

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

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

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

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

Internet: C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately four weeks before the printed edition of C&RL News is published.

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

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

POSITIONS OPEN

ALEPH SYSTEMS ANALYST. The University of Minnesota Libraries, Twin Cities Campus, invites applications and nominations for an individual with high technical competence, strong communication skills, and the ability to work productively in a collaborative environment to serve as an Aleph Systems Analyst. The university libraries particularly encourage the candidacy of people with experience in multicultural and multiracial settings. Aleph is Ex Libris' integrated library system, which the university libraries on all four campuses are implementing as part of MnLINK, a statewide library automation project. Job Description: Working with university libraries, Office of Information Technology (OIT), and Ex Libris staff, assist with overall planning for MnLINK Gateway and Aleph implementation; assist in decision making related to Aleph implementation and maintenance, including use of Web, GUI, and Z39.50 clients, data conversion, and training; create and maintain Aleph configuration tables using the Aleph GUI client and a Unix text editor; configure Aleph GUI clients for local use; manage library work on the installation of patches and new releases of Aleph; coordinate functional testing and review of converted data in specific functional areas; troubleshoot and resolve all types of problems related to Aleph implementation and use; schedule and monitor batch jobs such as record loads and reports; design and create management reports using third-party report tools and assist staff in their use; assist library staff with technology-based improvements in workflow; serve on libraries and MnLINK committees and task forces as appropriate; present occasional training sessions to libraries staff in specific areas of expertise. Qualifications. Required: Bachelor's degree, preferably in computer science or a related field or an MLS; significant experience in business analysis, systems configuration and management, and management report design. Preferred: Master's degree in computer science or a related field; experience in working in a collaborative environment; strong troubleshooting, time management, communication, documentation, and planning skills; experience with configuration and management of large-scale applications that use UNIX and Oracle; experience working in libraries; experience using commercial third-party reporting tools to create large-scale management reports against Oracle databases. Salary and Benefits: Full-time, 12-month, academic/professional position in the Information Technology Professional class with a annual renewable contract. The libraries offer a competitive salary commensurate with experience, not less than \$40,000 for this position. Excellent benefits package and substantial moving allowance. To Apply: Send a letter of application, résumé, and names, addresses, telephone numbers, and e-mail addresses of three professional references to: Libraries Human Resources, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Please identify application with UL#144. Applications will be accepted until position is filled. The University of Minnesota is an equal opportunity educator and employer. <http://www.lib.umn.edu>.

Salary guide

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

Connecticut	\$34,172
Delaware	\$22,500**
Illinois	\$30,096**
Indiana	varies*
Iowa	\$23,911
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$31,362**
New Jersey	\$33,785
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$28,120*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,700

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

**These recommendations apply only to public librarians.

ASSOCIATE DIRECTOR FOR LIBRARY OPERATIONS. Gray Library, Lamar University. Responsible for all library departments, including Public Services, Circulation, Periodicals/Reserves, Media Services, Library Systems, Acquisitions, and Cataloging. Works effectively with department coordinators as a part of the library's management team. Prepares long- and short-range plans for library services. Recommends and interprets policies for library operations. Participates in budget making and collection development. Participates in hiring, training, development, and evaluation of staff in consultation



Association of College
& Research Libraries

A Division of the American Library Association

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Association of College & Research Libraries A division of the American Library Association

The Association of College & Research Libraries (ACRL), a division of the American Library Association (ALA), seeks a Director of Professional Development to develop and implement a strong program of professional development activities for academic and research librarians.

GENERAL RESPONSIBILITIES:

Responsible for the development, implementation, and management of a comprehensive and effective program of education for members of ACRL. This includes all existing ACRL continuing education programs: biennial ACRL National Conference, ACRL/Harvard Leadership Institute, Institute for Information Literacy Immersion programs, Web broadcasts, preconferences, as well as the development of new programs and delivery methods, such as increased regional programming, online education modules, and seminars. This person will also develop an overarching business plan for professional development and is responsible for generating enough revenue to cover all expenses associated with the programs. This person also serves as the staff liaison to ACRL committees and provides member support. Responsible for contract negotiations, site selection, development of RFPs, and selection of service providers, such as AV, decorators, exhibits management, registration, etc.

EDUCATION: Required: BA/BS; preferred MLS from an ALA-accredited program.

BACKGROUND AND EXPERIENCE:

Experience working in an academic library and/or developing continuing education programs. Experience in association management or volunteer work with nonprofit organizations is desirable. The successful candidate will have excellent written and oral communication skills, excellent customer service skills, strong organizational skills; enjoy working with people; pay good attention to detail; be flexible and able to problem solve and demonstrate good judgement; and have the capacity to manage staff and resources. The successful candidate will also have experience in meeting planning, budgeting and planning, marketing and promotion; supervisory experience; and knowledge of adult learning. This person must be able to work independently as well as part of a team.

SALARY:

Starting salary range: \$46,000–54,000; appointment will be based on successful candidate's experience and qualifications. Excellent benefit package includes low-cost medical and dental insurance, four weeks vacation, 10 paid holidays.

TO APPLY:

Send application no later than **November 30, 2001**, to:

**American Library Association
Human Resources Department
50 East Huron Street
Chicago, IL 60611**

*The American Library Association is an equal opportunity employer.
Applications are invited from women, minorities, and people with disabilities.*

SERIALS LIBRARIAN

Stanford University seeks an experienced individual to manage the Serials Receiving and Government Documents Units (14 FTE) under the general direction of the Head, Serial and Digital Acquisitions. We'll rely on you to optimize the unit's function while maintaining 24 hour turnaround for processing approximately 2000 pieces per week. You'll oversee development and maintenance of a Serials web page, monitor vendor performance, and participate in library-wide task forces and committees. After an appropriate training period, the Serials Librarian assumes responsibility for management of the Unicorn serials control.

This opportunity requires an independent individual with 2-5 years experience in managing serials control issues in a medium or large library. Strong communication and interpersonal skills and ability to manage staff, time, and projects in a dynamic, complex environment are essential. Must have experience managing online serials control via a major ILS vendor interface. Prefer candidate with experience with the serials control and/or acquisitions module of Unicorn.

Applicants should supply with their cover letter a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of 3 references who have knowledge of their professional qualifications for this position. Compensation will be based on relevant qualifications and experience. Letters and documents should refer to this position and be sent via email to ceaston@stanford.edu, faxed to (650) 723-4775, or sent via traditional mail, addressed to: Christa Easton, Head, Serial and Digital Acquisitions, Stanford University Libraries, Stanford, CA 94305-6004. EOE.



Stanford University



Hunter Library has an excellent reputation for providing top quality service. We are seeking a creative and energetic Director of Public Services to build upon this reputation.

Do you:

...have a vision of library public services you would like to implement?

...want to be a key leader in enhancing the library's relevance in today's university?

..want to be part of a highly motivated, collegial team?

If so, check us out at www.wcu.edu/library (see "Quick Links - Jobs" for a complete position description). Minimum salary is \$46,000.

Western Carolina University is an affirmative action, equal opportunity employer.

SCIENCE LIBRARIAN FOR CHEMISTRY AND MATHEMATICS

California State University, Sacramento

California State University, Sacramento (CSUS) seeks a motivated and energetic Science and Technology Librarian. This entry-level, tenure-track faculty position provides substantial opportunity for professional growth and development. The position reports to the Head of Reference. The Reference Department staff includes 14 full-time librarians, 6 library assistants, and student assistants.

DESCRIPTION: Shares responsibility for reference service at the General Reference Desk as well as collection development, reference services, and instructional services in Chemistry and Mathematics; serves as liaison with appropriate faculty.

MINIMUM QUALIFICATIONS: MLS from an ALA-accredited institution or equivalent international degree (must be completed by appointment date); degree or significant academic preparation in chemistry; demonstrated ability to provide reference service; demonstrated skill in using electronic and print information resources in chemistry and other scientific disciplines; knowledge of chemistry collection development; demonstrated ability to provide library instruction; effective interpersonal skills and ability to work with faculty and students in a culturally diverse environment; effective oral and written communication skills; ability to work effectively in a team and independently.

PREFERRED QUALIFICATIONS: Graduate degree or graduate-level academic preparation in chemistry or closely related discipline; a degree or significant academic preparation in mathematics; experience in science/technology reference in an academic, research, public, or technical library; experience with instructional design, including the preparation, delivery, and evaluation of effective library instruction; experience with Web page development, course management software, presentation software, and other computer applications; experience conducting cost/benefit analysis of electronic collections in the sciences; familiarity with current trends and issues in library technology and scientific information resources. Visit the library homepage for a detailed vacancy announcement: <http://www.lib.csus.edu/geninfo/employment/>.

ANTICIPATED STARTING DATE: April 1, 2002.

APPOINTMENT: This is a probationary, 12-month, tenure-track, entry-level position at the Senior Assistant Librarian rank. Salary Range: \$48,156–\$60,852. Librarians have full faculty status and excellent benefits. Library faculty must demonstrate professional competence, scholarly or creative achievement, and service to the university and community in order to meet university requirements for tenure and promotion.

APPLICATION PROCEDURES: Applications received by **January 2, 2002**, will receive first consideration. Position open until filled. Send a cover letter describing interest and qualifications, a complete résumé, and the names, addresses, phone numbers, and e-mail addresses of four professional references to:

Tamara Frost Trujillo
Associate Dean in Charge
California State University Library
2000 State University Drive East
Sacramento, CA 95819-6039

Applicants invited for interview will be required to submit official transcripts. Vacancy announcement and position description available electronically; request from: lmjones@csus.edu.

CSUS is an affirmative action, equal opportunity employer.

with department coordinators. Participates in selection of candidates to fill professional positions. Revises manuals of policies and procedures. Collects and analyzes data and prepares reports on library activities. Performs other duties as required. Required Qualifications: ALA-accredited master's degree in an appropriate area preferred. Minimum experience in appropriate work areas of three years as department head and three years in professional positions with the evidence of successful performance and leadership, including direct supervision of other librarians; knowledge of personnel and business management; ability to communicate and maintain effective working relationships with staff,

faculty, and students; effective interpersonal, organizational, and communications skills; knowledge of trends in academic library services and library automation. Review of applications will begin November 15, 2001, and continue until the position is filled. Twelve-month contract with faculty status and rank. Salary and rank commensurate with experience. Minimum \$48,000. Send letter of application, résumé including e-mail address, and the names, addresses, and telephone numbers of three current references to: Jon Tritsch, Chair, Associate Director for Library Operations Search Committee, **Lamar University**, P.O. Box 11127, Beaumont, TX 77710. An equal opportunity, affirmative action employer.



FURMAN

TWO POSITIONS AVAILABLE

Furman University

Furman University is seeking talented librarians to fill two positions.

Acquisitions Librarian

Provides leadership to the Acquisitions Department. Oversees the acquisition, subscription, and licensing of library collections in all formats. Trains, supervises, and evaluates three monograph and serials acquisitions assistants. Prepares and manages the library resources budget.

REQUIREMENTS: ALA-accredited MLS and three years' professional experience in acquisitions and/or serials management.

Science Librarian (new position)

Supports library instruction, reference services, and collection development in the natural sciences. Oversees the development of the Ezell Science Reading Room. Serves as library liaison to science departments.

REQUIREMENTS: ALA-accredited MLS, undergraduate degree in a natural science, academic library experience, knowledge of science resources and information technology. Experience in science librarianship preferred.

Job descriptions for both positions are available at: <http://library.furman.edu/staff/positions.htm>.

ENVIRONMENT: Furman University is one of the nation's top-ranked liberal arts colleges. The academic program emphasizes engaged learning and undergraduate research. A \$25 million expansion and renovation of the James B. Duke Library will begin in 2002. Librarians have faculty status, 20 days' vacation, and an excellent benefits package, including domestic partner benefits. Furman's 750-acre campus is considered one of the most beautiful in the nation. The campus is located 15 minutes from downtown Greenville, with its excellent array of restaurants and cultural events, and 45 minutes from Asheville, in the Blue Ridge Mountains of North Carolina, with a wide variety of outdoor recreation opportunities.

Applications for both positions will be reviewed beginning **December 1, 2001**. Preliminary interviews will be held at ALA Midwinter in New Orleans.

TO APPLY: Submit letter of application, résumé, transcripts (copy acceptable initially), names, addresses, and phone numbers of three references to:

John K. Payne
Associate Director of Libraries
Furman University
3300 Poinsett Highway
Greenville, SC 29613-0600
Phone: (864) 294-3098

AA/EOE/ADA

BUSINESS REFERENCE LIBRARIAN. The University of New Orleans' Earl K. Long Library is seeking a dynamic and energetic business reference librarian to provide service to a diverse academic clientele. Responsibilities include reference desk service, including some nights and weekends; collection development for the College of Business; developing Web resource pages for business; providing instruction to the College of Business and participating in general library instruction program. Requirements: ALA-accredited MLS; academic reference experience; strong communication and interpersonal skills; ability to work collegially and productively with diverse groups in an urban academic setting. Desired Qualifications: Degree in business or one of the social sciences, and/or experience in business reference, collection development, and instruction. Salary and Rank: This is a tenure-track, 12-month academic faculty position at the Assistant Librarian rank. Salary beginning at \$32,000, depending on qualifications. The University of New Orleans, a member of the Louisiana State University system, is the state's second largest public university, with enrollment of over 17,000. Send letter of application with résumé and contact information for three professional references to: Assistant to the Dean, **University of New Orleans**, Earl K. Long Library, New Orleans, LA 70148. UNO is an equal opportunity, affirmative action employer.

CATALOGER. Performs original and complex copy cataloging in a research library where 50 percent of new materials are in languages other than English. Maintains records in the online catalog. Reports to the Head Cataloger. Supervises student assistants and staff in absence of Head Cataloger. Required: MLS or equivalent and working knowledge of AACR2rev, LCC, LCSH, USMARC format, OCLC/RLIN, CONSER standards, and principles of authority control. Preferred: Theological degree or course work, two years of experience, and familiarity with Endeavor's Voyager system. Twelve-month, full-time appointment. Submit letter of application with salary requirements and vita to: Human Resources Office, **Princeton Theological Seminary**, P.O. Box 821, Princeton, NJ 08542. Princeton Seminary is an equal opportunity employer.

COORDINATOR FOR ACCESS SERVICES. (Deadline Extended) University of Iowa Libraries, Iowa City, Iowa. Position Description: Reporting to the Director for Central Public Services, this position provides leadership and coordination of all operational aspects of Main Library Circulation, Reserve, Bookstacks, and Interlibrary Loan/Document Delivery; planning, coordinating, developing, interpreting, and implementing systemwide policies and procedures pertaining to Access



APPLICATIONS SYSTEMS ANALYST

Getty Research Institute

Working under the supervision of the Senior Applications Systems Analyst, is responsible for the day-to-day operation, maintenance, troubleshooting, and support of Voyager ILS system.

Works with internal Research Library, Information Systems, and Trust Information Technology Services staffs, and external vendor support staff to resolve problems; functions as principal point of contact for all Voyager system issues and questions; participates in committees and working groups to analyze and determine manual and automated workflow practices and procedures; liaison with external library community and Voyager Users Group. Position requires a service-oriented individual with the ability to work both independently under minimal supervision and as a member of a team. Excellent customer relation skills, as well as the ability to accurately diagnose problems and convey and communicate information to staff and vendors, are required.

TECHNICAL REQUIREMENTS

MLS degree or equivalent; experience with Integrated Library Systems (preferably Voyager); ability and experience with troubleshooting library applications in a client-server environment; basic SQL understanding; MS-Windows knowledge; experience with and/or knowledge of MARC records and library technical services (cataloging, acquisitions, serials, etc.); excellent oral and written communication skills.

DESIRABLE QUALITIES

Knowledge of USMARC standards and basic cataloging skills; knowledge of SQL and relational databases concepts; knowledge and practical skills with Microsoft Access; experience using Unix (or Linux) from the shell prompt; basic knowledge of HTML and Web technology; knowledge of current practices in library automated systems; ability and interest in obtaining additional technical skills.

Please send cover letter, salary history, and résumé to:

Ina Gonzalez
HR Specialist
Getty Research Institute
1200 Getty Center Drive
Los Angeles, CA 90049

Applications will also be accepted by fax: (310) 440-7647; or e-mail: jobs@getty.edu (please indicate GRI-ASA on subject line). No telephone calls please.

Equal opportunity employer.

Services. Access Services consists of 12 full-time staff and approximately 35 FTE student assistants. The Coordinator serves as a member of the Libraries User Services Department Heads Committee, InfoHawk Management Advisory Committee (IMAC), and as the University Libraries representative on consortium, state, and national committees related to access services. Qualifications: Required: Master's in Library and Information Science from ALA-accredited program; minimum five years' increasingly responsible and successful managerial experience, preferably in academic library; experience working with automated circulation system; demonstrated mastery of technical skills and knowledge of technologies for requesting and delivery; demonstrated knowledge of planning; ability to communicate logically, clearly, and effectively in oral and written form; ability to work independently and in collaboration with others; and strong customer service orientation. Preferred: Experience within a university or research library setting; in circulation, reserve, or Interlibrary Loan/document delivery; providing access to multimedia resources; and with evaluation and assessment of services and programs. Salary and Appointment: Rank and salary will be based on relevant experience and educational background, will be competitive with peer institutions, and will be made at the Librarian III or IV level. Salary range \$40,315-\$60,000. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, TIAA-CREF retirement, and a flexible selection of medical, life, dental, and vision insurance, childcare credit, and additional benefits. Application Procedures: Applications must be received by Friday, December 7, 2001. Qualified individuals should submit a letter of application, résumé, and the names, addresses, and telephone numbers of three references to: Susan Marks, Coordinator, Human

Resources and Diversity Programs, **University of Iowa** Libraries, Iowa City, IA 52242-1420; phone: (319) 335-5871. The University of Iowa is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply. <http://www.lib.uiowa.edu/index.html>.

COORDINATOR OF INTERLIBRARY SERVICES AND REFERENCE LIBRARIAN. Earl Gregg Swem Library, College of William and Mary. The College of William and Mary seeks a creative, energetic, and service-oriented librarian to manage the library's Interlibrary Services Department and serve as a member of the Reference staff. William and Mary, chartered in 1693 and located in Williamsburg, Virginia, is a state-assisted liberal arts university. Current enrollment is approximately 5,500 undergraduates and 2,000 graduate students. Swem Library is completing a major addition and will begin a full renovation soon. The Coordinator of Interlibrary Services and Reference Librarian manages, coordinates, and leads the activities of the Interlibrary Services Unit; provides leadership in developing and implementing new ways to respond to the information needs of students and faculty; and supervises the operation of the department including three FTE, plus student assistants. For interlibrary service activities, reports to the Head of Access Services; for reference and liaison responsibilities, reports to the Head of Reference Services. As a Reference Librarian, works with other reference and liaison librarians in promoting, facilitating, and expediting library services for faculty and students. Provides reference desk service, including some evening and weekend hours. Qualifications: MLS from an ALA-accredited program; strong public service commitment; excellent organizational skills; thorough knowledge of bibliographic sources; familiarity with ILL national and

GOVERNMENT DOCUMENTS/REFERENCE LIBRARIAN

California State University, Hayward

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

DUTIES: Reporting to the Coordinator of Instructional and Interpretive Services, the successful candidate will review and monitor the Government Publications Depository Profile, set future directions for management of the documents collection, and promote use of the materials; serve at the centralized reference desk; provide instruction in effective use of library electronic resources; regularly teach credit-bearing information competence courses; and perform other duties as assigned. Some evening and weekend hours are necessary. 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; and demonstrated commitment to engage in research and/or continued professional development worthy of promotion and tenure as a faculty member.

Desired: Knowledge of Superintendent of Documents Classification System, government Internet resources, and GIS; work experience with government documents and/or successful completion of government documents course work; work/internship experience in an academic library setting; collection development experience; and academic background in business, 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, and three letters of recommendation (including phone numbers and e-mail references) 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: bgianni@csuhayward.edu**

Applications received by **December 15, 2001**, will be given first consideration. Position will be considered open until filled. Work authorization required.

California State University, Hayward, is an equal opportunity employer.

international protocols and procedures; knowledge of and experience with hardware and software used to support ILL services (OCLC ILL subsystem, CLIO or ILLIAD, ARIEL, scanners, etc.); ability to work effectively with faculty, staff, and students; demonstrated strong communication and interpersonal skills. Prefer academic reference experience, supervisory experience, and experience in developing and implementing innovative information services; working knowledge of current copyright practices and regulations; knowledge of foreign languages extremely helpful. Application Process: Candidates should submit a letter of application, résumé, and names and phone numbers of three professional references to: Search Committee for Coordinator of Interlibrary Services and Reference Librarian, Swem Library, **College of William and Mary**, P.O. Box 8794, Williamsburg, VA 23187-8794. Review of the candidates will begin on October 29, 2001, and continue until the position is filled. The College of William and Mary is an equal opportunity, affirmative action employer, and offers a competitive salary and excellent fringe benefits. For a full job description, see: <http://www.swem.wm.edu/Guide/Employment/staff.htm/>. For more information about Swem Library or The College of William and Mary, visit our Web site at: <http://www.swem.wm.edu>.

ELECTRONIC SERVICES/REFERENCE LIBRARIAN. Assistant Librarian. Primary responsibility for the planning and coordinating of the Schurz Library's computer-based reference services. Provides leadership through planning and coordinating current and emerging electronic technologies for the delivery of information. Responsible for the ongoing development and maintenance of the library's Web site. Serves as liaison with vendors and consortia for selecting new resources. Additional responsibilities include working regularly scheduled hours at the reference desk (including evening and weekend rotation) and participation in a highly active instruction program. Required: ALA-MLS; proven skills in database management, online searching, and Web page creation. Energetic, motivated, and creative professional with a strong service orientation. Ability to work as a team leader and team member as well as independently; relates effectively with varied clientele. Must possess strong oral and written communication skills and be able to meet the responsibilities of a tenure-track appointment. Preferred: Programming experience, academic reference experience; teaching, training, or library instruction experience. Reports to the Director of Library Services. Twelve-month appointment beginning July 2002 will be at the Assistant Librarian Rank. Salary: \$34,500-\$39,000. Review of applica-



WELLESLEY COLLEGE

Join the Information Services staff, a group of 90 responsible for meeting the library and technology resource and service needs of the Wellesley College community of students, faculty and staff. You will contribute directly to the educational mission of the College by providing outstanding information services. With a collection that dates from the founding of the College (1875), the Wellesley College Library has extraordinarily rich research resources. Composed of a main library and branches for science, astronomy, art and music, the collection numbers 1.3 million items in a wide range of formats. The Wellesley College Library was awarded the first "Excellence in Academic Libraries" award for 4-year colleges by ACRL in 2000.

Preservation Librarian, Collection Management

As Preservation Librarian and a member of the Collection Management Group, you will apply your preservation and library experience to provide leadership for the Library's well-established preservation program. You will plan, coordinate and implement effective preservation programs for both general and special collections including the College Archives; work with all Library workgroups to provide training, analysis and coordination of the Library's collection security, maintenance, preservation treatment and disaster-response efforts; monitor conditions of materials in remote storage; advise on the integration of preservation goals and developments into the processes of the Library's state-of-the-art conservation facility, and the application of emerging technologies, including digital preservation, to local preservation problems. You will also serve as a subject specialist with responsibilities for selecting materials in all formats in several specific subject areas, and act as the Library's primary contact with students and faculty in related departments and programs to ensure their basic library information and research needs are sustained through local or remote resources.

Requirements: ALA-accredited MLS or other advanced academic degree, and 3-5 years of relevant preservation and academic library experience. Training and experience in library preservation required; knowledge of the care and treatment of large paper-based collections as well as non-print resources; exceptional communication, group and analytical skills, ability to work independently and in a collaborative group environment with a good-humored, flexible approach to the complexities of the workplace; demonstrated interest in developing and delivering innovative user-focused services; academic background in the humanities preferred; reading knowledge of one or more foreign languages helpful.

Art Librarian, Art Library

The Art Library is housed in the Jewett Arts Center, home of the Art and Music departments and the Music Library. As a member of the Art Library staff (2 FTE), you will work collaboratively to plan for and deliver services and resources to support the needs of users. Serving as the library's liaison to the Art department you will ensure that their research, study and teaching needs are sustained through local and/or remote resources. You will work with Art Department and Information Services staff to ensure that the most appropriate print and non-print art resources are systematically evaluated and effectively delivered. You will provide reference, research assistance and library instruction to a community of highly motivated students, productive scholars, and active artists. You will participate in the full range of practices that build, preserve and manage the collections to support teaching and learning at Wellesley, (including budget development and donor relations). You will bring your expertise to bear in selecting materials in all formats in art; you will also select associated materials in foreign languages and other humanities disciplines as assigned. You are someone who enjoys working both independently and collaboratively and who is committed to ongoing learning and professional development. You have superior interpersonal and communication skills and have a good-humored, flexible approach to the complexities of the workplace.

Requirements: Bachelor's degree in art history preferred, with a master's degree in Library or Information Science from an ALA-accredited school, or advanced degree in Art History and relevant experience in academic or art libraries; 3-5 years of experience in the delivery of library services; strong knowledge of art history and bibliography; practical knowledge of electronic resources and databases that support research in art and the humanities; working knowledge of at least two modern foreign languages; exceptional communication, group and analytical skills; ability to work independently and in a collaborative group environment; demonstrated interest in developing innovative user-centered forms of service delivery.

Science Librarian, Research and Instruction

As a member of the Research and Instruction Group, you will provide reference and library instruction in the Science Library. You will work individually and collaboratively with other Science library staff in planning for reference and instruction needs, along with colleagues in the Research and Instruction Group, the Library Collections Management Group and other groups within Information Services. You are energetic, service-oriented, and welcome the chance to engage in a broad range of professional activities, including reference work, collection and Web site development, library instruction, and faculty liaison work, with particular emphasis in the sciences.

Requirements: ALA-accredited MLS or other advanced degree. 1-3 years professional experience in a public service or academic setting; strong background in the social or physical sciences; experience in and enthusiasm for library instruction and searching online databases; demonstrated interest in developing innovative, user-centered forms of service delivery; skill in constructing Web pages; ability to work independently and in a team environment; adaptability in scheduling hours throughout the year (one evening per week and one Sunday per month required during academic year); superior communication, group and analytical skills, and a good-humored, flexible approach to the complexities of the workplace.

Salary is commensurate with experience. Applications will be accepted until the position is filled. If interested, send cover letter and resume to: Human Resources Office, C&RL 11/1, 106 Central St., Wellesley College, Wellesley, MA 02481 or by email: www.working@wellesley.edu Wellesley College is an AA/EEO employer.

WWW.WELLESLEY.EDU



INSTRUCTION COORDINATOR/ REFERENCE LIBRARIAN

George Washington University

APPOINTMENT RANK AND SALARY: Appointment at the rank of Librarian II or III. Minimum salary: Librarian II: \$36,500; Librarian III: \$41,600. Rank and salary based on qualification and experience.

POSITION DESCRIPTION: Coordinates the activities of the Education and Instruction Group and provides reference assistance in a broad range of subject areas in a highly electronic environment. Provides leadership for Education and Instruction Group activities and supervises instruction librarians under the direction of the Head of Reference and Instruction. Works with instruction librarians to develop an information literacy program that includes innovative and diverse library instructional activities. Provides leadership in the creation of Web-based instructional aids, including tutorials. Works at the reference desk up to ten hours per week including evening and weekend rotation. Serves on library and university committees.

For a full description, visit our Web site: www.gwu.edu/gelman/library/employment.

DESIRABLE QUALIFICATIONS: Reference and instruction experience in an academic library environment; experience in the preparation of tutorials; demonstrated skill in developing Web-based instruction.

REVIEW OF APPLICATIONS: Review of applications begins November, 28, 2001, and will continue until the position is filled. Please send a letter of application, résumé, and the names and addresses of three references to:

Emma Mosby

**Manager, Gelman Library System Administrative Services
The Gelman Library Administration Office
George Washington University, The Melvin Gelman Library
2130 H Street, NW, Room 201
Washington, D.C. 20052**

The George Washington University is an equal opportunity, affirmative action employer.

tions will begin January 22, 2002, and will continue until filled. Send letter of application, résumé, and three letters of reference to: Ellen Maher, Chair, Search and Screen Committee, Franklin D. Schurz Library, Indiana University South Bend, P.O. Box 7111, South Bend, IN 46634; fax: (219) 237-4472; e-mail: emaher@iusb.edu. Indiana University South Bend (IUSB) is committed to employing quality faculty who will enhance the rich diversity of our academic community. Visit our Web site: <http://www.iusb.edu/~libg/>. IUSB is an equal opportunity, affirmative action employer.

ELECTRONIC/DIGITAL RESOURCES CATALOGING LIBRARIAN. Penn State University Park Campus seeks to fill this 12-month, tenure-track position immediately. This position is responsible for facilitating access to electronic and digital resources through cataloging and application of metadata. Complete information about the position is available at: <http://www.libraries.psu.edu/crsweb/jobs/job5.html>. Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

HEAD CATALOGER. Performs original and complex copy cataloging in a research library where 50 percent of new materials are in languages other than English. Participates in development and implementation of policies and procedures for database management and authority control, with oversight of all library cataloging. Reports to the Associate Librarian for Systems/Technical Services. Supervises catalogers, staff, and students. Required: MLS or equivalent and working knowledge of AACR2rev, LCC, LCSH, USMARC format, OCLC/RLIN, CONSER standards, and principles of authority control. Preferred: Five years' experience; theological degree or course work; familiarity with Endeavor's Voyager system. Twelve-month, full-time appointment. Submit letter of application with salary requirements and vita to: Human Resources Office, Princeton Theological Seminary, P.O. Box 821, Princeton, NJ 08542. Princeton Seminary is an equal opportunity employer.

HEAD, ACQUISITIONS DIVISION. Indiana University Libraries, Bloomington. Under the direction of the Associate Dean and Director

of Technical Services, the Head of the Acquisitions Division leads a staff of approximately 30 FTE directly involved in acquisitions functions and associated fiscal activities in support of collection managers in the Main Library and Campus Libraries in Bloomington, as well as six regional libraries. Directs monographic and serial acquisitions, receipts, and accounting. Oversees acquisition of electronic resources and participates in setting procedures and review of licenses. Maintains regular contact with vendors, tracks their performance, and works with librarians and vendors to develop innovative solutions to problems. In collaboration with the Director of Technical Services and the Director of Collection Development, establishes efficient and cost-effective policies and procedures. Investigates new means of exchanging order information with vendors and receiving data, including MARC data, from vendors and other suppliers of bibliographic information. Leads initiatives in and provides guidance for acquisitions functions systemwide. Represents acquisitions concerns within the IUB Libraries and at state and national library forums. Qualifications: Required: ALA-accredited MLS or equivalent combination of education and experience in an academic library; demonstrated experience in acquisitions, preferably in more than one academic research library environment; demonstrated supervisory experience; broad knowledge of trends in the domestic and foreign publishing industry for both monographs and serials, including developments in electronic publishing; knowledge of industry and library financial practices and experience in negotiating with publishers and vendors; excellent written and oral communication and analytical skills; good interpersonal skills, with the ability to participate as a member of a management team and direct the work of the acquisitions staff; ability to work independently as well as collegially in a complex, rapidly changing, and culturally diverse environment with various groups of library staff; experience with bibliographic utilities, as well as Excel and Access; ability to meet the requirements of a tenure-track appointment. Preferred: Experience with acquisitions and financial components of integrated library systems, particularly the Unicorn system; knowledge of developments in the new generation of local systems; experience in working with book vendors or bibliographic utilities in establishing shelf-ready workflows. Salary and Benefits: Salary and rank are negotiable and competitive dependent upon

LIBRARIAN FOR MIDDLE EAST STUDIES

New York University

DESCRIPTION: Librarian in Middle East Studies, assigned to the Technical Services Division, Bobst Library. Librarians are expected to serve as partners in the educational mission of New York University (NYU) by establishing strong relationships with the faculty and students, building and maintaining appropriate research collections, and providing responsive and innovative information services.

The Middle East collection covers a geographic area stretching from Morocco to Afghanistan and Muslim India as well as Muslims and Middle Easterners in the diaspora. Historical coverage spans ancient history to the contemporary period with primary focus on the period following the rise of Islam. The focus for ancient Near East is the Syro-Mesopotamian region and biblical studies. Historically the collection has focused on history, culture, literature, and religion (particularly Islam), but in recent years a strong social sciences component has been added emphasizing politics, sociology, anthropology, and indigenous theater and cinema. Major languages collected are Arabic, Persian, Hebrew, and Turkish (modern and Ottoman) as well as English, French, and German. Close cooperation with other specialists, especially Jewish studies, is essential to meet research and teaching needs.

The successful candidate will serve as coordinator of library activities in support of the graduate and undergraduate programs in Middle and Near Eastern studies. Collection development responsibilities include selecting and managing research materials in all formats, faculty liaison, providing a variety of research, consultation, and instructional services to faculty and students, and participating in the preservation efforts of the library. Technical services responsibilities include original cataloging of monographs, serials, and microforms in Middle Eastern languages (Arabic, Persian, Hebrew and Ottoman Turkish) following national (NACO and BIBCO) standards; assisting in other cataloging unit duties and projects; working with acquisitions staff on approval and subscription plans and firm orders of materials published in the Middle East, including the invoicing and vendor relations; directing the work of two FTE assistants.

QUALIFICATIONS: Required: ALA-accredited MLS, subject master's required for tenure; proficiency in Arabic as well as Persian or Hebrew; some knowledge of French or German desirable. Preference will be given to candidates who have done graduate work in Middle Eastern studies and have substantial experience in either collection development or knowledge of cataloging and classifying materials on a national bibliographic utility using AACR2 and LC classification and subject headings.

SALARY AND BENEFITS: Faculty status, excellent benefits include five weeks' annual vacation. Salary commensurate with experience.

NEW YORK UNIVERSITY LIBRARIES: Library facilities at New York University serve the school's 50,000 students and faculty and contain more than four million volumes. New York University is a member of the Research Libraries Group and serves as the administrative headquarters of the Research Library Association of South Manhattan, a consortium that includes three academic institutions in Greenwich Village.

TO APPLY: To ensure consideration, send résumé and letter of application, including the names, addresses, and telephone numbers of three references to:

Janet Koztowski
Library Human Resources Director
New York University Libraries
70 Washington Square South
New York, NY 10012
Fax: (212) 995-4070

NYU encourages applications from women and members of minority group.

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 November 15, 2001. The position will remain open until filled. Send letter of application, professional vita, and the names, addresses, and phone numbers of four references to: Yolanda Cooper-Birdline, Libraries Human Resources Officer, **Indiana University Libraries**, Main Library 201A, Bloomington, IN 47405; phone: (812) 855-8196; fax: (812) 855-2576; e-mail: ycooperb@indiana.edu. For further information concerning Indiana University visit: [\[www.iub.edu\]\(http://www.iub.edu\); or for employment opportunities at the IUB Libraries visit: <http://www.indiana.edu/~libpers>.](http://</p></div><div data-bbox=)

HEAD, TEACHING RESOURCES CENTER. East Carolina University, Joyner Library. East Carolina University's (ECU) Academic Library Services (ALS) seeks an enthusiastic, service-oriented, and innovative individual for the position of Head, Teaching Resources Center. The Teaching Resources Center is an important and heavily used collection of print and nonprint resources that supports the university's curriculum with an emphasis on the initial training and professional growth of early childhood educators and K-12 public school teachers. This position

JOHNS HOPKINS UNIVERSITY

DEAN OF UNIVERSITY LIBRARIES OF JOHNS HOPKINS UNIVERSITY AND R. CHAMPLIN AND DEBBIE SHERIDAN DIRECTOR OF THE MILTON S. EISENHOWER LIBRARY

The Johns Hopkins University (JHU) invites nominations and applications for the Dean of University Libraries and Sheridan Director of the Milton S. Eisenhower Library. The Dean is the chief academic and administrative officer for the libraries, serves as a member of the Dean's Council, and reports to the Provost.

The university seeks an experienced, dynamic, and creative leader who is able to articulate a vision and provide strategic direction for the libraries in the rapidly changing research environment. The successful candidate must understand the unique mission and goals that characterize the contemporary research university library; demonstrate an understanding of the changing nature of scholarly communication and intellectual property; promote digital library development and distance learning; and be able to promote and manage a balance between traditional and digital library resources and services, as well as to communicate these priorities to the internal and external communities.

The successful candidate will be an experienced and imaginative professional capable of building on existing strong links between the library and academic programs, information technology services, and the university press. Candidates should have administrative credentials for the oversight of planning and program development activities, collection management, information technology, staff development and organizational development, budget management, and fundraising.

Candidates' credentials should include an advanced degree, a record of distinguished achievement, and evidence of excellent leadership and communication skills. While most candidates will have held progressively responsible positions in a research library, generally a university library, the Search Committee will consider candidates with other backgrounds, whose experience with information resources and technologies offers insight and perspective on the challenges faced by the modern research library. The successful candidate must be able to promote and manage a balance between traditional and digital library resources and services.

The Sheridan Libraries of the Johns Hopkins University include the Milton S. Eisenhower Library, the Albert D. Hutzler Reading Room, John Work Garrett Library, and George Peabody Library. The Milton S. Eisenhower Library is the principal library on the Homewood campus of Johns Hopkins University. With collections of 2.5 million volumes and a full- and part-time staff of 155, it serves particularly the Krieger School of Arts and Sciences and the Whiting School of Engineering, and the School of Professional Studies in Business and Education. Its total operating budget is \$18.2 million. Review of applications begins immediately and will continue until the position is filled. Nominations and applications should be sent to:

Stephen G. Nichols
Chair, Search Committee
Johns Hopkins University
265 Garland Hall/3400 North Charles Street
Baltimore, MD 21218

Johns Hopkins is an equal opportunity, affirmative action employer.

supervises three paraprofessional positions and numerous student employees in a busy public service area. It is responsible for promoting the use of the collections and services, providing reference service, participating in an active bibliographic instruction program, and performing selection and collection development activities. The position reports to the Director of Academic Library Services. Qualifications: Required: ALA-accredited master's degree or international equivalent; undergraduate degree in education or a related area or teaching certification; established career as an educator serving children or young adults or experience in an academic library; strong service orientation; administrative ability; superior written and oral commu-

nication skills; ability to work cooperatively with other professionals to manage and direct a dynamic program of academic library service. Preferred: Two years' professional library experience; graduate degree in education; familiarity with public school curricula; knowledge of children's and young adult literature; supervisory experience; two years' recent experience in an academic library; experience with technology in a library setting; knowledge of basic applications software; experience in collection development in all formats. ALS, which includes the main library (Joyner) and the Music Library, supports the campus community's mission of teaching, research, and service through Joyner Library's collection of over 1 million volumes, 4,700



DIRECTOR OF THE TAMPA LIBRARY

University of South Florida

The University of South Florida (USF) Tampa Library seeks qualified candidates for Director of the Tampa Library. USF is a comprehensive, metropolitan-based, national research university, serving more than 37,000 students in nine colleges on four campuses in Tampa, Lakeland, St. Petersburg, and Sarasota. Among the top research universities in the state, USF offers degree programs in 79 undergraduate disciplines, 89 master's and specialist programs, and 26 doctoral fields, and has a faculty of more than 2,000.

RESPONSIBILITIES: Reporting directly to the Dean of the USF Library System, the Director of the Tampa Library is charged with administration of the largest of the six-member USF Library System composed of the Tampa Library, the Nelson Poynter Library (St. Petersburg campus), the Jane Bancroft Cook Library (Sarasota/Manatee campus), the Shimberg Health Sciences Center Library, the de la Parte Library (Florida Mental Health Institute), and the Lakeland campus library. The Director will develop, coordinate, and evaluate library public services and collaborate with staff to best serve faculty, students, and other members of the university community. The Director is responsible for the day-to-day administration of all public services departments of the Tampa Library (i.e., Access Services, Library Media Center, and Reference and Government Documents). The Director works closely with the directors of the other libraries comprising the USF Library System as well as with the various directors for central services (e.g., Technical Services, Collections, Administrative Services, and Advancement). The USF Library System has recently undergone reorganization and the Director will play a major role in the continuation of this process. Following the university's recent classification as a Florida Research I University, the libraries are working to strengthen and develop new research services for faculty and graduate students. Additionally, the USF Library System is a candidate for ARL membership and the Director will work closely with the Dean and other directors to promote this effort. The Director will be heavily involved in USF initiatives to develop cooperative ventures with libraries in Latin America and the Caribbean.

MINIMUM QUALIFICATIONS: A master's degree from an ALA-accredited school of Library and Information Science is required. **Additional Requirements:** Eight years of progressively more

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current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. The Library subscribes to more than 150 databases, including a full complement of science-related reference tools in both print and electronic formats. ALS has a \$2.6 million materials budget and employs a staff of 109, including 38 faculty positions. A \$35 million expansion and renovation project has doubled the size of the library, and the granting of Research Intensive status to the University has fostered growth in collections and research. For additional information, visit the library's Web site: <http://www.lib.ecu.edu>. Located in Greenville, North Carolina, ECU enrolls more than 19,000 students and consists of the College of Arts and Sciences and 12 professional schools. A constituent institution of the University of North Carolina System and the third largest of its 16 campuses, ECU is the primary educational resource, and the cultural, economic, and medical center for the eastern region of the state. Enrollment during this decade is expected to increase substantially. ECU is located within a two-hour drive of the Research Triangle Park, Raleigh, and the state's southern beaches. Additional information about ECU is available at: <http://www.ecu.edu>. Twelve-month, tenure-track faculty position with appointment at the rank of assistant professor. Professional achievement, service, and research or creative activity are required for tenure and promotion. Minimum Salary: \$40,000, depending upon qualifications and experience. The salary is supported by a comprehensive fringe benefits package. Screening of applications will begin December 1, 2001, and continue until the position is filled. Send letter of application, résumé, transcripts (copies acceptable), and the names, addresses (mailing and e-mail), and phone numbers of three current references to: Search Committee, Head, Teaching Resources Center, Christina Bowers, Processing Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. ECU is an equal opportunity, affirmative action employer and accommodates individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act. Official transcript for highest earned degree will be required upon employment.

HUMANITIES AND SOCIAL SCIENCES COLLECTION DEVELOPMENT COORDINATOR. (Assistant or Associate Librarian) Louisiana

State University seeks an energetic and innovative individual to coordinate the collection development activities of the liaisons to the humanities and social sciences. The Coordinator works with others to train liaisons, promote outreach, develop budgets and policies, and manage the libraries' collections. This individual is expected to provide user education and reference assistance and to meet 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: MLS from an ALA-accredited library school; three to five years' relevant experience; good computer skills; undergraduate degree or work experience in a related area; understanding of scholarly literature and publishing trends; excellent communication skills; strong service orientation; ability to work well with all levels of users and staff. Preferred: Collection development experience; advanced degree in related subject area; grant-writing skills; evidence of research or creative achievement. **Salary and Benefits:** \$42,000 per fiscal year minimum, depending on qualifications and experience; 12-month, tenure-track appointment; excellent benefits. **Application:** Review of applications will begin January 7, 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: Caroline Wire, Assistant to the Dean, 295 Middleton Library, **Louisiana State University**, Baton Rouge, LA 70803. Ref. #005327.

INFORMATION SERVICES LIBRARIAN. Distance education/evening hours. Entry-level, tenure-track library faculty position with 12-month appointment. For information about the position, the library, and the application process, see: <http://www2.gasou.edu/library/employ.html>. Send application letter with essay, résumé, and the names, addresses, telephone numbers, e-mail addresses, and fax numbers (if available) of only three references to: Laura Davidson, Search Chair, Zach S. Henderson Library, **Georgia Southern University**, P.O. Box 8074, Statesboro, GA 30460-8074; fax: (912) 681-0093. Finalists will be expected to make a formal presentation during the on-site interview. Application screening begins November 1, 2001.

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responsible public service in an academic library environment; four years of administrative and/or management experience working with library faculty; documented record of research, creative activity, and publication; documented record of university service and governance activity; documented record of supporting diversity; documented record of problem solving; and knowledge and understanding of current and emerging technologies and their application to library services.

PREFERRED QUALIFICATIONS: Experience developing ARL-level research/public services; doctorate earned or expected by September 2002; research library experience; experience with faculty governance; familiarity working with faculty and staff covered by Collective Bargaining Agreements; experience managing change in a positive manner; demonstrated ability to work collaboratively in strongly collegial and participative environment; experience working within a multicampus library system; successful record of obtaining grant funding; experience working with library advancement; experience developing and working with budgets in large research libraries; experience with community outreach; strong interpersonal and professional communication skills.

SALARY AND BENEFITS: Salary and rank dependent upon years of post-master's experience and record of scholarly achievement and service. Librarians are 12-month, nontenured faculty with 22 days' vacation and 13 days' sick leave annually; TIAA-CREF or other retirement options and insurance benefits.

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

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

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

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

INSTRUCTIONAL SERVICES LIBRARIAN. The I. D. Weeks Library is seeking a creative and energetic person with a strong public service orientation who will participate in the library's information literacy program. The primary responsibilities include assisting in the development and marketing of the existing instructional program. The successful candidate will be a member of a three-person instructional team. Additional job duties include providing reference service, collection development, and serving as liaison to one or more academic departments. Excellence in teaching is expected, both in the classroom and in mentoring students outside the classroom. Faculty rank, tenure-track position, 12-month appointment. Qualifications: Minimum qualifications include ALA-accredited MLS; excellent interpersonal and organizational skills; flexibility and the ability to work collaboratively with others; strong public service orientation; knowledge of teaching and research methodologies and their application to information literacy; experience with presentation software. Additional desirable qualifications: 1) Second master's degree in subject field (will be required for tenure and promotion); 2) Reference experience; 3) Teaching experience. Salary: Commensurate with qualifications and experience. Application Procedure: Submit letter of application, résumé, and the names, addresses, and telephone numbers of three references to: Instructional Services Librarian Search Committee, I. D. Weeks Library, **University of South Dakota**, 414 East Clark Street, Vermillion, SD 57069-2390. Application Deadline: Review of applications will begin November 30, 2001, and will continue until position is filled. The University of South Dakota is an equal opportunity, affirmative action employer committed to increasing the diversity of its faculty, staff, and administration.

LIBRARIAN. Radcliffe Institute for Advanced Study. The Schlesinger Library, Radcliffe Institute for Advanced Study, seeks a librarian to oversee the management of its programs. The library is on the forefront of collecting on the history of women in America. Its holdings of books, manuscripts, periodicals, photographs, ephemera, oral histories, and audiovisual materials document the social history of women in the United States, primarily during the 19th and 20th centuries. Duties: Reporting to the Director of the Schlesinger Library, the Librarian has

primary responsibility for daily administration, including reference, technical services, acquisitions, preservation, and outreach; budget and human resources management; and implementation of information technologies. The Librarian assists in giving intellectual and programmatic leadership to the library; in defining collection policies; and in strategic planning. The Librarian represents the library within the professional library community regionally, nationally, and at Harvard. Qualifications: Substantial responsibility in exercising leadership in a research library including special collections. Demonstrated understanding of the role of academic research libraries, and extensive knowledge of technology. Ability to work collaboratively. Outstanding interpersonal and communication skills. Strong budget management and grant-writing skills. Graduate library degree from an ALA-accredited institution, or equivalent combination of education and experience required with advanced degree in American history, women's history, or women's studies preferred. Grade 60, salary appropriate to experience. Closing Date for Applications: December 1, 2001. Send letter of application addressing position qualifications, résumé, and three references to: Elizabeth Kaltofen, Schlesinger Library, **Radcliffe Institute for Advanced Study**, 10 Garden Street, Cambridge, MA 02138, or apply online at: http://jobs.harvard.edu/jobs/search_req.

LIBRARY DIRECTOR. The College: Warren Wilson College is an independent liberal arts college located on a beautiful 1,135-acre campus in the Blue Ridge Mountains on the edge of Asheville, North Carolina, one of America's most livable cities. The college is recognized in the Making a Difference College Guide as progressive and committed to social, environmental, and global awareness; in Peterson's Education for the Earth: A Guide to Top Environmental Studies Programs; and in Barron's Best Buys. We enroll 775 undergraduates (including international students from 21 countries) in a range of baccalaureate programs in traditional and interdisciplinary liberal arts areas and selected pre-professional programs, as well as 90 graduate students in an acclaimed low-residency MFA program in creative writing. Faculty members are unranked, with a system of extended contracts instead of tenure. Warren Wilson College offers a triad education program combining study, work, and service. Ninety percent of students, about

Johns Hopkins University

Sheridan Libraries of Johns Hopkins University (JHU) seek a highly motivated distance education librarian to join its virtual library team. The librarian will understand the work of nontraditional higher education and a virtual library service and will cultivate and maintain good working relationships with the community served. This librarian will provide telephone and e-mail reference; instructional services using online tutorials, Web and print documents, and chat sessions; maintain and further develop a virtual library Web site which will include discipline-specific information resources and links to publicly accessible and licensed electronic resources; select electronic resources to support the institution's educational goals and manage the materials budget; and evaluate resources and services on an ongoing basis. This librarian will be a member of the Sheridan Libraries Entrepreneurial Library Program and will play an active role in shaping services to distant users of academic libraries. The Sheridan Libraries are strongly committed to diversity. A strategic goal of the Libraries is to "work toward achieving diversity when recruiting new and promoting existing staff."

QUALIFICATIONS: Required: MSL from an ALA-accredited library school with more than two years' experience in reference service in a library; ability to develop and maintain, via the Web, instructional and orientation programs for students in the use of a virtual library's resources and services; understanding of delivering reference services in a distributed environment; advanced knowledge of library information systems and services; in-depth knowledge of Internet and Web; understanding and experience in collection development; commitment to quality user services; excellent communication skills; excellent time management skills; ability to work collaboratively; willingness to work flexible schedule. Preferred: Knowledge of HTML and creation of Web pages highly desirable.

For more detailed job description and position qualifications, please go to: <http://milton.mse.jhu.edu/distant/distance.html>.

TO APPLY: To apply online, go to: <http://jobs.jhu.edu/>; or send résumé, indicating job #SCLA3670 on cover letter, via e-mail to: jhu@alexus.com; fax to: (877) 262-0646; or mail to:

**JHU Resume Processing Center
P.O. Box 3687
Scranton, PA 18505**

Approximate starting salary range \$40,095–\$51,120.

We offer excellent benefits, including tuition remission, in a smoke-free/drug-free environment.

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half of full-time faculty, and many staff members reside on campus. All resident students work 15 hours per week on campus, providing the essential services to maintain the college, and all students engage in service to others as a requirement for graduation. For more information, please consult our Web page at: <http://www.warren-wilson.edu>. The recently renovated and expanded Pew Learning Center and Ellison Library houses approximately 90,000 volumes and has about 7,000 online journal titles and over 100 licenses to online information services. The library has a DRA system as a part of a regional six-college consortium and participates actively in NC LIVE and other consortia. For more information about the Pew Learning Center and Ellison Library, please visit the library homepage at: <http://www.warren-wilson.edu/~library/>. Library Director: The director of the Pew Learning Center and Ellison Library is responsible for advancing, administering, and overseeing all aspects of a service-oriented library, including the college archives. Specific functions include faculty and staff selection, review, and development; long-range planning and policy formulation; budgeting and financial oversight; program development; and extensive interaction with other campus departments, the community, and off-campus organizations. This is a 12-month, continuing position with faculty status, effective July 1, 2002. It requires participation in bibliographic instruction and reference rotation. Qualifications include the MLS degree from an ALA-accredited program (an additional advanced degree is highly desirable) and a minimum of five years' experience in academic libraries, preferably in a liberal arts setting and including significant administrative experience. Of critical importance are professional vision, knowledge of current library technologies, and a collaborative

administrative style suitable for leading a staff of eight other professionals and paraprofessionals plus about 20 student assistants. Review of applications will begin November 20, 2001, and continue until the position is filled. The successful candidate will demonstrate teaching excellence and an interest in varied instructional approaches, as well as a committed interest in our triad of academic study, work, and service. Highly desirable for this position are second-language proficiency and experience in off-campus and international learning. Interested candidates for this position should submit a cover letter, curriculum vitae, official graduate transcripts, and three letters of reference to: Virginia McKinley, Vice President for Academic Affairs, Warren Wilson College, P.O. Box 9000, Asheville, NC 28815-9000. We desire a diverse faculty and a community that reflects a global outlook. We particularly invite applications from women and members of ethnic minorities or other groups historically underrepresented in academia.

LIBRARY INSTRUCTION COORDINATOR/REFERENCE LIBRARIAN. Primary responsibility for the coordination and development of the Library Instruction Program, including instruction sessions, workshops, credit courses, collaborative teaching, and Web tutorials. Students, faculty, and staff are instructed in the use of traditional and electronic resources using a variety of methods and media. Additional responsibilities include working regularly scheduled hours at the reference desk (including evening and weekend rotation) and coordinating the creation of the instruction handout collection. Some collection development responsibilities possible. Required: ALA-accredited MLS and experience in teaching, training, or library instruction. Knowledge-

BUSINESS REFERENCE LIBRARIAN

University of Colorado at Boulder

The business reference librarian participates as a member of the team that designs and implements the Business Library's reference services in all milieus, including library instruction; reference of all kinds, including electronic and print sources; and special projects as needed. Other responsibilities include collection development and participating as a member of the academic community. The William M. White Business Library provides branch library services to the students and faculty of the University of Colorado in general and the students and faculty of the College of Business and Administration in particular. The library specializes in services and collections for the various subjects of business administration. This is a tenure-track faculty position reporting to the Head of the Business Library. Significant parts of the responsibilities of this position are research and creative work and service in keeping with the tenure standards of the University of Colorado at Boulder.

REQUIREMENTS

- Master's degree from an ALA-accredited library school by January 1, 2002.
- Coursework and/or experience with current information technologies and their applications to reference and instructional services.
- Initiative, creativity, and flexibility to work effectively in a rapidly changing service environment.
- Effective oral and communication skills; strong interpersonal skills.
- Demonstrated potential for research, scholarly, and/or professional achievement at a national level.

DESIRABLE QUALIFICATIONS

- Experience in business librarianship.
- Experience in providing business reference services.
- Experience in providing instructional services to university or college students.
- Experience in searching business databases in a Web environment.
- Coursework and/or degree in business fields.

APPOINTMENT AND SALARY: The successful candidate with demonstrated accomplishments in research and creative work will be appointed as a full-time assistant professor on tenure track. A successful candidate with promise in research but lacking an established scholarly record will be appointed as a senior instructor (non-tenure-track) for two years, with promotion to the tenure track and the rank of assistant professor upon a successful review. Starting salary range will be \$33,000–\$37,000. Benefits include 22 working days' vacation, 10 paid holidays, liberal sick leave, university group health care plan, group life insurance, TIAA-CREF retirement/annuity, and support for scholarly and professional activities. Tenured librarians are eligible for sabbatical leave.

APPLICATION PROCEDURE: Review of applications and nominations will begin immediately and continue until the position is filled. It is suggested that applications be on file with the committee by **December 1, 2001**. Send letter of application specifically addressing qualifications for the position, résumé, and names, addresses, and telephone numbers of three references to:

Scott Seaman
Associate Director for Administrative Services
University Libraries
University of Colorado at Boulder
Campus Box 184
Boulder, CO 80309-0184

The University of Colorado at Boulder is committed to diversity and equality in education and employment.

able of both print and electronic reference resources. Energetic, motivated, and creative professional with a strong service orientation. Ability to work well as a team leader and team member, as well as independently; relates effectively with varied clientele. Must possess strong oral and written communication skills and be able to meet the responsibilities of a tenure-track appointment. Preferred: Academic library experience; knowledge of html and presentation software. Reports to the Director of IUSB Schurz Library Services. Twelve-month appointment beginning July 1, 2002, will be at Assistant Librarian rank. Salary: \$34,500–\$37,500. Closing Date: Review of applications will be February 1, 2002, and will continue until filled. Send letter of application, résumé, and three letters of reference to: Rosanne M. Cordell, Chair, Search and Screen Committee, Franklin D. Schurz Library, **Indiana University South Bend**, P.O. Box 7111, South Bend, IN 46634; fax:

(219) 237-4472; e-mail: rcordell@iusb.edu. Indiana University South Bend is an equal opportunity, affirmative action employer. Visit our Web site: <http://www.iusb.edu/~lib/>.

REFERENCE AND INFORMATION SERVICES LIBRARIAN. Indiana University-Purdue University Fort Wayne (IPFW) Heimke Library seeks a librarian to provide general reference and information services, and specialized research support, instruction, and collection development as a liaison to the university's science and health science departments, including biology, chemistry, dental education, and nursing. Interviews will be conducted for a 12-month, tenure-track position to begin January 15, 2002. Qualifications: MLS from an ALA-accredited library school required, with experience in an academic or research setting preferred. Must demonstrate excellent written and interpersonal



UNIVERSITY LIBRARIAN AND DEAN OF LIBRARY INSTRUCTIONAL SERVICES

University of Illinois at Springfield

The University of Illinois at Springfield invites nominations and applications for the position of University Librarian and Dean of Library Instructional Services.

Located in the state capital, the University of Illinois at Springfield is one of three campuses of the University of Illinois. The UIS campus serves over 4,000 students in 19 graduate and 20 undergraduate programs. The academic curriculum of the campus emphasizes a strong liberal arts core, an array of professional programs, extensive opportunities in experiential education, and a broad engagement in public affairs issues of the day. The campus offers many small classes, substantial student-faculty interaction and an increasingly technology-enhanced learning environment. Its diverse student body includes traditional, nontraditional, and international students. Its faculty are committed teachers, active scholars, and professionals in service to society.

Reporting to the Provost/Vice Chancellor for Academic Affairs, the librarian/dean is responsible for directing the planning, development, and management of the UIS Library, including Media Services, Academic Computing, and the Campus Archives. The UIS Library houses collections exceeding one-half million volumes, with additional holdings of videotapes and microforms. The librarian/dean also provides liaison with the external community and relevant professional associations.

Duties and Responsibilities Include: Exercising responsibility for administering library services in support of the educational research and service activities of the campus and for the acquisition, organization and preservation of library collections; exercising administrative leadership in the development and maintenance of academic computing services and facilities for the campus under the direction of the Provost; formulating internal library policies and procedures in consultation with the Library Cabinet; analyzing the staffing needs and assuming responsibility for personnel recruitment, training, development, and evaluation in the Library and Academic Computing; developing and administering the library budget; advising library faculty in regard to reappointment, tenure and promotion; representing the Library Instructional Services Program in Academic Cabinet and other appropriate venues; continuing the development of a library that facilitates user access to library resources and incorporates advancing technologies for both operational and instructional use; and ensuring the library's representation at state and national levels, in consortia and other cooperative venues.

Candidates must have a MLS from an ALA-accredited school; advanced study beyond the MLS is desirable. Also required: Five years of administrative experience in a library setting; demonstrated ability and experience in library administration, collection development, personnel management, and budget preparation and management; knowledge of and experience with automated library systems, library instructional services; interlibrary cooperation and delivery of library services; general familiarity with academic computing services, facilities, and applications; and some involvement with grants and fundraising.

Applications and nominations should be sent to:

**Chair, University Librarian Search Committee
Office of the Provost
University of Illinois at Springfield
PAC 529
P.O. Box 19243
Springfield, IL 62794-9243**

Salary Range: \$85,000–\$92,000, commensurate with education and experience, with excellent benefits. Applications should include a vita; a discussion of the candidate's academic and administrative accomplishments and interest in the position; and the names, addresses, and telephone number of five references. Consideration of applications will begin on **November 15, 2001**, and will continue until an appointment is made. The anticipated start date for the appointment is June 17, 2002. For more information about UIS, visit our Web site at: www.uis.edu.

*The University of Illinois is an affirmative action, equal opportunity employer.
Persons with disabilities, women, and minorities are encouraged to apply.*

REFERENCE LIBRARIAN

University of Northern Colorado

The University of Northern Colorado (UNC) seeks applicants for the position of Reference Librarian and Assistant Professor of Library Science, position number 20830.

REQUIRED: Master's degree from an ALA-accredited library school; experience in a college, university, or research library appropriate to the position; degree or relevant experience in a health-related field.

This is a tenure-track position. The position reports to the Head of Reference. Responsible for reference, library instruction, and collection development in the area of Health Sciences. Responsible for user instruction for assigned areas as well as assisting with general instruction for graduates and undergraduates and teaching sessions of the information literacy course. Must have strong interpersonal skills and the ability to work cooperatively with library personnel.

Salary minimum is \$37,000 (negotiable) per year. Starting date is April 1, 2002 (negotiable). The position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado.

TO APPLY: All application materials must be postmarked by **December 1, 2001**. Send letter of application highlighting candidate's suitability, résumé, and the names, addresses, and telephone numbers of three references to:

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

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



FASHION INSTITUTE OF TECHNOLOGY

*State University of New York
College of Art and Design,
Business and Technology*

DIRECTOR OF LIBRARY AND MEDIA SERVICES

The Fashion Institute of Technology seeks an innovative and collaborative leader to serve as Director of Library and Media Services. The successful candidate will have a strong service orientation and superior management and interpersonal skills. Successful experience in integrating new information technologies into library services is essential. The Director is responsible for long-range planning and budget preparation; oversight for collection development policies; administration of the library, including media services and production; service on College faculty and administrative committees.

The library serves undergraduates, graduate students and researchers in fashion and related design industries and professions. Resources include RLIN, DRA/multiLS, holdings of 145,000 print and 40,000 non-print items, over 650 current periodical subscriptions, 6 full-time and 14 adjunct librarians, and 60 support staff. FIT confers associate and baccalaureate degrees in Business & Technology and Art & Design and also offers masters degree programs in Gallery and Retail Art Administration, Museum Studies, and Cosmetics and Fragrance Marketing.

Qualifications: MLS plus two years of appropriate experience, preferably in an academic setting, demonstrating significant administrative and managerial experience with personnel and budgets; subject master's degree preferred. Participatory management style desired. Proven leadership skills and the ability to make decisions collaboratively in a collegial administrative style. Knowledge of computer information services and databases essential. Active professional involvement in local and national library organizations. Commitment to special collections and preservation. Subject knowledge in art and/or business areas.

This is a non-classroom faculty appointment reporting to the Vice President for Academic Affairs. Salary is competitive with excellent benefits. Screening of applications will begin immediately and will continue until the position is filled; preference will be given to applications received by November 30, 2001.

Address applications to: **Director Search Committee, Gladys Marcus Library, Fashion Institute of Technology, Seventh Avenue at 27th Street, NYC 10001-5992; or fax to (212) 217-5268.** Please refrain from telephone or e-mail inquiries..

FIT is an equal opportunity/affirmative action employer.

HEAD OF REFERENCE AND INSTRUCTIONAL SERVICES

COLUMBIA COLLEGE CHICAGO Library seeks an experienced Librarian to lead its Reference and Instructional Services Department. This individual will report to the Library Director and will be responsible for reference, information and knowledge services, library instruction, and faculty outreach.

Responsibilities: Develop and communicate vision, goals, and strategies for the provision and assessment of reference and instructional services; coordinate and supervise all activities of the reference department; manage and participate in an active library instruction program; work with other information professionals, college faculty and administration to develop a vision for information literacy and instructional programs; provide reference desk coverage, and participate in print and electronic reference collection development activities. Supervise 4 FTE librarians and coordinate participation of 5-6 other librarians in reference services.

Qualifications: MLS from ALA accredited program and minimum of five years experience in a public service management position. Demonstrated leadership and ability to plan, implement and assess public services. Excellent verbal and written communication skills. Strong student-focused philosophy. Experience with Web page development, second Master's degree and/or background in the arts or communications desired.

Columbia College is a diverse, open admissions, urban institution of 9,500 undergraduate and graduate students emphasizing arts and communications in a liberal education setting.

We offer a competitive salary and excellent benefits package. Minority and Women applicants are especially encouraged to apply. Applications will be reviewed as received and will continue until the position is filled. Send letter of application, resume, and names of three references with contact information. For more information, see web page <http://www.colum.edu/home.html>.

Jo Cates
Library Director, H.R.I.-1



Columbia College Chicago
600 South Michigan Avenue
Chicago, Illinois 60605-1996
Equal Opportunity/Affirmative Action
Employer M/F/D/V

SCIENCE/ENGINEERING LIBRARIAN

University of Utah

The Marriott Library of the University of Utah is seeking a forward-looking, user-centered science/engineering librarian who is knowledgeable about information technology and scholarly communication innovations in scientific literature. Reporting to the Head of the Science and Engineering Division, this position's primary responsibility is for science and engineering reference and consultation services, outreach to the user community, developing strong partnerships with faculty and students, library instruction, and collection development for assigned departments. Participates as a member of the Science and Engineering team in helping to envision and shape 21st-century science and engineering library services and resources. Contributes to Web page development. Participates in a variety of librarywide initiatives to meet user needs.

QUALIFICATIONS:

Required: MLS from an ALA-accredited library school; substantial knowledge or experience in a science/technology field or in a science/technology library; knowledge of information resources and innovations in science and technology literature including new systems of scholarly communication; knowledge of new technologies and their applications in academic library settings; excellent interpersonal, oral, and written communication skills; initiative, flexibility, and the ability to work creatively and to learn in a rapidly changing environment; commitment to providing outstanding user-centered and transformational services to a diverse user population; ability to meet university requirements for promotion and tenure.

Preferred: Degree in science or engineering field; skills in Web site development; experience in an academic library; experience in library instruction or other teaching experience.

SALARY: Minimum \$33,000 depending on qualifications; excellent benefits calculated at approximately 35% of salary, including TIAA-CREF, medical, dental, generous paid sick and vacation leave, sabbaticals, and professional development time.

The Marriott Library is an ARL library with holdings of more than 2.5 million volumes, 14,000 print journal titles, access to 10,000 electronic journals, and a considerable number of other networked electronic resources. The university, with a student population of more than 27,000, is situated on a 1,500-acre campus overlooking Salt Lake City. Maintaining and strengthening the university as one of the top research universities in the Rocky Mountain region is a university priority. The Science and Engineering Library supports 21 Ph.D. and 44 master's programs through the Colleges of Engineering, Science, and Mines and Earth Sciences. More information is available at: www.lib.utah.edu. The Salt Lake City metropolitan area has a population of about one million and was rated as the #1 place in the United States to live in a recent edition of *Places Rated Almanac*. The city offers a wide variety of cultural, entertainment, and recreational activities, including the upcoming 2002 Winter Olympics.

APPLICATION PROCEDURE: Send a detailed letter of application addressing how your experience matches the qualifications, a résumé, and names, addresses, e-mail addresses, and phone numbers of three references to:

Kristeen Arnold, Human Resources Director
327 Marriott Library
295 South 1500 East
University of Utah
Salt Lake City, UT 84112-0860

Applications postmarked by December 20, 2001, will be given full consideration.

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

We encourage applications from women and minorities and provide reasonable accommodations to known disabilities of applicants and employees.

communication skills; ability to work well independently and as a team member; ready knowledge of a wide variety of general reference resources; strong commitment to accurate, responsive reference service; desire for continuous learning and self-improvement. Must be able to meet the responsibilities of a tenure-track appointment by demonstrating focus, initiative, innovation, and impact in job performance as well as professional development and service. Entry-level candidates should highlight these potentials in their letter of application. Salary and Benefits: Minimum \$36,000-\$40,000 at the Assistant Librarian rank; salary and rank dependent upon qualifications and experience. Full benefits package including 22 vacation days and TIAA-CREF. Application:

Send letter of application, curriculum vitae, and names, addresses, and phone numbers of three references to: Pamela F. Sandstrom, Search Committee Chair, Helmke Library, IPFW, 2101 Coliseum Boulevard East, Fort Wayne, IN 46805. Screening of applicants will begin November 1, 2001, and continue until the position is filled. General Information: IPFW is a public university in a park-like campus setting along the St. Joseph River, serving Indiana's second largest city and the surrounding region. To learn more about our collections and services, visit the library's Web site: <http://lib.ipfw.edu>. See full job posting at http://www.lib.ipfw.edu/library_info/staff/positions/ris_sci_librarian.html. IPFW is an equal opportunity, affirmative action employer.



**SYSTEMS SPECIALIST:
EAST ASIAN LIBRARY**

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

The East Asian Library maintains a collection of 600,000 bound volumes, 3,500 subscriptions, various electronic and microfilm files, and an internationally-known collection of rare books and artifacts. Roughly two thirds of the East Asian Library's holdings are in Chinese, and one quarter are in Japanese, with Korean and several Western languages represented as well; the collections range across all fields of knowledge but focus especially on the humanities and social sciences. The East Asian Library is staffed by seven librarians, 15 support staff, and many student assistants. This library is located in the Frist Campus Center, adjacent to the Department and Program of East Asian Studies.

AVAILABLE: Immediately.

APPOINTMENT: 50% time, three-year term.

DESCRIPTION:

This position has the general responsibility of assisting the East Asian Library and Systems Office staff with all issues arising out of Chinese, Japanese, and Korean (CJK) software and databases within the East Asian Library and the Library as a whole. The successful candidate will test and install CJK databases within the environment of the general Library at Princeton as well as its East Asian Library. This requires both knowledge of CJK computing and experience with large server-client networks. The position will be responsible for the maintenance of specialized CJK client software on public and staff computers, and will share responsibility for teaching and documenting such software and databases. Assistance with the Web presence of the East Asian Library is expected. This involves assistance in putting in-house developed CJK databases on the East Asian Library's Web pages. Problem-solving CJK issues within the library's cataloging system is an integral part of the job. Therefore, familiarity with library workflow involving RLIN and Voyager is highly desirable.

QUALIFICATIONS:

Required: Bachelor's degree and background in computing; demonstrated experience with CJK and CJK computing issues; experience with Microsoft operating systems, such as Windows 95/98 NT and Windows 2000. Preferred: Experience in computing at a research library and as a system administrator; knowledge and experience with UNICODE.

BENEFITS:

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

SALARY AND RANK: Dependent upon qualifications and experience.

NOMINATIONS AND APPLICATION:

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

**Search Committee for Systems Specialist: East Asian Library
c/o Lila Fredenburg, Human Resources Librarian
Princeton University Library
One Washington Road
Princeton, NJ 08544**

Also welcome are submissions via e-mail to: lfredenb@princeton.edu; or fax: (609) 258-0454.

Princeton University is an equal opportunity, affirmative action employer.

TALBOTT LIBRARY WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY

MUSIC CATALOGER

Talbott Library is seeking a cataloger of books, scores, and recordings with grant funding from the Henry Luce Foundation. This is a 3-year, non tenure-track position focused on retrospective conversion of unique research materials held by the Library. The successful candidate is expected to keep current in key areas of music cataloging (e.g., authority control) and will have the opportunity to work with a flexible team of librarians in a collegial environment with genuine decision-making authority. Required qualifications include: ALA-accredited MLS, undergraduate degree in music required (graduate degree preferred); knowledge of US MARC format, AACR2, OCLC, authority control; minimum of two years recent music cataloging or closely related experience; a working bibliographic knowledge of two foreign languages; with good communication and interpersonal skills. Knowledge of Endeavor or a closely related library online system is a plus. Excellent benefits, including TIAA/CREF. Rank is dependent on qualifications; minimum salary is \$42,910.

For further information about Talbott Library and this position, see the Talbott Web page at <http://library.rider.edu/talbott>. Talbott Library, Westminster Choir College of Rider University is part of the Rider University Library system, sharing the Endeavor integrated online system. We have approximately 5 FTE librarians, and Talbott's collections comprise over 63,000 books, music scores and periodicals, approximately 6,000 choral music titles in performance quantities, a choral music reference collection of over 80,000 titles, and over 15,000 sound and video recordings. Additionally, exceptional holdings are found in the library's special collections. Address questions to John Buschman, Chair, at (609) 895-5637 or buschman@rider.edu.

Send resume and letter of application to **Rosemary Molloy, Manager of Employment, Human Resources, Rider University, 2083 Lawrenceville Rd., Lawrenceville, NJ 08648-3099**. Review of applications will begin immediately and continue until position is filled. Position is to be filled and will commence as early as January 2002. Rider is an equal opportunity/Affirmative Action employer and does not discriminate on the basis of age, race, sex, sexual orientation, national origin, religion, or any other non-job related criteria.



Visit Rider on the Internet:
<http://www.rider.edu>



Your Educational Connection
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REFERENCE LIBRARIAN AND INFORMATION CONSULTANT FOR THE HUMANITIES. Portland State University is seeking a progressive, creative, and energetic professional for the position of Reference Librarian/Information Consultant for the Humanities. The librarian in this tenure-track, full-time position provides reference services in a centralized environment, participates in a dynamic instructional program, consults and collaborates with scholars in specific academic units, and selects information resources to support the instructional and research needs of the students and scholars of the University. In particular, the incumbent works closely with scholars in the Music Department to develop and refine the Millar Library's excellent Music Collection. For a complete position description, see our Web site: www.lib@pdx.edu; or call: (503) 725-4616. Application Deadline: Review of applications will begin on November 15, 2001, and position will remain open until filled. To Apply: Send cover letter, résumé, and names, addresses, phone numbers, and e-mail addresses of four references to: Chair, Search Committee, Millar Library, **Portland State University**, P.O. Box 1151, Portland, OR 97207-1151; fax (503) 725-4524; e-mail: andrewj@pdx.edu. Portland State University is an affirmative action, equal opportunity institution.

REFERENCE/MUSIC COORDINATOR. Sam Houston State University (SHSU) is seeking innovative and enthusiastic applicants who are interested in providing general and specialized reference services for library users; applying new technologies to reference services; and participating in user-centered, subject-specific instruction through general orientation sessions, course integrated instruction, and Web-based tutorials. Our campus of 13,000 students is located 50 minutes north of Houston in Huntsville, Texas. This tenure-track position provides reference assistance, one evening per week and rotating weekend hours; participates in collection development; and oversees the music listening room and supervises several student assistants. A music degree and job-related experience is preferred, as well as knowledge of Web page and presentation software. An ALA-accredited master's degree is required. Salary dependent on qualifications; minimum salary is \$31,500. Applications will be reviewed and accepted until the position is filled. Send cover letter with current résumé and names, addresses, telephone numbers, and e-mail addresses of three professional references to: Ann Holder, Newton Gresham Library, **Sam Houston State University**, Huntsville, TX 77341-2281. The library's homepage is <http://www.shsu.edu/~lib/www/>. SHSU is an equal opportunity, affirmative action employer.

VICE PROVOST FOR LIBRARIES

Utah State University

Utah State University (USU) invites applications and nominations for the position of Vice Provost for Libraries. The Vice Provost provides leadership and is an advocate for University Libraries, which is composed of the Cazier Science and Technology Library and the Merrill Library. The leader who fulfills this role has the dual functions of looking internally to improve the library while also communicating and connecting with those external to the library. The Vice Provost oversees a physical complex composed of multiple buildings representing some 300,000 square feet. A new library building for Utah State University tops the state's capital facilities list. The Vice Provost joins an energetic team in central administration engaged in planning and moving the institution forward while building on a tradition of excellence. This position reports to the Provost.

Founded in 1888, USU is Utah's land grant institution with approximately 800 faculty and 22,000 students on campus and in distance education centers. USU is a Carnegie Research-Extensive institution offering 141 graduate programs through eight academic colleges. The university is located in the Wasatch Mountains in Logan, 85 miles north of Salt Lake City. Logan and surrounding Cache Valley area have a population of nearly 100,000, situated in one of the world's finest outdoor recreation environments. The community has a rich cultural environment and provides many opportunities for personal involvement. Additional information can be found at: <http://www.usu.edu>.

REQUIRED QUALIFICATIONS

- Master's in library science.
- Demonstrated progressive experience in academic research library administration and management.
- Proven track record in long-range planning, budgeting, and evaluation of library services.
- Record of scholarship, leadership, and professional achievement.
- Ability to articulate a vision for libraries within the university.
- Knowledge of scholarly communication.
- Demonstrated understanding of new technologies and their role in the flow of information within library and university environment.
- Proven ability to foster team building and participatory management.
- Demonstrated success in fostering university, regional, and/or national cooperation in resource sharing, networking, and collection development.
- Proven fundraising capabilities and success in securing funding support.
- Commitment to professional development of library personnel.
- Proven interpersonal and communication skills, including proficiency in maintaining productive relationships within libraries, the university, and the community.

PREFERRED QUALIFICATIONS

- Doctorate in library administration or a related field.
- Experience planning or coordinating new library building projects.
- Experience directing multilibrary facilities.
- Experience managing or planning digital libraries.

Qualified individuals should submit a letter of application addressing their qualifications, a résumé, and the contact information for three professional references. Review of applications will begin **December 1, 2001**, and will continue until the position is filled. The position is available now and has a competitive salary commensurate with qualifications and experience, and a generous benefits package. Please address applications and inquiries to:

Joyce A. Kinhead
Vice Provost for Undergraduate Studies
1435 Old Main Hill
Logan, UT 84322-1435
Phone: (435) 797-1706

USU is committed to enhancing multicultural and gender diversity.

We are an affirmative action, equal opportunity employer and encourage applications from minorities, women, people with disabilities, and veterans.

UNIVERSITY ARCHIVIST AND DIRECTOR OF RECORDS MANAGEMENT. Appalachian State University, one of the 16 constituent institutions of the University of North Carolina system, seeks candidates for the position of University Archivist and Director of Records Management. The University Archivist oversees a user-oriented archives, is responsible for the state-mandated records management

program, for building archival collections, and for teaching archives-related courses in the Public History Program. The University Archivist supervises two staff members and student assistants. The University Archivist will play an important role in the design of the archives facility in Appalachian's new library building (groundbreaking expected in 2003). Qualifications: An ALA-accredited MLS or graduate degree in history

HEAD, ARLINGTON CAMPUS LIBRARY

George Mason University

George Mason University (GMU) Libraries is seeking an experienced, dynamic library manager for the position of Head, Arlington Campus Library (ACL). The university's Arlington campus has distinct areas of academic specialization at the graduate level, including public policy, economics, international commerce, education, and nonprofit organizations management. Current plans call for offerings of clusters of entry-level undergraduate courses as well. ACL contributes to these academic programs by serving the information and research needs of the students and faculty. (A new, 25,000-square-foot library is planned as part of construction of a new academic building.)

RESPONSIBILITIES: Management of library operations, services and programs, outreach, and facilities; staff management, including supervision, training, mentoring, and performance evaluation (currently of two librarians, four classified staff, one GRA, and student assistants); works collaboratively within university libraries to develop and implement a unified approach to library services and programs supporting a distributed university, including technical and public services, information technology applications/resources, and collection management/access; and oversees the expenditure of ACL budget. Position reports to the Associate University Librarian for Distributed Libraries, and serves on the university libraries' management group.

QUALIFICATIONS: Required: ALA-accredited MLS or ALA-recognized foreign equivalent; public services experience, including reference and instruction in an academic library; management-level experience in progressively responsible positions; effective oral and written communication skills; ability and commitment to working in collaborative team environment; commitment to working within a diverse academic community; and ability to meet requirements for reappointment and promotion. Preferred: Excellent information technology skills; budget experience; and advanced graduate degree.

APPOINTMENT/BENEFITS: 12-month professional faculty appointment. Salary is competitive, commensurate with qualifications. Excellent benefits: health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 11 paid holidays; tuition waver for self. More information about George Mason University and GMU Libraries is available at: <http://www.gmu.edu>.

APPLICATION: Review of applications will begin **November 20, 2001**, and will continue until position is filled. Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three current references:

Chair, Head, Arlington Campus Library Search Committee
Library Administration, MSN 2FL
George Mason University
Fairfax, VA 22030-4444

or other relevant discipline which includes archival training; doctorate preferred; significant archival experience preferably in an academic setting; excellent written, verbal, and interpersonal communication skills; demonstrated ability to work productively with faculty, staff, and students; technological and Web expertise, including the archiving of electronic records, and knowledge of computer applications in archives and of EAD and other forms of archival coding. Experience in supervising staff, student assistants, and interns is preferred, as is experience in teaching and with donor relations. Training for or experience in working in a multicultural environment is desirable. The Library strongly encourages applications from members of ethnic and racial groups representative of Appalachian's student minorities, principally African Americans, Hispanic Americans, Native Americans and Asian Americans. This position is a 12-month administrative position reporting to the University Librarian. The University Archivist and Director of Records Management holds faculty rank and is eligible for tenure in the Library. Appointment at rank of Assistant Professor or above requires a second advanced degree. Compensation is commensurate with qualifications and experience. A standard benefits package is available. Position is available on July 1, 2002. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, c/o University Archivist Search Committee, **Appalachian State University**, Carol Grotnes Belk Library, P.O. Box 32026, Boone, NC 28608-2026; e-mail: reichelm1@appstate.edu. Completed applications must be received by 5:00 p.m., December 19, 2001. Appalachian State University is an

affirmative action, equal opportunity employer, and is strongly committed to hiring women and minorities.

UNIVERSITY LIBRARIAN. **Fairleigh Dickinson University** seeks an individual with the vision, energy, and technical and team experience to design, develop, and maintain a state-of-the-art academic library system. The University Librarian is the chief academic and administrative officer of the university's library system, including the libraries at the university's New Jersey and overseas campuses. Responsibilities include the maintenance and development of archival and reference resources in the libraries appropriate to the academic programs served, the development of a universitywide digital library providing electronic library resources to faculty and students on the campuses and at remote locations, and support of the university's distance learning initiatives. The successful candidate must be able to plan for, manage, and seek the proper balance between traditional library and remote access facilities. Qualifications should include an MLS from an ALA-accredited library school, with a Ph.D., D.L.S., or second master's degree highly desirable; five to ten years of academic library experience in positions of increasing responsibility, including managerial experience in a multi-campus institution; and experience with public service and technical service functions and budget planning and administration. The complete position description and application instructions may be found at: <http://www.fdu.edu/admin/univlibrarian.html>. For further information, contact the chair of the search committee, Peter Falley, Provost, Florham-Madison Campus, at (973)443-8081; or via e-mail at: fallay@fdu.edu.

THREE POSITIONS AVAILABLE

Utah State University

Utah State University Libraries is seeking energetic, qualified applicants for three positions:

Cataloger

Entry-level, 12-month professional appointment. Catalogs all formats in assigned subject areas using OCLC and LC classification. Other responsibilities include authority control, database maintenance, quality control, and liaison work with the Reference Department that includes serving about four hours a week on the Reference Desk. Reports to Head of Cataloging.

QUALIFICATIONS:

Required: MLS from ALA-accredited program; cataloging experience or coursework using a bibliographic utility, preferably OCLC, AACR2, MARC formats, LC subject headings and LC classification.

Desired: Recent cataloging experience in an academic library; reference experience or coursework; familiarity with metadata formats such as Dublin Core, HTML, etc.; experience using OCLC, Horizon, CatME; proficiency using desktop applications; ability to work well independently and as part of a team; attention to detail; ability to provide effective and friendly public service; effective time-management and decision-making skills; flexibility; willingness to investigate and experiment with new technology; excellent writing and organizational skills; and reading knowledge of one or more foreign languages.

SALARY: \$29,000

Acquisitions Specialist

12-month professional appointment. Manages the monographic and approval order functions, assigning funds, statistical, and vendor codes. Assists in training and supervising the Acquisitions staff. Participates in preorder procedures, ordering, receiving, and invoicing. Reviews orders and vouchers and reconciles expenditures with Controllers. Responsible for Web-based out-of-print (o.p.) order processing. Maintains statistics of library acquisitions funds, orders, and expenditures. Prepares reports for subject selectors and assists with accreditation, management, and comparative statistical reports. Reports to Head of Acquisitions.

QUALIFICATIONS:

Required: MLS from an ALA-accredited program, or equivalent education combined with library acquisitions or academic book trade work experience; supervisory experience; strong interpersonal and communication skills; ability to successfully lead, train, and interact with employees; ability to develop positive professional relationships; ability to understand, find, and implement resolution to staff and vendor concerns/problems; proficiency with word processing, spreadsheets, and Web navigating.

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Late Job Listings

GOVERNMENT DOCUMENTS LIBRARIAN. **Colorado College**, Colorado Springs. Review of applications will begin November 2, 2001, and continue until the position is filled. For complete description, visit: www.ColoradoCollege.edu/HR. Equal opportunity employer.

PUBLIC SERVICES LIBRARIAN. (Tenure track) Join us at one of the most dynamic learning facilities in Northern California! The University Library in the Jean and Charles Schulz Information Center at Sonoma State University, located in the beautiful wine country, is the newest, most innovative library in the area. Opened in August 2000, the library hosts a variety of amenities including an Automated Retrieval System, wireless technology, and a beautiful environment. The library is dedicated to the intellectual development of students and plays a highly visible role on campus. We are seeking an outgoing, innovative professional with outstanding public service and leadership skills. This is a library in which ideas and collegiality flourish, and librarians truly make a difference in the education of students. Responsibilities: Assist students, faculty, staff, local K-12 students, and the community with research and

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Desired: Acquisitions experience in an academic library; experience with the Horizon library system and especially the acquisitions module; reference and bibliographic instruction experience; working knowledge of one or more foreign languages.

SALARY RANGE: \$29,00–\$33,000 commensurate with qualifications.

Social Science Reference Librarian

Entry level, 12 month faculty, tenure track appointment. Provides direct reference service to faculty and students in a team environment, including night and weekend assignments. Participates and fosters library instruction in information resources and research strategies. Responsible for collection development and departmental liaison within assigned departments. Supports other library activities and serves on committees. Actively pursues professional and scholarly endeavors.

QUALIFICATIONS:

Required: MLS from an ALA-accredited program; effective and adaptive interpersonal skills; knowledge and experience with emerging electronic technologies and basic computer software; excellent verbal and written communication skills.

Desired: Work experience in an academic library (internships acceptable); experience in utilizing print, electronic, and Internet resources; experience with Web as a designer, author, and evaluator; motivated with a strong public service philosophy; demonstrated ability to meet the university's requirements for promotion and tenure appointment. Preference will be given to those with course work in business related areas.

SALARY: \$31,000

BENEFITS: All positions include an excellent benefits package, including TIAA-CREF retirement, insurance, 22 days' vacation, 12 days of sick leave per year.

Utah State University is a land grant institution and Carnegie Research-Extensive institution serving a student population of 20,000. It is situated in a valley 80 miles north of Salt Lake City and offers a variety of cultural and outdoor recreational opportunities.

TO APPLY: Preference will be given to applications received by **November 30, 2001**. Please send a letter of application, résumé, and three professional references with names, e-mail/mail addresses, and phone numbers to:

University Libraries Search Committee
c/o Trina Shelton
Utah State University
Logan, UT 84322-3000
Phone: (435) 797-2631; fax: (435) 797-2880

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

reference at an active reference desk; provide information competence instructional offerings and assist with program planning and evaluation; manage special projects in support of user services. Qualifications: Master of Library or Information Science from an ALA-accredited institute (or equivalent); strong communication skills in both individual and group settings; an enthusiastic and dynamic approach to integrating new technology with traditional methods of learning and research and receptivity to new ideas for library services; experience providing general and specialized reference with emphasis on electronic reference resources and the Internet; demonstrated ability to take initiative, as well as to work collaboratively. Rank and Salary: Appointment will be at the rank of Senior Assistant Librarian, salary range of \$45,000-\$50,000, commensurate with qualifications and experience. Review of applications begins January 2, 2002, for applications postmarked by that date until acceptance of the position by a qualified candidate; if no appointment has been made, another review of applications postmarked by January 31, 2002, will be conducted. To apply, submit a letter of application stating your interest and experience, a complete and current résumé, and the names, addresses, e-mail addresses, and telephone numbers of three references to: Raye Lynn Thomas, Chair, Search Committee, **Sonoma State University** Library, Jean and Charles Schulz Information Center, 1801 E. Cotati Avenue, Rohnert Park, CA 94928-3609; phone: (707) 664-2951; e-mail: thomasra@sonoma.edu; fax: (707) 664-4095; TDD: (707) 664-2958 (TDD for voice and hearing impaired only). Please refer to search

COLLECTION SERVICES TEAM LEADERS

University of Connecticut

The University of Connecticut Libraries seeks knowledgeable, forward-thinking, and energetic team leaders to provide vision and direction for new and continuing initiatives in our Collections Services Area. Recent organizational restructuring in the Area has resulted in the creation of seven teams with permanent Team Leaders who will comprise the Area Council, the principal decision-making body for the Area. Reporting to the Area Head for Collections Services, these positions will provide supervision and leadership for the Area's Acquisitions, Cataloging, Collection Development, Database Management, Preservation, Serials and Federal Documents, and Stacks Maintenance Teams.

UNIVERSITY LIBRARIES:

A member of the Association of Research Libraries, the libraries are technologically advanced and recognized as an exciting center of intellectual life on campus. The libraries are organized in team-based structures and are engaged in ongoing strategic programs. A dynamic organization, the libraries offer creative, service-oriented individuals an exceptional opportunity for personal growth and learning.

UNIVERSITY SETTING:

The University of Connecticut, established in 1881, is a Carnegie Research I University. It was recently cited as one of the top 30 public universities in the nation and is engaged in UConn 2000, an ambitious 10-year, \$1 billion campus building project. The main campus, situated in Storrs on 3,100 acres of woodlands and rolling hills, is located approximately 30 miles from Hartford, the state capital, and midway between Boston and New York City. There are approximately 24,750 students systemwide.

The libraries' are currently recruiting for the following positions. (Complete job descriptions are available at: <http://www.lib.uconn.edu>.)

Team Leader, Acquisitions Team (Search #02A173)

JOBSUMMARY:

This position is responsible for leading, supervising, and coordinating the order, receipt, and payment functions of the four-member Acquisitions Team. The incumbent establishes library expectations for vendor performance; assists in the management of the collections budget; oversees fund accounting, end-of-year fiscal closure, and reconciles expenditures in Voyager; assumes principal responsibility for license review and contract maintenance for all licensed electronic products; and may participate in the Library Liaison Program.

QUALIFICATIONS INCLUDE:

ALA-accredited MLS and a minimum of three years' acquisitions experience at a research or academic library; demonstrated knowledge and experience in library acquisitions business practices, vendor relations and performance, and fund accounting; previous supervisory experience; experience with acquisitions and fund accounting in an integrated library system, preferably Voyager; and the ability to work in a team-based environment.

Team Leader, Cataloging Team (Search #02A175)

JOBSUMMARY:

This position is responsible for leading, supervising, and coordinating the operations and services of the six-member Cataloging Team. The incumbent provides leadership for the development and implementation of standards, policies, and procedures for cataloging and metadata records for print and nonprint as well as electronic resources; creates and enhances original cataloging and metadata records from a variety of resources in a variety of formats; and may participate in the Library Liaison Program.

QUALIFICATIONS INCLUDE:

ALA-accredited MLS and a minimum of three years' cataloging experience at a research or academic

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number 000085 on all correspondence. Before applying, please review the complete position description at: http://www.sonoma.edu/facaffairs/tenure_track.html. Sonoma State University is an affirmative action, equal opportunity employer.

REFERENCE LIBRARIAN. Duties: General reference desk; bibliographic instruction; collection development and liaison with selected academic departments; assist with coordination of electronic

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library; demonstrated knowledge and experience in the application of AACR2r, LCRI, LC classification and subject headings, and the MARC21 formats for bibliographic, holdings, and authority work; previous supervisory experience; ability to work in a team-based environment; and experience with cataloging in a bibliographic utility and an integrated library system, preferably OCLC and Voyager.

Team Leader, Database Management Team (Search #02A174)

JOB SUMMARY:

This position is responsible for leading, supervising, and coordinating the operations and services of the four-member Database Management Team. The incumbent provides leadership for the development and implementation of standards, policies, and procedures to facilitate access to resources through accurate location, call number and holdings information, and functioning links; seeks out and adapts technologies to facilitate rapid and accurate changes and corrections to large collections of data; and may participate in the Library Liaison Program.

QUALIFICATIONS INCLUDE:

ALA-accredited MLS and a minimum of three years' relevant experience in a research or academic library; experience with database management, project management, and authority control; demonstrated knowledge and experience with MARC21 formats for bibliographic, holdings, and authority data; previous supervisory experience; and ability to work in a team-based environment.

Team Leader, Serials and Federal Documents Team (Search #02A176)

JOB SUMMARY:

This position is responsible for leading, supervising, and coordinating the operations and services of the five-member team. The incumbent provides leadership for serials activities, including the development and implementation of standards, policies, and procedures for cataloging and processing traditional print and electronic resources; oversees cataloging and processing activities for federal documents; and may participate in the Library Liaison Program.

QUALIFICATIONS INCLUDE:

ALA-accredited MLS and a minimum of three years' experience cataloging print and electronic serials in a research or academic library; demonstrated knowledge and experience in the application of AACR2r, LCRI, LC classification and subject headings, CONSER guidelines, Z39.71 holdings standard, and the MARC21 formats for bibliographic, holdings, and authority data; previous supervisory experience; ability to work in a team-based environment; and experience with cataloging, holdings, and receipt functions in an integrated library system, preferably Voyager.

COMPENSATION AND BENEFITS:

Salary commensurate with experience to a maximum of \$72,976. University benefits include 22 paid vacation days per year, 12 paid state holidays, excellent health and retirement plans, and tuition waivers.

APPLICATION PROCEDURES:

Submit a letter of application addressing how previous experience and personal qualities meet the requirements for the position, a résumé, and the names, addresses, and telephone numbers of three professional references to:

**Deborah Stansbury Sunday
Administrative Librarian
University of Connecticut Libraries
Box U-1005A
369 Fairfield Road
Storrs, CT 06269-1005**

Screening will begin immediately and continue until the position is filled.

*The University of Connecticut has a strong commitment to diversity.
We actively encourage minorities and people with disabilities to apply.*

reference services; assist with maintenance and development of the library Web page; manage library fee-based service; participate in library policy formulation; university and professional service; research and creative work. Required: MLS from an ALA-accredited school; minimum two years of professional experience. Desirable: Experience with Web page development, familiarity with a variety of electronic resources and bibliographic instruction. Salary: Minimum of \$35,000 for a 12-month/year, tenure-track faculty appointment. Benefits: Full benefits package, including

OUTREACH/COMMUNITY RESOURCES LIBRARIAN

San Diego State University

San Diego State University Library and Information Access seeks an experienced, energetic librarian to enhance our connections to the University's internal and external communities and establish new ones. The successful candidate will plan, lead, and evaluate our efforts to work more closely with:

- Academic departments and research centers and institutes;
- Student organizations;
- The University's service learning and outreach programs;
- International and distance learning efforts;
- Selected San Diego community organizations.

To support these efforts, the Outreach Librarian will lead our efforts to develop a community resources collection and support subject and special collections bibliographers in identifying and acquiring locally produced information. Emphasis in the collection will be border issues, our environment, business and public health relating to the San Diego region. The Outreach Librarian will also participate in reference and instructional services and serve on university and library committees.

For complete position description, required/preferred qualifications, and submission procedures, see: <http://infodome.sdsu.edu/about/positions.shtml>. Screening of applications will begin on **October 22, 2001**.



DEAN, LIBRARIES AND INSTRUCTIONAL RESOURCES

Salisbury University

Salisbury University, Salisbury, Maryland, seeks applications and nominations for the position of Dean, Libraries and Instructional Resources.

The dean is responsible for supporting the collection and dissemination of academic information on campus and the administrative management of Blackwell Library, the Nabb Research Center, and the Teaching/Learning Network/Instructional Resources.

MINIMUM QUALIFICATIONS: MLS degree from an ALA-accredited program or foreign equivalent; a proven record as a forceful, dynamic advocate for a teaching/learning library environment; demonstrated administrative experience in college librarianship including personnel and budget and superior leadership.

This is a state position offering a full array of benefits. Salary will be in the \$70,000–\$85,000 range depending on training and experience.

Review of credentials begins **November 2, 2001**, and continues until position is filled.

TO APPLY: Submit a detailed vita, statement of interest, and the names, addresses, and telephone numbers of five references to:

**Chair, Library Search Committee
c/o Human Resources Office
Salisbury University
Salisbury, MD 21801-6860**

For full job announcement and application requirements, visit our Web site at: <http://www.salisbury.edu/hr/Jobs/>.

Salisbury University has a strong institutional commitment to diversity and is an equal opportunity, affirmative action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation.



HARVARD COLLEGE LIBRARY

RESEARCH LIBRARIAN AND COORDINATOR OF ELECTRONIC TEXTS IN THE HUMANITIES

HARVARD
COLLEGE
LIBRARY

Widener Research Services is seeking a dynamic individual to assume the position of Research Librarian and Coordinator of Electronic Texts in the Humanities. Reporting to the Head of Research Services, this librarian has responsibilities that are specific to the use of electronic texts in the humanities as well as responsibilities that are more general in nature.

The Coordinator of Electronic Texts is the steward and advocate for any full-text humanities text purchased by the Widener Library. Specific responsibilities include coordinating with Widener Collection Development on the selection of texts, providing selectors with information about possible service delivery and platform issues; coordinates with information technology staffs on the delivery platform, the maintenance of platforms and computers, and any local-area software development requirements; works with the rest of the Research Service Department on the daily delivery of service associated with the texts; coordinates all research instructional requirements with other appropriate librarians.

This librarian is the primary reference and research instruction liaison to the Classics Department and the Standing Committee for Medieval Studies, and is responsible for working with faculty and teaching assistants to provide research instruction for those departments' students and staff. In addition, this librarian serves as a general resource to the rest of Research Services for those disciplines.

This librarian also works several hours on the Widener Reference desk each week, possibly including weekend or evening rotations, assists with the consultative reference program, and gives general and specialized orientation tours. Also participates in the general Harvard College Library Instructional Program.

Qualifications: Five to seven years' experience in a reference or research service setting in an academic library. Academic background in the classics, or medieval studies (with appropriate language skills.) Demonstrated excellence in written and oral communications skills; experience with classroom teaching (either academic or library teaching.) Experience in or willingness to learn the sources and services of a more generalized academic reference setting. Technical expertise with handling electronic texts requiring the use of DOS and Window NT platforms. Willingness and desire to work in a collegial, cooperative environment.

Compensation: Harvard University offers a competitive program of benefits. Appointment salary is dependent on qualifications and experience.

Available: Immediately. The Review of applications will begin immediately and continue until the position is filled. Interested parties are invited to submit a letter of application addressing position qualifications with a resume and with the names, addresses, telephone and fax numbers of three references to: Resume Processing Center, Harvard University Requisition #11626, 11 Holyoke Street, Cambridge, MA 02138; Or apply online to www.hr.harvard.edu/employment/jobs.html

HARVARD UNIVERSITY UPHOLDS A COMMITMENT TO AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

H A R V A R D



U N I V E R S I T Y

retirement and 22 days vacation. Application: We urge individuals from historically underrepresented groups to apply for positions on our campus. Your expertise will support the tradition of excellence characterizing the University of Colorado at Colorado Springs, as well as culturally enrich others. For more information, see: <http://Web.uccs.edu/library>. Send letter of application outlining qualifications for the position, a full résumé, and the names and phone numbers of three references to: Christina M. Martinez, Head of User Services, Kraemer Family Library, **University of Colorado at Colorado Springs**, P.O. Box 7150, Colorado Springs, CO 80933-7150. Applications will be reviewed beginning December 15, 2001. Appointment: Position available July 1, 2002. The University of Colorado is an affirmative action, equal opportunity employer.

RESOURCE SERVICES LIBRARIAN. **Northeastern Oklahoma A&M College** in Miami, Oklahoma, is seeking candidates for Resource Services Librarian beginning as soon as possible. Salary for this position will be \$32,000-\$37,000. For more information about this classified position, please visit our Web site: www.neoam.cc.ok.us/employment; or call the personnel office: (918) 540-6378.