

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

**Rates:** Classified advertisements are \$9.50 per line for institutions that are ACRL members, \$11.50 for others. Late job notices are \$22.00 per line for institutions that are ACRL members, \$26.75 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$435 to \$820 based upon size. Please call for sizes and rates. Or see our web site: <http://www.ala.org/acrl/advert2.html>.

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

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

**Internet:** C&RL News classified ads are accessible on the World Wide Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published.

**Contact:** Jack Helbig, 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: [jhelbig@ala.org](mailto:jhelbig@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.

## BOOKS BOUGHT AND SOLD

**USED SCI-TECH BOOKS PURCHASED.** Physics, math, all engineering, electricity, and electronics, skilled trades, antiquarian tech. Sorry, no serials or life sciences. Quality older editions, duplicates, unneeded gifts, superseded titles always sought. Ex library OK. No quantities too great; will travel when appropriate. For more information please contact: Collier Brown or Kirsten Berg at **Powell's Technical Bookstore**, 33 NW Park Ave., Portland, OR 97209; phone: (800) 225-6911; fax: (503) 228-0505; e-mail to: [kirsten@technical.powells.com](mailto:kirsten@technical.powells.com).

## POSITIONS OPEN

**ACADEMIC LIBRARIAN.** Gustavus Adolphus College, a coeducational private, residential, national liberal arts college of 2400 students affiliated with the Evangelical Lutheran Church in America, invites applications for the position of Academic Librarian, a three-year, ten-month faculty position starting August 1, 2000. Responsibilities: Coordinating selection and management of electronic resources; working as part of a team providing extensive instruction, reference services, liaison with academic departments, and shared management of the library. The Academic Librarian will have the opportunity to participate in an innovative IMLS-funded instructional development project. For further information about the library and its mission, visit its web site at <http://www.gustavus.edu/Llibrary>. Requirements: Candidates must be knowledgeable about electronic resources and their role in library services, have outstanding interpersonal, oral, and written communication skills, and an ALA-accredited MLS. Minimum salary: \$35,000. To apply: Send letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Academic Librarian Search, Folke Bernadotte Memorial Library, **Gustavus Adolphus College**, 800 West College Avenue, St. Peter, MN 56082-1498. Review of applications will begin on February 20, 2000 and continue until the position is filled. It is the policy and practice of Gustavus Adolphus College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, and persons with disabilities.

**ASSISTANT/ASSOCIATE LIBRARIAN, ELECTRONIC SYSTEMS.** Saint Mary's College of California. Support and develop Library and Media computer-based systems and workstations; administer Library/Media servers and local area network; assist in management and development of web site systems/media operations and training programs; student supervision. May participate in reference and collection development. Requires MLIS or related degree; experience with Windows NT LAN support and administration; problem-solving, communication and independent work skills; creativity and commitment to library service and profession. Experience with UNIX (Linux, Solaris), knowledge of PERL scripting language and one to three years experience in integrated library system biblio-

## UNIVERSITY LIBRARIAN

### Ottawa University

Ottawa University, a residential Christian liberal arts college located in Ottawa, Kansas, with additional sites in Kansas City, Phoenix, Milwaukee, and the Pacific Rim, seeks a University Librarian beginning fall semester 2000.

Successful candidates are effective, passionate, and motivational teachers with outstanding interpersonal and communication skills. We expect enthusiastic commitment to the aims and mission of a Christian liberal arts university.

University Librarian. Responsible for managing University Library Systems that support all academic units at multiple locations including the supervision of the library at the residential college. MLS or equivalent. Ten years of library experience including supervision.

Consideration of applications begins immediately and will continue until the position is filled. Nominations are welcome. Applicants should send cover letter, curriculum vitae or resume, and the names and addresses of three references to:

**Robert G. Duffett, Provost**  
Ottawa University  
1001 S. Cedar, Box #18  
Ottawa, KS 66067-3399  
fax (785) 229-1017  
[rduffett@ottawa.edu](mailto:rduffett@ottawa.edu)

*Ottawa University is an equal opportunity/  
affirmative action employer.*

# REFERENCE SCIENCE LIBRARIAN

## East Carolina University Joyner Library

**RESPONSIBILITIES:** Reporting to the Head, Reference Department, the Reference Science Librarian provides science and general reference and instructional services for students and faculty; serves as liaison to one or more science departments and works closely with faculty within these departments to develop the library's collections and services; and develops web pages that support the curriculum in these areas. Scheduled hours on the Reference Desk, including some evening and weekend work, are required.

**REQUIRED:** ALA-accredited master's degree or international equivalent in library or information science; academic background in the sciences; a strong commitment to public service. Highly desired: Masters degree in the physical or life sciences; two years' experience in an academic, research, or special library; instructional experience; knowledge of the Internet and personal computer applications; excellent interpersonal, oral, and written communications skills; ability to work effectively with staff and users.

Twelve-month tenure-track faculty position with appointment at the rank of Assistant Professor. Professional achievement, service, and research/creative activity are required for tenure and promotion. Salary commensurate with qualifications and experience.

Academic Library Services (ALS) supports the campus community's mission of teaching, research, and service through Joyner Library and its branch, the Music Library. Holdings include over 1 million volumes, 6,000 current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. ALS has a \$2.2 million materials budget and employs a staff of 117, including 33 faculty librarians. A recently completed \$35 million expansion and renovation project has doubled the size of the Joyner building, which includes interactive TV studios and distance education facilities. The granting of Doctoral II status to the library in 1998 has fostered growth in collections and research. ALS operates in a networked computing environment that includes the Horizon integrated library system and access to NC LIVE, a statewide network of electronic information resources. Visit the library's web site (<http://www.lib.ecu.edu>) for additional information. East Carolina University (ECU) enrolls almost 18,000 students and is comprised of the College of Arts and Sciences and 10 professional schools. ECU is a constituent institution of the University of North Carolina System and the third largest of the 16 campuses. Located in Greenville, North Carolina, ECU is the primary educational resource, and the cultural, economic, and medical center for the eastern region of the state. Visit the university's web site (<http://www.ecu.edu>) for additional information.

**APPLICATION PROCESS:** Screening of applications will begin on **December 6, 1999** and continue until the position is filled. Send letter of application, resume, official transcript, and three current letters of reference to:

**Search Committee  
Reference Science Librarian  
Becky Foster, 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 required upon employment.*

graphic utilities, preferably in an academic library desirable. Salary dependent on qualifications and experience. Call (925) 631-4020 for job announcement and application. Apply to: Personnel Office, **Saint Mary's College**, P.O. Box 4227, Moraga, CA 94575. Consideration begins 11/30/99 and continues until filled. Saint Mary's College Christian Brothers traditions lies in its Catholic, Lasallian, Liberal Arts heritage.

**ASSISTANT DIRECTOR, PUBLIC SERVICES.** The University of Florida Health Science Center Library (HSCL) invites applications for Assistant Director for Public Services. Position reports to the Associate Director, is

a member of the senior management team, and is responsible for Public Services, including Reference/ Education, Circulation, and Media Reserve. The successful candidate oversees the Library's education and training programs. Supervises 6.5 professional staff, including Coordinator, Circulation, and oversees staff of 15.5 FTE. Supports the library's role in IAIMS planning. Required qualifications: Masters degree in library or information science, minimum three years experience. Excellent communication and interpersonal skills, strong service orientation, ability to thrive in a changing environment, strong leadership skills. Desired qualifications: Member or provisional member of AHIP or eligible within first year of

## COLLEGE LIBRARIAN: DIRECTOR

Skidmore College, a highly selective, liberal arts college in historic Saratoga Springs, New York, invites nominations and applications for College Librarian.

Skidmore College seeks an energetic and creative leader who possesses a clear vision of the library's central role in supporting teaching, learning, and research of students and faculty at a liberal arts college. The successful candidate will have an understanding of the library of the future that will integrate technology with the more traditional library activities, as well as have the ability to lead and inspire people in a rapidly changing environment while serving as an advocate for the library's educational mission. The College Librarian must be able to work closely and effectively with faculty and administrative offices, especially with the leadership of the Center for Information Technology Services. Skidmore College seeks a candidate who understands the special needs of an academic community that encourages student and faculty in the use of information resources and prepares students to be productive citizens in a multicultural and global environment.

Expanded and renovated in 1995, Skidmore College's Lucy Scribner Library is a state-of-the-art facility with a recently installed, second-generation Endeavor catalog system. The library, with a book collection of approximately 400,000 volumes and the most utilized computer clusters on campus, is dedicated to serving the information needs of the college's student and faculty population.

**Required Qualifications:** ALA accredited, MLS degree; second graduate degree in a discipline relevant to a liberal arts college preferred. Excellent communication and interpersonal skills including an active sense of humor. Demonstrated administrative and management experience in an academic library including developing and overseeing a library budget. Experience with local, regional, and national collaborative agreements for resource sharing. Evidence of ongoing professional and scholarly involvement and in-depth knowledge of information resources and technologies that support and enhance library services, instruction, and research.

The position is a 12-month faculty appointment, with an anticipated starting date of July 1, 2000. Please send a letter and vita, along with the names, addresses and phone numbers of at least three professional references to: **Professor Susan Bender, Associate Dean of the Faculty, File #60, Skidmore College, Saratoga Springs, NY 12866.** Electronic submissions preferred to: [sbender@skidmore.edu](mailto:sbender@skidmore.edu). Review of applications will begin January 20, 2000, and will continue until position is filled.

Skidmore encourages applications from women and men of diverse racial, ethnic and cultural backgrounds.

# SKIDMORE

C O L L E G E

Visit our website at <http://www.skidmore.edu>

employment. Experience in AHC or large teaching hospital, preferably managerial position. Salary negotiable; minimum, \$45,000. E-mail [faith@library.health.ufl.edu](mailto:faith@library.health.ufl.edu) for full position description. Application deadline: January 7, 2000. Send resume and names of three references to Faith A. Meakin, Director, Health Science Center Libraries, **University of Florida**, P.O. Box 100206, Gainesville, FL 32610-0206. The University of Florida is an Equal Opportunity/Affirmative Action Employer and encourages minority candidates to apply.

**BUSINESS and LAW LIBRARIAN.** (Search extended.) **Virginia Commonwealth University**, James Branch Cabell Library, seeks an energetic, creative and service-oriented individual to work as a Business and Law Librarian in a split faculty position reporting to the Reference Department team leader (60%) and to the Head of Collection Management (40%). In Reference, the incumbent will provide both general reference service and comprehensive, specialized reference service to students, faculty, and staff in the areas of business and law; teach library instruction sessions for undergraduate and graduate students; prepare instructional and promotional materials and Web-based subject guides; and contribute to the development and management of the Reference Collection. Some evening and weekend reference desk service rotation is required. In Collection Management, the incumbent will develop, manage, and promote business, criminal justice, and public administration collections in all formats including monograph, serial, nonprint, and electronic materials. Responsibilities include serving as liaison to faculty and students in the areas listed, providing them with subject-specific user education and ensuring effective communication; evaluating electronic resources; preparing curriculum reports; and monitoring allocated funds, continuing commitments, and approval plans. As a member of the Reference Services department (6.5 FTE) in the Academic User Services division, s/he will participate in service provision in a team environment that encourages open decision making and consultative management. Qualifications: An ALA-accredited MLS is required. Experience and/or an academic background in business

## Salary guide

Listed below are the latest minimum starting figures recommended by state library associations and the North Carolina State Library for Professional library posts in these states. These recommendations are intended for governmental agencies that employ librarians. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. For information on librarian salaries, job seekers and employers should consider these recommended minimums, as well as other salary surveys (such as the survey in the October 15, 1989, issue of *Library Journal*, the *ALA Survey of Librarian Salaries*, the annual *AFL Salary Survey*, or the annual *CUPA Administrative Compensation Survey*) when evaluating professional vacancies. For more information, contact the ALA Office for Library Personnel Resources.

Connecticut	\$31,273
Delaware	\$22,500+
Illinois	\$27,400#
Indiana	varies*
Iowa	\$24,533
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$33,188
New York	varies*
North Carolina	\$27,641+
Ohio	\$25,198+
Pennsylvania	\$26,400
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,240

\*Rather than establish one statewide salary minimum, some state associations have adopted a formula based on such variables 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.

+Salary minimums for public librarians only.  
#Option for local formula.

## DEAN OF LIBRARIES

### The University of Tennessee, Knoxville

The University of Tennessee, Knoxville, seeks nominations and applications for the position of Dean of Libraries. The Dean is responsible for visionary, energetic, and innovative leadership for library services at the state's comprehensive research library. Responsibilities include development and integration of traditional collections and technology-based resources; public relations and fundraising; budgeting and personnel; long-range planning and evaluation; and articulating the role of the library in the research environment. The Dean reports to the Provost and serves as a member of the Council of Deans. The Dean is the official representative of and advocate for the libraries in the university community and in the larger academic world.

We seek an individual with the following characteristics: Academic qualifications, scholarship, and professional accomplishments sufficient to be appointed a full professor with tenure at UTK (including a master's or Ph.D. degree from an ALA-accredited program); acknowledged national stature within the community of research libraries; demonstrated success at the upper level of research library administration; demonstrated commitment to innovative approaches for providing information services; ability to integrate traditional collections with emerging technologies; ability to articulate a vision for the future of library resources and services; commitment to excellent service for all users of the university libraries; interest in and commitment to the intellectual life of the university; ability to provide energetic leadership to library faculty and staff with a commitment to creativity, risk-taking, and change; commitment to library development activities, including fund raising, alumni affairs, and community outreach; ability to forge links with faculty and academic programs; and understanding of and commitment to affirmative action and equal employment opportunity.

UTK Libraries rank 70th among the nation's top 100 research collections, with an annual budget of over \$10 million. For more information, visit these web sites: <http://www.lib.utk.edu> and <http://toltec.lib.utk.edu/~share>. Additional information about the university can be found at <http://www.utk.edu>.

**APPLICATION PROCEDURE:** Send letter of application, a current vita, and the names, addresses, e-mail addresses, and telephone numbers of at least three references to:

#### **The Chair of the Search Committee**

**Marian Moffett**

**Office of the Provost**

**513 Andy Holt Tower**

**University of Tennessee**

**Knoxville, TN 37996-0154**

**telephone: (423) 974-3265**

**fax: (423) 974-3536**

**e-mail: [mmoffett@utk.edu](mailto:mmoffett@utk.edu)**

Review of applications will begin **November 15, 1999**, and will continue until the position is filled.

*UTK is an EEO/AA/Title VI/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.*

and/or law is strongly desired. Experience working in a culturally diverse environment highly preferred. Environment: Virginia Commonwealth University is a Carnegie Research University located in Richmond, Virginia. The VCU Libraries advance the University's teaching and research mission with holdings that exceed 1.5 million volumes, a staff of 170 FTE and an annual budget of \$10 million, including nearly \$5 million for collections. Additional information is available from the VCU Libraries' homepage at <http://www.library.vcu.edu/news.html>. Key ULS documents, including its Strategic Plan, can be found at <http://www.library.vcu.edu/about.html>. Further information about the University may be found at <http://www.vcu.edu>. Salary: Salary will be commensurate with experience. Complete requirements and description available at <http://www.library.vcu.edu/admin/jobopens.html>. Application: Submit a letter of application, resume, and the names, addresses, e-mail addresses, and telephone numbers for three current references to: Lee Wasilik, Personnel Office, James Branch Cabell Library, University Library Services, 901 Park Avenue, P.O. Box 842033, Richmond, VA 23284-2033. Review of applications will begin December 15,

1999. Virginia Commonwealth University is an Equal Opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation, or disability.

**BUSINESS AND REAL ESTATE LIBRARIAN.** New York University Libraries. Description: Subject specialist for real estate and business, assigned to the Business/Social Science/Documents Reference Center, Bobst Library. Librarians serve as partners in the educational mission of NYU by establishing strong relationships with the faculty and students, building and maintaining appropriate research collections, and providing responsive and innovative reference and information services. Responsibilities include reference, instruction, collection development web site and database management and work with numeric and spatial data services. Administrative responsibility for the Jack Brause Real Estate Institute Library including supervision of two clerical staff and student assistants and liaison with the Institute faculty, students, and the real estate community.

## TWO EXCELLENT LIBRARIANS NEEDED

### Carleton College

Carleton College seeks two innovative and energetic librarians to help advance its program of information services in an imaginative liberal arts college library. We are looking for a cataloger (bibliographic records librarian) to help shape new approaches to organizing information access and a reference/instruction librarian to contribute to a major college initiative to integrate information literacy into the liberal arts curriculum. We are looking for the best talent we can find, and encourage applications from both experienced librarians and entry-level applicants.

**QUALIFICATIONS FOR BOTH POSITIONS:** ALA-accredited MLS or equivalent. The successful candidates will have the following attributes: The capacity to learn constantly and quickly. Excellent interpersonal skills, including the ability to work effectively with all segments of the College community. Outstanding oral and written communication and analytical skills. Strong service orientation, organizational ability, initiative, flexibility, sound judgment, and intellectual curiosity. Ability to work both independently and as part of a collaborative decision-making team. Demonstrated knowledge of trends in information services and electronic publishing. Knowledge of HTML, web page design experience, and good web-searching skills. Solid grounding in the world of books and scholarship. Desirable: Advanced degree in academic discipline.

#### **BIBLIOGRAPHIC RECORDS LIBRARIAN**

Reporting to the Head of Technical Services, responsible for cataloging, database maintenance and related activities for library materials in all formats, including government documents and electronic resources. Provides leadership in cataloging standards, bibliographic control and integration of cataloging activities into a streamlined technical services workflow. Employs traditional cataloging principles and practices in description, classification, subject analysis, and authority control, as well as emerging formats used to make electronic resources accessible. Works closely with all staff in a Technical Services department combining acquisitions, serials, binding, cataloging, database maintenance, government documents processing, and shelf preparation. Participates in reference and, perhaps, instruction, on a limited basis. Specific qualifications: Knowledge of AACR2, OCLC, MARC formats, LC classification, LCSH, and authority control. Interest in staff development, creative problem-solving, and innovative use of technology for optimal efficiency in technical services functions. Desirable: Cataloging experience in an online environment. Experience using INNOPAC for cataloging and database maintenance. Experience in cataloging electronic resources using MARC, metadata, or other formats. Evidence of innovation in application of cataloging skills to enhance public access. Experience with government documents cataloging, retrospective conversion, and MARCIVE. Supervisory experience. Knowledge of foreign languages. Reference experience.

#### **REFERENCE/INSTRUCTION LIBRARIAN**

**RESPONSIBILITIES:** Reporting to the Head of Reference and Instruction, provides reference desk services (including participation in evening and weekend rotation), participates in course-related instruction in information literacy, and conducts faculty liaison. Additional duties to be assigned, depending on interest and experience, include web page design and development, desktop publishing, production of handouts and publications, assistance in building a public relations program, and collection management and development work with government documents and the reference collection. Specific qualifications: Working knowledge of print and electronic reference sources. Strong teaching skills and demonstrated ability to work effectively with faculty. Desirable: College teaching experience and/or curriculum development. Reference services and teaching experience. Expertise in desktop publishing, public relations, and/or data services.

**ABOUT THE ORGANIZATION:** Carleton College's Library has an outstanding undergraduate library collection. The library employs a staff of 25 (including 10 librarians), and participates in MINITEX (a statewide cooperative library network) and OCLC. Additional information about the library and the positions can be found on its web site at: <http://www.library.carleton.edu>. The library strongly encourages and supports professional development, initiative, and imaginative approaches to information services. Carleton College is a highly selective, residential, liberal arts college offering degrees in 23 fields of study and 7 interdisciplinary programs to 1,850 men and women. Carleton is consistently ranked among the top liberal arts institutions nationally for the quality of its educational enterprise. Northfield is about 45 miles south of Minneapolis and St. Paul.

**SALARY:** Top salary paid for top talent. Excellent fringe benefits package.

Please submit a letter of application and résumé, along with the names, addresses, e-mail, and phone numbers of three professional references. Review of applications begins **January 3, 2000** and continues until an appointment is made. We expect to conduct interviews at ALA Midwinter. Materials should be sent to:

**Samuel Demas, College Librarian and Senior Lecturer**  
**Laurence McKinley Gould Library**  
**[Name of Position] Search Committee**  
**Carleton College**  
**One North College Street**  
**Northfield, MN 55057**

*Carleton College is an equal opportunity employer committed to excellence through diversity.*

# INFORMATION LITERACY CONSULTANT

## Association of College and Research Libraries

The Association of College and Research Libraries is seeking applications from individuals as independent contractors or institutions of higher education as independent contractor for its Information Literacy Consultant position. The establishment of the Information Literacy Consultant position is a response to the ever-growing interest in information literacy, a demand for programs and activities, a need to coordinate ACRL's current and developing information literacy initiatives, and the need to attract funding from external sources to support informative literacy initiatives.

The consultant reports to the Executive Director of ACRL and works in collaboration with an oversight volunteer advisory committee and committees implementing various information literacy initiatives. The consultant will be responsible for translating information literacy priorities, policies, and direction into operational programs and services. Major initial objectives include setting up a process for developing proposals for seeking funding from external sources; web site development; development and implementation of a plan for promoting information literacy among professional associations in higher education and on campuses across the U.S.; and development and monitoring of a communication process among ACRL information literacy initiatives.

We seek a qualified, highly committed and self-motivated individual to provide leadership to this important initiative. The ideal candidate will have a MLS degree, and significant understanding, knowledge, and experience in developing, delivering, marketing, and evaluating programs in information literacy as well as a proven record of organizing and monitoring programs in general. Institutions interested in serving in the independent contractor's role must have a proven record of successful involvement in the delivery of information literacy programs and are able to show in their organizational structures that a librarian on their staff who meets the qualifications outlined in this document for the individual independent contractor will be assigned primary responsibility for fulfilling the objectives of the position.

This is a contract position and the fee structure is negotiable. Consultant is not eligible for any vacation or holiday pay and is ineligible for any benefits provided by the client. It is expected that the successful candidate will carry out his/her work at a setting away from the ACRL offices. The position will require the following travel and contact with ACRL Executive Director and member information literacy units: attendance at ALA Annual Conferences and Midwinter Meetings, ACRL national conferences, monthly meetings with ACRL Executive Director face-to-face and by conference call, meetings with professional higher education associations. Other meetings may be required as the information literacy programs grow and become better known. Expenses incurred will be reimbursed in accordance with ALA policy for all approved travel. This is a one year contract subject to renewal.

To apply, submit a letter of introduction, resume, and three references. Institutions should submit a letter of introduction, description of information literacy program on their campus, and an outline detailing how they would go about providing the necessary support for the ACRL information literacy initiatives.

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

**Send application packets to:**  
**Althea Jenkins**  
**ACRL Executive Director**  
**50 E. Huron Street**  
**Chicago, IL 60611**  
**Fax: (312) 280-2520**

Librarians also participate in library planning, serve on library-wide committees, and are expected to be active professionally. Qualifications: Minimum three years experience in reference services in an academic or special library. Knowledge of business sources or academic background in business essential. Excellent analytical, organizational, oral and written communication skills; strong service orientation. Desirable: Library experience with business or real estate emphasis; previous management or supervisory experience; advanced degree/graduate work in business, real estate or related area; experience with SPSS, SAS, GIS software, geospatial map files and digital mapping products. Requires ALA-accredited MLS. Subject master's degree required for tenure. Includes faculty status, attractive benefits include package including five weeks vacation. Salary commensurate with experience and background. Minimum: \$36,000. To

ensure consideration, send resume and letter of application, including the addresses and telephone numbers of three references, to: Janet Kozlowski, 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 groups.

**BUSINESS REFERENCE/INSTRUCTION LIBRARIAN.** (Position # 99-00 LIBRARY TT 1) The University Library at California State University, Hayward is accepting applications for a 12-month, tenure-track, business reference/instruction librarian to support the instructional, reference, and research needs of a culturally diverse campus community. The successful candidate will join members of the library faculty in the Instructional and Interpretive Services Department. Responsibilities: Under the general

## SERIALS TEAM LEADER

### Georgia State University

Georgia State University, a dynamic urban university in downtown Atlanta, seeks a person with serials experience for a faculty rank position. The position reports to the Heads of Acquisitions and Catalog departments.

**RESPONSIBILITIES:** Primary responsibility for receiving and binding of serials; cataloging of serials, serial added volumes and copies, and maintenance of related records. Revision, training, and supervision for receiving, binding, and cataloging of serials in all formats. Preparation of training materials for the team, developing new procedures, and formulation of standards. Participation in university and professional activities including research and publication.

**REQUIREMENTS:** ALA-accredited master's degree in library science plus two years experience working with serials in a library using OCLC or RLIN. Two years supervisory experience. Computer skills.

**AVAILABLE:** Winter 2000.

**SALARY AND RANK:** \$33,000–\$38,000 for twelve months commensurate with qualifications and experience. Appointment at faculty rank, on a contract renewal basis.

**TO APPLY:** Send letter addressing above. Include resume and names, addresses, and phone numbers of three references to:

**Carmen Newton**  
Human Resources Officer  
Georgia State University  
Pullen Library  
100 Decatur Street, SE  
Atlanta, GA 30303-3202

Materials received by **December 31, 1999**, will receive priority. For more information, please visit our web site at [www.lib.gsu.edu](http://www.lib.gsu.edu).

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

direction of the Deputy Director, the successful candidate will participate in the full range of reference and instructional duties which include: staffing the centralized reference desk to provide quality service to undergraduates, graduate students, faculty, and staff during the day, evening, and weekend hours; providing instruction with the OPAC and electronic databases; teaching credit-bearing information competence courses; providing course-integrated and electronic resource workshops; developing bibliographic guides and Internet tools; serving as a liaison to several departments in the School of Business and Economics to develop the print, media, and electronic collections; working creatively in close collaboration

## REFERENCE DEPARTMENT HEAD (Reopened)

### Strozier Library Florida State University

**DESCRIPTION:** Coordinates the provision of reference services by supervising a departmental staff as well as a number of student employees. Provides effective leadership in the planning, development, and provision of innovative reference services in a rapidly changing information environment. Promotes teamwork, facilitates creative problem solving, and promotes positive relations with other library units in a changing organizational environment.

**QUALIFICATIONS:** MLS degree from an ALA-accredited library school. Supervisory experience in a large academic or research library required. Effective reference, instructional, and user education skills; demonstrated ability with leading implementation of user-focused organizational changes; demonstrated flexibility and initiative in changing environment preferred. Experience with electronic systems including the Internet and microcomputer applications.

**SALARY:** \$35,000–\$57,000. Nine years professional experience after receipt of MLS required for librarian rank. Five years professional experience after receipt of MLS required for Associate rank. Additional details available on request.

Send letter of application, resume, and names of three professional references by **January 7, 2000** to:

**Jeannette Cox**  
Associate Director  
Strozier Library  
Florida State University  
Tallahassee, FL 32306-2047

Please cite position number 53198.

AA/EOE

to develop innovative services; and participating in rotational duties at the Contra Costa Campus. Librarians enjoy faculty rank and privileges, and are expected to engage in continuing professional development, service, and scholarly activities to be recommended for tenure and promotion. Qualifications: Graduate degree from an ALA-accredited institution; excellent interpersonal communication skills; recent experience with Internet and web-based technologies; demonstrated ability in classroom teaching; familiarity with the principles of information competence; demonstrated ability to work with diverse clientele in a fast-paced, team-oriented environment; flexibility to handle a variety of general reference activities at a busy centralized desk; strong service and work ethic; demonstrated commitment to engage in research and/or continued professional development worthy of promotion and tenure as a faculty member. Preference will be given to individuals with (1) a record of previous successful experience in reference, instruction, and collection development in an academic library; (2) a degree in business or a related social science; or (3) experience working with the disciplines of business or economics. Senior Assistant Librarian rank.

# COLLEGE LIBRARIAN

## Hamilton College

Hamilton College seeks nominations and applications for the position of College Librarian, the chief administrator for Library operations. The Librarian is responsible for the management of the Daniel Burke Library, Science Library, Media Library, Music Record Library and Audiovisual Classroom Services. The Libraries holdings total more than 500,000 volumes. Twelve thousand new titles are added per year.

The Librarian reports to the Dean of Faculty, serves on the Committee on Information Technology, and provides leadership and vision for library operations, being responsible for strategic planning and overall management.

The successful candidate will possess a familiarity with, and a sensitivity to, both library and computing cultures, the role that each culture can play in higher education, and the potential of each to abet and change scholarly communication; the ability to develop the Library as a center for active learning through integrating information systems, various resources and services in support of the teaching, and the research and community service missions of the College; the knowledge to communicate state-of-the-art developments in networked information technologies and research-related databases, such as those used to support distance learning, media production, and academic computing.

The candidate must also have superior interpersonal and written communications skills, including demonstrated effectiveness in collaborating with administrators, faculty, staff and students, and proficiency in maintaining productive, collaborative relationships in the library and the community, as well as in fostering that ability in others; leadership skills in organizational and fiscal management, including planning, developing, and evaluating programs and personnel; the enthusiasm and willingness to serve as an effective spokesperson for the Library and its users and services.

Required are a master's degree in library science from an ALA-accredited program and at least eight years of progressively responsible experience in an academic or research library. Advanced degree or relevant related experience as a proven leader are desirable.

Hamilton is a residential baccalaureate liberal arts college of 1,685 students located in picturesque upstate New York, in proximity to Utica and within easy driving distance to Albany, Syracuse and the Adirondacks. It is accredited by the Middle States Association of Colleges and Schools.

A letter of application addressing the qualifications listed above and a curriculum vitae may be sent to:

**College Librarian Search Committee**  
c/o Office of the Dean of Faculty  
Hamilton College  
198 College Hill Rd.  
Clinton, NY 13323

Review of candidates will begin immediately and continue until an appointment is made.

*Women and minorities are encouraged to apply.*

*Hamilton College is an equal opportunity/affirmative action employer.*

Minimum salary: \$46,480. Application procedures: Submit letter summarizing your ability to meet the requirements of the position, a complete and current vita, graduate transcripts, and three letters of recommendation (including phone numbers and email references) to: Office of the Library Director, **California State University, Hayward**, University Library, 25800 Carlos Bee Blvd., Hayward, CA 94542; phone: (510) 885-3664; fax: (510) 885-2049. Applications received by December 15, 1999 will be given first consideration. Position will be considered open until filled; appointment effective on or after May 1, 2000. More info: <http://www.library.csu Hayward.edu>. CSU Hayward is an Equal Opportunity/Affirmative Action employer.

**COLLECTIONS CONSERVATOR (PROGRAM MANAGER).** University of Maryland Libraries invites applications or nominations for the position of Collections Conservator (Program Manager). Environment: In a dynamic academic setting, the University of Maryland Libraries is undergoing a major reorganization to better meet the service mission of the Libraries. As part of this reorganization, the Preservation Department has grown to include a collections conservation program and mass deacidification initiative, in addition to ongoing programs in brittle materials response, commercial bindery preparation, reformatting, disaster salvage

response, and preservation training and outreach. Members of the Preservation Department not only are responsible for meeting the preservation needs of the six libraries on campus, but participate in a new environment which strives to facilitate organizational communication and foster shared responsibility. Responsibilities: Under the general direction of the Preservation Department Head, the Collections Conservator manages the work of the Conservation Unit. The Collections Conservator provides professional expertise in determining the proper course of treatment for library and archival materials in need of conservation, trains and supervises staff and students involved in collections conservation activities, executes a wide range of conservation treatments on paper-based library and archival materials, and arranges for other professional conservation services that cannot be accomplished in-house. The Collections Conservator serves as a resource to the College Park Campus. Qualifications: Required: ALA-accredited master's degree in Library Science, or advanced degree in conservation of library and archival materials. Experience: A minimum of two years of experience/training as a conservator in a recognized conservation facility. Demonstrated knowledge of the physical and chemical nature of library and archival materials; the history of the book and paper making; conservation ethics, principles, and practices and their appropriate application; and conservation supplies, tools, equipment, vendors, and current



# MATH/PHYSICS LIBRARIAN

## The Princeton University Library

AVAILABLE: January 3, 2000

The Princeton University Library's general collections include about 6 million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases and journals. The Library employs approximately 320 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among twenty sites on campus, including a large central library. More information may be found at the library's web site: <http://libweb.princeton.edu:2003/>

**DESCRIPTION:** Princeton University seeks an energetic and innovative librarian to direct the Math/Physics Library. The Library is located in Fine Hall, in the center of the building complex serving the Departments of Mathematics and Physics. Our ideal candidate will be a librarian with an appreciation for a distinguished book collection and an enthusiasm for new methods of communicating scientific information.

The Math/Physics Librarian is responsible for directing one of the preeminent collections of its kind in the world, currently consisting of more than 121,000 volumes and about 700 journal subscriptions. The Librarian provides collection building for math and physics, and provides in-depth reference service and bibliographic instruction to help students and faculty navigate through the increasingly complex array of print and electronic information sources. The Librarian is responsible for the Math/Physics Library's web presence, for providing delivery services, and for designing new ways to meet the needs of faculty, staff, and students. The Librarian manages three full-time support staff and the student assistants assigned to the library, and works closely with faculty liaisons and other constituent groups. The Librarian also supervises the Plasma Physics Librarian, whose library and staff are located at the Princeton Plasma Physics Laboratory. The Librarian works closely with staff throughout the library system, especially the other staff in the Special Libraries Department. This position reports to the Deputy University Librarian.

**QUALIFICATIONS:** Requirements: MLS from an ALA-accredited institution or equivalent combination of education and experience. Bachelor's degree in physics and/or math. At least two years of experience in an academic or technical library. Knowledge of the literature of math and physics is required, as is experience and interest in electronic publishing in the sciences. Advanced training in computer applications in libraries. Demonstrated management, analytic, and planning skills. Demonstrated commitment to aggressively deliver new user-oriented services and training. Demonstrated ability to work both independently and collaboratively with all levels of staff and users. Demonstrated ability to communicate effectively orally and in writing.

**BENEFITS:** Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance.

**SALARY AND RANK:** Dependent upon experience and qualifications.

Review of applications will begin on **December 15, 1999**, and continue until the position is filled. Nominations and applications (resume and the names, titles, addresses and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Math/Physics Librarian  
c/o Lila Daum Fredenburg  
Human Resources Librarian  
Princeton University Library  
One Washington Road  
Princeton, NJ 08544-2098**

*Princeton University is an equal opportunity/affirmative action employer.*

technical standards and specifications. Strong organizational and supervisory skills, including the ability to train and supervise staff and to assess their work; to plan, organize, and direct work flow, and to plan and organize physical space. Strong interpersonal skills, including the ability to communicate effectively both orally and in writing. Demonstrated ability to work independently and to exercise sound judgement and to effect change. Desirable: Demonstrated professional development and leadership in the field of conservation as evidenced by continuing education, by participation in professional organizations, or by related independent activities or research. Salary: Commensurate with qualifications and experience. Excellent benefits. Applications: For full consideration, submit a cover letter

and a resume and names/addresses of three references by December 15, 1999. Applications accepted until the position is filled. Send resume to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, University of Maryland, College Park, MD 20742-7011. You may also fax your resume: (301) 314-9960. For more information about the University of Maryland Libraries, visit our web site at: <http://www.lib.umd.edu/UMCP>. The University of Maryland Libraries is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

**CATALOGER LIBRARIAN.** The University of Central Florida, Orlando, Florida (UCF) is a dynamic metropolitan institution with an enrollment of

## EXECUTIVE DIRECTOR

### Minnesota Library Information Network (MnLINK)

Minnesota State Colleges and Universities (MnSCU) invites applications for the position of Executive Director of the Minnesota Library Information Network (MnLINK), a legislatively funded statewide library information network. MnLINK is planning an integrated library automation system for the libraries of MnSCU, the University of Minnesota, state government, and interested public, private college, school, and not-for-profit libraries in the State of Minnesota as well as a common service gateway creating links among compatible school, public, and not-for-profit library systems.

During implementation, MnLINK is supported by legislative funding via the Minnesota Higher Education Services Office (MHESO). Once operational, the integrated library system will be funded by participating libraries. The common service gateway is funded by an annual state appropriation to MHESO. Once MnLINK is fully operational, the annual operating budget is expected to be about \$2.5 million.

The MnLINK Director reports to the Associate Vice Chancellor for Academic Programs for MnSCU. In addition, with regard to policies and program priorities, the Director works directly with MHESO and advisory bodies.

**SALARY RANGE:** \$75,000 to \$100,000 commensurate with education and experience.

**QUALIFICATIONS:** Master's degree and a minimum of seven years experience in library management or management of library automation required. A degree in library science or technology and experience in post-secondary education are preferred.

**TO APPLY:** Applications and nominations should be received as soon as possible. Review will begin in early **January 2000** with an anticipated appointment by July 2000. Application materials should include a letter of application summarizing relevant experience, a current resume, and the names, addresses, telephone numbers, and e-mail addresses of at least five references.

**Manuel M. Lopez, Associate Vice Chancellor for Academic Programs**  
**Minnesota State Colleges and Universities**  
**500 World Trade Center, 30 East Seventh Street**  
**St. Paul, MN 55101**  
**Fax: (651) 296-3214**  
**E-mail: manuel.lopez@so.mnscu.edu**

A fuller job description as well as extensive background information on MnLINK is available on the MnLINK web site, <http://www.mnlink.org>.

*MnSCU and MHESO are equal opportunity employers committed to diversity within the workplace.*

30,000 and is a member of the State University System (SUS) of Florida. The university offers degree programs in five colleges: Arts and Sciences, Business Administration, Education, Engineering, and Health and Public Affairs, as well as the School of Optics and the Honors College. UCF is located in East Central Florida, a region with a population of about two million. Known primarily for its tourist attractions such as Walt Disney World, Universal Studios, and Sea World, the area is one of the fastest-growing regions in the nation. The 1,445-acre campus is located in suburban Orlando, 13 miles northeast of downtown. The University Libraries include two libraries on the UCF campus in Orlando and several branch locations in the Central Florida area. The University Library, housed in a facility of 200,000 square feet, has a collection of over 1.1 million volumes and is a partial depository for U.S. and Florida documents, and U.S. Patents. The library materials budget is \$4.7 million. A total staff of 100 includes a library faculty of 36. Through LUIS, the SUS online system, access is provided to the Library's catalog as well as to the holdings of other SUS libraries and to numerous electronic full-text journals and databases. For more information, visit the University of Central Florida web site: <http://www.ucf.edu>. General description: A new position, the cataloger/librarian reports to the Head of Cataloging, in a department with five FTE librarians and 7.5 FTE paraprofessionals; participates in a dynamic environment with a strong commitment to service and national cooperative cataloging projects. Responsibilities: Primary responsibilities include original and complex copy cataloging, assisting with planning and training, maintaining an awareness of national standards and local practices, serving as a resource person for the department, performing bibliographic maintenance, and developing and maintaining authority files. Qualifications: required: ALA-accredited MLS at the time of application. Preferred: Experience with AACR2r, LCCS, LCSH, MARC, bibliographic utility, online automated

system, Windows™ applications; knowledge of OCLC, NOTIS, and authority control. Possess strong interpersonal, communication, analytical, and organizational skills; flexibility and the ability to handle change; commitment to learn and use emerging technologies. Apply creativity to problem solving. Ability to work independently, diligently, and cooperatively. Have a reading knowledge of one or more foreign languages. Possess potential for professional development and growth. Salary and rank: Commensurate with experience and qualifications. This is a full-time 12-month non-tenure-track position with generous benefits including health insurance and retirement options. Postmark deadline: January 10, 2000. Application requirements: Submit a cover letter, resume, and the names, addresses, and telephone numbers of three professional references to: Victor F. Owen, Library Human Resources Officer, **University of Central Florida** Library, P. O. Box 162666, Orlando, FL 32816-2666. Cover letter should address specific qualifications and experience in the area of specialization, as well as address all required and preferred criteria. Searches are conducted in accordance with the State of Florida sunshine regulations. UCF is an equal opportunity, affirmative action employer.

**COLLEGE LIBRARIAN.** Beloit College invites applications and nominations for the position of College Librarian. The College Librarian is responsible for all aspects of the library, including supervision of a staff of professional librarians and support personnel, budgeting, policy formulation, collection development, and supervision of audio-visual/media services. The librarian will work closely with both the library staff and academic departments. The College seeks someone with a vision for supporting the central place of the library in a liberal arts setting, with the necessary leadership and technical skills to establish an exciting and effective presence for the library. Minimum qualifications include an MLS from an ALA-

# SLAVIC AND EAST EUROPEAN TECHNICAL SERVICES LIBRARIAN

## Slavic and East European Library University of Illinois Library

**DUTIES AND RESPONSIBILITIES:** In this entry-level position, the incumbent will become familiar with all aspects of the increasingly integrated technical services tasks performed in the Slavic and East European Library in a PC/Windows environment. In acquisitions this includes responsibilities for exchanges, collection development and assessment, serials and monographic orders, approval plans, and on-line processing, including serials check-in, claiming, and invoice processing, preservation, liaison with other subject bibliographers (particularly in the humanities and social sciences), statistical and other database management activities, and report generation. Cataloging tasks include on-line original, adaptive, and OCLC copy cataloging of monographs, serials, microforms, electronic resources, authority work, etc. The incumbent will actively participate in the integrating of processing routines through the writing of macros and the use of other electronic tools and resources. After a period of training, the incumbent will be given explicit responsibility for specific areas in acquisitions and cataloging.

**QUALIFICATIONS:** Required: an MLS degree from an ALA-accredited institution, or its equivalent; excellent knowledge of Russian; working knowledge of a second Slavic language; excellent English-language communication skills; ability to meet research and other requirements for permanent tenure. Preferred: experience with a variety of electronic information tools and resources—e.g., Microsoft Office, vendor-supplied acquisition systems, on-line library catalogs, an automated integrated library management system, a bibliographic utility (OCLC or RLW), and interest in creating macros in applications such as OCLC CatMe and Smartterm. Desired: experience or courses in cataloging, technical services, or collection development.

**SALARY/APPOINTMENT:** Minimum annual salary of \$33,000. A full-time, 12-month tenure-track appointment as Slavic and East European Technical Services Librarian and Assistant Professor of Library Administration.

**APPLICATION DEADLINE:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references, by **January 15, 2000**, to:

**Allen G. Dries**  
**Library Personnel Manager**  
**University of Illinois Library at Urbana-Champaign**  
**1408 West Gregory Drive**  
**Urbana, IL 61801**  
**Phone: (217) 333-5494**

AA&OE

accredited graduate school and at least five years experience as assistant/associate library director or department head. The College Librarian reports directly to the Vice President for Academic Affairs. Beloit College is a highly selective undergraduate liberal arts college with an enrollment of 1,200 students and 108 full-time/half-time faculty. The college emphasizes teaching excellence and student/faculty collaborative research. The city of Beloit is located in southern Wisconsin, close to Madison, Milwaukee, and Chicago. Submit a letter of interest, curriculum vitae, and three letters of reference to: David Burrows, Vice President for Academic Affairs, **Beloit College**, 700 College St., Beloit, WI 53511. Review of applications will be begun December 1, 1999, and continue until position is filled. Beloit College is committed to cultural and ethnic diversity, and urges all interested individuals to apply.

**COORDINATOR FOR COLLECTIONS AND RESEARCH SERVICES.** Haverford College seeks a Coordinator for Collections and Research Services to lead the Library's efforts to develop and maintain a strong, varied, responsive, and changing program of public services. The Coordinator supervises five exempt and one non-exempt staff who are collectively responsible for all aspects of reference and instruction services, circulation and stack maintenance, collection development/maintenance, interlibrary loan, and a US Federal Depository. The Coordinator has collection development, general reference, and instructional responsibilities; as a member of the Library's management team, she/he coordinates work and develops collaborative initiatives with the Coordinator for Technical Services, the Curator of Special Collections, departmental librarians for

science and music, colleagues in other campus units, especially Academic Computing, and counterparts in the Bryn Mawr and Swarthmore Libraries. The Coordinator reports to the Librarian of the College and advises on matters relating to program and policy development, facilities, budget, and library operations generally. Salary \$50,000. Please see full job description and qualifications at <http://www.haverford.edu/library/reference/rkief/psjd.htm> before sending letter of application, resume, and names of three references to: Marsha Payne, Magill Library, **Haverford College**, Haverford, PA 19041-1392. Application deadline: January 31, 2000. Please do not fax or e-mail applications; direct questions to Marsha Payne ([mpayne@haverford.edu](mailto:mpayne@haverford.edu)) (610) 896-1174. ALA interviews possible. EEO/AA

**DIRECTOR, LIBRARY.** Episcopal Theological Seminary of the Southwest. The Director of the Library, under the direction of the Dean, has the responsibility to oversee library operations and to develop the library as an educational and research arm of the seminary. Appointed by the Board of Trustees, upon recommendation of the Dean, the Director of the Library reports to the Dean. The Director consults with the faculty's Administrative Affairs Committee for advice concerning the development of library policies and procedures. The Director is a member of the faculty and may be invited to teach in his or her field of competence. The Director is responsible for the management of the library, including collection development, acquisitions, cataloging, public services, automated services, archives, supervision of library staff (currently 3 full time and 6 student aides who work part time). The Director, in consultation with the faculty and administration, is

# LIBRARIAN FOR PUBLIC AND INTERNATIONAL AFFAIRS AND POPULATION RESEARCH

## The Princeton University Library

Princeton University Library, one of the world's most distinguished research libraries, invites nominations and applications for the position of Librarian for Public and International Affairs and Population Research. The successful candidate will head the University's newest library center, combining the collections for the Woodrow Wilson School of Public and International Affairs with those of Princeton's Office of Population Research. The library will be housed in the Wallace Social Science Building, currently under construction and expected to open in 2000.

The Library for Public and International Affairs and Population Research will house 120 readers, a computer cluster, 55,000 monographs, and 600 journal titles. It will also include an electronic classroom and several small study rooms especially designed for students undertaking collaborative assignments. This new library augments the University system of 20 campus libraries containing an overall collection of more than 6 million volumes, 34,000 print journal subscriptions, 400 electronic journals, and 250 networked databases. More information can be found on the library's web site at <http://infoshare1.princeton.edu:2003/>.

**DESCRIPTION:** This position reports to the Deputy University Librarian and supervises two professional librarians (the Population Research Librarian and the Assistant Population Research Librarian) and five support staff. The librarian and staff work closely with their colleagues in the main library's Social Science Reference Center, including the Data and Statistical Services Section. They also collaborate with the Digital Map and Geospatial Information Center, with the Woodrow Wilson School's Assistant Dean for Information Technology, and with the technology specialists at the Office of Population Research.

The librarian is responsible for directing all aspects of the new library, designing innovative programs for reference, instruction, reserve reading, and delivery services. The librarian has overall responsibility for developing collections of text, data, and images in electronic and paper form, and for creating web-based research tools.

The library will be open to the entire campus community. Its most frequent users are expected to be the 60 faculty, 175 graduate students, 160 undergraduates and numerous visiting researchers associated with the Woodrow Wilson School and Office of Population Research.

**QUALIFICATIONS:** An ALA-accredited Masters of Library Science degree; a strong subject background in the social sciences, including public policy and population studies; excellent managerial skills with a clear vision of modern librarianship; experience with relevant databases such as Lexis-Nexis, Dow-Jones, Medline, Datastream, Popline, and Carl Uncover; familiarity with online catalogs and web resources; demonstrated skill in managing instructional and outreach programs; experience in delivering reference services and in creating web-based guides to research in the social sciences; knowledge of electronic numeric research data and the principles of acquiring, organizing, and maintaining it. The ideal candidate will have at least four years experience working in the areas cited above.

**BENEFITS:** Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance.

Salary and Rank: Dependent upon experience and qualifications.

Review of applications will begin on **December 1, 1999** and continue until the position is filled. Nominations and applications (resume and the names, titles, addresses and phone numbers of three references to be contacted) should be sent to:

**Search Committee for Public and International Affairs and Population Research  
c/o Lila Daum Fredenburg  
Human Resources Librarian  
Princeton University Library  
One Washington Rd.  
Princeton, NJ 08544-2098**

*Princeton University is an equal opportunity/affirmative action employer.*

**ASSOCIATE DIRECTOR OF LIBRARIES AND  
HEAD OF TECHNICAL SERVICES  
Ohio Wesleyan University**

Ohio Wesleyan University seeks a creative, experienced, future-oriented, and flexible team-minded librarian to be responsible for the overall management and supervision of the Technical Services Department. The department includes cataloging, acquisitions, serials, collection development, authority control, maintenance of database, and a shared Innovative Interfaces online integrated library system. Reports to the Director of Libraries. Member of the library's management and planning team. Coordinates collection development activities. Plans, implements, and evaluates operations, sets priorities, and evaluates staff. Develops policies and procedures relating to cataloging and related bibliographic control functions. Performs original cataloging and classification and advanced copy cataloging of all material types, including books, serials, maps, videos, CD-ROM, other electronic resources, and rare and Special Collections materials, using AACr2, Library of Congress Rule Interpretations, LC subject headings and classification, OCLC, and Innovative Interfaces online catalog. Oversees the training and scheduling of departmental personnel. Prepares and manages acquisitions and departmental budget as well as completing management and statistical reports. Represents the library by serving on college committees, by serving as library liaison with specific departments, and by participating in local and statewide consortia. Participates in the reference rotation schedule six-day hours a week and some weekends when school is in session.

**REQUIRED QUALIFICATIONS:** Master's degree in Library Science from an ALA-accredited institution. A minimum of three years' post-MLS professional cataloging experience in an academic library and two years management and/or supervisory experience. Extensive knowledge of AACR2, MARC, LC classification, and LCSH; experience with an integrated online library system and with a bibliographic utility, preferably OCLC. Demonstrated knowledge of all aspects of cataloging and current issues affecting cataloging as well as the ability to use and integrate technology into the workflow. Experience with acquisitions, collection development, and budget management. Outstanding analytical and problem solving skills for initiating plans and carrying out projects. Experience with microcomputer applications (e.g., word processing, database, and spreadsheet). Strong service orientation and ability to work effectively with faculty, staff, and students. Skilled in fostering a cooperative working environment and managing change. Knowledge of reference resources. Capable of working independently as well as collaboratively. Self-motivated. Superior collegial and interpersonal skills. Excellent oral and written communication skills.

**PREFERRED QUALIFICATIONS:** Highly desirable: a second master's degree in a subject discipline. Experience working with the Innovative Interfaces online integrated library system; OCLC searching and cataloging functions; library material vendors; and PC hardware and software troubleshooting in a networked environment. Knowledge of emerging metadata standards. Familiarity with current licensing issues involving electronic resources. Advanced knowledge of the application of technology to bibliographic control.

**SALARY:** This is a twelve-month administrative faculty position. Salary commensurate with qualifications and experience within a range \$43,000-\$48,000, excellent fringe benefits package.

**TO APPLY:** Send application letter addressing qualifications, resumes, unofficial copy of MLS transcript (official transcript needed before appointment), names, addresses, phone numbers of three recent professional references, separate statement of applications philosophy of library service as it relates to technical services in an academic institution to:

**Theresa Byrd  
Director of Libraries  
43 University Ave.  
Ohio Wesleyan University  
Delaware, OH 43015**

**DEADLINE FOR APPLICATION:** Priority deadline for this position is **December 31, 1999**; however, applications will be accepted until the position is filled.

Ohio Wesleyan University is a selective, private liberal arts college located 20 miles north of Columbus, Ohio. The main library and its three branch libraries support an undergraduate curriculum and cocurricular activities in a teaching library environment, serving a resident student population of 1,930 and a faculty of 130.

For more information about the library and the position description, please visit our home page at <http://www.owu.edu/~librweb>.

*Ohio Wesleyan University is an equal opportunity, affirmative action employer and actively encourages the applications of minorities and women.*

## Assoc. University Librarian for Information Systems & Technology *Rutgers University Libraries*

Rutgers University Libraries invites nominations and applications for the position of Associate University Librarian for Information Systems and Technology (AUL/IST). Reporting to the University Librarian, the AUL/IST will provide innovative and dynamic leadership in shaping information access and delivery systems and advancing the Rutgers University Libraries (RUL) technological and digital presence in the university and beyond. The AUL/IST is responsible for the administration, coordination, and direction of the central acquisitions, cataloging, and systems operations of the Libraries with budget and line responsibility for 54 FTE (8 faculty, 46 support staff), who make up the Technical and Automated Services (TAS).

The AUL/IST is expected to advance the Libraries service initiatives, strengthen the Libraries technical infrastructure, and position the Libraries as an important technical partner within the University and beyond. The AUL/IST is also expected to lead TAS managers in the enhancement of services and streamlining of operations, coordinate technical services work on all three campuses, and provide vision and direction for new and continuing library multimedia and digital services and initiatives in electronic access to and delivery of library-based information resources and services.

RUL comprises the libraries on the Camden, New Brunswick and Newark campuses. The central TAS provides acquisitions, cataloging, and systems support to all libraries with local/unit technical services functioning primarily in the areas of serials check-in, binding, and added holdings. Rutgers Libraries' primary bibliographic utility is RLIN with records also contributed to OCLC, both utilities are used for interlibrary loan. SIRSI is the Libraries' integrated library system. Consortial partnerships include NERL (North East Research Libraries), PALINET, SPARC, VALE (NJ Virtual Academic Library Environment), RLG, and CRL. See the complete position profile at [http://www.libraries.rutgers.edu/under "news and events"](http://www.libraries.rutgers.edu/under/news%20and%20events).

**QUALIFICATIONS:** An MLS degree; the ability to articulate a vision for information systems in support of the library's mission and goals; a successful record of leadership and managerial experience in a research library with emphasis on technical services; significant knowledge of and experience in information systems/automation and networked consortium environments; excellent interpersonal and communication skills; a demonstrated record of successfully planning for, implementing and managing change in a complex organization. Salary is commensurate with qualifications and experience.

Please send nominations and applications no later than January 5, 2000 to: Sandra Troy (APP136), Libraries Personnel Officer, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163; Fax 732-932-7637; email [stroy@rci.rutgers.edu](mailto:stroy@rci.rutgers.edu). Rutgers, the State University is an Equal Opportunity/Affirmative Action Employer

responsible for the construction of a new library facility, giving attention to such issues as the future development of the library, the shape and size of the collection, physical space needs, and further automation of library functions. The Director is responsible for maintaining and advancing cooperative relationships between the ETSS I library and other academic libraries, including the Stitt Library on the campus of the Austin Presbyterian Theological Seminary (with which a cooperative collection development policy is in place), the Lutheran Seminary Program in the Southwest, and the University of Texas libraries. The Director is expected to relate constructively to various constituencies (e. g., faculty, students, clergy, administrators, and the general public). Requirements: Applicants should have a masters degree in Library Science from an ALA accredited school and a masters degree in religious studies or theology as well as library work experience. A Ph. D. degree in a theological discipline is desirable, and the candidate must be knowledgeable about current information technology and the Episcopal Church. The deadline for applications or nominations is January 1, 2000. The position is to be filled by June 1, 2000. Salary is open and dependent on education and experience. Submit applications or inquiries to The Very Rev. Durstan McDonald, Dean, **Episcopal Theological Seminary of the Southwest**, P. O. Box 2247, Austin, TX 78768. The Episcopal Seminary of the Southwest is an equal opportunity employer.

**EDUCATION LIBRARIAN, ASSISTANT OR ASSOCIATE PROFESSOR.** Southern Illinois University Edwardsville, Library and Information Services (LIS). Responsibilities: Organizes, coordinates, and directs the activities of the Education area of Lovejoy Library's User Services Department. Facilitates the best use of Lovejoy Library's materials, services, and facilities through direct contact with users, and through the overall direction, coordination and supervision of the following Education areas: curriculum and instruction; educational leadership; special education and communication disorders; psychology; and health education and kinesiology. Participates in the general reference, instruction, and collection development programs. Term of contract: Tenure-track, 12-month, faculty appointment. Professional rank and salary dependent upon credentials and experience, with a minimum salary of \$32,400 for Assistant Professor and \$37,800 for Associate Professor. Excellent fringe benefit program. More information is available at <http://www.siu.edu>. Qualifications: ALA-accredited MLS degree. Specialized degree or coursework in an education-related discipline preferred. Two years experience in an academic research library preferred. Knowledge of library reference tools. Strong communication, teamwork, organizational, interpersonal, and public service skills. Applications: Review to begin December 1, 1999 and to remain open until position

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

**EXPERIENCED LEADER WITH A GRADUATE DEGREE IN LIBRARIANSHIP/INFORMATION SERVICES.** Cameron University (<http://www.cameron.edu>), a state-supported public university which offers associates, bachelors and masters degrees, is seeking an experienced leader with a graduate degree in librarianship/information services from an accredited institution. Preference will be given to candidates with a second masters degree in a subject matter discipline or doctorate in library/information services or related field. Progressive responsibility for strategic planning, knowledge of library technology and electronic services, experience with staff development, and an understanding of library service issues are qualifications which will be strongly considered. The Cameron University main campus is located in Lawton, Oklahoma. The university operates the Duncan Higher Education Center, in Duncan, Oklahoma, and delivers courses and degree programs at Fort Sill and Altus Air Force Base, both in Oklahoma. Courses and degree programs are offered electronically to numerous other sites in Oklahoma. The School of Graduate and Professional Studies offers two masters degrees at eight military installations across Europe. The library provides services electronically to all sites served by the university and for a variety of collaborative educational programs with other universities both on and off the main campus. To apply: Send resume, list of at least three references with names, addresses, phone numbers, and transcripts (unofficial) to: Terral McKellips, Chair, Search and Screening Committee, **Cameron University**, P.O. Box 16356, Lawton, OK 73505-6377. EOE/AA.

**HEAD OF INSTRUCTIONAL TECHNOLOGY AND REFERENCE.** Chatham College is seeking a dynamic leader for their newly formed Instructional Technology and Reference department, part of a merged library and computing services division. Reporting to the Assistant Vice President for Information Services, the department head will supervise two reference librarians and work in partnership with computing services personnel to develop instructional services, reference services, bibliographic instruction, collection development, and research support for the faculty and staff of Chatham College. Each new instructional technology

## **HEAD, BIBLIOGRAPHIC SERVICES** **(Anticipated Vacancy – Available April 2000)** **George Mason University**

George Mason University Libraries, having recently reorganized into three system-wide management divisions, is seeking to fill this key management-level position within the Resources and Collection Management Services Division (RCMSD).

The Head, Bibliographic Services provides leadership and administration of centralized cataloging, bibliographic access, and related database management services for the four constituent libraries of the University Library system, and also coordinates bibliographic control and access activities with the School of Law Library. Researches, proposes, and implements new and improved methods in providing access to traditional and new forms of information resources, particularly digital formats. Proposes and coordinates implementation of policy governing bibliographic control and intellectual access to information resources. Develops and implements necessary workflow and quality control processes for attaining policy goals and objectives. As a member of a team-based management group, incumbent contributes to the consultative work environment within RCMSD. Directly supervises 5–7 FTE. Position reports to Associate University Librarian for RCMS.

**QUALIFICATIONS:** Required: ALA-accredited MLS degree; or ALA-recognized foreign equivalent. Significant experience in cataloging operations, including original cataloging, database management, and digital resources cataloging. Experience with AACR2, LC classification, MARC formats and automated library systems. Effective organizational, communication, and interpersonal skills. Demonstrated supervisory experience. Strong service orientation and commitment to professional growth. Collegial, team-focused management philosophy and orientation.

**DESIRED:** Familiarity with evolving metadata standards (Dublin Core, TEI, etc.). Familiarity with markup languages (HTML, SGML, XML, etc.). Familiarity with UNIX, Access, Perl and Z39.50.

**APPOINTMENT/BENEFITS:** 12-month administrative faculty appointment. Salary competitive and commensurate with experience. Excellent benefits: health plan options and paid life insurance; several retirement plans, including TIAA-CREF; 24 vacation days and 11 paid holidays; tuition waiver for self.

**The University:** George Mason University is a doctoral-level state-supported institution in Northern Virginia with campuses at Arlington, Fairfax, and Prince William counties, with an enrollment of more than 24,000 students and 1,300 faculty. The University Libraries is an active participant in VIVA—the Virtual Library of Virginia Project, the Washington Research Library Consortium, the Association of Southeastern Research Libraries, and is an associate member of the Center for Research Libraries. More information about the University/libraries is available at: <http://gmu.edu/>.

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

### **Chair, Bibliographic Services Search Committee** **Library Administration, MSN 2FL** **George Mason University** **Fairfax, VA 22030-4444**

Review of applications will begin **January 21, 2000**.

*AA/EEO employer; minorities are encouraged to apply.*

initiative will be done in partnership with faculty leaders, who will work closely with the new department head. Chatham College is committed to supporting this new model of integrating information services for faculty, students, and staff. The new department head will be part of an expanding Information Services department and will be expected to form partnership with compiling staff, faculty, and members of the campus community to achieve the goals of the department. As part of its commitment to traditional library services as well as the new initiatives, Chatham is dramatically increasing its collection; the new department head will oversee this collection development in all forms of materials. The College seeks candidates with an MLS degree or equivalent experience, 3–5 years experience in academic library reference work, experience with instructional technology, excellent written and oral communication, and management skills. Experience with web-based course-packaging systems, distance learning, and/or a background in the sciences are desirable. Founded in 1869, Chatham College is a private, selective, nonsectarian institution, offering baccalaureate degrees only to women. Masters degrees are offered to women and men. The College, a pioneer in curricular progress, is dedicated to enabling its graduates to make an impact upon the world around them.

Located in the Shadyside section of Pittsburgh, students and staff have easy access to Pittsburgh's dynamic cultural and entertainment opportunities and can share in educational and social offerings of nine other area colleges and universities. Nominations and applications, including a letter of interest, current curriculum vitae, and the names of three references should be sent to: Department of Human Resources, Job #357, **Chatham College**, Woodland Rd., Pittsburgh, PA 15232. Chatham is an equal opportunity employer.

**INFORMATION SERVICES LIBRARIAN (INSTRUCTION/INFORMATION TECHNOLOGY).** Coordinates library instruction with an emphasis on information technology at the Howard-Tilton Memorial Library, the main library at Tulane University. Information technology is a priority area for development for the library and the university. This librarian also works with the other librarians in the Information Services Department sharing responsibilities relating to reference and collection development. Responsibilities: Leads, coordinates, and participates in the library's overall library/Internet instruction program, reporting to the Head of the Information Services Department. Develops instruction in the use of library resources



## VICE PRESIDENT FOR INSTRUCTIONAL, ADMINISTRATIVE AND INFORMATION TECHNOLOGY

**Rose-Hulman Institute of Technology, Terre Haute, Indiana**

Rose-Hulman Institute of Technology, Terre Haute, Indiana seeks applications and nominations for a new position of Vice President for Instructional, Administrative and Information Technology. We seek a dynamic leader with the vision to bring together the resources and service traditions of the Waters Computing Center and the John A. Logan Library and to create a new synergy and integrated program of support for curriculum and administration. The successful applicant will oversee planning and guide the implementation of an innovative program of information and telecommunications, drawing on advances in instructional technology and the emerging potential of the revolution in telecommunications.

Rose-Hulman Institute of Technology is a selective, private college located two miles east of Terre Haute, Indiana, in a suburban/residential setting. The Institute emphasizes a liberal education in engineering, science and mathematics and offers eleven bachelor's and eight master's degree programs in those areas. Present enrollment is 1,600 undergraduates and 100 graduate students drawn from 45 states and many foreign lands. The median SAT score for entering freshmen is 1350 and more than 3,500 students apply for admission to a freshman class of 380. Technology is used extensively as an aid to learning. All students are required to buy an Institute selected, network ready, laptop computer. The Institute has an endowment of approximately \$170 million. Rose-Hulman is fully accredited by all relevant agencies, including the North Central Association and the Accreditation Board for Engineering and Technology. Rose-Hulman is consistently ranked among the best colleges of science and engineering in the nation by a variety of publications and surveys and was recently ranked number one by U.S. News & World Report among engineering schools that do not offer a Ph.D. program. Recently the Institute received an approved \$30 million grant from Lilly Endowment for establishment of the Center for an Innovation Economy.

The Vice President for Instructional, Administrative and Information Technology reports directly to the President and will serve as a member of the Institute Executive Committee, which consists of the six vice presidents and other key campus leaders. Departments reporting directly to the Vice President include the Waters Computing Center, Logan Library, instructional services, and telecommunications. The Vice President will have responsibility for Institute-wide computing and the following areas:

·**INFRASTRUCTURE:** planning and further developing the technological and human infrastructures necessary for accessing, training and supporting all instructional, administrative and information technology related activities on campus.

·**INFORMATION SYSTEMS:** collaborating with faculty, students, administrators, and staff in the continuous upgrading of campus information systems to enhance the Institute's management and operations.

·**INSTRUCTIONAL TECHNOLOGY:** working closely with departments to provide support including professional development activities for faculty in their development of instructional technology applications to enhance teaching and learning.

Qualifications include extensive relevant experience, preferably as a senior manager in higher education. Higher education teaching experience is desirable. An understanding of the college teaching and educational operations environment is required. Strong interpersonal skills and a collaborative approach to problem solving are required, as is the ability to function with a high degree of autonomy and creativity. The ideal candidate will have demonstrated vision and initiative in computing and telecommunications and be able to articulate the role of the college library as a distributor of quality information to the campus community. The ideal candidate will also have excellent management, planning, communication, budgeting, and organizational skills in an environment that includes both academic and administrative responsibilities. Demonstrated ability to manage and work in an environment with a diverse population representing various interests and perspectives is essential. The successful candidate will also have exceptional leadership ability as well as technical expertise commensurate with the position. Compensation package includes a competitive salary based upon qualifications and experience and a comprehensive benefits plan which includes tuition assistance for dependent children. For full consideration, please send letter of interest which includes a narrative of how the candidate satisfies the position qualifications, resume and references by **January 17, 2000**, to:

**Kimberly Miller**  
**Director of Human Resources**  
**Rose-Hulman Institute of Technology**  
**5500 Wabash Avenue, CM 24**  
**Terre Haute, IN 47803**

EOE



## DIRECTOR OF LIBRARIES

### Denison University

Denison University invites applications and nominations for the Director of Libraries. Founded in 1831, Denison is a nationally ranked, independent coeducational selective liberal arts college with a strong tradition of academic excellence. Its 250-acre campus is located in the picturesque village of Granville, Ohio, 25 miles east of Columbus. A residential undergraduate college, Denison has 2,000 students, 167 faculty members, and endowments and specialized funds of more than \$300 million. The college offers 37 majors and awards the BA, BS, and BFA degrees. A first-rank faculty in 22 academic departments is active in scholarly and creative work and offers a range of quality programs for students who go on to a wide variety of academic, professional, and business careers. The Library is an active member of several consortia including OhioLINK and The Five Colleges of Ohio.

The Director of Libraries will be expected to provide a leadership role both on the local campus and with our consortium partners. Denison continues to expand its technology initiatives, with the library playing a vital role. The Director serves on the University's Information Resources Advisory Board and works closely with the Computing Services Department to provide information resources to the campus community.

Applicants would normally have an MLS or its equivalent from an ALA-accredited institution. Substantial managerial experience in academic libraries, experience with library and information services automation, and the ability to work effectively with and provide outreach to faculty, staff, and students are expected. An advanced degree in a subject field as well as involvement and participation in professional library activities and organizations are desirable.

Although nominations and applications will be accepted until the position is filled, those submitted by **December 30, 1999**, are best assured of receiving full consideration. Send letter, curriculum vitae, and names of three references to:

**Amy Gordon**  
**Chair of the Search Committee**  
**Denison University**  
**Granville, OH 43023**  
**e-mail: [Gordona@denison.edu](mailto:Gordona@denison.edu)**

*Denison University is an Equal Opportunity,  
Affirmative Action employer. Nominations of and  
applications from women and minorities are  
encouraged.*

and information technologies for students and develops related staff development initiatives for teaching faculty and library staff. Works with the department head and other librarians to establish goals relating to library instruction; promotes library instruction and schedules instruction assignments; collects and reports data on library instruction; assists with advancing the library's web site. Provides general help at the reference desk approximately 8-14 hours per week including some evenings and weekends; serves as a bibliographer for a limited number of subject areas and acts as the library's liaison to the academic departments linked to those subjects; maintains current awareness of developments in the profession; assumes other responsibilities as assigned. Qualifications: Required: ALA-accredited MLS. Experience in reference and library instruction with electronic library resources in an academic library. Experience with web design. Excellent interpersonal, written, and oral communication skills. Desired: Familiarity with collection development. Demonstrated leadership potential and enthusiasm for an innovative environment. A commitment to develop expertise in emerging technologies and lead and/or participate in innovative library projects. Environment: Tulane University is a major private university with its main campus located in picturesque uptown New Orleans. The Howard-Tilton Memorial Library is the university's main library and is an ARL research collection supporting programs in the humanities, social sciences, and the sciences. (See <http://www.tulane.edu/~html>). Salary/Benefits: Rank and salary commensurate with experience, minimum \$31,000 for Librarian I; excellent benefits, choice of health plans, immediate tuition waiver for self, and undergraduate tuition waiver for dependents. To apply: Send letter, resume, and names, addresses, and telephone numbers of three references (including immediate supervisor) to: Mary Orazio, Administrative Associate, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70118. E-mail: [marazio@mailhost.tcs.tulane.edu](mailto:marazio@mailhost.tcs.tulane.edu) or fax: 504-865-6773. Review of applications will begin January 10, 2000 and continue until the position is filled. Tulane is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

**INSTRUCTIONAL SERVICES LIBRARIAN.** To provide instruction to library users, develop electronic instructional resources such as tutorials, plan and coordinate the participation of other librarians in the instruction program, participate in reference, serve as liaison to one academic school for collection development, and work collaboratively with others in planning and decision-making processes for the whole library. Reports to head of reference and supervises student worker(s). Full-time, non-tenure-track position with library rank and faculty status; available January 2000. Requires ALA-accredited MLS; working knowledge of Internet and personal computer applications; knowledge of at least one automated library system such as Voyager; ability to work in a complex and changing environment; supervisory, organizational, analytical, and problem-solving skills; ability to work independently and collaboratively; demonstrated flexibility and attention to detail; strong service orientation; the ability to adjust priorities based on changing needs. Desired qualifications include: academic library experience, teaching experience, and additional advanced degree preferred; experience using technology in an educational or library setting; familiarity with Microsoft Office, electronic databases, web page development; demonstrated knowledge of current emerging technologies as they contribute to meeting the needs of researchers and students in an academic community; knowledge of library information technology. Send letter of intent and resume, including names, addresses, e-mail, and phone numbers of three professional references to: Ruth H. Miller, Director, David L. Rice Library, University of Southern Indiana, 8600 University Blvd., Evansville, IN 47712; fax: (812) 465-1693; phone (812) 464-1824. Review of applications to begin early January and continue until position filled. AA/EOE

**LIBRARIAN.** The University of Texas at San Antonio seeks systems librarian for the position of Electronic Services Librarian. Duties: Responsible for administration of the libraries' integrated library automated system and provides leadership in moving from the current environment to a next generation system. Participates in the evaluation and recommendation of library systems; assists in the planning and implementing of conversion activities; reviews and recommends software, hardware and electronic products for library users, librarians, and library staff. Participates in the project management for maintenance of the current and successor system. Responsible for working with a variety of library products and incorporating them into the mainstream of library sources. Reports to Assistant Director for Technical Services and Library Computer Systems. Qualifications: Required: ALA-accredited MLS degree; five years relevant systems experience. Demonstrated experience with client server applications. Knowledge and experience using UNIX. Experience using NT. Experience using Perl or equivalent. Knowledge of standards such as US MARC, Z39.50, HTML. Excellent oral and written communication skills. Preferred: Academic library experience. Experience using US MARC records, SQL programming, mSQL or Oracle databases, Microsoft Access, SQL Report Writer, Visual Basic, JavaScript, C, or php. Experience as UNIX administrator. Salary and Benefits: Minimum \$40,000 for 12-month appointment with optional retirement and liberal benefits package. Position

# HISTORY LIBRARIAN

## The Princeton University Library

The Princeton University Library's general collections include about 6 million printed volumes, as well as significant numbers of microforms, scores and records, electronic databases and journals. Its holdings within the Department of Rare Books and Special Collections are especially rich. The Library employs approximately 320 professional and support staff workers, as well as a large student and hourly workforce. Library operations are divided among twenty sites on campus, including a large central library. More information may be found at the library's web site <http://libweb.princeton.edu:2003/>

**DESCRIPTION:** Princeton University Library seeks an energetic and creative subject specialist in history, including the history of science, to support and reshape the delivery of library collections and services to students and faculty throughout the University.

This is one of seven bibliographer positions with major responsibility for developing and interpreting collections in the humanities and social sciences. The position reports to the Associate University Librarian for Reference and Collection Development. Responsibilities include: current and retrospective collection building in all formats; management of a large acquisitions budget for history and the history of science, and an approval plan for Canadian materials; advising on preservation and other collection maintenance activities; oversight of collections in two graduate study rooms in Firestone Library; and offering research consultation to faculty, graduate students, and undergraduates, including more than 250 undergraduate majors, all of whom are required to conduct independent research. The position also provides instruction in the use of print and electronic materials for historical research; development of resource guides and maintenance of web sites for the study of history; a direct service presence in the General and Humanities Reference Division; consultation with members of the Technical Services Department to facilitate processing of materials to meet academic deadlines; and close work with staff in Rare Books and Special Collections and branch libraries to promote use of the wealth of original and specialized materials among researchers in history at Princeton.

**QUALIFICATIONS:** Required: An ALA-accredited master's degree in library science, plus an advanced degree in history or historical studies, or an equivalent combination of education and professional library experience; a minimum of three to five years of successful experience in a research library. Candidates must demonstrate mastery of the bibliographic tools, including electronic resources, available for the use of historians. Candidates should be knowledgeable about the American and European book trades, current and antiquarian, and the changing technological environment in research libraries; they should also demonstrate an interest in developing innovative services for historical research at Princeton.

Additional desirable qualifications include: reading knowledge of at least two European languages; successful teaching experience, either in the classroom or in library instruction; experience with cooperative library projects such as the Center for Research Libraries and the Digital Library Federation; and knowledge of the strengths of other research collections in history.

**BENEFITS:** Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance. Salary and Rank: Dependent upon experience and qualifications.

Review of applications will begin on **November 20, 1999**, and will continue until the position is filled. Nominations and applications (resume and the names, titles, addresses and phone numbers of three references to be contacted) should be sent to:

**Search Committee for History Librarian  
c/o Lila Daum Fredenburg  
Human Resources Librarian  
Princeton University Library  
One Washington Road  
Princeton, NJ 08544-2098**

*Princeton University is an equal opportunity/affirmative action employer.*



## HEAD, LIBRARY SYSTEMS DEPARTMENT (Search Extended)

### Loyola University Chicago Library

Loyola University Chicago Library Systems Department provides services to users and staff at five libraries at three campuses in Chicago and one in Rome.

The libraries' computing environment includes NT, Novell, and Unix platforms and over 250 staff and user NT workstations. The University libraries use Endeavor and coordinate closely with the Loyola Health Sciences and Law Libraries and the University's Information Technologies Division. Loyola University Chicago Library system has over 1.7 million volumes in its 7 libraries and an FY2000 collection budget of over \$5 million.

**RESPONSIBILITIES:** Manages the activities and personnel of the department to achieve a computing environment that serves the libraries' current needs and ensures the development of new services and resources to meet user and staff needs. Responsible for designing, maintaining, and enhancing the libraries' computing networks and workstations, including the selection and tracking of software and equipment. Plans, budgets, develops, and implements innovative strategies for complex systems. Serves as administrator for at least one platform and for planning and implementing telecommunications strategies in line with University Information Technologies Division's directions. Coordinates or leads large project teams comprised of library staff, other systems staff, University IT staff and consultants. Keeps current on new technologies and works closely with other systems staff, other library staff, and University IT staff to implement new technologies to improve services. The department head supervises a staff of 3 FTE and reports to the Associate Dean.

**REQUIREMENTS:** MLS from an ALA-accredited institution. Bachelor's, advanced degree, or certificate in Computer Science or equivalent experience. Strong customer service orientation; excellent interpersonal skills; excellent written and oral communication skills. Experience with NT/Microsoft Windows operating systems and applications or UNIX server administration. In-depth understanding of a wide range of computer hardware, software, and network applications. Knowledge of telecommunications issues. Demonstrated project management skills and successful supervisory experience. Ability to work with library staff to provide a broad level of computing support, including web site and desktop support. Preferred: Experience with two or more of the following platforms: Unix, NT, Novell. Systems experience in an academic library. Experience implementing or supporting the Endeavor integrated library management system. Experience in supporting or supervising support for a computing environment consisting of NT workstations and MS applications.

**Salary and Benefits:** Salary range starts at \$55,000 and is dependent on experience and qualifications. Benefits include 20 days vacation, tuition benefits, TIAA/CREF, and standard medical/dental plans.

Qualified applicants should send a letter of application, resume, and contact information for three references to:

**Edward A. Warro  
Dean of Libraries  
Cudahy Library  
6525 N. Sheridan Rd.  
Chicago, IL 60626**

Review of applications will begin immediately. Applications will be accepted until position is filled. For more information about Loyola, visit <http://www.luc.edu>.

*Loyola University is an affirmative action, equal opportunity educator/employer.*

available January 15, 2000; review of applications beginning December 20, 1999. Application: Send letter of application, resume, and names of three references to: Sue Tyner, Assistant Director for Technical Services and Library Computer Systems, The University of Texas at San Antonio Library, 6900 N. Loop 1604 West, San Antonio, TX 78249-0671 or in text or Word format to [styner@utsa.edu](mailto:styner@utsa.edu). UTSA is an EEOA employer. Women, minorities, and persons with disabilities encouraged to apply.

**LIBRARIAN, GOVERNMENT DOCUMENTS REFERENCE/BIBLIOGRAPHIC CONTROL.** The University of Maryland Libraries invites applications or nominations for the position of Librarian, Government Documents Reference/Bibliographic Control. Environment: The University of Maryland Libraries has recently undergone a major reorganization to better meet the service mission of the Libraries. As part of this reorganization, subject teams have been created and are responsible for integrating services and collections to the University's departments, colleges, and

programs. This new environment strives to facilitate organizational communication and foster shared responsibility. Responsibilities: Provides research and reference assistance in the Government Documents and Maps Unit, utilizing a variety of print and electronic resources. Searches electronic databases. Assists with the management of Federal Depository Library collection, facilitating compliance with Federal Depository Library Program guidelines for collection maintenance. Evaluates and makes recommendations for the purchase of items to support and complement the depository collection, including international documents. Works with acquisitions and cataloging units to ensure quality bibliographic control of government documents. Assists with the Marcive tape load. Participates in staff and student training. Special projects as assigned. Qualifications: Required: ALA-accredited master's degree in Library and Information Science. Preferred: Additional relevant subject master's degree. Experience: Required: Three or more years experience working with government documents in a large setting preferred; experience provid-

## DEAN OF LIBRARY SERVICES

### Sam Houston State University

SHSU is conducting a search for the recently upgraded position of Dean of Library Services. The Dean will be responsible for library administration, including all aspects of planning, personnel and fiscal management, and external resource development. The successful candidate will develop a plan for continuous library improvement that reflects the comprehensive nature of our mission as a state university, and will assume a prominent position in the development of information-access systems to support our new Distance Education initiatives. For a description of SHSU, its library, and their setting in the Piney Woods of East Texas please access our web page at [www.shsu.edu](http://www.shsu.edu).

The successful candidate must possess:

- ALA-accredited MLS or MLIS;
- Earned doctorate;
- Evidence of a minimum of 5 years' recent, progressively responsible academic library administrative experience;
- Record of scholarly publication and professional achievement sufficient to qualify for tenure as a Full Professor.

The successful candidate will demonstrate:

- An in-depth knowledge of, and active participation in, the continuing evolution of scholarly communication and information resource paradigms;
- Expertise in information technologies available to support and further develop library services, research, and instruction (including technologies required to support distance education);
- A record of success in integrating information technologies, traditional library collections and services, and human resources in a customer-oriented, active learner environment;
- Experience in planning with key stakeholders to advance the mission of the Library;
- A familiarity with fund raising and successful grant acquisition and management.

Submit a letter of interest that shows that you have successfully developed consensus around a vision and that you have provided the leadership, initiative, persistence, and the creativity necessary to achieve that vision; a resume; the names and addresses (including e-mail) of five (5) references; and a position statement that precisely outlines your perception of administering an academic library.

Electronic submissions are preferred but hard copies may be mailed or faxed to:

**Christopher T. Baldwin, Chair**  
**Dean of Library Search Committee**  
**Sam Houston State University**  
**P.O. Box 2209**  
**Huntsville, TX 77341-2209**  
**phone: (409) 294-1401**  
**Fax: (409) 294-1598**  
**e-mail: [DCA\\_CTB@SHSU.EDU](mailto:DCA_CTB@SHSU.EDU)**

The review process will begin in December 1999 and we envisage screening interviews during the ALA Mid-Winter in San Antonio, Texas.

*SHSU is an EEO/AAP employer and a Member of The Texas State University System*

ing reference service; experience in technical services work; familiarity with Federal Depository Library Program guidelines; knowledge of government information resources in print and electronic formats; knowledge of microcomputer and Internet applications in libraries, including skill in searching bibliographic databases; user education experience; ability to communicate effectively orally and in writing; strong service commitment; ability to work with a diverse group of users and staff; ability to work in a team environment; good sense of humor. Preferred: Familiarity with government information through course work; work experience in a regional federal depository library; experience developing web pages; familiarity with international documents and maps. Salary: Commensurate with qualifications and experience. Excellent benefits. Applications: For full consideration, submit a cover letter and a resume and names/addresses of three references by January 14, 2000. Applications accepted until the position is filled. Send resume to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, University of Maryland, College Park, MD 20742-7011. You may also fax your resume: (301) 314-9960. Libraries Web Address: <http://www.lib.umd.edu/> UMCP. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

**MANAGER, ELECTRONIC TEXT AND IMAGING CENTER.** University of Maryland Libraries. The University of Maryland Libraries invites applications or nominations for the position of Manager, Electronic Text and Imaging Center. Responsibilities: Reporting to the Head of Digital Library Operations, the incumbent will be responsible for daily operations of the ETIC, a new service unit at the University of Maryland Libraries. The initial focus of the ETIC is to support the humanities, and it is closely aligned with the Maryland Institute for Technology in the Humanities (MITH) which is housed adjacent to the ETIC. Long-range plans are to expand activities into other disciplinary areas. The Center assists faculty and students in identifying, accessing, creating, and using scholarly electronic texts and images. The ETIC Manager will serve as the primary resource person in all phases of this service, from working with users to conceptualize options to assisting in the design of curricular and research projects using specific texts and tools; identifies, evaluates, and acquires appropriate electronic texts and images for research and instruction in collaboration with subject librarians; keeps informed of new trends and standards for digital projects; supervises a graduate assistant and undergraduate students who will provide technical support and public service assistance; collaborates with the Director and staff of MITH on research and instruction projects; provides individual and

**THREE POSITIONS  
GOVERNMENT DOCUMENTS HEAD,  
TWO REFERENCE LIBRARIANS**

**Georgia Southern University**  
<http://www2.gasou.edu/library/>

The Zach S. Henderson Library employs 17 faculty and 44 support staff. The Library's 24-hour schedule provides access to collections including 500,000+ volumes, 600,000+ government documents in a selective federal depository, and 3500+ current serial subscriptions. The library utilizes the Data Research Associates (DRA) automation system, and has a Novell-based local area network (IBM and Macintosh) with access to the databases in the statewide network GALILEO, approximately 40 other databases, and the full resources of the Internet and the World Wide Web. There are approximately 300 networked computers available for public use in accessing curriculum support software and the databases described above.

All positions are faculty rank, tenure-track, twelve-month positions. ALA-accredited graduate degree awarded before December 31, 1999. Review of applications will begin **December 6, 1999**. Finalists for all positions will be expected to make a formal presentation during the on-site interview.

**HEAD, GOVERNMENT DOCUMENTS DEPARTMENT**

Responsibilities of the position include managing all activities of the government documents department in this highly automated environment (including staffing of the department, overseeing government documents collection development, and assisting the university and community in using the collection) and providing leadership in evaluating existing services and developing new services. Government documents training, increasingly responsible experience, demonstrated managerial experience, basic knowledge and experience with emerging technologies, and strong public services commitment are required. Experience in government documents strongly preferred. Application letter must describe specifically the applicant's qualifications for the position. Letter must address (in two or three paragraphs) the use of and access to government documents in today's electronic environment. Salary and rank dependent upon qualifications. Range begins in the mid-thirties. Position available April 1, 2000. Write to Ann Hamilton, Associate University Librarian and Search Chair, at the address given below, or e-mail <ahamilton@gasou.edu>.

**REFERENCE (INFORMATION SERVICES) LIBRARIANS (ASSISTANT PROFESSOR)**

(2): Entry-level positions with responsibilities for providing general reference service and computer assistance; providing user education for bibliographic and reference resources (print and electronic) and common microcomputer applications; preparing reference and computer guides; and participating in reference collection development and related public service activities. Position #1 will provide leadership in the provision of reference services in business and law, with additional responsibilities for assisting in the ongoing development of the library's web site. Position #2 will provide leadership in the provision of reference services in science and technology, with additional responsibility for overseeing the department's collection development processes. Knowledge of information sources in the specified fields, practical knowledge and experience with current microcomputer and networking technologies, knowledge of search strategies for online databases and the Internet, and a strong public service commitment are required. Experience working in an academic library environment, and experience creating and maintaining effective web pages are preferred. Application letter must describe specifically the applicant's qualifications for the position. Letter must address (in an essay of two or three paragraphs) the use of electronic access in today's reference environment. Salary dependent upon qualifications and experience, minimum; \$30,000. Position #1 begins as soon as possible. Position #2 begins July 1, 2000. Write to Laura Davidson, Head of Information Services and Search Chair, at the address given below, or e-mail: ldavidson@gasou.edu. Please state the position for which you are applying.

**HOW TO APPLY:** Send application letter, résumé, and the names, addresses, telephone numbers and fax numbers (if available) of only three references, to the search chair as specified above:

**Zach S. Henderson Library  
P.O. Box 8074  
Georgia Southern University  
Statesboro, GA 30460-8074  
Fax: (912) 681-0093**

*Georgia Southern is an EEO/AA institution. Individuals who need reasonable accommodations under the Americans with Disabilities Act in order to participate in the application process should notify the search chair. The names of applicants and nominees, résumés and other general non-evaluative information are subject to public inspection under the Georgia Open Records Act.*

## EXECUTIVE DIRECTOR

### Indiana University Purdue University Indianapolis (IUPUI) University Library

Indiana University Purdue University Indianapolis (IUPUI) seeks a dynamic and visionary leader to serve as Executive Director of the IUPUI University Library (including the University Library, the Herron School of Art Library, and the IUPUI Columbus Library). The position affords a unique opportunity to lead the library as the principal campus and community resource in an academic environment committed to information integration and distributed access. This commitment is embodied in the University's \$32 million library which is the nerve center for the acquisition and distribution of print, electronic, and multimedia resources to support community-wide learning.

Based in Indianapolis, the state capital, the nation's 14th largest city, IUPUI (<http://www.iupui.edu>) is the third largest campus in Indiana with over 27,000 students and offers the widest range of degree programs of any campus in the state. Its 19 schools include basic undergraduate programs in the arts and sciences, numerous programs in medicine and health, as well as other professional programs in law, philanthropy, informatics, business, engineering, fine arts, physical education, and public affairs. The IUPUI campus is adjacent to a vibrant downtown Indianapolis including several new museums and cultural and commercial developments.

The Executive Director of the IUPUI University Library will play a critical role in the continued development of IUPUI as an international leader in the use of information technologies to enhance university-wide teaching and learning, particularly as a partner with the community and other libraries (public and academic). The University Library itself fosters a team-based environment which encourages the active participation of librarians in the life of the campus. Librarians are partners with faculty in providing academic leadership (e.g., participation on instructional teams facilitating student learning).

The successful candidate will have a proven track record in library administration and a keen sense of how information and communication technologies can positively transform the structure and role not only of the academic library but of the university. He or she will have the experience, personality, and academic credentials to provide intellectual as well as administrative leadership, and will be comfortable working in partnership with other information technology professionals on and off campus. Since this position warrants a tenured senior appointment, a masters degree from an American Library Association-accredited program is required. A doctorate or second advanced degree, in addition, is preferred.

Nominations and applications will be accepted until the position is filled, expected by May 2000. Formal and informal inquiries, applications and curricula vitae, including names of three references, should be sent to the Chair of the Search Committee, with guaranteed review of materials received by **December 15, 1999.**

**Scott E. Evenbeck, Dean**  
University College  
IUPUI  
815 West Michigan Street, UC 3163  
Indianapolis, IN 46202

*IUPUI is an affirmative action, equal opportunity employer.*

group instruction on electronic text and image content, use, and production; participates on the Libraries' Collection Management and Resource Allocation Committee as requested. Qualifications: Required: ALA-accredited master's degree in Library and Information Science; subject expertise in the humanities as demonstrated by degree, coursework, or experience; at least two years experience in one or more of the following areas: authoring languages, instructional design, Web development, database management, and multimedia. Experience with HTML, SGML, XML. Demonstrated ability to work with a variety of hardware and software utilized in electronic text and imaging work (e.g., scanning, text analysis software). Must be able to work effectively with technical and non-technical users. Excellent oral and written communication skills. Supervisory experience. Familiarity with electronic text and imaging content. Reading knowledge of one or more foreign languages preferred. Salary: Commensurate with qualifications and experience. Excellent benefits. Applications: For full consideration, submit a cover letter and a resume and names/addresses of three references by January 10, 2000. Applications accepted until the position is filled. Send resume to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, University of Maryland, College Park, MD 20742-7011. You may

also fax your resume: (301) 314-9960. Libraries Web Address: <http://www.lib.umd.edu/UMCP>. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

**MANAGER, HEAD, DIGITAL LIBRARY OPERATIONS.** The University of Maryland Libraries invites applications or nominations for the position of Manager, Head, Digital Library Operations. Responsibilities: Reporting to the Director of Information Technology and the Director of Public Services, the Head of Digital Library Operations provides leadership and management for planning, designing, and implementing digital library initiatives at the University of Maryland Libraries. The Head of Digital Library Operations coordinates the evaluation, application, and testing of emerging technologies and standards; works closely with managers of a diverse range of digital library projects currently underway and identifies new opportunities; serves as liaison to academic departments and to the Office of Information Technology on digital library activities; is responsible for budget planning and resource development and allocation for digital library operations including external funding; supervises the Electronic Text and Imaging Center Coordinator and the Head of the Web/Digital Libraries Team; works

# Assistant Vice President for Information Services

Chatham College invites applications and nominations for the position of Assistant Vice President for Information Services. The Assistant Vice President will be responsible for the management and development of a new organizational unit, which combines all information services, resources, and technologies. The successful candidate possesses a clear vision for how libraries, computing, and networking together can support teaching, learning, research activities of students and faculty, and administrative computing.

Chatham College is committed to supporting this new model of integrating information services for faculty, students, and staff. The AVP for Information Services will have the opportunity to expand the current staff, renovate the existing Jennie King Mellon Library which also houses the current computing organization, utilize a significant increase in funds allocated to information technologies, and manage a dramatic increase in the funds to be used for information resources.

The College seeks candidates with evidence of demonstrated leadership and managerial experience as a senior librarian, director of a computing center, or chief information officer. The successful candidate will have the professional degree(s) appropriate to those positions, a commitment to traditional library services and information technology functions, and a capacity to lead an evolving information organization.

Founded in 1869, Chatham College is a private, selective, nonsectarian institution, offering baccalaureate degrees only to women. Master's degrees are offered to women and men. The College, a pioneer in curricular progress, is dedicated to enabling its graduates to make an impact upon the world around them. Located in the Shadyside section of Pittsburgh, students and staff have easy access to Pittsburgh's dynamic cultural and entertainment opportunities and can share in educational and social offerings of nine other area colleges and universities.

Chatham College offers a competitive salary and excellent benefits, including tuition remission for qualified individuals and dependents. Applications will be reviewed on a rolling basis for immediate placement in the position. To apply, send a cover letter with salary requirements, resume, and the names of three (3) references to:



Department of Human Resources, Job #342  
Woodland Road, Pittsburgh, Pennsylvania 15232

Chatham College is an Equal Opportunity Employer

closely with vendors of digital library hardware and software; oversees design and maintenance of electronic resources including licensed electronic content, digitized content, digital content, and web-based resources; participates on the Libraries' Collection Management and Resource Allocation Committee as requested. Qualifications: Required: MS in library and information science, computer science, or relevant field. Minimum three years experience in a research library or comparable setting working with digital resources. Demonstrated technical knowledge and expertise. Ability to work collaboratively with diverse groups. Ability to work as a liaison with faculty on research and curricular projects. Demonstrated experience with technology project management. Experience in the creation and management of digital information. Demonstrated knowledge of digital conversion of materials for access and preservation. Excellent oral and written communication skills. Successful proposal writing experience. Experience in developing working partnerships for research and entrepreneurial opportunities. Applications: For full consideration, submit a cover letter and a

resume and names/addresses of three references by December 20, 1999. Applications accepted until the position is filled. Send resume to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, University of Maryland, College Park, MD 20742-7011. You may also fax your resume: (301) 314-9960. Libraries Web Address: <http://www.lib.umd.edu/UMCP>. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

**MANUSCRIPT CURATOR/LIBRARIAN.** Loyola Marymount University seeks a curator for the Center for the Study of Los Angeles, Research Collection. The curator will report to the Assistant Librarian for Archives and Special Collections in the Charles Von der Ahe Library. The successful candidate will be responsible for day-to-day management of the Research Collection. Duties include processing collections, preparation of collection guides, basic conservation work, supervision of interns and student workers, reference work with patrons, and management of the off-

# DIRECTOR OF THE LIBRARY



**Drew University** invites applications and nominations for the position of Director of University Library. The anticipated starting date is July 1, 2000. One hour west of New York City, Drew is an intentionally small university of 2130 students (1400 of whom are undergraduates, 400 in its graduate school and 330 in a United Methodist Theological School). The University Library contains more than one-half million volumes including its renowned Methodist collection, and is a DRA site.

Drew University is seeking a forward-thinking and experienced leader to guide its library and information services into the next century. The Director of the University Library has administrative responsibility for all library services, for library-wide planning and policy direction, and for fund-raising initiatives. The Director plays a university-wide leadership role in the development and implementation of information services in support of the academic programs of the three schools, and represents Drew University Library throughout the larger library and higher education communities. The Director reports

directly to an academic Vice President, works closely with the three academic deans, is a member of the Council of Deans, and meets with other appropriate academic and administrative councils.

An ALA accredited MLS required; PhD preferred but not required. Substantive record of professional participation and scholarship. Broad knowledge of and extensive contacts in the library and information science field, with ability to integrate new information technologies into library teaching and services. Effective verbal and written communication skills and evidence of success in interacting with all university constituencies as well as the outside community. Demonstrated vision and capacity to execute policy for library services in a rapidly changing information management and electronic environment. Innovative leadership skills in a shared decision-making environment, and the ability to work collaboratively with students and faculty and staff. Clear understanding of the evolving role of the academic research library. Teaching experience and knowledge of library special collections desirable.

Salary is competitive and commensurate with qualification. Rank will be Associate or Senior Librarian. Candidates should send a curriculum vitae and a letter of application outlining appropriate experience along with the names/addresses/telephone numbers of three references. Also desirable is a statement of not more than two pages by candidates which addresses the role of the library at a small university. Applications received by January 10, 2000 will receive full consideration; however, the search will remain open until the position is filled. Send inquires, nominations and applications to **Dean Leonard J. Sweet, Search Committee Chair, Seminary Hall, Drew University, 36 Madison Avenue, Madison, NJ 07940**. Applicants who need special accommodations for an interview should request this in advance. Drew University is an equal opportunity affirmative action employer. Further information concerning Drew University is available on the WWW at <http://www.DREW.EDU>



## ALPHARETTA CENTER LIBRARIAN

### Georgia State University

Georgia State University, a dynamic urban university in downtown Atlanta, seeks an individual to manage all activities at a new satellite campus library in Atlanta's northern suburbs, scheduled to open in Spring 2000. The position reports to the University Librarian.

**RESPONSIBILITIES:** Design and implement information services and communicate them to the campus community; exploit web-based technologies; manage staff; oversee daily operational activities; recommend policy and service enhancements; collaborate with computer center on service delivery; plan and implement transfer of materials.

**REQUIREMENTS:** ALA-accredited master's degree in library science; three years experience including supervisory. Experience with technology and electronic resources including Internet. Preferred: Experience in library reference or other public service, customizing services for target audience or specialized clientele, instruction/training in use of electronic resources, advanced degree or experience with Business or Education resources.

**AVAILABLE:** Spring 2000.

**SALARY AND RANK:** \$36,000-\$42,000 for twelve months commensurate with qualifications and experience.

**TO APPLY:** Send letter addressing above. Include resume and names, addresses, and phone numbers of three references to:

**Carmen Newton  
Georgia State University  
Pullen Library  
100 Decatur Street, SE  
Atlanta, GA 30303-3202**

Materials received by **January 14, 2000**, will receive priority. For more information, please visit our web site at: [www.lib.gsu.edu](http://www.lib.gsu.edu).

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



## DIRECTOR OF THE LIBRARY

Nazareth College of Rochester invites applications for the position Director of the Lorette Wilmot Library. The Director, who reports to the Vice President for Academic Affairs, is responsible for the overall administration of a library collection of over 280,000 volumes (both print and non-print), of approximately 1600 periodical subscriptions and numerous databases. The library's collection and staff (11 professional and 16 support, both full and part-time) serve a population of approximately 3,000 students and 130 faculty. Services extend beyond traditional library operations to include an active Media Center.

The Master's degree from an ALA-accredited Library school, a second master's degree or the earned doctorate, five years of increasingly responsible academic administrative experience in libraries, and familiarity with commonly used computing technology are required.

Applications will be accepted until the position is filled. Position will be available January 1, 2000.

To apply, send letter of application, resume, the names and addresses of three professional references and a statement describing your interest in this position to: Search Committee Chair, Lorette Wilmot Library, Nazareth College of Rochester, P.O. Box 18950, Rochester, NY 14618-0950.

Nazareth College is a comprehensive institution offering a wide range of baccalaureate and master's degree programs. The College is a thriving, independent co-educational institution with 1900 undergraduate and 1000 graduate students. The campus is located minutes from downtown Rochester, the third largest city in New York State. Rochester is noted for its internationally recognized industries, museums, and for its cultural diversity. In keeping with its mission and ideals, Nazareth College seeks individuals with a demonstrated commitment to the promotion of diversity. EOE/AA.



**Nazareth College**

site faculty. The curator is also responsible for the design and development of the Department of Archives and Special Collections web site. Candidates must have a Master's degree in archival studies, history, political science, or an M.L.S. from an ALA-accredited school with course work in archives or manuscript management. Candidates must also have three years of progressively responsible experience in a manuscripts department or an archives. Computer skills are essential. Candidates should have a basic understanding of HTML. Photoshopping and graphic optimization for the web. Please send resume and cover letter to: LMU, HR, 7900 Loyola Blvd., Los Angeles, CA 90045-8155, or Fax: (310) 338-7711. Visit our website at <http://www.lmu.edu/hr/bull.htm> or call our Jobline at (310) 338-4488. We encourage applications from women, ethnic minorities, persons with disabilities and veterans. Applications received by January 28, 2000 will receive first consideration. The search will remain open until the position is filled.

**PUBLIC SERVICES LIBRARIAN, Moorhead (MN) State University.** Tenure-track, 200-day duty year: Coordinates the library's reference, circulation, reserve, and ILL activities. Supervises two library technicians and hordes of students. Official Vacancy Notice: [www.moorhead.msus.edu/vacancy/index.htm](http://www.moorhead.msus.edu/vacancy/index.htm).

**REFERENCE/BIBLIOGRAPHIC INSTRUCTION LIBRARIAN.** (Entry level) California State University— Dominguez Hills. Responsibilities:

## SCIENCE REFERENCE LIBRARIAN

### The University of California, Riverside Library

The University of California, Riverside Library welcomes applications for a Science Reference Librarian in the Information Services Department of the new UCR Science Library. The position reports to the head of the department and participates individually and as part of a team to provide traditional and innovative reference service in the physical and life sciences, engineering and agriculture; user instruction and the development of traditional and web-based instructional materials; and research consultation. Participates in collection development for one or more scientific disciplines, including selection of resources, making storage and weeding decisions, and working closely with faculty liaisons. Graduate degree In Library Science.

Experience providing reference service; web site development and an understanding of current information technologies; and the use of the Internet and bibliographic databases for information retrieval and management. Teaching or training experience and excellent oral and written communication skills. Preferred: Science degree or experience working in a science or research environment. Collection development experience in a scientific field. The successful candidate will be appointed to the Librarian series at a salary level appropriate to the candidate's qualifications and experience.

Appointment range: \$32,940–\$44,196.

Librarians are academic appointees and accrue vacation at the rate of two days/month and sick leave at the rate of one day/month. The University offers a broad range of benefits and an excellent retirement program. Open until filled.

To ensure consideration, applicants should send letter of application, complete resume, and the names and addresses of three references by **December 15, 1999** to:

**John W. Tanno**  
Associate University Librarian  
University of California  
P.O. Box 5900  
Riverside, CA 92517

Serves at Reference Desk. Coordinates Library's Bibliographic Instruction Program. Provides instruction in use of library materials, including classroom lectures and tours. Prepares instructional materials including Web resources. Serves as a bibliographer in one or more subjects. Engages in professional development activities. Required qualifications: Accredited M.L.S. Degree. Effective team member. Excellent communications skills. Computer literacy. Flexibility. Ability to function in multi-cultural environment. Desirable qualifications: Public speaking skills. Familiarity

## TWO POSITIONS AVAILABLE DIGITAL SUPPORT MANAGER AND BIBLIOGRAPHIC SUPPORT MANAGER

### Coates Library—Trinity University

Trinity University announces a new initiative to enrich the Coates Library with leadership positions that offer challenging opportunities for experienced, creative librarians. To implement its strategic plan, Trinity invites applications for two key positions and will offer them to well-qualified candidates at competitive salaries.

Trinity, with 2600 students, commits strongly to excellence in liberal arts and to professional programs in accounting, education, business and health administration. Selective admissions, highly qualified faculty, outstanding teaching, support for library development, and commitment to undergraduate research place Trinity among the excellent liberal arts institutions. Coates Library, building on 860,000 volumes and numerous digital resources, seeks strong leadership to advance library relevance and quality through current technology and enhanced instructional outreach. For more info, view: <http://www.trinity.edu/departments/library/library.html>.

#### MANAGER OF DIGITAL SUPPORT

Directs automation implementation and maintenance of Endeavor Voyager system; coordinates development of web pages, online resources, infrastructure maintenance (PCs), automation training, and instructional sessions for staff, librarians and users. Supervises staff responsible for installing software, maintaining files and controlling programs. Maintains servers to provide network-based indexes and full-text products to users. Trinity anticipates aggressive development of image databases and other electronic content.

**REQUIRED:** Five or more years library systems, digital library or related automation experience with evidence of a capacity for management; masters degree in library science, information technology, information systems, or related area. Preferred: experience managing a major digital library or library system and associated staff.

#### MANAGER OF BIBLIOGRAPHIC SUPPORT

Directs one monographs librarian (includes media resources), one serials librarian and a staff of sixteen responsible for acquisitions, financial management, cataloging of media, monographs and serials as well as bibliographic records for digital resources. Must be willing to integrate acquisitions, cataloging, and processing along format lines rather than traditional technical services distinctions. Also, this unit will contribute cataloging for electronic resources created, loaded, and licensed by Trinity and will maintain authority control. Cooperatively with the other units will provide metadata for electronic resources.

**REQUIRED:** Five or more years acquisitions/cataloging experience along with demonstrable supervisory ability; accredited masters degree in library science. Preferred: substantial experience with acquisitions and cataloging.

For both positions, preference will be extended to candidates who demonstrate superior interpersonal and communication skills, an ability to work collaboratively, and a desire to contribute to the educational mission. Trinity expects these managers to contribute significantly to further development of the library's strategic planning, and also to support user education programs and collection development. Both participate as members of the library management team, which advises the director coordinating library operations.

**BENEFITS INCLUDE:** Trinity-paid TIAA/CREF, comprehensive insurance options, 20 days vacation, and generous professional development support.

Submit a detailed resume, application letter addressing experience and interest, and the names and addresses of three references to:

**Richard W. Meyer, Director**  
**Trinity University Library**  
**715 Stadium Dr.**  
**San Antonio, TX 78212-7200**

Review of applications begins **November 1999**, and continues until both positions are filled.

*Trinity is an EEOC/AA employer.*

# ACADEMIC RESIDENT LIBRARIAN PROGRAM 2000-2001

## University of Illinois at Chicago

**BRIEF PROGRAM DESCRIPTION:** The University Library, University of Illinois at Chicago (UIC), seeks candidates for its Academic Resident Librarian Program to serve one-year post-graduate appointments in the University Library system. Appointments may be renewed for a second year. The program, begun in 1982, features a seminar series on library and information science issues, library and association visits, in addition to the opportunity to gain academic/research library experience in a dynamic and creative university environment. Four to six residencies will be available in various functional units of the Library. Priority departmental areas for 2000-2001 are the Reference Department (Main Library), the Information Services Department (Library of the Health Sciences) and the Systems Department.

**MINIMUM QUALIFICATIONS:** Recent completion of a master's degree program in library and information science from an ALA-accredited library school program (graduation date: Spring 1999, or later); knowledge of and interest in academic libraries; and the ability to establish and maintain good working relationships with library staff, as well as faculty, students, and other library users.

**THE LIBRARY AND THE CAMPUS:** UIC's colleges and professional schools offer bachelor's degree programs in over 90 fields, master's degrees in 79 areas, and doctoral degrees in 45 specializations. The campus is located just west of Chicago's Loop. The campus has an enrollment of 25,000 students, 35% of whom are graduate and professional students. The University Library is a member of the Association of Research Libraries (ARL), contains more than 1.8 million volumes, and has a total staff of 273; 81 are Library Faculty or Academic Professional staff.

**SALARY/APPOINTMENT TERMS:** Salary is comparable to beginning librarians (in 1999-2000, beginning librarian salaries were \$31,500); twelve-month visiting academic appointment with 24 days vacation; two weeks annual sick leave with additional disability benefits; 11 paid holidays; paid medical insurance (contribution based on annual salary; coverage for dependents may be purchased); dental and life insurance; participation in one of the retirement options of the Illinois State Universities Retirement System compulsory (8% of salary is withheld and is tax exempt until withdrawn); no Social Security coverage, but Medicare payment required. Appointments for 2000-2001 will be effective, beginning August 7, 2000.

For fullest consideration, apply by **February 29, 2000**, with letter of interest, supporting resume, and names and addresses of at least three references to:

**Annie Marie Ford  
Personnel Librarian  
The University Library  
University of Illinois at Chicago  
Box 8198  
Chicago, IL 60680  
e-mail: amford@uic.edu  
fax: (312) 413-0424**

*The University of Illinois is an affirmative-action/equal opportunity employer.*

with instruction methods and technologies. Familiarity with electronic information resources. This is a tenure-track, faculty rank position. Appointment to be at Entry Level for Senior Assistant Librarian: \$38,652 for 12-month appointment. Salary range for Senior Assistant Librarian: \$38,652-\$52,248. Deadline: Application review will begin December 15, 1999, and will continue until position is filled. Submit letter, current resume, and three recent references to: Sandra Parham, Acting Dean, University Library, California State University-Dominguez Hills, Carson, CA 90747. CSU Dominguez Hills serves the Los Angeles South Bay area and is an urban, comprehensive university with a culturally diverse student body. The Library contains over 435,000 volumes and 1500 journal subscriptions. Equal opportunity, affirmative action employer.

**REFERENCE LIBRARIAN.** Wofford College, Spartanburg, South Carolina. Requirements: ALA-accredited MLS plus two years of experience in reference service and bibliographic instruction. Second MA desirable. Strongly desired: experience in networked environment, including use of teaching technology, electronic resources, HTML. Duties include providing basic reference service, course-integrated library instruction, participation and instruction in summer workshops and seminars. Wofford College has an innovative program in faculty bibliographic instruction, and we hope to hire a dynamic librarian who can contribute in this important area. Salary: \$29,000 with attractive benefits package. Wofford College is a

Carnegie 1, nationally ranked, Phi Beta Kappa liberal arts institution with an enrollment of 1100 located in the Upstate of South Carolina. The library is fully automated with strong collections and services and staff committed to partnership with teaching faculty in the education of our students. For further information on the school, consult our web site: [www.wofford.edu](http://www.wofford.edu). The Greenville/Spartanburg area is one of the nation's fastest-growing metropolitan areas, with numerous international corporations, cultural attractions, and easy access to the vacation areas of the Blue Ridge Mountains and the South Carolina coast. Review of applications will begin immediately. Apply with letter of application, transcripts (copy acceptable initially), and names and phone numbers of three references to: Oakley H. Coburn, Director, Sandor Teszler Library, Wofford College, 429 N. Church St., Spartanburg, SC 29303-3663; e-mail: [cobumoh@wofford.edu](mailto:cobumoh@wofford.edu). Wofford College is an Equal Opportunity Employer.

**REFERENCE LIBRARIAN/SUBJECT SPECIALISTS.** Two Positions: Reference Librarian/Subject Specialist - Education and Social Administration, and Reference Librarian/Subject Specialist - Music and Dance. Both positions are reference librarians in the Reference and Information Services Department of Paley Library. Provide reference and information services to users at the RIS Desk, in the Scholars Information Center, and on the Department's electronic reference listserve, on rotating weekday and weekend schedules. The Education and Social Administration Subject



## SCIENCE REFERENCE COORDINATOR/ BIBLIOGRAPHER (Search extended)

### Loyola University Chicago Science Library

This position provides information services and develops extensive Web-based resources in the physical and life sciences. Coordinates and promotes reference services for the Science Library, including scheduling, training, and supervision of student reference assistants; represents the Science Library on the Reference Coordinators Team. Teaches library workshops and course-based user education sessions. Serves as bibliographer and faculty liaison to three science departments. Manages material funds and approval profiles; participates in collection assessment and policy development. Designs Web pages in support of library services. Reports to the Head of the Science Library.

**QUALIFICATIONS:** Required: ALA-accredited MLS; academic background and/or experience in the sciences; experience in providing traditional and electronic reference services in an academic or special library; experience teaching information literacy and library skills in classroom and workshop settings; WWW expertise, including authoring and design; excellent communication and interpersonal skills. Desired: collection development experience; budget management experience; experience with JavaScript, ColdFusion.

The Science Library serves the Departments of Biology, Chemistry, Mathematics and Computer Sciences, Natural Sciences, Physics, Psychology, and the School of Nursing. Loyola University of Chicago Library system has over 1.7 million volumes in 7 libraries. The FY99 collection budget is over \$5 million. The libraries are highly automated. Salary: minimum \$30,000. Benefits include 20 days vacation, full tuition benefits, TIAA/CREF, and standard medical/dental plans.

Qualified applicants should send letter of application, resume, and contact information for three references to:

**Edward A. Warro**  
Dean of Libraries  
Cudahy Library  
Loyola University, Chicago  
6525 N. Sheridan Road  
Chicago, IL 60626

Review of applications will begin **January 7, 2000**; applications will be accepted until the position is filled. For more information about Loyola, visit <http://www.luc.edu>.

*Loyola University Chicago is an affirmative action, equal opportunity educator/employer.*

Specialist will work one evening and one Saturday per month in the Zahn Library. The Music and Dance Subject Specialist may be required to work weeknights. Specific duties include assisting users in finding appropriate information sources; teaching database searching and research techniques, both one-on-one and in the classroom. Serve on departmental and Library/University-wide task forces and committees. Participate in the Libraries' collection development and management programs, in accordance with established policies and procedures, with primary responsibility for materials supporting their subject specialties. The major duties include selection and deselection of library materials in all formats; initiation of appropriate preservation actions for damaged materials; initiation and maintenance of contacts with faculty in their respective subject areas; informing faculty of the Libraries' instructional programs and acting as the principal instructor for Library user education classes in their subject specialties. Qualifications: MLS from an ALA-accredited institution. Master's degree in education or social work or music and experience in collection development is preferred. Must have broad background in the social sciences or the liberal arts and excellent writing and interpersonal skills. Experience with microcomputers and knowledge of, or experience with, reference and database/WWW searching required. Compensation: Minimum \$31,000; higher commensurate with qualifications and experience. Generous benefits package includes health, dental, and life insurance; tuition remission; and TIAA/CREF retirement plans. To apply: Send letter of application addressing qualifications, resume, and names of three references to: Chair, Search Committee, Administrative Services Department, Temple University Libraries, 1210 W. Berks Street, Philadelphia, PA 19122. Closing date for applications: January 10, 2000. An AA/EO employer.

**SCIENCE LIBRARIAN.** University Library, California State University, Long Beach. Tenure-track position available June 1, 2000. The Science Librarian will be responsible for collection development, reference and consultation, library skills instruction, and developing instructional materials for assigned departments in the College of Natural Sciences and Mathematics. CSULB librarians work in a cooperative environment which is highly automated. Reference services are centralized, and librarian schedules typically include weekend and evening hours. Librarians have full faculty status and are expected to be active in Library and University governance and to participate in professional activities and research, including publication. The position requires a professional library degree from an ALA-accredited institution. Rank and salary will be commensurate with qualifications and experience (\$46,488-\$74,352). The position will remain open until an appointment has been made; review of candidates will begin February 15, 2000. To request an application packet, or further information, contact the library administrative office at (562) 985-7839 or [nancyk@csulb.edu](mailto:nancyk@csulb.edu). EEO/AA/Title IX Employer.

**SCIENCE LIBRARIAN.** (Search Reopened) Haverford College seeks a Science Librarian to plan, manage, and evaluate the facilities, services, and resources of three departmental science libraries. The Librarian performs or supervises all work in these libraries and serves as primary liaison between the Library and the departments of astronomy, biology, chemistry, mathematics, and physics. Working directly with students and faculty in a team- and user-oriented environment, the Science Librarian coordinates functions with reference and technical services staff in Magill Library and collaborates with colleagues at Bryn Mawr and Swarthmore College libraries in a wide variety of collection development, information access, and

## COORDINATOR, RESOURCE DESCRIPTION AND MATERIALS MANAGEMENT

### Cowles Library Drake University

The Cowles Library of Drake University is in the process of positioning itself for the delivery of library services in the 21st century. The library strategic plan calls for an ambitious development of library programs in five distinct areas, including: marketing services to Drake constituents; integration of information literacy into the new Drake Curriculum; balanced development of collections, with an increasing emphasis on electronica; development of WWW access tools; and, implementation of a new learning organizational model. The staff of nine librarians, and fourteen operational staff work in a highly interactive and collegial environment, with a strong focus on mission and service. Librarians at Drake hold faculty rank, and participate in campus governance.

**RESPONSIBILITIES:** The library seeks an experienced professional to lead the operations of the cataloging and materials management functions. This individual will have a solid cataloging background in a variety of formats, and will be able to provide leadership in the application of emerging cataloging standards and trends, particularly regarding web based resources and other forms of electronica. This individual will also be responsible for coordinating the processing of materials in all formats and of their effective access. This individual will report to the Director, Operations and Systems and will serve on both the libraries management and operations councils, and will be a member of the Bibliographic Management Operations Group (Collection Development & Acquisitions and Resource Description & Materials Management). Will participate in selection activities along with librarians and teaching faculty.

**QUALIFICATIONS:** Required: MLS from an ALA-accredited institution; minimum of three years of professional experience in cataloging, including some experience with non-print materials; demonstrated knowledge of emerging cataloging standards and of their application in an academic library setting; working knowledge of current national cataloging standards (e.g., AACR2, Library of Congress Rule Interpretations, LCSH, LC classification, USMARC formats); experience with a national bibliographic utility (prefer OCLC); and a local automated system (prefer DRA); demonstrated leadership qualities with ability to motivate and instruct; excellent oral and written communication skills; demonstrated problem-solving skills; strong planning and project management skills; ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes.

Preferred: Teaching experience and subject advanced degree highly desirable; record of professional involvement and productivity

**COMPENSATION AND RANK:** Appointment salary will be competitive; salary and appointment rank commensurate with qualifications, experience, and record of professional accomplishment, pending final budget approval. Available: Applications received by February 1, 2000, will receive priority review.

**APPLICATION PROCESS:** A full position description is available at <http://www.drake.edu/lib/job.html> Applicants are invited to submit a letter addressing position qualifications and experience, along with a complete vitae, and contact information for three references to:

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

*EEO/AA/M/F/D/V*

service functions. Supervises one full-time assistant and three FTE student staff. Salary \$40,000. Please see full job description and qualifications at <http://www.haverford.edu/library/reference/irkieft/scijob.htm> before sending letter of application, resume, and names of three references to: Donna Fournier, Haverford College Library, Haverford, PA 19041-1392. Application deadline: January 31, 2000. No fax or e-mail applications; questions to Donna Fournier at [dfournier@haverford.edu](mailto:dfournier@haverford.edu) or (610) 896-1005. EEO/AA.

**SCIENCE REFERENCE LIBRARIAN.** The University of Oklahoma. Duties: Under the general direction of the Head of Reference, this position provides general and subject-specific reference and informational services; works at the Library's main reference desk; participates in collection development and departmental liaison activities in botany/microbiology,

geography, meteorology, psychology and zoology; and participates in library instruction including general tours and subject-oriented presentations. All reference librarians provide electronic reference and end-user services. This position is governed by the University's policies requiring research or creative achievement and professional service as outlined by the Faculty Handbook at <http://www.ou.edu/provost/pronew/content/fhbmenu.html>. Qualifications: Required: MLS from ALA-accredited library school; undergraduate or advanced degree in the sciences or two years of library experience working with traditional and electronic resources in a science discipline; experience with current technologies in providing electronic reference service. Desirable: 1-2 years professional or pre-professional reference experience; experience in collection development; familiarity with SIRS or other automated system; evidence of research or

# THE SAN DIEGO COMMUNITY COLLEGE DISTRICT



The San Diego Community College District invites qualified applicants for the following 12-month tenure-track position:

## Assistant Professor LIBRARIAN

### San Diego Mesa College

San Diego Mesa College Library is located in a beautiful award-winning four-story Learning Resources Center building serving the campus's 24,000 students. Mesa College is seeking an experienced, knowledgeable and forward-looking librarian whose primary responsibility will be coordinating the selection, acquisition, processing and management of the library's rapidly increasing periodicals collection. Candidates for the position should possess an ALA-accredited Master's degree in Library or Information Sciences. Salary range is \$3,428-\$5,149 per month and includes an excellent benefits package. Filing Deadline: **December 16, 1999**. To obtain the required District application, please call (619) 584-6580 or 1-800-648-4023, or write to: **The San Diego Community College District, Human Resources Employment Office, 3375 Camino Del Rio South, Room 330, San Diego, CA 92108-3883**. If you'd like to learn more about the San Diego Community College District, please visit our Web site: [http://www.sdccd.cc.ca.us/jobs\\_AA/EOE](http://www.sdccd.cc.ca.us/jobs_AA/EOE).

creative achievement; excellent interpersonal and communication skills. First screening date: January 25, 2000. Search will remain open until filled. Salary: \$36,000. Benefits: TIAA/CREF, State Retirement System; 33 days paid leave; University holidays; comprehensive medical protection; group life insurance; and reduced tuition. University Libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consists of a main library and six branches. The collection contains more than 3.5 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The Libraries operates a computerized library system (SIRSI) for local holdings. The libraries provide access to document delivery via Uncover and access to electronic resources including FirstSearch, Searchbank/InfoTrac, Lexis/Nexis, and JSTOR. The University of Oklahoma Libraries is a NACO contributing library. The Libraries' home page is <http://www-ou.edu/libraries/>. Norman, Oklahoma is an attractive community close to a major metropolitan city with a low cost of living. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Application: Send letter of application with resume, a list of publications and the names of three references (including current supervisor) to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019; (405) 325-2611. The University of Oklahoma is an Equal Opportunity/Affirmative Action Employer. We encourage women and minority applicants and we are responsive to the needs of dual career couples.

**SERIALS CATALOGER.** (Search reopened) Tulane University, New Orleans, Louisiana. Responsibilities: Responsible for original and complex copy cataloging of serials in print, electronic, and micro formats in all subject areas, but primarily on subjects related to Latin America. Serves as

the Cataloging Department resource for serials cataloging and provides serials cataloging training for department staff as needed. Serves as the liaison for serials processes between the Cataloging, Serials Acquisitions, and Preservation Departments. Contributes authority records to the national authority file under the terms of the library's participation in NACO. Reports to the head of the Cataloging Department. The Cataloging Department employs seven full-time librarians and 12 support staff. Required: ALA-accredited MLS. Minimum one year serials cataloging experience in an academic library. Excellent reading knowledge of Spanish. Demonstrated knowledge and understanding of LC classification, LCSH, AACR2 (rev.), LCRI, and the USMARC formats for bibliographic, holdings, and authority data. Excellent written and oral communication skills; effective interpersonal skills; ability to function as a contributing team member in a production-oriented environment; strong service orientation; flexibility in adapting to changing departmental and organizational priorities; strong analytical skills and organizational abilities. Preferred: Additional monographic cataloging experience; knowledge of other Western European languages, particularly Portuguese. Previous serials management experience; CONSER, BIBCO, or NACO experience. Academic background in Latin American Studies. Ability to work in a highly automated environment; working knowledge of OCLC and an integrated local system, preferably Voyager. Salary: Rank and salary based on qualifications; minimum \$33,500. Twelve-month academic appointment. Excellent benefits, including tuition exemption for self and family. To apply, send letter of application, resume, and the name, address, and telephone numbers of three references to: Mary Orazio, Executive Secretary, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70118-5682. Review of applications will begin January 21, 2000 and continue until the position is filled. Tulane University is an equal opportunity/affirmative action employer.

## Late Job Listings

**COORDINATOR OF THE MUSIC LIBRARY.** The Appalachian State University Library seeks a creative and enthusiastic individual to serve as the Coordinator of the Music Library. In a collegial team-based environment, the Coordinator is responsible for the development, implementation, operation and evaluation of Music Library programs. Specific responsibilities include: manage operations, collections, reference services and staff of branch music library; present library instruction modules in a four-semester music history sequence, with other classes on demand; teach graduate course in music bibliography; provide in-depth reference service; be responsible for music collection development and liaison between Library and School of Music; revise cataloging and authority work for music materials. Library faculty are expected to take leadership roles within the Library and University, and to be active in scholarship and professional service. Qualifications: Required: An ALA-accredited Master's degree, Master's degree in music, and three years of library experience. Knowledge of music library functions,

## REGISTRAR Bucknell University

Bucknell University invites applications and nominations for the position of Registrar. The Registrar is a senior position in Academic Affairs responsible for the development and management of all services provided by the Registrar's Office. Primary responsibilities include the retention, maintenance, and integrity of the academic information records of the university; administration of the university's academic requirements; academic scheduling; the registration process; and leadership of a strong team of staff.

Bucknell University is a highly selective private institution with 3600 undergraduate students, 170 graduate students, and 280 faculty. Bucknell values its strong academic reputation and distinctive combination of liberal arts, pre-professional, and professional programs in engineering, education, music, and management. Bucknell is located in Lewisburg, Pennsylvania, along the west bank of the Susquehanna River and is within three and one-half hours' driving distance of Philadelphia, New York City, Washington, and Baltimore.

The successful candidate must be able to cultivate a strong team environment where participation, professional development, and customer service are central to the culture of the office; establish strong communication channels and maintain effective relationships with the faculty and administrative staff; and seek opportunities to share academic information and data with responsible administrative offices. The Registrar must also be able to provide strong leadership through an understanding of the curriculum and the use of information technology to provide support and information for academic policy decisions and curriculum development.

The position qualifications include an understanding of the challenges facing Registrar Offices in higher education today, a strong commitment to the development of staff, demonstrated creative use of information technology systems to provide solutions to the academic community, and a proven record of successful communication with a variety of constituencies, including faculty, students, administrators, and staff. The successful candidate must have an advanced professional degree in an appropriate field. At least 3 years experience in a Registrar's Office and experience with Banner (SCT) are highly desirable.

Interested applicants should submit a letter of interest, resume, and the name, address, and telephone number of three references to:

**Chair of the Registrar's Search Committee  
Bertrand Library  
Room 219  
Bucknell University  
Lewisburg, PA 17837**

Or via e-mail to: [yocum@bucknell.edu](mailto:yocum@bucknell.edu).

Review of applications will begin **December 3, 1999**, and continue until the position is filled. The position will begin no later than July 1, 2000. Additional information is available at <http://www.departments.bucknell.edu/registrar/regsearch.html>. Salary minimum \$55,000.

*Bucknell University encourages applications from women and members of minority groups (EEO/AA).*

collections, and an understanding of music cataloging practices. Experience with searching electronic music information sources. Reading knowledge of one or more western European languages. Excellent oral, written, and interpersonal communication skills, and ability to work effectively in a team environment. Preferred: Experience with original cataloging of music materials, including uniform titles and authority work. Experience with developing Web-based instructional materials. Reading knowledge of German. Supervisory or coordinating experience. Experience or training in a multi-cultural environment. Boone is located in northwest North Carolina in the scenic Blue Ridge Mountains. A year-round resort area, the town has a population of approximately 13,000 and was listed in the 1995 edition of "The 100 Best Small Towns in America." It is within easy driving distance of Winston-Salem, Greensboro, and Charlotte. The University has an enrollment of 12,500 and offers undergraduate and graduate degrees in more than 200 majors. It is part of The University of North Carolina System. Library holdings include more than 750,000 bound volumes, over 6,000 current serials, 1.4 million microforms, and a significant array of electronic resources. Appalachian is a member of SOLINET and the Western North Carolina Network, a consortium of three state universities sharing an Innovative Interfaces, Inc. system, document delivery by van, and an UnCover

gateway. The School of Music has an enrollment of 475 undergraduates, 20 graduates, and a full-time teaching faculty of 35, plus 14 part-time faculty, and 10 graduate assistants. Degrees offered are the Bachelor of Music (Music Education, Performance, Music Therapy, Sacred Music), Bachelor of Science (Music Industry Studies), and Master of Music (Music Education, Performance, and Performance/Pedagogy). The School of Music is accredited by the National Association of Schools of Music. Located in the Broyhill Music Center, the Music Library has a focused collection of 8,500 books and journals, 10,500 scores, and 9,000 recordings. In addition to the Coordinator of the Music Library, the Music Library Team consists of a music library manager, a half-time evening supervisor, and student assistants. This is a tenure-track position available July 1, 2000. Salary and rank are nationally competitive and commensurate with qualifications with the expectation that the appointment will be filled at the level of Assistant Professor or above. A standard benefits package with eligibility for TIAA-CREF is available. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, **Appalachian State University**, Belk Library, P.O. Box 32026, Boone, NC 28608-2026. Completed applications must be received by January 21, 2000. Appalachian State University is an affirmative action, equal opportunity employer, and is committed to hiring women and minorities.

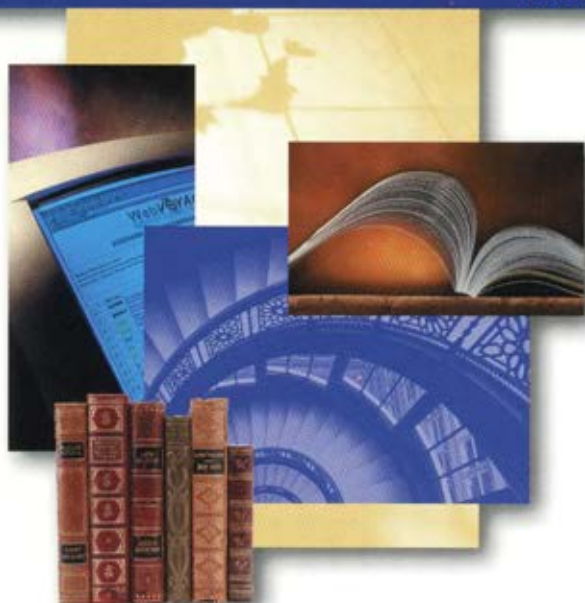
**MUSIC LIBRARIAN.** SUNY Potsdam seeks a creative, dynamic librarian to oversee and advance the Julia E. Crane Music Library. The successful candidate will possess a broad perspective of the role of the library in the education and scholarly research of music students and faculty. SUNY Potsdam's Crane School of Music is a dynamic institution of nearly 600 students and 60 full- and part-time faculty members within a liberal arts college. It enjoys a unique status as the oldest and currently the largest undergraduate music education program in the country, also conferring bachelor degrees in music, musical studies, business of music, performance, and a new minor in jazz studies. Master of Music programs are offered in composition, music education, music history and literature, music theory, and performance. Responsibilities: The Music Librarian supports the undergraduate and expanding graduate programs of the Crane School of Music, as well as students and faculty from the Schools of Arts & Sciences and Teacher Education. Reporting to the Director of the College Libraries, this position manages the Crane Music Library facility and its services; Provides reference service to Crane Music Library patrons (some evening and weekend hours required); Performs collection development duties; Teaches bibliographic instruction; Serves as liaison to the Crane School of Music Faculty; Participates in the College Libraries' Council and its subcommittees, advocating for the music branch library. Qualifications: Required: ALA-accredited Master of Library Science degree (or foreign equivalent); Undergraduate degree in music (musicology, theory, education, or performance); Minimum five years professional experience in a music library, including reference and collection development; Effective oral and written communication; Strong interpersonal and organizational skills. Preferred: Graduate degree in music strongly preferred; Familiarity with current developments and trends in information and audio technologies and their impacts on music education and library services; Experience working with an online catalog in a music library setting; Record of professional activity in regional and national professional organizations; Record of scholarly activity (will be required for tenure). Salary: Commensurate with qualifications and experience. This is a Tenure-track position, with an anticipated hiring rank of Associate Librarian. Incumbents hired at this rank are expected to meet tenure requirements within three years of initial hire. Application Deadline: Primary consideration will be given to applications received before Friday January 14, 2000 Anticipated start date: July 1, 2000. Application: Submit letter of application, current resume, and names/addresses/phone numbers of three professional references to: Amy Witzel, Search Committee Chair, F.W. Crumb Library, **SUNY Potsdam**, Potsdam, NY 13676. The State University of New York College at Potsdam is an equal opportunity, affirmative action employer committed to excellence through diversity.

**SCIENCE & TECHNOLOGY LIBRARIAN.** **University of North Texas**, Denton, Texas. One of four librarians providing reference and informational assistance in the Science & Technology Library of the University Libraries. Requires MLS or MIS and minimum three yrs. experience in academic library. See <http://www.library.unt.edu> for details.

**HUMANITIES & SOCIAL SCIENCES LIBRARIAN.** **University of North Texas**, Denton, Texas. One of six librarians providing reference and informational assistance in the Humanities & Social Sciences Department, University Libraries. Requires MLS or MIS and minimum of two yrs. experience in academic library. See <http://www.library.unt.edu> for details.



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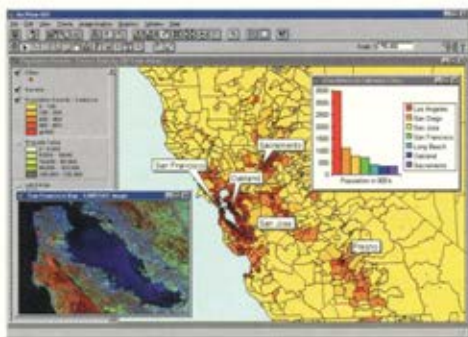
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Libraries are the campus nerve center, tying all departments and disciplines together by their common need for information. As a clearinghouse for all kinds of information, libraries need to provide tools that make information easy to access and understand. One of these is a geographic information system (GIS). A GIS turns ordinary databases into interactive maps and provides tools to query those databases in ways not possible with traditional spreadsheets. A GIS is useful to students and researchers in any discipline from agriculture to zoology. Providing a GIS workstation at the library makes these tools available to the entire campus community, not just one or two departments.

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