

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

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

Guidelines: For ads that list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary range per policy of the American Library Association (ALA). Job announcements will be edited to exclude

discriminatory references. Applicants should be aware that the terms faculty rank and status vary in meaning among institutions.

Internet: C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/c&rlnews2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

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

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

ACCESS SERVICES LIBRARIAN. Concordia University is seeking an energetic individual to serve in the newly created position of full-time Access Services Librarian. This position will be responsible for the day-to-day operations of circulation, reserve, interlibrary loan, serials check-in and processing, and document delivery programs. Responsibilities also include promoting and expanding ILL service and managing student assistants. Qualifications include MLS or MLIS from an ALA-accredited program, academic experience in an automated environment, excellent customer service skills, and a commitment to Lutheran education and values congruent with the Lutheran Church. Position includes one evening a week and weekend rotation. Concordia University is a Christian Institution, owned by The Lutheran Church—Missouri Synod. We offer an excellent benefits package, including health, dental, retirement, and tuition reimbursement. Minimum salary is \$30,000. The position will remain open until a qualified candidate is found. For immediate consideration, please forward cover letter, resume, and three references to: Pam Chrusciel, Director of Human Resources, **Concordia University**, 7400 Augusta Street, River Forest, IL 60305; fax: (708) 209-3176; e-mail: resume@curf.edu. EOE/MF.

ACQUISITIONS/ELECTRONIC RESOURCES LIBRARIAN. Eastern Washington University. The Acquisitions/Electronic Resources Librarian provides expertise and leadership for the Eastern Washington University Libraries in all aspects of acquisition, subscription, and licensing of library collections in all formats. Responsibilities: Plans, coordinates, monitors, and analyzes acquisition of all types and formats of library materials, including GPO publications and electronic resources; works with publishers, vendors, and other providers of information resources and continually evaluates products and services; provides fiscal management of collections expenditures; coordinates licensing of electronic resources; serves as liaison with the U.S. Superintendent of Documents and coordinates processing of GPO materials for a 64% depository; coordinates inclusion of electronic materials in online catalog; participates in management of a technical services unit of 12 full-time employees; and participates in training and evaluation of staff. Reports to Head of Collection Services Division (Circulation and Technical Services). Qualifications: Required: Master's degree in Library and Information Services from an ALA-accredited program; minimum three years' professional experience in technical services functions in an academic or research library; demonstrated analytical, decision-making, problem-solving, and planning skills; effective written and oral communication skills; experience in acquisitions and/or serials management, purchasing and licensing electronic resources, library fund accounting, and fiscal management in an automated technical services environment; knowledge of vendors of serial and monographic publications, database producers, aggregators, and sources of all formats of library materials; and knowledge of online library systems, bibliographic utilities, MARC formats, and emerging cataloging practice for electronic resources. Desired: Knowledge of Innovative Interfaces library system, OCLC, AACR, LCSH, LCCS, U.S. SuDocs depository require-

Salary guide

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

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

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

**These recommendations apply only to public librarians.

ments and classification, as well as second master's or other relevant advanced degree. Salary/Appointment: Position available July 1, 2001. Twelve-month, tenure-track appointment at rank of Librarian II. Salary based on experience and in accordance with provisions of the faculty union contract. TIAA-CREF retirement program; comprehensive medical insurance; 24 days' vacation and established holidays; generous sick leave; assistance with moving expenses; support for professional development; and no state or local income taxes. Application: For complete description



Associate University Librarian for Public Services

Associate University Librarian for Informational Technology and Technical Services

Two Positions: Syracuse University Library

Syracuse University Library seeks knowledgeable and innovative leaders who have a thorough understanding of the evolving role of research libraries in contemporary higher education and demonstrate the ability to articulate a vision for exemplary, state-of-the-art public services and technical services. Detailed position descriptions and desired qualifications are at <http://libwww.syr.edu/information/employment/>

Syracuse University, founded in 1870, is one of the largest and most comprehensive independent universities in the nation, and has received national recognition for advancing its vision of becoming one of the nation's leading student-centered research universities. The Library is an active participant in this endeavor and is working with campus partners to develop a program of services that integrates print and digital resources. The University has just approved the Library's plans for a major building expansion that will incorporate science collections and services with the humanities and social sciences.

AUL FOR PUBLIC SERVICES. As a member of the Library's senior management team, the AUL for Public Services will exemplify collaborative, innovative, and responsible leadership, promoting a creative and pro-active approach to library service. The AUL will convey a coherent vision of the Library as central to the teaching and research functions of the University, and will direct the development, implementation, and management of programs and services that optimize use of library information resources. The successful candidate will be an agent for change and play a major role in redesigning library user services, initiating digital services and forwarding the Library strategic plan's goals and initiatives. The AUL for Public Services will ensure the continuous improvement of the quality and effectiveness of Library services through ongoing user needs and service quality assessments. In concert with the Library's two public services division heads, the AUL for Public Services will advance the development of the recently-established public services organizational structure. Reports directly to the University Librarian.

AUL FOR INFORMATION TECHNOLOGY AND TECHNICAL SERVICES. The AUL for Information Technology and Technical Services will develop, coordinate, administer and provide leadership for all technical services, including acquisitions, cataloging and database quality within Syracuse University Library. As a member of the Library's administrative team, collaborates in strategic planning, policy formation, setting Library priorities, budget, and resource allocation. Develops, implements, and evaluates strategies to best carry out the Library's mission in the areas of information technology and technical services. Administratively oversees the online integrated system (Endeavor's Voyager), local network operations (300 workstations), open desktop applications, and ensures the functionality, quality and integrity of the online system. Reports directly to the University Librarian.

Salary and Benefits: Minimum salary \$80,000. The University's generous benefits package includes an 11% contribution to TIAA/REF, health and dental plans, tuition remission, adoption assistance, insurance, and other work/life options and benefits.

Contact: Send letter of application, resume and names of three references, and a copy of a recently prepared publication or working document to: Search Committee for (name of position), Syracuse University Library, Office of Human Resources, Syracuse University, Syracuse, NY 13244-5300. Applications received by March 16, 2001 will receive first consideration.

SYRACUSE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

SPECIAL COLLECTIONS LIBRARIAN

Vassar College invites applications for the position of Special Collections Librarian. Reporting to the Head of Archives and Special Collections, the successful candidate will assist in various activities related to the management of a vibrant Special Collections Department. Incumbent will have primary responsibility for original and copy cataloging of rare books and printed materials as well as for developing rare book cataloging procedures and policies. In addition to technical services duties, the Special Collections librarian will assist the Head and other colleagues in the acquisition of new materials, reference requests, outreach and exhibit planning, preservation, and other department activities. Additional responsibilities will include some Main Library reference desk service and supervision of student workers.

Qualifications: ALA accredited MLS, and one to three years experience in a Special Collections setting. Knowledge of AACR2, LCSH, LC classification, and USMARC required, preferably through at least one year of rare book cataloging experience. In addition, candidates should be familiar with OCLC, RILIN, and automated library procedures. Excellent oral and written communication skills, superior energy and flexibility as well as the ability to interact effectively with a broad clientele, essential. Knowledge of Latin and western European foreign languages (either French, Italian, or German) also needed.

Vassar College is a highly selective, coeducational liberal arts institution located in the scenic Hudson Valley in Poughkeepsie, New York. The Vassar College Libraries house nearly one million volumes and maintain over 3,000 serial titles. The Special Collections Department houses more than 100 manuscript collections, including the papers of Elizabeth Bishop and Mary McCarthy, and more than 20,000 titles in the rare book collections. The Vassar College Libraries is in the last phase of a multi-phased construction project that has added approximately 30,000 square feet of new space and includes an extensive amount of renovation to existing space. A substantial portion of the new space is now occupied by an expanded Special Collections and Archives Department. Special Collections includes a new seminar and reading room as well as expansive space for staff work areas. The library project also includes new wiring and power, which will be extended throughout the buildings enabling the Libraries to bring new technologies to the desktop.

For consideration, send letter, resume, and names and addresses of three references to:

Head, Archives and Special Collections

Vassar College, Box 20

124 Raymond Avenue

Poughkeepsie, NY 12604-0020



VASSAR COLLEGE

Vassar College is an Affirmative Action / Equal Opportunity Employer

Director of Library Services

Dickinson State University invites applications and nominations for the position of Director of Stoxen Library. The Director reports to the Vice President of Academic Affairs and has primary responsibility for budgeting and financial management, personnel, fund raising, and strategic planning for the Library. Candidates for the position must possess: a Master's degree in Library or Informational Science from an ALA accredited program; successful administrative experience in a college or university library; leadership and vision for the operation of the Library; successful experience in the use of technology in an automated library setting connected to a state-wide online information network; strong commitment to quality service; the ability to work within a collaborative and collegial framework and to foster this ability in others. The library has a commitment to faculty and student research, an excellent service program, and a growing instruction program. The library collections include 168,000 volumes and 620 periodical subscriptions. Electronic services include an integrated library system, numerous Internet-based services and access to resources through the library's website.

The application deadline is March 30, 2001. Initial screening of applications will begin immediately. To apply, send letter of interest, resume, copies of transcripts, names of three references and a Dickinson State University employment application to: Dr. Richard Brauhn, Vice President for Academic Affairs, 291 Campus Drive, Dickinson State University, Dickinson, ND 58601-4896. For more information about DSU, visit our website at www.dickinsonstate.com. For further information about this position, contact Dr. Brauhn at 1-800-279-4295.

About Dickinson State: A comprehensive state institution, Dickinson State University is a unit of the North Dakota University System. The University employs 200 faculty and staff with an enrollment of approximately 2,000. Dickinson State has shown a strong growth pattern in enrollment over the course of the last decade. More than 40 programs are offered at the undergraduate level. The institution is comprised of two colleges: the College of Arts and Sciences and the College of Education, Business, and Applied Sciences. The majority of the student body come from North Dakota, Montana, Canadian provinces, and the upper Midwest.

About Dickinson: The community boasts a population of approximately 18,000 and is the region's center for shopping, medical services, entertainment, and other services. The city offers an outstanding quality of life including excellent public and parochial school systems. Dickinson is located near the scenic North Dakota Badlands.

Dickinson
STATE UNIVERSITY

Dickinson State University is an AA/EOE institution.

THREE POSITIONS AVAILABLE

Central Missouri State University

Central Missouri State University Library Services seeks faculty members in the following areas: Collection Development, Access Services, Instructional Services, Department Chair, and teaching.

SKILLS NEEDED GENERALLY:

Broad knowledge of librarianship, including reference, presentation, selection, evaluation, and information technology skills; ability to provide excellent client service including evening and weekend rotation work; ability to adapt to constantly changing information environment; and ability to work well with colleagues, clients, and other campus constituencies. Applicants with experience in areas relating to the specific position will be given preference. Each librarian serves as bibliographer for one or more academic disciplines and provides specialized reference service and library instruction to faculty and students in those disciplines.

Instructor/Assistant Professors of Library Services (Positions 51484, 51486, 51731, 51482, 51685)

Enjoy full faculty rank and status. Successful candidates who hold a master's degree in librarianship as well as an additional graduate degree are hired into tenure-track positions. Candidates who hold a singular graduate degree in librarianship may be hired as non-tenure-track instructors. Upon completion of a second graduate degree, the individual may qualify for tenure track.

Benefits include 24 days' vacation, 10 paid holidays, and 16 sick leave days annually. Retirement is fully paid by the university into the MOSERS system, vesting in five years. Other benefits include paid term life insurance, health insurance, and optional tax sheltered annuity.

Librarians at Central participate fully in campus governance and are eligible for sabbaticals and study leaves. Librarians participate in professional development and scholarly activities. Funding opportunities for research and professional development are also available.

Assistant Professor of Library Science (Position 51738)

This is a tenure-track teaching position that includes graduate courses to prepare school librarians and other information specialists for a leadership role in the information profession. Courses taught may include management and administration of information agencies, information and society, Web site management, introduction to electronic information resources, and creating Web-based

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and requirements and/or to apply for this position, send letter of application, resume, and a list of at least three references to: Carol Raczynski, Assistant to the Dean of Information Resources, Eastern Washington University Libraries, 816 F Street, Cheney, WA 99004-2453; e-mail: raczynski@mail.ewu.edu. Review of applications begins April 1, 2001, and continues until position is filled. Eastern Washington University is an affirmative action, equal opportunity employer, and applications from members of historically underrepresented groups are especially encouraged. The successful candidate will be required to show proof of eligibility to work in the U.S. pursuant to U.S. immigration laws.

ASSOCIATE LIBRARY DIRECTOR OR LIBRARY DIRECTOR. Based on qualifications. Academic staff, 12-month appointment. Starting date not later than July 1, 2001. Duties: Direct university library services, operations, personnel, and budget under the direction of the Assistant Vice Chancellor for Information Services. Develop, coordinate, and evaluate library services, and collaborate with staff to best serve students and other members of the university community. Represent the library on appropriate committees. Required: ALA-accredited MLS degree. Library Director title requires five years of administrative and supervisory experience with increasing responsibility in an academic library, and Associate Library Director title requires three years of administrative and supervisory experience. Effective oral and written communication skills. Demonstrated skills in organization, planning, budgeting, and staff supervision, including a collegial leadership style. Willingness and enthusiasm to adopt new technologies and a strong commitment to diversity and service to students and others in the campus community. Understanding of issues related to library technology and knowledge of emerging trends in academic libraries. Preferred: Second master's degree in an academic subject and assistant or associate library director experience. Successful experience with grant writing and other outside funding activities. Salary: Commensurate with qualifications and experience; Associate Library Director minimum \$60,000. Library Director minimum \$68,000. Attractive fringe benefits. Review of applications will begin on March 31, 2001. Send application

letter detailing qualifications for the position, a current resume, and names, addresses, and phone numbers of three or more professional references to: Paul Moriarty, Chair, Search and Screen Committee, Elton S. Karmann Library, University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818-3099; e-mail: moriarty@uwplatt.edu; telephone: (608) 342-1688; Web site: www.uwplatt.edu/~library. Affirmative action, equal opportunity employer. Women and persons of color are encouraged to apply. The names of nominees and applicants who have not requested in writing that their identity be kept confidential, and of all finalists, will be released upon request.

AUTOMATION COORDINATOR. California State University Dominguez Hills, Carson California. Tenure-track, Assistant Librarian rank. Responsibilities: Coordinates, plans, and implements overall Library Automation effort. Includes Online Public Access Catalog, CD-ROM network, Library Local Area Network, and all associated hardware and software. Works closely with library departments to assess their technology needs. Required qualifications: MLS from an ALA-accredited program; one-year experience in automation; strong interpersonal skills and communication skills; and ability to work in a multicultural, multiethnic environment. Desired qualifications: Experience in local area networks, operating systems, automation infrastructure, and equipment maintenance. Supervisory experience preferred. Salary: Low \$40s. Applications will be reviewed beginning March 2001. Position will remain open until filled. Applications: Send application letter and resume to Sandra Parham, Acting Dean, University Library, California State University, Dominguez Hills, 1000 E. Victoria Street, Carson, CA 90747. Inquiries may also be sent to Gail Cook, Chair Search Committee, e-mail: gcook@csudh.edu. An equal opportunity, affirmative action, section 504, title IX employer.

BIBLIOGRAPHIC SERVICES COORDINATOR. The Library at California State University, Monterey Bay seeks a Coordinator to provide leadership in planning, organizing, and managing Bibliographic Services including acquisitions, serials, and cataloging. Responsible for develop-

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resources. Minimum requirements include a completed doctorate (ABD considered) in technology, information science, instructional design, educational technology, or related field in addition to a MLS or equivalent. Library Science faculty members have a nine-month contract with summer teaching possible.

Chair and Associate Professor of Library Science (position 51584)

This is a 12-month, tenure-track administrative position with 50% teaching responsibilities which may include graduate courses to prepare school librarians for state certification and to utilize a variety of aspects of library information technology. Requirements: Completed doctorate (ABD considered) in library science, education, information science, instructional design, educational technology, or related field in addition to a MLS or equivalent. A record of scholarship and teaching qualifying for an academic appointment at the rank of associate professor or above. Candidates should have experience in use of technology to enhance learning and knowledge of issues relating to school librarianship, experience in the area of distance education, excellent interpersonal skills, and the ability to be positive and creative, accept change, and work collaboratively with colleagues. Evidence of administrative ability and potential for growth is essential. The successful candidate must articulate the ability to create productive partnerships across disciplinary and organizational boundaries.

Central (www.cmsu.edu) is located in Warrensburg, Missouri, approximately 50 miles southeast of Kansas City, providing the option for urban, suburban, or small city living. The work environment is a two-year-old, \$30,000,000 library facility, the James C. Kirkpatrick Library (<http://library.cmsu.edu/>). Salary commensurate with education and experience; minimum is currently \$42,978 for assistant professor and \$34,157 for instructor.

Send a letter of application (include position number), résumé, graduate transcripts, three current reference letters, and the names, addresses, and telephone numbers of three references to:

Pal V. Rao
Dean of Library Services
Central Missouri State University
Warrensburg, MO 64093

Screening begins **March 22, 2001**, and continues until filled.

Women and minorities are encouraged to apply. AA/EEO/ADA.

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College & Research Libraries

news



MIDDLE TENNESSEE STATE
UNIVERSITY LIBRARY

COLLECTION MANAGEMENT LIBRARIAN (CATALOGING)

Middle Tennessee State University

Middle Tennessee State University invites applications and nominations for the position of Collection Management Librarian (Cataloging).

POSITION DESCRIPTION: (Position # 401090) 12-month appointment, faculty rank and status. Reporting to the Coordinator of Collection Management, this position provides leadership and direction to four librarians and three support staff for the cataloging area in the Collection Management Department; establishes goals and priorities; and monitors such activities as cataloging library resources, maintaining the online catalog, and linking the catalog to Internet resources. The person in this position will be responsible for developing procedures for organizing and accessing Internet resources as well as print and electronic materials. The individual will be expected to work creatively and cooperatively to enhance library programs and services in a team-based environment.

QUALIFICATIONS: Required: ALA-accredited MLS degree; knowledge of AACR2, MARC formats, OCLC, and metadata standards; and ability to establish successful working relationships and manage a variety of responsibilities. Desirable: Experience in serials cataloging and experience using Endeavor's Voyager system.

All librarians at MTSU must meet promotion and tenure requirements.

RANK AND SALARY: Salary and rank are commensurate with qualifications. Generous benefits commensurate with qualifications include fully paid State or TIAA-CREF retirement, 24 days' annual leave, 12 days' sick leave, and 12 paid holidays.

APPLICATION PROCESS: Review of applications will continue until the position is filled. Please forward letter of application, résumé, and the names of three references to:

**Chair, Collection Management Librarian Search Committee
Middle Tennessee State University
P.O. Box 13
Murfreesboro, TN 37132**

ENVIRONMENT: As one of the fastest growing universities in the south, Middle Tennessee State University is a dynamic institution valuing excellent teaching and fostering initiatives in research and public service. The new university library lies at the heart of the MTSU educational experience. Murfreesboro is located in central Tennessee, 30 miles south of Nashville. This historical city offers a rich cultural and recreational life and easy access to a variety of attractions within the state and region.

For Web-based information about the Library, Rutherford County, and Nashville, please see:

<http://www.mtsu.edu/~library>

<http://www.rutherfordchamber.org>

<http://www.nashville.org>

ment and implementation of the Library's emerging electronic and print archival collections. Provides direction and new approaches for description and access to digital resources, including the Library's extensive electronic journals collection. The Coordinator will also participate in reference and/or Information Competency instruction and may participate in collection development. For a full position description, please see:

<http://www.csumb.edu/general/fac-recruit/>. CSU Monterey Bay is a highly collaborative and creative environment requiring a sincere commitment to advancing CSUMB's academic goals, as identified in the University Vision Statement. This is a 12-month, tenure-track faculty appointment (position #MBBSC-0014) with a salary of \$48,000. First consideration given to applications received by April 6, 2001. Apply to Recruitment/Office of Academic Personnel Services, California State University, Monterey Bay, 100 Campus Center, Seaside, CA 93955-8001; (831) 582-3569; fax: (831) 582-3811. E-mail applications are encouraged: faculty_recruitment@monterey.edu.

CATALOG LIBRARIAN (ASSISTANT OR ASSOCIATE PROFESSOR). Southern Illinois University Edwardsville. Library and Information Services (LIS). Responsibilities: Performs original and complex adaptive cataloging of print and nonprint materials, including electronic resources as part of the OCLC CORC Project, according to AACR2-R, LCRI, LCSH,

MFHD, CONSER, and other relevant national standards. Develops comprehensive bibliographic descriptions, assigns subject headings and classification numbers according to Library of Congress practice, and inputs holdings into OCLC and DRA according to the MARC Format for Holdings Data. The incumbent will also participate in authority control and resolve inconsistencies in serials holdings. Participates in developing, documenting, and implementing cataloging policies and procedures. Term of Contract: Tenure-track, 12-month, continuing appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$40,000. Excellent fringe benefits program. More information is available at: <http://www.siu.edu>. Qualifications: ALA-accredited MLS degree, minimum of two years' cataloging experience in an academic library utilizing LCSH and LCC; experience with OCLC or similar bibliographic utility; and experience with an automated integrated library system; excellent communication and interpersonal skills; strong service orientation. Working knowledge of USMARC holdings format and experience with DRA preferred. University Environment: SIUE is 20 minutes northeast of St. Louis, Missouri. The University is situated on 2,600 acres of rolling land and woods along bluffs, a few miles from the Mississippi River. As a premier metropolitan university, SIUE is the first choice of a diverse pool of applicants and boasts a student body of more than 11,000. Applications: Initial review to begin March 1, 2001, and to remain

REFERENCE LIBRARIAN/DOCUMENT DELIVERY SPECIALIST (TENURE TRACK)

Ferris State University

RESPONSIBILITIES: Manage document delivery/interlibrary loan (ILL) operations of the FSU Library to include: train staff; plan, organize, supervise activities of staff and student assistants; promote cooperation with other libraries; evaluate, select, and implement appropriate new technology; serve as the copyright officer and coordinate permissions; serve as liaison (outreach activities, specialized instruction/information literacy, reference/research assistance, and collection development in assigned disciplinary areas) to one or more academic departments; share reference desk duties and consultation services including some evenings and weekends; and participate in library assessment and appropriate university-wide activities.

REQUIRED: ALA-accredited master's degree in library/information science. Demonstrated evidence of strong organizational, oral, and written communication skills; supervision experience; commitment to public services; and ability to maintain a team work environment.

PREFERRED: Experience with an integrated library system (preferably INNOPAC), ILL software (ARIEL, OCLC Microenhancer, ISO standards and initiatives) and the OCLC ILL subsystem. Knowledge of issues and trends relating to academic-library reference services. Experience in academic-library public services. Additional graduate degree.

SALARY: \$32,000 (minimum) for a 12-month tenure-track faculty appointment, with rank, plus an excellent benefits package valued at approximately 36% of base salary. Comprehensive benefits (after applicable eligibility and accrual periods) include 20 days' vacation, two days' personal leave, paid holidays, insurance (health, dental, vision, life, disability), medical reimbursement account, retirement system options (e.g., TIAA-CREF) with 12% University contribution, tuition waiver, moving expenses, and generous support for professional activities. For more information about FSU, visit our Web site at: <http://www.ferris.edu>.

TO APPLY: Send letter addressing your qualifications as related to the position responsibilities; resume; and the names, current addresses (including e-mail and telephone numbers) of three references from supervisors or colleagues solicited especially for this position to:

JOB CODE C&RL-15060

Joan Boroff

Ferris State University

420 Oak Street

PRK-150

Big Rapids, MI 49307

Review of applications begins **March 15, 2001**, and continues until filled. Official transcripts will be required for candidates invited to interview.

Ferris State University is an equal opportunity, affirmative action employer.

open until position is filled. Send letter of application, resume, names, addresses, and phone numbers of three references to: Jay Starratt, Dean of LIS, Lovejoy Library, SIUE Bx 1063, Edwardsville, IL 62026-1063. As an affirmative action employer, Southern Illinois University Edwardsville offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.

CURRICULUM LIBRARIAN. Academic staff; 12-month appointment. Due to a retirement, starting date not later than July 1, 2001. Duties: Responsible for the day-to-day operation of the university's curriculum library, including reference service, collection development assistance, and user instruction to the School of Education; also, provide general reference desk service, including an evening and occasional weekend; assist in the selection of electronic and traditional resources and the design and content of subject Web pages; and participate in training and instruction which provides quality training to faculty, staff, and students. Reports to the Library Director. Required: Undergraduate degree in education and ALA-accredited MLS degree; three years of reference, collection development, and user instruction experience in an academic library or, preferably, in a school media center; and demonstrated knowledge of the field of teacher education and familiarity with PK-12 teaching

materials and an interest in children and young adult literature. Expected: Willingness and enthusiasm to adopt new technologies and ability to work, teach, and communicate effectively, both orally and in writing, with students, faculty, and staff. Preferred: Graduate degree in Education or related field. Experience with grant writing. Salary: Commensurate with qualifications and experience; minimum \$38,000. Attractive fringe benefits. Review of applications will begin on March 31, 2001. Send application letter detailing qualifications for the position, a current resume, and names, addresses, and phone numbers of three or more professional references to: Paul Moriarty, Chair, Search and Screen Committee, Elton S. Karrmann Library, University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818-3099; e-mail: moriarty@uwplatt.edu; telephone: (608) 342-1688; Web site: www.uwplatt.edu/~library. Affirmative action, equal opportunity employer. Women and persons of color are encouraged to apply. The names of nominees and applicants who have not requested in writing that their identity be kept confidential, and of all finalists, will be released upon request.

DEAN OF UNIVERSITY LIBRARY. Southwest Baptist University, SBU offers graduate and undergraduate programs, is affiliated with the Missouri Baptist Convention, and is accredited by the North Central Association. Candidates must have a MLS degree, an earned doctorate or doctor-

THREE POSITIONS AVAILABLE

The American University in Cairo Libraries and Learning Technologies

Applicants are invited for the following three faculty position openings at The American University in Cairo (AUC). Founded in 1919, AUC's campus is located in Cairo, Egypt. Its degree programs are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. For more information, see our Web site at: www.aucegypt.edu. To review full description and requirements of the positions, see Web site <http://lib.aucegypt.edu/screens/jobs.html>. Master's degree from ALA/LC-accredited program or equivalent required, unless otherwise specified. Excellent oral and written communication skills in English required and additional skills in Arabic useful.

Head of Cataloging

Reports to the Director of Library Technology Services. Responsibilities include leading and managing, Cataloging Department; supervising, hiring, and training staff; developing programs, evaluating workflow; compiling statistics, preparing budget, and other reports as needed. Serves as contact for bibliographic and authority control of all items in Libraries.

Minimum three years' cataloging experience. Supervisory experience essential. Familiarity with RLIN or OCLC, knowledge of AACR11, MARC formats, LC Classification is preferred. (JOB # LIB/1)

Director of Collection Management

Reports to Dean of Libraries and Learning Technologies. Responsibilities include leading, managing and supervising the Library's Collection Management, Serials and Acquisitions departments. Holds fiscal control and allocation of Book, Serials, Electronic Resources, and Multimedia budget lines. Prepares budget requests. Develops and maintains Collection Management policies. Monitors and evaluates Library's collection in relation to university teaching and research programs.

Minimum five years' experience. Significant supervisory experience essential. Computer literacy and experience with integrated library systems are essential. (JOB # LIB/2)

University Archivist

Reports to the Director of Rare Books and Special Collections Library. Responsibilities include overall administration of all aspects of the AUC Archives. Duties include collection development, records management and scheduling, acquisitions, implementation of electronic records control, reference services, and supervision of all faculty and staff in the Archives including archivists responsible for special archival collections. Formats may include photographs, manuscripts, university and faculty correspondence, and architectural drawings.

Master's degree and/or certification in Archival Studies required. Evidence of leadership in directing and organizing archival department required and significant work experience in archives preferred. (JOB # LIB/3)

In view of the AUC's protocol agreement with the Egyptian government, which requires specific proportions of Egyptian, U.S., and third-country citizen faculty, at this time preference will be given to qualified applicants who are U.S. citizens. These are full-time (11-month) two-year appointments effective September 2001. Renewal of an appointment depends on institutional needs and/or the appointee's performance. Salary and rank are according to scale based on qualifications and professional experience. For expatriates, housing, annual round-trip air travel for the appointee and accompanying qualifying dependents, plus schooling for up to two children are included.

Applications will be accepted until a candidate is selected.

Send letter of application specifying Job # with C.V. and names and addresses of three references to:

Earl (Tim) Sullivan
Provost
The American University in Cairo
420 Fifth Avenue
Floor 3-CL
New York, NY 10018-2729
or e-mail to: mrusell@aucnyo.edu

AUC is an equal opportunity employer.

TWO POSITIONS AVAILABLE

Hendrix College

Automation Librarian

Nationally ranked liberal arts college seeks an Automation Librarian to be responsible for most aspects of the library's automation program including: installing, maintaining, and operating a Web-based library automation system; providing library staff with refresher training in the use of the system; liaising with campus IT concerning hardware and software installation and upgrades and use of the campus network; keeping abreast of new automation applications to advise the director on their appropriateness for the undergraduate library; helping end users and performing some weekend and evening public service duties; and maintaining the library Web page.

Reference Librarian

The College is seeking a service-oriented librarian for print and electronic reference, supervision of interlibrary loan, and other responsibilities as indicated by the candidate's interests and the needs of an outstanding small academic library. Some evening and weekend duties. Master's degree from ALA-accredited program required. Previous experience in academic reference service desirable. Competitive salary, faculty status, liberal fringe benefits, 12-month contract.

Applications received by April 1, 2001, will receive first priority.

Send letter of application, resumé, transcripts, and names, addresses, and phone numbers of three professional references by, **April 1, 2001**, to:

Robert W. Frizzell
Director, Bailey Library
Hendrix College
1600 Washington Avenue
Conway, AR 72032

Hendrix is a distinguished liberal arts college with an endowment of \$130 million, sheltering a chapter of Phi Beta Kappa, located in Conway, Arkansas, 30 miles from Little Rock at the foothills of the Ozark Mountains. The College, related to the United Methodist Church, has a strong commitment to excellence in teaching liberal arts. Hendrix is an equal opportunity employer. Women and members of minority groups are especially encouraged to apply. Please visit our Web site at: www.hendrix.edu.

BIBLIOGRAPHIC INSTRUCTION LIBRARIAN

Santa Monica Community College

Santa Monica Community College is accepting applications for a full-time, tenure-track Bibliographic Instruction Librarian. The selected candidate will coordinate the Bibliographic Instruction program, including developing and teaching library instruction courses and orientations; work collaboratively to develop strategies for providing bibliographic instruction for distance learning; plan, develop, and provide instruction in information competency; provide reference service to students, faculty, staff, and the college community; develop library instructional materials; participate in collection development and in the development of library policies and procedures; assist faculty with the integration of library research skills into their courses. Master's in library science, library and information science, or the equivalent, or possession of an appropriate valid Community College Credential authorizing service in the specified subject area(s). Demonstrated experience in coordinating and overseeing bibliographic instruction and reference service in an academic environment, demonstrated knowledge of electronic information resources, experience in developing bibliographic instruction programs, experience with automated library Systems is preferred. \$39,546 to \$81,361.

DEADLINE TO APPLY: March 30, 2001.

Please call (310) 434-4336 for a district application and detailed job description, or write to:

Office of Academic Human Resources
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Affirmative action, equal opportunity employer.

READER SERVICES LIBRARIAN

GRINNELL COLLEGE

Grinnell College Libraries seek an individual possessing energy and initiative to provide leadership in the areas of reference service and information literacy instruction and the ability to work in a collaborative environment. Initial appointment will be at the Assistant Professor rank with a two-year, renewable contract.

Responsibilities include coordinating the delivery of reference services; developing the reference collection of print and electronic resources; assuming primary responsibility for the libraries' information-literacy instruction program, which includes teaching a two-credit library research techniques course offered each semester and coordinating information literacy instruction in first-year tutorials; holding joint responsibility for electronic databases including maintenance of reference workstations; supervising electronic classroom and student staff for that facility.

All librarians at Grinnell College participate in reference service rotation including evenings and weekends, teach in an active information literacy instruction program, help to develop and maintain the libraries' Web site (<http://www.lib.grin.edu>), serve as library liaisons to selected academic departments, and may supervise library support staff in one or more areas.

REQUIRES: A graduate degree in librarianship from an ALA-accredited institution, effective written and oral communication skills, strong teaching skills, self-motivation and ability to be effective and tactful in meeting all elements of a campus community that makes heavy demands on library services. **Desired:** Experience with one or more of the following: teaching and/or public service, particularly in a library environment, Web page design and maintenance, electronic databases, library technology applications. Salary beginning in the mid-\$30s, depending on qualifications.

In their letters of application, candidates should address their interest in employment in an undergraduate, liberal-arts environment that emphasizes close faculty-student interaction and values diversity. Letters of application, including a current vita and the names, addresses, and telephone numbers of at least three references should be sent to:

Christopher McKee
Librarian of the College
Burling Library
1111 Sixth Avenue
Grinnell, IA 50112-1690
Phone: (641)269-3351; fax (641) 269-4283
E-mail: mckee@grinnell.edu

To be assured of consideration, applications must be received not later than **March 12, 2001**.

Grinnell College is an equal opportunity, affirmative action employer committed to employing a highly qualified staff which reflects the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, marital status, religion, creed, or disability.

ate in progress, appropriate administrative experience, excellent communication and interpersonal skills, a commitment to effective use of technology, and must be evangelical Christians who are active Southern Baptists. For additional information, consult the posting at: <http://falcon.sbniv.edu/about/jobs/htm>. Twelve-month, faculty tenure-track position with excellent benefits. Salary is negotiable. Review of applications begins immediately and will continue until the position is filled. Submit a resume and request an application or a letter of nomination to: Bing Bayer, Search Committee Chair, **Southwest Baptist University**, 1600 University Avenue, Bolivar, MO 65613.

DIRECTOR OF ACADEMIC RESOURCES. The Director of Academic Resources has responsibility for development and delivery of the College's information resources. The Director will work with faculty, staff, consultants, and user groups to develop and implement a strategic plan to deliver information resources to Champlain's Burlington campus, as well as international and online campuses. Such a plan would reflect the College's commitment to develop and maintain both traditional and electronic library materials and would support the College's emphasis on being a leader in technology and online education. The Director provides effective leadership of personnel; administers library operations, planning, and budgeting; leads a

collaborative effort to strengthen cooperation between academic programs and the library; monitors user satisfaction and plans for service improvements, including an increased use of information resources across the curriculum; provides leadership in developing instructional programs. Requirements: MLS from an ALA-accredited institution or foreign equivalent; experience in developing collections and managing a large, technologically integrated facility; substantial administrative experience in an academic library with increasing levels of responsibility; demonstrated commitment to academic excellence and collaborative and organizational strengths, knowledge of emerging technologies, and trends in the profession; and strong communication and interpersonal skills. Second advanced degree or substantial experience in an academic environment preferred. Champlain College is a private, four-year college with 25 career-oriented majors, 1,400 full-time students, and more than 300 faculty and staff. Champlain is located in picturesque Burlington, Vermont, overlooking Lake Champlain. It is part of a rapidly growing urban area of 125,000, offering exceptional cultural and recreational opportunities. To Apply: Send resume, letter of interest, and list of three references by March 16, 2001, to: Human Resources, **Champlain College**, P.O. Box 670, Burlington, VT 05402-0670; e-mail: hr@champlain.edu; or fax: (802) 860-2772. Equal opportunity employer.



GEOGRAPHIC INFORMATION SYSTEMS (GIS) LIBRARIAN

The University of South Florida

USF is a comprehensive, metropolitan state university, serving more than 34,000 students in nine colleges on four campuses in Tampa, Lakeland, St. Petersburg, and Sarasota. Among the top research universities in the state, USF offers degree programs in 79 undergraduate disciplines, 89 master's and specialist programs, and 26 doctoral fields, and has a faculty of more than 2,000.

POSITION: Reporting to the Dean of the USF Library System, this position is responsible for development, management, and leadership of the newly funded GIS Research and Data Center. Candidates with a strong combination of interpersonal and technical skills are encouraged to apply.

RESPONSIBILITIES: The GIS Librarian assists and educates users on GIS data needs and resources; selects and maintains (with the assistance of the Systems Administrator) a collection of GIS hardware and software applications; creates and maintains the Center's Web site; acquires and manages spatial data collections relevant to the Center's mission; organizes and describes spatial data collections using appropriate metadata standards and conventions; liaises with public- and private-sector GIS interests to facilitate collaborative research; promotes and markets (with the assistance of the Library Development Officer) the Center's collections and services; and actively engages in research and publication concerning the librarianship of spatial data.

MINIMUM QUALIFICATIONS: A master of arts from an ALA-accredited school of Library and Information Science is required. Academic or work-related experience with GIS software applications is necessary.

PREFERRED QUALIFICATIONS: Demonstrated knowledge of relevant computer technologies; experience working with ESRI GIS applications; knowledge of or familiarity with geospatial metadata standards and conventions; familiarity with relevant government information resources; demonstrated experience working with diverse and multicultural user populations; experience in GIS training/teaching and with development of training tools and learning aids; record of scholarly achievement/publication; and record of public/professional service.

SALARY AND BENEFITS: Salary and rank dependent upon years of post-master's experience and record of scholarly achievement and service. Salaries for Instructor Librarians begin at \$30K. Librarians are 12-month, non-tenured faculty with 22 days' vacation and 13 days' sick leave annually; TIAA-CREF or other retirement options and insurance benefits.

For more information on this position, the Library, or the University of South Florida, please visit our Web site at: <http://www.lib.usf.edu/>.

APPLICATION PROCEDURE: Send a letter of application, vita, and names, telephone numbers, and e-mail addresses of three references by **March 31, 2001**, to:

Todd Chavez, Human Resources Librarian
University of South Florida
4202 E. Fowler Avenue, LIB 122
Tampa, FL 33620-5400
(813) 974-4592; (813) 974-5153 fax
tchavez@lib.usf.edu

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

For disability accommodations, contact Todd Chavez at (813) 974-4592, TDD (813) 974-9874, at least five working days in advance of need.

DIRECTOR OF LIBRARIES. The University of Missouri-Columbia (MU) invites nominations and applications for the position of Director of Libraries. The MU Libraries include Ellis Library, six branch libraries, and the University Archives, with cumulative collections of approximately 3 million volumes, 6.7 million microforms, 20,500 serials subscriptions, and a large and increasing collection of electronic resources. This is a major academic and research library serving a student body of 23,280 and a faculty of 2,451, and which circulates over 600,000 items annually and provides more than 70,000 items per year through document delivery and interlibrary loan. In 1999-2000, the MU Libraries had more than 160,000 reference and directional transactions and provided over 700 instructions sessions to approximately 11,000 participants. The MU Libraries benefit from the

cooperative effort of an on-campus ALA-accredited graduate program in Information Science and Learning Technologies. The MU Libraries are part of a four-campus library structure within the University of Missouri, one that has worked cooperatively for over two decades to provide service to everyone within the University and also to the citizens of Missouri. The Libraries of the four campuses and Saint Louis University share the MERLIN library system, using Innovative Interfaces, Inc. (Illi). Illi also the common library platform for MOBIUS, a consortium of 50 academic libraries in Missouri. The MU Libraries are a member of the Association of Research Libraries, the Big Twelve Plus Library Consortium, and a full participant in OCLC. This is a period of dynamic development for the MU Libraries: The acquisitions budget has been increased significantly dur-



MIDDLE TENNESSEE STATE
UNIVERSITY LIBRARY

COORDINATOR OF COLLECTION MANAGEMENT

Middle Tennessee State University

Middle Tennessee State University has the following key leadership position in its new library as a result of a retirement: Coordinator of Collection Management. Reporting to the Dean of the Library, the position is responsible for providing creative leadership in a team-based environment. The Coordinator will serve as a member of the Administrative Council, the group which engages in planning, policy development, and resource prioritization for the entire library program. The Coordinator will have administrative responsibility for the selection, acquisition, cataloging, and processing of library materials supported by a monographs budget of \$450,000 and a serials budget of \$1,200,000. Current work units include acquisitions, serials, binding, cataloging, bibliographic database maintenance, and special collections.

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

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

APPLICATION: Recruitment will be ongoing until a satisfactory applicant pool is developed. Please forward a letter of application, resumé, and names of three references to:

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

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

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

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

ing the past decade and plans are in progress for the expansion of Ellis Library and the branch libraries. The Director of Libraries reports to the Provost, holds membership on the Council of Deans and has responsibility for administration, management, recruitment and hiring, staff development, budgeting, development and maintenance of the collections, planning and fund-raising for the Libraries. The Director works closely with the Assistant Vice Chancellor for Computing to capitalize on opportunities provided by new technologies. Candidates for this position must possess, at minimum: a master's degree from an ALA-accredited program and significant management experience in an academic research library setting. A doctoral degree is desirable but not required. Preference will be given to candidates with the following qualifications: demonstrated commitment to

excellence in providing enhanced services and in blending new technologies with traditional collections and services; proven visionary leadership and collegial management skills; an understanding of the major challenges and opportunities facing academic research libraries; the ability to communicate effectively with diverse constituencies; experience in a multicampus library system and/or consortial environment; experience with information technologies and networked information; a record of success in fund-raising and pursuing grants; experience in handling concurrent projects; building construction/renovation, digitizing/expanding preservation efforts, fund-raising campaigns; demonstrated commitment to affirmative action, equal opportunity, and diversity; scholarly accomplishment in librarianship or another discipline; interest in sustaining cooperative



ELECTRONIC SERVICES/REFERENCE & INSTRUCTION LIBRARIAN (2-YEAR TERM APPOINTMENT)

Middlebury College

Middlebury College invites applications for a 2-year entry-level position as a full-time Electronic Services/Reference and Instruction Librarian. The College has a strong commitment to teaching the liberal arts and sciences. We are seeking an innovative, dynamic, and articulate individual with a background in the liberal arts and experience or coursework in information technology. The Librarian will report to the Head of Reference Services.

Work in collaboration with Library Systems staff to develop and support the application of information resources and technology in the curriculum. Provide technical training and guidance for library staff. Develop library Web presence. Provide Web authoring support. Maintain and plan for upgrades, and troubleshoot PCs in reference area.

Provide reference service (including some evening and weekend shifts). Create and maintain Web-based library guides. Teach classes for research, including first-year seminars, course-related projects, and senior thesis seminars. Work individually with students on research consultations to help them identify resources. Identify, evaluate, and recommend for purchase, printed and electronic resources in all formats, particularly for the reference collection. Review the reference collection and recommend materials for withdrawal or reassignment. Participate in the faculty liaison program.

REQUIREMENTS: Entry-level position: MLS, MLIS, or foreign equivalent program from an ALA-accredited program at time of appointment. Liberal arts background, with experience or interest in teaching. Coursework or technical background in computers, web authoring, and knowledge of programming languages such as PERL and JavaScript. Interest in working in a collaborative environment; knowledge of current trends in technology and scholarly communications; excellent oral and written communication skills, strong interpersonal skills, and the ability to work with a diverse clientele. Ability to work effectively in a changing organization.

Competitive salary. Comprehensive benefits package. Review of the applications begins **March 1, 2001**, and will continue until the position is filled. Preferred starting date June 1, 2001. Send letter of application, résumé, graduate and undergraduate transcripts, and names, phone numbers, and e-mail addresses of three professional references to:

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

*Middlebury College is an equal opportunity employer.
Applications from women and minority groups are especially encouraged.*

<http://www.middlebury.edu/hr>

efforts in library education. The salary will be commensurate with qualifications and experience. Send all applications and nominations to: Peter Markie, Vice Provost for Undergraduate Studies, **University of Missouri-Columbia**, 111 Jesse Hall, Columbia, MO 65211-1090; phone: (573) 882-6598; fax: (573) 882-0080; e-mail: markiep@missouri.edu. Review of applications and nominations will begin March 23, 2001, and continue until the position is filled. Applications should include a vita, e-mail address, names, addresses, and telephone numbers of at least four references, and a cover letter that identifies how personal and professional strengths would match the qualifications of the position. References provided will not be contacted without first obtaining the applicant's permission. MU encourages applications from women, minorities, and Vietnam-era veterans and is an affirmative action, equal opportunity employer. The institution complies with guidelines set forth by the Americans with Disabilities Act of 1990.

DIRECTOR OF PUBLIC SERVICES. Hunter Library, Western Carolina University. Hunter Library is seeking an innovative librarian to lead its reference, instruction, electronic information access, circulation, and document delivery services. Hunter Library is aggressively

meeting the opportunities and challenges that confront academic libraries today. This position is a member of the management team that supports an environment in which delivery of quality service is the pre-eminent shared value; effectively communicates to the campus the library's vision of its role in teaching and learning; maintains a cooperative and consultative environment within the library as well as with the rest of the university; and does effective strategic planning, policy development, and budgeting. The Director of Public Services is responsible for management of the services listed above, including strategic and tactical planning, policy development, and budgeting. The Director participates in reference staffing (including evenings and weekends), bibliographic instruction, and also serves as a subject liaison to at least one academic department. The Director of Public Services reports to the University Librarian. Qualifications: Required: ALA-accredited MLS and five years of reference experience which demonstrate a strong commitment to customer-oriented service; experience in teaching and assisting in the use of the full range of printed and electronic reference sources and online services; and the ability to work collegially and communicate effectively with internal and external constituencies. Strongly Preferred: Demonstrated un-

OKLAHOMA STATE UNIVERSITY LIBRARY

Two Positions Available

Oklahoma State University is a comprehensive research and land grant university offering more than 200 academic programs and 20,000 students. The Library, with holdings of more than 2.6 million volumes and documents, is a member of the Association of Research Libraries. The Library operates in a highly automated environment.

Assistant Professor/Architecture Librarian, Tenure Track. ***Responsibilities:*** Under the direction of the Head, Science & Engineering, manages the daily operations of the Architecture Library including reference services, collection management, faculty liaison functions, user instruction and supervising student assistants. Working from the Architecture Library, contributes to the efforts of the Main Library's Digital Library Services. ***Qualifications:*** ALA-MLS; a record of providing excellent service; the ability to work effectively with individuals with diverse backgrounds; excellent communication skills, organizational and teaching skills; and experience successfully developing and completing projects. ***Salary:*** Minimum \$33,000 for 12 months. Salary and academic rank dependent upon qualifications and prior experience.

Assistant Professor/Catalog Librarian, Tenure Track. ***Responsibilities:*** Perform original cataloging and complex copy cataloging for serials and monographs, using AACR2r, LCSH, MARC formats, and Dewey classification. Primarily responsible for the cataloging of periodicals and supervising the processing of bound periodicals. Supervise one support staff in copy cataloging of monographs. Perform bibliographic file maintenance, and authority control. Create NACO name and series authority records, and BIBCO records for monographs, as necessary. Train and supervise staff in cataloging and database maintenance projects. Serve as a resource person for resolution of periodical problems. Assist in developing departmental policies, procedures, and goals. ***Qualifications Required:*** MLS from an ALA-accredited program; knowledge of AACR2r, LCRI, LCSH, and MARC formats; familiarity with an automated catalog; excellent problem solving skills; ability to work both collaboratively and independently; strong interpersonal skills; good organizational and time management skills; flexibility in carrying out assignments; good written and oral communication skills; and demonstrated potential for professional development and growth. ***Desired:*** Cataloging in an academic or large public library with an integrated library system, with an online bibliographic utility, preferably OCLC; and serial cataloging experience highly desirable. ***Salary:*** Minimum \$32,500 for 11 months. Salary and academic rank dependent upon qualifications and prior experience.

DEADLINE: Application review begins on April 16, 2001, and continues until position is filled. Anticipated start date: July 1, 2001. FULL BENEFIT PACKAGE AVAILABLE. Complete job descriptions available at: <http://www.library.okstate.edu/Personel/facjobs.htm>

APPLICATION: Send cover letter, resume, and names and addresses of three professional references to: Ms. Jackie German, Administrative Officer, Edmon Low Library, Oklahoma State University, Stillwater, OK 74078-1071. (405) 744-6324. jlg4962@okstate.edu Applicants invited for interview will be asked to make a presentation to Library faculty.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



DIRECTOR, LIBRARY SERVICES

College of Marin

College of Marin is located in beautiful Marin County, California, 12 miles north of the Golden Gate Bridge in San Francisco. The campus is situated in a lush setting of redwoods and greenery, and a view of Mt. Tamalpais is almost within reach. Combined with our comprehensive

benefit package, you'll find this a very desirable place to be.

Choice of three health, dental, and vision plans. District current medical contribution per month is \$603.96; \$50,000 life insurance policy, Accidental Death and Dismemberment insurance; long-term disability insurance for most management personnel. Twenty-two days' paid vacation per year; 12 sick leave days per year; 16 holidays per year.

Currently we are inviting applications for the following management position:

Director, Library Services

ANNUAL SALARY: \$63,286-\$77,833.

APPLICATION DEADLINE: **Thursday, March 22, 2001, by 5:00 p.m.**

Please call (415) 485-9567 (24 hours) or e-mail: hrjobs@marin.cc.ca.us to receive a detailed job announcement and required application materials.

No faxes or postmarks accepted.

College of Marin is an affirmative action, equal employment opportunity employer.

Dean, University Libraries

Northeastern University seeks a dynamic and innovative leader for the University Libraries. Reporting to the Provost and serving as a member of the Deans' Council, the Dean of University Libraries will serve as the chief advocate of the Libraries and will be responsible for the collections, programs, and services of the Libraries.

Northeastern University is a major private urban research university founded in 1898, known for its professional education, liberal arts and sciences and cooperative education programs. Located in Boston, the University enrolls approximately 19,000 full and part-time undergraduate and 4,500 graduate and professional students in eight schools. The University Libraries have a collection of 915,000 volumes, including 18,800 serial titles; 89 permanent staff, and an annual budget of \$8.3 million. Northeastern University is a member of the Boston Library Consortium.

The Position: The Dean will:

- Provide visionary leadership and strong management for the University Libraries which includes the Snell Library and two branches; facilitate coordination with the Law Library
- Advocate for the Libraries with internal and external constituencies, including active fund-raising
- Lead the Library team in setting goals, establishing priorities, and fostering collegiality

Requirements:

- An MLS from an ALA accredited program or equivalent; advanced degree preferred
- Five or more years of successful, varied and progressively responsible administrative experience in a university library, including grant and fund-raising
- Ability to integrate new technologies with traditional library collections and services; demonstrated knowledge of emerging information resources
- Excellent managerial and communication skills
- Ability to work collaboratively with faculty and staff at all levels in a complex and diverse environment

For full consideration, send resume and cover letter by March 16, 2001 to: Elizabeth Habich, Chair, Search Committee, Administrative Services Officer, Northeastern University, 320 Snell Library, 360 Huntington Avenue, Boston, MA 02115.

Please contact Margot Lansing at Lansing & Associates (781) 237-1754 or lansing@mediaone.net for further information.

Northeastern is an Equal Opportunity/
Affirmative Action, Title IX Employer.



Northeastern
UNIVERSITY



The Princeton University Library's general collection includes about 6 million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases, and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 300 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among 20 sites on campus, including a large central library. More information may be found at the Library's Web site: <http://libweb.princeton.edu:2003/>.

DESCRIPTION:

The Princeton University Library seeks an energetic and innovative librarian to serve as Population Research Librarian. The candidate selected will join the team at the newly opened Public and International Affairs and Population Research Library.

The Public and International Affairs and Population Research (PIAPR) Library includes the population research collection, which is composed of 35,000 monographs, 15,000 reprints, 4,500 microfilms, 12,000 pamphlets, 300 journals, and many electronic resources. The Princeton University Library has an overall collection of over 6 million volumes, 34,000 print journal subscriptions, and over 4,000 networked databases and electronic journals.

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

DUTIES AND RESPONSIBILITIES:

Our ideal candidate for this position will be a librarian with strong skills in the social sciences and population studies, as well as enthusiasm for new methods of organizing, accessing, and delivering information and data resources. The Population Research Librarian will be responsible for managing ongoing collection development for the population research collection and, together with the staff of the PIAPR Library, will also provide specialized reference service to OPR as well as social science

(continued on next page)

derstanding of the application of computer technology in reference and circulation services; demonstrated capacity to lead and manage professional and support staff; and the ability to organize and complete projects. Located in one of the major outdoor recreational areas in the Southeast, Western Carolina University is situated between the Great Smoky Mountains and the Blue Ridge Mountains. While in a rural setting, the university is only one hour from Asheville, North Carolina, and three hours from Atlanta. This is a 12-month, faculty-rank, tenure-track position. Salary and academic rank are commensurate with qualifications. Review of applications will begin immediately. Candidates are encouraged to apply as soon as possible to receive full consideration. Position available July 1, 2001. Please send a letter of application, resume, and names and phone numbers of three references to: Clarissa Fisher, Hunter Library, Western Carolina University, Cullowhee, NC 28723. **Western Carolina University** is one of the 16 senior institutions of the University of North Carolina and is an affirmative action, equal opportunity employer. For an expanded position description, see: <http://www.wcu.edu/library/about/administration/jobs/dps>.

EAST ASIAN STUDIES LIBRARIAN. Indiana University Libraries, Bloomington. The Librarian for East Asian Studies serves as the interdisciplinary collection and public services specialist for the countries comprising East Asia (China, Japan, Korea, Taiwan, and Hong Kong). Has liaison responsibility to the East Asian Languages and Cultures (EALC) department and the East Asian Studies Center (EASC), serving a constituency of 30 faculty, 45 graduate students, 60 undergraduate majors, and 40 double majors as well as almost 500 students who take 15 credits or more in East Asian Studies. This position supports Ph.D.'s in Chinese and Japanese as well as a Ph.D. minor in East Asian Studies. The incumbent oversees the development and preservation of a collection of 200,000 volumes in the vernacular languages (Chinese, Japanese, and Korean—

CJK) as well as some 800 journal and newspaper subscriptions, managing a base collection budget of about \$110,000. Selects materials in Chinese, Japanese, and Korean, working closely with five staff in Technical Services who order and catalog these materials. Serves as a resource to other bibliographers who acquire materials related to East Asian Studies in English or other non-CJK languages to ensure that needs of all users are met. Participates in national and international resource-sharing projects to highlight IU's collection strengths. Provides advanced reference service in East Asian Studies, prepares collection and resource guides, oversees Web site, makes determinations about materials to transfer to off-site shelving, and recommends digital projects. Maintains collections budget and develops external funding opportunities including gifts and exchanges. Promotes Indiana University's East Asian library resources locally, regionally, nationally, and internationally to encourage their use and recognition, including assisting visiting scholars. Participates in relevant professional associations. With appropriate credentials, has appointment as adjunct faculty to EALC department, teaching courses in scholarly information and bibliography or other areas of expertise. Qualifications: Required: ALA-accredited master's degree in library or information science with graduate work in East Asian studies or equivalent combination of education and experience in an academic environment. Understanding of the information needs of scholars and the application of information technologies within the research environment. Fluency in Chinese or Japanese with reading knowledge of the other language in addition to bibliographic proficiency in Korean. Knowledge of the Asian language book trade and publishing trends. Good English-language oral and written communication skills. Proven ability to work independently and collegially in a complex, rapidly changing, and culturally diverse environment. Ability to meet the requirements of a tenure-track appointment. Preferred: Second advanced degree with a focus on East Asia. Experience in collection development and management. Experience in teaching or bibliographic in-

(continued from previous page)

service to all faculty and students using the new library. The Population Research Librarian will also participate in library bibliographic and electronic resources instruction and in maintaining the PIAPR Library's Web site. The Population Research Librarian will work closely with the OPR Computer Group and with Library Data Services staff to help ensure that access to electronic OPR data collections is maintained through an appropriate approach to metadata and digital archiving.

The Population Research Librarian reports to the Head of the Public and International Affairs and Population Research Library and works collaboratively with all the staff and with librarians throughout the library system.

QUALIFICATIONS:

Required: An ALA-accredited MLS degree or equivalent combination of education and professional experience; educational background in the social sciences with at least a BA or BS in a relevant field; working knowledge of at least one modern European language; demonstrated knowledge of relevant Web resources and html; and experience with a variety of electronic library and data resources, including knowledge of electronic numeric research data and the techniques of acquiring, organizing, and maintaining it.

Preferred: Knowledge of demography and population research topics and knowledge of medical, demographic, and government resources with emphasis on census and survey information.

BENEFITS:

Twenty-four vacation days per year, plus 11 paid holidays. Medical and other benefits.

SALARY AND RANK:

Dependent upon experience and qualifications.

NOMINATIONS AND APPLICATIONS:

Nominations and applications should be sent to the address below. Candidates should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references. Review of applications will begin on **April 1, 2001**, and will continue until the position is filled.

**Search Committee for Population Research Librarian
Princeton University
c/o Lila D. Fredenburg
Library Human Resources
One Washington Road
Princeton, NJ 08544-2098**

Princeton University is an equal opportunity, affirmative action employer.

struction. Experience with CJK records and related technical expertise. Salary and Benefits: Salary and rank are negotiable and competitive dependent upon qualifications and experience. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. Benefits include a university health care plan, TIAA-CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. To Apply: Review of applications will begin on March 5, 2001. The position will remain open until filled. Send letter of application, professional vita, and the names, addresses, and phone numbers of four references to: Yolanda Cooper-Birdine, Libraries Human Resources Officer, **Indiana University Libraries**, Main Library 201A, Bloomington, IN 47405; phone: (812) 855-8196; fax: (812) 855-2576; e-mail: ycooperb@indiana.edu. For further information concerning Indiana University: <http://www.iub.edu>; or employment opportunities at the IUB Libraries: <http://www.indiana.edu/~libpers>. Indiana University is an affirmative action, equal opportunity employer.

ELECTRONIC ACCESS/SERIALS LIBRARIAN. Tenure-track (nine-month) position available at the instructor/assistant professor rank. The Library seeks a creative, future-oriented, flexible individual who has experienced in an integrated online academic environment to plan, develop standards for, implement, and evaluate access to electronic journals and print subscriptions. The individual will be responsible for monitoring trends in serials, electronic publishing, copyright, and licensing. Must be knowledgeable about current standards and practices in acquisitions and cataloging, including the integration of both individual and aggregate collections of Web-based resources into the library database. She/he will coordinate the serials review process with the collection development coordinator and evaluate potential electronic subscriptions. The successful candidate will be responsible for creating metadata records for all electronic serials using OCLC, MARC, LCSH, and LC as well as acquiring library materials

utilizing the Voyager Acquisitions Module, vendor Web-based databases, and the local automated purchasing system. Information Services activities include proactive, innovative participation in developing methods to ensure that the library serials collection will meet the needs of the campus community, remote users, and consortial constituencies with special emphasis on distributed education. Participation in reference rotation and liaison activities with academic departments as designated will also be an aspect of this position. The complete position description is posted at: www.sru.edu/depts/library/libhome.htm. Required: ALA-accredited MLS. Proven serials cataloging experience utilizing an online integrated library system, AACR2, LC, LCSH, OCLC. Knowledge of MARC formats for bibliographic and holdings data; experience with all aspects of electronic journals; experience with and/or study of metadata standards; outstanding analytical and problem-solving skills for initiating strategic plans and carrying out projects; skills in fostering a cooperative work environment and managing a rapidly changing environment. Preferred: Academic library experience; supervisory experience; reference and instructional experience; experience with cataloging and acquisitions modules of Voyager; experience with and/or study of metadata standards, Web page creation; experience writing reports with a relational database. Successful performance in an on-campus interview, including a presentation and excellent written and oral communication skills required. Perceived ability to work productively with students and colleagues required. Send letter of application, resume, graduate and undergraduate transcripts (official transcripts will be necessary before hiring), and the names, addresses, and phone numbers of three references (one of whom must be a current or previous supervisor) to: Lynn Hoffmann, Chairperson, Electronic Access/Serials Librarian Search Committee, Bailey Library, **Slippery Rock University**, Slippery Rock, PA 16057; lynn.hoffmann@sru.edu; phone: (724) 738-2666; fax: (724) 738-2661.

MIDDLE EASTERN STUDIES LIBRARIAN

University of California, Santa Barbara (Search Re-opened)

The University of California, Santa Barbara, one of nine campuses of the University of California system, is seeking a Middle Eastern Studies Librarian. Reporting to the Area, Ethnic, and Gender Studies Collection Coordinator and working closely with the Principal Cataloger, the librarian works individually and as part of a team to provide reference, cataloging, bibliographic, and instructional services to students, faculty, staff, and the university community.

Has responsibility for all aspects of collection management and development for assigned subjects, such as Islamic and Near Eastern Studies. Liaison work includes collaboration with the Center for Middle East Studies and the faculty to promote and support interest in Middle East Studies throughout the university and the community.

Provides reference assistance and participates in the library's instruction program. Has responsibility for scheduled reference service in all social sciences and humanities disciplines, research consultation, electronic reference, and online searching. Includes some evening and weekend assignments. Working under the general direction of the Principal Cataloger, catalogs library materials in Arabic, Persian, Hebrew, and Turkish. Has responsibility for the development and maintenance of printed and electronic guides to specialized library resources.

ALA-accredited MLS. Scholarly competence in Arabic language as well as knowledge and understanding of Middle East culture. Reading knowledge of Persian, Turkish, or Hebrew language. Demonstrated experience in reference, collection development, and bibliographic instruction. Cataloging experience, including experience with LC classification, LCSH, LCRI, AACR2, and MARC formats and familiarity with a bibliographic utility, preferably OCLC. Strong commitment to excellence in public service and the ability to work effectively in a culturally diverse environment. Demonstrated initiative, flexibility, creativity, and the ability to handle multiple responsibilities. Evidence of an understanding of the publishing and book trade in the Middle East as well as methods of acquiring materials. Ability to work effectively with faculty, students, staff, and the community. Excellent oral, written, and interpersonal communication skills.

Hiring range is \$42,780 to \$63,840 based on qualifications and experience. Consideration of applications begins **March 1, 2001**, and continues until the position is filled. Send resumé and names and addresses of three references to:

**Detrice Bankhead
Associate University Librarian
Personnel, Davidson Library
University of California
Santa Barbara, CA 93106**

For the complete job announcement, visit: <http://www.library.ucsb.edu>.

The University of California is an equal opportunity, affirmative action employer and invites applications from all who meet the stated qualifications.

Review of applications will begin March 5, 2001, and continue until position is filled. Slippery Rock University of Pennsylvania is a member of the State System of Higher Education and is an affirmative action, equal opportunity employer building a diverse academic community and encourages minorities, women, veterans, and persons with disabilities to apply. You can learn more about us on our Web page at: www.sru.edu.

HEAD LIBRARIAN FOR TECHNICAL SERVICES. Does being a faculty member in a vibrant, user-focused, team-managed library sound like what you're looking for? Are you creative, flexible, innovative, and have a sense of humor? Do you have a sense of the need for cooperation between Technical Services and Public Services? Does a position that encourages and supports professional confidence and self-renewing learning attract you? Owens Library is looking for an experienced Technical Services leader who can help us migrate to a new automated system and a statewide platform. This person will lead and empower a wide range of support staff; provide professional guidance and mentoring for technical services, periodicals, archives, and government documents; serve as an active member of the Leadership Team; and share expertise with the Collection Management team to assist in decision making for library materials purchases. You will

have an ALA-accredited MLS with at least five years of relevant experience and possesses knowledge of the Superintendent of Documents, Dewey Decimal, and Library of Congress classifications systems, Anglo-American cataloging rules, MARC formats, and use of OCLC for cataloging and authority work. You should be computer adept and software savvy with demonstrated experience in automated library technical services operations. You will have strong communication, management, interpersonal, and problem-solving skills. Review of applications will begin on April 2, 2001. The position is available July 2, 2001, with 24 days of vacation annually; 16 days of sick leave; non-tenure faculty status; 12-month contract; and an annual salary of \$38,000 to \$39,500. If interviewed, a presentation will be expected. For further information about Owens Library, check out our Web site at: <http://www.nwmissouri.edu/library/>. Submit a letter, résumé, unofficial transcripts, and the names, addresses, telephone numbers, and e-mail addresses of three current references to: Vicki Wainscott, Chair of Search Committee, Owens Library, Northwest Missouri State University, Maryville, MO 64468; e-mail: vickt@nwmissouri.edu. Northwest is an equal opportunity employer and encourages women and minorities to apply.

HEAD OF PUBLIC SERVICES. The Lydia M. Olson Library at Northern Michigan University seeks applicants for a Head of Public Services. We



ASSOCIATE DIRECTOR FOR TECHNICAL AND ACCESS SERVICES

University of Michigan

The University Library invites applications and nominations for the position of Associate Director for Technical and Access Services (TAS). A dynamic leader is sought to direct the TAS Division in this era of changing demands generated by the growing array of digital resources, the rapid development of new products and cross divisional collaborative processes, and the ever increasing rate of publication in all formats. Candidates should possess knowledge and skills in managing change, risk taking, planning, and innovation, and provide a vision for evolving services in a large research library.

DUTIES:

Associate Director leads the Technical and Access Services (TAS) Division of the University Library, with its major functions of acquisitions, campus and fee-based document delivery, interlibrary loan, metadata management, monograph cataloging, preservation services, and serials operations. This administrative position shares responsibilities for overall planning, budgeting, and decision making for the University Library organization.

Under the general direction of the Director of the University Library, the incumbent is responsible for overall planning, execution, and evaluation of TAS services. Responsibilities also include developing and sustaining optimal services and meaningful collaborations with the Library's Public Services Division, Digital Library Initiative, and other Library and University units. The incumbent directs the TAS Division's administration, policy development, budget, communications, training, and professional activities. The position holds responsibility for the Library's bibliographic architecture and relationships with relevant utilities and national organizations.

The Technical and Access Services Division consists of 22 FTE librarians (5 of whom report directly to this position) 95 FTE support staff, and 13 FTE hourly staff.

QUALIFICATIONS:

A minimum of 10 years of substantial and demonstrated successful managerial and administrative experience in a large research library with an emphasis on technical services and library management; demonstrated success in written and oral communication, strong interpersonal skills; record of successful experience with strong analytical skills, budgeting, and planning; knowledge and understanding of research library organization and interrelationship of divisions; sound grasp of current issues and trends facing research libraries including impact of digital collections; knowledge and experience with library automation; and proven leadership in the profession. Demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment

RANK, SALARY, AND LEAVE:

Rank of Librarian. Final salary dependent on qualifications and experience. Professional positions receive 24 working days of vacation a year and 15 days of sick leave with provisions for extended benefits. Generous benefits package available.

TO APPLY:

Please send cover letter and copy of your résumé to:

Lucy Cohen
Library Human Resources
Room 404, Hatcher Graduate Library North
University of Michigan
Ann Arbor, MI 48109-1205

Please contact Library Human Resources at (734) 764-2546 for further information.

APPLICATION DEADLINE:

Review of applications will begin on **April 20, 2001**, and continue until the position is filled.

The University of Michigan is a nondiscriminatory, affirmative action employer.



MEDIA SERVICES LIBRARIAN

San Diego Community College District

Assistant Professor. San Diego Mesa College, The San Diego Community College District seeks qualified applicants for a Librarian (Media Services) at San Diego Mesa College. The Mesa College Library is in a beautiful four-story Learning Resources Center serving 24,000 students. The college is seeking an experienced, knowledgeable, and forward-looking librarian to coordinate and develop library media resources, audiovisual and digital production services, video studio, and Web site as well as participate in reference service, library instruction, book collection development, and other campus and District committees. Candidates should possess an ALA-accredited master's degree in Library or Information Science. Salary for this 12-month tenure-track position is \$3,428–\$5,149 per month plus excellent benefits.

FILING DEADLINE: **April 13, 2001.**

To obtain the required District application, please call (619) 388-6580 or download our application: <http://www.sdccd.net/employment/>.

Affirmative action, equal opportunity employer.

ASSOCIATE EDITOR

UCLA

The Latin American Center

The Latin American Center, an organized research unit operating under the auspices of the Office of International Studies and Overseas Programs at the University of California, Los Angeles, seeks a librarian with experience in the editing of materials. The Hispanic American Periodicals Index (HAPI) is an award-winning bibliographic database and annual publication of the Center.

Duties of the position include working with the other Associate Editor to manage day-to-day operations of the index and assisting the Editor in planning, budgeting, marketing, and documentation. Regular duties include original indexing of articles written in any of six Western European languages, revision of the indexing of editorial assistants and off-campus contributors, and correspondence with contributors. Conducts online bibliographic research, proofreads, and helps oversee billing of online document delivery requests.

QUALIFICATIONS: Academic background in Latin American studies or equivalent experience in working with Latin American materials. Ability to read, analyze, and apply appropriate subject headings to scholarly information written in English, Spanish, and Portuguese. Thorough knowledge of grammar, spelling, punctuation, and accentuation in these languages. Strong computer and database searching skills. Excellent supervisory and interpersonal skills. Strong oral and written communication skills. Must be detail-oriented. Background will normally include a professional degree from an accredited library and information science graduate program.

SALARY RANGE: \$37,728–\$52,356.

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

**Barbara Valk
UCLA Latin American Center
10343 Bunche Hall, Box 951447
UCLA
Los Angeles, CA 90095-1447
Phone: (310) 825-0180**

Candidates applying by **March 31, 2001**, will be given first consideration. For full description of duties and qualifications and application procedures, see Web site: www.library.ucla.edu/admin/staffserv/openposn.htm.

GEOLOGY AND DIGITAL MAPS LIBRARIAN

Indiana University Libraries, Bloomington

The Geology and Digital Maps Librarian is responsible for the leadership and overall management of the Geology Library, including planning, supervising, and evaluating the library's services, operations, and collections. Develops the Web site and provides bibliographic instruction and reference services. Selects materials based on the needs of current and future constituents and develops external funding opportunities including grants, gifts, and exchanges. Makes determinations about materials to transfer to off-site shelving. Promotes the Geology Library's resources to encourage their use and recognition. Participates in relevant professional associations. In consultation with specialists in the Digital Library Program and elsewhere on campus, coordinates the Libraries' involvement in the creation, acquisition, organization, delivery, and archiving of digital maps and other large scientific datasets. Coordinates the Libraries' involvement with other units on campus actively engaged in this enterprise, including faculty and students in geography, anthropology, political science, and at research centers (e.g., the NSF-funded project on global change), using GIS and remote sensing. The incumbent is expected to be conversant in GIS applications and to recommend the appropriate role for the Libraries on campus in the provision of software, hardware, and technical expertise to access and archive geospatial information. Together with the Geography/Maps Librarian, investigates and implements new ways to manage and provide services to repositories of printed and digital maps.

QUALIFICATIONS:

Required: ALA-accredited degree in library or information science with a university degree in a scientific discipline or equivalent combination of education and experience. Knowledge of scholarly information trends in the physical sciences. Ability to work independently and collegially in a complex, rapidly changing, and culturally diverse environment. Strong analytical and quantitative skills. Excellent oral, written, and graphic communication skills. Experience in managing library operations. Ability to meet the requirements of a tenure-track appointment. Preferred: Second advanced degree in relevant subject area. Collection development experience in a scientific discipline. Experience with geospatial data management and metadata standards and practices. Preference will be given to candidates who are familiar with GIS software and have additional technology experience, including SGML/XML, skills in the uses and applications of database systems, programming languages and NT or UNIX operating systems, and metadata and digital imaging.

SALARY AND BENEFITS:

Salary and rank are negotiable and competitive dependent upon qualifications and experience. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. Benefits include a university health care plan, TIAA-CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave.

TO APPLY:

Review of applications will begin on **March 12, 2001**. The position will remain open until filled. Send letter of application, professional vita, and the names, addresses, and phone numbers of four references to:

Yolanda Cooper-Birdline
Libraries Human Resources Officer
Indiana University Libraries
Main Library 201A
Bloomington, IN 47405
Phone: (812) 855-8196
Fax: (812) 855-2576
E-mail: ycooperb@indiana.edu

For further information concerning Indiana University, visit:

<http://www.iub.edu>

<http://www.indiana.edu/~libgeol/index.html> (Geology Library)

<http://www.indiana.edu/~libpers> (employment opportunities at IUB Libraries)

Indiana University is an affirmative action, equal opportunity employer.

FOUR POSITIONS AVAILABLE

George Mason University

The University Libraries of George Mason University (GMU) seeks to fill the following four positions:

Information Technology/Engineering Reference/Liaison Librarian

Public and International Affairs Reference/Liaison Librarian

QUALIFICATIONS: Required: ALA-accredited MLS. Preferred: advanced subject degree in appropriate discipline or demonstrated knowledge in appropriate subject area; reference experience; experience in collection development, instruction, and electronic reference sources. Salary competitive, commensurate with experience, from a minimum of \$35,000.

Multi-Media and Liaison Librarian for Interdisciplinary Programs

QUALIFICATIONS: Required: ALA-accredited MLS. Preferred: experience with new multi-media technologies as well as academic library reference/instruction, knowledge of Web-based resources and development. Salary competitive, commensurate with experience, from a minimum of \$35,000.

Head, Interlibrary Loan/Document Delivery Department

QUALIFICATIONS: Required: ALA-accredited MLS; knowledge of OCLC interlibrary loan subsystem and document delivery resource management software (e.g., Clio, Illiad); knowledge of interlibrary loan codes and protocols; supervisory experience. Preferred: experience in managing complex operations; knowledge of national trends in interlibrary loan and document delivery; strong communication skills. Salary competitive, commensurate with experience, from a minimum of \$38,000.

Other specific requirements for each of the positions are available by visiting "Employment Opportunities" on the GMU Libraries' Web site: <http://library.gmu.edu/>.

APPOINTMENT: 12-month professional faculty appointment.

EXCELLENT BENEFITS: Health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 11 paid holidays; tuition waiver for self.

APPLICATION: Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three current references to:

Chair, <Position Title> Search Committee

Library Administration, MSN 2FL

George Mason University

Fairfax, VA 22030-4444

Review of applications will begin **March 30, 2001**.

AA/EEO employer; minorities are encouraged to apply.

are seeking a versatile and dynamic person to lead library Public Services in a Thinkpad® University environment—the first public university in Michigan to embark on a "laptop campus" initiative. This position administers the Public Services of Olson Library, which include the planning and supervision of staff and activities of Circulation, Interlibrary Loan, Reserves, Reference, Library Instruction, Reference Computer Services, Research Support Services, Documents and Maps, and Library Distance Education Services; provides reference and instruction as needed; and serves as a resource person to all Public Services units. Qualifications: ALA-accredited master's degree; three to five years of academic (college- or university-affiliated) library experience in at least one Public Services area; experience in coordinating and supervising Public Services such as Interlibrary Loan, Circulation, Reference, Library Instruction, Reference Computer Services, or Documents and Maps; reference and classroom instruction experience; demonstrated ability to work effectively with faculty, students, and colleagues; effective oral and written communication skills. A second master's degree is highly desirable. This is a full-time, 12-month tenure-track faculty appointment at the Assistant Professor level. Salary will be competitive and commensurate with experience and qualifications. Send letter of application with résumé, transcripts, and names of at least three references to: Search Committee, Lydia M. Olson Library, Northern Michigan University, 1401 Presque Isle Avenue, Marquette, MI 49855. Letters of application must address applicant's qualifications and experience with respect to this position. Applicant review begins April 16, 2001, and continues until the position is filled. NMU is an

equal opportunity, affirmative action employer and is strongly committed to increasing the diversity of its faculty.

HEAD OF THE SCIENCE AND TECHNOLOGY LIBRARY. The University of Akron Libraries invites applications for the position of Head of the Science and Technology Library. University Libraries seeks an experienced librarian to provide leadership and direction for the Science and Technology Library. The Science and Technology Library (S and T) is located in the Auburn Science and Engineering Center and supports the programs of allied health, biology, chemistry, computer science, engineering, geology, mathematics, nursing, physics, and polymer science. The S and T Library is involved in a \$3.7 million expansion and renovation project slated for completion in spring 2002. This position will play a significant role in the implementation of the new facility. Responsibilities: The Head of the Science and Technology Library must provide clear vision and strong leadership and reports directly to the Dean of University Libraries. As a Department Head, the successful candidate will actively participate in the overall management of the University Libraries and in state and national groups as appropriate. He/she must effectively manage, administer, and supervise daily operation of the library, which includes four support staff and five professional librarians who are involved in reference service, collection development, and classroom instruction. The successful candidate must be an advocate for library users and library initiatives and play an active role in librarywide planning, development, and delivery of services and resources. University and Community: The Univer-



EVELYN SCHNEIDER ENDOWED CHAIR FOR SCHOLARLY COMMUNICATION

University of Louisville

The University of Louisville (U of L) Libraries are seeking suitably qualified candidates for the newly created Evelyn Schneider Endowed Chair for Scholarly Communication. Under the leadership of the University Librarian (1999 ACRL Academic Librarian of the Year), the Libraries are a learner-centered, team-based organization. U of L is Kentucky's metropolitan university serving 21,000 students in the largest urban area in the state. For full details, see <http://www.louisville.edu/library/jobs/>.

Responsibilities are to provide leadership and guidance on issues related to scholarly communication, copyright, licensing, and fair use; in matters of copyright, ownership, and fair use; in regard to scholarly communication issues including the development of an appropriate Web site, educational forums, and other communications and training as related to academic and research libraries; will negotiate license agreements with vendors of online resources acquired by the libraries; disseminate, educate, and promote permissible use of proprietary and licensed library resources to librarians and library staff, and to users of the libraries' online resources. In cooperation with other campus offices and state organizations, will represent the libraries in the development of University policy related to intellectual property and user privacy issues; assist in shaping state and national policies related to scholarly communication to ensure that scholars, students, and libraries retain legal protection under copyright and fair use in the digital information environment; assist with statewide initiatives in the use and licensing of online and digital databases and resources.

QUALIFICATIONS: ALA-accredited MLS and/or JD; minimum of five years of progressively responsible experience in an academic institution or library related to scholarly communication, intellectual property (especially copyright), and licensing issues in the digital environment; documented record of accomplishment with legal issues associated with intellectual property as applied to electronic information resources; demonstrated ability to represent the interests of the academic community in scholarly communication issues, scholarly inquiry, instruction, publishing, and fair use; excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing, with faculty, researchers, students, and academic administrators; significant involvement in appropriate professional organizations; qualifications necessary for appointment at the rank of professor, including research and other scholarly achievement; ability to work collaboratively in a team environment; and ability to work independently.

SALARY RANGE: \$55,000–\$75,000. Academic position with a renewable term (non-tenure) contract.

The successful candidate will be expected to be active in research, scholarship, and service. Applications received by March 30, 2001, will be given full consideration in the initial screening. Applications accepted until the position is filled. Anticipated start date June 1, 2001, or earlier. Submit a letter of application, résumé, graduate transcripts (unofficial acceptable for screening), and names, addresses, phone numbers, and e-mail addresses of three references to:

Deborah B. Hawley
Libraries Personnel Officer
University of Louisville
203 Ekstrom Library
Louisville KY 40292

Phone: (502) 852-8708; fax: (502) 852-7394; e-mail: dhawley@louisville.edu

Richard D. Clover, Search Committee Chair, (502) 852-5498.

*U of L is an equal opportunity, affirmative action employer committed to cultural diversity.
Women and minorities are encouraged to apply.*

city of Akron (UA) is the third-largest state-assisted university in Ohio. UA's 10 academic colleges offer 24,000 students more than 300 undergraduate and master's degree programs and options, 17 doctoral degree programs, and four law degree programs. University Libraries is a founding member and active participant in OhioLINK, a consortium of 79 college and university libraries in Ohio. Located in a metropolitan area of 500,000 people 30 miles south of Cleveland, The University of Akron (www.uakron.edu) has the advantages of city life

and combines them with the area's exceptional natural resources. Qualifications: Required: ALA-accredited master's degree in library and/or information science; five years' relevant, increasingly responsible library experience; demonstrated success in supervising full-time employees and in leadership; excellent interpersonal, communication, and organizational skills; strong service orientation; the ability to work creatively in a challenging and rapidly changing environment; willingness to work a flexible schedule if needed; experience with



TWO POSITIONS AVAILABLE

University of Missouri-Columbia

The University of Missouri-Columbia (MU) seeks qualified applicants for the positions of Head, Catalog Department and Assistant Head, Acquisitions Department. MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of

1,800 with a collection of 3 million volumes and 6.45+ million microforms.

Head, Catalog Department

Principal responsibilities include providing leadership in the organization of information and access to the collections of the MU Libraries. Works under the general direction of the Associate Director for Technical Resource Systems and Services (TRSS). Specific duties include directly supervising staff (five librarians, 17.25 FTE staff, a Graduate Library Assistant, and students) and fostering a creative and cooperative work environment; supervising the creation of high-quality bibliographic records for monographic and serial works in all media, including electronic resources; overseeing the development and evaluation of work processes; maintaining current knowledge of the development of national cataloging standards, advances in technology, and trends in academic librarianship; proposing new initiatives as appropriate; serving as a member of the TRSS Management Group and participating in the development and implementation of divisional goals, policies, and procedures as well as representing MU in meetings of appropriate policy groups at the university-wide level; and accepting cataloging assignments and creating bibliographic records on a regular basis.

REQUIREMENTS: Requires a minimum of a master's degree from an ALA-accredited program and a minimum of four years' professional experience in bibliographic control in an academic or research library. Demonstrated ability to manage and provide leadership, including the ability to engage staff in a continual process of change and improvement. Superior oral and written communication skills. Advanced knowledge of national cataloging standards, the principal tools and systems used to create bibliographic records, and current trends in the application of technology to the cataloging process. Strong service orientation and an awareness of end-user needs as they affect cataloging policies and procedures. Flexibility, creativity, and the potential to be successful and effective in a complex, rapidly changing organization. Preferred qualifications include a record of participation in appropriate professional organizations at a national level; experience with Innopac; awareness of issues and standards related to effective access to electronic texts, and to the digital library environment; knowledge of at least one Western European language sufficient to do original cataloging of works in that language; skill in standard computer applications software.

(continued on next page)

current information technologies and knowledge of emerging trends. Preferred: Experience in a wide range of library functions including access services, collection development, information literacy, project management, and library renovation; a graduate or undergraduate degree in science, technology, or engineering; experience in an academic or special library focusing on science; a second master's degree; demonstrated potential to meet the Libraries' tenure and promotion requirements; a record of increasing professional contribution and achievement in professional associations and/or publications. Salary/Appointment/Benefits: Minimum salary of \$45,000 for a 12-month tenure-track appointment with full faculty status and responsibilities. Rank and salary commensurate with qualifications and experience. Excellent benefits, including 22 annual vacation days, excellent health and retirement plans, professional development support and tuition fee remission for self and immediate family. To Apply: Please send letter of application specifically addressing qualifications for the position; current vitae or resume; names, addresses, telephone numbers, and e-mail addresses of three references to: Delmus E. Williams, Dean of University Libraries, The University of Akron, Akron, OH 44325-1701. Review of applications will begin March 15, 2001, and will continue until position is filled. The University of Akron is an equal education and employment institution.

HEAD, SERIALS SERVICES. University of West Florida Library. Available June 1, 2001. Reports to Associate Director of University Libraries. Responsibilities include managing all functions of the Serials unit, including acquisitions, cataloging, collection development, collection maintenance, and public services related to both print

and electronic serials collections; supervising staff of approximately five paraprofessionals plus student assistants; overseeing all fiscal responsibilities relating to serials; coordinating serials services with other library units; recommending goals, objectives, policy, and budget related to all aspects of serials services; developing plans and reports related to serials; participating in library cataloging activities; serving as the principal library contact with serials vendors; interpreting serials policies and serving as liaison to patrons, faculty, and staff, and nurturing a service-oriented environment. Qualifications: Required: MLS from an ALA-accredited program; successful management and supervisory experience; knowledge of, or interest in learning, serials cataloging and serials operations; awareness of basic cataloging tools; ability to work effectively and enthusiastically in a service-oriented, computer-intensive environment; a strong commitment to service and teamwork; effective communication and problem-solving skills; and successful experience with library automation. Preferred: Experience in an academic or research library, preferably relating to serials; ability to provide leadership in a continual process of technological advancement; and knowledge of and interest in the creative use of technology in delivering serials services. Salary: \$36,000 minimum, commensurate with experience. Closing Date: April 13, 2001. Benefits: Faculty status (non-tenure-earning), 22 days' vacation, 13 days' sick leave, partially paid health insurance, optional retirement systems, no state or local income taxes. Environment: The University of West Florida, one of 10 institutions in the State University System, is located on a 1,000-acre nature preserve adjacent to the city of Pensacola. The library serves over 8,000 students, with a collection of over 600,000 volumes and 3,000 serials subscriptions and numerous electronic databases. Staff includes 16 librarians and 27 support personnel. See cur

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MINIMUM SALARY: Librarian II: \$37,500; Librarian III: \$45,500 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

SCREENING BEGINS: April 6, 2001.

AVAILABLE: July 1, 2001.

Assistant Head, Acquisitions

Principal responsibilities include assisting in all aspects of management of the Acquisitions department, which consists of four functional units: monographic orders, serials orders and claiming, serials check-in, and physical processing. The department is responsible for managing a \$4.5 million budget. Reports to the Head of Acquisitions. Specific duties include directly supervising four full-time support staff who order and receive monographs and provide DLC cataloging where appropriate; insuring that monographic funds are spent appropriately and evenly throughout the year; working with subject selectors as needed to ensure orders are correct; making vendor selections for, and placing orders for, difficult-to-order monographs and working with monographic vendors, including approval plan vendors, to ensure consistent service; responding to queries from vendors and publishers; functioning as department head as needed; and serving on librarywide committees and task forces.

REQUIREMENTS: Master's degree from an ALA-accredited program; excellent organizational, analytical, and problem-solving skills; and strong communication and interpersonal skills. Preferred qualifications include experience in acquisitions and/or cataloging; knowledge of one or more foreign languages; experience with various office-related computer applications and the World Wide Web.

MINIMUM SALARY: Librarian I: \$28,500; Librarian II: \$31,000 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

SCREENING BEGINS: April 6, 2001.

AVAILABLE: July 1, 2001.

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

Leo Agnew
104 Ellis Library
University of Missouri-Columbia
Columbia, MO 65201-5149

For ADA accommodations during the application process, please call (573) 882-4701.

Relay Missouri users call through (800) 735-2966.

EEO/AA, M/F/D/V.

homepage for additional information: <http://library.uwf.edu>. Application Procedure: Send a letter of application, resume, and names, mail and e-mail addresses, telephone numbers (fax numbers if available) of three references to: Peggy Toifel, Chair, Serials Search Committee, John C. Pace Library, **University of West Florida**, 11000 University Parkway, Pensacola, FL 32514-5750. An equal opportunity/access, affirmative action employer.

INFORMATION AND COMPUTER LITERACY INSTRUCTOR.

State University of New York College at Cortland, Memorial Library. Reporting to the Coordinator of Instruction, this person will participate in the development and teaching of coursework that introduces students to basic information and computer literacy skills and teaching courses in the Computer Applications Minor Program; will work closely with the College community to develop a campuswide program of information technology services and resources; daytime reference service is a part of this position. Required Qualifications: ALA-accredited MLS or other appropriate master's degree and teaching or training experience; demonstrated knowledge of and experience with Windows and/or Macintosh computing environments; Internet and Internet access tools; expertise in word processing, database software, spreadsheets, and presentation software. Expertise and knowledge in programming languages preferred, especially Visual Basic and/or JAVA. Review of applications will begin immediately and continue until the position is filled. Projected start date is June 1, 2001. Rank and salary commensurate with experience. Submit letter, resume, and the names, addresses, and phone numbers of five references to: Gail Wood, Director of Libraries, **SUNY Cortland**, P.O. Box 2000,

Cortland, NY 13045. SUNY Cortland is an AA/EEO/ADA employer. We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of multicultural studies.

INSTRUCTIONAL TECHNOLOGY LIBRARIAN. Morehead State University seeks a bright, self-motivated, and technology-savvy individual to fill the position of Instructional Technology Librarian. The successful candidate will be hired at the rank of Librarian I. Responsibilities: Assists with the development, implementation, and assessment of electronic instructional resources including Web-based tutorials and online library guides; oversees operation of Learning Technology Lab, providing assistance to students and faculty in development of multimedia products; and participates in reference service, bibliographic instruction, and collection development. Qualifications: MLS from an ALA-accredited institution by appointment date; experience in the use of PCs, presentation software, Web page authoring software, and use of PCs; advanced knowledge of Web technologies; ability to work well with faculty, students, and colleagues; and excellent written and oral communication skills. Desired Qualifications: Training and experience in instructional technology and design; expertise using Microsoft Office 2000 software; experience with other software such as Adobe Photoshop, Acrobat, Exchange Premiere, and scanning software including graphics and OCR; demonstrated time-management and organizational skills; and experience in a public services area of an academic library. Review of applications will begin April 13, 2001, and will continue until position is filled. To apply, submit a letter of application, resume, and three references to: Office of Human Resources, Attn: Instructional Technology



ELECTRONIC RESOURCES LIBRARIAN

The University of South Florida

USF is a comprehensive, metropolitan state university, serving more than 34,000 students in nine colleges on four campuses in Tampa, Lakeland, St. Petersburg, and Sarasota. Among the top research universities in the state, USF offers degree programs in 79 undergraduate disciplines, 89 master's and specialist programs, and 26 doctoral fields, and has a faculty of more than 2,000.

POSITION: Reporting directly to the Collection Management Department Head, the Electronic Resources Librarian has primary responsibility for electronic journals and contributes to the development of the USF Library System's regionally recognized electronic collections.

RESPONSIBILITIES: Collection review, including cost/benefit analysis; integration of electronic print and microform collections; e-journal collection maintenance; identification of electronic journals for acquisition; development of an e-journal archiving strategy; and preliminary review of license agreements.

MINIMUM QUALIFICATIONS: A master's degree from an ALA-accredited school of Library and Information Science is required.

PREFERRED QUALIFICATIONS: Demonstrated experience with one or more of the following: collection development; management of serials in electronic and traditional formats; electronic collections; cost/benefit analysis; academic libraries; knowledge of standard business practices and licensing terms. Experience working with diverse and multicultural user populations; a record of scholarly achievement/publication; and a record of public and professional service are desirable.

SALARY AND BENEFITS: Salary and rank dependent upon years of post-master's experience and record of scholarly achievement and service. Salaries for Instructor Librarians begin at \$30K. Librarians are 12-month, non-tenured faculty with 22 days' vacation and 13 days sick leave annually; TIAA-CREF or other retirement options and insurance benefits.

For more information on this position, the USF Libraries, or the University of South Florida, please visit: <http://www.lib.usf.edu/virtual>.

APPLICATION PROCEDURE: Send a letter of application, vita, and names, telephone numbers, and e-mail addresses of three references by **March 31, 2001**, to:

Todd Chavez, Human Resources Librarian
University of South Florida
4202 E. Fowler Avenue, LIB 122
Tampa, FL 33620-5400
(813) 974-4592; (813) 974-5153 fax
tchavez@lib.usf.edu

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

For disability accommodations, contact Todd Chavez at (813) 974-4592, TDD (813) 974-9874, at least five working days in advance of need.

Librarian #582. **Morehead State University**, HM 101, Morehead, KY 40351. MSU is an equal opportunity, affirmative action employer.

PRODUCT CONSULTANT. Online Computer Library Center, Inc. (OCLC) is an innovative, high-tech library computer services and research organization that creates state-of-the-art online services and software used by more than 38,000 libraries in 76 countries and territories around the world. We are currently seeking a MARS Product Consultant for our beautiful Lacey, Washington location. You will act as lead account manager for MARS (MARC Record Service) authority control, database conversion, record enrichment, and updating services by creating sales opportunities and assisting in pricing formulation, planning, and policy. Since MARS is a flexible and comprehensive product that accommodates the needs of every type of library, you will contact large research institutions and smaller public or special libraries. The selected candidate must possess a bachelor's degree in Marketing, Business, and/or Sales; an MLS from an ALA-accredited library school; marketing experience, preferably 2-5 years in the library market; and excellent verbal and written communication skills. For consideration, please submit your résumé with salary

requirements—indicating Job Code 03-001—to: OCLC, Corporate Human Resources, 6565 Frantz Road, Dublin, OH 43017-3395; jobline: (614) 764-6060 or (800) 848-5878 ext. 6060; fax: (614) 798-5718; e-mail: jobs@oclc.org; or complete the OCLC Employment Application online. Please access our Web site for more information at: www.oclc.org. OCLC is an equal opportunity employer and is actively seeking minority candidates for these positions.

REFERENCE LIBRARIAN I. Concordia University is seeking an energetic individual to serve as a full time Reference Librarian. Responsibilities include assisting students, faculty, and staff with library resources, developing library services for remote users, staffing the reference desk, and serving as a faculty liaison. Qualifications include MLS, MLIS, or equivalent degree (second master's in Education or Psychology preferred), experience with electronic resources (ERIC is a must), academic library experience, and a commitment to Lutheran education and values congruent with the Lutheran Church. Excellent customer service skills are a must. Position includes one evening a week and weekend rotation. Concordia University is a Christian institution, owned by The Lutheran Church—

Princeton University



DATA SERVICES SPECIALIST

Princeton University

The Princeton University Library's general collection includes about 6 million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases, and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 300 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among 20 sites on campus, including a large central library. More information may be found at the Library's Web site: <http://libweb.princeton.edu:2003/>.

AVAILABLE: Immediately.

DESCRIPTION:

This position has two components. The major component is providing consulting services for undergraduates, graduate students, and faculty who use machine-readable data and various forms of related statistical analysis in a variety of academic disciplines, particularly economics, sociology, and politics. This includes retrieving/manipulating complex data from a variety of physical sources, including CD-ROMs and Internet archives; transferring data between platforms for use in multiple computing environments, including UNIX and Windows; providing extracts/tables based on electronic data, including government census/survey data and public opinion polls. The following duties are also important: providing assistance in choice, application, and interpretation of quantitative techniques; engaging in individual consultation, group instruction, and creation of documentation; evaluating and designing end-user systems and Web-based access tools; and developing data extraction routines in statistical packages and via Web CGI, Perl, Scripts, and other tools as appropriate. The second component is maintaining efficient operability of the Data and Statistical Services Lab, with duties that include installation, back-up and testing of new software, configuration of machines, removing obsolete/inappropriate files, and maintaining the hard disks. The Data Services Specialist reports to the Head, Social Science Reference Center. For more detail on Data and Statistical Services, consult: <http://www.princeton.edu/~data/>

QUALIFICATIONS:

Required: Bachelor's degree and background in computing and quantitative data analysis with expertise in at least one major statistical package (e.g., SAS, SPSS, Splus, or Stata). Preferred: Advanced degree in a quantitative social science or equivalent experience and/or MLS from an ALA-accredited school; experience in using complex machine-readable data; programming ability; and familiarity with UNIX and microcomputer environments. Demonstrated ability and experience functioning successfully in a fast-paced environment with a strong service orientation.

BENEFITS:

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

SALARY AND RANK:

Dependent upon qualifications and experience. Position may be a Librarian position or a Professional Technical Staff position.

Review of applications will begin immediately and will continue until the job is filled. Nominations and applications (résumé and names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Data Services Specialist
c/o Lila Fredenburg, Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544**

Princeton University is an equal opportunity, affirmative action employer.

Missouri Synod. We offer an excellent benefits package, including health, dental, retirement, and tuition reimbursement. Minimum salary is \$30,000. The position will remain open until a qualified candidate is found. For immediate consideration, please forward cover letter, resume, and three references to: Pam Chrusciel, Director of Human

Resources, **Concordia University**, 7400 Augusta Street, River Forest, IL 60305; fax: (708) 209-3178; e-mail: resume@curf.edu. EOE/MF.

REFERENCE LIBRARIAN. Montgomery College. To promote and support student learning, it is the responsibility of the reference library



HEAD OF SPECIAL COLLECTIONS

University of South Florida

USF is a comprehensive, metropolitan state university, serving more than 34,000 students in nine colleges on four campuses in Tampa, Lakeland, St. Petersburg, and Sarasota. Among the top research universities in the state, USF offers degree programs in 79 undergraduate disciplines, 89 master's and specialist programs, and 26 doctoral fields, and has a faculty of more than 2,000.

POSITION: Reporting to the Director of the Tampa Campus Library, the Head of Special Collections is responsible for the development, management, and leadership of the Special Collections and University Archives units.

RESPONSIBILITIES: The position has responsibility for managing public services for Special Collections; working closely with library faculty, the Director of Library Advancement, and the University at large to acquire collections that support the University's curricular and research interests; serving as a spokesperson and liaison to Library and university administration, professional, and scholarly organizations, faculty, staff, students, and the general public in advancing the status of special collections; space management; collection development; supervision of conservation and preservation of rare materials; and personnel supervision

MINIMUM QUALIFICATIONS: A master's degree from an ALA-accredited school of Library and Information Science or a Ph.D. in the Social Sciences or Humanities is required. Additional minimum qualifications include eight (8) years post-master's/doctoral, progressively responsible experience in managing special collections; experience in building collections of archival or special collections materials; successful supervisory experience; ability to provide leadership in a collegial manner in an ever-changing environment; working knowledge of the use of the Internet and Web-based technologies in higher education and academic libraries.

PREFERRED QUALIFICATIONS: Advanced degree in history, American literature, or related discipline; experience working with special and/or archival collections in an academic environment; background in and knowledge of rare books; demonstrated knowledge of and interest in Florida history; strong scholarship and service credentials commensurate with qualifications for the rank of full University Librarian.

SALARY AND BENEFITS: Minimum salary of \$45,000, negotiable based on experience relevant to the library's mission. Librarians are 12-month, non-tenured faculty with 22 days' vacation and 13 days' sick leave annually; TIAA-CREF or other retirement options and insurance benefits.

THE LIBRARY: The USF Library, located in Tampa, is the main research library for the multicampus USF Library System and offers extensive print and electronic resources to campus, community, and remote users. The Special Collections, with more than 1 million items, holds major collections of Floridiana, rare maps, 19th Century American literature and children's books, manuscripts, and University archives. An expanding Florida history collection documents the area's business, political, social, and family life. The staff is composed of two librarians, one archivist, two support positions, and graduate and student assistants. For more information on this position, the Library, or the University of South Florida, please visit: <http://www.lib.usf.edu/>.

APPLICATION PROCEDURE: Send a letter of application, vita, and names, telephone numbers, and e-mail addresses of three references by **March 31, 2001**, to:

Todd Chavez, Human Resources Librarian
University of South Florida
4202 E. Fowler Avenue, LIB 122
Tampa, FL 33620-5400
(813) 974-4592; (813) 974-5153 fax
tchavez@lib.usf.edu

*USF is an equal opportunity, affirmative action, and equal access institution.
For disability accommodations, contact Todd Chavez at (813) 974-4592, TDD (813) 974-9874,
at least five working days in advance of need.*

faculty to provide and disseminate information services in support of the college's mission. Reference services may include developing, creating, or improving access to a variety of resources and services or acquiring instructional materials. Requirements: Master's degree in library science from an ALA-accredited institution; teaching or

training experience preferred; reference experience using electronic and print resources; demonstrated competence with HTML and productivity software; strong institutional service orientation including demonstrated experience with diverse populations; excellent written and oral communication skills; ability to teach and work collaboratively

DIGITAL SERVICES LIBRARIAN

Drake University, Cowles Library

DRAKE AND COWLES LIBRARY: Drake University is a comprehensive, selective university with an innovative student-centered curriculum that blends the liberal arts with professional training. Cowles Library has established itself as a campus leader in the development and deployment of knowledge resources in the electronic format. Building on a strong heritage of student-focused user services and collections, the library is developing and evolving both a policy context and an operational structure for the delivery of digital content. Over the next several years, the library will be pursuing a set of initiatives intended to more fully realize the potentials for using electronic resources.

RESPONSIBILITIES: The library seeks a proactive professional to initiate, lead, and undertake projects that make use of digital library resources and services, leading to their effective integration as part of the student learning experience. This individual will work in a highly collaborative environment with other librarians, focused on a close partnership with teaching faculty to achieve three primary goals: 1) assessment of emerging instructional needs; 2) development and delivery of new learning opportunities with technology and digital content; and 3) promotion of library services and resources. This individual will have the technical knowledge to create, design, and organize Web sites and other electronic tools for mediation of content and library services. This person will report to the Director, Operations and Systems, and will work closely with all of the library's operational teams. The position will also include a Collection Development assignment and limited service desk duty. Participation in professional activities is strongly encouraged and supported.

QUALIFICATIONS: Degrees: ALA-accredited MLS highly preferred; candidates holding an advanced degree in a related area such as Instructional Design, Information Science, or Computer Science accompanied by relevant library experience will also be considered. Required: Strong familiarity with library electronic resources; demonstrated knowledge of information use patterns of users and how its effective organization can facilitate teaching and learning; demonstrated knowledge of HTML, coding practices; experience in building database-integrated dynamic Web sites; command of site management and assessment tools and gateway/interface toolkits for access to bibliographic and other data via database interface mechanisms; ability to organize and implement projects; ability to work in a collegial, team-structured organization that promotes collaboration and the sharing of knowledge. Preferred: Undergraduate or second advanced degree in arts and sciences, humanities, or education; prior experience in library public or technical service.

SALARY: Minimum \$40,000. Rank: Appointment rank and compensation will be commensurate with qualifications and experience. Available: Review of applications will begin **March 15, 2001**, subject to final budget approval.

APPLICATION PROCESS: A full position description is available at: <http://www.drake.edu/lib/job.html>. Applicants should submit a letter addressing position qualifications, along with a complete vitae and contact information (including email addresses) for three references to:

**Rod Henshaw
Dean, Cowles Library
Drake University
2507 University Avenue
Des Moines, IA 50311**

EEO/AA/MF/D/V

in a multicultural, user-oriented environment. Review of application material begins February 26, 2001, and will remain open until filled. Submit a cover letter addressing qualifications for the position, resume, names, addresses, and telephone numbers of five job-related references plus copies of transcripts to: **North Harris Montgomery Community College District**, Human Resources, 250 N. Sam Houston Parkway East, Houston, TX 77060; e-mail: jobs@nhmccd.edu; fax: (281) 260-3186. For consideration, reference #A0247-CRL must be included in the cover letter. For more information, visit our Web site: <http://job.nhmccd.edu>. Finalists will be asked to submit a detailed professional portfolio for Montgomery College positions. Information on portfolio content is located at: <http://job.nhmccd.edu/>. Interviewees will be selected from the list of finalists submitting portfolios. The interview will include an interactive teaching demonstration. Affirmative action, equal opportunity employer.

REFERENCE/INSTRUCTION LIBRARIAN. Carleton College seeks an intelligent, creative, energetic, and outgoing reference librarian with a strong background in either the humanities or sciences. Top salary paid for top talent. Excellent fringe benefits package. Applications must be received by April 2, 2001. Starting date: July 2001. For a position description and application procedures, see: <http://www.carleton.edu/campus/HR/library.html>.

REFERENCE/INSTRUCTIONAL LIBRARIAN. North Harris College Library recently opened its new 40,000-square-foot facility featuring two instructional computer labs. The successful candidate will participate in a user-focused team that develops, delivers, and promotes library instruction programs including but not limited to vocational and nontraditional learning courses and develop programs that promote library services to a diverse community of learners. Requirements: Master's degree in library science from an ALA-accredited

TWO POSITIONS AVAILABLE

Washington University

Washington University Libraries invite applications for the two positions: Reference/Subject Librarian (Germanic Languages and Literatures, European Studies) and Reference/Subject Librarian (psychology). The librarians in these positions provide reference, instructional, and collection development services to faculty, graduate and undergraduate students, and members of the University community. Both positions report to the Head of Reference.

RESPONSIBILITIES: Serve as library liaison to the German department and assist library patrons working in the areas of German and European Studies OR serve as liaison to faculty and students in the Psychology Department and the Philosophy-Neuroscience-Psychology (PNP) program. Provide individual and group instruction in the use of library resources and services. Provide research consultation. Develop library Web-based guides and other instructional aids, promoting awareness of library resources and services. Select library materials and manage the resources budget for their area of responsibility. Provide reference assistance to patrons at the Olin Library Help Desk (including some weekend and night hours) using a wide array of print and electronic resources. Participate as an active member of the Reference and Subject Librarians team and in other library committee work. Perform additional tasks according to individual strengths and experiences.

QUALIFICATIONS FOR BOTH POSITIONS: MLS from an ALA-accredited library program. Experience in the provision of reference services and/or collection development in an academic library desirable. Familiarity with electronic information technologies. Ability to flourish in a rapidly changing environment. Ability to work and interact harmoniously with a diverse student body, faculty, and library staff. Demonstrated commitment to professional growth and development

Qualifications Specific to Psychology Subject Librarian

Undergraduate major in psychology; a minor or substantial coursework in psychology will be considered.

Members of the Department of Psychology collaborate closely with researchers in the Medical School, other departments in the School of Arts and Sciences, and the schools of Business, Law, and Social Work. The psychology major is one of the two most popular at Washington University. The Department of Psychology, renowned for its dedicated faculty, enjoys a national and international reputation for excellence. The libraries' collections cover all areas of psychology.

Qualifications Specific to German Subject Librarian

Coursework or relevant experience in German Studies or related disciplines. Excellent reading knowledge of German.

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institution; teaching or training experience preferred; reference experience using electronic and print resources; demonstrated competence with HTML and productivity software; strong institutional service orientation; excellent written and oral communication skills; ability to teach and work collaboratively in a multicultural, user-oriented environment. Review of application material begins February 26, 2001, and will remain open until filled. Submit a cover letter addressing qualifications for the position, resumé, names, addresses, and telephone numbers of five job-related references, plus copies of transcripts to: **North Harris Montgomery Community College District**, Human Resources, 250 N. Sam Houston Parkway E., Houston, TX 77060; or e-mail: jobs@nhmccd.edu; or fax to: (281) 260-3186. For consideration, reference #10347-CL must be included in the cover letter. For more information, visit our Web site at: <http://job.nhmccd.edu>. AA/EEO.

REFERENCE/INSTRUCTIONAL SERVICES LIBRARIAN. Taylor University (Upland, Indiana) is seeking a librarian with the ability and desire to provide creative, enthusiastic reference and instructional services. This person will coordinate user education through a variety of settings and methods. He/she will demonstrate proficiency in the use of reference and research tools, as well as the use of the Internet for reference and instructional purposes; teach in traditional classroom settings and other contexts with a bent toward creativity; employ advanced skills in computer, especially Web-based, applications; work collegially with other library faculty; and profess and practice the integration of a personal Christian world-view with professional librarianship in the context of a Christian liberal arts college. An MLS degree (or equivalent) from an ALA-accredited program is required.

A second master's degree (or a commitment to obtain one) is also required. Candidates should have prior employment experience in an academic library and instructional experience within a library context. Excellent interpersonal and communication skills are requisite. Candidates must be able to commit unreservedly to the educational mission and evangelical Christian orientation of the University. This position holds faculty status, is designated as tenure-track, and is currently open. Rank and salary are dependent upon qualifications and experience. **Taylor University** complies with federal and state guidelines for nondiscrimination in employment. A complete position announcement is available at: www.taylor.edu/upland/campus/jobs/faculty/library12-29-00.html. Inquiries, credentials, and supporting materials should be addressed to: Dwight Jessup, Vice President for Academic Affairs, Taylor University, 236 W. Reade Avenue, Upland, IN 46989-1001.

REFERENCE/SCIENCE LIBRARIAN. Academic staff; 12-month appointment. Due to a retirement, starting date not later than July 1, 2001. Duties: Serve as library liaison to the College of Engineering, Mathematics, and Science and the Industrial Studies Department and provide appropriate collection development and user instruction assistance; responsible for providing reference desk service, including an evening and occasional weekend; assist in the selection of electronic and traditional resources and the design and content of subject Web pages; participate in training and instruction which provides quality training to faculty, staff, and students. Reports to the Library Director. Required: ALA-accredited MLS degree; demonstrated knowledge of Internet use and the effective use of print and electronic resources in the sciences, especially engineering, chemistry, and physics. Expected: Willingness

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The Department of Germanic Languages and Literatures at Washington University, renowned for its dedicated faculty, enjoys a national and international reputation for excellence. The libraries' collections cover all areas of German literature from the Middle Ages to the present. Approximately 35,000 volumes are in the field of Germanic languages and literatures.

SALARY AND BENEFITS: Salary Range: \$28,000–\$34,000, TIAA-CREF, 22 vacation days, excellent benefits package.

GENERAL INFORMATION: Washington University, located at the western edge of the city of St. Louis, is a medium-sized, independent university founded in 1853, internationally known for excellence in teaching and research and for the quality of its faculty and student body. Washington University Libraries include the John M. Olin Library and 12 school and departmental libraries and hold over 3 million volumes and 18,000 journal subscriptions.

WEB SITES FOR ADDITIONAL INFORMATION:

Washington U. University	http://www.wustl.edu
Olin Library System	http://library.wustl.edu
Olin Library Reference Services	http://library.wustl.edu/~ref
Olin Library German Collections	http://www.artsci.wustl.edu/~german/libraries.html
German Department	http://www.artsci.wustl.edu/~german
European Studies Program	http://www.artsci.wustl.edu/~europe
Psychology Department	http://www.artsci.wustl.edu/~psych
Philosophy-Neuroscience-Psychology	http://www.artsci.wustl.edu/~pnp

APPLICATION INFORMATION: Submit letter of application, résumé, copies of undergraduate and graduate transcripts, names, and addresses (including telephone numbers) of three current references to:

**Human Resources
Washington University
Campus Box 1178
7425 Forsyth Boulevard
St. Louis, MO 63105**

The review of applications will begin immediately and continue until the position is filled.

Employment eligibility verification required upon hire.

Washington University is an equal opportunity, affirmative action employer.

and enthusiasm to adopt new technologies and ability to work, teach, and communicate effectively, both orally and in writing, with students, faculty, and staff; commitment to public services. Preferred: Undergraduate degree in engineering, chemistry, or physics and two years' experience in an academic library; however, recent graduates are encouraged to apply. Salary: Commensurate with qualifications and experience; minimum \$34,000. Attractive fringe benefits. Review of applications will begin on March 31, 2001. Send application letter detailing qualifications for the position, a current résumé, and names, addresses, and phone numbers of three or more professional references to: Paul Moriarty, Chair, Search and Screen Committee, Elton S. Karrmann Library, **University of Wisconsin-Platteville**, 1 University Plaza, Platteville, WI 53818-3099; e-mail: moriarty@uwplatt.edu; telephone: (608) 342-1688; Web site: www.uwplatt.edu/~library. Affirmative action, equal opportunity employer. Women and persons of color are encouraged to apply. The names of nominees and applicants who have not requested in writing that their identity be kept confidential, and of all finalists, will be released upon request.

TENURE-TRACK LIBRARY FACULTY POSITION. San Francisco State University invites applications for a tenure-track library faculty position in the J. Paul Leonard Library beginning August 6, 2001. The successful candidate will be expected to fulfill a combination of responsibilities in the areas of instruction, reference, collection development, and liaison work with discipline-based faculty. Primary subject responsibilities in the biological sciences and health sciences. Librarians have full faculty status. Appointment is expected to be at the rank of Senior Assistant Librarian with a minimum salary of \$46,488.

As faculty, librarians are expected to meet faculty requirements for tenure and promotion. Tenure is normally granted with seventh-year reappointment. Required Qualifications: ALA-accredited master's in Library and Information Science. Academic background and/or professional experience in the biological sciences and/or health sciences. Ability to provide research advice and instruction at a general reference desk on the use of print and electronic resources, including government sources. Working knowledge of new and emerging technologies and familiarity with their impact on higher education and research. Ability to work independently and as a member or leader of a team. Ability to work effectively with culturally diverse campus constituency. Excellent oral and written communication skills. Strong service ethic. Able to work evenings and weekends. Desired Qualifications: At least one year professional post-MLS academic library experience with instruction and reference responsibilities. Experience and demonstrated knowledge in the teaching of electronic resources, including internet/World Wide Web-based resources and understanding of the issues related to their delivery and access. Knowledge and experience with collection development and management of print and electronic resources supporting university curricula. Potential to support other subject areas. Experience with Web development and/or management. Information about the J. Paul Leonard Library, and an enhanced position description, are available at: www.library.sfsu.edu. San Francisco State University, a member of the California State University system, serves a diverse student body of 27,000 undergraduate and graduate students. The mission of the University is to promote scholarship, freedom, human diversity, excellence in instruction, and intellectual accomplishment. SFSU faculty are expected to be effective teachers and demonstrate professional achievement and growth through continued research, publications, and/or

WAYNE STATE UNIVERSITY

ACCESS SERVICES MANAGER (LIBRARIAN I/II/III)

Wayne State University

Wayne State University is a Carnegie Research University I with a demonstrated commitment to teaching and learning excellence. The university's enrollment of more than 31,000 (18,400 undergraduates) makes it the 18th largest university in the United States. The university is located in an attractive urban setting, surrounded by museums, theaters, and corporate offices easily accessible from several Detroit-area interstate freeways and Canada. The University Library System consists of the Undergraduate, Purdy/Kresge, Science and Engineering, Shiffman Medical, and Neef Law Libraries; Media Services; UGE 1000; the graduate Library and Information Science Program; and the Wayne State University Press.

POSITION AND RESPONSIBILITIES:

We seek an experienced librarian to manage, train, develop, and evaluate staff for the provision of services in circulation, stacks maintenance, reserves, and periodical reading room. Reporting to the assistant director of the Purdy/Kresge Library, this position will: plan and implement changes in policies and procedures for circulation and fees desks, stack maintenance, reserves, and periodicals; perform duties of various circulation and fees desks, stack maintenance, reserves, and periodicals staff members in their absence; maintain and consolidate usage statistics for circulation, stack maintenance, reserves, and periodicals operations; prepare monthly reports; act as liaison with the Library System business office for financial functions; provide instructional and reference assistance to Purdy/Kresge Library patrons; act as a liaison to one or more departments in the social sciences, humanities, fine arts, education, or business, including related collection development, instruction, and reference duties; participate in state, regional, and national users groups for the WSU OPAC/circulation system as well as attend meetings, conferences, and seminars on current trends and developments in library access services; perform other duties as assigned.

REQUIRED QUALIFICATIONS:

Master's degree in Library and Information Science from an ALA-accredited institution. Undergraduate degree in social sciences, fine arts, or humanities. Two or more years' experience in monitoring personnel activities and supervising the work of paraprofessional, clerical, and student assistant staff in an academic or research library. Ability to set priorities for departments and subordinates, to deal tactfully and professionally with clerical and paraprofessional staff, student assistants, faculty, administration, and the public, to organize time and tasks, and to gather data and prepare reports. Ability to deliver lectures, small group learning experiences and one-to-one teaching/learning experiences that are appropriate to the learner. Excellent organizational, interpersonal, and oral and/or written communication skills; high energy level. Willingness and ability to work rotational evenings and weekends.

PREFERRED QUALIFICATIONS:

A second master's degree, doctorate, or equivalent subject expertise in the humanities, fine arts, or social sciences. Reference experience in an academic or research library. Experience in circulation, reserves, periodical services, and/or stacks maintenance.

SALARY AND BENEFITS:

Salary and rank commensurate with experience. Wayne State University offers dental and health plan options, TIAA-CREF or Fidelity, tuition assistance for employees and family members, relocation assistance and liberal vacation.

APPLICATIONS:

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

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

Position available immediately. Applications accepted until position is filled.

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

**PUBLIC SERVICE
LIBRARIANS
(TWO POSITIONS
AVAILABLE)**

University of Memphis

Access Services Librarian

Supervises interlibrary loan and document delivery. Also plans and coordinates services to remote users. Participates in reference and collection development.

Collection Development Librarian

Leads development and implementation of a comprehensive collection development program. Also participates in reference services.

Both positions participate in evening and weekend rotations. ALA-MLS required. Review of applications begins **March 30, 2001**. Full announcements at: www.lib.memphis.edu or call (901) 678-2201. Submit cover letter, resumé, and contact information for three references to:

Nancy Massey
126 Ned R. McWherter Library
University of Memphis
Memphis, TN 38152-3250

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

**Library Technology Team Leader
(Analyst Programmer)**

University Library is seeking a forward-thinking, organized, analytical professional with strong interpersonal skills responsible for the research, coordination, project management and assessment of the library's Web delivery of digital library collections, electronic publications and digital curricular resources. The Team Leader will also plan and build digital archiving tools for the preservation of digital objects.

Qualifications: BA or BS preferred, experience in an academic library environment and knowledge of library technology, 5-7 yrs. exp. in system analysis, software engineering, IT, or networked applications development. Experience in Windows, UNIX, MARC, TCP/IP, HTTP protocols. Experience with HTML and XML Library system management (especially INNOPAC) exp. preferred.

CWRU offers a flexible benefits package including tuition waiver for employee and dependents. Please respond in confidence, including salary history, to:

CASE WESTERN RESERVE UNIVERSITY
Human Resources Dept. (code #593)
10900 Euclid Avenue, Crawford Hall
Cleveland, OH 44106-7047, Fax: 216-368-4678
Email: glm5@po.cwru.edu (word.doc).



View the complete position description at <http://www.cwru.edu>. Review of applications is ongoing and will continue until the position is filled.

In employment as in education, CWRU is committed to Affirmative Action and Equal Opportunity.

**THE SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

**San Diego Mesa College
DEAN**



Learning Resources and Instructional Support

San Diego Mesa College is seeking a dynamic person with strong skills and experience in managing the instructional support programs associated with the college's Learning Resource Center which includes the Library, the Center for Independent Learning, audiovisual services, and video production and post-production services. The Learning Resource Center itself is a beautiful award-winning four-story building serving the campus' 24,000 students.

Required Qualifications: Possession of a Master's degree from an accredited institution (Master's in Library or Information Science, Instructional Technology, or Computer Technology is desirable) and at least one year or recent experience in an institution of higher education as a department chair and/or manager of a department or division in which library science, computer and information systems and/or audiovisual support systems is part; demonstrated experience working with a multicultural, multiethnic community with individuals of varied socioeconomic backgrounds. Salary: \$5,888-\$7,891 per month. Applications must be received in the Human Resources Employment Office no later than 4:30 p.m. on March 29, 2001. To request application materials, please contact: **The San Diego Community College District, Human Resources - Employment Office, 3375 Camino del Rio South, Suite 330, San Diego, CA 92108-3883; (619) 584-6580 or 1-800-648-4023; <http://www.sdccd.net/employment/>.**

knowledge is power *****

Staley Library

Millikin University
Decatur, Illinois

THREE POSITIONS AVAILABLE

Millikin University

Created following a retirement and restructuring, these positions offer the opportunity to be involved in all aspects of librarianship, in a team environment where open dialog is common practice and new ideas are welcomed and encouraged.

All three positions will share reference service and collection development responsibilities, and will participate in a very active research instruction program. In addition, each position will gradually assume responsibility for one or more aspects of public and/or technical services. With the Director of Staley Library, the librarians collaborate in long- and short-range planning and overall management of all Staley Library services. Faculty rank equivalent (not tenure track) at the Instructor level.

A complete description of responsibilities is available at: http://www.millikin.edu/staley/librarian_job_description.html.

REQUIREMENTS: Master's degree in Library Science (MLS or comparable) from an ALA-accredited institution. Preference will be given to relevant work experience in an academic library, especially in the provision of reference and library instruction using both traditional and electronic approaches. Supervisory experience desirable. Enthusiasm, flexibility, a sense of adventure, and willingness to learn and to pitch in are musts. Effective interpersonal, collegial, verbal, and written skills important; service commitment essential; ability to work well both independently and as part of a team; comfort with details and change.

Staley Library and Millikin University: Millikin University, founded in 1901, is a selective, comprehensive undergraduate university of over 2,200 students, with schools of arts & sciences, business, fine arts, and nursing. Millikin University's Staley Library staff prides itself on its strong service collaborations with the university's students and faculty. The library's traditional holdings include 183,000 physical volumes and 1,000 print journal subscriptions, and its electronic services reflect a broad range of resources and many consortial ties. For more information, see: http://www.millikin.edu/staley/library_facts.html on the library's extensive Web site.

SALARY: Beginning at \$28,000.

TO APPLY: Send applications, including résumé and contact information for three references, to:

Karin Borel
University Librarian
Millikin University
1184 West Main Street
Decatur, IL 62522

Consideration of applications will begin immediately and will continue until all three positions are filled.

Millikin University is an equal opportunity employer. Persons of color are encouraged to apply.

creative activities. Application Procedure: Review of applications will begin April 2, 2001 and continue until the position is filled. Candidates should submit a letter of application, resume, and the names, postal and e-mail addresses, and telephone numbers of three references to: Pam Kullberg, Personnel Coordinator, J. Paul Leonard Library, **San Francisco State University**, 1630 Holloway Avenue, San Francisco, CA 94132-4030. San Francisco State University is an affirmative action, equal opportunity employer. Minorities, women, and persons with disabilities are encouraged to apply.

WEB ADMINISTRATOR. Position Number: 010Y2M. Indiana University Bloomington. Under the direction of the Director of Library Information Technology Services, and in consultation with the Associate Deans, serves as the lead Web architect; coordinates the development and implementation of a usability plan for the IUB Libraries Web site; oversees and implements the redesign of the current Web site utilizing recommendations of usability and Web architecture consultants reports; monitors and implements appropriate changes in Web technology and software in cooperation with technical support staff; heads the Web Policy Committee and the Web Working Team; represents the libraries in appropriate University and

national groups and committees; coordinates training of staff in the use of Web development tools to support a decentralized network of Web developers; carries out new projects as appropriate. Qualifications: Required: MLS/MIS or equivalent experience and education; knowledge of Web architecture principles with understanding of graphic design elements; project management/leadership skills; experience in building database-backed dynamic Web sites; collaborative/consensus-building skills; sophisticated understanding of the role of technology in provision of information resources/services; advanced HTML; excellent verbal and written communication skills; strong organizational skills; creativity; user focus; problem-solving skills. Preferred: Working knowledge of some combination of UNIX, CGI, Perl, Script, Java, SGML, and XML; knowledge of Web accessibility/usability norms and guidelines; experience with and understanding of a research environment and academic electronic resources, library services, and databases. Please include a letter of application, a professional vita, and names, addresses, and phone numbers of four references. Apply to: Yolanda Cooper-Birdine, Libraries Human Resources Officer, **Indiana University Library**, Main Library 201A, 1320 10th Street, Bloomington, IN 47405; phone: (812) 855-8196. This job posting will be posted until the position is filled.

CATALOGER, MASON LIBRARY

ASSISTANT PROFESSOR

Tenure-track, 12-month appointment

KEENE STATE COLLEGE

Keene State College's Mason Library invites applications for the position of **Head Cataloger**. Under the direction of the Head of Cataloging and Acquisitions, the Cataloger provides direction for cataloging of all print and non-print library materials, including those for Special Collections, the Curriculum Materials Library, the Center for Holocaust Studies and the center for Media and Instructional Technology. The Cataloger coordinates cataloging of materials in collections elsewhere on campus such as the Career Services, Women's Studies, and Music libraries; performs original cataloging as necessary and sets standards for cataloging quality control; participates in a regular reference desk rotation; and may serve as liaison to designated academic disciplines which includes responsibility for collection development and user education. The Cataloger provides training as needed to cataloging staff and also maintains ongoing communication about cataloging issues with Keene Public Library, which shares the Keene-Link library catalog.

Qualifications: Required: Master's Degree in Library Science from an ALA accredited program. Knowledge of automated library operations with special emphasis on descriptive and subject cataloging utilizing AACR2, LCSH and LC classification, MARC formats and OCLC. Excellent interpersonal skills and the ability to work collaboratively with others. Knowledge of the Internet, online information retrieval, and use of electronic resources. **Desired:** Knowledge of the Innovative Interfaces Innopac system. Knowledge of current trends in cataloging, especially metadata and text encoding systems and the classification of electronic or digitized resources. Three to five years of related professional experience. Reading knowledge of one or more foreign languages. Evidence of professional involvement. Appointment salary is dependent upon qualifications and experience.

Keene State College is an affiliate of the University System of New Hampshire. The College is a public comprehensive college located in the scenic Monadnock region of southwestern New Hampshire. Keene State College and its teacher education programs are NEASC/NCATE-accredited. The College has an enrollment of approximately 3,800 undergraduate students, 100 graduate students and 800 continuing education students. The KSC library houses approximately 300,000 paper volumes and has active subscriptions to more than 1,200 periodicals, newspapers, and annual publications. It also enjoys a unique partnership with the Keene Public Library, combining collections and services through the Keene Link electronic catalog. To learn more about Keene State College, the University System of NH, and the Keene Community visit these websites: www.keene.edu/ or www.KeeneNH.com/. For further information about Keene State College's Mason Library, please refer to: www.keene.edu/library/.

To apply, send a letter of application, curriculum vitae, and three letters of reference by **March 15, 2001** to *Cataloger Search, Office of Human Resource Management, Keene State College, 229 Main Street, Keene, NH 03435-1604*.



KEENE STATE COLLEGE

Keene State College is an Affirmative Action/Equal Opportunity Employer and is engaged in an effort to build a community that reflects the diversity of society.

Late Job Listings

ARCHIVIST/TECHNICAL SERVICES LIBRARIAN. Bailey/Howe Library, University of Vermont. The University of Vermont Libraries seeks a self-motivated and flexible professional with good interpersonal skills to work on a Special Collection team that includes three faculty librarians and 4.5 classified staff. Major duties include providing access to manuscript and archival collections through online cataloging and EAD collection descriptions; some original MARC cataloging of monographs, serials, and nonbook materials; and reference desk service and bibliographic instruction for materials in Special Collections. Master's degree from a program accredited by the ALA required; two years of professional academic library experience or equivalent; experience arranging and describing manuscript/archival collections; working knowledge of original MARC cataloging

HEAD, INFORMATION SERVICES DEPARTMENT

Southeast Missouri State University

RESPONSIBILITIES: Provide vision and dynamic leadership for development of staff, collections, and both electronic and traditional information services. Supervise and coordinate the daily and long-term development and operation of the department including reference, bibliographic instruction, government documents, and instructional materials center. Supervise six library faculty and two professional staff. Participate in provision of information services and in the comprehensive collection development program. Develop active working relationships with university students, faculty, and administrators to identify and assess information needs. Work closely with the dean and other department heads to plan, implement, and develop library programs and policies.

REQUIRED QUALIFICATIONS: ALA-accredited MLS. At least three years of successful supervisory experience which include hiring, training, supervising, and evaluating others. At least three years' increasingly responsible professional work experience in an academic library. Commitment to high quality service. Excellent analytical, interpersonal, and written and oral communication skills. Demonstrated initiative, leadership, and mentoring ability. Experience with library technologies. Experience with planning and policy development. Demonstrated commitment to the teacher/scholar model, public and University service, and a culturally diverse learning environment. Ability to work well as a member of a group as well as individually in a demanding and rapidly changing environment.

PREFERRED QUALIFICATIONS: Second master's or doctoral degree. Teaching experience.

SETTING: Southeast Missouri State University is a comprehensive student-centered university of five colleges and two schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 8,500 with a student/faculty ratio of 18:1. Library collections include over 400,000 bound cataloged volumes and current subscriptions to approximately 2,500 periodicals and a growing number of electronic databases. Staff includes 13 library faculty, six professional staff, and 22 clerical positions. The library has added positions, led development of a 12-million-dollar renovation plan, established a library strategic plan, and increased support for the development of services and collections. While currently using NOTIS, Kent Library is one of 50 academic libraries in Missouri which have formed a consortium to purchase and implement a common library platform from Innovative Interfaces with all installations to be complete in 2002.

SALARY RANGE: \$45,000 –\$55,000, depending on qualifications and experience. Twelve-month full-time tenure-track faculty appointment. Must meet established criteria, including a second master's or doctoral degree, for promotion and tenure. Tuition remission part of benefits package.

APPLICATIONS: Applications received by **March 23, 2001**, will receive first consideration. Preferred starting date August 1, 2001. Position will remain open until filled. Send letter of application specifying desired position which addresses qualifications for the position, résumé, transcripts, and names, addresses, phone numbers, and e-mail addresses of three references to:

Sarah Mort Cron
Dean, Academic Information Services
Kent Library - MS 4600
Southeast Missouri State University
One University Plaza
Cape Girardeau, MO 63701

An equal opportunity, m-f, affirmative action employer.

practices; HTML, SGML, and EAD coding experience; strong written and interpersonal communications skills. To apply: Send letter of application, résumé, and names, addresses, and phone numbers of three professional references to: Chair, Archivist Search Committee, Bailey/Howe Library, **University of Vermont**, Burlington, VT 05405. Review of applications will begin March 15, 2001. For more information visit: <http://bailey.uvm.edu/jobs/archivist/>.

DIRECTOR, INFORMATION SERVICES AND RESOURCES. University of California San Francisco, Library and Center for Knowledge Management. The UCSF Library

HEAD, M. E. GRENANDER DEPARTMENT OF SPECIAL COLLECTIONS AND ARCHIVES

University Libraries, University at Albany, SUNY

The Head of the M. E. Grenander Department of Special Collections and Archives Department is responsible for the leadership, development, and management of the Department. Responsibilities include: developing collections and collection policies, coordinating departmental user services, managing budgets, training and supervising five FTE personnel, fundraising, coordinating the cataloging of collections, and overseeing the processing of printed, manuscript, and archival materials. Provides leadership for the development of digital collections and access to digitized resources. Works with the Director of Libraries and the Assistant Director for Collections to acquire collections that support the University's curricular and research interests and to seek funding for the collections. Coordinates collection development with library bibliographers. Serves as spokesperson to advance the status of Albany's special collections. Provides departmental reference services. Manages access to special collections, including preparation of finding aids, guides, bibliographies, hosting conferences, and designing and mounting exhibits. Reports to the Assistant Director for Collections.

QUALIFICATIONS: Required: Minimum of three years' experience acquiring and processing manuscripts and archives; relevant administrative experience; strong interpersonal and communication skills. MLA from ALA-accredited school. Preferred: Additional graduate degree in the social sciences and experience with Web development, digitizing collections, encoding (HTML, XML, EAD) finding aids, and fund raising.

SALARY: Commensurate with education and experience. Minimum for Senior Assistant Librarian \$41,135; minimum for Associate Librarian \$50,000.

DEADLINE: Review of letters of application and résumés will begin **March 23, 2001**. Please include the names, addresses, and phone numbers of three references that may be contacted.

APPLY TO:

**Anna Z. Radkowski-Lee
Library Personnel Officer
University Libraries - UL 112
University at Albany, SUNY
1400 Washington Avenue
Albany, NY 12222**

*The University at Albany, State University of New York is an equal opportunity,
affirmative action, IRCA/ADA employer.*

seeks an innovative, experienced individual to provide leadership and vision to all aspects of library operations including information services, collection development, resources management, archives and special collections. Requires: ALA-accredited master's degree in library or information science or other relevant advanced degree, a strong record of leadership and accomplishments in an academic health sciences library with successive management responsibilities. For a complete position description see: <http://www.library.ucsf.edu/jobs/dirinfores.html>. Salary range is \$76,620-\$105,120, depending on qualifications. To Apply: Send cover letter, résumé, and the names of three references to: Nanette Grimm, UCSF Library/CKM, Box 0840, San Francisco, CA 94143-0840. **University of California San Francisco** is an equal opportunity, affirmative action employer. The University undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for Vietnam-era veterans and special disabled veterans.

REFERENCE/ELECTRONIC SERVICES LIBRARIAN. Assumption College seeks a full-time Reference/Electronic Services Librarian. Position provides reference and library

TWO POSITIONS AVAILABLE

Trinity University Coates Library

Coates Library seeks applications for two senior-level positions that report directly to the library director and serve as part of the library management team. The Library contains nearly 900,000 volumes in addition to substantial electronic resources and other media. Trinity University is one of the premier liberal arts institutions in the nation, supporting approximately 2500 students with excellent faculty, facilities, and library. San Antonio, a favorite national conference site, is a culturally diverse metropolitan area boasting a low cost of living.

Head of Collection Development

Responsible for directing fund allocation and selection for all resources acquired; supports vendor relations; manages the collection development of monographs, serials, audiovisual and electronic resources. Coordinates selection activity and liaison librarians in reference and other units with teaching faculty. Manages gift solicitation, donor relations, and related activities. Supervises special collections and archives. Provides liaison to selected departments and reference desk support.

REQUIRED: ALA-accredited MLS degree; 5 or more years in collection development with experience as reference librarian and supervisor preferred. Demonstrated knowledge of one or more scholarly subject areas or special collections also preferred. Second master's degree in an academic discipline desirable.

Head of Technical Services

Responsible for leadership, planning, and coordination of all technical services operations, including acquisitions, serials control, cataloging, authority control, database maintenance, bindery, processing, and government documents. Supervises maintenance of departmental records and statistics, and works with the systems librarian to develop and prepare Voyager reports. Maintains awareness of current issues and activities in all phases of technical services.

REQUIRED: ALA-accredited MLS degree; 5 years' academic library experience in progressively responsible technical services positions; management of at least one major technical services function, including supervision of professional and classified staff; thorough knowledge of online integrated library systems (preferably Voyager), AACR2r, LCSH, LC classification, and OCLC experience with authority control; monographic or serials acquisitions experience. Fiscal management experience in automated environment; experience purchasing, licensing, or cataloging electronic resources preferred.

BOTH POSITIONS: Salary, mid-to-upper \$40s; TIAA-CREF and development support. Open until filled. Additional information available at: <http://www.trinity.edu/departments/library>. Send letter of application, detailed résumé, and names with addresses of three references to:

**Christopher Nolan
Coates Library
Trinity University
715 Stadium Drive #56
San Antonio, TX 78212**

Electronic applications encouraged to: dwarneke@trinity.edu.

Affirmative action, equal opportunity employer.

instructional services to patrons, troubleshoots public access computers, and manages the Library's Web site. Candidates must hold an MLS from an ALA-accredited library school. Two years' experience working as a reference librarian in an academic or public library preferred. Knowledge of PC maintenance and HTML expected. Some evening and occasional Sunday hours. Please send cover letter, résumé and salary requirements to: Robin L. Pellegrino, Assistant Director of Human Resources, **Assumption College**, 500 Salisbury Street, Worcester, MA 01609-1296, or e-mail to: resumes@assumption.edu. Applications will be reviewed until position is filled. Assumption College encourages applications from candidates of diverse cultural backgrounds. Equal opportunity employer. www.assumption.edu.

TWO POSITIONS AVAILABLE

St. Mary's College of Maryland

St. Mary's College of Maryland at Historic St. Mary's City, the public honors college of Maryland, is currently accepting résumés for two key positions in our library. A nonsectarian college for the liberal arts, St. Mary's is located an hour and a half southeast of Washington, D.C. Its student body is coeducational and numbers approximately 1,600.

Coordinator of Cataloging and Archival Services

This position will be responsible for coordination of all cataloging functions, including some original cataloguing, and for collecting and managing archival materials. Minimum qualifications include an MLS from an ALA-accredited institution; experience with an integrated library system, MARC format, OCLC, LC classification, LCSH, and AACR2R; knowledge of archives principles and administration; ability to establish good working relationships with members of a diverse college community; excellent oral and written skills; and the ability to work in a team-based environment. Prefer experience in archives management, description and original cataloging of archival materials, and in using HTML and/or XML in preparing finding aids. The salary range for this position is \$43,000–\$46,000.

Librarian for Circulation Services

This position will be responsible for the implementation and daily oversight of circulation functions of a new online system (a consortial project), public services at the circulation desk, and coordination of circulation services with two paraprofessional staff. Minimum qualification include an MLS from an ALA-accredited institution; a strong and energetic commitment to user services; an ability to establish good working relationships with students, faculty, and colleagues; and the ability to work in a team-based environment. Familiarity with library information technologies is required. Salary is competitive depending on qualifications and experience.

St. Mary's College of Maryland offers an excellent benefits package to our employees. To apply for these positions, please submit a letter of application, résumé, and the names of three professional references to:

Todd Kelley

**Associate Provost for Information Services and Librarian of the College
St. Mary's College of Maryland
18952 E. Fisher Road
St. Mary's City, MD 20686**

Review of résumés will begin immediately and continue until the position is filled.

St. Mary's College of Maryland is an equal opportunity, affirmative action employer.

ACRL offers free Placement Center in Denver



- List your job opening at the Placement Center at the ACRL National Conference in Denver. March 15-18, 2001.
- Visit <http://www.ala.org/acrl/denver/overview.html> to complete employer and job seeker forms.

Questions? Contact mmoore@ala.org