative leader to serve as Director of Libraries. The Director of Libraries is responsible for the administration of campus libraries with collections of more than 950,000 volumes, an annual budget of \$3.7 million, and 24 professional librarians and 39 support staff. The Director of Libraries reports to the Vice Chancellor for Academic Affairs and is responsible for library support of the University's instructional and research mission.

The University of Missouri—St. Louis campus supports three libraries: the Thomas Jefferson Library; the Education and Health Sciences Library; and the St. Louis Mercantile Library. The latter, which affiliated with the University in 1997, is the oldest cultural institution west of the Mississippi and holds distinguished primary collections of art, rare books, and manuscripts for an integrated research program in the humanities that has attracted national attention and funding. The Director of Libraries works closely with the Director of the Mercantile Library and with the advisory boards of the Mercantile Library, which include leaders of rail and river corporations who have helped build one of the largest transportation historical research collections in North America.

The Director of Libraries is a primary participant in the development of an integrated library consortium (MOBIUS) that will include the holdings of the 51 academic libraries in the state of Missouri. MOBIUS includes the University of Missouri—St. Louis, the three other campuses of the University of Missouri System, Saint Louis University, and Washington University with a combined virtual collection of approximately 9 million volumes.

The University Libraries serve both campus-based and distant learners. The newly opened Library Research Commons, a cooperative project between the Libraries and the Office of Computing, offers students and faculty access to hundreds of online resources.

**QUALIFICATIONS:** Candidates must have a minimum of five years of progressively responsible administrative experience in an academic or research library and possess an ALA-accredited MLS degree. A second advanced degree in an academic discipline is preferred; excellent communication and interpersonal skills that will enable them to work with a diverse clientele of faculty, students, staff, and community patrons; a clear vision of the library of the future; and demonstrated capacity to develop and implement innovative strategies to enhance the services provided by libraries. Candidates should have experience in academic or research library administration, including the development and application of Web-based and other digital formats and their integration with traditional library resources, and a demonstrated record of effectiveness in attracting external funding, including philanthropic support.

**THE UNIVERSITY:** The University of Missouri—St. Louis is a public, metropolitan, land-grant institution committed to basic and applied research, teaching and service. With nearly 16,000 students and more than 900 faculty, UM—St. Louis is the largest university in the region and the third largest in Missouri ([www.umsl.edu](http://www.umsl.edu)).

**THE COMMUNITY:** The Greater St. Louis region, the 18th largest metropolitan area in the United States, is home to numerous cultural and educational institutions. *Fortune* magazine recently rated Greater St. Louis the nation's third best place to live and work ([www.stlouis.com](http://www.stlouis.com) and [www.st-louis.mo.us](http://www.st-louis.mo.us)).

**EMPLOYMENT:** The Director of Libraries holds a 12-month professional appointment in the university. Salary and benefits are competitive.

**APPLICATIONS:** Applications received by **November 1, 2000**, will receive first priority. Review of applications will continue until the position is filled. Applications should include curriculum vitae and cover letter. Application by e-mail attachment in addition to hard copy is preferred. Send applications to:

**Jerry Durham, Chairman**  
**Director of Libraries Search Committee**  
**Barnes College of Nursing**  
**University of Missouri—St. Louis**  
**8001 Natural Bridge Road**  
**St. Louis, MO 63121**  
**E-mail: [jerry\\_durham@umsl.edu](mailto:jerry_durham@umsl.edu)**

*The University of Missouri—St. Louis is an affirmative action, equal opportunity employer committed to excellence through diversity.*

## THREE ACADEMIC LIBRARIAN POSTIONS

### California State University, Fullerton

The Pollak Library is seeking dynamic librarians to provide services to students, faculty, staff, and the community. Three or more tenure-track appointments are offered. MLIS degree required. The Reference/Instruction position requires current experience in use of computerized general reference resources with preference given to subject expertise in business, education, government publications, health sciences, law, and science/engineering. Primary assignments include teaching library instruction sessions in an electronic environment and provision of assistance at the reference desk and in an electronic resources area. Intend to hire multiple candidates. The Access Services position requires three years of professional experience in access or public services, knowledge of current trends in document delivery and electronic access to information, and current experience in use of computerized general reference resources. Preference given to candidates with experience in document delivery, interlibrary loan, periodicals services, and/or circulation. Preference also given for instruction experience. Primary assignments include serving as head of the Access Services Unit, managing operations with support from staff directly responsible for Interlibrary loan, Periodicals Services, Audiovisual and Curriculum Materials Center and Special Collections; participating in the Library's instruction program and serving on one or more instruction teams. The Cataloging/Web position requires knowledge of cataloging formats and standards, knowledge of HTML, and a Web authoring application. Preference given to candidates with recent experience cataloging serials, electronic, or other non-book resources in an academic library. Preference also given to applicants with skills and experience in Web design, including mastery of HTML, Web scripting, and graphics preparations. Primary assignments include serving as co-coordinator of cataloging section, responsible for authority control activities, maintaining OPAC parameters, original cataloging and complex copy cataloging. Also assists with Web content development and responsible for the maintenance of the e-journals section of the Library Web site.

**REFERENCE/INSTRUCTION POSITION:** Appointments at the Senior Assistant Librarian rank, salary from \$46,488 to \$51,036 commensurate with experience.

**ACCESS SERVICES POSITION:** Appointment at the Senior Assistant Librarian or Associate Librarian rank, salary from \$46,488 to \$58,740 commensurate with experience.

**CATALOGING/WEB POSITION:** Appointment at the Senior Assistant Librarian rank, salary from \$46,488 to \$51,036 commensurate with experience.

For complete position descriptions and application instructions, check: <http://www.library.fullerton.edu/Recruitment/default.htm> or send a request to:

**Richard Pollard, University Librarian**  
**Pollak Library**  
**California State University, Fullerton**  
**P.O. Box 4150**  
**Fullerton, CA 92834-4150**  
**(714) 278-2714**

For full consideration, all application materials must be received by **November 3, 2000**.

benefits, competitive salary. Application review begins November 1, 2000, and will continue until appointment is made. Applications should include a letter of interest, resumé, and three current letters of reference. OHS is an EOE. Materials should be sent to Search Committee, Director of the Library, **Oregon Historical Society**, 1200 SW Park Avenue, Portland, OR 97205. E-mail inquiries may be sent to [jonij@ohs.org](mailto:jonij@ohs.org). Please, no phone calls.

**HEAD, TEACHING RESOURCES CENTER.** East Carolina University, Joyner Library. Joyner Library, East Carolina University (ECU) seeks an enthusiastic, service-oriented and innovative individual for the position of Head, Teaching Resources Center. The Teaching Resources Center is an important and heavily used collection of print and non-print resources that supports the university curricula with an emphasis on the initial training and professional growth of early childhood educators and public school teachers, K-12. Materials, personnel and facilities are situated in a newly renovated, 16,000 square-foot department located on the first

# Yale University



## UNIVERSITY LIBRARIAN

Yale University invites applications and nominations for the position of University Librarian. The Librarian directs the Yale library system, overseeing its collections, activities, staff, and budget. The system is the second largest university library in the United States, containing more than ten million bound volumes and almost six million microforms. It has a yearly operating budget of seventy million dollars, occupies 800,000 square feet of space in more than forty buildings, and employs more than six hundred staff members. During the past five years, the University has invested more than \$50 million in renovating Sterling Memorial Library, and further renovations on a comparable scale are anticipated.

Applicants and nominees should have five or more years of successful management experience with a major library.

Applications and nominations will be taken until October 1, 2000 or until the position is filled. Qualified women and minority group members are especially encouraged to apply. Applications (which should include a resume and names of three suggested referees) and nominations should be sent to Professor Annabel Patterson, Chair, Search Committee for the University Librarian, Office of the Provost, Yale University, P.O. Box 208236, New Haven, CT 06520-8236.

*Yale University is an Affirmative Action, Equal Opportunity Employer.*

### A TRADITION OF EXCELLENCE

floor of Joyner Library. This position supervises three paraprofessional positions and numerous student employees in a busy public service area. Responsible for promoting the use of the collections and services, providing reference service, participating in an active bibliographic instruction program, and performing selection and collection development activities. Reports to the director of Academic Library Services. Academic Library Services supports the campus community's mission of teaching, research, and service through Joyner Library's collection of over 1 million volumes, 6,000 current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. The Library subscribes to more than 130 databases, including a full complement of science-related reference tools in both print and electronic formats. ALS has a \$2.2 million materials budget and employs a staff of 117, including 33 faculty librarians. A recently completed \$35 million expansion and renovation project has doubled the size of the facility, and the granting of Doctoral II status to the University in 1998 has fostered growth in collections and research. Visit the Library's Web site <http://www.lib.ecu.edu> for additional information. Located in Greenville, NC, ECU enrolls almost 18,000 students and is comprised of the College of Arts and Sciences and 10 professional schools. A constituent institution of the University of North Carolina System and the third largest of the 16 campuses, ECU is the primary educational resources, and the cultural, economic, and medical center for the eastern region of the state. Enrollment over the next ten years is expected to climb to 27,000. Additional information is available at <http://www.ecu.edu>.



# REFERENCE LIBRARIAN/ENGLISH BIBLIOGRAPHER

## Central Michigan University

The Central Michigan University Libraries seek qualified applicants for the position of Reference Librarian/English Bibliographer. The successful candidate will be an enthusiastic, service-oriented librarian dedicated to the provision of outstanding reference and research services, committed to the development of electronic as well as print collections, and interested in joining an active department of 11 reference librarians and two support staff within a new, state-of-the-art facility currently under construction. (See [www.lib.cmich.edu/building](http://www.lib.cmich.edu/building).) Principal responsibilities include sharing in the provision of reference services, providing library instruction, and serving as bibliographer for the English Department.

**MINIMUM QUALIFICATIONS:** MLS from an ALA-accredited program. Degree in English and/or at least two years' experience as an English bibliographer. Knowledge of a wide variety of electronic and print reference resources. Excellent written and verbal communication skills. Evidence of teaching ability/potential. Enthusiasm for service excellence, ability to work independently and cooperatively, and potential for professional leadership. Evidence of potential for earning tenure/promotion as a library faculty member.

**PREFERRED QUALIFICATIONS:** Reference and library instruction experience, especially in an academic library. Advanced degree in English or related discipline. Experience with Web page design and technology-based instruction.

Salary commensurate with qualifications: minimum \$40,335. Excellent benefits package. Position is a 12-month, tenure-track faculty appointment at the rank of Assistant Professor, reporting to the Head of Reference Services.

Submit letter of application addressing qualifications for the position, résumé, and names, titles, addresses, and telephone numbers of at least three references to:

**Robert Faleer, Chair**  
**Reference Librarian/English Bibliographer Search Committee**  
**132 Park Library**  
**Central Michigan University**  
**Mt. Pleasant, MI 48859**

Position is available immediately. Review of applications will continue until position is filled.

Central Michigan University, a public institution offering bachelor through doctoral degrees, has an enrollment of approximately 18,000 on-campus and 12,000 off-campus students. CMU is located in Mt. Pleasant, an attractive city 66 miles north of Lansing, the state capital, and positioned in the center of the lower peninsula, within a one- to three-hour drive from every major population center in the state. Visit the Libraries' home page at: [www.lib.cmich.edu](http://www.lib.cmich.edu).

*CMU, an AA/EEO institution, is strongly and actively committed to increasing diversity within its community (see [www.cmich.edu/aaeo.html](http://www.cmich.edu/aaeo.html)).*

**Required qualifications:** An ALA-accredited master's degree. An undergraduate degree in education or a related area, or teaching certification. An established career as an educator serving children or young adults, or experience in an academic library. Strong service orientation; administrative ability; superior written and oral communication skills; the ability to work cooperatively with other professionals to manage and direct a dynamic program of academic library service. Preferred: Two years' post-MLS professional experience. Graduate degree in education; familiarity with public school curricula; knowledge of children's and young adult literature; supervisory experience; two years' recent experience in an academic library; experience with electronic library technology; knowledge of basic applications software; experience in collection development in all formats. Twelve-month tenure track faculty position with appointment at the rank of assistant professor. Minimum salary \$40,000 depending upon qualifications and experience. Professional achievement, service, and research/creative activity are required for tenure and promotion. Screening of applications will begin December 1, 2000, and continue until the position is filled. Send letter of application, résumé, transcripts for highest earned degree (copies acceptable), and the names, addresses, phone numbers, and e-mail addresses of three current references to: Search Committee, Head, Teaching Resources



## REFERENCE AND INSTRUCTION LIBRARIAN

### Middlebury College

Middlebury College Library invites applications for a full-time Reference and Instruction Librarian. The College has a strong commitment to teaching of the liberal arts and sciences. We are seeking an innovative, dynamic, and articulate individual with a background in the liberal arts and strength in political science or economics. The Librarian will report directly to the Head of Reference Services.

Responsible for the development and delivery of reference and instructional services and the collegial participation in furtherance of library goals. Provide reference assistance in the main library using materials within the Middlebury College Library System, at other collections, and online. Creates and maintain print and Web-based library guides and Web pages to inform, instruct, and provide access to library resources. Develops and teaches bibliographic instruction classes, including first-year seminars, course-related projects, senior thesis seminars, topical workshops, and faculty orientation; works individually with students for consultations. Performs collection development: identifies, evaluates, and recommends for purchase printed and online resources; reviews collection and recommends titles for withdrawal or reassignment.

Participates in faculty liaison program. Works with Information Technology Services to help develop and support the application of information resources and technology in the curriculum. Engages in scholarly activity through professional reading, conference attendance, and contact with faculty and other scholars.

MLS from an ALA-accredited program required. An undergraduate degree or Master's level coursework in political science or economics is preferred. Post-MLS experience in an academic library, including reference and teaching or equivalent required. Demonstrated strong interpersonal skills in working with faculty, staff, and students. Evidence of effective analytical and organizational skills. Familiarity with use and application of microcomputers in a fully networked campus environment required. Experience with Web development and searching, including facility with hypertext markup language, highly desirable.

Hiring Minimum: \$33,087. Comprehensive benefits package, including CTO, holidays, and TIAA/ CREF retirement program. Review of applications begins **October 1, 2000**, and will continue until the position is filled. Send letter of application, résumé, and names, phone numbers, and e-mail addresses of three professional references to:

**Middlebury College  
Human Resources Office  
Service Building  
Middlebury, VT 05753  
Fax: (802) 443-2058**

Please do not respond or apply electronically.

*Middlebury is an Equal Opportunity Employer. Applications from women and members of minority groups are especially encouraged. <http://www.middlebury.edu/hr>*

Center, Becky Foster, Processing Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. Official transcripts for highest earned degree will be required prior to any offer of employment. An equal opportunity, affirmative action employer. We accommodate individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

## RECRUIT THE BEST. . .

List your open positions in *C&RL News*.

Contact us at 1-800-545-2433 ext. 2513 for help in placing your ad. Or e-mail your ad to [c&rlnewsads@ala.org](mailto:c&rlnewsads@ala.org) and get a 10% discount.

## DEAN OF LIBRARIES

### BAYLORUNIVERSITY

Baylor University invites applications and nominations for the position of Dean of Libraries. The Dean reports directly to the Provost and Vice President for Academic Affairs and is the chief administrative and academic officer of the University Libraries. The Dean is responsible for the management of all library operations, including personnel, budget, policy formation, collections, services, and facilities; library support for the University's teaching, research, and service missions; leadership in the Libraries' involvement in state, regional, national, and international forums, and cooperative efforts; and leadership in the integration of new information technology with traditional materials and services in fulfilling the libraries' mission.

The Baylor University Library system consists of five libraries containing 1.6 million volumes, with 29 faculty and 91 support staff. The Library system includes books, periodicals, microfiche, videos, CDs, special collections, archives, and government documents, with an annual budget of over \$9 million, of which \$3.8 million is for acquisitions. It also provides access and assistance to extensive electronic resources and collections. For more information about this position, the Libraries and the University, please visit our Web site at: <http://www.baylor.edu/Library>.

Candidates for the position must possess a master's degree in Library or Information Science from an ALA-accredited program with an additional advanced degree (preferably Ph.D.). Applicants must submit a letter of interest and current curriculum vitae. Nominations are welcomed and encouraged. Applications will be reviewed beginning **November 1, 2000**, and will be accepted until the position is filled. Send materials or nominations to:

**John S. Wilson, Chair  
Dean Search Committee  
Baylor University  
Moody Memorial Library  
P. O. Box 97148  
Waco, TX 76798-7148**

*Baylor University is the oldest university in Texas and the world's largest Baptist university. Baylor is affiliated with the Baptist General Convention of Texas, and as such lawfully gives preference in hiring to Baptists and other Christians. As an affirmative action, equal employment opportunity employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.*

## Applications/Nominations Invited for C&RL Editor

Applications and nominations are invited for the position of editor of *College & Research Libraries (C&RL)*, the bimonthly, scholarly research journal of the Association of College and Research Libraries (ACRL). The editor is appointed for a three-year term, which may be renewed for an additional three years. Applicants must be a member of ALA and ACRL. Qualifications include professional experience in academic libraries, a record of scholarly publication, editing experience, an ability to meet publication deadlines, an understanding of the scholarly communication process, and a broad knowledge of the issues confronting academic libraries.

Some funding for editorial assistance and travel to relevant conferences is available, and there is a small honorarium for the editor.

Appointment will be made by the ACRL Board of Directors at the 2001 Annual Conference upon the recommendation of the search committee and of the ACRL Publications Committee. The incoming editor will serve a one-year interenship with the current editor before assuming full responsibility for *C&RL* in July 2002.

Nominations or resumes and letters of application, including the names of three references, should be sent to:

C&RL Search Committee  
c/o Hugh Thompson, Director of Publications  
ACRL  
50 East Huron Street  
Chicago, IL 60611  
[htompson@ala.org](mailto:htompson@ala.org)

*The deadline for receipt of applications is December 6, 2000.  
Finalists will be interviewed at the Midwinter Meeting in February 2001.*