

**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 \$10.15 per line for institutions that are ACRL members, \$12.25 for others. Late job notices are \$23.50 per line for institutions that are ACRL members, \$28.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$470 to \$870 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/advert2.html>.

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

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

**Internet:** C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately four 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](mailto:c&rlnewsads@ala.org).

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

## POSITIONS OPEN

**ACCESS SERVICES LIBRARIAN.** Saint Mary's University of Minnesota invites applications for the position of Access Services Librarian to start June 1, 2002. The Access Services Librarian is primarily responsible for interlibrary loan and circulation activities of Fitzgerald Library. We are seeking an individual with experience and/or an interest in applied programs of information literacy. This is a 12-month, non-tenured position with full benefits. Salary commensurate with qualifications and experience. For a complete notice of vacancy, please see our Web site at: <http://www.smumn.edu>. Saint Mary's University of Minnesota is an equal opportunity employer.

**ASSISTANT MUSIC LIBRARIAN.** Joyner Library, East Carolina University (ECU), Greenville, North Carolina. Complete job description is available at: <http://www.lib.ecu.edu>; or contact Christina Bowers via e-mail: [bowersc@mail.ecu.edu](mailto:bowersc@mail.ecu.edu); or phone: (252) 328-6514. ECU is an equal opportunity, affirmative action employer and accommodates individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

**ASSOCIATE VICE PRESIDENT FOR INFORMATION SERVICES AND RESOURCES.** Bucknell University seeks candidates for the Associate Vice President for Information Services and Resources. Reporting to the Provost/Vice President for Academic Affairs, this position works with faculty and administrative advisory groups, senior officers of the university, the campus community, and approximately 100 staff members to plan and to lead the implementation of the university's information resources and technologies, including computing, library, network, instructional technology, classroom support, telecommunications, and Web services. This position plays a leading role in university strategic planning for academic and administrative information services and resources. It supports the academic mission of the university by planning and implementing curricular applications and scholarly uses of information resources and technologies. It leads the ongoing evolution of the integrated computing and library organization and facilitates ISR's collaborative work environment of shared vision and values and a commitment to client service and professional development. The University and the ISR staff seek candidates with an enthusiasm for working in an educational environment with strong liberal arts programs and professional programs in engineering, management, education, and music. In addition to a master's or comparable professional degree(s), the ideal candidate would also have the following characteristics: Proven facilitative leadership skills, creativity, a sense of humor, a passion for supporting a collaborative work environment; experience as a senior library or information technology leader in an institutional setting of comparable complexity, preferably in an integrated environment like ISR; and demonstrated ability to identify trends and exercise mature judgment about the role of information resources in higher education. Bucknell is a highly selective, predominantly undergraduate residential university. There are approximately 3,400

## 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	\$32,700

\*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.

undergraduates and 200 master's degree students. The campus is in a beautiful rural setting adjacent to the Susquehanna River. Harrisburg and State College (home of Penn State University) are about an hour away; New York, Washington D.C., Baltimore, Philadelphia, and Pittsburgh are approximately a three- to four-hour drive. A more detailed position description and additional information about the organization can be found at: <http://www.isr.bucknell.edu/jobs/avp>. Review of applications begins January 4, 2002. Applicants should send a detailed résumé and the names of

## THREE ACADEMIC LIBRARIAN POSITIONS

### California State University, Fullerton

The Pollak Library is seeking dynamic librarians to provide services to students, faculty, staff, and the community. Three tenure-track appointments are offered. MLS degree required.

Business Instruction/Reference position requires two years' professional reference experience and expertise in use of electronic resources, with preference given for MBA or relevant course work. Primary assignments include teaching instruction sessions in an electronic environment, leading the library's business instruction team, collection development in business, and provision of assistance at the general reference desk.

The Distance Education position requires effective training/teaching skills and current experience in the use of instructional technologies, with preference given for expertise in delivery of distance education services. Primary assignments include coordination of Library support for distance education programs, teaching library instruction sessions in an electronic environment, and liaison with appropriate campus individuals/groups.

The Education Instruction/Reference position requires subject expertise in education and experience in use of electronic resources, with preference given for professional reference experience and advanced degree in education or related field. Primary assignments include teaching instruction sessions in an electronic environment, leading the library's education instruction team, collection development in education, and provision of reference assistance.

#### **Business Instruction/Reference Position**

Appointment at the Senior Assistant Librarian or Associate Librarian rank, salary from \$48,156 to \$65,000 commensurate with qualifications.

#### **Distance Education Position**

Appointment at the Senior Assistant Librarian rank, salary from \$48,156 to \$53,000 commensurate with qualifications.

#### **Education Instruction/Reference Position**

Appointment at the Senior Assistant Librarian rank, salary from \$48,156 to \$55,000 commensurate with qualifications.

For complete position description and application instructions, check: <http://www.library.fullerton.edu/Recruitment/default.htm>; or request from:

**Richard C. Pollard, University Librarian**  
**Poliak Library**  
**California State University, Fullerton**  
**P.O. Box 4150**  
**Fullerton, CA 92834-4150**  
**Phone: (714) 278-2714**  
**Fax: (714) 278-2439**  
**E-mail: libadmin@fullerton.edu**

For full consideration, all application materials must be received by **January 1, 2002**.

three references to: Chair, Search Committee, Associate Vice President for Information Services and Resources, 217 Marts Hall, **Bucknell University**, Lewisburg, PA 17837. Bucknell encourages applications from women and members of minority groups. Equal opportunity, affirmative action employer.

**BUSINESS/INSTRUCTION LIBRARIAN.** (Search Reopened) The University of Nebraska at Omaha (UNO) seeks a highly motivated faculty member to participate in a unique initiative involving the College of Business Administration. The university library and the college will soon begin exploration of a possible branch library within a proposed new building to be constructed on the UNO south campus. The university and department have a strong commitment to achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply. **General Responsibilities:** Effectively assists patrons with their information needs by performing general and specialized reference work; provides library instruction in assigned subject areas; actively participates in collection development and library liaison

responsibilities; fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service. **Qualifications:** ALA-accredited MLS; experience in academic reference; excellent organizational, planning, interpersonal, presentation, and written skills; must be flexible and capable of working successfully individually as well as in teams in a changing library environment. **Desired:** Library instruction experience, preferably in an electronic environment; conversant with emerging issues related to teaching; learning technologies and information literacy standards for higher education; knowledge of course management applications, particularly Blackboard; an academic background, library experience, or an earned subject master's degree in addition to the MLS, preferably in business. **Salary and Benefits:** Salary is \$40,000+ for a 12-month appointment, tenure-track, TIAA-CREF, 24 days' vacation, flexible benefits package. Review of applications will begin on January 4, 2002, and continue until a candidate is selected. A letter of application, resume, and the names, addresses, and e-mail addresses of three references should be sent to: Jan Boyer, University Library, **University of Nebraska at Omaha**, Omaha, NE 68182-0237; e-mail: jboyer@mail.unomaha.edu; or fax: (402) 554-3215. For additional infor-

## RESEARCH SERVICES TEAM LEADER

### Emory University (Search Reopened)

The General Libraries of Emory University invites nominations and applications for the position of Research Services Team Leader in the User Services Division.

**RESPONSIBILITIES:** In managing the Research Services Team, the individual will provide leadership in the development and implementation of new approaches and technologies in the delivery of reference, research, and consultation programs for faculty and students. The Team Leader will manage a team of librarians and general staff who have assignments on multiple teams and will coordinate the work of the team with the leaders of the Instruction Team and the Collection Management Team. The Team Leader will co-manage the services of the Information Commons. In pursuit of an overall library user services program on campus, the Team Leader will develop collaborative relationships with leaders of other service teams in the General Libraries (including the Goizueta Business Library, Special Collections, and Circulation) and other Emory libraries, as well as with the Information Technology Division. The individual will serve on the User Services Division Coordinating Group and will actively represent the library in university and professional activities. To learn about the Emory Libraries, please use our Web site at: <http://www.emory.edu/LIBRARIES/>.

**QUALIFICATIONS:** MLS from an ALA-accredited institution required and a relevant additional advanced degree or a Ph.D. preferred; three or more years' experience in research services in an academic or research library; demonstrated leadership ability sufficient to lead a large, diverse staff; demonstrated ability to articulate goals and vision, along with strong analytical, oral, and written communication skills; demonstrated customer-service skills; ability to apply technology to enhance effectiveness. Preferred: Experience developing and assessing service programs, and confidence and ability to manage change; record of involvement in professional associations.

**SALARY AND BENEFITS:** Salary considerations begin in the \$40s; salary and rank dependent upon qualifications and experience. Emory University offers a comprehensive benefits package, including tuition benefits. Several retirement plan options are available, including TIAA-CREF. Attractive moving allowance provided.

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

**Dianne M. Smith**  
**Library Human Resources Officer**  
**Robert W. Woodruff Library**  
**Emory University**  
**Atlanta, GA 30322-2870**

Applications may be faxed to: (404) 727-0805. Application review is underway and continues until position is filled.

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

information about the University Library and a complete copy of the job description, please visit: <http://library.unomaha.edu>.

**CATALOG LIBRARIAN.** Wichita State University Libraries. General Description: WSU Libraries invites applications for the position of Catalog Librarian in its Technical Services Division. The library system maintains a collection of 1.2 million volumes, over 4,000 current journal subscriptions, extensive archives, and Chemistry Library and Music Library. The university is one of three research institutions in the state of Kansas, with an enrollment of over 14,000. The university is located in the largest metropolitan area of Kansas, serving a diverse population of more than 500,000. Duties and Responsibilities: Reporting to the Head of Technical Services Division, the individual in this position is responsible for cataloging and processing materials in a variety of formats; contributing original cataloging records to OCLC and other national bibliographic utilities; exploring and introducing digital cataloging format for music, media, and other nonprint materials, including CD-ROMs, video recordings, DVDs, etc.; assigning and training supporting staff in using new standards such as CORC in processing digital resources; providing

backup and assistance to other catalog librarians as needed, and keeping abreast of national standards and practices for bibliographic control of library materials. This position also has opportunities in providing a leadership role in implementing work procedures for authority control in the Technical Services Division; teaming with other catalog librarians in sharing database maintenance workloads; contributing to policy, planning, and procedures development of the division; participating in library-wide decision-making and recommendation-generating activities, and engaging in professional service and scholarship. The position is one of three professional catalogers in Technical Services Division with 12 support staff. Required Qualifications: MLS degree from an ALA-accredited library school (must have the degree by March 5, 2002); experience or course work in cataloging; demonstrated knowledge of cataloging principles and procedures, including AACR2r, LC subject headings, LC classifications, USMARC formats; excellent written and verbal communication skills; must show evidence of being self-motivated and able to work independently and successfully in a collegial environment, must demonstrate potential for meeting the Library's tenure and promotion requirements; demonstrated ability to work effectively with diverse popula-

## ACCESS SERVICES LIBRARIAN

### California State University, Los Angeles

The California State University, Los Angeles, John F. Kennedy Memorial Library seeks an innovative and service-oriented Senior Assistant or Associate Librarian. Duties include: Supervision and coordination of all aspects of circulation, reserves, stacks management, interlibrary loan, and document delivery; supervision and evaluation of 7.5 FTE staff and 20 or more student assistants; drafting policies and developing procedures; streamlining workflow; and resolving problems. The Access Services Librarian also collaborates in development of access services information technology, using Innovative Interfaces' and other related systems. Depending on qualifications, will also participate in instruction, collection development, reference, and library task forces.

**MINIMUM QUALIFICATIONS:** MLS from an ALA-accredited program at an accredited institution of higher education; strong customer service orientation; relevant library and supervisory experience; ability to work independently and in collaboration with others; strong information technology skills; experience with an integrated library system; effective oral and written English language communication skills; ability to work some evenings and weekends; flexibility and ability to adapt to a changing environment; potential for research, scholarly, and/or creative activity involving students whenever possible; demonstrated ability and/or interest in working in a multiethnic, multicultural environment.

California State University, Los Angeles, a comprehensive urban university and one of 23 in the CSU system, offers programs in more than 50 academic and professional fields. The campus is located at the eastern edge of Los Angeles, with more than 20,000 students who reflect the rich ethnic diversity of the area. The library's collection includes more than one million volumes with over 2,000 current print subscriptions and licensed access to approximately 8,000 electronic journals and other materials in over 100 licensed databases accessible from a comprehensive Web site at: <http://www.calstatela.edu/library/library/index.htm>. Librarians have faculty status.

**APPLICATION:** To apply, send a letter of application, curriculum vitae, three letters of recommendation, and a transcript from the institution awarding the highest degree. Review of applications will begin January 31, 2002, and continue until the position is filled. Application, required documentation, and/or request for information should be addressed to:

**Douglas A. Davis, University Librarian  
John F. Kennedy Memorial Library  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032-8300**

Expected starting date is July 1, 2002. Starting salary range: \$48,156-\$ 77, 028, depending on qualifications.

For a complete position description and application information, consult the library's Web site at: <http://www.calstatela.edu/library/jobs.htm>; or call (323) 343-3954.

*Equal Opportunity/Title IX/ADA Employer. Qualified women and minorities are encouraged to apply.*

tions, and must be eligible to work in the United States. Preferred Qualifications: Additional graduate degree in music or in performing arts; recent cataloging experience, cataloging course work, or paraprofessional cataloging experience in an academic library; recent cataloging experience in music scores, music CDs, and other formats; knowledge and experience in authority control; experience with one or more local online cataloging systems; reading knowledge of one or more foreign languages. Salary and Benefits: \$33,000 minimum per year. A 12-month and tenure-track faculty appointment. Academic rank and salary are negotiable depending on experience and qualifications. Position is available immediately. Start date negotiable. Excellent fringe benefits, including TIAA-CREF, Blue Cross-Blue Shield, and HMOs. Twenty-two days' annual leave. Application: For full consideration, a letter of application to address qualifications, current vita, and names, addresses, telephone numbers, and e-mail addresses (if available) of three professional references must be received by December 20, 2001. Send to: Sha Li Zhang, Search Committee Chair, **Wichita State University Libraries**, 1845 Fairmount, Wichita, KS 67260-0068. Wichita State University is an affirmative action, equal opportunity employer.

**CATALOGING/DATABASE MANAGEMENT LIBRARIAN.** Roger Williams University Libraries, Bristol, Rhode Island. The Roger Williams

University is seeking qualified individuals for the Cataloging/Database Management Librarian position. This is a full-time, 12-month, faculty-ranked position. The librarian has primary responsibility for maintaining the library's bibliographic database; explores, develops, and implements innovations in bibliographic control related to traditional and digital resources and emerging technologies; coordinates technology support with technical services librarians and the HELIN consortium executive director; and oversees the university archives. Requirements: Master's degree in library and information studies from an ALA-accredited program; two to three years' experience in cataloging, including knowledge of MARC, OCLC, LCSH, AACR II, and non-MARC metadata schemes; computer literacy required; knowledge of archival practices; familiarity with Innovative Interfaces, Inc., preferred. To Apply: Send cover letter, curriculum vitae, and three references to: **Roger Williams University**, Office of Human Resources, Ref #MLG113, Cataloging/Database Management Librarian, One Old Ferry Road, Bristol, RI 02809.

**CHAIR, DEPARTMENT OF SPECIAL AND AREA STUDIES COLLECTIONS.** Responsible for development and administration of the special and area studies collections at the University of Florida's George A. Smathers Libraries. Works with collection curators, library adminis-

## CATALOG LIBRARIAN

### Washington University in St. Louis (Search Extended)

John M. Olin Library Washington University in St. Louis Washington University Libraries invites applications for the position of Catalog Librarian.

**RESPONSIBILITIES:** Under the direction of the Librarian Supervisor-Original and Adaptive Cataloging Unit, the Catalog Librarian performs original and complex adaptive cataloging in a variety of subjects, languages, and formats.

**REQUIRED QUALIFICATIONS:** MLS from an ALA-accredited library school; a working knowledge of a Western foreign language.

**DESIRED QUALIFICATIONS:** Academic library cataloging experience with AACR2rev, LCSH, and LC classification; experience with an online bibliographic utility and an integrated library system; knowledge of MARC formats and metadata standards; knowledge of online authority control systems; experience in cataloging nonprint materials; ability to analyze problems and determine solutions; knowledge of German; an understanding of the information needs of a research community; ability to work effectively in a collegial manner in a changing environment.

**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 includes the John M. Olin Library and 12 school and departmental libraries and holds over three million volumes and 18,000 journal subscriptions. Plans for a major renovation of Olin are in development; this position is located in newly renovated space in the West Campus Library located one mile from the Hilltop campus. For more information, see the Washington University Web site: <http://www.wustl.edu>; and the libraries' Web site: <http://library.wustl.edu>.

**APPLICATION INFORMATION:** For full consideration, applicants should send a letter of application, résumé, and the names of three references to:

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

Position will remain open until filled; initial review of applications will begin **January 7, 2002**. Employment eligibility verification required upon hire.

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

trators, and faculty to build and enhance unique and invaluable cultural resources. Shapes acquisition and collection management policy and articulates objectives aimed at achieving the department's long-term goals. Provides guidance for the department's public and technical services. Key spokesperson and liaison to library and university administration, professional and scholarly organizations, faculty, staff, students, and the general public. Pursues research and writing in areas of specialization and participates in professional activities of importance to the department. Required: Advanced degree in history, American literature, or related discipline and MLS or MLIS from an ALA-accredited program or equivalent experience; minimum of six years at a professional level in a rare book or other special collections environment, including significant management experience. Prefer: Ph.D. or other advanced degree or a significant publication record in discipline related to the special and area studies collections. The University of Florida (uf) is the state's oldest, largest, and most picturesque campus, a short drive away from two coastal beachfronts and major attractions. For more information on the libraries, visit our Web pages at: <http://www.utlib.ufl.edu>. UF offers a generous benefit package including 22 vacation days, nine paid holidays, and 13 sick days annually, insurance, retirement options, no state or local income tax. Salary: \$50,000-60,000, negotiable dependent on rank. Please send letter of application, resume, and names of three references, including addresses and phone numbers, to: Library Personnel Officer, University of Florida, 370 Library West, P.O. Box 117001, Gainesville, FL 32611. Equal opportunity, affirmative action employer. Deadline: December 31, 2001.

**DIRECTOR OF STAFFORD LIBRARY.** Columbia College invites applications for Director of Stafford Library. The director manages and coordinates the activities of this academic library, including providing liaison with the college's extended studies and distance education offices, and supervises a staff of six in addition to student workers. Qualifications include an ALA-accredited master's degree in library science or library information technology, two years' experience in a professional library position, and knowledge of and commitment to innovative technology and Web-based instruction. Previous supervisory and fiscal management experience preferred. Columbia College, founded in 1851, is a private, coeducational institution that offers associate, baccalaureate, and master's degrees and is located in Columbia, Missouri, one of America's most livable small cities. Candidates must submit a letter of application, current resume, graduate transcripts, and the names, addresses, and telephone numbers of three references to: Director of Human Resources, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Review of applications will begin immediately and continue until a suitable candidate is selected. Position is available December 15, 2001. Web site: <http://www.cois.edu>. Affirmative action, equal opportunity employer.

**ELECTRONIC RESOURCES/WEB LIBRARIAN.** The University of New Orleans seeks a dynamic, team-oriented professional to coordinate the selection, promotion, evaluation, and maintenance of electronic resources and to lead the Library Web Team in the design and development of Web pages. Responsibilities include ensuring access to electronic

**CALIFORNIA STATE UNIVERSITY, FRESNO  
HENRY MADDEN LIBRARY**

**INSTRUCTION / REFERENCE LIBRARIAN**

The Madden Library of the California State University, Fresno, seeks a creative, energetic, and knowledgeable librarian with experience in both traditional and emerging forms of library instruction/information competence education to assist in the design, development, and delivery of programs to students, faculty, and community users. This is a 12 month, full-time, tenure-track, faculty position.

California State University, Fresno is one of the 23 campuses of the California State University system. The current enrollment is approximately 19,000 students. Visit the Library's Web site at [www.lib.csufresno.edu](http://www.lib.csufresno.edu).

**RESPONSIBILITIES:** Assists the Library Instruction Coordinator in designing, implementing, and assessing the Library's instructional programs and services of the Information Competence Center; prepares and teaches general and subject-specific classes and workshops to undergraduates, graduates, and special interest groups; serves as an instructional liaison to specific academic departments and programs; provides general reference service, including some evening and weekend hours; assists in the supervision of student assistants; and performs other duties as assigned.

**QUALIFICATIONS. REQUIRED:** Master's degree in Library Science from an ALA-accredited institution or equivalent. Thorough knowledge of, and experience in, using traditional and online resources. Flexibility, excellent interpersonal skills, and written and oral communication skills. Significant library instruction/information competence teaching experience in an academic library. Ability to work effectively within a culturally and ethnically diverse setting. Demonstrated skill in Web and online course development and advanced skills in using Office applications. Ability to work collaboratively with Library and academic department faculty, and campus programs and services. Demonstrated ability to meet the university's requirements for faculty tenure and promotion. **PREFERRED:** Knowledge of instructional design, including assessment, and willingness to keep abreast of trends in instructional technology.

**SALARY/BENEFITS:** Salary is competitive and commensurate with qualifications and experience. This is a 12-month, full-time position. Minimum: \$49,000.

**DEADLINE:** To ensure full consideration, submit a letter of application and resume with names, addresses, phone numbers, and E-mail addresses of 3 references by **1 February 2002** to:

**Michael Gorman, Dean of Library Services  
Henry Madden Library  
5200 N. Barton Avenue M/S ML34  
California State University, Fresno  
Fresno CA 93740-8014**

*California State University, Fresno is an EO/AA employer.*



**Saint Mary's College**  
NOTRE DAME • INDIANA

*The Nation's Premier Catholic Women's College*

## DIRECTOR OF THE CUSHWA-LEIGHTON LIBRARY

### Saint Mary's College

Saint Mary's College, a Catholic, women's, liberal arts college in South Bend, Indiana, invites applications for the tenure-track position of Director of the

Cushwa-Leighton Library. It is anticipated the new director will begin July 15, 2002.

Reporting to the Vice-President/Dean of Faculty, the director is responsible for providing leadership to a staff of six librarians and seven support staff in a service-oriented environment that supports teaching, research, and student needs. The director is expected to lead, manage, supervise, and coordinate delivery of all library services and to work collaboratively with campus and consortium colleagues.

The Cushwa-Leighton Library serves an undergraduate student body of 1,500 women and 134 full-time equivalent faculty. The library houses 210,000 volumes and 800 journal subscriptions and subscribes to 37 electronic databases. Located within the library are the college archives, a rare book room, the Trumper Computer Center, and the Instructional Technology Resources Center.

Candidates should have: An MLS or MLIS from an ALA-accredited institution (a second master's or other advanced degree is desirable); a minimum of five years of experience in positions of increasing responsibility as a professional librarian, preferably in academic libraries; proven managerial ability with personnel, budget, and program matters; experience with current technology and information systems as they apply to libraries; excellent written and oral communication skills; competence as evidenced by professional growth and development and recognition thereof by professional colleagues.

Candidates should present a cover letter, a statement of qualifications, a résumé of educational and relevant experience, and the names of three references to:

**Karen Ristau**  
Vice-President/Dean of Faculty  
Saint Mary's College  
Notre Dame, IN 46556

For full consideration, apply by **January 15, 2002**.

For further information about Saint Mary's College, please visit our Web site at: [www.saintmarys.edu](http://www.saintmarys.edu).

resources in the library and for distance learners and other remote users; serving as liaison with vendors and consortia; participating in reference, instruction, and collection development as part of the Reference Services Department. Required: ALA-accredited MLS degree; demonstrated experience with Web design and development, including knowledge of HTML, CGI, and Javascript; experience with electronic resources; ability to lead in a cooperative team environment; excellent communication and interpersonal skills. Preferred: Reference experience in an academic library; ability to work with vendors and consortia. Salary and Rank: This is a tenure-track, 12-month academic faculty position at the Assistant Librarian rank. Salary beginning at \$32,000, depending on qualifications and experience. The University of New Orleans, a member of the Louisiana State University system, is the state's second largest public university, with enrollment of over 17,000. Send letter of application, résumé, and contact information for three professional references to: Norma Mukherjee, Assistant to the Dean, University of New Orleans, Earl K. Long Library, New Orleans, LA 70148. UNO is an equal opportunity, affirmative action employer.

**ELECTRONIC SERVICES LIBRARIAN.** James Madison University. Opportunity for an enthusiastic, knowledgeable reference librarian to provide leadership in planning, implementing, and evaluating electronic reference services. Coordinates the evaluation and selection of electronic reference sources. Oversees the electronic reference area and coordinates training on electronic resources. Collaborates on providing integrated and intuitive access to information through the library Web. Participates in reference desk service and in the activities of the reference department. Serves as liaison librarian to selected academic departments. Reports to Director of Public Services. Twelve-month faculty appointment. Salary and rank commensurate with qualifications and

experience; minimum \$37,000. See <http://www.lib.jmu.edu/employment/electronic.html> for more information. Send letter, résumé, and contact information (including e-mail) for three references to: Aima Hale-Cooper, Carrier Library, MSC 1703, James Madison University, Harrisonburg, VA 22807. Review of applications will begin December 10, 2001, and continue until the position is filled. Affirmative action, equal opportunity employer.

**ENGLISH STUDIES LIBRARIAN.** The University of Washington Libraries seeks an energetic English Studies librarian committed to providing a range of innovative services, instruction, and collections to faculty and students. The successful candidate will have a record of cultivating strong collaborative relationships with faculty, students, and colleagues. Responsibilities include selecting print and electronic resources for the collection, facilitating awareness and effective use of the wide array of available library resources, developing Web pages in support of instruction and research, working with faculty in designing curricula, and actively participating in the scholarly endeavors of the English Department. The position reports to the Head, Reference and Research Services, and participates in the provision of reference services through regular desk hours, digital reference services, and consultations. Some evening and weekend reference work is required. For more information on this position, see the Notice of Vacancy at: <http://www.washington.edu/admin/libjobs/>. Qualifications: Required: Graduate degree from a program accredited by ALA or an equivalent graduate library science/information studies degree; experience in planning and providing user education programs; minimum of two years of post-MLS collection development, reference, and instruction experience in a college or university library; knowledge of resources and contemporary research issues in the field of English; evidence of a desire to learn more about the discipline of English.

# HEAD, MUSIC LIBRARY

University of Minnesota, Twin Cities

<http://www.lib.umn.edu>

The University of Minnesota—Twin Cities Libraries invites applications for a newly reconfigured position representing a collaboration between the university's School of Music and its libraries. We seek applications and nominations of dynamic, innovative, and creative individuals to lead the Music Library, one of 28 specialized units in the University of Minnesota Libraries, with collections of 60,000 books, 25,000 scores, 40,000 recordings, rare books, and notable special collections. The position reports to the Coordinator for Humanities Collections, Collection Development and Management Team, and works closely with the Director and faculty of the School of Music. Qualified applicants will be granted an adjunct faculty appointment in the School of Music. All library staff must have the ability to work effectively with a diverse community of faculty, students, and library colleagues in a team environment.

The University and the College of Liberal Arts have made significant new investments in the School of Music in faculty, facilities, technology, curricular programs, and outreach. The growth and vitality of the Music Library is part of the school's plan of excellence as it approaches its Centennial year. Information about the School of Music can be found at: <http://www.music.umn.edu>. The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

**DESCRIPTION:** Direct all activities of the Music Library; exercise overall responsibility for music collection policy, materials selection, evaluation, fund management, and faculty liaison; provide electronic and traditional reference and information services for library users; work with the faculty and the Director of the School of Music to integrate library resources into curriculum and programs, particularly in the area of digital technology; oversee 2.0 FTE paraprofessional staff and numerous student assistants; work with the University Librarian and the Director of the School of Music to build the Music Library's endowment as part of the University's Capital Campaign; work within the libraries' team structure to advance library goals and activities. Develop and teach courses in the School of Music in an area of expertise (see Qualifications below) as part of the adjunct appointment in the School of Music.

**QUALIFICATIONS.** Required: ALA-accredited MLS or equivalent; supervisory experience; strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. For adjunct appointment in the School of Music, the candidate must hold a terminal degree in a field of music, such as applied performance, musicology, ethnomusicology, theory, or music education, with evidence of successful professional scholarly and teaching experience. Preferred: Advanced degree or significant graduate-level course work in a field of music; working knowledge of modern foreign language(s) other than English; collection development experience; knowledge of archival practices for sound recordings.

**SALARY AND BENEFITS:** This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at either the Assistant or Associate Librarian rank. Rank for adjunct appointment in the School of Music will be appropriate to the level of education and scholarship, without tenure. The Libraries offers for this position a highly competitive salary, commensurate with qualifications and experience, with excellent benefits and substantial moving allowance. An additional stipend from the School of Music will be offered to qualifying candidates who will assume certain teaching responsibilities.

**TO APPLY:** Position is available April 1, 2002. Applications will be accepted until the position is filled. Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

**Libraries Human Resources Office  
University Libraries  
499 Wilson Library  
309 19th Avenue South  
Minneapolis, MN 55455-0414**

Please identify your application with the reference number UL148.

*The University of Minnesota is an equal opportunity educator and employer.*



## EDUCATION LIBRARIAN

### San Diego State University

San Diego State University Library and Information Access seeks applications and nominations for an Education Librarian who will develop and support pro-active library services for the College of Education. The successful candidate will provide the following for the College of Education, its faculty, students, staff, centers, and programs:

- Outreach services.
- Innovative, collaborative information services and library programs.
- A comprehensive approach to information literacy.
- Instruction, reference service, and advanced research assistance (may also provide reference and instruction in other areas).
- Collection development.

San Diego State University is the second largest academic institution in California and the oldest in the region. It serves an ethnically diverse student body of approximately 30,000 students and 2,200 faculty members. The university offers bachelor's degrees in 79 areas, master's in 61, and doctorates in 13. Its mission is to provide well-balanced, high-quality education for undergraduate and graduate students, and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research, and service. The College of Education is in the forefront of education reform and places emphasis on preparing educators to work in multicultural settings. They offer a joint Ed.D. with the University of San Diego and a joint Ph.D. program with Claremont Graduate University, master's degrees, a bachelor's degree, and teaching and service credentials.

For complete position description, required/preferred qualifications, and submission procedures, see: <http://infodome.sdsu.edu/about/positions.shtml>. Screening will begin November 26, 2001.

Salary: \$38,000 minimum. Starting salary commensurate with qualifications and background. Benefits include 24 days' vacation; participation in the UW Retirement Plan on a matching basis; excellent medical, dental, and life insurance plans. No state or local income tax. Application Deadline: Monday, January 7, 2002. Send letter of application, full résumé, salary requirements, and the names, addresses, and telephone numbers of at least three references who are knowledgeable of the applicant's qualifications for this position to: Charles E. Chamberlin, Deputy Director of Libraries, University of Washington, Box 352900, Seattle, WA, 98195-2900. University of Washington Libraries' homepage is: <http://www.lib.washington.edu>. Affirmative action, equal opportunity employer.

**GOVERNMENT INFORMATION LIBRARIAN.** (Assistant Professor) Western Illinois University (WIU). Twelve-month, tenure-track position with a starting annual salary of \$54,348. Review of applications will begin February 1, 2002, and continue until an appointment is made.

Education

## Vacancy Announcement

*New Jersey City University is a diverse University located in Jersey City, New Jersey. We offer over 40 Baccalaureate and Master Degree programs and serve 10,000 students. The University offers a complete benefits package including health, dental, prescription and pension; tuition waivers; state of the art fitness center and paid vacations and holidays.*

New Jersey City University is recruiting for the following position:

### LIBRARIAN III Cataloging/Reference Librarian

Application Deadline:  
December 15, 2001.

For more details  
and/or to apply  
online, visit  
our website at:

[www.njcu.edu](http://www.njcu.edu)

Click on Employment  
Opportunities



New Jersey City University is an Equal Opportunity Employer

Anticipated starting date is July 1, 2002. WIU is an affirmative action, equal opportunity educator and employer and encourages applications from women, minorities, and persons with disabilities. For complete information, see: <http://www.wiu.edu/library/openings/>.

**HEAD OF REFERENCE.** Xavier University, New Orleans. Twelve-month, non-tenure-track. Supervises three full-time faculty while providing, planning reference, learning services, subject liaison/collection development in team-based environment. Customizes reference assistance via electronic and traditional environments. Plans and evaluates programs and initiatives. Serves as key partner with other managers. Qualifications: ALA-accredited MLS; five years' progressively responsible public services experience, including developing/working in team-based reference using Web-based and other electronic resources; collection development with emphasis on e-materials; developing/teaching BI; marketing of services. Strong communications skills are a must. Salary begins at \$36,000. For full description, visit: [www.xula.edu/Library\\_Services/library.html](http://www.xula.edu/Library_Services/library.html). Send letter, vita, and three references to: Robert E. Skinner, University Librarian, Xavier University of Louisiana, 1 Drexel Drive, New Orleans, LA 70125-1098. EEOC/AA.

**HEAD, SERIALS CATALOGING AND ASSISTANT OR ASSOCIATE PROFESSOR OF LIBRARY ADMINISTRATION.** University of Illinois at Urbana-Champaign Library. Position Available: December 1, 2001. Full-time, tenure-track position with the rank of Assistant or Associate Professor of Library Administration. The University of Illinois at Urbana-Champaign (UIUC) Library is seeking an individual with a strong knowledge of the principles of information organization, a strong interest in information technology and metadata, and a commitment to user support. Responsibilities: The primary responsibility of this position is to direct the activities of the Serials Cataloging unit, supervising eight staff members who perform copy cataloging for serials and serials database maintenance. Other responsibilities include performing original cataloging and difficult copy cataloging of serials as well as complex problem resolution involving serials representing a wide variety of formats (including electronic), languages, subjects, and levels of difficulty; provides leadership by representing the library in local and national organizations relating to serials; evaluates and disseminates information on innovations and emerging technologies in serial access; plays an integral role in determining library policies regarding access to serials in both print and electronic form; works in concert with other Technical Services Division



## TWO POSITIONS AVAILABLE

### University of California, Merced

Assistant University Librarian and/or  
Associate University Librarian

HIRING SALARY RANGE: \$78,100–\$91,100

#### UNIQUE OPPORTUNITY:

Help build the tenth campus of the University of California and the first American research university built in the 21st century. The library of the University of California, Merced, seeks two experienced, innovative, self-starting librarians to hire the staff, acquire the collection, and develop the services, technology, and infrastructure for opening day in fall 2004. Each position reports directly to the University Librarian and has primary responsibility for one of four areas: Collections, public services, technical services, or technology services. The skills and interests of the successful candidates will determine additional responsibilities. For additional information regarding the positions and requirements, the campus, and the library, visit our Web site at: <http://www.ucmerced.edu>; and <http://www.ucmerced.edu/employ/index.htm>.

**TO APPLY:** Submit applications electronically and in confidence to: R. Bruce Miller, University Librarian, University of California, Merced, at: [ucmjobs@ucop.edu](mailto:ucmjobs@ucop.edu).

Consideration of applications will begin **February 1, 2002**, and will continue until the position is filled.

*Affirmative action, equal opportunity employer.*

unit heads to ensure quality technical processing for a large library system; consults widely to creatively meet the serials access needs of a diverse clientele of library users; provides support to library users and units; participates in strategic and budget planning within the Technical Services Division; and is a member of the Library Cataloging Policy Committee. Qualifications: Required: ALA-accredited MLS or its equivalent; knowledge of AACR2, LCSH, and MARC bibliographic formats; familiarity with an integrated library system environment; excellent organizational and problem-solving skills, effective written and oral communication skills, and the ability to work in collaboration with others; evidence of a commitment to professional development, research, and service, as well as the ability to meet campus criteria for promotion and tenure. Preferred: Experience cataloging serials in a variety of Western languages and formats (including electronic serials); knowledge of Dewey Decimal Classification and serials acquisitions, preferably in an academic research library; management and supervisory experience, library

## TWO POSITIONS AVAILABLE

### University of Nevada, Las Vegas

The University of Nevada, Las Vegas (UNLV), is seeking qualified applicants for two positions. Both positions are tenure-track, 12-month academic faculty positions at the Rank II Assistant Professor level and require an ALA-accredited degree or international equivalent. Minimum salary is \$43,962. Salary will be negotiated according to the qualifications and experience of the successful candidate. Positions are contingent upon funding. For a complete job description, application information, and information on benefits, see: [www.unlv.edu/Human\\_Resources/](http://www.unlv.edu/Human_Resources/); or contact the search committee chair listed below.

#### Public Services Librarian in the Humanities

Contact Diane VanderPol, Search Committee Chair, at: [vanderpd@cmail.nevada.edu](mailto:vanderpd@cmail.nevada.edu); (702) 895-2126.

#### Federal Depository Librarian

Contact Jennifer Church, Search Committee Co-Chair, at: [jchurch@cmail.nevada.edu](mailto:jchurch@cmail.nevada.edu); (702) 895-2183.

*UNLV is an equal opportunity, affirmative action employer. Persons are selected on the basis of ability without regard to race, color, sex, age, national origin, sexual orientation, religion, disability, or veteran status.*

coursework in cataloging or technical services, CONSER and NACO experience; experience with a cataloging workstation environment; evidence of research and scholarly/professional achievement; familiarity with recent trends in information technology, metadata, and other emerging technologies; reading knowledge of one modern European language. Salary and Rank: Salary commensurate with credentials and experience; rank at the level of Assistant or Associate Professor of Library Administration, depending on the qualifications of the candidate selected. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and university/professional/community service in order to meet university standards for tenure and promotion. Terms of Appointment: 12-month appointment; 24 work days' vacation per year; 11 paid holidays; 12 days' annual sick leave (cumulative up to a maximum of 240 days) plus an additional 13 days (noncumulative) per year if necessary; health insurance, requiring a small co-payment, is provided to employees (coverage for dependants may be purchased); participation in the State Universities Retirement System is required upon appointment (8% of member's salary is withheld and is tax exempt until retirement); newly hired university employees are covered by the Medicare portion of Social Security, and are subject to its deduction. To Apply: Send letter of application and complete résumé with the names, addresses, telephone numbers, and e-mail addresses (where available) of five references to: Cindy Kelly, Head, Library Human Resources, University of Illinois Urbana-Champaign, 1408 W. Gregory Drive, Suite 127, Urbana, IL 61801; phone: (217) 333-8168; e-mail: [mokelly@uiuc.edu](mailto:mokelly@uiuc.edu). Electronic applications are acceptable initially, but must be followed by a hard copy with signature. Deadline: To ensure full consideration, applications and nominations must be received by November 26, 2001. The University of Illinois is an affirmative action, equal opportunity employer.

**LIBRARIAN SPECIALIST.** Lehigh University is seeking a Librarian Specialist to perform cataloging duties as a member of the Technical Services team within Information Resources. Responsibilities: Catalog and classify scientific, engineering, and other subjects as needed using the

# CURATOR, JAMES FORD BELL LIBRARY

## University of Minnesota, Twin Cities

<http://www.lib.umn.edu>

The University of Minnesota Libraries invites applications and nominations for the position of Curator of the James Ford Bell Library, a unique collection of rare books, maps, and manuscripts documenting relations between European and non-European places and peoples in the period 1400 to 1800. The collection focuses on the developing commercial, geographical, political, and religious contacts between Europe and the rest of the world in this early period. Established in 1953 with a gift from the private library of James Ford Bell, founder of the General Mills Company in Minneapolis, this collection of original materials currently numbers 20,000 rare books, 2,500 manuscripts, and 2,500 maps. Further information is available at <http://bell.lib.umn.edu>. The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

### RESPONSIBILITIES:

#### Unit Administration

Oversee all aspects of the collections, services, and programs of the Library. Ensure security and integrity of collections; provide leadership in developing programs and interpreting collections, as well as in the activities of the Associates of the James Ford Bell Library; supervise one FTE Assistant Curator and one FTE support staff member, in addition to students and volunteers.

#### User Services

Provide reference and research assistance for scholars, including instruction, promotion, exhibit curation, and program development.

#### Collection Development and Management

Select materials for the Library's permanent collections from antiquarian booksellers. Direct necessary conservation and preservation efforts.

Other duties, including: prepare exhibits, assist at lectures and other events, provide liaison with academic and library departments, occasionally provide service on evenings and weekends or by appointment, oversee design and content of Web pages.

**QUALIFICATIONS:** Required: ALA-accredited MLS or foreign equivalent; expertise in rare-book librarianship; minimum of five years' professional experience in a rare book library; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. Preferred: Advanced academic degree in history, geography, or related field; strong record of publication and teaching; knowledge of European languages; record of leadership in professional associations; knowledge of digital technologies and their applications to libraries.

**SALARY AND BENEFITS:** This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the Associate Librarian or Librarian rank. Rank will depend on qualifications and experience consistent with collegiate and university policy. The libraries offer a competitive salary, commensurate with experience, but not less than \$60,000, for this position. Excellent benefits and substantial moving allowance.

**TO APPLY:** Position is available **November 2002**. Applications will be accepted until the position is filled. Send letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

**Libraries Human Resources Office  
University Libraries, 499 Wilson Library  
309 19th Avenue South  
Minneapolis, MN 55455-0414**

Please identify your application with the reference number UL142.

*The University of Minnesota is an equal opportunity educator and employer.*

OCLC bibliographic database and Lehigh's SIRSI online library system; perform original and complex cataloging in all formats; monitor and design work processes for authority control; catalog electronic and Web-based resources using metadata standards and practices; perform related duties as assigned. An MLS from an ALA-accredited library school is required. Please send a cover letter and résumé, by December 20, 2001, to: Pamela

Steigerwalt, Employment Coordinator, Information Resources, 8A East Packer Avenue, Bethlehem, PA 18015. For more information, visit our Web site: <http://www.lehigh.edu>. Affirmative action, equal opportunity employer.

**LIBRARY AND INFORMATION SCIENCE ASSISTANT PROFESSOR.** Deadline for receipt of applications: January 15, 2002, or until



## DIRECTOR OF BYRNE MEMORIAL LIBRARY

### Saint Xavier University

**FUNCTION:** Responsibilities include all aspects of library operation, including budgeting, strategic planning, policy development, and the personnel management, collection development, bibliographic instruction, reference and research services and liaison to professional, state, and national networks and organizations.

**QUALIFICATIONS:** Master's degree in Library and Information Science from an ALA-accredited institution required; second master's or other advanced degree preferred; minimum of four years' progressive administrative experience in an academic library, with demonstrated accomplishments; extensive background in evaluating and implementing electronic library technology; strong communication skills and the knowledge of scholarly communication and its role in the liberal arts higher education setting.

Position is full-time and tenure-track.

START DATE: June 2002.

TO APPLY: Send letter, résumé, and names of three reference to:

**Office of Employee Services  
Saint Xavier University  
3700 West 103rd Street  
Chicago, IL 60655  
E-mail: [employee\\_services@sxu.edu](mailto:employee_services@sxu.edu)**

## VILLANOVA UNIVERSITY

### University Librarian & Director, Falvey Memorial Library

Villanova University seeks a dynamic, creative librarian to serve as University Librarian & Director of Falvey Memorial Library. The University Librarian must provide vision and leadership in formulating programs and implementing strategies to integrate print-based information materials with an ever increasing array of digital resources. In addition, the University Librarian must uphold Falvey's tradition of service and instruction in information literacy. Strong interpersonal skills, an aptitude for problem-solving, knowledge of information technologies, and strong advocacy for library services and perspectives are essential.

Villanova University, a Catholic university founded by the Augustinian Order, offers undergraduate and graduate programs in arts and sciences, business, engineering, and nursing. The University enrolls 10,000 students, and has 600 full-time faculty. Its attractive campus is located in the western Philadelphia suburbs.

Falvey Memorial Library contains 860,000 volumes, subscribes to 5,400 serials, offers a full service instructional media center, provides access to numerous electronic databases and online services, and employs approximately 80 full and part-time staff, including 20 librarians. University Archives reports to this position. Its annual budget is over \$5,000,000 with nearly \$3,000,000 committed to information resources. The University Librarian & Director reports to the Vice President for Academic Affairs. Falvey Library is a member of the University Libraries Group (ULG). For more information see the Falvey webpage at: <http://www.library.villanova.edu>.

Candidates should possess an appropriate doctorate, although exceptional candidates with a master's degree in Library Science/Information Science from an ALA accredited institution will be considered. Required experience includes at least five years of increasing levels of management responsibilities in an academic or research library; experience with issues current in the field of librarianship (including information literacy, data archiving, facility planning and design, public relations and marketing of services and resources); and demonstrated experience with fiscal and budgetary matters.

Review of applications will begin immediately and will continue until the position is filled. Letter of application with vita and names, addresses, and email addresses of three references should be sent to:



**Dr. Gerald M. Long, Dean of Graduate Studies  
Chair, University Librarian Search Committee  
Villanova University  
800 Lancaster Avenue  
Villanova, PA 19085**

*Villanova University is an Affirmative Action/Equal Opportunity Employer.*



UNIVERSITY  
OF SOUTHERN  
CALIFORNIA

## COORDINATOR, INFORMATION SERVICES

University of Southern California

The Information Services Division of the University of Southern California (USC) is seeking an innovative and dynamic Coordinator for Information Services for the Thomas and Dorothy Leavey Library, a teaching library housed in a technology-intense facility that opened in fall 1994. As a center for promoting information literacy and lifelong learning skills to undergraduate students, Leavey Library is a focal point for evaluating information technologies, developing partnerships with faculty, and integrating technology into the curriculum. The Leavey Library staff includes six library faculty (including Coordinators in the areas of Instructional Services and Collection Development), three library assistants, eight professional staff, and more than 100 student assistants.

The Coordinator for Information Services will manage all aspects of Leavey Library's two Information Commons areas, in close collaboration with other Leavey faculty and staff; will offer high-quality reference service in the Information Commons; will teach course-integrated library instruction; and will participate in collection development.

The successful candidate will have a strong commitment to meeting the needs of the university's scholarly community; a strong customer service orientation; an ability to interact effectively with students, faculty, and staff from diverse cultural backgrounds; an ability to manage multiple priorities and meet deadlines in a frequently ambiguous, changing environment; and a willingness to take risks in approaching solutions.

**REQUIRED:** Graduate degree in library science from an ALA-accredited institution or equivalent combination of relevant advanced degree and library experience; minimum three years of successful and progressively more responsible experience in the area of information services, including experience at a busy and networked reference desk; strong commitment to undergraduate education; familiarity with emerging technologies and their potential to enhance library services; demonstrated ability to plan and implement new programs and services; demonstrated leadership skills; ability to work effectively in a highly collaborative environment; experience in instruction, both one-on-one and in a classroom with groups of various sizes; excellent oral and written communication skills; and ability to meet USC's standards for continuing appointment or renewable contract.

**DESIRABLE:** Experience with collection development; knowledge of one or more foreign languages.

Librarian II (minimum salary \$45,000) or Librarian III (minimum salary \$50,000); appointment rank and salary commensurate with experience and qualifications.

The position is full-time on a 12-month contract. Benefits include a choice of university-sponsored retirement programs, 22 paid vacation days per year, a choice of medical and dental plans, and tuition assistance.

A complete job description is available at: [http://www.usc.edu/isd/leavey/open\\_positions.html](http://www.usc.edu/isd/leavey/open_positions.html).

Review of candidates will begin **February 15, 2002**, and will continue until the position is filled. This search is an extension of an earlier search; all previous applications remain on file.

Candidates should submit a letter of application, résumé, and three references to:

**Terry Kolasa**  
**Director, Human Resources**  
**PSD-114**  
**ATTN: #208**  
**Information Services Division**  
**University of Southern California**  
**Los Angeles, CA 90089-0182**

For more information about these positions, please contact: Charlotte Crockett, Chair, Search Committee; e-mail: [crockett@usc.edu](mailto:crockett@usc.edu).

position is filled. The Faculty of Information and Media Studies (FIMS) at The University of Western Ontario invites applications for a full-time, probationary appointment (tenure-track) at the rank of Assistant Professor to begin July 1, 2002. Up to two appointments may be made. Candidates must have a Ph.D. completed or nearing completion in Library and Information Science or related area and show evidence of strong research potential and excellence in teaching. Professional experience as a librar-

ian or information manager in a traditional or nontraditional setting is an asset. The normal teaching workload in FIMS is four half-courses per academic year. The successful candidate will demonstrate the ability to contribute to the master's and Ph.D. programs in Library and Information Science, with expertise in one or more of the following areas: Organization of information or cataloging; Management; Archives; Digital libraries; Health Informatics. The Faculty of Information and Media Studies is a

## TWO POSITIONS AVAILABLE

### University of Minnesota, Twin Cities

<http://www.lib.umn.edu>

The Bio-Medical Library at the University of Minnesota has two openings available in the Reference Department. The Library particularly encourages the candidacy of individuals with experience in multicultural and multiracial environments.

#### Head of Reference, Bio-Medical Library (UL146)

Position Available Immediately

The Bio-Medical Library seeks experienced applicants for the new position of Head of Reference. This position reports to the Associate Director for Public Services and will have responsibility for the following:

- Coordinate reference services, including reference desk coverage, train new and existing staff, search, and participate in the management of the reference collection, both print and electronic;
- Write policies and procedures, develop and introduce new services and resources with a user-centered focus, and keep staff up-to-date on reference tools, services, and resources;
- Market reference services to the Academic Health Center and develop targeted outreach programs, participate in long-range planning for public services, and establish goals and objectives for reference services and AHC liaison/outreach activities;
- Support the library's Web initiatives, including HealthWeb and Health and Medicine in the News, and serve on committees both within the Bio-Medical Library and the University Libraries systemwide;
- Collection development in an assigned subject area;
- Staff the reference desk on a regularly scheduled basis and participate in library instruction;
- Supervise four librarians and two classified staff.

#### QUALIFICATIONS:

Required: ALA-accredited MLS or foreign equivalent; minimum of 5 years progressively responsible experience in a health sciences library with significant print and electronic holdings; supervisory experience; demonstrated knowledge of the latest trends in research and reference services; knowledge of current technological applications and strong technology skills; excellent oral and written communication, leadership, organizational, and interpersonal skills; experience teaching. Preferred: Membership in the Academy of Health Information Professionals; experience with proposal and grant applications; demonstrated involvement in professional organizations; knowledge of trends and issues in health sciences libraries.

**SALARY:** The university libraries offer a competitive salary commensurate with skills and experience (minimum \$45,000).

#### Reference Librarian, Bio-Medical Library (UL147)

Position Available Immediately

The Bio-Medical Library seeks applicants for the position of Reference Librarian. This position reports to the Head of Reference, as a member of the Reference Services Team. Responsibilities include the following:

(continued on next page)

vibrant, expanding faculty composed of over 30 full-time faculty members and about 15 nonacademic staff. It currently offers an undergraduate program in Media, Information, and Technoculture with an enrollment of 550 students as well as a master's in Journalism and a master's and doctoral program in Library and Information Science, with a combined graduate enrollment of 210 students. A new graduate program in Media Studies is under development. Information about the faculty and descriptions of our courses are available at: <http://www.tims.uwo.ca>. The University of Western Ontario is a research-intensive university of 27,000 full-time equivalent students. Interested candidates are invited to send their curriculum vitae, names and addresses of three references, and copies of their scholarly work by January 15, 2002, to: Catherine Ross, Acting Dean, Faculty of Information and Media Studies, Middlesex College, The University of Western Ontario, London, ON, Canada N6A5B7; phone: (519) 661-3542; fax: (519) 661-3506. The position is subject to budgetary approval. Canadian citizens and permanent residents will be considered first for this position. The University of Western Ontario is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people, and persons with disabilities.

**LIBRARY DIRECTOR, REEVES LIBRARY.** Moravian College and Moravian Theological Seminary invite applications and nominations for

the position of Director of Reeves Library. Moravian College is a selective liberal arts and sciences college in the beautiful Lehigh Valley of Pennsylvania with an enrollment of 1,450 FTE students and 18 academic departments. Besides awarding undergraduate degrees, the college offers master's degrees in business administration and education. Founded in 1742, Moravian College is the sixth oldest college in the nation. As a member of the Lehigh Valley Association of Independent Colleges (LVAIC), Moravian's Reeves Library engages in a variety of cooperative programs with the libraries of Lehigh and DeSales Universities, and of Cedar Crest, Lafayette, and Muhlenberg Colleges. Moravian Theological Seminary is a graduate-professional school of theology affiliated with the Moravian Church of America. It has an enrollment of 50 FTE students. The Seminary awards three degrees: Master of divinity, master of arts in pastoral counseling, and master of arts in theological studies. Reeves Library houses over 245,000 books, bound periodicals, and other materials in addition to 1,350 current periodical subscriptions in support of the curricula of both the College and the Seminary. The collection includes the Groenfeldt Moravian Collection, a special collection of 6,670 items dealing with the Moravian Church. For more information about the college and seminary, visit our Web site at: <http://www.moravian.edu>. The Director's responsibilities include: Overseeing and coordinating library services for the college and seminary; collection development in support of the curricu-

(continued from previous page)

- Staff the reference desk on a regularly scheduled basis;
- Provide mediated searching and library instruction;
- Design and develop instructional material and Web-based tutorials;
- Collection development and liaison activities for the College of Nursing Coordination of library promotion, marketing and communication activities to include development and evaluation of a marketing and communications plan to promote library services and resources;
- Co-editor of the Bio-Medical Library newsletter;
- Serve on committees both within the Bio-Medical Library and University Libraries, systemwide.

**QUALIFICATIONS:** Required: ALA-accredited MLS or foreign equivalent; experience in a health sciences library with significant print and electronic holdings; knowledge of print and electronic reference resources; excellent oral and written communication, organizational, and interpersonal skills with a strong user-focused orientation; experience teaching; knowledge of current technological applications and strong technology skills. Preferred: Membership in the Academy of Health Information Professionals; demonstrated involvement in professional organizations; knowledge of issues and trends in health sciences libraries.

**SALARY:** The university libraries offer a competitive salary, commensurate with skills and experience (minimum \$35,000).

Excellent benefits and substantial moving allowance are provided. Both positions are full-time, 12-month, continuous appointment track, academic/professional positions with probationary appointment at the assistant or associate librarian rank. Rank will depend on qualifications and experience consistent with collegiate and university policy.

**TO APPLY:** Both positions are available immediately. Send letter of application, resumé, and names and contact information of three current professional references to:

**Libraries Human Resources  
499 Wilson Library  
University of Minnesota  
309 19th Avenue South  
Minneapolis, MN 55455**

Please identify the application with reference number UL146 (Head of Reference) or UL147 (Reference Librarian). Applications will be accepted until the positions are filled.

The Bio-Medical Library serves the schools of medicine, dentistry, nursing, pharmacy and public health; mortuary science, several allied health programs; and related life sciences programs of the university. The library has 63 FTE staff, including 15 librarian positions. The collection contains over 450,000 volumes; more than 4,100 current journal subscriptions; and 1,000 curriculum-related and self-instructional media and computer programs. The Bio-Medical Library, creator of Health and Medicine in the News, and cofounder of the HealthWeb project, is committed to developing innovative and progressive programs utilizing advanced technologies and a wide spectrum of resources. Bio-Medical Library, along with University Libraries, will be implementing the Aleph Integrated Library System from Ex Libris.

*The University of Minnesota is an equal opportunity educator and employer.*

lum; developing and administering the budget; writing grants to seek outside funding to advance the library; working with the college and seminary students and faculty; planning, implementing, and assessing strategic goals; representing the library on local, regional, and national professional committees; supervising the library staff (five professional librarians and six support staff); initiating, organizing, managing, and expanding consortial agreements; representing the institution on the LVAIC Council of Library Directors. Qualifications: ALA-accredited MLS; second master's or doctoral degree is desirable; minimum of five years' administrative/supervisory experience in an academic library; strong background in technological innovations in academic libraries and higher education; experience with budgeting process; grant-writing experience; excellent interpersonal, communication, leadership, and organizational skills. Compensation: Salary will be commensurate with qualifications and experiences. The Director position is a 12-month position. Moravian College and Moravian Theological Seminary offer a competitive benefits package. Applicants should submit a cover letter, curriculum vitae, salary requirements, and three professional references that have granted permission for direct contact to the Chair of the Search Committee. The cover letter should include discussion of their philosophy of liberal education, teaching, and scholarship at institutions with the scope and mission of Moravian College and Moravian Theological Seminary. Applications

should be received by January 15, 2002. Review of applications will begin immediately and continue until the position is filled. Moravian College and Moravian Theological Seminary value diversity and encourage individuals from underrepresented populations to apply. Application materials should be sent directly to: Human Resources, Chair, Reeves Library Director Search Committee, **Moravian College and Moravian Theological Seminary**, 1200 Main Street, Bethlehem, PA 18018-6650; email: employment@moravian.edu; fax: (610) 625-7863.

**REFERENCE AND INSTRUCTION SERVICES LIBRARIAN.** Western Washington University (WWU) seeks a motivated and innovative individual for the position of Reference and Instruction Services Librarian. This individual will provide reference, research assistance, credit and noncredit instruction, collection development, and liaison services. Some evening and weekend hours are required. Reference Services is a team of eight librarians and five staff working together in a collaborative environment providing reference service and research assistance. Reference Services includes answering questions, group instruction, and the creation of instructional materials for students, faculty, staff, and members of the community. The successful candidate will join a team of librarians sharing collection development and liaison responsibilities for the College of Arts and Sciences within the university. The Western Libraries consist

# ACQUISITIONS/SERIALS LIBRARIAN

## University of Northern Colorado

The University of Northern Colorado seeks applicants for the position of Acquisitions/Serials Librarian and Assistant/Associate Professor of Library Science, position number 20640. This tenure-track position reports to the Associate Dean and is responsible for the acquisition of library materials in all formats. The position manages the Acquisitions/Serials Department which consists of 4.5 FTE staff who order, receive, and pay for print and nonprint monographs and serials as well as electronic resources; negotiates contracts for electronic resources and monitors a library materials budget of over \$1,000,000; provides leadership in the application of technology to the acquisition of materials and management of serials and electronic resources, including the acquisitions and serials modules of the integrated library system; and participates in reference service, instruction, or collection development in an appropriate area.

**QUALIFICATIONS:** Required: Master's degree from an ALA-accredited library school; three years of experience in a college, university, or research library working in acquisitions or serials; and supervisory experience. Preferred: Knowledge of integrated library systems; experience managing budgets; knowledge of electronic resources; experience providing reference service, delivery of instruction, or collection development; strong interpersonal skills and the ability to work cooperatively with library personnel.

Salary minimum is \$37,000 (negotiable) per year.

Starting date is May 1, 2002 (negotiable). The position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado.

**TO APPLY:** All application materials must be postmarked by **January 4, 2002**. Send letter of application highlighting candidate's suitability, resume, and the names, mail and e-mail addresses, and telephone numbers of three references to:

**Joan Lamborn**  
**Acquisitions/Serials Librarian Search Committee**  
**University of Northern Colorado**  
**James A. Michener Library**  
**Campus Box 48**  
**Greeley, CO 80639**

*UNC is an affirmative action, equal opportunity employer and is committed to fostering diversity in its student body, faculty, and staff. Employee Relations Office, Carter 2011.*

of a main library and a branch music library. There are 19 librarians and a support staff of 46. Western Washington University, situated between Seattle, Washington, and Vancouver, British Columbia, on the shores of Bellingham Bay near the foothills of the Cascade Mountains, has a student population of over 11,000. For more information about the university and the libraries, see: <http://www.wvu.edu>. **Required Qualifications:** An MLS at the time of application from an ALA-accredited program or its foreign equivalent; two years' professional academic or research library experience; knowledge of traditional and electronic reference resources; strong computer skills, including the ability to create Web pages; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communications, and organizational skills. **Desirable Qualifications:** Graduate degree or graduate course work in an academic field; familiarity with current bibliographic and reference sources in academic libraries; experience in collection development, reference work, and bibliographic instruction in an academic library; evidence of ability to meet tenure requirements; experience working with a diverse student body, staff, and faculty. The position is available April 1, 2002, contingent upon the availability of funding. Appointment will be at the Assistant Professor rank (12-month, tenure-track position). Compensation is dependent on qualifications and experience. Promotion and tenure are awarded on the basis of performance in librarianship, scholarship, and service. Full consideration will be given to applications received by January 31, 2002. Please send a curriculum vitae and a letter of application addressing your qualifications in terms of those stated above to: Lin Stefan, Secretary to the Search Committee, The Libraries, MS-9103, Western Washington University, 516 High Street, Bellingham, WA 98225; or by fax to: (360) 650-3044. For more informa-

tion, contact Lin Stefan at: (360) 650-3051. Semifinalists will be required to provide professional references. WWU is an equal opportunity, affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, Vietnamese veterans, and disabled veterans are encouraged to apply. For disability accommodation, call the Employee Services Manager at: (360) 650-3771; or (360) 650-7696 (TTY). All new employees must complete the Measles Immunization Report Form and show employment eligibility verification as required by the U.S. Immigration and Naturalization Service before beginning work at WWU. WWU is committed to fostering a safe learning and working environment. Our Annual Campus Security Report, including information on campus crime and WWU safety policies and procedures, can be viewed at: [www.wvu.edu/depts/vpsa/asr.htm](http://www.wvu.edu/depts/vpsa/asr.htm). For a paper copy, call Human Resources at: (360) 650-3774; or (360) 650-7696 (TTY). For alternate formats, call: (360) 650-3839.

**SCIENCE LIAISON LIBRARIAN.** Serves as resource specialist for sciences; represents science departments within the library; actively participates in course-related instruction and information literacy program for the sciences; develops Web-based resources in the sciences; participates in library planning and professional activities; provides reference services in traditional and digital environments; shares responsibility for coordinating public service activities on a rotating basis. For complete description, visit: [www.ups.edu/humanresources](http://www.ups.edu/humanresources). Requires ALA-accredited MLS or equivalent; academic training/experience in the sciences; demonstrated team and project leadership skills; experience in teaching or instructional activities; reference experience; working knowledge of information technologies and applications to enhance user ser-





## ASSOCIATE DIRECTOR PUBLIC SERVICES

Massachusetts Institute of Technology  
(Search Extended)

The MIT Libraries seek a creative and visionary librarian to provide leadership in sustaining and enhancing a full range of user-centered public services. The Associate Director for Public Services leads an innovative and energetic staff in developing proactive services with an emphasis on the integration of emerging technologies for remote delivery of information services and instructional assistance. MIT Libraries Public Services promotes a service-oriented philosophy that values measurement and assessment to maintain a deep understanding of user needs and expectations. The Associate Director fosters a working environment in which all staff are encouraged to develop their skills in order to effectively contribute to the provision of library services for a dynamic user community.

Reporting to the Director of Libraries, the Associate Director oversees five divisional libraries (Architecture and Planning, Engineering, Humanities, Management and Social Sciences, and Science), five branch libraries (Aeronautics/Astronautics, Earth, Atmospheric, and Planetary Sciences, Music, Neurosciences and Biomedical Imaging, and Visual Collections), the Institute Archives and Special Collections, and the MIT Libraries' fee-based Document Services. The incumbent is a member of the libraries' senior management team and participates in long-range planning, program development and evaluation, budget formulation, and allocation of resources in support of the libraries' mission. The Associate Director participates in planning for new and renovated library spaces, assists in fundraising and resource development programs, and promotes the visibility of the Libraries within MIT. The incumbent will also be responsible for developing collaborative relationships with other MIT departments and for representing the MIT Libraries locally, regionally, and nationally.

### QUALIFICATIONS:

Required: ALA-accredited MLS; substantial management and supervisory experience in increasingly responsible positions, some of which has been in an academic library; clear understanding of the variety of public services functions; demonstrated knowledge of best practices and current trends in the provision of information services; the ability to lead, mentor, and motivate staff; excellent interpersonal and communication skills; thorough understanding of issues facing research libraries including the changing landscape of scholarly communication and the impact of technology on teaching, learning, and research; a record of successful interaction with faculty, students, staff, and administrators; ability to develop creative solutions; flexibility in accomplishing objectives; experience and/or expertise in assessment and measurement; demonstrated record of leadership and achievement in the library profession.

Preferred: Knowledge and/or experience with fundraising and resource development.

HIRING SALARY: Commensurate with qualifications and experience.

Review of applications will begin **February 1, 2002**.

TO APPLY: Send cover letter, résumé, and names and addresses of three current references to:

**Search Committee for Associate Director for Public Services (CRL)**  
**The Libraries, Room 14S324**  
**Massachusetts Institute of Technology**  
**77 Massachusetts Avenue**  
**Cambridge, MA 02139-4307**

Applications may also be sent via fax: (617) 253-0583; or e-mail: [rmdead@mit.edu](mailto:rmdead@mit.edu).

Potential candidates may arrange for an informational meeting at ALA by calling Robin Deadrick: (617) 253-9322.

MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and a relocation allowance. The MIT Libraries affords a flexible and collegial working environment and fosters professional growth of its staff with management training and travel funding for professional meetings.

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



MIDDLE TENNESSEE STATE  
UNIVERSITY LIBRARY

## SIX POSITIONS AVAILABLE

### Middle Tennessee State University

Middle Tennessee State University invites applications for the following library faculty positions:

#### **Collection Management–Acquisitions (#401560)**

Serve as team leader including supervision of four staff and students. Oversee ordering, receiving, check-in and payment functions, the materials budget, vendor performance, and development of library collections.

#### **Collection Management–Computing Applications (#401520)**

Assist staff in investigating and evaluating new technologies, provide training in new software releases, and explore applications of Endeavor's Voyager system. Work in collaboration with library systems office.

#### **Collection Management–Serials (#401160)**

Provide team leadership for print and electronic serials ordering, receiving, check-in and payment. Monitor budget and vendor performance, and assure effectiveness of unit workflow. Collaborate with other units to provide bibliographic access to electronic resources.

#### **User Services–Electronic Resources/Access Services Team Leader (#401180)**

Lead a team that provides interlibrary loan, periodicals, circulation/reserves, microtext, and electronic resource services. Play a key role in designing library access services for the future. Emphasis is on electronic resource services but responsibilities also include reference service, library instruction, and selection responsibilities for a multiformat reference collection.

#### **User Services–Instructional Services/Distance Education (#401530)**

Coordinate off-campus instructional services including development of online tutorials and web pages. Participate in providing and designing instructional services as a part of an Instructional Services team. Responsibilities also include reference service, including Sunday hours, and selection responsibilities for the reference collection.

#### **User Services–Interlibrary Loan (#401130)**

Oversee and provide interlibrary loan service to library clients. Participate in designing library access services for the future as a part of an Access Services team. Responsibilities also include reference service, library instruction, and selection responsibilities for a multiformat reference collection.

#### **THE ENVIRONMENT:**

MTSU is a broad-based, comprehensive university incorporating new technologies, 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, fostering initiatives in research and public service. The new university library lies at the heart of the MTSU educational experience. Murfreesboro is located 30 miles southeast of Nashville. This historical city offers a rich cultural and recreational life and easy access to a variety of attractions within the state and region.

#### **QUALIFICATIONS:**

All individuals will be expected to meet promotion and tenure criteria and work creatively and cooperatively in a team environment to enhance library programs and services. Specific qualifications as well as full descriptions are available at the library vacancies Web site at: <http://www.mtsu.edu/~wblack/vacs.html>.

#### **BENEFITS:**

Salary and benefits are highly competitive. Appointment is at faculty rank with benefits of full faculty status.

#### **APPLICATION:**

Consult the library vacancies Web site for more detail at: <http://www.mtsu.edu/~wblack/vacs.html>; or contact the library at: (615) 898-2772; and apply to the appropriate search committee at:

**Middle Tennessee State University**

**P.O. Box 13**

**Murfreesboro, TN 37132**

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

## MANUSCRIPTS AND ARCHIVES LIBRARIAN

### San Diego State University

San Diego State University Library and Information Access seeks applications and nominations for a Manuscripts and Archives Librarian. Special Collections, which is a highly valued partner in teaching and research at the University, houses approximately 32,000 volumes of rare books and collections of manuscripts, archives, photographs, art prints, postcards, memorabilia, etchings, and oral histories. The printed collection includes incunabula and 16th- and 17th-century imprints which include material on heraldry, rare herbals, performing arts, and astronomy. University Archives is the repository for materials which document the 104-year history of San Diego State University since its founding in 1897 as a normal school. This division supports the academic mission of the university through public service and instructional programs; through bibliographic access to the collections; and through a growing calendar of scholarly meetings and exhibits.

San Diego State University is the second largest academic institution in California and the oldest in the region. It serves an ethnically diverse student body of approximately 30,000 students and 2,200 faculty members. The University offers bachelor's degrees in 79 areas, master's in 61, and the doctorate in 13. Its mission is to provide well-balanced, high-quality education for undergraduate and graduate students, and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research, and service. Additional information is available at: <http://www.sdsu.edu>.

For complete position description, required and preferred qualifications, and submission procedures, see: <http://infodome.sdsu.edu/about/positions.shtml>. Screening of applications will begin on **December 7, 2001**.

...; knowledge of Web development/technologies; excellent organizational, analytical, time management, and communication skills; demonstrated capacity to work effectively with library staff, faculty, and students; an understanding of and commitment to contribute significantly to the role of the library in the educational process. Previous work experience in an academic library and experience using XML, PERL, and/or Visual Basic desirable. To Apply: Submit interest letter, resume, and names of three references, by January 15, 2002, to: Library Search, **University of Puget Sound**, P.O. Box 7297, Tacoma, WA 98406. An equal opportunity, affirmative action educator/employer.

**SENIOR REFERENCE LIBRARIAN FOR GOVERNMENT DOCUMENTS, MAPS, AND MICROFORMS.** The Eugene McDermott Library at the University of Texas at Dallas is accepting applications for a senior reference librarian for government documents, maps, and microforms. Responsibilities include assisting patrons at the reference desk, (including night and weekend assignments), providing formal library instruction,

Education

## Vacancy Announcement

*New Jersey City University is a diverse University located in Jersey City, New Jersey. We offer over 40 Baccalaureate and Master Degree programs and serve 10,000 students. The University offers a complete benefits package including health, dental, prescription and pension; tuition waivers; state of the art fitness center and paid vacations and holidays.*

New Jersey City University is recruiting for the following position:

### LIBRARIAN III Cataloger (Gil Noble Tapes)

Application Deadline:  
December 15, 2001.

For more details  
and/or to apply  
online, visit  
our website at:

[www.njcu.edu](http://www.njcu.edu)

Click on Employment  
Opportunities



acting as faculty liaison for collection development, and preparing guides and user aids. The librarian is the Library's contact for all federal and Texas state depository activities. The position requires a master's degree in library or information science from an ALA-accredited institution and at least five years of appropriate library experience, including experience using and managing government documents. Excellent interpersonal skills, the ability to communicate effectively both verbally and in writing, and a commitment to public service are essential. Preference will be given to applicants with a second master's degree and a background in science, technical, or business discipline. Minimum Salary: \$33,000 for a 12-month administrative/professional appointment. Applications will be accepted until the position is filled. Please send a letter of application, a resume, and three professional references to: Search #8119, The University of Texas at Dallas, P.O. Box 930688, M/S AD 23, Richardson, TX 75083-0688. Indication of sex and ethnicity for affirmative action statistical purposes is requested as part of the application but not required. The **University of Texas at Dallas** is an affirmative action, equal opportunity employer and strongly encourages applications from candidates who would enhance the diversity of the university's faculty.

**SERIALS LIBRARIAN.** The Department of the Library of the **College of Staten Island of The City University of New York** seeks candidates for an anticipated tenure-track position as a Serials Librarian at the rank of Assistant Professor. Required: ALA-accredited M.L.S., a second graduate degree, and academic library experience in an integrated online environment. Experience in technical services, reference, and bibliographic instruction desired. Responsibilities include coordinating and managing the overall operation of the serials function of the library in consultation with the Chief Librarian; serving as principal library contact with serials vendors; monitoring trends in serials and electronic publishing and recommending selections; and reference. The successful candidate will be expected to perform department and college service and engage in an active and productive research agenda. Salary Range: \$42,162-\$57,049, commensurate with qualifications. Review of applications will begin immediately and will continue until the position is filled. Send letter of application, a curriculum vitae, and the names, addresses, and telephone numbers of at least three references to: Chair, Serials Librarian Search Committee, Department of the Library, College of Staten Island/CUNY, 2800 Victory Boulevard, Room 1L-106, Staten Island, NY 10314. For more information about the library, see our Web site: <http://www.library.csi.cuny.edu>. EEO/AA/ADA employer.



## REFERENCE/INSTRUCTION LIBRARIANS

### University of Southern California

The University of Southern California is seeking two energetic and highly motivated Reference/Instruction Librarians. The successful candidates will join the staff of the Thomas and Dorothy Leavey Library, a gateway library housed in a technology-intensive facility that opened in fall 1994. As a center for promoting information literacy and lifelong learning skills to undergraduate students, Leavey Library is a focal point for evaluating information technologies, developing partnerships with faculty, and integrating technology into the curriculum. The Leavey Library staff includes six library faculty (including Coordinators in the areas of Information Services, Instructional Services, and Collection Development), three library assistants, eight professional staff, and more than one hundred student assistants.

The Reference/Instruction Librarians actively participate in instruction, reference, collection development, and faculty outreach, and they collaborate with other librarians at USC to develop innovative services and programs.

The successful candidates will have a strong commitment to meeting the needs of the University's scholarly community; a strong customer service orientation; an ability to interact effectively with students, faculty, and staff from diverse cultural backgrounds; an ability to manage multiple priorities and meet deadlines in a frequently ambiguous, changing environment; and a willingness to take risks in approaching solutions.

**REQUIRED:** Graduate degree in library science from an ALA-accredited institution or equivalent combination of relevant advanced degree and library experience; enthusiasm for working with undergraduates; ability to work effectively as part of a team; and excellent oral and written communication skills.

**DESIREABLE:** Experience in delivering high-quality information service at a busy and networked reference desk; knowledge of current information retrieval technologies and interest in exploring and adapting technologies to library services; experience or demonstrated skills in instruction, both one-on-one and in a classroom with groups of various sizes; knowledge of one or more foreign languages; experience in collection development.

Librarian I (minimum salary \$40,000) or Librarian II (minimum salary \$45,000); appointment, rank, and salary commensurate with experience and qualifications.

The positions are full-time on a 12-month contract. Benefits include a choice of university-sponsored retirement programs, 22 paid vacation days per year, a choice of medical and dental plans, and tuition assistance.

A complete job description is available at: [http://www.usc.edu/isd/leavey/open\\_positions.html](http://www.usc.edu/isd/leavey/open_positions.html).

Review of candidates will begin **February 15, 2002**, and will continue until the positions are filled.

This search is an extension of an earlier search; all previous applications remain on file. Candidates should submit a letter of application, résumé, and three references to

**Terry Kolasa**  
**Director, Human Resources**  
**PSD-114**  
**ATTN: #209**  
**Information Services Division**  
**University of Southern California**  
**Los Angeles, CA 90089-0182**

For more information about these positions, contact: Charlotte Crockett, Chair, Search Committee; e-mail: [crockett@usc.edu](mailto:crockett@usc.edu).

**TECHNICAL SERVICES LIBRARIAN.** (12-Month Position) Dakota State University is seeking an energetic, service-oriented individual to join a small team of forward-looking, dedicated librarians and associates. The university's mission emphasizes the use and integration of computer technology in all aspects of its curriculum. This unique approach has been recognized nationally and provides an exciting and innovative atmosphere for students, faculty, and staff. The Karl E. Mundt Library is a member of the South Dakota Library Network (SDLN), a statewide, multiple,

integrated online library system. Responsibilities include administration and coordination of technical services in accordance with the goals of the library. Technical Services includes: Acquisitions (including the management of license agreements for electronic resources), cataloging and database maintenance, serials, and processing and weeding of library materials. Responsible for local technical upgrades of SDLN and first-line troubleshooting of library nonnetworked computers. The position assists the Director by tracking the budget. The position reports to the Director of

## ASSISTANT HEAD, ACCESS SERVICES

**S**tanford University Libraries and Academic Information Resources (SUL/AIR) is seeking a bright, energetic and systems-smart librarian to serve as Assistant Head of Access Services for the Cecil H. Green Library Access Services Department. The Assistant Head, Access Services will have primary responsibility for management of the Loan Services Division of the Cecil H. Green Library. The Green Library is Stanford's main library in the humanities and social sciences, processes 500,000 circulation transactions annually, and is staffed by 10 FTE library specialists and approximately 2.5 FTE student assistants.

The Assistant Head of Access Services will share programmatic responsibility for planning and implementing major Access Services initiatives including the electronic reserves program and the planned off-campus high-density storage facility. The successful candidate will play a key role in developing new services and will be expected to lead and participate in library-wide task forces.

This opportunity requires an MLS from an ALA-accredited library school or its equivalent in training and experience. Candidate must possess demonstrated management and organizational skills and significant supervisory experience, preferably in a busy and team-oriented setting and in a large academic research library. Ability to communicate effectively, judiciously and tactfully with faculty, students, and University and library staff is required as is the ability to perform effectively and contribute successfully to a diverse, multicultural workplace environment. Excellent bibliographic and technical skills, familiarity with library automated systems, and experience with PC-based applications (including word processing, spreadsheets, and email) are essential. Experience with SIRSI circulation system preferred.

Applicants should supply with their cover letter a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of 3 references who have knowledge of their professional qualifications for this position. Letters and documents should refer to this position and either be sent via email to [bwelch@stanford.edu](mailto:bwelch@stanford.edu) or via traditional mail to C. Brigid Welch, Head of Access Services, Stanford University Libraries, 557 Escondido Mall, Stanford, CA 94305-6004. Applications received by January 4, 2002 will receive first consideration. For information on this and other positions, see [www.sul.stanford.edu/depts/humres/job.html](http://www.sul.stanford.edu/depts/humres/job.html). EOE.



## Stanford University

the Library, supervises one FTE Library Associate, and includes some reference rotation. Qualifications include ALA-accredited MLS with relevant experience in technical services preferred. Position is full-time, permanent, and tenure-leading, with faculty status at the rank of instructor or assistant professor depending upon qualifications. Salary range is \$32,000 (Instructor) to \$36,500 (Assistant Professor) annually plus benefits package. For a complete position description, see our listing at: [www.departments.dsu.edu/jobs/technical\\_librarian.htm](http://www.departments.dsu.edu/jobs/technical_librarian.htm). The review of applications will begin January 4, 2002, and continue until the position is filled. Interested parties are invited to submit a letter of application addressing position qualifications with a resume and with the names, addresses, and telephone numbers of three current references to: Ethelle S. Bean, Director of the Library, Karl E. Mundt Library, **Dakota State University**, Madison, SD 57042-1793; fax: (605) 256-5208; e-mail: [Ethelle.Bean@dsu.edu](mailto:Ethelle.Bean@dsu.edu). Disabled applicants are invited to identify any necessary accommodations required in the application process. TDD: (800) 877-1113. Equal opportunity employer.

**UNIVERSITY LIBRARY/DIRECTOR OF FITZGERALD LIBRARY.** Saint Mary's University of Minnesota invites applications for the position

of University Library/Director of Fitzgerald Library to start June 1, 2002. The University Library/Director of Fitzgerald Library oversees all aspects of Fitzgerald Library (Winona Campus) and is responsible for communication and coordination between Winona Campus and the Twin Cities Graduate Center Library. We are seeking an individual with experience and/or an interest in applied programs of information literacy. This is a 12-month, nontenured position with full benefits. Salary commensurate with qualifications and experience. For a complete notice of vacancy, please see our Web site at: <http://www.smumn.edu>. **Saint Mary's University of Minnesota** is an equal opportunity employer.

**WEB DEVELOPER LIBRARIAN.** **California State University, San Marcos.** Tenure-track appointment at Senior Assistant Librarian level (salary range starts at \$48,156). Send application letter, resume, and names of three references to: Marion T. Reid, Dean, Library and Information Services, CSU San Marcos, San Marcos, CA 92096-0001. Review of applications begins January 7, 2002. Full position announcement: [http://library.csusm.edu/departments/admin/job\\_cpss.asp](http://library.csusm.edu/departments/admin/job_cpss.asp).

## HEAD, GIANNINI FOUNDATION OF AGRICULTURAL ECONOMICS LIBRARY

University of California, Berkeley

Associate I to Librarian I

\$42,996–\$64,164, per annum, commensurate with qualifications

**DUTIES:** Manages operations and plans for long-term needs of the library. Collaborates with various parties in determining priorities and services. Consults with the Chair/delegates in related administration. Establishes library goals, procedures, and policies in consultation with the Department's Management Services Officer, the Chair, and the Department Library Advisory Committee. Supervises library staff, facilities, and equipment. Provides instruction in Giannini Library use. Prepares bibliographies and instructional guides. May provide course-related instruction in a classroom or in the library. Assists primary clientele in obtaining information on site, from the Berkeley campus libraries, and at the UC Davis AgEcon Library, and online. Responsible for developing collections at Giannini Library in related subject areas. Oversees in-house cataloging of new materials. Oversees recording of faculty publications in the library catalog and on the library's Web site. Professional activity within the field is needed for advancement.

**MINIMUM QUALIFICATIONS:** MLIS from an ALA-accredited institution, or equivalent degree, with relevant professional experience; three to four years' recent professional experience in managing a research or academic library in a special subject area; excellent oral and written skills; supervisory experience and interpersonal abilities; strong commitment to excellence in service and ability to work effectively with faculty, staff, and students in a rapidly changing and diverse environment.

**DEADLINE: February 11, 2002.** Application review will begin January 11, 2002.

Applicants should apply in writing, including with their letter a complete statement of qualifications, a full résumé of their education and relevant experience, and the names, addresses, and phone numbers of three references who are knowledgeable about their qualifications for this position. You may mail your application package to:

**Jeffrey M. Perloff**  
Chair, Library Recruitment Committee  
University of California  
Department of Agricultural and Resource Economics and Policy  
207 Giannini Hall #3310  
Berkeley, CA 94740-3310  
Fax: (510) 643-8911  
E-mail: [perloff@are.berkeley.edu](mailto:perloff@are.berkeley.edu)

For fuller information on this position, see: <http://are.berkeley.edu/library/gflijvl.pdf>.

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

### Late Job Listings

**COORDINATOR, ACCESS SERVICES.** Western Kentucky University seeks applications for the position of Coordinator, Access Services, in the Department of Library Public Services, Helm-Cravens Library. This is a tenure-track faculty position, which reports to the Head, Department of Library Public Services. Access Services includes: Circulation Services, Library Reserves, Collection Management, and Library Security. Duties include coordination of all of the above services and development and implementation of Access Services policies and procedures. Serves on departmental, university libraries, and university committees. Represents university libraries at meetings of various consortiums, associations, etc., including the Kentucky Virtual Library. Requirements: ALA-accredited MLS plus a subject master's degree; extensive experience in library public services, including work with integrated systems; excellent management and supervision skills; ability to communicate effectively with faculty, staff, and students; research and publication required for promotion. For information about our library, see our Web site at: <http://www.wku.edu/Library/>. Salary: \$38,244 minimum. Interested candidates should submit a letter of application, résumé, and names, addresses, and telephone numbers of three references to: Access Services Coordinator Search, Department of Human Resources, Wetherby



## HEAD OF CATALOGING AND DESCRIPTIVE METADATA

Loyola College  
and the College of Notre Dame

The Loyola/Notre Dame Library, serving Loyola College and the College of Notre Dame of Maryland, seeks an innovative and dynamic librarian to manage the cataloging of library resources in electronic, media, and print formats. This individual will take a leadership role in the library's commitment to providing cutting-edge electronic access to a wide variety of resources for its students, faculty, and staff. The successful candidate will work in collaboration with a digital resource team in developing effective policies and procedures for the library's upcoming implementation of the Endeavor Voyager and EnCompass systems. This individual will also have the opportunity to participate in the library's ongoing organizational development that will include the reorganization of technical services. Responsibilities include the management of cataloging and processing workflow with a team of two full-time assistants and a part-time librarian.

**REQUIRED QUALIFICATIONS:** An ALA-accredited MLS, academic library cataloging experience, and the ability to work successfully in a collegial team environment. Desirable qualifications are experience with Endeavor, experience with using non-MARC metadata schemes (e.g., Dublin Core) to describe digital collections, and knowledge of XML.

Minimum salary is \$45,000, depending on qualifications. Benefits include health insurance, TIAA-CREF, life insurance, and tuition remission. The library offers significant support for continuing professional growth and development opportunities. For a detailed position description, see the library's Web site at: [www.loyola.edu/library](http://www.loyola.edu/library).

TO APPLY: Send résumé with the names of three references to:

**Jack Ray, Associate Director  
Loyola/Notre Dame Library  
200 Winston Avenue  
Baltimore, MD 21212**

Or send via e-mail: [ray@loyola.edu](mailto:ray@loyola.edu); or fax: (410) 532-6130.

Administration Building, Room 42, **Western Kentucky University**, 1 Big Red Way, Bowling Green, KY 42101-3576. Review of application materials will begin January 25, 2002, and continue until position is filled. Applicants may track the status of this position at Internet URL: <http://www.wku.edu/Dept/Support/HR>. Women and minorities are encouraged to apply. Western Kentucky University is an affirmative action, equal opportunity employer.

**TECHNICAL SERVICES LIBRARIAN.** Mississippi Libraries seeks two energetic, creative, flexible individuals to join its technical services team. Responsibilities: Original and complex copy cataloging of materials in all formats, subject areas, and languages; completing special assignments as needed, and participating in tenure-track and professional development activities. Reports to the Head of Technical Services. Required: MLS from an ALA-accredited program by date of hire, knowledge of MARC, LCSH, and LC classification, communication and computer skills, familiarity with cataloging in an online environment, ability to work flexibly and creatively in a rapidly changing environment, an awareness of current trends and developments in cataloging, ability to interact positively and productively with colleagues, faculty, staff, and students, and the potential to meet tenure requirements. Highly motivated persons committed to providing bibliographic access to library materials are urged to apply for this tenure-track position at the Assistant Professor level. Salary is negotiable from \$34,000 depending upon qualifications and experience. Candidates should submit a letter of application addressing how she/he meets the required qualifications for the position, a current résumé, and the names, addresses, telephone numbers, and e-mail addresses of three references to: JoAnn Stefani, Head of Technical Services, J.D. Williams Library, University of Mississippi, P.O. Box 1848, University, MS 38677. **The University of Mississippi** is a Title VII/Title IX/AA/ADA/ADEA employer.