

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 \$10.50 per line for institutions that are ACRL members, \$12.60 for others. Late job notices are \$24.25 per line for institutions that are ACRL members, \$29.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$485 to \$900 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 dis-

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

Internet: C&R 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&R News is published.

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

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

POSITIONS OPEN

AARON AND CLARA GREENHUT RABINOWITZ CHIEF LIBRARIAN FOR PRESERVATION. The Research Libraries of the **New York Public Library** are seeking a new Chief to lead and manage the Barbara Goldsmith Preservation Division, including establishing of goals and objectives for the preservation programs, coordinating a shared cooperative program to provide and care for the security of the collections in all formats, budget planning, and hiring and supervision of staff. The incumbent will have an opportunity to expand internal preservation education programs, develop and implement a model for the preservation of the Research Libraries' extensive collections of audiovisual and other nonbook materials, and design and build a new collections care facility. This position reports to the Director of Technical Services. Qualifications: ALA-accredited MLS and substantial professional experience in a major research library or similar institution. Substantial knowledge and experience with preservation issues in large research libraries are essential, as are management, organizational, and interpersonal skills. Salary: Commensurate with qualifications and experience. For a full job description and instructions on how to apply, please visit us at: www.nypl.org.

ASSISTANT CURATOR, DEPARTMENT PRINTING AND GRAPHIC ARTS. Harvard College Library. The Printing and Graphic Arts collection focuses on the art and history of the book, documenting the history of letterforms from early manuscripts to digitized typography and the development of illustration from illuminated manuscripts to modern artists' books. The collection includes illuminated and calligraphic manuscripts, printed and illustrated books from the fifteenth century to the present, artists' books, writing manuals, type specimens, decorated papers, drawings, and prints related to book illustration, and early photographs. Working closely with the Curator, the Assistant Curator participates in all activities of the department. This position involves developing and managing the collection, planning and organizing departmental projects and programs, providing expert reference service, processing collections, researching and mounting exhibitions, preparing material for photography and granting permission to reproduce, and identifying material in need of preservation. Additional responsibilities include supervision of student and casual workers and cooperation with the Curatorial Assistant in the management of a sales desk and office work. Related duties as required by the responsibilities and priorities of the Department. Qualifications: Bachelor of Arts in a humanities subject; ALA-accredited MLS; and two years' experience in a special collections library. Must have knowledge of French, German, and/or Italian and experience in one or more of the following areas: rare book cataloging and/or archival processing, graphic arts and/or letterpress printing techniques, digital typography and design. Compensation: Harvard University offers a competitive program of benefits. Appointment salary is dependent on qualifications and experience. Salary Range: \$39,636-\$66,072. Available: Immediately. The review of applications will begin immediately and continue until the

Salary guide

Listed below are the latest minimum starting salary figures recommended by state library associations for professional library positions 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	\$36,503
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$28,120*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$30,000
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.

position is filled. Interested parties are invited to submit a letter of application addressing position qualifications with a résumé and with the names, addresses, telephone and fax numbers of three references to: Resume Processing Center, Harvard University, Requisition #13946, 11 Hovoyke Street, Cambridge, MA 02138. Or apply online at: www.hr.harvard.edu/employment/jobs.html. Harvard University upholds a commitment to affirmative action and equal employment opportunity.

GOVERNMENT DOCUMENTS/REFERENCE LIBRARIAN

California State University, Hayward

Tenure-track, 12 month. Position No. 01-02 LIBR-GOVPUBL-TT

DUTIES OF THE POSITION

Reporting to the Coordinator of Instructional and Interpretive Services, the successful candidate will participate in the full range of reference and instructional responsibilities; review and monitor the Government Publications Depository Profile, set future directions for management of the documents collection, and promote the use of the materials; and perform other duties as assigned. Some evening and weekend hours are necessary. He or she will work creatively in close collaboration with others to develop innovative services, and participate in rotational duties at the Contra Costa Campus. Librarians enjoy faculty rank and privileges and are expected to engage in continuing professional development, service, and scholarly activities to be recommended for tenure and promotion.

QUALIFICATIONS

Required: MLS from an ALA-accredited institution; excellent oral, written, and interpersonal communication skills; demonstrated ability to work collegially in a diverse, fast-paced environment; demonstrated ability in classroom teaching; familiarity with the principles of information competence; flexibility in handling a variety of general reference activities at a busy centralized desk; recent experience with Internet and Web-based technologies; strong service and work ethic; and demonstrated commitment to engage in research and/or continued professional development worthy of promotion and tenure as a faculty member. Desired: Work/internship experience in an academic library setting; work experience with government documents and/or successful completion of government documents course work; knowledge of Superintendent of Documents Classification System, government Internet resources, and GIS; academic background in social sciences, such as, public administration, and/or political science.

RANK AND SALARY

Senior Assistant Librarian. Minimum salary: \$48,156.

For Full Description of the Position: <http://www.library.csuhayward.edu>.

APPLICATION PROCEDURES

Please submit a letter summarizing your ability to meet the requirements of the position, a complete and current vita, graduate transcripts, and three letters of recommendation (including addresses, e-mail addresses, and telephone numbers) to:

**Office of the University Librarian
California State University, Hayward
25800 Carlos Bee Boulevard
Hayward, CA 94542
Phone: (510) 885-3664
Fax: (510) 885-2049
E-mail: gcontrer@csuhayward.edu**

APPLICATION DEADLINE: Review of applications will begin **October 1, 2002**. Position will be considered open until filled.

Note: Work authorization required. California State University, Hayward, is an equal opportunity employer.

ASSISTANT UNIVERSITY LIBRARIAN. University of Hawai'i at Manoa (UHM) Library, full-time, annually renewable, general funds, available August 2002. Responsibilities: Under the direction of the University Librarian, provides professional leadership and creative direction for information technology efforts and the library computing, network, and academic information systems. Serves as a member of the library administrative team. Leads the Library Information Technology Division comprised of the Systems Department and the Desktop Network Services Department. Exercises administrative responsibility for planning, developing, organizing, staffing, directing, budgeting, and evaluating library information technology resources in support of access to information, operations and training. Minimum Qualifications: Master's degree in Library Science, Information Science, Computer Science, or related field; eight years of progressively responsible experience in large research or academic libraries, or other academic or research libraries information providers, at least five of

which have been in an administrative capacity in library systems and technology management; demonstrated successful leadership/management experience and ability to provide direction to a diverse staff. In addition to these minimum qualifications, there are technical and interpersonal qualifications required. Write to the address below to receive a full description and complete listing of minimum and desired qualifications, or check the UHM Library Web page at: <http://libweb.hawaii.edu/uhm/lib/info/jobs.html>. Minimum Salary: \$70,000 annual. To Apply: Submit letter of application, résumé, and names of three references to: Personnel Officer, University of Hawai'i Library, 2550 McCarthy Mall, Honolulu, HI 96822. Interviewees will be expected to make a presentation to library faculty and staff as part of the screening process. Closing Date: Position will remain open until filled. For fullest consideration, apply by August 30, 2002. Inquiries: (808) 956-7207. The University of Hawai'i is an equal opportunity employer.



CATALOGING AND METADATA SERVICES LIBRARIAN

Dartmouth College

Working at Dartmouth means joining an institution with a strong commitment to libraries. An interesting mix of graduate, professional, and undergraduate programs, and a diverse student body make Dartmouth an outstanding place to work. A high quality of life and a thriving regional arts community provide an attractive locale in which to work and live.

Dartmouth College Library seeks an innovative and creative librarian to serve as Cataloging and Metadata Services Librarian. The incumbent will participate in the formation of policy, procedures, and workflow practices for the creation and maintenance of metadata to support the discovery and access of information resources offered by the library. As a member of the management group in Cataloging and Metadata Services, the Cataloging and Metadata Services Librarian will assess bibliographic description and access needs of the Dartmouth College Digital Library, and design and implement processes to meet those needs including database design and the selection and implementation of metadata schemes. The incumbent will participate in the design of methods to ensure coordinated maintenance of metadata for the paper, audiovisual, and digital collections. This position also involves the discovery and evaluation of external sources of metadata, including comparison of purchased sources to in-house methods. The incumbent will participate in department goal setting and assessment, and communicate department goals to staff. He or she will provide training and guidance to staff, analyze workflows, and recommend, design, and implement changes as needed.

In addition, the incumbent will contribute to the management of cataloging processes and create catalog records for a wide variety of materials in many languages, subjects, and formats.

REQUIREMENTS: ALA-accredited MLS; demonstrated knowledge of library cataloging rules, standards, and formats; familiarity with major descriptive metadata standards such as Dublin Core and EAD, and their application in libraries; demonstrated competence in the use of an integrated library system, bibliographic databases, and networked cataloger's workstations; demonstrated understanding of the interfaces between these tools, especially those that control the movement of bibliographic data between databases; familiarity with current trends in cataloging, including those related to digital libraries; demonstrated group-based communication and problem-solving skills, and excellent interpersonal and written communication skills required. Desirable skills include database design, familiarity with XML, and familiarity with one or more foreign languages.

Rank and salary commensurate with experience and qualifications. Full benefits package including 22 vacation days; comprehensive health care; TIAA-CREF; and relocation assistance.

Review of applications will begin on **September 3, 2002**, and will continue until the position is filled. Please submit résumé and letter of application to:

Cecilia P. Tittermore
Chair, Search Committee for the
Cataloging and Metadata Services Librarian
Dartmouth College Library
6025 Baker-Berry Library
Hanover, NH 03755-3525

Or, send by e-mail to: Mary.Ann.Mousley@Dartmouth.edu.

*Dartmouth College is an equal opportunity, affirmative action employer.
Women and minorities are encouraged to apply.*

For further information, review our Web site: www.dartmouth.edu.

CATALOG LIBRARIAN. The Georgia Tech Library and Information Center seeks a creative, customer-oriented Catalog Librarian to provide original and complex copy cataloging in all formats, including electronic resources, in an online environment. This position will participate with other staff in significant metadata projects using Dublin Core and other standards as part of the Library's ongoing virtual library initiative. Environment: The Library and Information Center, a member of the Association of Research Libraries, is central to the Institute's instructional and research programs. The Georgia Institute of Technology, with nearly 20,000 faculty,

students, and staff, is one of the nation's outstanding universities, with nationally recognized academic programs in science and engineering. The Library is a leader in library automation and actively participates in Galileo while providing access to an ever-increasing number of databases and electronic journals. Responsibilities: This position reports to the Head of the Information Control and Management Department, which includes three other professional librarians and eight support staff. In addition to providing cataloging in various formats, the position holder will participate in virtual library initiatives and must be eager to learn emerging metadata



FOUR POSITIONS AVAILABLE

Florida International University

The Florida International University (FIU) Libraries invite applications for the following four positions:

Reference and Instructional Services Department Head

Provides leadership for activities associated with reference services with a dynamic and collaborative approach to information literacy and outreach services; manages all aspects of the department, including general reference services, the Latin American and Caribbean Information Center, Curriculum Collection and library services to the College of Engineering; supervises 11 reference librarians and three support staff; works closely with reference librarians to promote information literacy and library instruction to academic units on campus.

REQUIRED: MLS from an ALA-accredited program; a minimum of five years of professional library experience; experience supervising professional staff; experience with information technologies as applied to reference and instructional services; experience with current information literacy and library instruction practices; demonstrated effective leadership and interpersonal skills; and oral and written communication skills.

Evening and Weekend Reference Librarian

Provides general, specialized, and virtual reference assistance, primarily on evenings and weekends; participates in information literacy and library instruction programs; serves as a faculty liaison for one or more academic departments, including participation in collection development; participates in activities and projects of the Reference and Instructional Services Department.

REQUIRED: MLS from an ALA-accredited program; excellent organizational, interpersonal and communication skills; service commitment.

Reference Librarian

Provides general, specialized, and virtual reference assistance; participates in information literacy and library instruction programs; serves as a faculty liaison for one or more academic departments, including participation in collection development; has responsibility for training and scheduling information desk student assistants; participates in activities and projects of the Reference and Instructional Services Department. Evening and weekend hours may be required on a rotating basis.

REQUIRED: MLS from an ALA-accredited program; excellent organizational, interpersonal, and communication skills; service commitment.

Cataloger, Electronic and Research Materials

The FIU Cataloging Department is seeking an energetic, service-oriented, entry-level cataloger. After a period of orientation, the successful candidate will be expected to do complex copy cataloging and original-input cataloging for electronic and print monographs.

REQUIRED: MLS from an ALA-accredited program; knowledge of AACR2r, LCRI, LCSH, MARC21 formats, LC classification and an understanding of the principles of authority control; experience with an online catalog and with an online bibliographic utility, preferably OCLC; ability to work independently and collaboratively in a culturally diverse environment; effective communication and human relations skills; commitment to the service mission of the academic library.

ABOUT THE UNIVERSITY: Florida International University is the fastest-growing unit of the State University System of Florida and one of the most rapidly growing urban, multicampus comprehensive universities in the country. With an enrollment exceeding 32,000, FIU prides itself on the cultural and ethnic diversity of its students and faculty. FIU is a member of Phi Beta Kappa and is classified by the Carnegie Foundation as a Doctoral/Research University-Extensive institution.

ABOUT THE LIBRARY: The new eight-story Green Library, located at the FIU University Park Campus, is designed to accommodate state-of-the-art information technology. Together with the library of the Biscayne Bay Campus, the collections total more than 1.6 million volumes with subscriptions to more than 11,000 scholarly journals. The libraries also provide access to over 250 databases and services, including the statewide OPAC, which is currently migrating to the Ex Libris Aleph library management system. The FIU Libraries are nationally recognized pioneers in information literacy programs.

APPLICATION PROCEDURES: For a complete description of position responsibilities and application procedures, go to: <http://www.fiu.edu/~library/news/fiujobs.html>. FIU is a member of the State University System of Florida and is an equal opportunity, equal access, affirmative action employer.

HEAD, INFORMATION SERVICES DEPARTMENT

Georgia Southern University

Zach S. Henderson Library is seeking a dynamic, experienced librarian with a user-centered vision of 21st-century information services to provide leadership for the Information Services Department. Incorporated in this department are the centralized reference, two large computer labs, and Government Documents units staffed by 14 full- and part-time personnel and 30 student assistants. The Head of the Information Services reports to the Dean and University Librarian. More information about the library and the department can be found on its Web site: <http://www2.gasou.edu/library/>. The position is a 12-month, tenure-track appointment. Rank and salary (\$55,000 minimum) commensurate with qualifications and experience. Full position description, qualifications, and application information can be viewed at: <http://www2.gasou.edu/library/employ/headinfoservices.html>; or contact Charles A. Skewis, Search Chair at cskewis@gasou.edu. Review of the candidates will begin **November 1, 2002**, and continue until the position is filled.

Georgia Southern University, a member of the University System of Georgia, is the largest and most comprehensive center of higher education in the southern half of Georgia. A residential university serving 14,500 students, Georgia Southern's hallmark is a superior undergraduate experience emphasizing academic distinction, excellent teaching, and student success. The university offers 130 degree programs at the baccalaureate, master's, and doctoral levels through six colleges. Founded in 1906, Georgia Southern became a regional university in 1990. The 634-acre campus is located in Statesboro, a community of approximately 30,000 residents, 50 miles northwest of historic Savannah and 200 miles southeast of Atlanta.

Georgia Southern is an equal opportunity, affirmative action institution. Georgia is an open records state. Individuals who need reasonable accommodations under the Americans with Disabilities Act in order to participate in the search process should notify the search chair.

cataloging standards and multimedia virtual library technology. Performs quality control and database maintenance. Participates actively in professional and scholarly activities including library, university, and professional committees, research, and publication. Qualifications: Required: ALA accredited MLS or academic equivalent. Preferred: A minimum of two years' post-MLS cataloging experience in an academic or special library utilizing current cataloging rules and USMARC formats; experience with a local automated system and a national bibliographic utility required; knowledge of HTML, SGML, XML, and emerging metadata standards; ability to participate successfully in a variety of cataloging and virtual library projects and to work both independently and on teams that may include faculty in academic departments. The successful applicant will be flexible and self-motivated with a strong interest in developing and implementing innovative virtual library projects, including metadata initiatives. Web page design and imaging; excellent oral and written communication and interpersonal skills; US citizenship or permanent residency required. Salary and Benefits: Salary is competitive and based on qualifications and experience. Minimum salary is \$38,000. Librarians are members of the general faculty and are non-tenured. Appointment at Librarian I or II depending on experience. Georgia Tech offers a comprehensive benefits package, which can be viewed at: www.ohr.gatech.edu/benefits/facben.html, and we offer a Relocation Allowance supported by the Price Gilbert, Jr. Charitable Fund. Application Process: Applications will be reviewed upon receipt and will be accepted until the position is filled. Employment is contingent upon proof of the legal right to work in the United States. Send letter of application, résumé, and names, addresses, phone numbers, and e-mail addresses of five references to: Sharon West, Personnel Officer, Library and Information Center, Georgia Institute of Technology, Atlanta, GA 30332-0900. Georgia Tech is an equal employment opportunity institution.

DATA SERVICES SPECIALIST. The Princeton University Library, in the vanguard of the world's best research libraries, is heavily used by a population of 6,400 students and 1,100 faculty members. The general collection includes six million printed volumes that meet the diverse needs of the academic community. Its holdings range from ancient papyrus and incunabula to the most advanced electronic databases and journals. The library employs more than 300 professional and support personnel, complemented by a large student and hourly workforce. The Library system includes a large central library and 15 specialized libraries. More information may be found at the Library's Web site: <http://libweb.princeton.edu/>. Available: Immediately. Description: The Data and Statistical Services Section (DSS) forms part of the library's Social Science Reference Center (SSRC), which has 11 professional staff and

seven support staff. Within the framework of this busy user-centered department, Data and Statistical Services provides consulting services for undergraduates, graduate students, and faculty in the use of numeric data and various statistical routines in a variety of disciplines, particularly economics, sociology, and politics. DSS is also responsible for the development of the Library's data collection and appropriate user interfaces for that collection. This position has two key responsibilities: 1) assisting students, faculty, and staff in data analysis; and 2) creating the automated tools to facilitate data analysis. The Data Services Specialist works directly with students and faculty and provides assistance in the choice, application, and interpretation of data and the quantitative techniques required to incorporate that data into research work. The DSS Specialist also conducts individual and group instruction in the use of statistical software. The second and equally important responsibility is programming end-user systems, Web-based access tools, and the development of data extraction routines in and for statistical software packages. At Princeton, complex data are retrieved and manipulated from a variety of media, including online, CD-ROM, and Internet archives, and then moved between platforms for use in multiple computing environments, especially Unix and Windows. Also important will be the creation, documentation, and implementation of automated systems for data processing, tracking, and control of the DSS collection of numeric data files. The Data Specialist works collaboratively with staff in the Social Science Reference Center, the Digital Maps and Geospatial Information Center, and with Library Systems staff. The Data Services Specialist reports to the Data Services Reference Librarian. Qualifications: Required: Bachelor's degree and background in education and/or experience in computing and quantitative data analysis with expertise in at least one major statistical package (e.g., SAS, SPSS, Splus, or Stata); demonstrated experience in one or more programming languages, such as PERL, C, C++, or Java, and other Web-based programming languages and tools; demonstrated experience programming in UNIX and Microsoft Windows environments; good interpersonal and organizational skills with demonstrated ability to present information and communicate effectively. Preferred: Advanced degree in a quantitative social science or equivalent experience and/or MLS from an ALA-accredited school; previous experience in developing interfaces for social science data; demonstrated ability and experience functioning successfully in a fast-paced environment with a strong service orientation; familiarity with geospatial information systems software and applications. Compensation and Benefits: Compensation will be competitive and commensurate with experience and accomplishments. Twenty-four vacation days a year, plus 11 paid holidays. Annuity program (TIAA-CREF), group life insurance, health coverage insurance, and disability insurance. Nominations and Applications: Review of applications will

TWO LEADERSHIP POSITIONS AVAILABLE

Georgia Institute of Technology

Associate Director for Digital and Technical Services

Reports to the Dean and Director of Libraries and offers an opportunity for an assertive, experienced manager with superior leadership skills and technical expertise to provide vision and leadership, reshaping technical services and developing the library's digital initiatives. The Associate Director for Digital and Technical Services will provide leadership to acquisitions, information control and management (cataloging), systems, digital production, and archival units, which combine sophisticated management of traditional services with an advanced grasp of emerging technologies. The position includes responsibilities coordinating library involvement in national technical initiatives and for reviewing and implementing bibliographic operations, procedures, policies, and priorities dealing with physical and virtual collections. This position offers a challenging opportunity to help shape a new role for one of the nation's most innovative libraries, defining new standards, policies, and operations to organize metadata and systems for a variety of content forms as well as internally created knowledge content.

QUALIFICATIONS: Required: An ALA-accredited master's degree in Library or Information Science or equivalent; at least five years of successful library or related corporate experience in increasingly responsible management positions involving library technology and/or technical services; demonstrated management skill; proven oral and written communication skills; ability to work consensually with teams in a complex and changing environment; evidence of organizational and analytical skills. Preferred: Database design and management, particularly using standards based metadata; three or more years of experience managing integrated library systems and acquisitions or cataloging.

SALARY: Salary is competitive and based on qualifications and experience. The minimum salary for this position is \$80,000.

Digital Initiatives Manager

Reports to the Associate Director for Digital and Technical Services and offers an opportunity for an entrepreneurial leader to coordinate the library's growing team of digital experts. The Digital Initiatives Manager works closely with a team of individuals from the systems, cataloging, and archives units to develop the infrastructure and procedures to gather, organize, and maintain instructional multimedia and proprietary research results. The manager coordinates the development of Web pages, online resources, and databases, as well as processes required to maintain the intellectual content emerging in digital form across the campus. This involves coordination and management of personnel engaged with a growing variety of digital projects that include electronic dissertations, born digital proprietary research reports, images, and full-motion video resources. Coordinates digital initiatives, including related outreach, publishing initiatives, partnerships, publicity, and rights management. Principal contact with campus offices and national repositories.

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begin immediately and will continue until the position is filled. Nominations and applications (résumé and the names, titles, addresses, and phone numbers of three references) should be sent as a Word attachment via e-mail to: libhrpro@princeton.edu; or fax to (609) 258-0454. Submissions via regular mail are also welcomed and can be sent to: Search Committee for Data Services Specialist, c/o Lila Fredeburg, Human Resources Librarian, Princeton University Library, One Washington Road, Princeton, NJ 08544-2098. Princeton University is an equal opportunity, affirmative action employer.

DIRECTOR OF LATIN AMERICAN LIBRARY. The Howard-Tilton Memorial Library at Tulane University is seeking a creative, collaborative, and highly experienced individual to head its Latin American Library, a department within the Special Collections Division (reporting to the Assistant Dean for Special Collections). Position Summary: The Director of the Latin American Library directs operations and services and manages the collections of the Latin American Library (LAL), including the supervision and coordination of the activities of one professional reference librarian, 3.6 FTE paraprofessional support staff, and several graduate and undergraduate student workers. Two FTE professional cataloguers in the main Cataloging Department support LAL. The Director of LAL will provide leadership in development of the collection, formulation and implementation of public services policies and procedures, and management of the budget. Duties: 1. Establish departmental priorities and policies, supervise staff, and provide leadership in developing programs and services related to Latin American Studies; manage the LAL budget. 2. Determine collection policy for LAL in consultation with Assistant Dean for Collections and Information Services and select materials in all

languages and formats related to Latin America through purchase, exchange, gifts, and other means; act as principal selector and liaison with Tulane faculty, staff, and students in disciplines related to Latin America, delegating appropriate responsibilities to LAL staff. 3. Establish public services policies, including orientation, reference, and instructional services, and develop needed services in consultation with clientele and other departments in the library; provide specialized reference and instructional services to Latin American Studies clientele. 4. Plan, implement, and administer programs to house and maintain LAL collections; develop preservation programs for LAL in cooperation with Head of Preservation Department. 5. Work with Library Administration and other library staff to write proposals and consult with donors related to obtaining gifts, endowments, grants, and gift collections. 6. Maintain communications and develop productive working relationships with all library units; call meetings of staff, prepare agenda, and communicate information within the department. 7. Serve on the library's Administrative Group. Serve on elected or appointed library and university committees. 8. Maintain professional contacts appropriate to the mission of the department and represent Tulane University Library in local, national, and international forums related to Latin American libraries and librarianship. Qualifications: Required qualifications include a master's degree from an accredited program in library science or significant experience in library, archival, or academic administration and an appropriate advanced degree; evidence of significant advanced study in a discipline related to Latin American Studies; five or more years of successful library or equivalent experience in Latin American Studies, including administrative and collection development experience; and demonstrated fluency in speaking and writing Spanish and one or more other languages related to Latin

QUALIFICATIONS: Required: An ALA-accredited master's degree in Library or Information Science or equivalent or an equivalent combination of relevant advanced degree and experience; several years of successful library experience in increasingly responsible management positions involving digital information systems or services; demonstrated supervisory skills; ability to work in a complex and changing environment nurturing an emerging team of technical experts in the use of multimedia tools; evidence of organizational and analytical skills. Preferred: Digital image and text creation, digital production using national standards, and Web maintenance experience.

SALARY: Salary is competitive and based on qualifications and experience. The minimum salary for this position is \$55,000.

ENVIRONMENT: As an ARL library supporting an institution with nearly 5,000 graduate students and over \$300 million per year in research activity, Georgia Tech provides a platform that will challenge and engage creative leaders on the frontier of new ways to capture and manage intellectual content. Working with a team of librarians, the Technical Services, Systems, and Archives units provide the operations needed to maintain the information resources required to support an exceptionally energetic academic enterprise. The Library and Information Center (www.library.gatech.edu), a member of the Association of Research Libraries, is central to the Institute's instructional and research programs. The Georgia Institute of Technology, with nearly 20,000 faculty, students, and staff, is one of the nation's outstanding universities, with nationally recognized programs in science and engineering. The library is a leader in library automation, participates in the statewide consortium Galileo, and provides access to an ever-increasing number of databases, electronic books, and electronic journals.

BENEFITS: Librarians are members of the general faculty and are nontenured. Georgia Tech offers a comprehensive benefits package, which can be viewed at: www.ohr.gatech.edu/benefits/facben.html. We also offer a Relocation Allowance supported by the Price Gilbert, Jr. Charitable Fund.

CONTACT INFORMATION: Applications will be reviewed upon receipt and will be accepted until the position is filled. Employment is contingent on proof of the legal right to work in the United States. Send letter of application, résumé, and names, addresses, phone numbers, and e-mail addresses of five references to:

Sharon West
Personnel Administrator
Georgia Tech Library & Information Center
704 Cherry Street, NW
Atlanta, GA 30332-0900
E-mail: Sharon.West@library.gatech.edu

Georgia Tech is an equal employment opportunity institution.

American Studies. Candidates will be required to demonstrate the ability to communicate effectively both orally and in writing; the ability to work effectively with faculty, students, and staff; and the ability to assume a leadership role. Other desired qualifications include a strong record of research and publications, a master's degree or Ph.D. (preferred) in a discipline related to Latin America, and significant experience and understanding of Latin American cultures gained through travel or residence. **Environment:** Tulane University is an AAU/Carnegie Research Institution with its main campus located in picturesque uptown New Orleans. The Howard-Tilton Memorial Library is the university's main library and an ARL research collection supporting programs in the humanities, social sciences, and the sciences. With a new Dean of Libraries and Academic Information Resources, the library is undergoing organizational changes, and a major renovation plan is being developed for the main library building and the building housing Special Collections. U.S. News and World Report consistently has ranked Tulane University among the top 50 universities. For more information about the library, see: <http://library.tulane.edu>. The Stone Center for Latin American Studies is one of the world's premier programs for the study of Latin America and the Caribbean; see: <http://www.tulane.edu/~cias/> and LAL at: <http://www.tulane.edu/~latinlib/allhome.html>. **Salary and Benefits:** Rank and salary competitive and commensurate with qualifications; excellent benefits, choice of health plans, and tuition waivers. **To Apply:** Send letter of interest and copy of curriculum vitae, including names, addresses, and telephone numbers of three references (who will not be contacted without express approval) to: Andrea Bacino, Howard-Tilton Memorial Library, **Tulane University**, 7001 Freret Street, New Orleans, LA 70118. Review of applications will begin on October 1, 2002, and will continue until

the position is filled. Tulane is an affirmative action, equal opportunity employer, and qualified women and minorities are encouraged to apply.

DIRECTOR, LANE MEDICAL LIBRARY. The Stanford University School of Medicine is now accepting applications for the position of Director of the Lane Medical Library. Lane Library supports the diverse knowledge needs of Stanford's biomedical community, Stanford University Medical Center, and the Lucille Packard Children's Hospital. The library has an excellent collection of 370,000 volumes, 2,565 serials (including over 1,100 digital periodicals) and 830 digital books. We are seeking an individual who is an established leader in the national and/or international biomedical library community and is a recognized innovator in the area of digital libraries. The Director will lead Lane Medical Library as the school begins its plans for the design and construction of a state-of-the-art education and library facility that will provide a new home for the library on the Stanford medical campus. **Responsibilities:** The Director is responsible for the overall leadership and administration of Stanford's Lane Library. Reporting directly to the Senior Associate Dean for Information Resources and Technology, he or she will manage a staff of more than 50 academic librarians, as well as support and administrative personnel. The Director will develop and advance library services, collections, and technologies in support of the Medical School's clinical, research, and educational missions. He or she will be responsible for the financial management of Lane Medical Library and will oversee an annual budget of approximately \$6 million. The Lane Library Director will have the opportunity to provide leadership in the design and realization of an innovative new biomedical library facility that will use the latest information technology, while also preserving and facilitating the use of historical

FOUR POSITIONS AVAILABLE

Georgia State University

Georgia State University is seeking four energetic, knowledgeable, and visionary librarians for its library faculty. All positions are faculty rank on a contract renewal basis and require an ALA-accredited MLS.

Serials and Electronic Acquisitions

\$37,000–\$43,000

Coordinate the purchase and licensing of all electronic materials; oversee all aspects of serials acquisitions, including ordering, receipt, invoicing, claiming, binding, vendor assessment, and other serials-related functions; coordinate the work of the serials unit with the other appropriate areas to ensure efficient workflow and communication; serve as Assistant Department Head; and participate in university and professional activities, including research and publication.

QUALIFICATIONS: Required: Two years' serials experience; computer skills; experience supervising or organizing the work of others. Preferred: Experience with electronic resources, including negotiating contracts and licenses for electronic resources; budget management; working in an integrated automated environment, preferably Voyager; demonstrated interest in professional and research activities.

Collection Development Officer

\$34,500–\$40,000

Evaluate the collection for currency and relevance to the college curriculum and other collection development goals; develop acquisition and weeding projects as needed to make up deficiencies. Advise in the appropriate allocation and expenditure of all library material funds, monitor encumbrance and expenditure of all materials budget. Participate in serial and standing order selection activities, works with Serials and Electronic Acquisitions Librarian in licensing and vendor relations. Develop collection-related policies and procedures, provide training of subject liaisons and collection development staff, and work some hours at general reference desk.

QUALIFICATIONS: Required: Two years' professional experience in an academic library; collection development and budget management experience; analytical and decision-making skills; excellent oral, written, and interpersonal skills. Preferred: Demonstrated interest in professional and research activities, second master's degree, and liaison experience.

Communication Liaison/Reference Librarian

\$32,500–\$38,000

Serve as liaison with Communication Department; meets regularly with members of the department to provide information and instruction about library services, collections, and programs. Serves as an advocate within the library for this group, resolving or referring problems as raised by members of the

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materials. Qualifications: Stanford is seeking a dynamic, creative leader for our world-class biomedical library. Master's degree in Library or Information Sciences or other related field. MLS should be from an ALA-accredited school. Candidates should have at least five years of experience providing exceptional managerial and professional leadership in a service-oriented academic biomedical library supporting clinical, research, and educational communities. Candidates should have demonstrated ability to lead and direct library staff and to effectively collaborate with other members of a complex academic community. The Director should have in-depth understanding and vision about how information technology can be used to support innovative library services. Strong oral and written communications skills are important. Salary: \$130,000 minimum; competitive salary commensurate with skills and experience. Applicants should send a curriculum vitae and the names of three references to: Henry J. Lowe, Senior Associate Dean for Information Resources and Technology, Stanford University, School of Medicine, Alway Building, M-121, 300 Pasteur Drive, Stanford, CA 94305-5119; e-mail: hlowe@smi.stanford.edu. Stanford University School of Medicine is committed to increasing representation of women and members of minority groups on its faculty and staff. We particularly encourage applications from such candidates.

DIRECTOR, LEARNING RESOURCE CENTER. Darton College, Albany, Georgia. Position available January 2003 at Darton College, University System of Georgia. Rank and salary dependent on qualifications. Master's degree in Library or Information Science from an ALA-accredited program and minimum three years' library experience required. For a complete job description and require-

ments, visit our Web site: <http://www.darton.edu>; or contact: Personnel Office, Darton College, 2400 Gillonville Road, Albany, GA 31707. Applications received after September 16, 2002, cannot be guaranteed full consideration. Affirmative action, equal opportunity employer.

DOCUMENT DELIVERY SERVICES LIBRARIAN. Assistant/Associate Professor or Librarian Assistant/Associate Professor. The Otto G. Richter Library of the University of Miami invites applications for the position of Document Delivery Services Librarian to provide leadership in planning, developing, and implementing document delivery services/ILL services; provide leadership and consulting on copyright issues; maintain the interlibrary loan services and system (ILLIAD); document delivery operations, hiring and training, and supervising and evaluating the unit's six support staff members; and implement electronic document delivery and installing scanning equipment and software. Required Qualifications: ALA-accredited MLS or equivalent; two years' experience in document delivery or ILL, including supervisory skills; familiarity with national and international ILL protocols and procedures, and copyright issues; strong public service orientation. Twelve-month appointment at the rank of Assistant or Associate Professor. Tenure-track or nontenure options available. Salary commensurate with qualifications. To Apply: Send letter of interest, résumé, and names, telephone numbers, and e-mail addresses of three references to: Leonor G. Melittin, Personnel Services Coordinator, Otto G. Richter Library, Miami University, P.O. Box 248214, Coral Gables, FL 33124-0320; fax: (305) 284-4027; or e-mail: lmelittin@miami.edu. Complete position announcement with additional requirements available at: www.library.miami.edu/employment/employment.html. Equal opportunity, affirmative action employer.

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department. Responsible for collection development in communication, including selection, approval plan, and evaluation of collections and management of the library materials budget. Works at the general reference desk; provides specialized reference and research assistance to library patrons in designated subject area(s).

QUALIFICATIONS: Required: Familiarity with resources in a variety of formats; skill in the use of technology and Web applications; excellent communication, presentation, and interpersonal skills. Preferred: Second master's degree and/or relevant experience in appropriate subject area (e.g., journalism, film and television, theater, or speech communication); demonstrated interest in research and professional activities.

Instruction/Reference Librarian (New Position)

\$32,500-\$38,000

Teach and participate in the development of classes in the library's instruction program and provide reference services to library patrons, with a focus on instruction and reference services for students in the new state-of-the-art Aderhold Learning Center, and contribute to the improvement of departmental functioning through active and cooperative participation in meetings, projects, and other activities as needed.

QUALIFICATIONS: Required: Academic library experience; teaching or instruction experience; high level of competency with computer resources; familiarity with print and electronic reference sources; excellent communication and interpersonal skills; commitment to client-centered service; capacity to relate constructively to students and faculty; appreciation of diversity; and flexibility. Preferred: PostMLS experience in an academic library; experience in library instruction, especially in the social sciences; experience in instructional design; HTML/Web page development skills; second master's degree.

APPLICATION: Submit a cover letter, résumé, and the names of three references, including immediate supervisors, to:

**Carmen R. Newton, LHRO
William Russell Pullen Library
Georgia State University
100 Decatur Street, S.E.
Atlanta, GA 30303-3202
(404) 651-2172**

Materials received by **September 30, 2002**, will receive priority consideration. For more information, please visit our Web site at <http://www.library.gsu.edu/>.

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

EVENING/WEEKEND PUBLIC SERVICES LIBRARIAN.

University of Scranton, Harry and Jeanette Weinberg Memorial Library. Tenure-track position. The University of Scranton seeks a public services-oriented librarian to join its Reference Staff. Responsibilities include some supervision of all Library Public Services during evening and weekend hours. Public services include Reference (both in-person and electronic), Circulation, Reserves, User Instruction, Distance Learning, Interlibrary Loan, and the maintenance of an atmosphere conducive to study. Also responsible for serving as liaison for collection development and user education to academic departments within the University as specified by the Assistant Director for Public Services. Qualifications: ALA-accredited MLS and library experience; knowledge and understanding of reference sources and techniques; knowledge and understanding of electronic database searching, using Internet-based services and the Web; and supervisory and communication skills. Second master's degree in subject area preferred. Some library experience is required. Twelve-month faculty appointment, tenure track. Hours: Sunday through Thursday, 3:30 p.m. to 11:30 p.m. Position reports to Assistant Director for Public Services/Collection Development. The University of Scranton is, by tradition and choice, a Catholic and Jesuit University. The successful candidate will have an understanding of and a commitment to the goals of Jesuit education. The University of Scranton, located in northeastern Pennsylvania near the Pocono Mountains, is a highly selective Catholic and Jesuit institution of 5,100 students. The university is committed to liberal arts education and offers strong professional and preprofessional programs. Applications: Interested candidates should submit a letter of application, list of three references for contact, and current vita to: Charles E. Kratz, Library Director, Weinberg Memorial Library, University of Scranton, Scranton, PA 18510-4700. Review of applications will begin on October 1,

2002, and continue until the position is filled. The University of Scranton is an affirmative action, equal opportunity employer and educator.

HEAD OF COLLECTION MANAGEMENT. The University of Central Florida (UCF) Library, Orlando, seeks a collaborative and accomplished Head of Collection Management to provide leadership and inspiration for the development, management, and evaluation of the library's collections. This position is responsible for developing and implementing collection evaluation and analysis procedures, is actively involved in new university-degree program proposals and program review for accreditation, and participates in preparation, allocation, and monitoring of a \$5.2 million materials budget. The Head of Collection Management reports to the Director of Libraries and, as a member of library management, contributes to long-range planning in support of the strategic objectives of the library. This university offers an exciting and vibrant academic environment with growing collections, advanced technology, and an expanding campus. Responsibilities: The Head of Collection Management establishes goals, policies, and standards for the department; prepares, maintains, and monitors fund allocation formulas; evaluates and monitors approval plans; coordinates allocation of funds and activities of 20 collection development selectors; ensures ongoing training, development, and evaluation of selectors and support staff; acts as liaison with university planning entities, teaching faculty, and library staff; and plays a key role in selection of electronic resources. Qualifications: Required: Master's degree from an ALA-accredited institution; successful experience in collection development activities; demonstrated knowledge of current collection development methodologies and issues; leadership experience. Preferred: Knowledge of accrediting agency criteria and standards; experience in collection planning and evaluation; budgeting and fund allocation



UNIVERSITY LIBRARIAN

Hollins University

Hollins University invites applications and nominations for the position of University Librarian. Hollins University is a distinguished national liberal arts university, founded in 1842 as Virginia's first chartered women's college. Coed graduate programs were established in 1958. Located in one of the most beautiful areas of Virginia, Hollins has many outstanding academic programs, including a nationally recognized English and creative writing program, a well-established internship program that gives undergraduate students a jump-start on their careers, and extensive study-abroad opportunities. One of the distinctions of the Hollins learning experience is the 4-1-4 calendar, which gives students the month of January to focus on particular courses of study, research projects, internships, or travel/study programs. Hollins' challenging curriculum blends rigor with creativity and innovation. Through small classes, a nine-to-one student/faculty ratio, and excellent advising, faculty members honor and develop student voices. The result is an active learning environment in which students feel free to test ideas, stretch their limits, and ultimately make a difference in the world.

Wyndham Robertson Library, a new facility dedicated in April 1999, is fully automated and serves nearly 900 undergraduate and 250 graduate students. The collection includes 212,000 print books and bound journals, as well as 202,000 microform documents. Periodical holdings include over 900 print titles and 1,200 in electric format.

Reporting to the vice president for academic affairs, the University Librarian oversees all library operations and services, including preparing and managing budgets, operational planning and assessment, developing and implementing library policies and procedures, coordinating collection development, supervision of the librarians and staff, and balancing existing library services and resources with emerging technologies. The University Librarian position carries faculty status.

Qualifications include an ALA-accredited MLS, with an additional advanced degree and a record of scholarly and professional achievement preferred. The applicant should have a minimum of four years' administrative experience in an academic library. Also required is a broad understanding of information technologies, library automation, and budget management, as well as effective communication and interpersonal skills.

Salary is competitive and commensurate with experience; a full benefits package is offered.

Review of applications will begin on **September 15, 2002**, and will continue until the position is filled. Letters of applications, along with a comprehensive résumé and at least three letters of professional recommendation, should be sent to:

**Chair, University Library Search Committee
Hollins University
P.O. Box 9716
Roanoke, VA 24020**

*Hollins University is an equal opportunity employer committed to advancing women
and to supporting a diverse community.*

experience; experience in a shared-responsibility or team environment; evidence of commitment to public service and the ability to work collaboratively with a variety of staff, faculty, and researchers; ability to accomplish team goals using both collegial and hierarchical roles; record of professional contributions. Finalists will be asked to give a brief presentation during the on-campus interview. Environment: The University of Central Florida (UCF), one of 11 state universities, is located 13 miles east of downtown Orlando. UCF has an enrollment of 39,000 students and serves a metropolitan population of 1.5 million residents. Near the Kennedy Space Center, UCF is nationally recognized for its programs in Engineering and Computer Science, Optics, and Photonics, and is regularly listed as one of the nation's most "wired" universities. The main library has a collection of over 1.3 million volumes and is a partial depository for government documents and patents. The library materials budget is \$5.2 million. The staff of 108 includes a library faculty of 41. To learn more about the university, visit: <http://library.ucf.edu>. Salary and Rank: Commensurate with experience and qualifications. This is a full-time, nontenure track faculty position with generous health insurance benefits and retirement options. To Apply: Submit an application letter, résumé, and names of at least three professional references to: Cynthia Kisby,

Personnel Librarian, University of Central Florida Library, P.O. Box 162666, Orlando, FL 32816-2666; fax (407) 823-2529; e-mail: ckisby@mail.ucf.edu. Review will begin immediately and continue until position is filled. Searches are conducted in accordance with the state of Florida Sunshine Regulations. UCF is an equal opportunity, affirmative action employer.

HEAD OF COLLECTIONS AND ACQUISITIONS. Manage operations of Acquisitions Department, including ordering of monographs, AV materials, serials in all formats; and processing of bindery orders. Coordinate collection functions and work with faculty-library liaisons to tailor collections to program and user needs. Provide collection analysis and development, reports for program development and accreditation, management and statistical reports. Responsible for reviewing/developing policies regarding accession and de-accession of library materials, selection criteria for various formats, including archival and electronic. Build gifts program. Develop vendor relations; negotiate discounts. Work with teaching faculty to develop collection. Duties include fund accounting and reconciliation, file maintenance, supervision and training of staff, scheduling and workflow enhancement; updating procedures manual. Qualifications: ALA-accredited MLS; three to five years' acquisitions

DIRECTOR OF THE MILBANK MEMORIAL LIBRARY

Teachers College, Columbia University

Teachers College seeks a Director for the Milbank Memorial Library, the premier research library in the field of education. Over the past three years the college has engaged in a comprehensive and sustained effort to plan for the future of the Milbank Library. This planning process has resulted in a vision of the library as the center for intellectual social interaction on the campus, as a key player in the ongoing introduction of technology at Teachers College, and as the source for resources to support programs that extend beyond the campus. This vision will be developed and enhanced through both the reorganization and strengthening of library operations and through a major renovation of the library building, Russell Hall.

At this time the college seeks an individual who can provide intellectual and programmatic leadership to advance the educational mission of the library as the foundation of scholarship and teaching for the college community. The library director is a member of the senior administrative team reporting directly to the Vice President for Academic Affairs. The director is responsible for managing a full-time staff of 40 and for collaborating with the administration, faculty, and students of Teachers College to chart the future of Milbank Library.

The successful candidate will have a demonstrated record of commitment to higher education, a strong understanding of technology and other issues pertinent to the future of libraries, and a record of concrete accomplishments in management and program development. The director will play a major role in fundraising for the library and will be expected to spearhead a major expansion of library programs to meet the needs of both campus-based and distance learning programs. The MLS from an ALA-accredited program or an equivalent combination of education and experience is required. An advanced degree in an area represented in the programs of the College is highly desirable.

For immediate consideration, please e-mail your curriculum vitae to: libdir@tc.columbia.edu. Applications will be accepted immediately and until the position is filled.

**Teachers College
Columbia University
525 West 120th Street,
New York, NY 10027
<http://www.tc.columbia.edu/>**

Teachers College as an institution is committed to a policy of equal opportunity in employment. In offering education, psychology, and health studies, the college is committed to providing expanding employment opportunities to minorities, women, and persons with disabilities in its own activities and in society.

experience in online academic library; excellent organizational, analytical, and computer skills; ability to implement more technology to increase efficiency; knowledge of publishing trade and out-of-print vendors; knowledge of collection issues and trends, OCLC, bindery processing; ability to work collaboratively; successful supervisory experience; demonstrated planning and innovative leadership skills; excellent interpersonal skills. Preferred: 2nd master's degree (required for Assistant Professor or above). Experience with Horizon system and serials management. Faculty tenure-track appointment. Salary based on experience, skills, and credentials. Excellent benefits including tuition remission, 44 days' vacation, and overload; calendar recesses and release-time. Positions will remain open until filled. To Apply: Send letter of interest and curriculum vitae to: Terri Campo, Personnel, Long Island University, 1 University Plaza Brooklyn, NY 11201. Affirmative action, equal opportunity employer.

HEAD OF CONSERVATION TREATMENT. The Research Libraries of the New York Public Library are seeking to hire a new chief conservator to run its treatment programs, including management of the Barbara Goldsmith Conservation Laboratory and the Collections Care Unit. The incumbent will supervise professional and technical staff assigned to treatment of rare and general library materials, plan the annual treatment budget, establish treatment specifications, plan disaster planning and recovery activities, and maintain environmental monitoring operations in conjunction with the Facilities Office. This position reports to the Aaron and Clara Greenhut Rabinowitz Chief Librarian for Preservation. Qualifications: ALA-accredited MLS and certification in conservation or extensive book and paper conservation training, including coursework in chemistry; substantial/successfully demonstrated experience in conservation and supervising staff in a conservation setting; familiarity with

preservation issues in large research libraries; and substantial knowledge of conservation treatment procedures. Salary: Commensurate with qualifications and experience. For a full job description and instructions on how to apply, please visit us at: www.nypl.org.

HEAD OF ILL/DOCUMENT DELIVERY SERVICES. The University of Central Florida (UCF) Library, Orlando, seeks dynamic, collaborative leadership for its Interlibrary Loan/Document Delivery Services Department. The successful candidate will demonstrate an expansive, user-focused approach to services including desktop delivery, distance learning, and integration of advanced technology, as well as the ability to implement change by modeling initiative and collegiality. Responsibilities: The Head of Interlibrary Loan/Document Delivery Services is responsible for planning and integration of services that support the strategic objectives of the library. This includes delivering library resources to faculty, students, and branch campuses; utilizing the latest information technology; monitoring resource sharing agreements; training and supervising six FTEs in interlibrary borrowing, lending, OCLC searching, and document supply activities (over 60,000 annual transactions). See more about ILL at: <http://library.ucf.edu/ILL/>. This position reports to the Associate Director for Public Services. Qualifications: Required: An ALA-accredited master's degree; three years' experience in interlibrary loan services; supervisory experience; excellent communication and interpersonal skills. Preferred: Technical expertise with Internet, Ariel, CLIO or ILLIAD, and other modes of information access and delivery; demonstrated advocacy for user services; ability to implement collaborative change; record of ongoing professional activities and participation. Finalists will be asked to give a brief presentation during the on-campus interview. Environment: The University of Central Florida, one of

TWO POSITIONS AVAILABLE

Princeton University



The Princeton University Library, in the vanguard of the world's best research libraries, is heavily used by a population of 6,400 students and 1,100 faculty members. The general collection includes six million printed volumes that meet the diverse needs of the academic community. Its holdings range from ancient papyri and incunabula to the most advanced electronic databases and journals. The Library employs more than 300 professional and support personnel, complemented by a large student and hourly workforce. The Library system includes a large central library and 15 specialized libraries. More information can be found at the Library's Web site: <http://libweb.princeton.edu/>.

Princeton University seeks applications for the following positions:

Librarian for Latin American Studies, Latino Studies, and Iberian Peninsular Studies (Public Services and Collection Development Department)

DESCRIPTION: Princeton University Library is looking for an energetic, intellectually curious, and service-oriented professional to fill the position of Librarian for Latin American Studies, Latino Studies, and Iberian Peninsular Studies. This professional will be responsible for building upon the strong and often unique collections in these areas that are already at Princeton and for developing outreach programs that serve undergraduates, graduate students, and faculty in many departments. The Librarian will work especially closely with the faculty and students in the Department of Spanish and Portuguese Languages and Cultures and in the Program in Latin American Studies. In developing collections and in providing services, the Librarian will collaborate actively with colleagues throughout the Library system, in other libraries (for example, the Princeton Theological Seminary and Princeton's partners in LANE), and on a national scale.

The Librarian will develop and enhance the Library's collections of print and nonprint materials, primarily in Spanish and Portuguese, on Latin American, in Latino studies, and in the social sciences of the Iberian Peninsula. He/she will collect relevant materials that are unavailable through the normal book trade through carefully developed relations with agents worldwide and through acquisitions trips. The Librarian will manage several funds and will analyze the use of the collections. The Librarian will develop an aggressive and proactive outreach program to identify and assist students and faculty who are working in relevant subject areas, and the Librarian will provide a continuum of service and instructional offerings. This position will represent Princeton in the relevant regional, national, and international professional and scholarly organizations. This Librarian will be a member of the Public Services and Collection Development Department and will report to the Associate University Librarian for Public Services and Collection Development.

For the full position description, see: <http://libweb5.princeton.edu/hr/jobLAS.html>.

QUALIFICATIONS: Required: Demonstrated academic strength in relevant subject areas, including advanced degree. MLS from accredited institution, or equivalent combination of education and professional experience. Excellent oral and written communication skills in English and Spanish. Strong commitment to service. Demonstrated teaching ability. Comfortable with technology and open to learning new applications. Knowledge of the book trade. Preferred: Knowledge of Portuguese. Experience with developing Web pages. Familiarity with digitization issues and standards.

Librarian: Head of Public Services for Special Collections (Rare Books and Special Collections Department)

DESCRIPTION: This is a new position that will be filled by a person who has the capacity to thrive in an environment of change and to foster that capacity in others. The position will be responsible for two active public service operations, one at the Firestone Library and the other at the Seeley G. Mudd Manuscript Library. Together the reading rooms serve more than 5,000 researchers annually, and

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11 state universities, is located 13 miles east of downtown Orlando. UCF has an enrollment of 39,000 students and serves a metropolitan population of 1.5 million residents. Near the Kennedy Space Center, UCF is nationally recognized for its programs in Engineering and Computer Science, Optics, and Photonics, and is regularly listed as one of the nation's most "wired" universities. The main library has a collection of over 1.3 million

volumes and is a partial depository for government documents and patents. The library materials budget is \$5.2 million. The staff of 108 includes a library faculty of 41. UCF offers an exciting and vibrant academic environment with growing collections, advanced technology, and an expanding campus. Salary and Rank: Commensurate with experience and qualifications. This is a full-time, nontenure-track faculty position with

thousands more seek help by mail, phone, fax, e-mail, and Web forms. The reference operations are particularly complex in that the holdings span five millennia and five continents, and include around 200,000 rare or significant printed works; 30,000 linear feet of textual materials, ranging from cuneiform tablets to contemporary manuscripts; a wealth of prints, drawings, photographs, maps, coins, and other visual materials; the Cotsen Children's Library; and the Princeton University Archives. The privately owned Scheide Library is associated with the Department. The incumbent will be expected to provide front-line reference assistance in addition to the managerial responsibilities.

The issues that face the successful creative and innovative manager include: automation of user records; department security; strategic planning with regard to space, resource allocation and personnel for effective delivery of public services; proactive outreach to faculty and students; digital reserves for special collections materials; responsibility for the Department's Web site; hours of service; integration and scheduling of appropriate curatorial and support staff into reference operations; coordination and review of manuals currently used for reference operations; delivery of photo services (including scanning); reorganization of the department's two reading rooms; use of seminar rooms; cross-fertilization within the department's current reference delivery points. In all of these areas, this position must work closely and harmoniously with curatorial staff, seeking the knowledge and advice of these subject specialists who share the responsibility for delivery of public services. The position has major responsibilities for hiring, training, supervising, and overseeing workflow for those involved in room supervision, reception, photo services, etc. Currently, two professional and eight support staff will report directly to this position, but many other professional and support staff are involved in providing reference and research assistance. This position reports to the Associate University Librarian for Rare Books and Special Collections and will be one of the key members of the management team for the department.

QUALIFICATIONS: Required: MLS or equivalent combination of education and professional experience. MA/PhD in a relevant humanities discipline. At least five years' experience in the delivery of public services preferably in a special collections environment, and as an effective supervisor of both professional and support staff. Demonstrated understanding of public service functions and knowledge of best practices and current trends in the provision of information services. Knowledge of research issues, trends, teaching methods, and instructional design in the humanities and social sciences. Concrete examples of strong organizational, analytical, and decision-making skills. Demonstrated knowledge of library technology and experience with library automation and Web site development and maintenance. Flexibility in adapting to change, and planning and implementing creative user-services initiatives. Ability to focus on strategic goals and objectives. Demonstrated capacity to work effectively with staff, colleagues, faculty, and students. Excellent written, oral, and interpersonal skills. Record of professional and scholarly activities. Language skills in one or more Western languages.

COMPENSATION AND BENEFITS: Compensation for each position will be competitive and commensurate with experience and accomplishments. Twenty-four vacation days a year, plus 11 paid holidays. Health care insurance, disability insurance, and other benefits are available for both positions.

NOMINATIONS AND APPLICATIONS: Review of applications will begin immediately and will continue until each position is filled. Nominations and applications (resume and the names, titles, addresses and phone numbers of three references) should be sent as a Word attachment via e-mail to: libhpro@princeton.edu, or fax to (609) 258-0454. Submissions via regular mail are also welcomed and can be sent to:

**Search Committee for
(specify position title: Librarian for Latin American Studies,
Latino Studies, and Iberian Peninsular Studies, or
Librarian: Head of Public Services for Special Collections
c/o Lila Fredenburg
Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544-2098**

Princeton University is an equal opportunity, affirmative action employer.

generous health insurance benefits and retirement options. To Apply: Submit an application letter, résumé, and names of at least three professional references, postmarked by October 25, 2002, to: Cynthia Kisby, Personnel Librarian, University of Central Florida Library, P.O. Box 162666, Orlando, FL 32816-2666; fax (407) 823-2529; e-mail: ckisby@mail.ucf.edu. Searches are conducted in accordance with the

state of Florida Sunshine Regulations. UCF is an equal opportunity, affirmative action employer.

INFORMATION RESOURCE/COLLECTION DEVELOPMENT, REFERENCE/INSTRUCTION LIBRARIAN. (Academic or Senior Librarian, level dependent upon qualifications and experi-

FOUR POSITIONS AVAILABLE

University of Arizona

The University of Arizona Library seeks professionals to join its team-based organization. Applicants are sought for the following Assistant/Associate Librarian positions:

Music Librarian, Fine Arts/Humanities Team (Job #24677)

Graduate level course work in Music; four years of experience as a Music Librarian in an academic library; experience in music cataloging; reading knowledge of German, French, Italian, or Spanish; and ability and desire to work in a team-based environment are preferred.

Business Librarian, Social Sciences Team (Job #24679)

An undergraduate degree in business/social sciences, and evidence of experience, education, or strong interest in business-related subjects and resource development are preferred.

Information Systems Librarian, Library Information Systems Team (Job #24678)

Successful candidate will identify, evaluate, and implement new technologies; participate in the development of library Web interfaces; support electronic publishing; serve as consultant in technology training for library staff; and support the profession through participation in professional associations, research, and scholarship. A theoretical background and practical experience in designing and implementing information systems and networks; knowledge of current advances in information systems and technologies and their application in libraries; and experience in using, managing, and troubleshooting computer systems and networks, MS Windows, Unix operating system, TCP/IP, other related protocols, the Internet, and Web are preferred.

Training Coordinator, Undergraduate Services Team (Job #24680)

Successful candidate will play a critical role in developing and providing instruction and training for staff and customers in the Information Commons and will share the provision of information research and technology-supported learning services and programs with other librarians and staff in the Information Commons. Knowledge of or experience with emerging issues related to teaching, instructional design, learning technologies, and information literacy standards for higher education; and knowledge of electronic information resources and experience in creating/maintaining Web-based information resources are preferred.

All of these positions require an MLS from an ALA-accredited institution. For job #24678, other qualifications may suffice. For complete requirements, duties, responsibilities, and qualifications, please visit the UA Web site at: www.hr.arizona.edu/jobs.

The salary range for these positions is \$42,086 to \$53,406.

TO APPLY:

Send a letter of interest citing position title/job number, current résumé, and names, addresses, and phone numbers of three professional references to:

Martina Johansen
University of Arizona Library
1510 East University Boulevard
Room A302
P.O. Box 210055
Tucson, AZ 85721-0055
Fax: (520) 626-7715

You may also send e-mail inquiries to: hendricksong@u.library.arizona.edu.

Review of application materials begins **September 23, 2002**, and will continue until the positions are filled. A complete job description will be sent upon receipt of letter of interest.

The University of Arizona is an equal opportunity, affirmative action employer. M/W/D/V.

ence) Description: Assumes primary responsibility for developing main library collections and resources. Coordinates establishment of budgets for all collections and resources. Monitors the relevance of collections to the University mission. Manages a library weeding/replacement program for resources. Works in scheduled reference desk and library instruction programs. Supervises three FTE paraprofessionals. Requirements: MLS degree from an ALA-accredited library/information studies program; training and experience in academic library collection development including planning, managing,

and monitoring budgets; knowledge and experience using microcomputing, Web, and library systems; human relations qualities necessary for successful interaction with staff and users; strong communications skills. Preferred: Supervisory and management experience; training or experience in academic reference and instruction. Salary range from \$43,000, dependent upon qualifications and experience. Send letter of application, résumé, and names of at least three references to: John J. Jax, Director, Library Learning Center, University of Wisconsin-Stout, Menomonie, WI 54751. Web site:

JUDAICA/REFERENCE LIBRARIAN

University of California, Berkeley

Assistant/Associate Librarian

\$37,728–\$63,840 per annum, based upon qualifications

Under the general direction of the Head, Research, Reference, and Collections Department, the Judaica/Reference Librarian will contribute to general reference in the Humanities and Social Sciences, providing reference at two service points and scheduled consultations at Research Advisory Services.

The incumbent will contribute to the development and integration of Web-based resources for collection development, library instruction, and reference services. Selection responsibilities include building the print and electronic collections together with identification of reliable resources on the Internet and developing library user guides and Web pages to facilitate user access. As a member of the reference team, the librarian contributes to the constant improvement of research services and user education, and in the creation of new services.

The Judaica/Reference Librarian will also have chief responsibility as selector for Berkeley's collections and services relating to materials from and about Israel and the Jewish Diaspora. Specific responsibilities include oversight and expenditure authority for funds to acquire materials from Israel in the humanities and social sciences, advice and counsel for improving cooperative collecting activities with other UC, California and United States academic libraries, and the establishment of programs and procedures to incorporate electronic resources into the Library's Judaica collections. In addition, the incumbent will promote active consultation with and provide recommendations to others in the Doe/Moffitt Libraries concerning selection of materials about Judaica published outside of Israel.

Working in a highly collegial environment, the incumbent is expected to contribute to the librarywide planning process through participation in function and subject councils, ad hoc task forces, and other committees as appropriate. UCB librarians are expected to participate in librarywide planning and governance, to be able to work comfortably in a shared decision-making environment, and to be active professionally. Advancement in the Librarian series is based in part on professional contributions beyond the primary assignment (e.g., active participation in university and professional settings, publications or other research and creative activity). The successful candidate will show promise or evidence of such contributions.

REQUIRED

An MLIS from an ALA-accredited institution, or equivalent degree; fluency in Hebrew; experience or course-work in collection development and reference service using print and electronic resources; demonstrated proficiency in using electronic and Internet resources available to support humanities and social sciences research.

DESIRABLE

An undergraduate or advanced degree in a subject field pertaining to Judaic Studies; working knowledge of Yiddish; familiarity with other Semitic and European languages; experience in general reference, and library instruction; experience in grant writing and fundraising.

Candidate must have excellent analytical, interpersonal, and communication skills, and show both initiative and flexibility; demonstrated ability to work effectively with a diverse population of faculty, staff, student, and community members.

DEADLINE

October 1, 2002.

TO APPLY:

Send applications to:

Barbara Kornstein
Interim Academic Personnel Coordinator
Library Human Resources Department
447 The Library
University of California
Berkeley, CA 94720-6000
Fax: (510) 642-8675
E-mail: librec@library.berkeley.edu

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

HEAD OF ACCESS SERVICES

University Of California, Santa Barbara

The University of California, Santa Barbara, one of 10 campuses of the University of California system, is seeking a Head of Access Services. Under the direction of the AUL, Information and Research Services, the incumbent is responsible for the organization, administration, and management of the Access Services Department. The Department has a staff of some 35 FTE and many student assistants. Access Services includes circulation, stack services, print and electronic resources, interlibrary loans, desktop and document delivery, current periodicals, security, and remote storage. In addition, plans are underway for the implementation of a customer self-checkout system.

Supervises, trains, and evaluates staff in the provision of responsive services and is responsible for establishing goals and objectives, ongoing planning and direction, and works continually to improve services. Responsible for the allocation and management of the student assistant budget. Develops and implements new procedures, collects and analyzes user statistics regarding circulation, interlibrary loans, reserves, and makes recommendations about space utilization. Responsible for the interpretation and coordination of library policies and practices for Access Services. Responsible for collections stored in remote locations and for providing effective use of these collections. Coordinates the library's programs for both collections and personal security.

Works collaboratively with public and technical services departments to provide user-centered access service throughout the library system. Serves as a member of the Information Services Group and represents the department on the Administrative Council. Serves on the online systems team and also represents the University in local, UC systemwide, regional, and national matters related to Access Services.

REQUIRED: MLS from an ALA-accredited institution; demonstrated and increasingly responsible experience related to Access Services; significant supervisory experience and excellent management skills; demonstrated knowledge and experience with current and emerging trends and technologies related to circulation, interlibrary loans, desktop and document delivery services, self-checkout and more; demonstrated experience and understanding of collection organization, space planning, storage and retrieval practices, collection security, and personal security; successful management of library services in a diverse and changing environment; strong commitment to customer relations and user-centered library services; ability to establish and maintain effective relationships with faculty, students, staff, and community users; superior interpersonal and communication skills; knowledgeable about budget management and allocation; commitment to diversity and staff team development.

PREFERRED: Experience with the Exlibris Aleph online system, Web technology, and various software products; experience in public relations work; experience with copyright law and privacy issues.

Salary commensurate with qualifications, minimum \$52,620, plus a monthly administrative stipend.

Consideration of applications begins **September 30, 2002**, and continues until the position is filled.

TO APPLY: Send résumé and the names and addresses of three references to:

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

For the complete job announcement, visit: www.library.ucsb.edu.

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

<http://www.uwstout.edu/lib/>. Screening begins September 15, 2002. UW-Stout is an equal opportunity, affirmative action employer.

LIBRARIAN, ITALIAN/CLASSICS CATALOGER. The Princeton University Library, in the vanguard of the world's best research libraries, is heavily used by a population of 6,400 students and 1,100 faculty members. The general collection includes six million printed volumes that meet the diverse needs of the academic community. Its holdings range from ancient papyrus and incunabula to the most advanced electronic

databases and journals. The Library employs more than 300 professional and support personnel, complemented by a large student and hourly workforce. The library system includes a large central library and 15 specialized libraries. More information may be found at the Library's Web site: <http://libweb.princeton.edu>. Princeton uses the Voyager library management system. Description: Perform the most complex cataloging for a wide range of print and nonprint materials in Italian and Latin, and serve as primary cataloger for Princeton's extensive collections in Greek and Roman classics. Princeton maintains a strong institutional commitment

LIBRARY INSTRUCTION COORDINATOR

The University of Oklahoma

DUTIES: The Library Instruction Coordinator provides leadership in the design, development, marketing, delivery, and assessment of innovative library instructional programs, with an emphasis on introductory undergraduate and distance education instruction. Reports to the Head of Reference. Collaborates with the Electronic Services Coordinator, library faculty, librarians, and teaching faculty in developing library instructional training programs and materials, using a variety of formats. Participates in the departmental programs of reference assistance, including nights and weekends, user and distance education, and serves as collection development liaison with the departments of Human Relations, Communication, and Sociology. This position is governed by the university policies requiring research and creative achievement and professional services as outlined by the University of Oklahoma Faculty Handbook at: <http://www.ou.edu/provost/pronew/content/fhbmenu.html>.

QUALIFICATIONS: Required: MLS from ALA-accredited library school; instructional and reference experience; excellent interpersonal, teaching, presentation, and communication skills; demonstrated commitment to the library's role in undergraduate education; strong public service orientation; ability to work independently as well as collaboratively with library and academic faculty and campus programs and services. Desirable: Public service experience in academic library; reference and instructional experience with one to two years of demonstrated experience in teaching, training, or library instruction; demonstrated proficiency in information or education technology; experience using online courseware and Web-application software; course work and/or experience in curriculum design or instructional content development and assessment; experience in designing Web-based instruction; advanced degree in educational technology, curriculum development, or other subject discipline; collection development experience; familiarity with SIRSI or other automated library management system; and evidence of research or creative achievement.

Search will remain open until filled.

FIRST SCREENING DATE: October 15, 2002.

SALARY: \$36,000

BENEFITS: TIAA-CREF; State Retirement System; 33 days' paid leave; university holidays; comprehensive medical protection; group life insurance; and reduced tuition.

UNIVERSITY LIBRARIES: A member of the Association of Research Libraries, the Research Libraries Group, Greater Western Library Alliance, AMIGOS Library Services, and the Oklahoma Library Technology Network, the University of Oklahoma Libraries consists of the Bizzell Memorial Library, six branch libraries, and four special collections: History of Science; Western History; Bass Business History; and Nichols Rare Books and Special Collections. The library system includes more than 4.1 million volumes and 18,000 serial subscriptions in its general collections. The University Libraries is currently benefiting from a ten-year program to increase library funding by one million dollars per year. The University Libraries is committed to the integration of electronic resources with traditional library resources to create a superior learning environment. The libraries operates the SIRSI library management system for local holdings and accesses major electronic databases (<http://libraries.ou.edu/eresources/LORA>). The University Libraries is a NACO contributing library. More information about the University of Oklahoma Libraries and its services may be found at: <http://libraries.ou.edu>. Founded in 1890, the University of Oklahoma is located in the heart of Norman, Oklahoma (<http://www.ci.norman.ok.us/default.htm>), an attractive community of 95,000 within the Oklahoma City metropolitan area. Norman is noted for its low cost of living, quality schools, and friendliness.

EMPLOYMENT: Librarians have faculty status, privileges, responsibilities, the rank of assistant professor or above, and tenure eligibility.

APPLICATION: Send letter of application with résumé, a list of publications, and the names of three references including current supervisor to:

Rhonda Cannon
Assistant to the Dean for Administrative Services
University Libraries, University of Oklahoma
Norman, OK 73019
(405) 325-2611

*Oklahoma University is an equal opportunity, affirmative action employer.
We encourage women and minority applicants.*

MUSIC LIBRARIAN

University of Richmond

The University of Richmond libraries seek an energetic, creative, knowledgeable librarian to serve as its Music Librarian. The Music Librarian is responsible for overall management of the Mary Morton Parsons Music Library, a branch of Boatwright Memorial Library. The new Music Librarian will be someone who is willing to experiment and who will seek new ways to use technology to provide access to music resources in all appropriate, useful formats.

RESPONSIBILITIES: The Music Librarian is responsible for planning, personnel, supervision, training, and day-to-day operations of the Music Library. This entails selection, receipt, and cataloging of music materials. Serves as the library's liaison to the Music Department. Provides instruction in library research methods in music. Participates in initiatives of the library's Outreach and Instruction team. Will participate in the library's planning and implementation of Endeavor's ENCompass product for organizing and providing access to digital information.

REQUIRED QUALIFICATIONS: Master's degree in library/information science from an ALA-accredited program; in-depth and wide-ranging knowledge of music and music history; knowledge of current and emerging trends in music librarianship; creative problem-solving skills; effective oral and written communication.

DESIRABLE QUALIFICATIONS: Bachelor's and/or master's degree(s) in music or music history; prefer a minimum of three years' experience, including at least two in music librarianship; knowledge of French, German, or other languages useful in the study of music and in music cataloging; experience with Endeavor's Voyager system; supervisory experience.

The University of Richmond is a private, highly selective institution with 3,400 full-time students in liberal arts, business, leadership studies, and law programs. Ranked by *U.S. News & World Report* and other college guides as one of the nation's premier universities, Richmond has a rising national and international profile. Our endowment of over \$1 billion and ambitious strategic plan provide a strong sense of momentum for the future. Located just two hours south of Washington, D.C., Richmond has a population of one million, and as state capital, is home to numerous cultural and civic organizations. The university's campus, recently named one of the most beautiful in the nation by the *Princeton Review*, is located six miles west of downtown and offers an extraordinary quality of life for our faculty, staff, and students.

APPLICATION: Screening of applications will begin Monday, **September 23, 2002**, and continue until the position is filled. Interested individuals should send a cover letter and résumé to:

**Human Resource Services
Attn: Janet Ragusa
University of Richmond
Richmond, VA 23173**

The University of Richmond is an equal opportunity employer.

to the Program for Cooperative Cataloging and its values. All catalogers participate in NACO, SACO, and BIBCO. The professional cataloging staff collectively embodies the Library's highest level of expertise and leadership in bibliographic control and carries the highest level of responsibility for the content of the catalog. Thus, in addition to their core production responsibilities, catalogers train and advise other Library staff (particularly those engaged in copy cataloging), edit and enrich existing records, contribute to technical services process improvement, and participate in the creation of new information tools. Catalogers actively collaborate with public services staff in assessing and improving bibliographical services, and in developing innovative ways to provide intellectual access to scholarly information. Qualifications: MLS from an ALA-accredited library school or an equivalent combination of education and professional experience plus an academic background in a relevant humanities discipline is required. Graduate degree in a relevant humanities field is preferred. A strong working knowledge of Italian and Latin is required; knowledge of classical Greek and/or other romance languages preferred. Good analytical skills, adaptability, and the capacity to work effectively with other library staff are important qualities in all aspects of catalogers' work. Preference will be given to a forward-thinking professional who will maintain a continuing awareness of, and contribute to, emerging trends and developments in the digital information environment. Benefits 24 vacation days a year, plus 11 paid holidays; annuity program (TIAA-CREF), group life insurance, health insurance, and disability insurance,

all paid for by the university. Salary and Rank: Dependent upon qualifications and experience. Nominations and Applications: Review of applications will begin immediately and will continue until the position is filled. Nominations and applications (résumé and the names, titles, addresses, and phone numbers of three references) should be sent as a Word attachment via e-mail to: libhpro@princeton.edu; or fax to: (609) 258-0454. Submissions via regular mail are also welcomed and can be sent to: Search Committee for Librarian, Italian/Classics Cataloger, c/o Lila Fredenburg, Human Resources Librarian, Princeton University Library, One Washington Road, Princeton, NJ 08544-2098. Princeton University is an equal opportunity, affirmative action employer.

REFERENCE DESK SERVICES COORDINATOR. John F. Kennedy Memorial Library, California State University, Los Angeles, seeks an innovative and service-oriented Senior Assistant Librarian to develop the library's virtual reference service, coordinate reference collection development, and hire and supervise library assistants in the User Services Function Group. She or he will coordinate reference desk services operations, including hiring and supervising student assistants; creating and maintaining the reference desk schedule; and training and scheduling the part-time librarians who work at the reference desk. She or he will have regularly scheduled hours on the reference desk and will participate in the library's instruction and/or department liaison programs depending on subject expertise. The Reference Desk Services Coordina-

DIRECTOR OF RESOURCE DEVELOPMENT AND MANAGEMENT

Wayne State University

Wayne State University (WSU) invites applications and nominations for the position of Director of Resource Development and Management. As a result of systemwide library reorganization to a functional team approach, this position was created to provide overall direction and leadership for the development and management of library resources in all formats to support the university's research, teaching, and service missions.

RESPONSIBILITIES: Units reporting to the Director of Resource Development and Management (RDM) are collection development, the newly created preservation office, storage operations, and the central serials unit (in a dual reporting structure with Technical Services). The RDM Director supervises the activities of two collection development coordinators and directs the activities of 22 subject selectors, including the Law and Medical libraries. In addition, she or he will develop comprehensive collection development policies; develop and administer equitable means of resource allocations across subject disciplines; lead and participate in cooperative collection development initiatives at local, state, regional, and national levels; maintain active dialogue with faculty and students; regularly assess and analyze library collections; negotiate licenses with vendors for electronic products; assess and make recommendations to enhance Special Collections within the library system; provide leadership for the establishment and development of a preservation program; provide overall direction and direct supervision of library storage operations; and jointly provide leadership (with the Director of Technical Services) to the central serials unit.

ENVIRONMENT: Wayne State University is one of the nation's leading urban research universities with a demonstrated commitment to teaching and learning excellence. The university enrolls 31,000 students (approximately 18,000 undergraduate and 13,000 graduate/professional). The WSU campus is located in an attractive urban setting in the Detroit Cultural Center. Wayne State University Libraries rank among the top 60 libraries in the Association for Research Libraries. The library system, consisting of five major libraries, has recently reorganized along functional lines. Resource Development and Management reports to the Associate Dean and manages an acquisitions budget of nearly \$7 million. The University Libraries is committed to being a national leader in the transition of library collections from print to electronic resources.

QUALIFICATIONS: The successful candidate will have a master's degree in library/information science from an ALA-accredited institution; demonstrated successful leadership experience in resource development and management in a major academic research library; knowledge of and experience with human resources, planning and financial management; demonstrated strategic and operational planning and problem-solving skills; demonstrated excellent leadership, managerial, and supervisory skills; demonstrated ability to work successfully with teams; demonstrated commitment to customer service; demonstrated excellence in verbal, written, and interpersonal communication skills.

SALARY AND BENEFITS: Salary will be commensurate with qualifications and experience, with a minimum of \$80,000 per year. The university offers an array of outstanding benefits including dental and health care plan options, TIAA-CREF or Fidelity, tuition assistance for employees and family, relocation assistance, and liberal vacation allowance.

APPLICATIONS: Review of applications will begin **August 1, 2002**, and continue until the position is filled. Please send electronic copy (print copy optional) of letter of interest, complete résumé, and the names, addresses, telephone numbers, and e-mail addresses of at least three professional references to:

Toi Price, Human Resources Specialist
Wayne State University Library System
Deans Office
Detroit, MI 48202
E-mail: ab2983@wayne.edu

For additional information about the position, contact Lynn Sutton, Associate Dean, at ac9706@wayne.edu or (313) 577-6630.

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



HEAD OF REFERENCE AND READERS SERVICES

Vassar College

Vassar College Library seeks a highly motivated and innovative librarian to head the operations of a busy reference department and supervise the management of the reserves, interlibrary loan, circulation and collection (stack) management departments. This individual will be responsible for long range planning and vision in these areas; in addition, the incumbent will serve on the reference desk, oversee the continued development of the reference collection, teach in the instruction program, participate in the library liaison program, and work closely with the Head of Instruction and Outreach. Reporting to the Head of Reference and Readers Services will be four reference librarians, as well as the head of interlibrary loan and reserves services, the head of circulation, and the head of collection management. The successful candidate will report to the Director and play a vital leadership role as a member of the senior management team of the library.

QUALIFICATIONS: ALA-accredited MLS degree is required (second master's or other advanced degree(s) desirable); a minimum of five years' experience in an academic library with evidence of strong reference skills and supervisory experience; demonstrated knowledge of current trends and issues in reference and readers' services; excellent oral, written, and interpersonal communication skills; ability to display imagination, ingenuity, and humor in solving problems and in mentoring and working with people.

TO APPLY: Send résumé and the names and telephone numbers of three references by **October 15, 2002**, to:

Sabrina Pape, Director of the Libraries
Vassar College
Box 20
124 Raymond Avenue
Poughkeepsie, NY 12604

Or submit electronically to: sapape@vassar.edu. No phone inquiries, please.

Vassar College is an equal opportunity, affirmative action employer.

tor will participate in librarywide planning through the Coordinating Council. She or he may also be a member of the Reference, Knowledge Resources, and Customer Services 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; experience providing high-quality electronic and print reference service; effective oral and written English language communication skills; ability to work some evenings and weekends; ability to adapt to a changing environment; potential for research, scholarly, and/or creative activity involving students whenever possible; demonstrated potential for effective teaching using a variety of methodologies; 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 21,000 students who reflect the rich ethnic diversity of the area. The library's collection includes more than one million volumes with over 3,000 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 October 30, 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 January 2, 2003. Initial salary commensurate with qualifications and experience will be within the range of \$50,082-\$63,305 at the rank of Senior Assistant Librarian. Consult the Library's Web site at: <http://www.calstatela.edu/library/jobs.htm>; or call (323) 343-3950, for a complete position description and application infor-

mation. Equal opportunity/Title IX/ADA employer. Qualified women and minorities are encouraged to apply.

REFERENCE LIBRARIAN I. Special Collections and Visual Resources Reference, Research Services, Getty Research Institute. Provides reference services to Research Library collections users as a member of the Special Collections and Visual Resources Reference team. Researches and answers complex and specialized reference questions in person, by phone, post, e-mail. Staffs reference desks for 8-10 hours per week, including some Saturdays. Bachelor's in art history or related discipline, MLS and/or master's in Art History or related discipline or equivalent combination of education/experience preferred, reading knowledge of two western European languages, two to three years' experience working in a library, archive, or research environment with at least two years' conducting reference work required. Experience working with rare/special research materials preferred. Excellent verbal and written communication skills, interpersonal skills to work effectively with a wide range of staff and collections users, online database searching skills, organizational skills required. Please send résumé to: GRI-HR, 1200 Getty Center Drive, Los Angeles, CA 90049; fax: (310) 440-7647; e-mail: jobs@getty.edu, indicate "GRI-RL" in subject line. Equal opportunity employer.

REFERENCE LIBRARIAN. The Virginia Military Institute seeks an energetic, service-oriented, and creative individual to provide general reference and instructional service for Preston Library. The responsibilities include the following: provide reference service during scheduled hours and by appointment; participate in expanding digital reference services; provide formal and informal library instruction to faculty and students in assigned subjects utilizing classroom teaching and innovative technologies; serve as a selector and manager of digital and print resources; develop strong liaisons and partnerships with faculty and students; work some evenings and weekends. Qualifications: ALA-accredited MLS; excellent oral, written communication, and interpersonal skills; ability to work independently and in cooperation with colleagues and

TWO POSITIONS AVAILABLE

University of West Florida

Community Resources/Reference Librarian

Reports to the Head of Reference

RESPONSIBILITIES: Serves as a subject specialist and faculty liaison with History and related disciplines; works with local, county, and historical organizations and agencies to identify, assess, and improve access to local and regional materials; coordinates with Special Collections on the identification, assessment, integration, and possible acquisition and/or digitization of local and regional materials; serves as a back-up for the Special Collections Department; duties may also include grant-writing. See additional responsibilities outlined below.

QUALIFICATIONS: Required: MLS from an ALA-accredited program; minimum of two years' recent post-MLS library experience; demonstrated ability to work well with faculty, staff, students, and the community; history-related background (local or public history, anthropology, archaeology, cultural heritage, archival science, museum studies, or historic preservation). Preferred: Second master's degree in History or a related discipline; experience working with local and regional documents; computer skills and database development experience; experience with photo imaging and digitization; experience with grant-writing.

APPOINTMENT: Salary of \$36,000 minimum, commensurate with qualifications; reports to the Head of Reference; non-tenure-earning, 12-month appointment with Assistant or Associate Librarian rank.

Reference Librarian

Reports to the Head of Reference

RESPONSIBILITIES: Serves as a subject specialist and faculty liaison with selected Social Science disciplines; coordinates a subunit of Reference; see additional responsibilities outlined below.

QUALIFICATIONS: Required: MLS from an ALA-accredited program; demonstrated ability to work well with faculty, staff, and students. Preferred: Recent, relevant experience in an academic or research library; Humanities or Social Science background.

APPOINTMENT: Salary of \$30,000 minimum; non-tenure-earning, 12-month appointment with Instructor, Assistant Librarian, or Associate Librarian rank (rank and salary commensurate with qualifications).

For Both Positions

ADDITIONAL RESPONSIBILITIES: (Full list on Web site) Provides reference and research assistance to library patrons; provides library instruction and individualized research consultation; prepares and maintains Web-based library publications; participates in collection development for designated disciplines.

ADDITIONAL PREFERRED QUALIFICATIONS: (Full list on Web site) Demonstrated knowledge of reference sources; experience with library instruction in an electronic classroom environment; ability to work effectively and flexibly in a service-oriented and computer-intensive environment; demonstrated leadership, teamwork, interpersonal and communication skills; willingness to work a schedule that includes nights and weekends.

BENEFITS: 22 days' vacation, 13 days' annual sick leave, health insurance, retirement system available, no state or local income taxes.

ENVIRONMENT: (See Web site)

APPLICATION: Send cover letter, résumé, and name, addresses, telephone, numbers, and e-mail addresses for three professional references, **by October 11, 2002**, to:

Kymerly Goodson
Chair, Reference Librarian Search Committee
John C. Pace Library
University of West Florida
11000 University Parkway
Pensacola, FL 32514-5750

An equal opportunity/access, affirmative action employer.

<http://library.uwf.edu>

Wayne State University (WSU) is one of the nation's leading urban research universities with a demonstrated commitment to teaching and learning excellence. The university's enrollment of more than 31,000 (18,400 undergraduates) makes it the 18th largest university in the United States. The WSU campus is located in an attractive urban setting, surrounded by museums, theaters, and corporate offices easily accessible from several Detroit-area interstate freeways and Canada. The University Library System consists of the Access Services, Information Services, Shiffman Medical Library, Arthur Neef Law Library, Library and Computing Media Services, Technical Services, UGE 1000, and the graduate Library and Information Science Program.

POSITION AND RESPONSIBILITIES: WSU is searching for a dynamic, service-oriented individual to play a leadership role in its recently reorganized Library System. Reporting to the Director, Access Services, and working closely with other key Access leaders and staff, this position will: lead the electronic reserves team and work toward the promotion and ongoing development of the libraries' recently implemented electronic reserves system, and help to establish the library as an active partner with faculty in online course development; lead the Document Delivery/ILL team into the future through implementation of new technologies, development of new delivery methods, and participation in cooperative resource-sharing initiatives; train, develop, supervise, and evaluate Access staff within appropriate functional units; consult and act as resource person for access-related policies and procedures for the Medicine and Law Libraries; pay a leadership role on appropriate DALNET, Michigan Library Exchange (MiLE), ATLAS, and other regional or state collaborative or consortial projects; participate in state, regional, and national user groups, as well as attend meetings, conferences, and seminars on current trends and developments in library access services; perform other duties as assigned. The Document Delivery/Electronic Reserves Librarian will not only have primary responsibility for document delivery and electronic reserves, but will assist in planning, co-coordinating, and implementing changes in organization, policies, and procedures for all Access operations in the three core campus libraries composed of the Undergraduate Library, the Science and Engineering Library, and the Purdy/Kresge Library, as well as in one or more satellite campus resource centers.

QUALIFICATIONS: Master's degree required in Library and Information Science from an ALA-accredited institution; experience in one or both of ILL and electronic reserves; two or more years' experience supervising staff in an academic or research library; ability to set priorities for both staff and

(continued on next page)

library users in a service-oriented, collaborative environment; demonstrated evidence of initiative and self-direction; strong commitment to public service; demonstrated experience with library computer applications and electronic information resources; knowledge of electronic and print reference sources; excellent analytical and organizational skills; strong customer service orientation; strong technological skills and knowledge of current and emerging technologies and trends in reference and instructional services. Salary: Minimum \$32,000, depending on experience and qualifications. Generous benefits include 30 days' paid annual leave. The successful candidate is required to wear a military uniform. Send letter of application, résumé, and the names, addresses, e-mail, and telephone numbers of at least three professional references to: Don Samoah, Head Librarian, Preston Library, Virginia Military Institute, Lexington, VA 24450. Applications received by September 27, 2002, will receive full consideration. Virginia Military Institute is an equal opportunity employer. Please see <http://www.vmi.edu/library> to visit the Preston Library homepage and <http://www.vmi.edu/jobs/> for more information.

REFERENCE LIBRARIAN-ELECTRONIC RESOURCES COLLECTION MANAGEMENT. Responsibilities: This position reports to the Coordinator of Reference Services—Collection Management with major responsibilities for providing leadership and expertise in selection, accessibility, promotion, and evaluation of a wide range of electronic resources including databases, full-text, e-journals, and e-books. She or he provides reference and interpretive services individually and at the service desks, including some nights and weekends; provides instruction and other interpretive services for classes and groups, including the preparation of appropriate instructional guides, bibliographies, and maintenance of related Web pages; and provides access to information in electronic resources, including database searching, online catalogs, and the Internet. Required: Graduate degree in library science from an ALA-

accredited degree program; strong public service orientation toward user services; excellent written and oral communication skills; strong interpersonal skills, including the ability to work collaboratively and the ability to communicate effectively with faculty, staff, students, and other library patrons; interest in instruction; experience with and knowledge of electronic resources, including databases, e-journals, full-text e-resources, and the Internet; ability to work in a team environment, and ability to meet tenure and promotion requirements. Desired: Experience with spreadsheets and database software; experience with Web page basic creation. Rank and Salary: Faculty status and responsibilities. Twelve-month tenure-track appointment with contract reviewed annually until tenure is granted. Rank is dependent upon qualifications. Salary is competitive and commensurate with experience and qualifications; minimum is \$38,500. To Apply: Send a letter of application addressing your qualifications as they relate to the position; a current résumé; and names, e-mail and office addresses, and phone numbers of three references to: George Jaramillo, Assistant Dean for Administrative Services, Colorado State University Libraries, Fort Collins, CO 80523-1019; e-mail: gjaramil@manta.colostate.edu; or visit our Web site at: <http://manta.library.colostate.edu/pers/openings.html>. For full consideration, all application materials must be received by 5:00 p.m., September 30, 2002; however, the search may be extended if a suitable candidate is not identified. Affirmative action, equal opportunity employer.

REFERENCE/INSTRUCTION LIBRARIAN. (Assistant Librarian) Louisiana State University seeks an energetic and innovative individual for the position of Reference/Instruction Librarian. The individual fulfills a combination of responsibilities including serving at the libraries' main reference desk; participating in the libraries' instruction program; providing collection development services; and serving as a faculty liaison for one or more subject disciplines. The individual is expected to meet

(continued from previous page)

functional operations, to organize time and tasks, to gather data and prepare reports, and to effectively interact with staff, faculty, students, and other library patrons; excellent organizational, interpersonal, and oral and written communication skills; high energy level.

PREFERRED QUALIFICATIONS: A second post-graduate degree.

QUALIFICATIONS FOR LIBRARIAN I RANK: Master's degree from an ALA-accredited library school or equivalent credentials from a foreign institution; potential to begin establishing a record of professional achievement and service.

QUALIFICATIONS FOR LIBRARIAN II RANK: Master's degree in Library and Information Science from an ALA-accredited institution; demonstrated ability to carry out competently the range of professional library functions pertaining to the primary assigned area of librarianship; the ability to work well independently, to make sound decisions, and to have constructive/productive interactions with colleagues; continuing record of professional achievement and service.

QUALIFICATIONS FOR LIBRARIAN III RANK: Master's degree in Library and Information Science from an ALA-accredited institution; excellence in job performance; excellent record of professional achievement and service. Appointment at this level is based on the applicant's cumulative professional record rather than on any single accomplishment. Must have achieved statewide and/or regional recognition within the profession.

BENEFITS: WSU offers dental and health plan options. TIAA-CREF or Fidelity, tuition assistance for employees and family members, relocation assistance, and liberal vacation.

APPLICATION PROCEDURE: Please mail or fax a letter of application summarizing relevant experience, along with a résumé and the names, addresses, phone numbers, and e-mail addresses for three references to:

**Toi Price, Human Resources Specialist
Dean's Office
Wayne State University Library System
Detroit, MI 48202
Fax: (313) 577-5525**

Please contact Ronald Burningham, Interim Director, Access Services, regarding position specifics at: (313) 577-0714.

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

requirements for promotion and tenure. For a detailed description of the position, go to: <http://www.lib.lsu.edu/lib/jobs/index.html>. Qualifications: Required: Master's degree from an ALA-accredited program; degree and/or relevant experience in the humanities or sciences; ability to work both independently and collegially in a demanding and rapidly changing environment; excellent interpersonal, communication, and organizational skills; demonstrated ability to provide library instruction and reference services; demonstrated ability to learn new technologies and apply knowledge to the design and delivery of instruction; evidence of ability to meet tenure requirements. Preferred: Knowledge of traditional and electronic reference resources; experience in reference work and/or bibliographic instruction in an academic library. Salary and Benefits: \$34,000 per fiscal year minimum, dependent upon qualifications and experience; 12-month, tenure-track appointment; excellent benefits. Application: Review of applications will begin September 30, 2002, and will continue until position is filled. Candidates should submit a letter of application, résumé, and names, addresses, and telephone numbers of three references to: Dawn Zaske, Coordinator, Personnel Services, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803. Ref. #022515.

REFERENCE/INSTRUCTION LIBRARIAN. University of Georgia. Responsible to Head, Reference Department, for assisting students, faculty, and staff in making effective use of electronic library resources in all undergraduate curriculum subjects and in common word processing, spreadsheet, and presentation software. Incumbent teaches use of databases, Internet, and applications software; develops knowledge bases for faculty that wish to incorporate bibliographies of electronic resources into electronic curriculum modules. Description of Duties and Qualifications: www.libs.uga.edu/humres/jobs/faculty.html. Standard benefits package includes life, health, and disability insurance; mandatory participation in state or optional

retirement system, 21 days' annual leave, 12 paid holidays. Salary: \$31,000. Application Procedure: Send letter of application addressing qualifications, résumé, and the names, addresses, and phone numbers of three references, by October 25, 2002, to: Thomas Cetwinski, Human Resources Department, University of Georgia Libraries, Athens, GA 30602-1641. Affirmative action, equal opportunity employer.

SCIENCE AND TECHNOLOGY LIBRARIAN. The Science and Technology Reference Librarian provides reference and informational assistance at reference desks and through individual reference consultations. As part of a team, the librarian's schedule requires at least one evening a week as well as participation in a weekend rotation. In addition to providing reference assistance via the traditional and virtual reference desk, the librarian assists faculty with research-related requests, conducts library instruction sessions, serves as liaison to two or more academic departments, prepares Web pages and other bibliographic resources, participates actively in collection development and collection evaluation, provides staff training, participates in library and/or university committees, and performs other duties as assigned. Required Qualifications: ALA-accredited MLS or MIS; an academic background or library experience in one of the sciences; knowledge of reference sources, both print and electronic; good verbal and written communication skills; good interpersonal skills; ability to work successfully in a team environment; a strong commitment to public service; experience with a variety of software packages, such as FrontPage. Preferred Qualifications: Two or more years' experience as a librarian strongly preferred; one or more degrees in the pure, applied, or behavioral sciences; experience in instruction and collection development; and Web page development expertise. Salary: Rank and salary commensurate with experience. Contact: Applications received by September 30, 2002, will receive first consideration, but applications will be received until the position is filled. Applicants

CATALOGER LIBRARIAN

Western New England College

Western New England College, D'Amour Library seeks a creative and highly motivated librarian to provide leadership and expertise for defining and providing effective access to the library's paper, microform, audiovisual, electronic, and digital resources. Reporting to the director, the successful candidate will be responsible for facilitating and coordinating access to the formats collected by the library including electronic and digital resources; perform authority control and database maintenance using the ILL system; provide leadership in the development of standards, policies, and procedures across technical services. Work cooperatively throughout the library and serve as a resource person to staff and faculty throughout the College. Provide Reference Desk duties at least one night per week during the school year. This is a 12-month appointment with a minimum salary of \$32,000.

QUALIFICATIONS: MLS from an ALA-accredited library school program; acquisitions and serials control experience; experience with an automated integrated library system, ILL experience preferred; excellent communication and interpersonal skills; strong service orientation and evidence of success in collaborative and team environments. D'Amour Library houses more than 100,000 volumes and subscribes to more than 350 print and digital periodicals.

Western New England College is a private, independent, coeducational institution founded in 1919. Located on an attractive 215-acre suburban campus in Springfield, Massachusetts, within easy access of the Boston, Hartford, Albany, and New York City metropolitan areas, the College serves its 5,100 students on its main campus and at 20 sites throughout the Commonwealth. Undergraduate and graduate programs are offered through the College's Schools of Arts and Sciences, Business, Engineering, and Law. For more information about the College, visit our Web site at: www.wnec.edu.

TO APPLY: Submit letter of interest, résumé, and the names and telephone numbers of three references to:

Gregory C. Michael
Director of Career and Human Resources
Western New England College
1215 Wilbraham Road
Springfield, MA 01119

Applications will be accepted until position is filled.

Western New England College is an equal opportunity employer.

should submit a letter of application, vita, and the names, addresses, and telephone numbers of at least three professional references to: Martha Tarlton, Chair, Science and Technology Librarian Search Committee, Administrative Offices, University Libraries, **University of North Texas**, P. O. Box 305190, Denton, TX 76203-5190; fax: (940) 369-8760. University of North Texas is an AA/ADA/EOE institution committed to diversity, thereby creating a welcoming environment for everyone.

SYSTEMS DEVELOPER/ELECTRONIC RESOURCES LIBRARIAN. Provide vision, direction, and operational management of all library technologies for the Brooklyn campus and its satellites. Assist in shaping the virtual information environment for the campus library. Investigate and evaluate emerging information technologies; work with all departments to analyze library needs and develop and provide leadership for successful applications to enhance user services. Integrate and standardize access to the library's collections regardless of format; develop and evolve seamless interface for access to serials information. Develop and provide leadership for appropriate digital projects. Manage Horizon system locally to maximize the functionality of the integrated library system; supervise installation and maintenance of computer software and peripherals. Develop and conduct appropriate automation training opportunities for library staff, classroom faculty, and

students. Serve as liaison to IT Department. Work with Web Committee to improve library Web presence. Participate in librarywide programs such as assessment, strategic planning, collection development, and strategic data-gathering. Qualifications: ALA-accredited MLS degree; 30 additional graduate credits or second master's for Assistant Professor or above; three to four years (prefer five to six) of successful experience in networked academic library with increasing responsibility; successful experience implementing technology in libraries; ability to create, plan, and implement innovative integrated systems and to link the library's electronic resources to the classroom; excellent analytical and technical skills; effective collegial leadership and supervisory skills; broad range of knowledge and skills in the use of technology; ability to view issues from broad perspectives. Preferred: Familiarity with technical and public services; knowledge of collection development, analysis, and management issues; knowledge of Horizon system and OCLC; experience with purchasing electronic products and Web page development. Faculty tenure-track appointment. Salary based on experience, skills, and credentials. Excellent benefits including tuition remission, 44 days' vacation, and overload; calendar recesses and release-time. Positions will remain open until filled. To Apply: Send letter of interest and curriculum vitae to: Terri Campo, Personnel, **Long Island University**, 1 University Plaza, Brooklyn, NY 11201. Affirmative action, equal opportunity employer.

Connect to ACRL on the Web
<http://www.ala.org/acrl/c&rlnew2.html>

Zayed University

Technical Services Supervisor Public Services Supervisor Library

Are you ready for an experience unlike any other? Join Zayed University's team of professionals in creating an exceptional library program.

Technical Services Supervisor

As Technical Services Supervisor, you will have opportunity to lead a productive staff in acquisitions, cataloguing, collections development, and systems management. You will have a multi-faceted role dealing with all types of bilingual material, and involvement with subscriptions, budgeting, and on-line systems.

Do you have the background and ability? The Technical Services Supervisor will have an M.L.S. or equivalent accreditation with at least 5 years of library administrative experience. Excellent communication skills are necessary as is comprehensive knowledge of contemporary bibliographic standards and practices. The Supervisor will be a dynamic individual who thrives in a multi-cultural environment.

Public Services Supervisor

As Public Services Supervisor, you will oversee the functioning of Public Services, the Learning Enhancement Center, and the Curriculum Resource Center. Your position will be prolific and interactive with all levels of personnel on a day to day basis. Proficiency in technology will ensure that IT is used to maximum effect in the library, and high level interpersonal skills will help to promote the library and maintain close links with other academic libraries in the country.

Do you have the background and ability? The Public Services Supervisor will have an M.L.S. or equivalent accreditation with at least 8 years of library administrative experience. Excellent communication skills are necessary as are excellent IT skills. The Supervisor will be a dynamic individual who thrives in a multi-cultural environment.

Why come?

The experience is a once in a lifetime opportunity. The University's compensation package is very attractive with excellent salaries free of tax in the United Arab Emirates, first-rate housing, a generous furniture allowance, health care benefits, educational subsidies for children, as well as 56 days of annual vacation and annual flight tickets for you and your family.

To Apply: If you have the skills, want a change, and can meet the challenge, visit our website and apply on-line: www.zu.ac.ae

www.zu.ac.ae

جامعة زايد
ZAYED UNIVERSITY



ASSOCIATE DEAN OF LIBRARIES

The Libraries at Montana State University - Bozeman seeks an Associate Dean to manage daily operations within an innovative organizational structure in The Libraries. \$65,000 minimum, commensurate with qualifications, FY, negotiable as either faculty tenure-track or non-tenure administrative status. Available July 1, 2003.

Oversees, coordinates, and evaluates library teams working together to support the mission of The Libraries and the university. May be called upon to represent The Libraries to university, state, regional, and national constituencies. Reports to the Dean of Libraries and is a member of the administrative team for collaborative management.

Qualifications: Required - Graduate degree from an ALA accredited program; record of progressively responsible experience in managing professional and support staff in a library; proven ability to motivate staff, provide leadership, and solve problems; knowledge of both library technical and public services; record of professional participation as evidenced by publications, presentations, or other contributions. **Preferred** - Second graduate degree; knowledge of various library information technologies; experience with/in team-based environments. **The successful candidate will** have an understanding of the changing nature of libraries. He/she will be able to establish effective working relationships with diverse constituencies—teams within The Libraries, the university community, and the state. He/she will have a flexible management style and have strong oral, written, and interpersonal communication skills. Complete position description available at: <http://www.montana.edu/level2/jobs.html>. Screening will begin October 15, 2002 until position is filled. Applications must include (1) a letter addressing each of the above qualifications, (2) a complete vitae, and (3) the names, addresses, e-mail addresses, and telephone numbers of five current professional references. Address applications to:

**Associate Dean Search Committee, Office of the Dean, MSU-Bozeman Libraries,
P.O. Box 173320, Bozeman, MT 59717-3320.**

ADA/EO/AA/Veterans Preference. Claim veteran's preference or request accommodation from HR/AA, MSU, P.O. Box 172430, Bozeman, MT 59717-2430. [(406)994-2042; TDD.(406)994-4191].

Late Job Listings

LIBRARIAN FOR ENGLISH AND AMERICAN LITERATURE. The Indiana University Bloomington Libraries are seeking a creative and enthusiastic individual for the position of Librarian for English and American Literature. The person in this position is a member of the Subject and Area Librarians Council (SALC) (<http://www.indiana.edu/~libsalc/>) and reports to the Assistant Director for Collection Development and Head, SALC. Responsibilities: The Librarian for English and American Literature serves as the collections and public services specialist for these fields. Other subject responsibilities will be assigned contingent on the applicant's qualifications and institutional needs. **Qualifications: Required:** ALA-accredited master's degree in library or information science, with advanced degree in English or American literature, or equivalent combination of education and experience in an academic setting; understanding of the information needs of scholars and the application of digital and information technologies within the research environment; knowledge of collection development and collection management principles; excellent oral and written communication skills; proven ability to work independently and collegially in a complex, rapidly changing environment; ability to meet the requirements of a tenure-track appointment. **Preferred:** Experience in collection development and teaching or bibliographic instruction; ability to apply new technologies to library services; experience or interest in the creation and use of electronic texts in the humanities. **Salary and Benefits:** Salary and rank are negotiable and competitive, depending upon qualifications and experience. This is a tenure-track academic appointment that includes eligibility for sabbatical leaves. Benefits include a university health care plan, TIAA-CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. To Apply: Review of applications will begin on September 23, 2002. The position will remain open until filled. Please send letter of application, professional vita, and the names, addresses, and phone numbers of four references to: Yolanda Cooper-Birdine, Libraries Human Resources Officer,

LIBRARIAN

Reference Librarian/Virtual Services (Librarian III)

- New Jersey City University seeks an energetic, innovative, service and technically oriented Reference Librarian. This Full-time, Tenure-track position will provide service to students/ faculty, assist in planning and implementation of additional technology supported (virtual) reference services, and participate in the selection and evaluation of electronic reference sources. Participation in campus community/professional activities is expected.
- Requires an MLS from an ALA accredited program; wide knowledge of electronic and print reference sources; excellent oral and written communication skills; knowledge and experience with electronic resources and library technology applications in a networked environment, especially distance education. Some evening and weekend hours are required.
- Experience in academic reference service, electronic distance education, virtual reference and some supervisory background preferred. Demonstrated experience in a networked (Web) environment a definite plus.
- Salary range: \$40,340 - \$60,514. Application deadline: November 1, 2002.
- Please forward a letter of interest, current resume & three references to:

Ms. Grace F. Bulaong, Director, Congressman F. J. Guarini Library
New Jersey City University, 2039 Kennedy Boulevard
Jersey City, NJ 07305-1597

An Equal Opportunity Employer



For more information about the
University and Library, consult

<http://www.njcu.edu>

Indiana University Libraries, Main Library 201A, Bloomington, IN 47405. Phone: (812) 855-8196; fax: (812) 855-2576; e-mail: libpers@indiana.edu. For a full description of this position, go to the Indiana University Libraries Human Resource page: <http://www.indiana.edu/~libpers/libjobs.html>. For more information about Indiana University, go to: <http://www.indiana.edu>.

REFERENCE AND MEDIA SERVICES LIBRARIAN. Siena College invites applications for this 12-month continuing library faculty position. Responsibilities: Management of media collections, staff, and services; reference and research assistance; library instruction; liaison activities with academic departments; and contributions to the administration of the library. Applicant is expected to serve on campus committees and participate in professional development and service. Required: Master's degree from an ALA-accredited school of library science; working knowledge of audiovisual technology/services; professional reference and/or library instruction experience. Preferred: Two years' academic library experience and substantial coursework in business or science. Siena is a selective Franciscan liberal arts college dedicated to undergraduate education, offering degrees in business, liberal arts, and science. The Standish Library, opened in 1999, houses more than 300,000 volumes and provides seating for 700 and network connections for more than 400. Application review will continue until position is filled. Please submit a letter of application, curriculum vitae, and three letters of recommendation to: Director, Standish Library, **Siena College**, 515 Loudon Road, Loudonville, NY 12211. Siena is an equal opportunity employer and encourages applications from all qualified candidates. Web site: www.siena.edu.

REFERENCE LIBRARIAN. Evening schedule. Duties: Serves at reference desk Monday through Friday; teaches undergraduate and graduate classes; prepares print and Web guides; assists with department Web site; liaison with vendors; serves as liaison to several academic departments; serves on library and university committees. Requirements: BA or BS and MLS; three years' professional library experience. See complete description on University Web site: <http://www.montclair.edu>. Salary dependent upon qualifications. Send letter, curriculum

ASSISTANT OR ASSOCIATE UNIVERSITY LIBRARIAN FOR COLLECTION MANAGEMENT AND PLANNING

Georgetown University

This senior-level administrative position reports directly to the university librarian and is responsible for developing strategic directions for the division and coordinating this vision with the other units of the Georgetown University Library. The position will act as the intellectual overseer of current collections and technical services, and will lead the division into the next generation of library services. The division of Collection Management and Planning comprises the collection development, acquisitions, cataloging and metadata services, and preservation departments.

RESPONSIBILITIES:

Provide leadership, management, and direction for collection management and development, access, preservation, and planning with the skills to anticipate future trends and ability to blend traditional technical services into an increasingly diverse and complex information environment; participate fully in the creation of the library's future digital library initiatives, including metadata harvesting and cataloging for all materials formats, digital collection building and preservation, scholarly publishing and communication, intellectual property rights, copyright, and access to information; work in close collaboration with Public Services and Special Collections to provide outstanding services and access to library resources; continue to cultivate and develop working relationships with the Georgetown Medical, Law, Bioethics, and Theological libraries; develop communication outreach strategies to collaborate, identify, and assess library collection needs among faculty and students; design and implement an ongoing assessment and evaluation program for collections, workflow, and service priorities for use in planning and reporting; work in collaboration with the library development office and participate in the libraries' efforts to secure external funding for library materials and services; participate to the fullest extent possible in programs, cooperative library efforts, and professional activities with partners on and off-campus and in activities of the ARL, CIRLA (Chesapeake Information and Research Library Alliance), and other organizations.

MINIMUM QUALIFICATIONS:

MLS from an ALA-accredited program and second subject master's or Ph.D. or equivalent combination of degrees and experience; working knowledge of two languages in addition to English; five-to-eight years of substantial management, supervisory, and budget experience in increasingly responsible positions within collection management and technical services, preferably in an academic library; strong leadership and people management skills with a demonstrated ability to inspire, mentor, and develop staff and to work successfully in a team environment; experience developing strategic plans and determining resource allocation priorities; superior communication skills, both oral and written; record of substantial participation and accomplishment within the library profession; experience with library automation systems, digital library initiatives, including preservation, digitization, access, and distribution and library fundraising and private funding procurement.

SALARY/BENEFITS/RANK:

Minimum starting salary is \$72,000 per year plus a comprehensive benefits package including 21 days per year paid leave, medical insurance, TIAA-CREF, and tuition assistance. This is a 12-month, Academic/Administrative Professional (AAP) appointment.

TO APPLY:

Submit letter of application and résumé with the names and contact information for three references to:

Irene M. Hoffman
Interim Personnel Librarian
Lauinger Library
Georgetown University
37th and O Streets, NW
Washington, D.C. 20057-1174
Fax: (202) 687-7501
E-mail: libhr@georgetown.edu

Or apply online: www.georgetown.edu/employment/index.htm

Review of applications will begin **October 1, 2002**, and continue until position is filled.

Georgetown University is an equal opportunity, affirmative action employer.

vitae, and the names, addresses, and phone numbers of references by October 11, 2002, to: Judith L. Hunt, Dean of Library Services, Sprague Library, Ref. V# 154/CRL, **Montclair State University**, Upper Montclair, NJ 07042. Affirmative action, equal opportunity employer.

VISUAL RESOURCES/PUBLIC SERVICE LIBRARIAN. **New York Institute of Technology** (NYIT), Old Westbury, New York, seeks a Visual Resources/Public Service Librarian to manage, acquire, and classify slides, digital images, and other formats for architecture, urban design, interior design, and other subjects. This position will plan, develop, and integrate electronic access and Web-based technologies for the collection; maintain a database of visual images and image collections; oversee and train student copy photographer, student aides, library associate, and graduate assistants; work with faculty to provide the visual media for teaching; and supervise local processing and cataloging of slides and digital images using Microsoft Access. He or she will also provide reference services and assist in supervising the circulation desk and in maintaining the periodicals collection. ALA-accredited MLS; subject expertise or coursework degree in art, architecture, or related discipline desirable; at least three years of experience in a visual resources collection; skills in cataloging and database creation and management of digital and photographic images required. Send résumé with salary requirements to the Office of Human Resources via fax: (516) 686-7929; or e-mail: humanresources@nyit.edu. For more information, visit: www.nyit.edu. NYIT is an equal opportunity employer.

WEB SERVICES/REFERENCE LIBRARIAN. Marshall University Libraries seeks a service-oriented, technologically proficient librarian to lead development and administration of Web-based library services. Responsibilities: Designs, develops, and maintains the university libraries' Web site in cooperation with Library departments and the Web Team; assists Digital Resources and Automation Librarian with maintaining electronic journals database and other projects; provides support for other library Web content producers; and facilitates the integration of information technologies into discipline-specific library instruction materials and programs. Works scheduled hours at the Reference Desk, including evenings and weekends, and participates fully in Reference Department activities including library instruction, collection development with departmental liaison responsibilities with additional duties based upon the library's needs and the successful candidate's qualifications and interests. Qualifications: Required qualifications include an MLS from an ALA-accredited program; experience providing reference and/or instructional services in an academic or research library; commitment to delivering high-quality, student-centered reference service; excellent computer-based skills and knowledge of MS Access, and Web technologies, including HTML and graphic design software; awareness of trends in the application of information technologies to library public services; excellent verbal and written communication and interpersonal skills; ability to work independently and to function productively in a group and team environment. Desired qualifications include a working knowledge of XML, scripting languages, MSASP, and/or other Web development software; knowledge of Web-based learning in higher education; successful experience designing, implementing, and providing electronic reference services. Recent library school graduates are encouraged to apply. This is a 12-month, nontenure-track position with faculty status. Benefits package includes TIAA-CREF; salary and rank dependent upon qualifications and professional experience. This position is open until filled. Send letter of application addressing the specific qualifications outlined for the position along with a vitae and names and addresses of three references to: Monica Brooks, Head of Search Committee, **Marshall University Libraries**, 1 John Marshall Drive, Huntington, WV 25755-2060. <http://www.marshall.edu/library>.

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