

THE CLASSIFIED ADS

Deadlines: Orders for regular classified advertisements must reach the ACRL office on or before the second of the month preceding publication of the issue (e.g. September 2 for the October issue). Late job listings will be accepted on a space-available basis after the second of the month.

Rates: Classified advertisements are \$5.00 per line for ACRL members, \$6.25 for others. Late job notices are \$12.00 per line for members, \$14.00 for others. Organizations submitting ads will be charged according to their membership status.

Telephone: All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$10 will be charged for ads taken over the phone (except late job notices or display ads).

Guidelines: For ads which list an application deadline, that date must 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 figure. 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.

JOBLINE: Call (312) 944-6795 for late-breaking job ads for academic and research library positions. A pre-recorded summary of positions listed with the service is revised weekly; each Friday a new tape includes all ads received by 1:00 p.m. the previous day. Each listing submitted will be carried on the recording for two weeks. The charge for each two-week listing is \$30 for ACRL members and \$35 for non-members.

Fast Job Listing Service: A special newsletter for those actively seeking positions. This service lists job postings received at ACRL headquarters four weeks before they appear in *CR&L News*, as well as ads which, because of narrow deadlines, will not appear in *CR&L News*. The cost of a six-month subscription is \$10 for ACRL members and \$15 for non-members.

Contact: *Classified Advertising Dep't, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.*

POSITIONS OPEN

ARCHIVIST, SPECIAL COLLECTIONS. Responsible for planning, coordinating and developing archival collections of Special Collections department. Will process organizational and personal papers; provide reference assistance; promote and teach the use of archival materials; provide daily supervision of all archival operations; assess Special Collections archival collections and make recommendations for changes in policies and procedures. Reports to the Head of Special Collections. Qualifications: Required: ALA-accredited MLS; archival experience in academic or research library; experience with processing archives and organizational or personal papers; strong interpersonal skills and effectiveness in communication; knowledge of research use of archival materials and knowledge of preservation and processing, cataloging and indexing of archival materials. Preferred: experience in teaching and/or research; experience with microcomputer applications to indexing of library materials; supervisory experience; experience in establishing archives and record of active professional involvement. Minimum salary: \$15,500. Salary is dependent upon background and experience. Closing date for application is January 21, 1985. Please send current resume and names of three references to: Penelope F. Heavner, Executive Coordinator, The George Washington University, The Melvin Gelman Library, 2130 H Street, N.W., Washington, DC 20052. GWU is an equal opportunity, affirmative action employer.

ASSISTANT ARCHIVIST, Long Island Historical Society, Brooklyn Heights, New York. Assists Project Archivist with the arrangement and description of the Society's Brooklyn-related civic, commercial and cultural records. Provides clerical assistance with the preparation of finding aids, labels, and catalog cards. Qualifications include

a BA in history or American civilization, knowledge of archival practices and procedures, and familiarity with microcomputers and word processing. Salary is \$14,500 with generous fringe benefits. Project will begin April 1, 1985. Send letter of application and resume to: Lucinda Manning, Project Director, Long Island Historical Society, 128 Pierrepont Street, Brooklyn Heights, NY 11201. Deadline for applications: February 1, 1985.

ASSISTANT CATALOG LIBRARIAN. Cataloging experience with OCLC, AACR2, LC classification, LCSH. Member Solinet/OCLC. Catalog music, serials, AV, supervision of copy cataloging by DEO staff. Reclassification project. Subject and name authority work. Revision of filing and training and supervision of student assistants. Some Reference work, occasional nights and weekends. Faculty rank and status. Twelve-month contract. Salary: \$20,000 or higher, depending on education and experience. Send resume and letters of application to: Kay Adams, Chair, University Library Search Committee, P.O. Drawer 896, Southeastern Louisiana University, University Station, Hammond, LA 70402.

ASSISTANT CURATOR OF RARE BOOKS, Smith College Library. (Search reopened.) Reports to the Curator of Rare Books. Catalogs rare books using OCLC including original cataloging; develops and maintains local files; assists and supervises readers; assists in presentation of materials to classes; processes new acquisitions; assists in planning and installation of exhibits; assists in collection development and general maintenance of the collection. The Rare Book Room contains over 15,000 volumes with substantial collections in botany, the history of science, English economics, early children's literature, 17th and 18th century drama, 18th century English literature, Irish Literary Renaissance, the technique of lithography and the history of printing. Qualifications: Master's degree in Library Science or the equivalent combination of formal education and training in the field of rare books and art; undergraduate degree in liberal arts. Knowledge of at least 2 foreign languages; working knowledge of Latin highly desirable. Two to three years experience in rare book libraries or related fields or rare book concentration in an MLS program, with an emphasis on cataloging. Hiring range: \$17,050-\$19,400. TIAA/CREF, liberal fringe benefits. Position available now. Applications, resumes and names of 3 references by February 1, 1985, to: Office of Personnel Services, Smith College, Northampton, MA 01063. An equal opportunity employer.

ASSISTANT DIRECTOR FOR TECHNICAL SERVICES. Division head position with management responsibilities for technical services including cataloging, collections development, binding, a state union list of serials and related activities. Division includes 8.5 full-time staff, including 2.5 professionals. Library serves schools of medicine and nursing and several hospitals. Requirements: ALA-accredited MLS with at least 5 years professional technical services experience with 2 years in a supervisory capacity, preferably in an academic health sciences library. Excellent oral and written communications skills, well-developed human relations skills and evidence of initiative and problem solving ability are also required. Desirable: MLA certification, experience in library automation projects, automated systems, and experience in health sciences cataloging strongly preferred. Position open until filled. Salary: dependent upon qualifications. Send a letter of application, resume and the names and addresses of four references to: John Patruno, Jr., Associate Director, The Claude Moore Health Sciences Library, University of Virginia Medical Center, Box 234, Charlottesville, VA 22908. Equal opportunity, affirmative action employer.

ASSOCIATE DIRECTOR OF INFORMATION RESOURCES FOR RESEARCH AND RECORDS, Dartmouth College. The Associate Director is responsible for developing a comprehensive proactive alumni development research program for the College, as well as for the management and direction of the alumni records and research files. Uses established records management standards in the Research and Alumni Records files. Supervises staff in the gathering and dissemination of information. Bachelor's degree in library science, research or related subject plus 4-5 years records management, library research, non-profit development research experience or MLS degree plus 2-3 years related experience or equivalent. Salary in the 20's. Resume stating salary requirements to: Linda J. MacDonald, Executive Officer, 111 Blunt, Dartmouth College, Hanover, NH 03755. Dartmouth College is an affirmative action, equal opportunity employer.

BIBLIOGRAPHER FOR ART AND ART CATALOGER. The University of Chicago seeks a librarian with an advanced degree in Art

History to manage collection development, provide subject reference services, and perform original cataloging in the arts and humanities. The Bibliographer for Art and Art Cataloger also supervises the reserve reading and periodical services for art, and coordinates operations with the Epstein Archives, a photographic archive of illustration and architecture with which space is shared. The University's library resources for art and architecture are located in the Joseph Regenstein Library, one block from the offices and classrooms of the Art Department. The primary clientele are thirteen faculty and some 100 graduate students of the Department of Art. The Bibliographer for Art reports to the Associate Director for Public Services. Supervision of cataloging is within the Technical Services Division by the Head of Cataloging. Candidates with graduate degrees in art and library science, and with prior experience in a research library will be given preference. Salary range is \$18,553 to \$24,863 and will be determined based on experience and qualifications. Letters of application should include a curriculum vitae and the names, addresses, and telephone numbers of three references. Receipt of application before 1 February 1985 will assure consideration. Please submit nominations or applications to: Art Bibliographer Search Committee, c/o Jane E. Marshall, Personnel Librarian, The University of Chicago Library, 1100 East 57th Street, Chicago, IL 60637. The University of Chicago is an equal opportunity employer.

CATALOG LIBRARIAN. The incumbent will be responsible for original cataloging of general library materials, resolution of name, series, and subject authority problems, and editing of difficult OCLC copy. Additional responsibilities, including work with a retrospective conversion project and work with an in-house automated system are assigned as required. The incumbent will be a member of the Original

Cataloging Unit in the Cataloging and Systems Department. Qualifications: ALA-accredited master's degree in Library Science and knowledge of one or more foreign languages (German is preferred) are required. Experience in cataloging using AACR2 and Library of Congress subject headings and classification and experience with OCLC are desirable. Minimum salary: \$15,500. Salary is dependent upon background and experience. Closing date for application is January 21, 1985. Please send current resume and names of three references to: Sharon J. Rogers, Gelman Library, George Washington University, 2130 H. Street, N.W., Washington, DC 20052. AA/EOE.

CATALOGER, Librarian I. Original cataloging and authority work with books, serials, scores, sound recordings, and AV for substantial music collection. Additional current assignments include cataloging for dental and health sciences libraries. Performs work on OCLC; catalog maintenance on four-campus online catalog (WLN software). One of three-member team of catalogers in department of fourteen. Participates in development of department policies and procedures. Potential for supervisory responsibilities. Requirements: ALA-accredited MLS; background in music; knowledge of AACR2, LCCS, LCSH, MARC formats, and automated cataloging systems; reading knowledge of major Western European language other than English; initiative, creativity, flexibility, experience with scores and sound recordings in MARC formats; experience with MeSH and NLM classification; successful supervisory experience. Minimum salary: \$16,500. Standard fringe benefits. Application deadline: January 15, 1985. Position available: Immediately. Will interview at ALA Midwinter. Send letter of application, resume and names of three current references to: Ted P. Sheldon, Associate Di-

COLLECTION DEVELOPMENT OFFICER

California State University, Fullerton

California State University, Fullerton, is seeking a highly-motivated, dynamic individual to function as chief liaison with faculty and Library staff in the development of the Library's collections. CSUF, located near Los Angeles, is one of 19 campuses in the California State University system. The University offers undergraduate and graduate (master's level) programs in a full range of academic disciplines. The Library serves 3,000 faculty and staff as well as 23,000 students. Collections number 600,000 books (adding 25,000 per year), 4,000 current periodical subscriptions, 300,000 documents, and 800,000 microforms. The staff includes 28 librarians and 55 para-professionals.

Responsibilities: The successful candidate will be responsible for planning, directing, coordinating and evaluating all collection development activities, including a new approval program as well as faculty/community liaison activities such as the Library's gift program, associated with collection building. The appointee will oversee the allocation of a \$1,250,000 materials budget; serve as primary library contact for all faculty requests, working with 40 faculty departmental representatives; and coordinate the activities of reference/bibliographers in collection development. The Collection Development Officer reports to the University Librarian.

Requirements: Master's degree in library science from an ALA-accredited institution or equivalent and a second advanced degree. Minimum of 5 years of increasingly responsible academic library experience, including minimum of three years of administrative responsibility for collection development. Demonstrated successful experience in working with faculty in the collection development process. Knowledge of the publishing world, approval programs, and the current body of professional literature, including computer applications in relevant areas of library operations. Effective oral and written communication skills.

Salary: minimum of \$30,000. Twelve-month Library faculty appointment.

Benefits: Tenure-track position, 24 days vacation; 12 days sick leave; 14 paid holidays; eligibility for sabbatical leave; group dental and medical insurance; state retirement system.

Please address resume, including the names and addresses of three references, to:

Patricia L. Brill
Chair, Search Committee for Collection Development Officer
Library, California State University, Fullerton
P.O. Box 4150
Fullerton, CA 92634

Deadline for applications is **February 1, 1985**, or until such time as the position is filled.

Equal opportunity, affirmative action, Title IX employer.

rector of Libraries, University of Missouri-Kansas City Libraries, 5100 Rockhill Road, Kansas City, MO 64110-2499, (816) 276-1531. An equal opportunity institution.

CIRCULATION HEAD. (Search reopened.) Reports to the Library Director, manages Circulation, reserve and interlibrary loan operations, develops and implements circulation policies, supervises five (5) FTE and 25 student helpers, is responsible for publications and public relations programs. MLS from an ALA-accredited library school program required. Two years library experience desirable, preferably in the area of circulation in a large library, supervisory experience preferred, familiarity with and interest in automated circulation systems preferred. \$16,000 to \$20,000 based on qualifications and experience. Librarians hold administrative appointments; participate in TIAA/CREF; earn 1 days vacation and one day sick leave per month. Individual medical and life insurance premiums paid. Send resume and names of three references by 5:00 p.m. Friday, 18 January 1985, to: John K. Mayeski, Director, Calvin T. Ryan Library, Kearney State College, Kearney, NE 68849-0700. Will interview at ALA Midwinter, Washington DC. An equal opportunity employer.

DEAN OF ACADEMIC SUPPORT PROGRAMS. The University of Wisconsin-Stevens Point. The University invites applications and nominations for the position of Dean of Academic Support Pro-

CHIEF LIBRARIAN

Ontario Institute for Studies in Education

Applications are invited for the position of Chief Librarian of the R.W.B. Jackson Library, the Ontario Institute for Studies in Education.

The Library, staffed by 14 professionals and 25 library assistants, supports the graduate education, research and field services program of the Institute which is affiliated with the University of Toronto. Its multi-media collection consists of some 540,000 items.

Applicants should hold a degree from an accredited library school. Additional graduate degrees would be highly desirable. Considerable successful experience in academic library administration and good public relations skills are essential. Proven ability to take initiative, manage creatively and skillfully, delegate authority and work efficiently and harmoniously with Faculty, Staff and Students are necessary prerequisites. Applicants should have knowledge of and experience with automated systems.

This position is available July 1, 1985, but applications should be received **no later than February 15, 1985.**

In accordance with Canadian immigration regulations, the advertisement is directed to Canadian citizens and permanent residents.

Forward applications, including a current curriculum vitae, and names of three or more referees to:

Michael Fullan
Assistant Director (Academic)
The Ontario Institute for
Studies in Education
525 Bloor Street West
Toronto, Ontario M5S 1V6
Canada.

grams. The Dean is the chief administrative officer for Academic Support Programs and reports directly to the Vice Chancellor for Academic Affairs. His/Her responsibilities include supervision of the various units of Academic Support Programs and all matters relating to their budgets, personnel, and physical facilities. The Dean participates in the formulation of university academic policies. In addition, the Dean facilitates development of programs to assist the various units in meeting their service responsibilities to the institution. The Dean may hold a concurrent appointment in an academic department. Academic Support Programs has a staff of 60 faculty, academic staff, and classified personnel, and consists of seven units: University Library (called the Learning Resources Center), University Archives, Academic Advising Center, Writing Lab, Reading and Study Skills Lab, Minority and Student Services and Academic Support Programs, and New Student Programs. The Learning Resources Center is the largest of the seven units and has a major expansion and automation project in progress. The collection exceeds 300,000 volumes. The other units are vital supports to the academic enterprise as a whole and help meet the university commitment to minority and disadvantaged students. The University of Wisconsin-Stevens Point is one of 13 degree-granting campuses in the University of Wisconsin System. The University is located in central Wisconsin, 110 miles north of Madison. Currently there are approximately 9,000 students and 550 faculty and academic staff members. Qualifications: An earned doctorate from an accredited college or university and library training and/or experience are preferred. Experience in management, decision-making, and academic leadership; and the ability to communicate and work effectively with faculty, students, classified staff, and the community are required. Experience with student service programs is also desirable as well as a commitment to shared governance. Starting date: July 1, 1985, or as soon as possible thereafter. Salary: \$39,000-\$52,500 (currently under negotiation). Application deadline: Screening of applications will begin on February 15, 1985. A letter of interest and complete resume with the names, addresses, and telephone numbers of five references should be mailed to: Gerald E. Chappell, Chair, Search Committee for Dean, 202 Old Main Building, University of Wisconsin-Stevens Point, Stevens Point, WI 54481. The University of Wisconsin-Stevens Point is an equal opportunity, affirmative action employer.

COORDINATOR OF PUBLIC SERVICES

Tennessee Tech University

(Search extended)

Position available January 1, 1984. Requirements: ALA/MLS with preference given to candidate with second masters; minimum of 5 years experience in various aspects of public service; prior supervisory experience preferred. One of four major division heads responsible for a faculty of four and support staff of five. Major responsibilities for services interpretation and public relations.

Letter of application, resume, and telephone numbers of four references to:

Edward D. Garten
Director of Libraries
Tennessee Tech University
Box 5066
Cookeville, TN 38505

Applications must be postmarked **by January 31, 1985.** Minimum of \$23,592; excellent benefit package; TIAA/CREF or state retirement.

Tennessee Tech is an equal opportunity affirmative action employer.

DEAN OF LIBRARY. Texas Wesleyan College is a private, Methodist-related liberal arts institution with limited graduate offerings. The Eunice and James L. West Library collection consists of approximately 200,000 volumes, 1,200 current periodical subscriptions, and a budget approaching \$500,000. Qualifications: MLS from an ALA-accredited institution. Second masters or doctoral degree desirable. Minimum 5 years experience in academic library management in increasingly responsible positions. Knowledge of and experience with current trends in automated library processes and relevant databases. Knowledge of collection development, personnel management, budget planning, and library space planning and expansion. Salary range: negotiable with minimum of \$30,000. Position available June 1, 1985. Submit a letter of application, current vita, and 3 letters of recommendation by February 1, 1985, to: Miriam Espinosa, Chairman of the Search Committee, Texas Wesleyan College, P.O. Box 50010, Fort Worth, TX 76105. Equal employment opportunity, affirmative action institution.

DIRECTOR OF LIBRARY. Albion College seeks applications for the position of Director of the Library. Located in south central Michigan, Albion College is a selective residential liberal arts college of 1600 undergraduates enrolled in 21 departmental majors and earning either an A.B. or B.F.A. degree. The Director reports to the Provost and is responsible for supervising the professional and technical staff and administering the budget. The new Seeley G. Mudd Learning Center and interconnected Stockwell Memorial Library house a collection of over 250,000 volumes and 1200 periodicals. Qualifications: An enthusiasm and dedication to serious undergraduate instructional service and research; the ability to articulate and promote an imaginative and active library program; demonstrated intellectual breadth and depth; an ALA-accredited MLS as well as significant

and varied academic library experience. Other advanced academic degrees desirable. Salary: Open and competitive. 12-month administrative contract, comprehensive benefit program. Deadline for applications is February 1, 1985. The new director will assume duties by August 1, 1985. Applicants should send a resume and three letters of reference to the Librarian Search Committee, Albion College, Albion, MI 49224. Albion College is an equal opportunity employer.

DIRECTOR OF TECHNICAL SERVICES. Bucknell University invites applications for a Director of Technical Services to begin 7/1/85. The Director is responsible for leadership and management of all technical services operations: collection development and acquisitions and cataloging of all library materials. The Director supervises four professional librarians and twelve support staff. Qualifications include experience in technical services in an academic library; strong analytical and problem-solving skills; demonstrated ability in administration, coordinating the work of others and facilitating change. An ALA-accredited MLS is required. Bucknell is a comprehensive university enrolling 3,300 students. The library has a collection of 450,000 volumes and is staffed by 36 FTE, including 14 professionals. The library utilizes OCLC, has an automated circulation system, is preparing for an online catalog and is engaged in a major building expansion. Salary: \$26,500 minimum. Please submit resume and names of three references to: Ann de Klerk, University Librarian, Bucknell University, Lewisburg, PA 17837, before 2/28/85. An AA/EO employer.

GOVERNMENT DOCUMENTS/MICROFORMS LIBRARIAN. (Search reopened.) Under the general supervision of the Head of Reference. Responsible for the selection, organization, and user services of the government documents collection, and supervision of



DIRECTOR OF THE LIBRARY

Indiana University-Purdue University at Fort Wayne

Indiana University-Purdue University at Fort Wayne (IPFW) invites applications and nominations for the position of Director of the Library. Located on an attractive 420 acre campus in Fort Wayne, a metropolitan area of 375,000, Indiana University-Purdue University at Fort Wayne has over 320 full-time and 240 associate faculty members. IPFW is an urban university offering approximately 100 academic programs in sciences, humanities, fine arts, education, business, engineering, health sciences, and technologies to over 10,000 students pursuing degrees ranging from Masters to Associate level.

The library is part of the Indiana University Library system. Centralized acquisitions, cataloging and selected other services are provided in Bloomington. The Indiana University Libraries are at present implementing an integrated online library system that will eventually connect all I.U. campus libraries throughout the state. The library has a collection of 500,000 volumes and a current subscription list of 1800 serials. The total annual budget is approximately \$800,000, 27% of which comprises the book budget. The book budget is supplemented by income from a recently established \$1,000,000 endowment. The Library's eight professional librarians and ten support staff share a strong commitment to bibliographic instruction and to public service.

The director is expected to have had experience necessary to provide creative leadership in the areas of public service program development, fiscal planning, interlibrary cooperation, collection management, personnel development and automated systems. An MLS from an ALA-accredited library school and a second master's degree or Ph.D. in an academic area is required. Candidates should have a minimum of five years of administrative experience in an academic library. The candidate should demonstrate superior oral and written communication skills, the ability to interact with all segments of the academic community, and a record of appropriate scholarly and professional achievement that warrants an appointment at the Associate Librarian or Librarian level. The director is the chief administrator of the library and reports to the Vice Chancellor for Academic Affairs. Salary is competitive and will be commensurate with qualifications; minimum \$35,000. The position is tenure-track.

Applications must include a resume, a statement of professional objectives and interest in the position, and the names, addresses, and phone numbers of 5 professional references. Applications must be post-marked **no later than February 15, 1985**, and addressed to: **O.F. Kenworthy, Library Director Search and Screen Committee, Indiana University-Purdue University at Fort Wayne, 2101 Coliseum Boulevard East, Fort Wayne, IN 46805.** Effective date of the appointment is July 1, 1985.

Indiana University-Purdue University at Fort Wayne is an affirmative action, equal opportunity employer.

Minorities and women are encouraged to apply.



current newspapers and microforms. May be required to work at the reference desk, including some night and weekend work. Qualifications: MLS from accredited school or equivalent; at least three years' professional experience as government documents librarian; demonstrated ability to effectively supervise and communicate. Rank: Librarian II. Salary: \$17,200+ depending on qualifications. Liberal benefits including tuition exemption and 22 days' vacation. Twelve-month academic appointment. Position available immediately. Closing date for applications: January 15, 1985. Please forward resume and names, addresses, and phone numbers of three references to: Kate Maniscalco, Administrative Assistant, Tulane University Library, New Orleans, LA 70118. An equal opportunity, affirmative action employer.

HARVARD COLLEGE LIBRARY has two cataloger openings, one for serials and one for monographs. Qualifications: MLS, knowledge of one or more western European languages (fluency in German for serial post); familiarity with AACR2, LC classification and subject headings, and OCLC; cataloging experience in a research library preferred. Rank and salary dependent on qualifications: Librarian I: \$17,300 minimum; Librarian II: \$20,600 minimum. Available 1 January 1985. Good benefits package. Resumes to: Karen N. McFarland, University Personnel Librarian, Widener Library, Harvard University, Cambridge, MA 02138. An equal opportunity, affirmative action employer.

HEAD CATALOGER. Ball State University. Head Cataloger reports to Director of Technical Services. Supervises five professional cata-

logers and nine support staff. Establishes cataloging policies for all print and non-print media. Writes reports, proposals, compiles statistics, shares planning activities, including those for automation. Requirements: MLS from an ALA-accredited program plus minimum of five years increasingly responsible supervisory experience in a cataloging unit. Experience in cataloging different kinds of materials at all levels of difficulty. Experience using AACR 2, OCLC or other bibliographic utility, MARC formats, and LC classification. Strong organizational and supervisory skills, and ability to work constructively with colleagues. Excellent oral and written communication skills. Desired: Familiarity with online integrated library systems. Second master's degree. Scholarly and professional achievement meriting appointment with faculty rank and status. Willingness to pursue scholarly research. Terms and conditions: Fiscal year appointment. Possible faculty rank and status with tenure-track appointment. Salary competitive and negotiable from a minimum of \$25,000. Benefits include 24 days vacation and 8 holidays. Consideration of applications will begin on 15 February 1985, and continue until a suitable candidate is selected. Send resume, transcripts, and list of three references to: Nyal Williams, Chairperson, Department of Library Service, Ball State University, Muncie, IN 47306. Ball State University practices equal opportunity in education and employment.

HEAD, CATALOGING AND DATABASE CONTROL. Old Dominion University. Reporting to the Associate Dean, the incumbent supervises a staff of ten, including two librarians. Other duties include supervision of cataloging functions, implementation of online cataloging subsystem, COMCat editing and verification; participation in

DIRECTOR OF THE LIBRARY

Canisius College

Canisius College invites applications and nominations for the position of Director of Libraries. Canisius, one of the 28 Jesuit institutions of higher learning in the United States, enrolls 4,500 students. There are 700 graduate students in an MBA program and Master's programs in education. The 3,800 undergraduates are divided into 2,860 full-time and 940 part-time evening students.

The Director of the Library reports to the Executive Vice President for Academic Affairs and manages a library with a collection of over 250,000 volumes. The library includes audio-visual and television studios and equipment. A new extension doubling the present square footage is set for construction in the Spring of 1987.

Qualifications:

Demonstrated commitment to academic excellence, scholarship, research and the support of graduate and undergraduate instruction;

Master's degree from ALA-accredited library school; other advanced degrees preferred, doctorate desirable;

Extensive and varied professional library experience including at least five years administrative experience with fiscal planning, program development, and personnel management of an academic or research library;

Knowledge of current trends and application of information technology;

Proven leadership ability and superior communication skills with faculty, students, administrators and staff;

Record of active participation in the profession at least at the regional level;

Strong commitment to professional and staff development;

Clear understanding of the importance of alternate funding in library development including cooperation with development and research officers in soliciting gifts and grants from foundations, private donors and government agencies.

Salary: Open and competitive based on experience and credentials; minimum \$35,000; 12-month contract, comprehensive benefit program.

Deadline for applications: **February 1, 1985;** position should be filled by July 1, 1985.

Applications should include a complete resume and the names, addresses and telephone numbers of five references.

Send applications and nominations to: **Edmund G. Ryan, S.J., Executive Vice President for Academic Affairs, Director of Librarian Search Committee, Canisius College, 2001 Main Street, Buffalo, NY 14208.**

Canisius College is an affirmative action, equal opportunity employer.

divisional planning, budgeting and report generation and in collection knowledge of OCLC, AACR2; understanding of COM Catalog management, online catalogs and integrated automated systems; knowledge of one foreign language; three years current cataloging experience in an academic library. Second master's degree desirable. Minimum salary: \$23,000. For full consideration, send resume and names and addresses of three referees by January 30, 1985, to: C.B. Duncan, Dean, Library, Old Dominion University, Norfolk VA, 23508. Old Dominion University is an affirmative action, equal opportunity institution.

HEAD LOAN LIBRARIAN. The University of Arizona is seeking a professional librarian to head the Loan Department of the Main Library and the Science-Engineering library. This librarian is responsible for managing the activities of the Loan Department that include: charge and discharge of materials, stack maintenance, searches, holds and recalls, fines and bills, the Reserve Book Rooms, and the automated circulation system. This position includes supervising 22 career staff employees, communicating with departments throughout the library, and recommending policy. The Head Loan Librarian is responsible for preparing budgets for student wages, equipment, and supplies. An ALA-accredited library degree is required. Experience with an automated circulation system is desirable. Supervisory experience and good communication skills are essential, previous experience in a large academic library preferred. The position is available July 1, 1985. Minimum salary is \$22,000; higher salary is negotiable depending upon qualifications and experience. Librarians at the University of Arizona have academic professional status, are voting members of the faculty, have 22 days paid vacation, 12 days sick leave and 10 holidays. A standard package of fringe benefits is available. Send letter of application, resume, and names of three references by March 1, 1985, to: W. David Laird, University Librarian, University of Arizona, Tucson, AZ 85721. The University of Arizona is an EEO/AA employer.

HEAD, MONOGRAPHIC CATALOGING. The Florida State University announces the reopening of the position Head, Monographic Cataloging Unit. This position supervises 6 professional and 4 sub-professional catalogers, is responsible for recruiting, training, and evaluating the staff of the unit, implementing uniform application of national and local cataloging practices, maintaining consistency in work of the unit, establishing cataloging priorities and distributing the work to make best use of unit personnel, and helping individual staff members solve cataloging problems. AACR2, OCLC, LC, and LCSH. Requirements: MLS from an ALA-accredited library school, a minimum of 5 years appropriate experience. It is anticipated that a successful candidate will be appointed at the Associate University Librarian rank with a minimum salary of \$20,000 (current pay grade range \$16,870-\$30,400.) Group health and other insurances available, free retirement. Closing date for applications is January 31, 1985. Send letter of interest, resume, and the names of three references to: James F. Jones, Florida State University Library, Tallahassee, FL 32306. An equal opportunity, affirmative action employer.

HEAD OF READER SERVICES. The California Institute of Technology is an independent, privately-supported institution which is considered one of the world's major research centers. We are presently seeking a Head of Reader Services, one of six department head positions in the library, with responsibilities for supervision of general reference, interlibrary loans, circulation, photocopy, and delivery services. Other responsibilities include regular assignments at the reference desk, development of reference resources, coordination of database searching, promotion and publicizing of library services, planning and implementation of instructional programs relating to use of the library and end-user searching, and assisting in planning and development of policies and service programs. Applicants for the job must possess a Master's Degree in Library or Information Science and have at least five years experience in an academic or research-oriented library. An advanced subject degree is desirable. Applicant must demonstrate knowledge and experience in supervision, reference work, computer literature searching, and instruction. Skills in planning, writing, oral communications, and interpersonal relations are required. The Caltech Libraries contain approximately 380,000 volumes and subscribe to 5,875 periodicals, serving 789 faculty, 874 undergraduates, and 936 graduate students. The total staff consists of 18 librarians and 39 support staff. The salary is commensurate with experience and qualifications, with a minimum of \$28,000 annually. For consideration, please send a letter of application with resume and at least three references to: Glenn L. Brudvig, Director of Information Resources, Millikan Library, California Insti-

tute of Technology, Pasadena, CA 91125. An affirmative action, equal opportunity employer. Women and minorities are encouraged to apply.

HEAD OF TECHNICAL SERVICES. Responsible for the evaluation, planning, and development of policies and procedures, with emphasis on cataloging and acquisition in an environment preparing for full-scale automation of library procedures and services; supervision of 1 professional and 4 full-time support personnel. The Head of the Technical Services has a major role in the formulation and development of the Library's general plans, policies and procedures, and in the development of a comprehensive automation system. As a member of the teaching faculty, will be responsible for liaison with and the delivery of information services to 1 or 2 academic departments. Performs cataloging; assists at the reference desk, including some nights and weekends. Qualifications: ALA-accredited MLS required. BA in business or systems management desired. Three years progressively responsible experience in 2 areas of technical services, including cataloging experience of a year or more under AACR2, LCSH, and MARC and national cataloging standards; ability to supervise staff and professionals and to be a productive member of a team of 7 library faculty and 2 administrative professionals; ability to work well with students, faculty, and staff in the context of an undergraduate liberal arts college; effective communication and analytical skills; ability to develop plans and to make recommendations in writing required. Relevant advanced degree, CSS in DIALOG, knowledge of book trade, bibliographic skills, experience with

EDUCATION/MEDIA LIBRARIAN

University of Nevada Reno

The University of Nevada Reno Library seeks a creative, energetic librarian with a strong commitment to public service to function both as a member of the Reference Department specializing in services to and as liaison with the College of Education, and as supervisor of the Film Library and Learning Laboratory. Assists library users at the reference desk; participates in instructional activities, collection development for education, and computer searching.

ALA-accredited MLS; strong communication skills; supervisory skills; preferably a background or experience in the field of education; appropriate professional experience, preferably in an academic or research library desirable. Faculty status requires that librarians meet faculty standards for appointment, promotion and tenure. Salary: \$23,100-\$29,700, depending on qualifications and experience. 12-month appointment, TIAA/CREF, 24 days annual leave. Open July 1, 1985. Mountains, desert, lakes, 5 hours from San Francisco by car.

Send resume and names and addresses of 3 references to:

Ruth H. Donovan
Associate Director
University of Nevada Reno Library
Reno, NV 89557-0044

by **February 15, 1985.**

An AA/EO employer.

approval plans, academic library experience, facility with languages, interest in developing good knowledge of automated systems desired. Faculty position, 12-month appointment. Faculty rank and salary commensurate with qualifications. TIAA/CREF, excellent fringe benefit package. Send letter of application, vita, and the names and addresses of three references to: Imre Meszaros, Director of the Libraries, Wittenberg University, P.O. Box 720, Springfield, OH 45501. Application deadline: February 1, 1985. Equal opportunity, affirmative action employer.

HEAD SERIALS LIBRARIAN. The University of Arizona Library is seeking a librarian to manage its Serials Department. This librarian reports to the Assistant University Librarian for Technical Services and is responsible for the short and long range planning for the department as well as the hiring, training, and evaluation of the staff. Major departmental activities include selection, ordering and receiving of serials, cataloging of serials, monitoring the serials budget of 1.5 million dollars, production of the automated serials list, and participation in the Arizona union list project (SOLAR). The staff of the department consists of four librarians and 14 career staff. The Library is presently involved in planning for automation of its technical processing and public access system. An ALA-accredited library degree is required and at least three years of professional experience in technical processing, preferably in a research library, with evidence of good supervisory, planning and communication skills. At least part of the experience should have been in an area of serials selection, processing, and/or control. Preference will be given to candidates with experience in library automation involving serials records. Salary range is \$28,000-\$33,000. The position is open immediately. Professional librarians at the University of Arizona Library are academic professionals with voting faculty status, have 12-month appointments, 10 university holidays and earn 22 vacation days and 12 days of sick leave per year. Send letter of application, resume, and names of three references by March 1, 1985, to: W. David Laird, University Librarian, University of Arizona, Tucson, AZ 85721. The University of Arizona is an EEO/AA employer.

INDEXER/SEARCHER, Avery Index to Architectural Periodicals. The Avery Index to Architectural Periodicals is expanding its activities under the auspices of the J. Paul Getty Trust. The incumbent in this position will spend approximately 50 to 75% of the time indexing articles to be entered in the Avery Index Database and the rest of the time assisting readers with searches of the database. In addition to

an accredited MLS, qualifications are indexing, cataloging, and/or database searching experience and working knowledge of one or more European languages. Knowledge of the field of architecture and architectural history highly desirable. This is a temporary one-year position, with the possibility of extension. Salary ranges are: Librarian I: \$19,000-\$24,700; Librarian II: \$21,000-\$27,300; Librarian III: \$24,000-\$34,800. Submit resume to: Box 35, Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Deadline for applications is January 25, 1985. External applicants should list three references and salary requirements. An affirmative action, equal opportunity employer.

INFORMATION SERVICES/CATALOGING LIBRARIAN, Transportation Library. Information services responsibilities (40%) include reference, document delivery and supervision of students. In-depth reference service and user assistance to faculty, staff and students of the Transportation Center, the Traffic Institute and other transportation and law enforcement research and education programs at Northwestern. Cataloging duties (60%) involve OCLC records transferred into the Northwestern University Online Totally Integrated System (NOTIS). Reports to the Head of the Transportation Library. Qualifications: Masters degree from an ALA-accredited library school. Backgrounds in social sciences and/or previous special library experience preferred. Starting salary: \$16,000-\$18,000. Send letter of application and resume, including names of three references, to: Lance Query, Director of Library Research, Analysis, and Personnel, Northwestern University Library, Evanston, IL 60201. Applications received by January 2, 1985, will be considered. An EEO/AA employer.

MANUSCRIPT-ARCHIVES LIBRARIAN. Supervise the operations of the manuscripts/archives section of the unit. Responsibilities include analyzing and maintaining the collections; selecting, training and supervising support staff; appraising, processing, arranging and cataloging collections; applying computer-based techniques to the control of and access to collections; reference; preparing exhibits; writing grant proposals; development and public contact; physical maintenance and preservation of the collections. Collection development responsibilities are shared with the Head of Manuscripts, Archives and Special Collections, to whom the position reports. Tenure-track position. Required: ALA-accredited MLS; manuscript/archival experience; communication skills. Preferred: supervisory experience; familiarity with computer applications to manuscript/archival processing; knowledge of Pacific Northwest history; master's degree in the social sciences or humanities; knowledge of organizational/institutional records; visual archives (historical photographs) experience. Rank: Librarian 2. Salary: commensurate with qualifications and experience. TIAA-CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Send letter of application, resume, and names and addresses of three references to: Donna L. McCool, Assistant Director for Administrative Services, Washington State University Libraries, Pullman, WA 99164-5610. Application review begins February 15, 1985. Washington State University is an equal opportunity, affirmative action employer.

PRINCIPAL CATALOGER. Position to be filled between March 15 and April 15, 1985. Under the direction of the Head of the Cataloging Department assists in the administration and supervision of the department. This includes formulation and documentation of policies and procedures, the monitoring of cataloging quality, and the training and advising of catalogers and support staff lead persons. Catalogs monographs and serials as the department workload requires. The appointee is expected to make a major contribution to the implementation and operation of the NOTIS system. ALA-accredited MLS required. Minimum two years professional experience in a cataloging department preferably in an academic library utilizing OCLC or other online cataloging system. Demonstrated leadership ability. A second master's degree is highly desirable and is expected for tenure. Subject expertise in social science or science helpful but not required. Salary range: \$20,000-\$24,000 for 12 months. Tenure eligible. TIAA-CREF, Blue Cross/Blue Shield or HMO. Twenty-two days annual leave. Send letter of application and resume by February 15, 1985, to: Alexander T. Birrell, Head, Cataloging Department, Library, Box 68, Wichita State University, Wichita, KS 67208. Finalists will be invited for an expense-paid interview. Wichita State University is an affirmative action, equal opportunity employer.

PROJECT ARCHIVIST, Long Island Historical Society, Brooklyn Heights, New York. One-year project, funded by the NHPRC, to establish a basic archival program at the Society and to appraise, ar-

Oglethorpe
UNIVERSITY

LIBRARIAN

Oglethorpe University is a private college of arts and sciences, founded in 1835 and rooted in the British tradition of undergraduate education. It offers a rigorous academic program to students of above-average ability drawn from 26 states and 34 foreign countries.

The Librarian directs a small professional staff and has primary responsibility for the development of the library collection. Candidates should have appropriate academic credentials and a record of leadership and outstanding achievement in a collegiate library setting. An understanding of recent technological developments in the field is essential.

Applications, including a resumé, cover letter, and list of references available for contact, should be sent to: George W. Waldner, Dean of the Faculty, Oglethorpe University, 4484 Peachtree Road, N.E., Atlanta, Georgia 30319. Applications will be accepted until March 1, 1985, or until the position is filled. The position's starting date is August 15, 1985. Oglethorpe is an Equal Opportunity Employer.



range and describe the major portion of its Brooklyn-related civic, commercial and cultural records. Responsible for research, collection processing, and preparation of inventories, in addition to supervision of the project's Assistant Archivist. Qualifications include either an MA in American history or an MLS in library science with specialized archival training and experience in arranging and describing government, business and organizational records. Position will become permanent at the conclusion of the grant project. Salary is \$16,500 including generous fringe benefits. Project will begin April 1, 1985. Send letter of application and resume to: Lucinda Manning, Project Director, Long Island Historical Society, 128 Pierrepont Street, Brooklyn Heights, NY 11201. Deadline for applications: February 1, 1985.

READER SERVICES LIBRARIAN, Science Library. Provide reference service, online database searching, bibliographic instruction, and collection development responsibilities in the science discipline. MLS and an undergraduate degree in science required. Knowledge of chemistry preferred. Previous experience in academic, special, or large, research oriented public library desirable. Excellent communication skills required. Minimum salary: \$14,800. Please send resume to: Rupert Gilroy, Associate University Librarian, Brandeis University, Waltham, MA 02254. An equal opportunity, affirmative action employer.

HEAD OF REFERENCE SERVICES University of Nevada Reno

The University of Nevada Reno Library seeks an energetic, innovative reference librarian dedicated to providing quality service to assume responsibility for our reference services; management of the Reference Department including interlibrary loan, instructional services, computer searching and some aspects of collection development; responsible for the Serials Department through the Serials/Reference Librarian, and the Film Library and Learning Laboratory through the Education/Media Librarian, both of whom are members of the Reference Department; active participation in reference desk and other services.

ALA-accredited MLS; appropriate professional experience including reference, computer searching and collection development, preferably in an academic or research library; excellent communication and interpersonal skills; supervisory and management skills. Faculty status requires that librarians meet faculty standards for appointment, promotion and tenure. Salary: \$25,300-\$35,200, depending on qualifications and experience. 12-month appointment, TIAA/CREF, 24 days annual leave. Open July 1, 1985. Mountains, desert, lakes, 5 hours from San Francisco by car.

Send resume and names and addresses of 3 references to:

Ruth H. Donovan
Associate Director
University of Nevada Reno Library
Reno, NV 89557-0044

by **February 15, 1985.**

An AA/EEO employer.

REFERENCE/BIBLIOGRAPHER. The St. Paul Campus Libraries of the University of Minnesota Libraries-Twin Cities seeks qualified applicants for the position of reference/bibliographer. Under the supervision of the Chief Reference Librarian, the successful candidate will be responsible for collection development and faculty liaison in one or more areas related to the agricultural and biological sciences. The position responsibilities include formal bibliographic instruction and computerized database searching in agriculture, biology, vocational education, family social science and related subject fields. Applicants must have a master's degree in librarianship and a subject background in the agricultural or biological sciences. Experience in an academic or research library is desirable. This is a 12-month academic/professional position with probationary appointment at the Assistant Librarian rank. Beginning salary range is \$20,000 to \$23,000. Send letters of application, resume and names of at least three references to: Robert L. Wright, Personnel Officer, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Application must be postmarked by: February 8, 1985. The University of Minnesota is an equal opportunity employer and specifically invites and encourages applications from women and minorities.

REFERENCE/INTERLIBRARY LOAN LIBRARIAN. Coordinates activities of Interlibrary Loan office and provides telephone reference service and online searching services to public libraries through county-funded grant. Participates in classroom Library Instruction program. MLS from ALA-accredited library school. Second master's degree desired (progress toward a second master's required for tenure). Academic background or library experience in business, sciences, health sciences, or engineering preferred. Minimum of three years experience in academic library reference services including 1 year database searching. Minimum of 1 year supervisory experience. Ability to communicate effectively in oral and written presentations and planning and supervisory skills essential. Tenure-track position. Candidate will be expected to meet library and university

HEAD, SERIALS DIVISION University of Michigan

Under the general direction of the Associate Director for Technical Services, manages the Serials Division which includes serials acquisition, serials cataloging, and serials services and records. Division staff consists of 8 librarians, 5 paraprofessionals, 16 library assistants, and a student assistant budget of \$26,500. With a serials budget of \$1.8 million, the major responsibilities of the division are: searching, ordering and cataloging new titles, approving invoices for payment, recording all graduate library serials, and maintaining and converting serial records in RLIN (over 85,000 now exist).

Qualifications: accredited MLS; extensive management experience in a large research library; previous demonstrated supervisory, communication and interpersonal skills; extensive serials experience; experience with library automation and serials in area of cataloging or acquisitions or check-in highly desirable. Salary range: \$23,500-\$44,000.

Applications received by **January 31, 1985**, will be given first consideration. Apply to: **Library Personnel Office, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109.**

The University of Michigan is a
non-discriminatory, affirmative action employer.

criteria in job performance, scholarship, service for promotion and tenure. Rank and salary dependent upon qualifications. Salary range: \$17,000-\$20,000. Ten-month contract, TIAA/CREF, excellent fringes. Deadline (postmark) for letter of application, resume and names of three references: March 1, 1985. Starting date: August 15, 1985. Submit to: Suzanne O. Frankie, Dean of the Library, Oakland University Library, Rochester, MI 48063. An equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN/BIBLIOGRAPHER FOR ENGLISH AND LINGUISTICS. Librarian II, University of Rochester. Available immediately. Responsible for building library collections and offering specialized reference assistance in English and American literature and in linguistics. Maintains effective liaison with the Department of English and with faculty in the seven departments concerned with any aspect of linguistics. Serves as a member of a forward-looking team of librarians and support staff who provide bibliographic instruction, online searching and instruction, and general reference assistance including shared work on evenings and weekends. Opportunities to develop innovative services using U/R's Geac online catalog, RLIN, OCLC, microcomputers, and databases in the humanities. Receives general direction from the Head, Reference Department and consults with the Chief Collection Development officer. Qualifications: ALA/MLS; extensive academic study in English and linguistics; 3 years' relevant reference experience in an academic library with demonstrated success in promoting library instruction and carrying out collection development responsibilities; good reading knowledge in one modern European language in addition to English; ability to communicate clearly both orally and in writing; successful experience in working effectively with faculty, students, and staff. Salary: \$18,600+ depending on qualifications and experience. Send resume, cover letter, and names of three references by February 1, 1985, to: Reference Search, Director's Office, University of Rochester Libraries, Rochester, NY 14627. An equal opportunity employer (M/F).

REFERENCE LIBRARIAN/BIBLIOGRAPHER FOR PHYSICAL SCIENCES. University of Arkansas Libraries. Half-time responsibilities in the Reference Department will include provision of general and specialized reference service for the physical sciences, bibliographic instruction and online searching. Rotated night and weekend reference desk duty. Half-time responsibilities in the Acquisi-

tions Department will include book and journal selection to support instruction and research in physics and chemistry and to serve as library liaison with departments of chemistry and physics. Qualifications: Accredited ALA degree and strong background in physical sciences; knowledge of science literature and demonstrated oral and written communication skills. Preference will be given to candidates with graduate/undergraduate degree in physical sciences; experience in reference and collection development; training in or experience with DIALOG and BRS. Appointment: Assistant Librarian (tenure-track) 12-month contract, salary range: \$16,500 to \$20,000 depending on qualifications. Submit letter of application and resume, with the names of three references, to: John A. Harrison, Director, University Libraries, University of Arkansas, Fayetteville, AR 72701. The University of Arkansas is an equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN WITH SPECIALIZATION IN THE HUMANITIES. Provides general reference service with 11 full-time reference specialists. Specialist activities include extensive online database searching, bibliographic instruction, department liaison, and collection development. ALA-accredited MLS, or equivalent, required. Preferred qualifications include two years post MLS reference experience with research literature of the humanities and an undergraduate major in language and literature, philosophy, or religious studies. An advanced degree in a related discipline is desirable. Tenure-track position. 24 days annual leave, tuition remission, usual benefits. Rank and salary dependent upon education and experience. Assistant professor: \$18,000 minimum; associate professor: \$20,000 minimum. Send letter of application, current resume, and the names, addresses, and telephone numbers of 3 recent references by February 15, 1985, to: Jill Keally, Personnel Librarian, The University of Tennessee Library, Knoxville, TN 37996-1000. UTK is an EEO, affirmative action, Title IX, Section 504 employer.

REFERENCE LIBRARIAN/SUBJECT SPECIALIST (Five positions). New positions due to the reallocation of professional staff, and to an expanded scope of responsibilities for librarians at Gelman Library which will include faculty liaison and collection development activities in the newly defined role of subject specialists. Full-time appointments available immediately. Primary function is to provide reference services to faculty, graduate and undergraduate students, and staff of the University in all academic and professional fields, ex-

HEAD, SPECIAL COLLECTIONS DEPARTMENT

George Washington University

Special Collections contains rare books, manuscripts, and archives. Staff includes 3 1/2 librarians and 4 FTE support staff. Head reports to Assistant University Librarian for Collections. Responsibilities include planning, evaluating, and managing department's collections, services and programs. Will also coordinate development of priorities and goals for department and play leadership role in promoting and teaching use of special collections materials by the research community. Position involves contact with institutional and private donors.

Qualifications: Required: ALA-accredited MLS; 3-4 years minimum special collections experience in an academic or research library; demonstrated administrative ability; strong interpersonal skills and effectiveness in communication; supervisory experience and knowledge of research use of special collections and knowledge of preservation, processing, cataloging and indexing of special collections materials. Preferred: experience in teaching and/or research; masters degree in humanities or social sciences; experience in microcomputer applications to indexing of library materials and a record of professional involvement.

Minimum salary: \$20,000. Salary is dependent upon background and experience. Closing date for application is **January 21, 1985**.

Please send current resume and names of three references to:

Penelope F. Heavner
Executive Coordinator
The George Washington University
The Melvin Gelman Library
2130 H Street, N.W.
Washington, DC 20052

GWU is an equal opportunity, affirmative action employer.

cept law and medicine. In addition to direct reference assistance and depending upon qualifications, reference librarians participate in one or more of the following departmental services: bibliographic instruction; preparation of bibliographies, guides and other instructional aids; online computer searching; materials selection; and library-wide committee work and planning. Reference responsibilities include regular evening duties and weekend duties on a rotational basis. Report to the Head of the Reference and Instruction Department. Each subject specialist will serve as the liaison to assigned departments and programs, provide specialized research support and consultation services, and assume collection development responsibilities for assigned subjects. Subject backgrounds preferred: Chemistry, Physics, Engineering, Computer Science, Health Services Administration, Public Administration, Management Science, Political Science, International Affairs, or Economics. Qualifications: ALA-accredited Masters degree and ability to work effectively with the public and co-workers are required. Experience or coursework in computer searching or bibliographic instruction highly desirable. Appropriate subject background may be demonstrated through academic degrees, formal coursework, or other substantive experience. Minimum salary: \$15,500. Salary is dependent upon experience and qualifications. Closing date for application is January 21, 1985. Please send current resume and names of three references to: Penelope F. Heavner, Executive Coordinator, The George Washington University, The Melvin Gelman Library, 2130 H Street, N.W., Washington, DC 20052. GWU is an equal opportunity, affirmative action employer.

RETROSPECTIVE CONVERSION AUTHORITY CONTROL LIBRARIAN. Responsible for monitoring series and name authority records created by a project to convert manual records into the ORION system. Duties include helping develop procedures, manage project staff (ca. 4 FTE), answering questions on elements of cataloging records, establishing AACR2 entries as necessary. Qualifications include familiarity with name authority philosophy and practice, experience in cataloging using MARC formats. Must understand previous cataloging philosophies and practices. Prefer demonstrated successful supervisory experience and familiarity with UCLA's ORION system. Requires reading knowledge of one or more modern Western European language. Salary: \$21,024-\$36,996 for 1 year with likelihood of 2 year extension. Prefer application by January 15, 1985, with complete statement of qualifications, resume, and names of three references to: Rita A. Scherrei, Director of Administrative Systems and Personnel Services, University Research Library, UCLA, 405 Hilgard Avenue, Los Angeles, CA 90024. AA/EOE.

RETROSPECTIVE CONVERSION SERIALS LIBRARIAN. Responsible for analyzing complex, manual catalog records referred because of bibliographic problems and converts them to machine-readable form. Duties include problem-solving, and establishing and modifying procedures, and may include original cataloging. Qualifications include ability to work with major Western European languages, familiarity with LC cataloging practice, with MARC serials format, and with CONSER conventions. Must understand AACR2. Prefer recent experience in serials cataloging and understanding of previous cataloging rules and practices. Salary: \$21,024-\$36,996 for 1 year with likelihood of 2 year extension. Prefer application by January 15, 1985, with complete statement of qualifications, resume, and names of three references to: Rita A. Scherrei, Director of Administrative Systems and Personnel Services, University Research Library, UCLA, 405 Hilgard Avenue, Los Angeles, CA 90024. AA/EOE.

SUPPORT SERVICES LIBRARIAN, NOTIS, Northwestern University Library (Search reopened). Provide training, consultation, and user documentation to NOTIS system users. Demonstrate the system to interested libraries. Requirements: MLS from ALA-accredited library school; 3 years professional library experience, including training for use of automated library systems; working familiarity with NOTIS preferred; ability to communicate effectively; willingness to

travel up to 10 days a month. Salary: \$21,000-\$26,000. Send letter of application and names of three references to: Lance Query, Director of Library Research, Analysis, and Personnel, Northwestern University Library, Evanston, IL 60201. An EEO/AA employer.

UNIVERSITY ARCHIVIST/MANUSCRIPT LIBRARIAN, Mandeville Department of Special Collections, University of California, San Diego. Assistant Librarian: \$21,024-\$26,892, or Associate Librarian: \$25,692-\$36,996. The Mandeville Department of Special Collections houses a non-circulating collection of books, manuscripts, maps, newspapers, recordings, art, ephemera, and other materials supporting selected research and instructional programs of UCSD. Under the general guidance of the Head of Special Collections, has responsibility for the acquisition, arrangement, description, and servicing of all materials acquired by the University Archives, plus collections of personal papers and archives obtained from faculty and extra-university sources. Identifies and gathers non-current records of the University in a program of preservation, organization, description, and retrieval consistent with generally recognized principles of archival administration. Works with campus administrators and faculty in the collection of materials and the provision of services. Cooperates with the campus Records Management Office in the establishment of records disposition schedules. Supervises support staff. Participates in the development of automated processes for the organization and retrieval of archival and manuscripts holdings; responsible for the development of effective guides and other means of access to the collections. Participates in the development of security and preservation procedures for non-book materials in the department. A major portion of the appointee's first year may be dedicated to supervising the organization and arrangement of the papers of one of the world's most eminent biologists. Qualifications: MLS from an ALA-accredited program and formal training in archival management; advanced degree in history of science desirable. Candidates must have thorough knowledge of archival theory and practice and knowledge of methods of historical research. Writing and communication skills are essential, as is archival processing experience. Supervisory experience as an archivist or manuscripts curator/librarian is highly desirable. An appointee at the Associate level would be expected to bring to the position extensive archival or curatorial experience. UCSD librarians are expected to participate in librarywide planning and to be active professionally. Consideration of applications will begin on February 15, 1985. Submit a letter of application, enclosing a resume and a list of references, to: Jacqueline Coolman, Personnel Librarian, Library, C-075-H1, University of California, San Diego, La Jolla, CA 92093. UCSD is an equal opportunity, affirmative action employer.

UNIVERSITY LIBRARIAN/DIRECTOR OF LEARNING SERVICES. (Search continued.) Northeastern Illinois University invites applications and nominations for the position of University Librarian/Director of Learning Services. Northeastern is an accredited, public, urban, commuter university with an enrollment of 10,000 students. The University Librarian/Director of Learning Services administers all library services, a media service/production department, two branches; manages a collection of 484,000 volumes, 5,000 serials, a full range of non-print materials; directs a staff of 24 faculty and 56 civil service employees; reports to the Provost. The position carries full rank but is non-tenured. It is available July 1, 1985, with a starting salary of \$42,000-\$47,500. Applicants should meet the following minimum requirements: ALA-accredited MLS and additional graduate degree; 5 years of responsible administrative experience in an academic library; ability to administer audiovisual materials production and services; experience in automated systems management and development; evidence of professional and scholarly achievement. Experience in both public and technical services is desirable. Send letters of nomination or application (along with a resume and the names and addresses of three professional references) by February 15, 1985, to: John Cownie, Provost, Academic Affairs, Northeastern Illinois University, 5500 N. St. Louis Ave., Chicago, IL 60625. Northeastern Illinois University is an affirmative action, equal opportunity employer.

CURATOR OF BOOKS AND MANUSCRIPTS. The John Carter Brown Library, an independently managed rare book library and research center at Brown University, is seeking a Curator of Books and Manuscripts. The library specializes in the collection of printed materials pertaining to the Americas between 1493 and ca. 1830. Responsibilities of the Curator will

include formation and execution of collection policies, care and security of collection, processing purchases, readers' services, and preparing exhibitions. A graduate degree or its equivalent is required. Also, a knowledge of the history and literature of Europe and the Americas in the period of 1450/1850; proficiency in Romance languages, particularly Spanish and Portuguese and in Latin; additional knowledge of other modern European languages; 2-3 years' experience in a rare book library. Send vitae, including full particulars relating to job requirements, by January 31, to: Marie Martins, John Carter Brown Library, Brown University, Box 1894, Providence, RI 02912. An equal opportunity, affirmative action employer.

DIRECTOR OF LIBRARIES. The University of Missouri-Kansas City invites nominations and applications for the position of Director of Libraries. UMKC, one of four campuses of the University of Missouri system, is a state supported, urban university with seven professional schools, numerous Masters programs and is a selective Ph.D granting institution. The 96-acre campus is located in the cultural center of the Kansas City metropolitan area (1 1/2 million) in close proximity to the Linda Hall Library of Science and Technology, the Nelson-Atkins Museum of Art and the Midwest Research Institute. The UMKC library system consists of five libraries with 30 professional librarians and 90 support staff and serves a student body of approximately 12,000 (39% of whom are in advanced professional or graduate study) and is an important community resource. The present library resource budget is more than two million dollars; the collection exceeds 700,000 volumes and 11,000 current serials titles and includes substantial microform and government document holdings. The library is a member of OCLC and the Center for Research Libraries as well as local and state networks. The UMKC libraries are service-oriented, have strong programs in bibliographic instruction, computerized reference searching and computer literacy for library staff. A university-wide WLN-based automated system is underway with a public online catalog scheduled for operation in Spring of 1985. The Director of Libraries reports to the Vice-Chancellor for Academic Affairs and is a member of the Research Council and the Graduate Council. Applicants must have proven leadership abilities and communication skills, ability to work effectively with all segments of the university community, demonstrated success in analytical, budgeting and planning activities, an understanding of the issues facing university libraries, and a familiarity with academic research and scholarship. The applicant must have substantial recent professional library experience with increasing administrative responsibilities. An MLS degree from an ALA-accredited program or equivalent is required; additional advanced degree or degrees preferred. Send nominations or applications, resumes and references to: Search Committee for the Director of Libraries, Office of the Vice-Chancellor for Academic Affairs, University of Missouri-Kansas City, 5100 Rockhill Road, Kansas City, MO 64110. The University of Missouri is an affirmative action, equal opportunity employer. The salary for Director of Libraries is competitive with a minimum of \$44,000. Position is open June 1, 1985, upon retirement of the present director. We will begin to review applications on February 15, 1985.

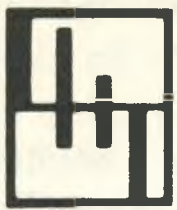
HEAD LIBRARIAN of Franklin College of Indiana. Reports to Dean of the College. Head Librarian supervises a full-time staff of 4, including 2 other professional librarians. Responsible for all facets of the administration and professional development of the library which contains 120,000 volumes, and serves approximately 650 students and 52 full-time faculty. Required qualifications include an MLS from an ALA-accredited institution and significant experience as a professional librarian in a small liberal arts college and expertise in a wide variety of library science fields, including automated retrieval systems. Position available August 1. Deadline for

applications is February 15. Letters of application must be supported by academic vitae, 3 letters of reference, and official graduate school transcripts. Submit applications to: Lawrence D. Bryan, Dean of the College, Franklin College, Franklin, IN 46131. An equal opportunity, affirmative action employer.

INSTRUCTIONAL LIBRARIAN. Search reopened. Reports to Head, Reference Department. Assesses graduate/undergraduate instructional needs. Plans, implements, coordinates an integrated, comprehensive instructional program, utilizing existing library staff. Works with and advises library subject bibliographers and faculty in instructional matters. Assists in the Reference Department, working some nights and weekends. Serves as a subject bibliographer. Requirements: ALA-accredited MLS or acceptable equivalent; three years professional experience, including two in library instruction on the college level; effective communications and media skills; planning ability. Candidates with course work in bibliographic instruction or curriculum development preferred. Salary: \$19,000 minimum. Send letter of application and references to: William F. Rogers, Associate Director, Ohio University Libraries, Athens, OH 45701. Application deadline: February 15, 1985. Ohio University is an equal opportunity, affirmative action employer.

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