

# THE

# CLASSIFIED

# ADS

**Deadlines:** Orders for regular classified advertisements must reach the ACRL office on or before the second of the month preceding publication of the issue (e.g., September 2 for the October issue). Should this date fall on a weekend or holiday, ads will be accepted on the next business day. Late job listings will be accepted on a space-available basis after the second of the month.

**Rates:** Classified advertisements are \$6.60 per line for institutions that are ACRL members, \$8.40 for others. Late job notices are \$15.95 per line for institutions that are ACRL members, \$18.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$295 to \$565 based upon size. Please call for sizes and rates.

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

**Contact:** Jack Helbig, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: UJ21808@UICVM.uic.edu.

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

## POSITIONS OPEN

**ASSISTANT ACQUISITIONS LIBRARIAN.** Responsibilities: The University of Alabama is seeking applicants for the position of Assistant Acquisitions Librarian. The Acquisitions Department consists of the department head, assistant acquisitions librarian, nine support staff, and ten student assistants, and is responsible for all acquisitions functions for the university libraries: the order, receipt, and processing of monographic and serial materials in all formats; approval plans, gifts/exchanges, and binding. The Assistant Acquisitions Librarian will oversee all aspects of the daily work of the department including the supervision of staff and students, and will work closely with and report to the Head, Acquisitions Department. Required qualifications: MLS from an ALA-accredited program by the application deadline; excellent interpersonal, communication, and management skills; successful supervisory experience; knowledge of library automated systems, preferably NOTIS; and a demonstrated interest in contribution to the profession. A strong service orientation and a commitment to cooperative and flexible working relationships are essential. Desired qualifications: At least two years of successful, relevant experience in acquisitions or collection development in an academic/research library; familiarity with approval plans, the foreign and domestic book and serial trade, and related bibliographic tools; experience in gifts and exchange programs, acquiring out-of-print books, evaluating vendor performance, budgeting and forecasting, and a working knowledge of one or more European languages. Salary/benefits: Rank and salary will be dependent upon qualifications.

## POSITION VACANCY REFERENCE SERVICES LIBRARIAN

### Bank Street College of Education

**RESPONSIBILITIES:** Provides all aspects of reference service to students, faculty, and staff of Bank Street College. Assists in the use of print and electronic resources; bibliographic instruction and provides interlibrary loan services. Performs CD-ROM/Online searches as needed by faculty and students; compiles bibliographies and special lists as needed; selects and upgrades library materials; and covers some evenings/weekend shifts.

**QUALIFICATIONS:** ALA-accredited MLS; effective interpersonal and communication skills; flexibility and initiative. Preferred reference experience in an academic library and graduate work in education. Knowledge and experience in use of OCLC.

**SALARY:** Based on experience.

**START DATE:** Immediately.

Send resume to:

**Lelita Jaspal**  
**Library Director**  
**Bank Street College of Education**  
**610 West 112th St.**  
**New York, NY 10025**

EOE

Instructor or Assistant Professor, minimum salary \$21,500 (Instructor)/26,400 (Assistant Professor). Twelve-month tenure-track position, strong benefits. To apply: Send letter of application, resume, and names and addresses of three references to: Voni B. Wyatt, Assistant to the Dean for Personnel, The University of Alabama Libraries, P.O. Box 870266, Tuscaloosa, AL 35487-0266. Applications must be postmarked by November 30, 1993.

**ASSISTANT DIRECTOR FOR USER SERVICES.** Responsibilities: The Assistant Director leads, manages, plans, and coordinates the user services of the university library, including: reference, network and electronic services, instructional services, circulation, interlibrary loan, government documents, interactive media, periodicals, reserve and microforms. As a member of the Library Policy Group, the Assistant Director is responsible for carrying out the mission and goals of the university libraries and works in close cooperation with other members of the management team. Participates in the planning for a new electronic library and the transition to a fully networked environment. Qualifications: Required: MLS from ALA-accredited school of library and/or information science; demonstrated successful administrative and public service experience in an academic or research library; strong vision for the future of user services in an electronic environment; strong communication skills; and a record of professional contributions. A second subject master's degree is desirable. Salary: Commensurate with education and experience. Appointment at the Associate Librarian rank. Salary from \$40,000. Apply to: Christine M. Travis, Library Personnel Officer, University Libraries 139, University at Albany, SUNY, 1400 Washington Ave. Albany, NY 12222. Deadline: Review of letters of application and resumes will begin December 1, 1993. Please include the names, addresses, and phone numbers of three references whom we can contact. The



## SYSTEMS DEVELOPMENT LIBRARIAN UNIVERSITY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

The University Library seeks a Systems Development Librarian to manage project planning and implementation of a replacement system for the Library's existing Geac Dual 8000 ILS for Acquisitions, Circulation, and MARC Records Management. Initial focus is on development of an RFP and selection of a Unix-based system. Phased modular replacement of the system is planned for a 3 year period beginning 7/1/93. The ILS must be integrated with the Library's public access, campus-wide information system, USCInfo, operating in a distributed, client/server Unix environment using BRS Search. Responsible for coordinating systems selection and implementation with University Computing Services and a wide range of library committees.

USC's Library serves one of the largest private universities in the country. As a major research library, it houses a collection of more than 2.6 million volumes, has 14 specialized subject libraries, and employs a total of 157 FTE of which 52 are library faculty positions. The Library has adopted a strategic goal to develop networked digital services and collections to complement its traditional print resources. Central to this goal is USCInfo, a networked information service that includes the online catalog, in-process file, 11 locally-mounted databases, campus information files, full-text versions of *The Chronicle of Higher Education* and *ClariNet Electronic News Service*, and a gopher service. The Systems Development Librarian reports to the AUL for Scholarly Technology and Information Systems. Librarians are faculty, have continuing appointment status, and participate in University governance.

Qualified applicants must have demonstrated experience with automated information systems development, technical installation and operations of integrated library and bibliographic database systems, understanding of client/server systems architecture, and national networking systems and resources; demonstrated understanding of major issues confronting research libraries and how information technologies are changing academic library operations and services; excellent organizational and communication skills; demonstrated ability to plan and oversee both long-term and short-term projects; ability to work comfortably and effectively in a project team based environment; and the ability to coordinate activities with technical staff, library staff, and members of the university community. Masters degree from an ALA accredited program or equivalent education and experience; at least two years experience with management of automated systems operations, implementation, or development.

Applicants should send a letter of application, curriculum vitae and 3 current professional references with addresses and telephone numbers to: Gloria J. Donaldson, Personnel Manager, University Library, University of Southern California, Los Angeles, CA 90089-0182. Review of applications will continue until the position is filled. Applications from women, minorities, and the physically challenged are encouraged. The University of Southern California is an affirmative action, equal opportunity employer.



## DIRECTOR OF LIBRARY SERVICES



# BRYANT COLLEGE

Bryant College, a private institution which specializes in business and liberal arts programs, invites applications and nominations for the position of Director of Library Services in the Edith M. Hodgson Memorial Library. The Director is responsible for the planning, development, and coordination of all library programs, operations, and services necessary to support the college's mission. The Director must have a strong commitment to excellence in higher education and be an effective advocate and spokesperson for the library's educational mission on campus.

The position is administrative and reports to the Vice President for Academic Affairs. The incumbent is responsible for the effective and efficient operation of the library and audiovisual center. The staff of 14 FTE, which includes 5 professional, is responsible for providing all necessary services.

Considered one of the top business libraries in New England, Bryant's library is also one of the most technologically advanced facilities in the Northeast. A wide-ranging menu of online services and CD-ROM databases is offered to the end user.

**QUALIFICATIONS:** MLS from an ALA-accredited institution. Second master's or related doctorate preferred. Excellent communication, interpersonal, supervisory, planning, and organizational skills. Five-plus years of progressive administrative experience in an academic library. Must be familiar with current technologies and media services.

Competitive salary; excellent benefits. Send resume to:

**Human Resources Office - X  
Bryant College  
1150 Douglas Pike  
Smithfield, RI 02917-1284**

Screening begins November 15, 1993, and the position is available on January 1, 1994.

*Bryant College is an EEO/AA employer, and an institution committed to diversifying its staff.*

University at Albany, State University of New York, is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled, and Vietnam-era veterans are especially welcome.

### **BIBLIOGRAPHIC INSTRUCTION/PUBLIC SERVICES LIBRARIAN.**

Western Connecticut State University is seeking qualified applicants for the position of Bibliographic Instruction/Public Services Librarian. Responsibilities will include providing bibliographic instruction primarily to lower division undergraduate students, working at the reference desk (including some weekends and nights), and participating in the general responsibilities of a library faculty member, including serving as a library liaison to some academic departments. Required qualifications: An MLS from an ALA-accredited program; recent professional experience in an academic library environment with bibliographic instruction, general reference, and electronic databases; and good organizational and interpersonal skills. Desired qualifications: Experience in an integrated, automated library environment such as Innovative Interfaces; experience with Internet, CD-ROM databases, and a library liaison program; and two years professional experience in bibliographic instruction. Position is expected to be filled by January 1994. Rank and salary dependent upon qualifications (appointment anticipated at the Assistant Librarian level). Minimum salary: \$32,677. Review of applications will begin immediately and will continue until the position is filled. Send letter of application and resume to: Vijay Nair, Chairperson, Library Search Committee, Ruth

## Salary guide

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

<b>Connecticut</b>	\$28,900
<b>Delaware</b>	\$22,500+
<b>Illinois</b>	\$27,400#
<b>Indiana</b>	varies*
<b>Iowa</b>	\$21,588
<b>Louisiana</b>	\$22,000
<b>Maine</b>	varies*
<b>Massachusetts</b>	\$27,554*
<b>New Jersey</b>	\$24,200
<b>New York</b>	varies*
<b>North Carolina</b>	\$22,491
<b>Ohio</b>	\$25,198+
<b>Pennsylvania</b>	\$23,700*
<b>Rhode Island</b>	\$26,500
<b>South Carolina</b>	varies*
<b>South Dakota</b>	\$20,000
<b>Texas</b>	\$25,000
<b>Vermont</b>	\$22,500
<b>West Virginia</b>	\$22,000
<b>Wisconsin</b>	\$25,830

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

+Salary minimums for public librarians only.  
#Option for local formula

# UNIVERSITY OF CONNECTICUT

## Director University Libraries

The University of Connecticut invites applications and nominations for the position of Director of University Libraries. The University seeks a leader who has demonstrated an ability to shape, articulate, and implement a vision for the future of library services. The University Libraries are a member of the Association of Research Libraries and currently consist of the Homer Babbidge Library (the central library), the Cookson Music Library, the Pharmacy Library, and Historical Manuscripts and Archives in Storrs as well as five regional campus libraries. Construction of the Thomas J. Dodd Research Center, which will house rare and unique research materials, is expected to begin in 1994 and is expected to open on the Storrs Campus in early 1996. The Directors of the Law School Library in Hartford and the Health Center Library in Farmington report directly to the administrators of the Law School and Health Center respectively.

The Director of University Libraries reports directly to the Provost, is a member of the Council of Deans, and has overall responsibility for the leadership and administration of the University Libraries. The University Libraries' collections consist of more than 2.1 million volumes. Annual expenditures currently exceed \$10 million. The staff is comprised of approximately 180 FTE, including 49 librarians, 70 other permanent staff, and 61 student assistants consisting of approximately 500-600 part-time student workers. The majority of the permanent staff, including professional librarians, are represented by collective bargaining units.

**Responsibilities include:** leadership and management of the University Libraries, including planning and evaluation of library services; delivering cost-effective excellence in library programs and services that support the University's instructional, research, and public services missions; public relations; fund-raising; overseeing the Libraries' information technology initiatives; and faculty relations.

**Qualifications include:** a graduate degree in library or information science from an ALA-accredited program; at least five years' senior-level administrative experience at a large university or research library; the ability to articulate the Library's goals and objectives to a diverse audience, including University administrators, library staff, faculty members, students, legislators, and potential donors; technical knowledge and management experience with current information technologies related to collection management, information services, and technical services; the ability to communicate at a technical level with the University Computer Center; a demonstrated commitment to Affirmative Action; consensus building skills in a library and university environment; financial management experience, particularly in a climate of budgetary restraint; fund-raising skills; and public relations experience. An additional graduate degree and a distinguished record of professional achievement are desirable.

**Salary:** Nationally competitive and negotiable, based on qualifications and experience.

**Screening of applications will begin on December 15, 1993 and continue until the position is filled. The preferred starting date is July 1, 1994. Send letter of application (including a statement of philosophy on the future of university library services and examples of programmatic accomplishments in a current appointment), resume, and the names and addresses of three professional references to: Leon E. Bailey, Associate Provost, Chair, Search Committee for Director of University Libraries, Office of the Provost, U-86, 352 Mansfield Rd., University of Connecticut, Storrs, CT 06269-2086. We encourage applications from underrepresented groups, including minorities, women and people with disabilities. (Search #4A106)**



A. Haas Library, **Western Connecticut State University**, 181 White St., Danbury, CT 06801. An equal opportunity, affirmative action employer.

**CATALOGER: SERIALS/THESES CATALOGER.** Reports to the Head of the Cataloging Department. Responsible for original and copy cataloging of serials in all subjects, languages, and formats, for original cataloging of Tulane University theses and dissertations, and for coordination of local series authority control activities; uses OCLC and NOTIS systems; participates in Cataloging Department's policy-making process; supervises and trains staff as needed; serves as a resource person for serials cataloging; works closely with all personnel in the processing of serials. Required qualifications: ALA-accredited MLS or equivalent; minimum of one year's recent experience in serials cataloging, including working knowledge of a major bibliographic utility or an integrated local system, preferably NOTIS; knowledge of AACR2, LCR1, LCSH, LC classification, and USMARC formats; reading knowledge of one or more Western European languages, with a strong preference for Spanish, strong communication and interpersonal skills; ability to plan procedures and workflow; ability to work in a rapidly changing environment. Preferred: Mono-

graphs cataloging experience; supervisory and/or training experience. Appointment at Librarian II level, minimum \$26,000. Twelve-month academic appointment. Liberal benefits, including tuition waiver for self and undergraduate dependents. Review of applications will begin December 1, 1993, and will continue until a suitable candidate is found. Send letter of application, resume, names, addresses, and telephone numbers of three references to: Melonie Hughes, Administrative Associate, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70118. Tulane University is an equal opportunity, affirmative action employer.

**CIRCULATION/INTERLIBRARY LOAN LIBRARIAN.** Responsible for all activities of Circulation Department, including interlibrary loan; supervises Circulation staff and student assistants. Participates in Reference Department activities as assigned. ALA-accredited MLS required. Experience with OCLC/ILL and supervision highly desirable. Experience or coursework in reference and online searching preferred. Tenure-track, faculty appointment, twelve-month contract. Salary: \$23,500. Position open June 1, 1994. Send letter, resume, and names, addresses, and telephone number of three references by



## DEPUTY UNIVERSITY LIBRARIAN

University of Illinois

POSITION AVAILABLE: February 1994. A full time tenured faculty position.

**DUTIES: GENERAL RESPONSIBILITIES:** Directs and administers the operations and services of the University Library under the general direction of the University Librarian. The Deputy University Librarian works closely with the University Librarian with regard to planning for and administration of the University Library. During the absence of the University Librarian the Deputy functions in the administrative capacity of the University Librarian. The Deputy University Librarian is a member of the Library Faculty. Specific responsibilities: Directly administers budget and personnel operations mandated by established policies. Administers activities related to the planning, operation, and maintenance of the University Library's physical facilities. Supervises the work of the library divisions through the Division Coordinators who, with the exception of Law, report to the Deputy University Librarian. Major liaisons: Campus Personnel, Campus Business Affairs, and Facilities Management.

**QUALIFICATIONS:** Required: MLS from an ALA-accredited library school or its equivalent; at least ten years of university or research library experience at the managerial level with an increasing range of responsibility. Qualifications for appointment at a tenured rank. Preferred: Specific experience with budget and personnel administration as well as facilities management.

**SALARY AND RANK:** Appointment as Associate or Full Professor depending on meeting established university standards of research, publication, and university/professional/community service. Salary \$75,000 or upward, depending on qualifications and experience.

**APPLY:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to:

**Allen G. Dries, Library Personnel Manager**  
**University of Illinois Library at Urbana-Champaign**  
**1408 West Gregory Drive**  
**Urbana, IL 61801**  
**Phone: (217) 333-5494**

**DEADLINE:** In order to ensure full consideration, applications and nominations must be received by **December 1, 1993.**

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

February 11, 1994, to: David Everett, Associate Director for Public Services, duPont-Ball Library, **Stetson University**, DeLand, FL 32720. Stetson University is an equal opportunity employer and is strongly committed to increasing the diversity of our faculty and administration.

**COLLECTIONS CATALOGER.** The Getty Center, a research center for arts and humanities, has an opening for Collections Cataloger. Reports to Head/Collections Cataloging. Oversees processing of archival collections, primarily photographic materials but also textual manuscripts, in the Renaissance to Modern chronological period. Supervises 3 staff members. Manages in-house databases, trains staff, processes collections, identifies conservation problems, creates RLIN records, serves as subject expert. Qualifications: Required: Graduate degree in art history or related field, ALA-accredited MLS with training in archival management, or an equivalent combination of training and experience; 2-3 years experience in processing archival materials; reading knowledge of at least 2 European languages (Italian & German preferred); proven ability to apply knowledge and

research methods to assessment of resource materials; microcomputer experience; strong written and verbal communication and organizational skills; strong attention to detail; strong interpersonal skills. Preferred: Familiarity with AVC or VIM cataloging; specialization in history of architecture; supervisory experience. Hiring salary range: \$28,000-\$32,700. Excellent benefits. Application deadline: December 10, 1993. Send letter of application, resume, and names, addresses, and phone numbers of 3 references to: Personnel Coordinator, **The Getty Center for the History of Art and the Humanities**, 401 Wilshire Blvd., Suite 700, Santa Monica, CA 90401-1455. No phone inquires, please.

**COLLECTIONS DEVELOPMENT/ACQUISITIONS LIBRARIAN.** Guide collection development activities of librarians and teaching faculty; select materials in areas of subject competence; supervise 3 paraprofessionals in acquisitions; conduct evaluations of collections; assist in budget development and monitoring. Assist with reference and bibliographic instruction. Qualifications: MLS with experience in

# UNIVERSITY LIBRARIAN

## California State University, Los Angeles

Applications and nominations are invited for the position of University Librarian. A graduate degree from an ALA-accredited institution is required. Candidates must demonstrate significant administrative experience, scholarly activity, and commitment to affirmative action. Salary commensurate with qualifications and experience.

Reporting to the Provost and Vice President for Academic Affairs, the University Librarian provides leadership in planning and implementing strategies to enhance services and collections, to further the creative use of modern technologies, and to manage effectively the library's resources. Responsibilities include long-range planning; formulating and implementing goals, objectives, and policies; managing personnel, budgets, facilities, and collections; participating in academic planning; soliciting external funding, and developing cooperative systems with other institutions. Represents the library on campus, in the community, and to external agencies and professional organizations.

The university, one of 20 campuses of the California State University System, has a diverse and nontraditional student body of approximately 20,000 undergraduate, graduate, and professional students and a faculty of approximately 600 FTEF.

Applicants should submit an updated vita, the names and daytime telephone numbers of three references, and a one- or two-page letter of application addressing leadership style and the role of the library in a comprehensive university. Review of nominations and applications will begin on November 5, 1993. Applications will be accepted until the position is filled.

Applications and nominations should be addressed to:

**Chair, University Librarian Search Committee  
c/o Human Resource Management, Job #93-62  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032-8534**

*An equal opportunity/affirmative action/disabled/Title IX employer.*

collection development; good communication skills; foreign language ability; managerial skills. Preferred: Second master's or doctorate; interest in research. Tenure-track. Salary \$28,000. Standard benefits. Send letter, resume, transcripts, and 3 letters of reference by Dec. 15 to Rickey Best, **Auburn University at Montgomery** Library, 7300 University Dr., Montgomery, AL 36117. Montgomery is rich in history and architecture, with outstanding theaters, museums, and nearby recreational facilities. AA, EEO employer.

**COLLECTION DEVELOPMENT LIBRARIAN.** Direct policies and programs, oversee the preparation and currency of collection policy statements, manage collection analysis and selection/deselection activities, evaluate electronic access and delivery of information resources, serve as liaison to academic departments, and assist with reference and instructional services. ALA-accredited MLS and minimum of 2 years of library experience in collection development required. Send resume, transcripts, and at least three letters of reference to: Collection Librarian Search, Affirmative Action Office, **Winona State University**, Winona, MN 55987. Application review begins December 1, 1993. An AA, EEO employer.

**COMPUTER SERVICES LIBRARIAN.** Faculty rank, tenure-track, I.D. Weeks Library, University of South Dakota. Responsibilities: Coordinate planning, development, implementation, and management of the library's Local Area Network and other technological applications in the planning phase, including the recommendation of software and hardware for the library's systems. Duties include: Routine maintenance, monitoring LAN performance, expanding the system, upgrading software and hardware, and training library staff, students, and faculty to effectively use electronic systems and services. Additional responsibilities include management of an electronic classroom and a new computer lab to be installed in 1994/95, working regularly scheduled hours at the reference desk, and partici-

pating in Bibliographic Instruction. Minimum qualifications: ALA-accredited MLS. Knowledge of microcomputers, operating systems, CD-ROM LAN technology; ability to work effectively with colleagues and diverse clientele; effective written and oral skills; knowledge of online searching. Additional desirable qualifications: 1) a second master's degree in a relevant subject field (will be required for tenure and promotion); 2) experience with installation and management of Novell and Opti-Net network; 3) reference experience in an academic or public library. Salary: Negotiable, minimum \$26,000, twelve-month appointment. Submit letter of application, resume, and the names, addresses, and telephone numbers of three references to: Imre Meszaros, Director of Libraries, I.D. Weeks Library, **University of South Dakota**, 414 East Clark St., Vermillion, SD 57069 2390. Review of applications will begin December 1, 1993, and will continue until an adequate number of applications are received. AA, EOE.

**DIRECTOR OF LIBRARY.** St. Mary's College of Maryland seeks a Director of the Library to lead an experienced staff in a major development of the collections and services of a new facility opened in 1990. St. Mary's College of Maryland is a highly selective public liberal arts college of 1500 students, located 68 miles southeast of Washington, D.C. on a beautiful tidewater estuary at the site of the founding city and first capital of Maryland. Recently designated a public honors college because of the quality of the student body, the college prepares students to use fully the resources of the library to pursue their educational goals in courses and independent study, and to carry out undergraduate research. The Director of the Library is responsible for the operation of both the college library and Media Services. Staffed by 5 librarians and 10 support staff, the library has a fully integrated system (Dynix) which is networked to the entire campus. It offers a range of CD-ROM products, Dialog and Internet connections, access to other databases such as Uncover, and a comprehensive bibliographic instruction program. Headed by a librar-



## ASSOCIATE DIRECTOR FOR ADMINISTRATION

### Massachusetts Institute of Technology Libraries

This position includes primary responsibility for directing the budget, personnel, space and facilities, and development activities of the MIT libraries. The Head of the Administrative Services Department reports to this Associate Director. As a member of the libraries' Steering Committee along with the Director and three other Associate Directors (Collection Services, Public Services, Systems and Planning) the incumbent will participate fully in the overall administration of the library system, including long-range planning, program development and evaluation, budget formulation, and the establishment of systemwide priorities and policies.

The Associate Director for Administration develops and implements personnel, fiscal, and administrative policies; financial control and management systems; and financial reporting and other management information systems that are consonant with those of the Institute as a whole. The incumbent serves as a liaison for the libraries with major administrative offices of the Institute and oversees the preparation and submission of research and development proposals as well as being the primary library contact for the Development Office, the Alumni Association, and other fundraising agencies. The Associate Director serves as the libraries' representative on appropriate MIT committees.

Among the major programs in which the new Associate Director will be involved are the implementation of a new automated library system; strategic planning and quality improvement initiatives; a long-range (20-year) space plan for the libraries; and implementation of a new staff development program.

The MIT libraries include five major subject libraries (architecture and planning; engineering; humanities; science; social sciences and management) and several branch libraries in specialized subject areas. The libraries' collections total over 2.3 million printed volumes, over 1.9 million microforms, and extensive collections of slides, photographs, sound recordings, printed music, maps, manuscripts, motion pictures, video recordings, and computer files. The total budget for FY1994 is over \$13 million; the materials budget is over \$3 million. Total staff of 236 includes 87 professionals, 123 support staff, and 26 FTE student assistants. The MIT libraries maintain memberships in the Boston Library Consortium, OCLC (through Neline, Inc.) and the Association of Research Libraries.

Qualifications for this position include an MLS from an ALA-accredited library school. A master's degree in business or management or an equivalent combination of education and substantive related experience is highly desirable. Extensive and increasing responsibility in the administration of academic or research libraries is required which also includes substantial experience in supervision and management. Candidates are expected to have familiarity with current issues affecting research libraries and their parent organizations. Knowledge of personnel management, staff development, financial management, and fundraising in the research library environment is desired. Candidates will be expected, as well, to have excellent communication, interpersonal, and analytical skills. Equally important is the ability to work effectively as a member of a senior management team in a major research library. Candidates will also be expected to have demonstrated leadership and achievement in the library profession.

Salary commensurate with experience and qualifications. Minimum salary: \$57,500.

The MIT libraries offer excellent benefits, including tuition assistance, a children's scholarship program, and a relocation allowance. MIT is a smoke-free campus.

Applications received by **December 15, 1993**, will receive priority consideration. Complete applications, which consist of a cover letter, resume, and the names and addresses of five current references should be mailed to:

**Search Committee for Associate Director for Administration (CRL)  
The Libraries, Room 14S-216  
Massachusetts Institute of Technology  
Cambridge, MA 02139-4307**

*MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.*

## UNIVERSITY ARCHIVIST AND HEAD, SPECIAL COLLECTIONS DEPARTMENT



University Libraries

The Northeastern University Libraries invites nominations and applications for the position of University Archivist and Head, Special Collections Department. Primary responsibilities include: leadership and articulation of library programs to serve the archival needs of university scholars and administrators, including historical and institutional research and the repository management of university records; administration of the special collections program, including archival management, and collection development, and preservation of rare, unique and/or historically significant materials; planning and implementation of innovative technology-based solutions to achieve dual goals for preservation and access to archival and special collections; development of grant proposals and administration of funded projects; participation in public relations and celebratory events and activities; and participation in general library management, planning, and budgeting processes.

The successful candidate will play a leading role in the further establishment of a university records management program, and in planning and development of programs and events in celebration of the university's centennial in 1998.

A new, centralized library on the Boston campus opened in 1990. Annual general acquisitions purchases approximate \$4 million. The libraries hold membership in OCLC, Neline, and the Boston Library Consortium. CARL Systems and Tandem computers are the platforms for the public access Northeastern University Libraries Information System (NULIS) and for integrated processing services support. NULIS also serves as the libraries' primary network gateway to other information resources.

**QUALIFICATIONS:** ALA-accredited MLS degree; additional advanced degree in history, and graduate-level archival training preferred. At least five years demonstrated successful experience in archival management and/or special collections in an academic or research institution. Knowledge of archival principles and practices, knowledge of the development of special collections including rare books, manuscripts, and historical materials. Knowledge of computer and imaging applications, the arrangement and description of special collections, and standards for bibliographic control and preservation. Knowledge of trends and developments in higher education and scholarly research and communication. Significant experience with donor and public relations, fundraising, and grant-funded projects. Evidence of professional and scholarly activity. Ability to work effectively with many constituencies. Excellent oral and written communication skills; excellent planning, analytical, and conceptual skills.

**SALARY:** Salary is commensurate with qualifications and experience. Excellent benefits package. Applications received by **November 30, 1993**, will receive first consideration. Please send a letter of application, resume, and the names of three references to:

**Carol Chamberlain, Associate Dean  
Northeastern University Libraries  
320 Snell Library  
360 Huntington Avenue  
Boston, MA 02115**

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

ian and 2.7 FTE support staff. Media Services offers audio and video production and a wide range of academic support services. The budget, including salaries, is over \$1,000,000 and is expected to rise sharply in the years ahead. The Director of the College Library reports to the Provost and serves ex officio on two standing faculty committees—academic resources and curriculum. The position requirements include an ALA-accredited MLS, with a second master's degree desired; several years of experience in an academic library, preferably in a liberal arts setting, including supervisory activity of increasing responsibility; and

demonstrated experience in library automation. Salary is competitive. Letters of application should include a curriculum vitae, a list of at least three references, and a brief statement (250 to 750 words) outlining the applicant's view of the role of the library in undergraduate liberal arts education. Review of applications will begin December 1, 1993, and will continue until the position is filled. Send applications to: Daniel Ingersoll, Library Search Chair, Department of Anthropology/Sociology, St. Mary's College of Maryland, St. Mary's City, MD 20686. St. Mary's College is an equal opportunity, affirmative action employer.





## DIRECTOR THE THOMAS AND DOROTHY LEAVEY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

The University Library seeks a Director for The Thomas and Dorothy Leavey Library, a teaching library housed in a new building scheduled to open in Fall 1994. The new 78,000 square foot facility will provide students with 24 hour access; house a 120,000-volume collection; 1,475 reader seats; 21 collaborative work rooms; up to 300 networked workstations; an auditorium; and 2 electronic instruction rooms. Planned annual operating budget is \$1,750,000. Staffing is projected to include 9 library faculty and 13 staff.

The Leavey Library will serve as the students' gateway to the print and networked collections of the University Library that support and enrich the undergraduate and graduate curriculum. The Library will be a focal point for teaching students how to identify, locate, and evaluate information in print and digital formats and will serve as a center for partnerships with faculty in the development and evaluation of information technologies for teaching.

USC's Library serves one of the largest private universities in the country. As a major research library, it houses a collection of more than 2.6 million volumes, has 14 specialized subject libraries, and employs a total of 157 FTE of which 52 are library faculty positions. The Library has adopted a strategic goal to develop networked digital services and collections to complement its traditional print resources. Central to this goal is USCInfo, a networked information service that includes the online catalog, in-process file, 11-locally mounted databases, campus information files, full-text versions of *The Chronicle of Higher Education* and *ClariNet Electronic News Service*, and a gopher service. The Director of the Leavey Library reports to the AUL for Public Services. Librarians are faculty, have continuing appointment status, and participate in University governance.

Qualified applicants must have demonstrated success in building partnerships with teaching faculty and in establishing effective relationships with students. The successful candidate will have proven vision and the skills necessary to provide creative leadership and strategic direction for implementation of the program. Demonstrated leadership and innovation in defining new library programs and in exploring new forms of library information technologies are required. An appreciation of, and sensitivity to, the racial and cultural diversity of Los Angeles and the University are basic requirements for appointment. For further information and a complete position description write: Gloria J. Donaldson, Personnel Manager, University Library, University of Southern California, University Park, Los Angeles, CA 90089-0182. Review of applications will continue until the position is filled. Inquiries from women, minorities, and the physically challenged are encouraged. The University of Southern California is an affirmative action, equal opportunity employer.



## SCIENCE LIBRARIAN

### University of Missouri-Columbia

The University of Missouri-Columbia is seeking qualified applicants for the position of Science Librarian. Principal duties include responsibility for providing reference service (includes some evening and weekend hours), library instruction, database searching, and collection development for the scientific disciplines supported by Ellis Library. Provides reference assistance in all disciplines when working at the reference desk and performs library instruction for undergraduates in nonscientific disciplines. Provides and evaluates effectiveness of services in coordination with Reference Department policies and procedures.

**Requirements:** Requires minimum of a master's degree from an ALA-accredited program; significant coursework in science disciplines or science reference experience is strongly preferred. Reference experience in an academic science or special library; competency through experience or training in online database and CD-ROM searching required. Ability to communicate well orally and in writing; strong service orientation; ability to work in a team environment where services are expanding and where there is considerable scope for new program initiatives including the application of new technologies to service delivery.

**Minimum salary:** \$22,800+ for 12 months commensurate with education and experience. Benefits include 30 vacation days per year, vested retirement after five years, dental insurance, and other normal fringe benefits, including 75% tuition waiver.

**The University:** The University of Missouri (MU) was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with nearly 250 degree programs. The University of Missouri-Columbia Libraries belong to ARL, serve a student body of 21,000 and a faculty of 1,800 with a collection of over 2.5 million volumes and over 4.5 million microforms. An online catalog and integrated circulation system serves the four campuses of the university system.

Columbia is in the middle of the state on I-70, only two hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The university and two other colleges provide superb cultural events. According to the ACCRA composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top twenty cities in the United States by *Money* magazine for the last four years.

Available: March 1, 1994.

Send letter of application, names and addresses of three references and resume to:

**Pat Burbridge  
Personnel Coordinator  
104 (CRL) Ellis Library  
University of Missouri-Columbia  
Columbia, MO 65201-5149**

Screening of applications will begin December 10, 1993.

*The University of Missouri-Columbia is an equal opportunity and affirmative action employer and complies with the guidelines set forth in the Americans with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the application process, notify us at the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs.*

**ENGINEERING LIBRARIAN.** A twelve-month, tenure-track appointment. Manages operations of the Spahr Engineering Library, a branch facility of the University of Kansas Libraries containing over 60,000 volumes, a large collection of NASA and NACA documents and microfiche, and numerous CD-ROM databases accessible through the Libraries LAN. (Full job description available.) Requires master's degree from an ALA accredited program; professional library experience with engineering, physical sciences, mathematics, or computer science materials; strong commitment to public service, effective oral and written communication skills and interpersonal skills; strong supervisory potential; ability to work effectively with faculty, students, and staff; experience conducting database searches; familiarity with

science and technology bibliographic resources; demonstrated ability to effectively plan, organize, and implement services and operations. Prefer strong academic preparation in engineering, the physical sciences, mathematics, or computer science; reference, instructional, and collection development experience with engineering materials; successful supervisory experience; experience with CD-ROM searching systems and online literature retrieval in the DIALOG, ORBIT, and NASA/RECON systems; familiarity with Internet resources and electronic bulletin boards; experience with microcomputers and software in library applications; reading knowledge of Western European languages. Excellent benefits. Annual salary: \$26,000-\$34,000, dependent upon qualifications. To apply, submit letter of

# ASSOCIATE DIRECTOR FOR SERVICES

## University of South Florida Tampa Campus Library

**THE UNIVERSITY:** USF is the second largest of nine universities in the State University System of Florida (SUS). The central Tampa campus and regional campuses at St. Petersburg, Sarasota, Fort Myers, and Lakeland have a combined enrollment of more than 34,000 students. Tampa Campus Library has 32 librarians and 73 support staff, with library holdings at 800,000 volumes, 4,500 periodicals, a Federal and State Documents Depository, special collections and archives. The library participates in an SUS-wide online catalog using NOTIS software. Applications and nominations are invited for the following position: Associate Director for Services.

Under the general direction of the Dean and Library Director, the successful candidate has the opportunity to manage all aspects of the public and technical services departments with over 100 full-time employees supporting a thriving educational and research environment. Major responsibilities include: Plans, directs, and reports library services; develops and evaluates procedures and practices, and implements improvements; provides leadership for departmental interrelationships; evaluates staff; facilitates campuswide cooperation; acts as liaison with USF regional campus libraries and with other groups; serves as representative of the Dean and Library Director during latter's absence.

**QUALIFICATIONS:** Required: ALA-accredited master's degree; eight years of experience as a librarian after receiving the master's degree; administrative experience in a public or technical services department in an academic or research library; documented experience involving issues dealing with both technical and public services aspects of the library operation. Preferred: Demonstrated successful leadership skills and supervisory experience with library professional and support staff in an academic or research library; experience with library systems and library networks; demonstrated effective interpersonal and communication skills; indication of activity in professional associations and/or scholarly or creative productivity; indication of ability to work in a collegial and multicultural setting; demonstrated ability to assess existing programs, implement improvements, and initiate programs and services; ability to provide positive approaches to existing issues; ability to assess library outcomes in a way that measures outcomes rather than outputs.

**RANK:** Associate Director, University Libraries.

**SALARY AND BENEFITS:** \$50,000 negotiable. Librarians are twelve-month, non-tenure-earning faculty. Twenty-two days vacation, 13 days sick leave annually. TIAA/CREF or other retirement options, usual insurance benefits.

**APPLICATION PROCEDURES:** Please send letter of application, recent resume, and names, addresses, and telephone numbers of three professional references by **December 15, 1993**, to:

**Sonja Garcia, Assistant Director  
Human Resources  
University of South Florida  
LIB 122, 4202 E. Fowler Avenue  
Tampa, FL 33620-5400  
Telephone: (813) 974-2721**

*USF is an equal opportunity, equal access affirmative action institution.*

*Applicants who need a reasonable accommodation in order to participate in the selection process must notify Sonja Garcia at (813) 974-1575 or 4202 East Fowler Ave., Tampa, FL 33620-5400, five (5) days in advance.*

application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, **University of Kansas Libraries**, 502 Watson Library, Lawrence, KS 66045-2800. Applications must be postmarked by December 10, 1993. Review of applications will occur following the application deadline, with interviews scheduled for mid-January 1994. An equal opportunity, affirmative action employer.

**HEAD, ELECTRONIC INFORMATION AND REFERENCE LIBRARIAN.** Applications are invited for the position of Head, Electronic Information and Reference Librarian at The University of Texas at San Antonio Library. Responsibilities include management of the public

service units comprising of reference information and assistance, fee-based online searching, and instructional services. Position reports to Assistant Director for Public Services. UTSA is a comprehensive Public metropolitan university serving approximately 17,000 students. The library is committed to use of automation and has implemented NOTIS. Qualifications: ALA-accredited MLS with 5 years reference experience plus managerial and supervisory experience. Must be proficient in use of microcomputer telecommunications equipment. Excellent organizational and communication skills with ability to work both cooperatively and independently. Prefer advanced degree in a bibliographic specialization, academic library experience, and use of NOTIS. Salary: \$30,000 minimum for twelve-month

# ASSOCIATE DIRECTOR OF LIBRARY

## Nicholls State University

Nicholls State University is searching for an Associate Director of the library. Specific responsibilities include: developing and allocating significant portions of the library operations budget; planning and providing for the continued implementation of library automation; managing the recruitment, training, evaluation, and development of library personnel; consulting faculty, administrators, and other university personnel to facilitate programs; managing the library's facilities. Contributions as a professional and as a member of the university are required. The associate director is the principal administrator of the library in the absence of the director.

**QUALIFICATIONS:** MLS from an ALA-accredited school; a second master's, Ph.D. preferred. Extensive and increasingly responsible experience in an academic research library, including at least five years in a management position. Broad knowledge of diverse academic library operations, an understanding of the scholarly use of library resources and service, exceptional organizational and interpersonal skills, demonstrated ability to work effectively with all members of the extended academic community, superior communication skills, and creativity in planning are required. The ability to anticipate and the flexibility to adjust to changing priorities, procedures, and workload, and the ability to relate with sensitivity to staff at all levels are essential for success in this position.

**SALARY:** Competitive, dependent on experience and qualifications. Twelve-month administrative position. Deadline for initial review: **February 15, 1994**. Applications will be accepted until position is filled.

Send letter of application, resume, and three references to:

**Director of the Library  
Eilender Memorial Library  
Nicholls State University  
P.O. Box 2028  
Thibodaux, LA 70310**

*Nicholls State University is an equal educational institution, affirmative action employer.*

appointment with competitive benefits package. Application: Send letter of application and resume to: Margaret Joseph, Assistant Director for Public Services, **The University of Texas at San Antonio** Library, 6900 N. Loop 1604 West, San Antonio, Texas 78249. Application deadline is December 10, 1993. UTSA is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

**HEAD LIBRARIAN**, Bennington College. Administrative experience required, preferably in a liberal arts college environment. Versatility, responsiveness to college community life, and strong communications and interpersonal skills a must, some background in automation and building planning desirable. ALA/MLS required. Additional advanced degree desirable. Salary will be commensurate with qualifications. Send letter, vita, and addresses and phone numbers of three references to: John Swan, Crossett Library, **Bennington College**, Bennington, VT 05201.

**HEAD, REFERENCE DEPARTMENT**, the University of Oklahoma. Duties: Under the general direction of the Director of Library Public Services, the Head of Reference is responsible for the management of the main library reference department and for planning, developing, and evaluating programs and policies. The Reference Department, which includes Government Documents, consists of seven librarians, four support staff, graduate assistants, and student employees. The reference librarians' responsibilities include general and subject-oriented reference, database searching, library instruction, and collection development. In providing reference service, the Head of Reference will work with other public services units, including Access Services and branch libraries, and with technical services units, including Collection Development and Current Periodicals. This position is governed by the university's policies for research or creative achievement and professional service as outlined by the

Faculty Handbook. Qualifications: Required: MLS from ALA-accredited library school; five or more years experience in public services; substantial supervisory experience; ability to work effectively with faculty, students, and library staff; experience in database searching and/or library instruction; knowledge of collection development practices and procedures; effective oral and written communication skills; evidence of research and publication and professional service. Desirable: Additional advanced subject degree. Deadline for applications: January 3, 1994. Available: April 1, 1994. Salary: \$35,000 minimum. Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection: 33 days paid leave; university holidays; short term disability sick leave. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the university libraries consist of a main library and six branches. The collection contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The libraries have implemented the public access catalog, cataloging, authority control, acquisitions, serials, and circulation functions of the NOTIS system. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019, (405) 325-2611. Oklahoma University is an equal opportunity, affirmative action employer. We encourage women and minority applicants, and we are responsive to the needs of dual-career couples.

**HEAD, SERIALS DEPARTMENT**. The Dartmouth College Library is seeking to fill the position of Head of Serials with a service-oriented librarian who can creatively direct and manage the acquisitions, fiscal control, receipt, bibliographic maintenance, and binding of serials in an

# SYSTEMS LIBRARIAN FOR TECHNICAL SERVICES

## University of Missouri-Columbia

The University of Missouri-Columbia is seeking qualified applicants for the position of Systems Librarian for Technical Services. Principal duties include coordinating and serving as the resource for computer-related operations for the Technical Services Division. Supports all facets of PC operations, including needs assessment, ordering, installation, software, maintenance, LUMIN, and OCLC hardware. Trains personnel in all areas of Technical Services in use of software on all platforms. responsible for the Advanced Revelation serials management system. Does training for LUMIN, Internet, OCLC, LANs, regional and national networks, electronic journals, electronic mail, CD-ROMs, other databases, and any future systems the library acquires. Assists with problem solving, planning, development, installation, and troubleshooting for any system as needed. Meets with the Head of Technical Services and the other Technical Services Department Heads biweekly to discuss planning, policy, and procedural issues. Serves as liaison for Technical Services with other library departments and library/university systems personnel.

**REQUIREMENTS:** Requires master's degree from an ALA-accredited institution and completion of, or progress towards, an additional degree, and/or evidence of continuing education. Minimum of two years professional library experience. Library-related work with emphasis on computers, software, and other Technical Services functions may be considered. Ability to interact successfully with all levels of staff. Demonstrated capacity to coordinate a variety of tasks. Ability to assess situations and provide appropriate information, support, and/or solutions. Close familiarity with library terminology, procedures, and goals. Hands-on knowledge of microcomputer hardware and software, with emphasis on hardware maintenance. Ongoing commitment to computing education and training. Training and/or experience with all phases of library automation, including OCLC, Internet, and LUMIN. Proficiency with PC software such as Advanced Revelation, WordPerfect, PlanPerfect, LOTUS 1-2-3, CD-ROMs, etc. preferred.

**MINIMUM SALARY:** \$25,000+ for 12 months commensurate with education and experience. Benefits include 30 vacation days per year, vested retirement after five years, dental insurance, and other normal fringe benefits, including 75% tuition waiver.

**THE UNIVERSITY:** The University of Missouri (MU) was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with nearly 250 degree programs. The University of Missouri-Columbia Libraries belong to ARL, serve a student body of 21,000 and a faculty of 1,800 with a collection of over 2.5 million volumes and over 4.5 million microforms. An online catalog and integrated circulation system serves the four campuses of the university system.

Columbia is in the middle of the state on I-70, only two hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The university and two other colleges provide superb cultural events. According to the ACCRA composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been listed among the top twenty cities in the United States by *Money* magazine for the last four years.

Available: March 1, 1994.

Send letter of application, names, and addresses of three references and resume to:

**Pat Burbridge, Personnel Coordinator  
104 (CRL) Ellis Library  
University of Missouri-Columbia  
Columbia, MO 65201-5149**

Screening of applications will begin **December 10, 1993**.

*The University of Missouri-Columbia is an equal opportunity and affirmative action employer and complies with the guidelines set forth in the Americans with Disabilities Act of 1990.*

*If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the application process, notify us at the address above as soon as possible.*

# GOVERNMENT PUBLICATIONS LIBRARIAN

## University of Northern Colorado

The University of Northern Colorado seeks applicants for the position of Government Publications Librarian and Assistant/Associate Professor of Library Science, position number 21047.

Master's Degree from an ALA-accredited library school; experience working with U.S. Government Documents, or in a documents reference area of a college, university, government, or large public library; and experience with CD-ROM technology and online database searching in providing reference service. This is a management level, tenure-track position. The position reports to the Director of Public Services and Personnel.

Responsible for the operation of the U.S. and Colorado depository documents area, including reference service, bibliographic instruction, collection development, and adherence to depository laws and regulations. Provides direction and leadership, develops areas of responsibility, and assigns and supervises duties and responsibilities of 2.5 FTE support personnel. Promotes the use of Government Publications to the university and general community. Oversees the implementation of integrating MARCIVE records into the online catalog. Minimum salary \$28,800. Starting date is February 1, 1994 (negotiable).

The position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. All application materials will be accepted until **December 1, 1993**.

Send letter of application highlighting candidate's suitability, resume, and the names, addresses, telephone numbers of three references to:

**Government Publications Search Committee  
c/o Administration Office  
James A. Michener Library  
University of Northern Colorado  
Greeley, CO 80639**

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innovative and technically sophisticated environment utilizing INNOPAC, RLIN, and the Dartmouth Online Catalog. The Head of Serials is responsible for planning, setting goals and priorities, formulating policies, designing and monitoring workflow, allocating staff, and providing leadership for the continuing development of serials automation in order to provide effective access to the library's serial collections. The successful candidate will be familiar with current trends in serials management and control, including computer applications and national standards for bibliographic control; have demonstrated experience in managing technical operations; have experience with RLIN or OCLC; be able to provide strong leadership in a climate of change; and possess effective communications, interpersonal, and problem-solving skills. The position requires an ALA/MLS and six years of progressively responsible experience in an academic or research library with at least two years in serials. Salary and rank commensurate with experience and qualifications, with a minimum salary of \$38,000 for Librarian III. Please send resume to: Phyllis E. Jaynes, Director of User Services, 115 Baker Library, Dartmouth College, Hanover, NH 03755. Applications will be reviewed beginning December 1, 1993. Dartmouth College is an AA, EEO, M/F employer.

**LIBRARIAN.** Full-time position to perform a wide variety of professional services and to instruct in the use of the library's resources and services. Master's degree in library science required. Experience as a librarian in reference work, and coursework or experience in a wide range of professional services desired. Salary range: \$34,425-\$62,837. Max starting salary: \$57,279. Application deadline: November 19, 1993. Submit letter of interest, application form, and copies of transcripts to: **San Joaquin Delta College**, Office of Human Resources, Admin. Bldg., Room 202, 5151 Pacific Ave., Stockton, CA 95207. AA, EOE. (209) 474-JOBS.

**LIBRARY AND INFORMATION SPECIALIST.** Center for Curatorial Studies at Bard College. The Center for Curatorial Studies, a new

graduate study and research center in contemporary visual arts at Bard College, located in the mid-Hudson Valley, 90 miles north of New York City, invites applicants for the position of Library and Information specialist. The Library and Information Specialist will be responsible for the day-to-day operations of the library including, but not limited to, providing information and research services to graduate students, faculty, and visiting scholars and curators; performing ongoing original cataloging; and coordinating the review and acquisition of all library materials. MLS from ALA-accredited program required. For complete description and requirements, contact: Seth H. Goldberg, Manager of Human Resources, Bard College, Annandale-on-Hudson, NY 12504. AA, EOE.

**MEDIA RESOURCE SERVICES LIBRARIAN (ACADEMIC LIBRARY),** Virginia Commonwealth University. Description: Reporting to the manager of Information Services, this position is a unit administrator position within the Academic Services Division of James Branch Cabell Library (JBCL) serving the academic campus of Virginia Commonwealth University (VCU). The Academic Services Division consists of Access, Electronic Archives, Information, Instruction and Outreach, and Media Support Services. Information Services includes government documents, media resources, reference, and special collections and archives. The Media Resources Center provides broad-based curriculum support for departments across the Academic Campus. The Center's collections include both print and nonprint resources, ranging from children's literature to curriculum materials and textbooks to realia, music scores, sound recordings, films, videos, multimedia, and computer software. Center staff provide a full array of services—circulation, instruction, reserves, outreach, and reference. Position is responsible for the exercise of direction for and oversight over a broad array of Media Resources Center operations and services. Includes strategic planning, setting objectives and priorities, and development of policies and procedures. Position also works closely with the Head, Collection Management. Collections



## LIBRARY SYSTEMS DIRECTOR

### University of Illinois at Urbana-Champaign

**POSITION AVAILABLE:** February 1994. A full-time tenured faculty position.

**DUTIES:** The Systems Director is responsible for overall planning and development of UIUC automated library systems. In consultation with an advisory group, the incumbent will work on online catalog and technical processing development and the extension of access for library users to information made available through electronic text delivery, locally mounted databases, networked CD-ROM-based sources, and the Internet. The Systems Director will coordinate technical support, system documentation, and staff training, and will oversee license and contract arrangements. The Director will maintain liaison with campus, state, regional, and national networking activities; in particular, with activities of UIUC Administrative Information Systems and Services, UIUC Computing and Communications Services Office, the National Center for Supercomputing Applications, the Illinois Library Computer Systems Organization, and CICnet. Special projects will include evaluation of an alternate bibliographic platform for the library's automated system and participation in a cooperative project to develop a virtual electronic library for the CIC institutions. The Director is a member of the library's top management group and reports to the University Librarian.

**SYSTEMS ENVIRONMENT:** The University of Illinois Library has been an active participant in a 25-year tradition of state-wide library networking and resource sharing. The library is one of forty members of ILCSO, which provides a resource sharing network for Illinois libraries. Members contribute to ILLINET Online, Illinois' shared statewide online catalog. UIUC uses ILLINET Online Plus (IO+) as its local public access catalog, for local circulation, to search and borrow from member institutions, to locate items at 800 Illinois libraries and as a gateway to other systems on the network. IO+ consists of the LCS circulation system, a full bibliographic searching system based on the WLN software with 8.4 million bibliographic and 9.7 million authority records, and IBIS, a BRS/Search implementation containing 5.3 million records in fifteen locally mounted periodical index databases. The system is available from 125 public microcomputer terminals with locally developed interface software, and remotely, by means of a locally developed mainframe interface.

**QUALIFICATIONS:** Required: MLS from an ALA-accredited library school or equivalent or an advanced degree in computer or information science, and five or more years of experience with integrated library systems and the application of advanced information technology to library systems. Strong leadership, advocacy, oral and written communications skills. Record of accomplishment sufficient for appointment at least at the rank of associate professor. Preferred: Knowledge of local and wide area networking technologies, telecommunications, the Internet, microcomputer and mainframe library applications. Experience in a large academic or research library. Desired: Professional involvement in library automation organizations. Evidence of a strong commitment to effective library information service. Experience in writing grant proposals. Ability to work successfully in group settings to facilitate discussion and build consensus.

**SALARY AND RANK:** Appointment at a salary of \$60,000 upward and at the rank of associate professor or above, depending on qualifications and experience. Faculty must demonstrate excellence in job performance, research, publication, and university/professional/community service.

**APPLY:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to:

**Allen G. Dries**  
**Library Personnel Manager**  
**University of Illinois Library at Urbana-Champaign**  
**1408 West Gregory Drive**  
**Urbana, IL 61801**  
**Phone: (217) 333-5494**

**DEADLINE:** In order to ensure full consideration, applications and nominations must be received by **December 1, 1993.**

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

# DIRECTOR OF SCIENCE LIBRARIES AND INFORMATION SERVICES

## Yale University

The Yale Library seeks an imaginative leader in a time of transformation and change to develop and manage the libraries and information services that support teaching and research in the sciences.

**RESPONSIBILITIES:** The Director of Science Libraries and Information Services is primarily responsible for providing collections and other information resources and services to Yale's science community of faculty, students, and research staff. The Director oversees the management of the Kline Science Library, which serves the biological sciences, physics, and anthropology, and well as the Chemistry, Engineering and Applied Science, Forestry and Environmental Sciences, Geology, and Mathematics libraries. The Director coordinates science information services with the Yale Medical Library, works closely with the Library Systems Office and Yale academic computing staff in the development and operation of electronic-based information delivery systems, and pursues collaborative relationships with other libraries and external organizations, such as scholarly association publishers. In addition, the Director actively participates in the overall planning and management of the Yale University Library.

**QUALIFICATIONS:** MLS from an ALA-accredited library school. Advanced graduate work in science is desirable. Five years of professional experience with demonstrated administrative experience and achievement in an academic or research library. Excellent grasp of information needs of scientists and of the application of information technologies, including an awareness of current developments and trends. Excellent analytical skills. Excellent oral and written communication skills. Effective organizational skills. Creative and dynamic leadership potential. Demonstrated ability to work well independently and with others in a rapidly changing and demanding environment.

**RANK AND SALARY:** Based upon the successful candidate's qualifications and experience. Full benefits package including 22 vacation days; 17 holiday, recess, and personal days; comprehensive health care; TIAA/CREF or Yale retirement plan; and relocation assistance.

**APPLICATION:** Applications received by **November 30, 1993**, will be given first consideration; applications will be accepted until the position is filled. Please submit a letter of application, resume, and the names of three references to:

**Diane Y. Turner**  
**Director, Library Personnel Services**  
**P.O. Box 208240**  
**New Haven, CT 06520-8240**

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

responsibilities include selecting and weeding music materials for the general and reference collections, serving as liaison to Music faculty, and assisting with the development of relevant policies and procedures under the direction of Collection Management. Other responsibilities include participation in Division-wide instruction, outreach, and reference services. Qualifications: ALA-accredited MLS required. The following are preferred: previous experience or familiarity with media resources; familiarity with multimedia and electronic resources; academic, professional, or pre-professional experience in music bibliography or music reference; demonstrated managerial and supervisory skills; experience in a medium/large academic library; strong service orientation; ability to work as part of a collegial team; initiative and creativity; flexibility in adapting to change; and good communication skills. Research, publication, and service to the library and university are expected to satisfy criteria for continuing appointment and promotion of library faculty at VCU. Experience working in a culturally diverse environment highly preferred. Environment: Virginia Commonwealth University is a publicly supported, urban research university in Richmond, Virginia. It is the major urban university in the state and one of the three major research institutions in Virginia. It serves over 20,000 students on both the academic campus and at the Medical College of Virginia. The library has 1 million volumes, a budget of \$8.7 million, and an annual materials budget of 5.1 million. University Library Services employs over 140 staff. The

Libraries use the NOTIS integrated library system, have locally mounted databases, and are aggressively building holdings of electronic resources. Salary: \$28,000 minimum. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); reimbursed University coursework; and paid life insurance. Application: Submit resume and names and phone numbers of three references to: Sarah Watstein, Assistant Director for Academic Services and Head, James Branch Cabell Library, University Library Services, 901 Park Ave, Box 2033, Virginia Commonwealth University, Richmond, VA 23284-2033. Review of applications will begin December 15, 1993, and continue until position is filled. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.

**MUSIC LIBRARIAN.** Twelve-month, tenure-track faculty appointment open June 1, 1994. Rank: Instructor or Assistant Professor, depending on qualifications. Responsibilities: Administration of services and operations of library in the School of Music; cataloging of scores and recordings; collection development; reference; bibliographic instruction; supervision of music computer (Macintosh) laboratory. Supervise one clerk and approximately 20 student assistants. Report to Associate Director for Technical Services. Required: MLS from ALA-accredited



## SEARCH REOPENED ATTENTION LIFE SCIENCES LIBRARIANS

### The Johns Hopkins University Come Join a Dynamic Library

Three years ago the Milton S. Eisenhower Library reorganized the way it delivers the full range of reference and collection development services to the academic community. The new Resource Services Department is composed of subject specialists, each of whom is responsible for building close working relationships with the faculty and students in the handful of disciplines he or she serves. Our commitment to making the library a highly valued and significant partner in the academic enterprise is being felt in four key ways: a determination to make this excellent research library an equally excellent teaching library; a strongly focused effort to deliver the benefits of electronic information to our readers; a major remodeling and programmatic re-orientation of the library's service spaces; and programmatic changes in serving the science/engineering community based on an independently conducted needs assessment.

The Eisenhower Library prizes initiative, creativity, and professionalism and offers challenge, independence, and visibility to members of its Resource Services team.

### Resource Services Librarian for the Life Sciences

**RESPONSIBILITIES:** Understand the work of the Biology, Biophysics, and Cognitive Science departments, and cultivate and maintain close working relationships with the members of those departments. Select materials to be added to the collection in assigned subject areas and manage the materials budget for each subject. Provide a variety of reference and research services to library patrons.

**QUALIFICATIONS:** MLS from an ALA-accredited library school required, and an advanced degree in a life science field, preferably biology, or equivalent experience strongly desired. Two or more years' experience in collection development and/or reference in a research library preferred. Ability to conduct seminars and instructional programs in the use of the library and its resources. Willingness to work a flexible schedule (including some evenings and weekends) as part of a team.

The hiring range for this position is \$30,000-\$40,500, depending on education and experience.

Personnel benefits include 22 days vacation; free life insurance; retirement program, including TIAA/CREF, and group health plan cost shared by individual and university.

To apply, send letter of application indicating JOB #S93-109, resume, and three letters of reference, by **December 17, 1993**, to:

**The Johns Hopkins University  
Office of Human Resources  
119 Garland Hall  
Baltimore, MD 21218**

*AA/EOE. Smoke-free and drug-free. Women and minorities are encouraged to apply.*

program; degree in music or equivalent background and experience; minimum two years pertinent experience; cataloging expertise; knowledge of music history, literature, and theory; good oral and written communication and interpersonal skills. Desirable: Advanced music degree; experience as a music librarian in an academic library; familiarity with personal computers; reading knowledge of French, German, or Russian; supervisory experience. Salary commensurate with qualifications, \$25,000 minimum. Send letter of application, resume, and names, addresses, and telephone numbers of three references by February 11, 1994, to Betty D. Johnson, Associate Director for Technical Services, Dupont-Ball Library, **Stetson University**, DeLand, FL 32720. Stetson University is an equal opportunity employer and is strongly committed to increasing the diversity of our faculty and administration.

**REFERENCE LIBRARIAN.** Reports to the Head of Reference. responsibilities include providing general reference service with

shared evenings/weekends; bibliographic instruction, including electronic access; preparing written finding aids; conducting online searches; participating in collection development and faculty liaison in assigned subject areas; and serving on librarywide committees. Qualifications include an ALA-accredited MLS, strong communication skills, and demonstrated ability to work with a diverse community. Preferred: two years public service experience, familiarity with electronic information technologies, and the ability to adjust to changing conditions in a library committed to quality service. Salary: \$25,854 minimum, depending on qualifications and experience. Twelve-month faculty appointment, 24 days annual leave, 12 days sick leave; TIAA/CREF or VALIC; medical and dental insurance. Position available immediately; review of applications to begin December 15, 1993, and to continue until a suitable candidate is selected. Send letter of interest; resume; names, addresses, and telephone numbers of five references to: Andrea Gower, Chair,

# DIRECTOR, LIBRARY SYSTEMS

## Yale University

The Yale Library seeks a creative leader for its systems activity in a period when the library's priorities call for intensive development and use of information technologies for the transformation of scholarly information services.

**RESPONSIBILITIES:** The Director of Library Systems manages the Yale Library Systems Office and has the primary leadership role in the library for all automation activities. The Director will have the opportunity to shape continued research and development of applicable information technologies within the library, to guide library staff in the effective and productive use of network-based computer workstations, to lead the development of technologies needed for the redesign of cataloging, authority control, and other technical processes, to extend and apply the results of Project Open Book, a major effort in the development and use of digital imaging, to influence substantially the transformation of library services to the various academic disciplines in an increasingly electronic environment and, overall, to contribute to the effective planning and management of librarywide operations.

**QUALIFICATIONS:** MLS from an ALA-accredited library school or M.S. in computer science, or equivalent relevant training. Advanced graduate work is desirable. Five years of relevant experience, preferably in a research library environment, including two years supervisory experience, or equivalent combination of experience and training. Excellent grasp of advanced information technologies and their application, including an awareness of technological capacities, current developments and trends. Excellent analytical skills. Excellent oral and written communication skills. Effective organizational skills. Creative and dynamic leadership potential. Demonstrated ability to work well independently and with others in a rapidly changing and demanding environment.

**RANK AND SALARY:** Based upon the successful candidate's qualifications and experience. Full benefits package including 22 vacation days; 17 holiday, recess, and personal days; comprehensive health care; TIAA/CREF or Yale retirement plan; and relocation assistance.

**APPLICATION:** Applications received by **November 30, 1993**, will be given first consideration; applications will be accepted until the position is filled. Please submit a letter of application, resume, and the names of three references to:

**Diane Y. Turner**  
**Director, Library Personnel Services**  
**P.O. Box 208240**  
**New Haven, CT 06520-8240**

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

Reference Librarian Search Committee, c/o Personnel Office, **Idaho State University**, Campus Box 8107, Pocatello, ID 83209-8107. Idaho State University is an AA, EOE employer.

**REFERENCE LIBRARIAN**, Sterling Memorial Library. Minimum Rank: Librarian I or Librarian II. Serves at the general reference desk. Teaches bibliographic instruction sessions and provides library orientation. Searches computerized databases, advises users as to their use. Required: MLS degree from an ALA-accredited library school. Previous library work experience. Familiarity with printed and electronic reference sources in the humanities. Interest in bibliographic instruction. An advanced degree in the humanities. Reading knowledge of two European languages. Effective oral and written communication and strong analytical skills. Ability to work well independently and with others in a demanding and rapidly changing environment. Commitment to professional development. Evidence of initiative and resourcefulness in past activities. Preferred: One year professional reference experience, including experience with library instruction. Interest in the management of electronic information sources and systems. Salary from \$30,900, Librarian I, or \$33,700, Librarian II, dependent upon qualifications and experience. Full benefits package, including 22 vacation days; 17 holiday, recess, and personal days; healthcare; TIAA/CREF or Yale retirement plan; and relocation assis-

ance. To be assured of consideration, please submit a letter of application, resume, and the names of three references by November 20, 1993, to: Diane Y. Turner, Director, Library Personnel Services, **Yale University**, P.O. Box 208240, New Haven, CT 06520-8240. EEO, AA.

**REFERENCE SERVICE COORDINATOR**, Santa Clara University. (Readvertised.) Responsible for planning, evaluating, and managing daily operations of Reference Department, including interlibrary loan. Works in a collegial environment with other reference librarians, including Coordinators for Instructional and Electronic Information Services; supervises 2 FTE library specialists. Serves as primary library liaison to social sciences faculty and subject specialist for history and one or more social sciences. Participates in library instruction program. Required: MLS, or equivalent, from ALA-accredited program and 5 years relevant professional experience; academic background or library experience in social sciences collection management; instruction and CD/online experience; strong interpersonal and communication skills. Desirable: Second master's in history or a social science; knowledge of modern foreign language. Appointment at either Senior Assistant or Associate Librarian rank, depending upon qualifications. 1993/94 salary range minimum \$36,225 at Senior Assistant or \$39,375 at Associate rank. Santa Clara is a Jesuit



## UNIVERSITY LIBRARY UNIVERSITY OF SOUTHERN CALIFORNIA

The University Library of the University of Southern California seeks applicants for the following positions:

- **Head, Serials Cataloging Section:** primarily responsible for hiring, initial training, supervision, and ongoing review of the serials copy catalogers; original cataloging of English and non-English language serials.
- **Technical Services Systems Librarian:** responsible for coordinating the planning and implementation phase, within the Technical Services Division, for a replacement system for the Library's existing GEAC Dual 8000 ILS for Acquisitions, Circulation and MARC Records Management. The Technical Services Systems Librarian will work closely with the Systems Development Librarian who has overall responsibility for the project which is currently planned for a 3 year period starting July 1, 1993.
- **International Documents and Serials Librarian, VonKleinSmid Library:** responsible for acquisition, maintenance, reference, and promotion of the international documents collection as well as supervision of the general VKC serials collection and provision of high level reference in the fields of international relations, public administration and urban planning.
- **Reference Librarian, Reference Center:** responsible for providing experienced and sophisticated social sciences and humanities reference, library instruction (including Computer assisted instruction using current information retrieval technologies and telecommunications), and interaction with faculty and graduate students on an individual basis.
- **Reference/Instructional Services Librarian, Leavey Library (new library opening September 1994):** responsible for developing a program, in cooperation with other USC librarians and faculty, for teaching students how to identify, locate and evaluate information in print and digital formats and for forming partnerships with faculty in the development and evaluation of information technologies for teaching.

USC's Library serves one of the largest private universities in the country. As a major research library, it houses a collection of more than 2.6 million volumes, has 14 specialized subject libraries, and a total of 157 FTE of which 52 are library faculty positions. It has adopted a strategic goal to develop networked digital services and collections to complement the Library's traditional print resources. Central to this goal is USCInfo, a networked information service which includes the online catalog, in-process file, 11 locally mounted databases, campus information files, full-text versions of the Chronicle of Higher Education and Clarinet News Service, and a gopher service. Librarians are faculty, have continuing appointment status and participate in University governance.

Prior to applying, please call (213) 740-2543 between 9 AM and 5 PM Monday-Friday to request a copy of the complete position description and job requirements. Review of applications will continue until the position is filled. The University of Southern California has a strong institutional commitment to the principle of diversity in all areas. Applications from a broad spectrum of people, including members of ethnic minorities and the physically challenged are especially encouraged. AA/EOE.



## FOUR POSITIONS AVAILABLE

### University of Utah

#### ACCESS AND OUTREACH SERVICES LIBRARIAN

Under the direction of the Head, Circulation Division, this newly created position will develop, direct, and coordinate special information access and delivery services such as campus document delivery, acquisition of information resources on demand, and services to special groups, including readers with disabilities, and students and faculty involved in distance learning programs. Will supervise staff necessary to provide these services as well as supervise staff at the remote storage section of the Circulation Division. Will serve as division head in absence of Head. May serve at reference desk.

**REQUIRED:** MLS from an ALA-accredited library school. Knowledge of technologies related to document access. Demonstrated interpersonal and communication skills in a team environment. Strong commitment to proactive and innovative service. Proven ability to work with readers of diverse backgrounds. Familiarity with methods of electronic delivery of information.

**PREFERRED:** Experience working in an academic library. Experience working in Circulation and/or Interlibrary Loan. Experience providing services to remote users. Experience with an online integrated library system. Supervisory experience. Experience working in Reference. Knowledge of ADA requirements.

#### GOVERNMENT DOCUMENTS ACCESS LIBRARIAN

Under the direction of the Head, Documents Division, this newly created position will plan and supervise the technical processing of United States Federal Documents, performing cataloging for government documents, developing and implementing technical processing procedures, conducting training and instruction, providing reference and access services.

**REQUIRED:** MLS from an ALA-accredited library school. Experience or coursework in government documents. Experience or coursework with cataloging using MARC records. Demonstrated interpersonal and communication skills in a team environment and a commitment to service excellence. Excellent oral and written communication skills.

**PREFERRED:** Knowledge of government documents reference, experience with serials cataloging, experience in an academic library, and experience in an integrated online environment.

#### TECHNOLOGY INSTRUCTION LIBRARIAN

Reporting to the Assistant Director for Public Services and working in conjunction with the established library instruction program, this newly created position will plan and implement technology-related training and instruction activities for librarians, staff, students, faculty, and the public. Training will include the use of NOTIS, CD-ROM databases and indexes, electronic mail, FTP, Telnet, FirstSearch, Lexis/Nexis, various network-based software applications, access to Internet resources, and other systems necessary to perform library work and provide user access to information.

**REQUIRED:** MLS from an ALA-accredited library school. Substantial knowledge or experience with electronic resources, including CD-ROMs, Internet, and online catalogs. Demonstrated effective training/teaching skills. Strong commitment to responsive and innovative service. Ability to work with users of varying technical expertise.

(continued on next page)

university located 46 miles south of San Francisco in the heart of California's Santa Clara Valley. To assure full consideration, applications should be received by January 5, 1994. Letters of application with resume, salary history, and the names of three references should be sent to: Elizabeth M. Salzer, University Librarian, Michel Orradre Library, Santa Clara University, Santa Clara, CA 95053. AA, EEO.

**SERIALS CATALOG LIBRARIAN.** Louisiana State University Librarians. Under the direction of the Head, Serials Cataloging Unit, performs original and copy cataloging of print and nonprint serials, including analyzed series and revisions associated with previously cataloged titles. Participates in serials retrospective conversion project. Assists with establishment of authority records, including NACO headings, and with database maintenance. Assists unit head in coordination workflow. Assumes other duties as required. Qualifications: Required: ALA-accredited MLS; relevant experience with serial publications and/or serials cataloging; familiarity with AACR2, LC classifica-

tion and subject headings, and OCLC; ability to work effectively in a transitional academic library environment; potential to meet university requirements for promotion and tenure. Preferred: Reading knowledge of one or more modern European languages; familiarity with NOTIS online integrated system. Salary: Negotiable, commensurate with qualifications and experience; \$24,000 minimum. Tenure-track faculty position. To apply: Send letter of application and resume, with names, addresses, and phone numbers of three references, to Serials Cataloger Search Committee, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803, attn. Caroline Wire. Preference given to applications received by November 30, 1993.

**SERIALS LIBRARIAN** The Harvard Law School Library is seeking a Serials Librarian to manage serials, continuations and documents check-in, serial invoice processing, and serial records creation and management. Reporting to the Associate Librarian for Collection Services, the Serials Librarian will plan, organize and manage the

## (University of Utah Continued)

**PREFERRED:** Experience working in an academic library. Reference service experience. Background in relevant field such as education or instructional technology.

### **GENERAL REFERENCE LIBRARIAN**

General Reference Librarian will provide reference services at the General Reference desk, work with automated reference services (online searches and networked CDs), participate in library instruction program, and collection development in assigned disciplines. Some evening and weekend work hours.

**REQUIRED:** MLS from an ALA-accredited library school. Reference experience in an academic setting. Demonstrated interpersonal and communication skills in a team environment and a strong commitment to service excellence.

**PREFERRED:** Second subject master's or doctorate in the Humanities. Preference will be given as follows: 1) English or Literature, 2) Writing, 3) Classics, 4) Linguistics. Familiarity or experience with library automation. Reading ability in a second language.

**SALARY:** Minimum \$22,000-plus, depending on qualifications and experience.

**APPOINTMENT:** Librarians have academic status at the University of Utah.

**BENEFITS:** University of Utah benefits are among the best in the country. Partially paid health and dental insurance, TIAA-CREF retirement, reduced tuition, 25 days vacation and generous professional development time, sick, and holiday leave. Librarians are eligible for sabbaticals.

**LIBRARY, CAMPUS, AND COMMUNITY:** Marriott Library will begin an expansion in Spring 1994, which will double the existing space. The library has a collection of over 2 million volumes and a staff of over 40 academic librarians and 300 full- and part-time staff. The University of Utah is situated on a 1,500 acre campus in Salt Lake City and has over 28,000 students. A cosmopolitan community, offers a variety of cultural and outdoor activities.

**FOR CONSIDERATION:** Send letter of application, resume, and names of three references and/or Placement Bureau address to:

**Kristeen Arnold, Personnel Officer**  
**330 Marriott Library**  
**University of Utah**  
**Salt Lake City, UT 84112**  
**Fax: (801) 585-3454**  
**E-mail: karnold@admin.lib.utah.edu**

Applications received by **December 15, 1993**, will be assured consideration.

*The University of Utah is an equal opportunity, affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.*

operations of the Department: hire, train, and evaluate staff; resolve complex problems relating to serial receipts, invoices, and records; and serve as principal adviser on matters relating to serials management and control. The serials Librarian will work with the Acquisitions Librarian, the Senior Serials Cataloger, and the Collection Management Librarian on issues relating to serial acquisition, bibliographic control of serials, and serials collection management. The position will also work with bibliographers and others on issues relating to collection development. The Serials Librarian participates as a member of the Department Heads group in the general administration of the library and serves on other Law School Library and university library committees as appropriate. The Harvard Law School Library serves an international research community as well as the faculty and students of the School. Its collections include 1.5 million books and more than 13,000 active serials. The library is a member of the Research Libraries Group, the New England Law Library Consortium, and is a tape-loading member of OCLC. The Harvard On-Line Library

Information System (HOLLIS) is used for integrated technical processing. Required: Bachelor's degree; ALA-accredited MLS; 3-5 years serials experience in a research or law library setting; strong interpersonal and communication skills; familiarity with MARC, AACR-II; experience with online bibliographic systems; ability to work effectively in a high-pressure, high-volume environment with frequently changing priorities. Preferred: Supervisory experience; serials acquisitions experience; experience with NOTIS-based technical processing systems; familiarity with legal materials; knowledge of one or more modern Western European languages. The position is available immediately. Salary negotiable, depending upon experience; minimum: \$42,000. Generous benefits, including professional development support. Send letter of application, resume, and the name of three references to: Harry S. Martin, III, Librarian, **Harvard Law School Library**, Langdell Hall, Cambridge, MA 02138. Harvard University is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

# EARLHAM COLLEGE COLLEGE LIBRARIAN

Earlham College invites nominations and applications for the position of College Librarian. Earlham is a selective national liberal arts college under the care of the Society of Friends (Quakers). The library also serves two seminaries.

The College Librarian is responsible for all library operations, which include the Lilly Library and the Wildman Science Library. The libraries have a total of about 350,000 volumes and 1,400 periodical subscriptions, and a staff of 7.5 professionals. Earlham has established a national reputation for its innovative and extensive bibliographic instruction program. The libraries subscribe to numerous CD-Rom products, support Dialog searching by students and faculty, are part of a state-wide automated library system (DRA), and are selective government documents depositories. The libraries are highly regarded by students, faculty, and administrators, and the main library has recently been remodeled and expanded.

We seek a person with library administration experience, deep and broad intellectual interests, the ability to plan strategically, enthusiasm for involvement with professional activities, and whose creativity and flexibility will enable the library program to continue to adapt to the changing needs of excellent undergraduate education.

Earlham is an affirmative action, equal opportunity employer and especially encourages applications from women, minorities, and Quakers. Application review will begin December 1, 1993. Please send a letter of application, a statement of your philosophy of library leadership and governance, vita, and the names, addresses and phone numbers of three references to:

Len Clark, Provost  
Drawer 66

E A R L H A M C O L L E G E

Richmond, Indiana 47374

## Late Job Listings

**HEAD OF CATALOGING** (search reopened), Loyola University of Chicago. Loyola University seeks a creative leader in cataloging to manage a department of 4 librarians, 6.5 support staff, and 2 FTE student workers. Primary responsibilities include planning and developing effective methods of providing access to the libraries' collections housed in 5 libraries on 4 campuses, serving as the OCLC liaison, participating in librarywide planning, and participating with other technical services department heads in planning for the future operations of technical services. Library plans include a redesigning of technical services to streamline operations. Reports to the Assistant University Librarian for Technical Services. Requires an ALA-accredited MLS; at least five years cataloging experience in an academic or research library; substantive supervisory experience; demonstrated knowledge of AACR2, LC classification and subject headings, MARC formats; experience with OCLC or RLIN and a local online system, preferably NOTIS; understanding of the principles of authority control. Also requires the ability to manage in a changing environment, excellent communication and interpersonal skills, and a commitment to the service mission of the academic library. Salary commensurate with qualifications and experience. Base salary: \$35,000. Benefits include 20 days vacation, individual and family tuition benefits, university contributions to TIAA/CREF, dental insurance and a choice of medical plans. Loyola University of Chicago, a Jesuit institution located on 4 campuses in the Chicago area and 1 campus in Rome, Italy, serves a diverse student population of 15,000 in its nine schools and colleges. With holdings of over 1.3 million volumes in 6 libraries, the university libraries enjoy a highly technological environment, with

their own LANs and Ethernet backbones to link all the campuses. There are 48 professional librarians and 70 support staff; librarians have limited faculty status. Qualified applicants should send letter of application, resume, and names, addresses, and phone numbers of three recent references to: Ellen J. Waite, University Library, Cudahy Library, **Loyola University Chicago**, 6525 N. Sheridan Rd., Chicago, IL 60626. Application deadline is December 1, 1993. Loyola University Chicago is an affirmative action, equal opportunity educator and employer.

**DIRECTOR OF THE LIBRARY.** Muhlenberg College of Allentown, Pennsylvania, is seeking applications and nominations for the position of Director of the Library. Located in the beautiful Lehigh Valley, Muhlenberg is a highly selective school focusing on undergraduate liberal arts education. Its 1,650 students and 110 faculty have access to a library collection of 200,000 volumes located in a spacious new building, and are served by a library staff of 12-14 FTE. The annual library budget of \$900,000 includes \$125,000 for acquisitions. The library uses the LS2000 automated system and offers users a wide range of databases and CD-ROM products. The library also cooperates closely with other colleges in the vicinity by sharing resources and providing mutual access. Responsibilities: Reporting to the Dean of the College for Academic Life, the Director will be expected to take an active leadership role in developing access to information resources for all campus constituencies. He or she will not only be required to manage library budgets and operations effectively, but also to develop a cooperative, consultative environment between the library and all other segments of the campus community. He or she will communicate a clear vision of the role of the library in the process of instruction and learning, and will seek to fulfill that vision through a combination of traditional methods of library service and exploitation of the potential of technological change to enhance library services. In addition, the library will be actively developed as a dynamic center for intellectual discourse and programming. The Director will also promote an atmosphere among library staff of participative decision-making in which staff are encouraged to develop their skills and contribute to the maximum of their ability, and in which delivery of quality service to library users is the preeminent shared value. Qualifications: An MLS from an ALA-accredited program and a minimum of five years of academic library experience in progressively responsible positions, including significant supervisory responsibility, are required. A second master's degree in an academic discipline is desirable. Candidates should also be able to demonstrate: an ability in strategic planning; strong interpersonal and leadership skills; familiarity with emerging information technologies and automated library systems; knowledge of technical and public services operations, bibliographic instruction and collection development; and effective oral and written communication skills. Compensation: Very competitive salary, dependent upon qualifications and experience, plus generous benefits. Applications: To be assured of consideration, a letter of application, current resume, three references (including names, addresses, and phone numbers) must be received not later than January 10, 1994. The new appointee should be available to assume the Director's position as early as possible, but no later than July 1, 1994. Please send letters of nomination and applications to: Curtis G. Dretsch, Dean of the College for Academic Life, **Muhlenberg College**, 2400 Chew St., Allentown, PA 18104-5586. Muhlenberg College is an equal opportunity employer and encourages minority and women candidates to apply.

**SERIALS LIBRARIAN.** Mississippi State University Libraries seek applications for a Serials Cataloger/Librarian. ALA-accredited MLS degree and three (3) years professional cataloging experience in a medium-to-large academic library, one (1) year in-

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depth serials cataloging experience required. Additional requirements: Knowledge of AACR2; LC subject headings and classification; LC rule interpretations; MARC format, experience with a bibliographic utility (OCLC preferred), experience with automated cataloging systems; reading knowledge of at least one foreign language; effective oral and written communication skills and the ability to work effectively with faculty and students. Duties include: Cataloging of serial titles in all languages, subjects, and formats. Works with other catalog staff in recommending and implementing policies and procedures in the cataloging department. Assists with special projects as needed. Serves as subject bibliographer/liaison with one or more academic departments. Faculty rank; tenure-track, twelve-month appointment; retirement plan options, including state and/or other plans; comprehensive medical insurance coverage; 18 days annual leave; 12 days healthcare leave per year, plus most university holidays. Salary dependent on qualifications and/or experience. Instructor rank: \$21,000-\$23,000. Assistant Professor rank: \$23,500-\$25,000. Letter of application, resume, and names, addresses, and telephone numbers of three work references by November 20, 1993, to: Frances Coleman, Assistant Dean of Libraries, **Mississippi State University** Libraries, P. O. BOX 5408, Mississippi State, MS 39762. Applications received thereafter will be considered if the position is still open. Mississippi State University is an AA, EEO employer.

**REFERENCE/COLLECTION DEVELOPMENT LIBRARIAN**, Institute of Fine Arts Library. Subject specialist for the history of art and archaeology. Evaluate existing holdings and select books. Provide reference services including user assistance and instruction, database searching, and publication of guides. Works closely with IFA faculty and students. Qualifications: Accredited MLS, subject master's degree required for tenure; minimum of two years successful public service/collection development experience in an academic or museum library; familiarity with art history databases; degree in art history required. Strong communication skills, the ability to plan creatively and work well with faculty, students, and staff essential. Reading knowledge of French or German required. Other languages desirable. Salary/Benefits: Faculty status, attractive benefits package, including five-week annual vacation. Salary commensurate with experience and background. Minimum: \$32,000. Apply: To ensure consideration, send resume and letter of application, including the names, addresses, and telephone numbers of three references, by November 30, 1993, to: Alice Deich, Personnel Director, **New York University** Libraries, 70 Washington Square South, New York, NY 10012.

**CATALOGER**. Under the direction of the Systems Manager, the new appointee will work with the cataloging staff handling copy and original cataloging materials in the general collection and in the major hospital affiliate's collection. Knowledge of NLM/MESH, LC/LCSH, and AACR2. Experience with a major bibliographic utility (preferably OCLC) and an automated system including an OPAC. Reference desk time required. The library, along with Montefiore Medical Center's library, utilizes the Library Information System (LIS) developed by the Dalghren Memorial Library at Georgetown University. The cataloging department has 1 FTE professional and 1.5 FTE support staff. Requirements: Master's Degree from an ALA-accredited program or equivalent. Minimum 1-2 years experience preferably in an academic or health science library. We seek an individual who can function in a team setting and/or independently as required. The D. Samuel Gottesman Library of the Albert Einstein College of Medicine supports the programs of the Medical School, the Sue Golding Graduate Division, and the Ferkauf Graduate School of Psychology. The library functions in a dynamic research environment with a diverse user population. The College of Medicine is located in a residential area of the Bronx, easily accessible by public transportation and by major highways from the five boroughs and the New York/New Jersey/Connecticut suburbs. Parking is available. Salary from \$28,000. Faculty status, 22 days vacation, excellent benefits. Send resume and three references to: Judie Malamud, Director, **Albert Einstein College of Medicine**, Jack and Pearl Resnick Campus, D. Samuel Gottesman Library, 1300 Morris Park Ave., Bronx, NY 10461. Applications received by November 25, 1993, will be given first consideration. An equal opportunity employer.



# Paint your own picture with FirstSearch

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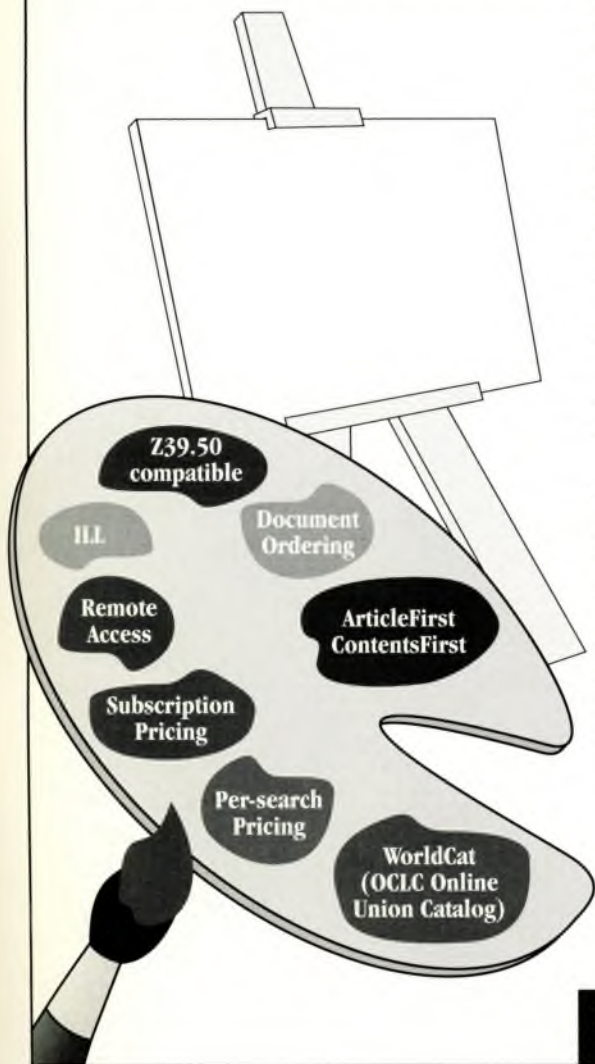
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# There's More To Know.

Today's patrons expect easy access to information sources via our growing electronic networks. And they want full text and image capabilities. Advances in connectivity, the Z39.50 protocol, and the Internet have created a global network from which to draw information.



# There's More In Store.

Truly open systems, which provide access to this global network, are becoming a reality. Open systems utilizing client/server technology offer greater flexibility through the integration of components from multiple vendors. And easy-to-use graphical interfaces (GUIs) are increasing productivity for both patrons and staff. Open systems are reshaping the way we work.

# There's More To NOTIS.

NOTIS Systems has been a leader in library automation for over 10 years, and today supports over 200 libraries. We're developing open systems that will help you provide expanded patron access and give you greater system flexibility and cost-effective solutions. NOTIS was the first to offer Z39.50-compliant products like *InfoShare*,™ a database access server for UNIX platforms; *ProPAC*,™ a windows-based client for PCs and workstations; and *PACLink/PACLoan*,™ a collection sharing system. Keep an eye on the future. Keep an eye on NOTIS.



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