

# THE CLASSIFIED ADS

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

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

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

**Guidelines:** For ads which list an application deadline, that date must be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary figure. Job announcements will be edited to exclude discriminatory references. Applicants should be aware that the terms faculty rank and status vary in meaning among institutions.

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

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

**Contact:** *Classified Advertising Dept., ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780*

## POSITIONS OPEN

**ACCESS SERVICES LIBRARIAN.** Supervises circulation, reserve, audiovisual, and preservation. Participates in reference and bibliographic instruction; requires an MLS. Library experience preferred. Academic rank of instructor or assistant professor, \$18,000 minimum for 9-month work-year, \$22,000 minimum for 11-month work-year. Second master's or doctorate required for tenure. Send resumes to: Donna Nickerson, Chair, Search Committee, Manhattanville College Library, Purchase, NY 10577.

**ASSISTANT DIRECTOR FOR ARCHIVES AND SPECIAL COLLECTIONS,** University Libraries. Responsible for management of the division, including selective acquisition and processing of collection consisting of Southern Appalachian manuscript materials, university archives and other restricted-use library resources. Also: solicit gifts, prepare grant proposals; interpret the division collection and program to the university, scholarly users and the public; participate in interdisciplinary Center of Excellence program in Appalachian Studies and Service. Supervise two FTE faculty, two support staff and student assistants. Report to the Director, University Libraries. Requires: Accredited MLS degree, additional graduate degree in the humanities or social sciences, archival training and minimum of three years archives experience. Also prefer Ph.D., good interpersonal relations and communication skills. Background in supervision, Southern Appalachian historical documents/materials, rare book management, media presentations, preservation and emergency programs, OCLC/ANC format and microcomputer applications. Appointment range: \$24,000-\$33,000, commensurate with qualifications. No state income tax. Twelve month tenure track appointment. Faculty rank and status. Review of applications begins May 18, 1987, and continues until position is filled. Send application

letter, resume, names, addresses and phone contacts of 3 references to: Personnel Office, East Tennessee State University, P.O. Box 24070A, Johnson City, TN 37614-0002. ETSU is an affirmative action, equal opportunity employer.

**ASSISTANT DIRECTOR FOR READERS' SERVICES,** Trenton State College, New Jersey, a 4-year and graduate multi-purpose institution. Serve as a leader to encourage change, new direction and growth in the Readers' Services program. Attributes Sought: understanding of the aims and methodologies of academic research; strong interpersonal skills; creativity in thinking; interest in maintaining high-quality relationships with all segments of the academic community. Characteristic Responsibilities include: direct readers' services librarians; work with Head of Reference to maintain a level of high-quality reference service; participate in reference service; work with colleagues to develop library policies and expand and develop library orientation activities; encourage collection development activities; work with Director and Associate Director on budget, grants, equipment, space planning, staffing needs. Qualifications: ALA-accredited MLS, 5 years administrative experience in area of public services; online database experience; 2nd masters degree highly desirable. Salary range: \$30,605-\$42,853. Excellent benefits. Available August 1. Send letter of application and resume including 3 references by May 15, 1987, to: Paul Z. DuBois, Director, R.L. West Library, Trenton State College, Hillwood Lakes, CN 4700, Trenton, NJ 08650-4700. AA/EOE.

**ASSISTANT LIBRARIAN,** University of Michigan. Cooperative Access Services, Michigan Information Transfer Source (MITS). Duties: Performs online searches and in-depth reference for MITS, coordinating this fee-based service for businesses from receipt of the request to the completion of the assignment. Hires, trains and evaluates students and part-time workers for projects. Promotes the MITS service to potential clients in business and industry, both through direct contact and through informational materials developed about the service; performs liaison functions between library units, clients and other information sources. Reports to Head, Cooperative Access Services. Required: Accredited MLS. Demonstrated interpersonal and communication skills, creativity and flexibility, ability to relate well to supervisor, co-workers, students and clients; ability to deal with changing priorities based on clients' needs and to make decisions. Demonstrated organizational skills; interest in and knowledge of information systems and databases. Desired: Reference skills and knowledge; supervisory experience; 2 years experience in a large research library; background in working with clientele similar to the primary clientele of MITS; marketing/promotional skills and experience. Minimum of \$19,500 dependent on previous relevant experience. Applications received by April 30, 1987, will be given first consideration. Apply to: Lucy R. Cohen, Manager, Library Personnel and Payroll Services, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109-1205. The University of Michigan is a non-discriminatory, affirmative action employer.

**ASSISTANT TO THE ASSISTANT DIRECTOR FOR TECHNICAL SERVICES,** The University of Michigan Library. Responsibilities: Assists the Assistant Director by conducting various studies and projects related to Technical Services operations. These include: responding to requested studies or initiating such studies; planning and designing studies and projects; coordination of studies and projects; communication with Technical and Public Services staff and with Administration regarding Technical Services activities; analysis and evaluation of results of studies and projects. May directly supervise project implementation. Drafts reports as requested; researches special topics including issues associated with implementation of the NOTIS system; analyzes workflows and procedures, and identifies options for management. Provides management information on request to supplement regular data gathering efforts. Required: Accredited MLS. Extensive experience in a research library, preferably with some experience in Technical Services. Familiarity with issues related to patron service and collection development. Familiarity with automated systems. Ability to communicate effectively, verbally and in writing. Ability to work effectively with a variety of staff, from hourlies to administrators. Ability to work independently with little direction. Ability to meet deadlines. Ability to work under pressure. Salary minimum \$25,000, dependent upon previous relevant experience. Applications received by April 30, 1987, will be given first consideration. Apply to: Lucy R. Cohen, Manager, Library Personnel and Payroll Services, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109-1205. The University of Michigan is a non-discriminatory, affirmative action employer.

**ASSOCIATE DIRECTOR OF PUBLIC SERVICES.** Supervises public service departments, including reference, government documents, interlibrary loans, media services, and circulation/reserve in university library of 800,000 volumes. Duties include planning, organizing, coordinating, and evaluating departments, recommending policies, and participating in budget-making and collection development. Demonstrated planning, supervisory, communication and leadership skills plus awareness of changing trends in service and advances in technology desirable. ALA-accredited MLS and second master's or 6th year advanced certificate required; Ph.D. desirable. Minimum 3-5 years administrative experience and 3-5 years professional library experience in medium or large academic library; evidence of professional development and publishing record. Salary: \$27,000 minimum (10.5 months), tenure track; salary/rank depend on qualifications. Send letter of application, resume, and three references by May 15, 1987, to: Kathleen R. Murray, Chair, Search Committee, Mary and John Gray Library, Lamar University, P.O. Box 10021, Beaumont, TX 77710. An EO/AA Employer.

**BIBLIOGRAPHIC DATABASE LIBRARIAN.** Duties: Under the direction of the Head of Cataloging, the bibliographic database librarian is responsible for maintaining the integrity and accuracy of the information in the NOTIS database, coordinating the completion of the Retrospective Conversion Project, and establishing authority control for the integrated online system. Position available July 1. Minimum qualifications required: ALA-accredited MLS; two years of successful cataloging experience; excellent human relations skills; and knowledge of AACR1 and 2 rules, OCLC, and US MARC formats. Experience with project coordination and integrated online systems preferred. Salary and benefits: \$21,000+ depending upon qualifications. Librarians have 12 month faculty appointments with

18 days annual leave, group medical/dental plans and state retirement system. Initial consideration will be given to those whose resumes and names of three references are mailed to: Chris Gorsuch, Chair, Bibliographic Database Librarian Search Committee, Clemson University Libraries, Clemson, SC 29634-3001 by May 1, 1987. Clemson University is an Affirmative Action, Equal Opportunity Employer.

**BIBLIOGRAPHIC SERVICES LIBRARIAN.** Administers small department for acquisitions, serials, copy cataloging, and collection management. Participates in reference and bibliographic instruction; requires an MLS. Library experience preferred. Academic rank of instructor or assistant professor, \$18,000 minimum for 9-month work-year, \$22,000 minimum for 11-month work-year. Second master's or doctorate required for tenure. Send resumes to: Donna Nickerson, Chair, Search Committee, Manhattanville College Library, Purchase, NY 10577.

**BURNS LIBRARIAN.** The John J. Burns Library of Rare Books and Special Collections at Boston College. Chief administrative officer of the newly opened Burns Library, with a staff of 8 professionals and 3 support. This Library is the repository for University Archives and Special Collections, numbering over 60,000 volumes and 100,000 manuscripts, as well as the political papers of Thomas P. O'Neill Jr. and Robert Drinan, S.J. A conservation laboratory and a hand press room are parts of the Library. Particular strengths of the collection are Jesuitana, British Catholic authors, Irish culture, Boston history and American Catholicism in the 20th century. The Burns Librarian will provide leadership in developing and implementing policies and procedures, supervising and motivating staff, managing the collections and working closely with the other campus libraries, the Del-

---

## ASSISTANT DIRECTOR AND CATALOGER (Two positions)

### Eighteenth-Century Short Title Catalogue for North America University of California, Riverside

The Eighteenth-Century Short Title Catalogue for North America, University of California, Riverside, announces vacancies for Assistant Director and Cataloger. The ESTC is a cooperative, computerized bibliography with editorial offices at the British Library, UCR and the American Antiquarian Society. The UCR office is responsible for collecting and processing records of 18th-century British imprints from libraries in North America and selected libraries in Europe.

*Position Description for Assistant Director:* Provides technical advice, shares responsibility for supervising and training five full-time staff and several hourly workers, catalogs monographs, creates authority records for submission to NACO, corresponds with contributing libraries, and works closely with British Library counterparts. Qualifications: Required: Graduate library degree or equivalent; experience in computer cataloging techniques. Preferred: Experience in academic library or rare books field; knowledge of descriptive bibliography and rare book terminology; working knowledge of at least one foreign language; familiarity with NACO. Desirable: Supervisory experience; advanced degree in history or English with relevant specialization. Appointment salary and rank will be determined based on qualifications and experience (current salary range: \$24,012-\$42,264).

*Position Description for Cataloger:* Matches records with the base file, catalogs new titles and creates authority records. Qualifications: Required: Graduate library degree or equivalent. Preferred: Knowledge of computer cataloging techniques; working knowledge of at least one foreign language; familiarity with descriptive cataloging. Desirable: Advanced degree in history or English with relevant specialization. Appointment rank: Assistant Librarian. Appointment salary range: \$24,012-\$27,792.

Positions available 1 July 1987. Review of applications begins **15 May 1987** but applications will be accepted until the positions are filled. *Two-year term positions, with possible renewal contingent upon the availability of funds.*

Send letter of application, resume, and list of three professional references to: **Henry L. Snyder, Director, ESTC/NA, College of Humanities and Social Sciences, University of California, Riverside, CA 92521.**

In conformance with applicable law and University policy,  
the University of California is an affirmative action, equal opportunity employer.

---

opment Office and external groups. Qualifications include an ALA-accredited MLS; a minimum of 5 years' increasingly responsible managerial experience in Special Collections; knowledge of the rare book and manuscript markets; detailed knowledge of processing and general knowledge of preservation of special collections, experience in developing grant proposals; excellent communications skills for developing constituencies within and beyond the University; a strong service orientation; and a scholarly background in one or more areas of collection strength as demonstrated by advanced study. Facility in modern and classical languages and a knowledge of the history of books are highly desirable. Salary from \$30,000 depending on qualifications. Boston College offers its 14,000 students and almost 700 faculty the advantages of a strong liberal arts institution with outstanding graduate and professional programs. Benefits include a wide range of insurance programs, tuition remission and one month's vacation. To apply, send resume and names/addresses/phone numbers of 3 references to: Mary McMillan, Employment Manager, Human Resources Department, Boston College, Chestnut Hill, MA 02167. Applications received by April 24, 1987, will receive first consideration. EO/AA.

**CATALOG LIBRARIAN**, Ball State University, Muncie, Indiana. Description: Responsible for cataloging and classifying library materials; assisting with transition to online catalog. Will also create and maintain authority records; contribute to development of new procedures and cataloging manuals; develop plans for cataloging previously uncataloged kinds of materials. Available immediately. Requirements: MLS from an ALA-accredited program; knowledge of MARC formats, AACR2, and LC classification and subject headings; knowledge of automated cataloging using a national bibliographic utility such as OCLC. Prefer: working knowledge of at least one Western European language; knowledge of emerging technologies, especially the automation of library technical services functions; second master's degree. Negotiable salary. \$20,000 minimum for 12-month appointment. Good fringe benefits. Possible faculty rank and status with tenure track appointment with second master's degree. Send resume, graduate degree transcripts (unofficial copies acceptable), and list of three references, including addresses and telephone numbers to: Nyal Williams, Chairperson, Department of Library Service, Ball State University, Muncie, IN 47306. Review of

applications will begin immediately and continue until the position is filled. Ball State University practices Equal Opportunity in Education and Employment.

**CATALOG LIBRARIAN**, Georgia State University. Responsible for cataloging and classification of monographs in all MARC formats, in all subject areas, and in all languages. Will assist in training, retrospective conversion of monographs, and catalog maintenance. Online catalog is in second year of operation. Required: ALA-accredited master's in library science, fluent use of English, ability to catalog in both Romance and Germanic languages, and training in AACR2. Preferred: experience with OCLC and LC classification and subject headings. Participation in professional and research activities important. Tenure track, faculty rank and status. Salary: minimum \$18,500 for 12 months. Available July. Resume and letter of interest must be received by May 8, 1987, for priority consideration. Include in resume: foreign language abilities, all previous library experience, and names and phone numbers of current and former supervisors. Send placement file if graduated from library school within last 3 years. Send to: Dianne M. Smith, Assistant to the Librarian, Pulfen Library, Georgia State University, 100 Decatur St. SE, Atlanta, GA 30303-3081. An Affirmative Action, Equal Opportunity employer.

**CATALOG LIBRARIAN**, Cataloging and Records Maintenance Division. Fulltime, tenure-track faculty position. Duties: Responsibilities include catalog maintenance, authority work; special projects; and

## ASSISTANT TO THE DIRECTOR

University of Michigan

This position will offer the incumbent an opportunity to become acquainted with a broad spectrum of problems related to the administration of a large academic library system.

*Responsibilities:* Research topics related to national research library issues and higher education. Participate in administrative studies and grant proposal writing related to development of future library programs. Draft and edit various documents. Monitor status of various projects and activities. Serve as liaison between Director and internal Library committees and as liaison with operational units on specific projects.

*Required:* Accredited MLS. Demonstrated ability to gather, synthesize, and analyze data and to write clearly and concisely. Extensive previous relevant research library experience and strong familiarity with a wide range of research library issues and trends. Demonstrated administrative, organizational, and problem-solving skills.

Salary range of \$27,000-\$40,000, dependent upon previous relevant experience. Applications received by **April 30, 1987**, will be given first consideration.

Apply to:

**Lucy R. Cohen, Manager  
Library Personnel and Payroll Services  
404 Hatcher Graduate Library  
University of Michigan  
Ann Arbor, MI 48109-1205.**

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



## LIBRARIAN- MEDIA & TECHNOLOGY

Full-time faculty position assigned to reference service, and coordination and supervision of AV services area, including CCTV, CD-ROM, Microcomputing, and equipment acquisition, distribution and repairs. Master's degree in Library Science or related field with teaching experience required. Strong written and oral communication skills, creativity, vision and technical knowledge are assets. Send letter of application and resume, to:

Office of Human Resources  
COLLEGE OF DUPAGE  
Glen Ellyn, IL 60137

Salary: \$19,500-\$28,200

aa/eoe

original and complex copy cataloging in assigned subject disciplines using AACR2, OCLC, and LC Classification. University and Library. Illinois State University is a multipurpose institution with over 20,000 students located in a rapidly-expanding urban area of 90,000+. The Library holds over 1 million volumes and has a materials budget of 1.3 million. Qualifications: Required: MLS from an ALA-accredited school; in-depth knowledge of LC Classification and subject headings; cataloging experience applying AACR2 and MARC tagging via a major bibliographic utility; reading knowledge of at least one foreign language; and the ability to work in a changing environment. Highly Desirable: At least five years of cataloging in an academic or research library. Supervisory and online records maintenance experience. Knowledge of serials cataloging and automation technology. Tenure track position. Second master's in a subject discipline, CAS, or considerable progress toward doctorate. Salary: \$21,000 minimum, but negotiable depending upon qualifications. Benefits: State retirement plan required; group medical dental and life; 24 working days vacation, liberal sick policy. Beginning Date: July 1, 1987. To Apply: Submit resume, the names and addresses of three references to: Donna M. Goehner, Associate University Librarian for Technical and Administrative Services, Milner Library, Illinois State University, Normal, IL 61761. Application Deadline: Applications will be accepted until the position is filled, but for maximum consideration, applications should be received no later than May 15, 1987. Illinois State University is an Equal Opportunity, Affirmative Action Employer.

**CATALOGERS:** Descriptive cataloger positions, GS-9 (\$22,458-\$29,199), GS-11 (\$27,172-\$35,326). The Library of Congress has immediate openings for descriptive catalogers skilled in reading one of the Scandinavian languages or Japanese. Master's degree in library science, or comparable library experience in descriptive cataloging, is required. For the Scandinavian position, applicants also need some reading knowledge of a second foreign language. Positions have promotion potential to the GS-12 grade level, but will initially be filled at the GS-9 or GS-11 grade level depending on applicant qualifications. Interested candidates should submit a

standard form 171 (Application for Federal Employment), to: The Library of Congress, Employment Office, 101 Independence Avenue SE, Room LM-107, Washington, DC 20540, Vacancy Announcement 70070C (if applying for the Scandinavian position), or Vacancy Announcement 70069C (if applying for the Japanese position) no later than April 30, 1987. Application forms and copies of the vacancy announcement may be obtained by calling (202) 287-5620. Equal opportunity employer. #H52053.

**COORDINATOR FOR AUTOMATED SERVICES,** University of Michigan, Undergraduate Library. This position offers the opportunity to combine public service and automated system service and automated system management in an undergraduate library serving a student community of 22,000. Duties: Manage Undergraduate Library (UGL) Microcomputer Center and all public access computing installations at UGL including facilities planning, liaison with faculty, hardware/software selection, support services planning and liaison with university computing center. Oversee circulation services at the UGL. Act as a resource and provide consultation to UGL staff on software applications, ILS system capabilities, information technology hardware, software and training. Participate in reference and user education activities at UGL including preparing and teaching classes in microcomputer applications for information retrieval and management. Coordinate staff development and training for automated systems including ILS and microcomputer activities. Supervise Library supervisors responsible for clerical and student assistant positions. Perform general administrative duties and participate in library planning activities as appropriate. Select books in specified subject areas. Required: Accredited MLS. Previous experience in the use of computers in an instructional setting. Demonstrated understanding of and commitment to the principles of public service within an academic library. Demonstrated superior communication skills and a demonstrated ability to work well with people in an instructional setting. Desired: Previous circulation experience or experience with use of an online catalog. Highly desirable: Previous reference or teaching experience, experience in an academic library, and supervisory experience. Minimum of \$21,500, dependent on previous relevant

## HEAD, REFERENCE SERVICES DEPARTMENT

### University of Michigan Harlan Hatcher Graduate Library

The Graduate Library is the main humanities/social sciences facility with 2.5 million volumes. This position reports to the Head, Hatcher Graduate Library.

**Responsibilities:** The planning, development, and management of reference and research services. The Reference Department staff consists of 5 FTE librarians, 7 FTE support staff and approximately 4 FTE hourly assistants. The services include: an Information Center, on-call reference librarian assistance, appointment-based research consultation services, the Microform Reading Room, (1.5 million microform collection), online search services, bibliographic instruction, and outreach activities. The Head has overall responsibility for reference collection development and participates in overall planning and direction of the Graduate Library.

**Required:** Accredited MLS. 5 years library experience, preferably in a research library; demonstrated knowledge of research library services; demonstrated oral and written communication skills; ability to work effectively within heterogeneous, multi-departmental setting. Knowledge of online information resources and information technologies.

**Desired:** Advanced graduate degree/coursework; management/supervisory experience; working knowledge of one or more Western European languages; analytic/statistical skills; collection development/management experience.

Minimum salary of \$29,500, dependent on previous relevant experience. Applications received by **April 30, 1987**, will be given first consideration. Apply to:

**Lucy R. Cohen**  
**Manager, Library Personnel and Payroll Services**  
**404 Hatcher Graduate Library**  
**University of Michigan**  
**Ann Arbor, MI 48109-1205**

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

experience. Applications received by April 30, 1987, will be given first consideration. Apply to: Lucy R. Cohen, Manager, Library Personnel and Payroll Services, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109-1205. The University of Michigan is a non-discriminatory, affirmative action employer.

**DIRECTOR OF LIBRARIES.** University of Southern Mississippi, Hattiesburg, Mississippi. The University of Southern Mississippi invites nominations and applications for the position of Director of Libraries. The director is the chief administrator for the Joseph Anderson Cook Library (main collection), the William David McCain Library and Archives (special collections) and the Teaching Learning Resource Center. The libraries serve a student body of approximately 12,000 graduate and undergraduate students and a faculty of 650. Candidates should possess substantial professional experience, familiarity with a broad range of library functions, administrative competency, knowledge of new library technologies, communication skills, and a strong commitment to service. Candidates must also have a record of significant academic achievement. Requirements are an ALA-accredited master's degree plus an additional advanced degree (preferably the doctorate). Evidence of continuing professional education is expected. Depending upon qualifications, the Director may also hold an academic appointment on the library science faculty. Salary will be commensurate with qualifications and experience, minimum \$40,000. Nominations and applications will be reviewed beginning April 30, 1987, and will be received until an appointment is made. Position is available July 1, 1987. Send letter of application, resume, and three current letters of reference to: John Kelly, Chair, Director of Libraries Search Committee, Southern Station, Box 5053, University of Southern Mississippi, Hattiesburg, MS 39406-5053. USM is an affirmative action equal opportunity employer.

**DOCUMENTATION LIBRARIAN.** Responsibilities: Responsible for the writing and editing of user documentation for NOTIS (Northwestern Online Total Integrated System). Writes chapters for the terminal

operator's manuals and the library implementation manual. Contributes articles to NOTISes, a monthly user's newsletter. Qualifications: demonstrated writing skills in software use, manuals, accredited MLS. Library experience preferred. Available: immediately. Salary range: \$21,500-\$30,000. To apply, send letter of application and resume, including names of 3 references, to: Lance Query, Assistant University Librarian for Planning and Personnel, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60201. Applications will be accepted until the position is filled. EEO/AA employer.

**ECONOMICS REFERENCE/SELECTION LIBRARIAN,** Reference Services Department, the University of Michigan Library. Reporting to the Head, Reference Services Department of the Hatcher Graduate Library, responsibilities include the development and management of the economics collection of the Graduate Library (annual collection budget exceeding \$40,000), and general reference services (with an emphasis on database and online services) in social sciences and humanities. Participates in on-demand and appointment-based research consultation services, bibliographic instruction, and faculty liaison activities. Selection responsibilities include: preservation decisions, collection assessment, budget management, and serials review. Required: Accredited MLS. Minimum 2 years of experience in research library or research university setting, preferably in reference or collection development. Demonstrated knowledge of online resources. Proven analytical skills and ability to work with faculty and students. Strong oral and written communication skills. Working knowledge of one or more Western European languages. Desirable: Demonstrated knowledge of collection management and development principles including research, design, and techniques for analyzing and reporting data. Graduate course work in social sciences. Demonstrated knowledge of research interests and trends in the social sciences. Familiarity or previous experience with non-bibliographic data files and other information technologies. Minimum salary of \$21,500, based on qualifications and previous relevant experience. Applications received by April 30, 1987, will be given first consideration. Apply to: Lucy R. Cohen, Man-

## BUSINESS BIBLIOGRAPHER/REFERENCE LIBRARIAN

### University of Miami Library

**Assignment:** The City of Miami is one of the fastest growing centers of international business. The School of Business Administration at the University of Miami offers seven Master's Degree programs. The Business Bibliographer reports to the Head of the General Reference/Periodicals Department and is responsible for a broad range of reference and collection activities in the fields of business, economics, politics, and public affairs. Works closely with the Assistant Director for Collection Development and a School of Business Faculty Committee, which oversees a \$2.5 million endowment fund created to develop an outstanding library collection and services in the field of business. Provides advanced bibliographic instruction and specialized reference assistance. Serves at the reference desk sharing night and weekend reference duties. Performs computerized searches for faculty and students. Participates in university and library committees and professional associations.

**Qualifications:** Required: MLS from an ALA-accredited school or a foreign equivalent. Effective communication skills, including the ability to give advanced bibliographic instruction to classes in the School of Business. Training in online information retrieval. Ability to work well with faculty, students, and colleagues. Highly desirable: 3-5 years experience providing creative library services in the field of business, experience using DIALOG and LEXIS, and a MBA or related advanced degree.

**Benefits:** Paid pension, partially paid insurance, tuition remission, 22 days vacation, moving allowance.

**Status & salary:** Tenure-track appointment at Assistant or Associate Professor rank with a starting salary range of \$20,000 to \$30,000, depending on experience and qualifications.

**Application:** Send application letter, resume, and names of three references to:

**Ronald P. Naylor**  
Assistant Director for Administrative Services  
University of Miami Library  
P.O. Box 248214  
Coral Gables, FL 33124

**Closing Date:** To ensure consideration, apply before **May 15, 1987.**

The University of Miami is an EO/AA employer.

ager, Library Personnel and Payroll Services, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109-1205. The University of Michigan is a non-discriminatory, affirmative action employer.

**ENGINEERING LIBRARIAN.** Available: September 1, 1987. Description: Faculty position in the Collection Development Division. Responsible for selecting, reviewing and developing engineering science collections. Works closely with Engineering faculty to meet their library needs. Also provides specialized reference and research services in all areas of engineering. Includes assisting with the bibliographic instruction program and serving on library committees. Qualifications: An MLS degree from an ALA-accredited library school and an undergraduate degree in engineering are required and a graduate degree in engineering or a physical science area is highly desirable. Good written and oral communication skills are required as well as skills in reference service. Must be willing to maintain the highest standards of honor, integrity, and morality as taught by the Church of Jesus Christ of Latter-day Saints, including abstinence from alcoholic beverages, tobacco, tea and coffee. Salary & Benefits: Faculty status, generous insurance and retirement benefits. Salary range is \$24,000 and up depending on qualifications. This is a twelve-month appointment with twenty-two days annual leave and additional professional development time available. Deadline for Application: June 1, 1987. To Apply: Send resume and names of three references to: Patti Jo Findley, Personnel Officer, 3080 HBL, Brigham Young University, Provo, UT 84602.

**GENERAL REFERENCE LIBRARIAN.** Serving a general reference desk, performing online bibliographic searching, participating in library instruction and possible collection development in assigned disciplines. Some evening and weekend hours required. Required: MLS from an ALA-accredited library school and experience with online searching techniques. Preferred: Subject master's in the social sciences or humanities. Proficiency in one or more Western European languages, preferably German and/or French. Reference experience. Salary: minimum \$18,000. Send letter of application, resume and names of three references and/or Placement Bureau address, by May 15, 1987, to: Dennis R. Defa, 328 Marriott Library, University of Utah, Salt Lake City, UT 84112. The University of Utah is an Equal Opportunity/Affirmative Action Employer. Women and Minorities are encouraged to apply.

**HEAD, COLLECTION DEVELOPMENT DEPARTMENT,** Georgia State University. The Head of Collection Development has overall responsibility for an up-to-date, balanced collection in all fields, consistent with the curricular and research needs of the university with a materials budget of \$1.5 million. Responsibilities include: advising on appropriate allocation and expenditure of all library materials funds; continuing evaluation of the collection, coordinating liaison with academic departments; serving as bibliographer with selection responsibility; coordinating the selection for the Reference Department, the Maps Collection, the Media Center and providing support for the collecting for the Special Collections areas of emphasis; selecting, training and evaluating personnel; budgeting for equipment, supplies and personnel. The Department Head participates in library-wide planning with other department heads and appropriate committees. Positions in the department include three fulltime bibliographers, one half-time bibliographer, five support staff, and student assistants. The library is organized into six departments, the department heads report to the Associate University Librarian. The library collection includes 900,000 volumes and 10,000 serial subscriptions. A library addition is scheduled for completion this year and the library is in the process of reorganization. An online catalog is in its second year of operation. An integrated online circulation system will be installed this year and integrated acquisitions and serials control systems are to be installed at a later date. Qualifications: ALA-accredited master's in library science is required and an additional advanced degree is strongly preferred, five years experience in collection development in academic libraries or large public research libraries, successful performance in progressively responsible professional positions; demonstrated management and communication skills; knowledge of national trends in collection management and the acquisition of library materials; working knowledge of automated systems; knowledge of one or more foreign languages; evidence of substantial professional development, scholarly research, and publications; willingness and ability to encourage the professional development of others; resourcefulness and enthusiasm. Library experience in a public service area desirable. Tenure track position with faculty rank and status. Available July. Salary: minimum \$31,000 for

twelve months. Applications received by May 8, 1987, will receive first consideration. Send letter of interest, resume, and names, addresses and phone numbers of three references to: Dianne M. Smith, Assistant to the Librarian, Pullen Library, Georgia State University, 100 Decatur St. SE, Atlanta, GA 30303-3081. An Affirmative Action, Equal Opportunity employer.

**HEAD, HUMANITIES DIVISION,** with faculty rank. Position reopened. Responsible for the Humanities Public Services Division of the Library directing the work of three professional librarians, three nonprofessionals, and four student assistants. Supervise collection development for materials in all literatures and languages, religion, the fine arts, architecture, general periodicals, library and information science, journalism, sports and recreation. Sit on the library director's council and serve on council committees concerned with overall library operation. Master's degree from an ALA-accredited library school; a bachelor's or second master's in a discipline in the humanities; at least five years experience in an academic library public services position, preferably in the humanities. Initial appointment with faculty rank of instructor with advancement to Assistant Professor at the end of first year if merited. Good fringe benefits. Salary: \$22,500 minimum. For full consideration applications should be received by May 1, 1987. Submit letter of application with resume including names of three references to: Roscoe Rouse, University Librarian, Oklahoma State University, Stillwater, OK 74079-0375. AA/EEO Employer.

**MANAGEMENT REFERENCE LIBRARIAN.** Specializes in full range of information and reference services for students and faculty of Northwestern University's Kellogg Graduate School of Management and participates in general social sciences and humanities reference programs. Assists in planning and development of the Management Services departmental programs, and has special responsibility for undertaking new initiatives within the Library relating to computer-based library technologies in support of the Gradu-

---

## LIBRARY AUTOMATION COORDINATOR

**Bryn Mawr, Haverford  
and Swarthmore Colleges**

Responsible for the selection, promotion, introduction installation and support of a Tri-College automated integrated library system. *Qualifications:* Master's degree in library or information science from an ALA-accredited institution or equivalent; a minimum of 5 years of increasingly responsible professional experience, pertinent specialization and demonstrated supervisory capabilities; and experience with planning, organizing, and implementing an automated integrated library system strongly preferred. Proven leadership abilities; familiarity with academic libraries; working knowledge of current cataloging practices; ability to communicate with a high degree of effectiveness, both orally and in writing; and ability to interact effectively with vendors, faculty, staff, and students. Salary from \$32,000, commensurate with experience. This is a 2-year position with possibility of extension.

Please send letter of application with resume and names of three references **by April 30, 1987**, to:

**Michael J. Durkan**  
Swarthmore College Library  
Swarthmore, PA 19081

An equal opportunity employer.

---

ate School of Management. MLS from accredited library school required. Academic background in economics or other business-related discipline and advanced degree preferred. Business reference or general reference experience preferred. Training in computerized literature searching required. Starting salary range: \$18,000-\$24,000 (\$20,000-\$26,000 after September 1, 1987) depending upon qualifications. Send letter of application and resume, including names of three references, by May 1, 1987, to: Lance Query, Assistant University Librarian for Planning and Personnel, Northwestern University Library, Evanston, IL 60201. An Equal Opportunity, Affirmative Action Employer.

**MAP LIBRARIAN**, Georgia State University. Responsible for planning, collection development, cataloging, and reference assistance for the map collection. Participates in general reference service, and provides bibliographic instruction and online searching in map-related areas. Online catalog is in second year of operation. Required: ALA-accredited master's in library science; professional experience with a map collection in both public and technical services (collection development, acquisitions or cataloging), and knowledge of general reference sources. Preferred: experience in cataloging through OCLC or RLIN; ability to catalog in foreign languages; knowledge of AACR2; and an academic background in geography/geology, or coursework in map librarianship. Good communication skills, the ability to work well with colleagues, faculty and students, and the ability to work well independently are essential. Participation in professional and research activities important. Tenure track, faculty rank and status. Available July. Salary: minimum \$21,000. Send letter of interest, resume and names, addresses, and phone numbers of three references including immediate supervisors. Materials received by May 8, 1987, will receive first consideration. Send to: Dianne M. Smith, Assistant to the Librarian, Pullen Library, Georgia State University, 100 Decatur St. SE, Atlanta, GA 30303-3081. An Affirmative Action, Equal Opportunity employer.

**MONOGRAPHIC CATALOG LIBRARIAN**. CBN University Library seeks a librarian to supervise automated cataloging of monographs and related activities. ALA-accredited MLS required. Cataloging experience with OCLC, LC classification and subject headings required; demonstrated communications and organizational skills. Annual salary \$20,000 plus depending upon qualifications.

Applications will be accepted until May 31, 1987, or until the position is filled. Apply to: Lois J. Lehman, Dean of Libraries, CBN University, Virginia Beach, VA 23463. CBN University is affiliated with the Christian Broadcasting Network.

**NEWSPAPER CATALOGER**. University of Georgia Libraries, Georgia Newspaper Project. Anticipated NEH funded position, July 1, 1987-June 30, 1990; funded thereafter by the Libraries. Recent graduates may have the opportunity to participate in a special staff development program funded by the Council on Library Resources. Duties: Responsible to the Head, Nonbook Cataloging for performing national level cataloging of newspapers for the U.S. Newspaper Project for Georgia; training, supervising, and evaluating of 1.5 FTE project support staff; overseeing verification and creation of holding records in the Union Listing Component of the OCLC Serials Control Subsystem; serving as resource person for newspaper bibliographic policies and procedures; and participating in the Cataloging Department policy-making process. The Section is comprised of the Head, three professional and five support staff. The Cataloging Department is comprised of 12 professional and 24 support staff and catalogs over 50,000 books, serials, microforms and non-print materials yearly. Some evening and weekend work may be required. Qualifications: ALA-accredited MLS; knowledge of AACR, AACR2 and LC classification and subject headings; ability to establish and maintain effective working relationships; effective oral and written communication skills; ability to work with foreign languages; familiarity with automated cataloging systems, preferably OCLC; strong interest in academic librarianship desired; supervisory experience desired; experience in serials cataloging preferred. Salary minimum: \$18,000. Application procedure: Send a letter of application addressing all qualifications and including resume and names of three references by April 20, 1987, to: Florence King, Personnel Librarian, Administrative Office, Main Library, University of Georgia Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity, Affirmative Action Employer.

**REFERENCE/BIBLIOGRAPHIC INSTRUCTION LIBRARIAN**. California State University, Hayward, San Francisco Bay Area. Responsibilities: general reference service, bibliographic instruction (including coordinating/developing library skills courses), database searching, reference collection development, other related duties as

## DEAN OF INSTRUCTIONAL SERVICES AND LIBRARY

### Ferris State College

Ferris State College invites applications for the position of Dean of Instructional Services and Library. Located in Big Rapids, Michigan (54 miles north of Grand Rapids), Ferris has approximately 11,000 students enrolled in over 100 academic programs in the Schools of Allied Health, Arts and Sciences, Business, Education, Pharmacy, Technology, and the College of Optometry.

**Required qualifications:** Master's degree in library science from an ALA-accredited institution; extensive experience with increasing responsibilities in an academic library; evidence of successful administrative responsibility, especially in the areas of personnel and budgeting. Experience with the electronic technologies used in providing library and academic support services; experience with automated systems.

**Desired qualifications:** Additional graduate degree in an area related to responsibilities of the position; commitment to serving the academic community; strong support for staff development; ability to foster communication and cooperation; understanding of current issues in higher education; record of active involvement in professional associations.

**Responsibilities:** Responsible for the overall management and integration of library, media production, media distribution, testing, and academic computing services; potential development of instructional development program; administer and supervise budgets, development, and faculty/staff selection and evaluation; serve on dean's council; report to the Vice President for Academic Affairs.

Library: The library has approximately 218,000 volumes.

Salary: Mid \$40s.

Applications: The position is expected to be filled by August 1. Nominations and applications, including curriculum vita and the names of 3 professional references, should be forwarded by **April 20, 1987**, to: **Isabel J. Barnes, Ph.D., Chair, Search Committee, Ferris State College, Big Rapids, MI 49307.**

Ferris State College is an affirmative action, equal opportunity employer.  
Women and members of minority groups are encouraged to apply.

assigned. Required: ALA-accredited MLS. Academic background in physical/life sciences. Three or more years full-time academic library experience performing general reference, bibliographic instruction, and database searching. Demonstrated professional commitment. Tenure-track 12-month appointment plus staff benefits at Assistant or Senior Assistant Librarian rank, depending upon experience and qualifications (\$29,064-\$33,408). Progressive professional and/or scholarly development required for promotion and tenure. Apply by May 1, 1987. Send letter of application with resume to: Melissa Rose, Library Director, California State University, Hayward, Hayward, CA 94542. Equal opportunity, affirmative action, Title IX employer.

**REFERENCE LIBRARIAN**, library faculty position. The College of St. Catherine, a private liberal arts college for women, seeks a reference librarian to provide general reference service (weekends on a rotational basis), bibliographic instruction, online searching, reference collection development and faculty liaison. The library is installing a Carlyle PAC/Circulation system beginning 6/87. Qualifications: MLS, MA in LS or MA in Information Management/Sciences and database searching skills are required. Course work in the natural sciences and experience in bibliographic instruction preferred. Conditions of contract: 9 month renewable faculty contract beginning August 24, 1987. (Possibility of one extra month each year.) Rank and salary dependent on qualifications and experience; for example, full-time instructor with an MA: salary range \$17,335-\$20,535. To apply: Send a letter of application, resume and names of two references by April 30, 1987, to: Karen Johnston, Personnel Director, The College of St. Catherine, 2004 Randolph Avenue, St. Paul, MN 55105. Equal Opportunity Employer.

**REFERENCE LIBRARIAN**. Requires Master's degree from an ALA-accredited library school; second master's degree in Education preferred; reference experience in a university, four year college, or research library preferred. Responsibilities include reference, online computer searching, collection development, and library instruction. Consideration for tenure track appointment will require that the candidate be willing to establish and maintain an ongoing program of scholarly activity. Reports to the Coordinator of Reference and Collection Development. Salary commensurate with work experience and education. Instructor minimum \$15,403; Assistant Professor minimum \$18,693. Full position description available upon request. Application deadline: May 1, 1987. Send letter of application, three letters of reference, and vita to: Reference Librarian Search Committee, c/o Administration Office, Michener Library, University of Northern Colorado, Greeley, CO 80639. AA/EEO Employer.

**REFERENCE LIBRARIAN**, Yale Medical Library. Minimum Rank Librarian I. Responsibilities include biomedical reference; online searching using BRS, Dialog and NLM databases; bibliographic instruction and end-user searching; and development and maintenance of the reference collection. This position reports to the Head of Reference. The Medical Library's collection, in excess of 350,000 volumes, serves the Schools of Medicine, Public Health, Nursing and other affiliated institutions of the Yale-New Haven Medical Center. The library is now planning renovation and a 50% expansion of its facilities. Qualifications: MLS from an ALA-accredited school. Excellent communication and interpersonal skills. Strong public service orientation and interest in bibliographic instruction. Experience in reference service, preferably in health sciences, highly desirable. Familiarity with online searching, preferably MEDLINE, teaching experience, and microcomputer knowledge desirable. Salary from \$22,500, dependent upon experience and qualifications. Benefits include 22 vacation days, 16 holiday, recess and personal days, comprehensive health care, TIAA/CREF or Yale retirement plan; relocation assistance. Application deadline: April 30, 1987. To be assured of consideration, please submit a letter of application, resume and the names of three references to: Maureen Sullivan, Head, Library Personnel, Box 1603A Yale Station, New Haven, CT 06520. Yale University is an equal opportunity, affirmative action employer.

**REFERENCE LIBRARIAN/BIBLIOGRAPHER FOR SPECIAL COLLECTIONS**, The John J. Burns Library of Rare Books and Special Collections at Boston College. Provides reference service to scholars at the desk, by letter and telephone. Supervises use of special collections materials in the Reading Room. Assists in analyzing and developing collections in Burns. Creates finding tools and user guides. Interprets the collections to classes and visitors. Plans ex-

hibits. Qualifications: ALA-accredited MLS; a minimum of 3-5 years' reference and collection development experience in the humanities; excellent interpersonal and communications skills, and a service orientation. The successful candidate will be well grounded in one or more of the areas of special concentration at the Library which include Jesuitana, British Catholic authors, Irish culture, Boston history and American Catholicism in the 20th century. Reading knowledge of Latin and other foreign languages helpful. Salary from \$25,000 depending on qualifications. Boston College offers its 14,000 students and almost 700 faculty the advantages of a strong liberal arts institution with outstanding graduate and professional programs. Benefits include a wide range of insurance programs, tuition remission and one month's vacation. To apply, send resume and names/addresses/phone numbers of 3 references to: Mary McMillan, Employment Manager, Human Resources Department, Boston College, Chestnut Hill, MA 02167. Applications received by April 24, 1987, will receive first consideration. EO/AA.

**SERIALS CATALOGER**. Available: September 1, 1987. Description: Faculty position in the Technical Services Division. Performs original classification and descriptive cataloging of serials in all subjects and languages. Works closely with Serials Department in setting up new serials, solving problems related to older serials, handling name changes, mergers, etc. Supervises correcting and updating of serial records derived from RLIN or OCLC. Works closely with Reclass Unit, Serials Department, and subject librarians in reclassification of existing Dewey serial collection. Does name and subject authority work in assigned area. Qualifications: An MLS degree from an accredited library school. Good working knowledge of AACR2, LC classification, LCSH, and other standard cataloging tools. Language competency in one or more foreign languages desirable. Experience with RLIN, OCLC, or other major bibliographic utility desirable. Ability to work effectively with all levels of staff. Meticulous regard for detail. Ability to communicate clearly, both orally and in writing. Accurate typing skills. Serials cataloging experience desirable. Must be willing to maintain the highest standards of honor, integrity, and morality as taught by the Church of Jesus Christ of Latter-day Saints, including abstinence from alcoholic beverages, tobacco, tea and coffee. Salary & Benefits: Faculty status, generous insurance and retirement benefits. Salary range is \$24,000 and up depending on qualifications. This is a twelve-month appointment with twenty-two days annual leave and additional professional development time available. Deadline for Application: June 1, 1987. To Apply: Send resume and names of three references to: Patti Jo Findley, Personnel Officer, 3080 HBL, Brigham Young University, Provo, UT 84602.

**SPECIAL COLLECTIONS LIBRARIAN**. The University of Texas at Arlington is seeking a Special Collections Librarian to fulfill a number of roles within the Division. The position reports to the Assistant Director for Special Collections and is primarily responsible for book and serial acquisitions, exhibit preparation, and basic preservation activities in the Division. All Division personnel have part-time responsibility for reference services and bibliographic instruction in the Division. Available July 1, 1987. Applicants should have a Master's in Library Science from an ALA-accredited program; a minimum of two years acquisitions experience in an academic or research library, preferably in a special collections division; experience in planning, preparing, and mounting exhibits; and knowledge and experience in general conservation/preservation methods. Additional experience in reference and bibliographic instruction is preferred. Salary: \$20,000 minimum, dependent upon qualifications and experience. Benefits include State contribution to health insurance premiums, payment of 88 percent of Social Security premiums for the first \$16,500 of annual salary contributed by the State for optional retirement programs. Location: The University of Texas at Arlington is located in the Dallas/Fort Worth metroplex, has a current enrollment of approximately 23,000 and offers 97 degrees. 18 at the Ph.D. level. The University of Texas at Arlington Libraries presently has approximately 1,076,500 items in the collections and a staff of 100. Applications should include a resume and the names and addresses of three professional references. Considerations for the position will begin May 15, 1987. Applications should be addressed to: Gerald Saxon, Assistant Director for Special Collections, The University of Texas at Arlington Libraries, P.O. Box 19437, Arlington, TX 76019. The University of Texas at Arlington is an equal opportunity, affirmative action employer.



ACADEMIC LIBRARIAN(S). Two or more positions available July 1, 1987. Initial assignment in 1) automated systems design and development, 2) collection development, or 3) reference, including bibliographic instruction and online searching; rotating to ILL and circulation departments. Some nights and weekends. Required: ALA-MLS; good communications skills. Preferred: 2nd master's (or Ph.D.); prior academic library experience. Must meet faculty requirements for tenure and promotion, including 2nd master's, excellence in performance, scholarship, service. 12 month appointment. Salary commensurate with qualifications and experience; minimum \$18,178 for Instructor; \$22,036 for Assistant Professor. Screening begins May 1, 1987; applications accepted until positions filled. Send application and resume and have 3 current letters of reference sent to: Laura H. McGuire, Chair, Search Committee, Golden Library, Eastern New Mexico University, Portales, NM 88130. AA/EEO.

ASSISTANT LIBRARIAN/MANUSCRIPT SPECIALIST. Will consider candidate with degree in archival administration and with library experience or with MLS and archival/manuscripts background. Prefer B.A. in history/humanities and 2-3 years' experience with historical collections. Job description and salary range on request. Send resume, references and writing sample to: Clare M. Sheridan, Library, Museum of American Textile History, 800 Massachusetts Avenue, North Andover, MA 01845.

ASSISTANT UNIVERSITY LIBRARIAN FOR AUTOMATION AND TECHNICAL SERVICES, Boston College Libraries (New Position). Boston College invites nominations and applications for the position of Assistant University Librarian for Automation and Technical Services. This position plans and administers the library's technical services operations and is responsible for the existing automated program as well as implementation of a new system configuration within the libraries. Participates in campus-wide planning for enhanced use of technology and telecommunications. Responsibilities: Manages technical services and systems departments within the main library, with 9 librarians and 30 staff members. Administers the current GEAC and Faxon systems for all Boston College libraries and implements future automation projects. Chairs the library Automation Committee and participates in general library administration through planning, goal-setting, budgeting and committee service. Provides leadership in planning for effective use of new technology and telecommunications opportunities. Boston College offers its 14,000 students and almost 700 faculty the advantages of a strong liberal arts institution with outstanding graduate and professional programs. Library collections number over one million volumes. The new O'Neill Library provides an attractive, intensively used, highly automated environment for study and learning and also houses the campus computer center. The library administration is committed to developing leadership, management and planning skills at all levels of the library staff. Qualifications include a minimum of 5 years progressively responsible administrative experience in an academic library. Comprehensive knowledge of technical services operations; demonstrated ability in the implementation and management of automated library systems. Excellent communication skills, evidence of successful project management and a strong commitment to public services and staff development are also required. Experience at the department head level in technical services and a background in telecommunications and university computer applications strongly preferred. Benefits: Excellent benefits package including tuition remission and 22 days annual vacation. Salary from \$35,000 depending on qualifications. To apply: Send resume with names and phone numbers of 3 references to: Mary McMillan, Employment Manager, Dept. of Human Resources, Boston College, Chestnut Hill, MA 02167. Applications received by

May 8, 1987, will receive first consideration. Boston College is an equal opportunity, affirmative action employer.

ASSOCIATE HEAD FOR MONOGRAPH CATALOGUING AND AUTHORITY CONTROL, Catalogue Department, MIT Libraries. Participates fully in the administration of Catalogue Department, including planning, budget management, allocation of staff, and development of policies and procedures. Manages monograph cataloguing activities (including original and shared cataloguing, retrospective conversion, MIT publications cataloguing, bibliographic searching, and related special projects); coordinates authority control function and oversees name and subject authority control units. Will participate in planning and implementation of automated authority control system. Manages a staff of 6 librarians and 10.5 FTE support staff; directs orientation and training; serves as liaison with public service and processing staff of Divisional/Branch Libraries. Participates in Department and system-wide committees for procedure and/or policy formulation. Qualifications: ALA-accredited MLS and considerable and increasingly responsible relevant professional experience, including original monograph cataloguing experience in a research library, required. Expert knowledge of LC classification and theory, LCSH, AACR2, and MARC formats essential. Substantive experience in authority work essential; experience with authority control systems and working knowledge of OCLC cataloguing subsystem highly desirable. Organizational, managerial and supervisory skills required. Final candidates must demonstrate well-developed communication and interpersonal skills, ability to exercise initiative, analytical and problem-solving skills, comprehensive knowledge of national cataloguing standards and automated cataloguing issues, and commitment to user service orientation for technical services in a dynamic environment. Hiring Salary Range: \$28,000-\$32,000. To ensure full consideration, send resume & the names and addresses of 3 current, confidential references by May 4, 1987, to: Search Committee for Associate Head, Catalogue Department (CRL), MIT Libraries, Room 14S-216, Cambridge, MA 02139. MIT is an equal opportunity employer with an affirmative action plan and welcomes applications from qualified women and minority candidates.

CATALOG LIBRARIAN. Responsible for cataloging and classifying all materials in a small academic library. Thorough knowledge of AACR, AACR2, DDC, LCSH, MARC II tagging and OCLC required. Supervises catalog maintenance, book processing, SAF, NAF, card filing. Qualifications: ALA-accredited MLS; ability to work independently and to supervise; two years cataloging experience in an academic library preferred. Salary: \$18,000 minimum, dependent upon qualifications. Good benefits. Deadline: April 15, 1987. Letter of application, resume and three references to: Philip H. Young, Director, Krannert Memorial Library, University of Indianapolis, 1400 E. Hanna Avenue, Indianapolis, IN 46227. AA/EO employer.

CATALOGER. Position available April 1, 1987. Responsibilities include original and copy cataloging and classification of monographs according to AACR2, OCLC and LC standards. Requirements: ALA-accredited MLS, two or more years cataloging experience, knowledge of AACR2, LCSH, LC classification, MARC format, OCLC or similar utility, one or more Semitic or European languages. Salary: \$20,000-\$25,000, depending on qualifications. Send resume and references to: Lisa A. Derfler, Acting Library Director, Annenberg Research Institute, 250 North Highland Avenue, Merion, PA 19066.

CURRICULUM/MEDIA LIBRARIAN, Washburn University. Directs operations of Curriculum Resources Center and serves as member of professional staff of eight at Main Library. Selects and maintains print/non-print materials for pre-school through grade 12 in CRC. Supervisory responsibility. Works with

education faculty/students in preparation and use of curriculum materials. Main library duties include reference desk staffing, online searching, and collection development in education. Responsible for selection/maintenance of AV and computer software and assistance with microcomputer-based systems. 12-month faculty position. Salary commensurate with education and experience; \$19,000 minimum. Available immediately. Qualifications: ALA-accredited master's degree. Two years experience with curriculum materials in school or academic library. Application deadline: May 15, 1987, or until suitable candidate is found. Send letter of application, resume, and 3 current reference letters to: Wilma Rife, Director, Mabee Library, Washburn University, Topeka, KS 66621. EEO/AA employer.

HEAD, ACQUISITIONS/SERIALS RECORD. Reports directly to the Assistant Director for Technical Services and is responsible for the management and operation of all acquisition and serials record activities, including supervision of staff, ordering and receiving of library materials, processing of materials for which DLC or acceptable OCLC copy is available, and serials record maintenance. Position demands administrative, supervisory, and bibliographic skills, and the ability to communicate effectively with faculty and staff. Qualifications: ALA-accredited MLS; second graduate degree in an appropriate academic subject area preferred. Minimum two years professional experience in academic technical services required; substantial acquisitions experience, familiarity with procedures for acceptance of OCLC cataloging copy, and demonstrated administrative and supervisory skills strongly preferred. Reading knowledge of one or more modern European languages desirable. Appointment level commensurate with qualifications and experience; minimum starting salary \$22,000. Letter of application, resume, and the names of three references will be accepted at the University of Southwestern Louisiana through April 30, 1987, or until position is filled, and should be directed to: Donald L. Saporito, Director of Libraries, University Libraries, University of Southwestern Louisiana, 302 East St. Mary Boulevard, Lafayette, LA 70503. USL is an equal employment opportunity, affirmative action employer.

HEAD, CATALOG DEPARTMENT. Reports to the Associate Director for Technical Services and is responsible for general administration and supervision of the Catalog Department. Major departmental functions include original and copy cataloging of all monographs and serials, catalog maintenance, reclassification and retrospective conversion. Required: ALA-accredited MLS; at least three years of responsible and appropriate professional experience, preferably in a research library; evidence of ability to supervise people well; demonstrated ability to communicate effectively, orally and in writing; ability to work independently and with others. Preferred: strong background in cataloging, AACR2, LCSH, NACO, OCLC, and RLIN; knowledge of foreign languages; familiarity with NOTIS cataloging and authority modules. Salary: Dependent upon qualifications, experience and rank; \$32,000 minimum. Benefits: Equivalent faculty status and tenure track; generous leave benefits; optional insurances; State Teacher's Retirement System. Review of applications will begin May 15, 1987. Apply to: Sharon A. Hogan, Director of Libraries, Middleton Library, Louisiana State University, Baton Rouge, LA 70803. LSU is an Equal Employment University.

HEAD OF MONOGRAPHIC ACQUISITIONS (Search reopened). The University of California, Irvine is recruiting for a Head of Monographic Acquisitions. Appointment range will be from Assistant to Associate Librarian. Rank and salary range is from \$29,340-\$34,452. Appointment at the Associate level requires substantial experience in acquisitions as well as in library automation in an academic or research library. Applications received by May

1, 1987, will receive first consideration, but applications will continue to be accepted until the position is filled. Responsibilities: Under the general direction and review of the Assistant University Librarian for Technical Services, this position is responsible for the overall management and supervision of the Monographic Acquisitions Department. This responsibility includes all management functions, such as planning, implementing, coordinating, and evaluating of operations; establishing priorities; evaluating staff performance. This person is also expected to work with appropriate units in coordinating the fiscal reporting of library material funds and participate in the development of automated acquisitions programs. Qualifications: Required: MLS from an accredited library school; experience directly related to acquisitions functions in an academic or research library; demonstrated supervisory and administrative skills; evidence of ability to work effectively with diverse library staff and outside vendors; effective written and verbal communication skills; knowledge of domestic and foreign publishing trade and vendor sources/plans. Highly desirable: substantive knowledge of automated acquisitions systems; ability to work with a variety of modern European languages. To apply for the position: Send application letter with: 1) a complete statement of qualifications; 2) resume of education and relevant experience; and 3) the names, addresses, and telephone numbers of three references. Letters should be addressed to: Anne Rimmer, AUL for Personnel, University Library, University of California, Irvine, P.O. Box 19557, Irvine, CA 92713. Telephone: (714) 856-7115. An affirmative action, equal opportunity employer.

HUMANITIES LIBRARIAN. Participates with other reference librarians in reference desk service, library instruction, online searching, and collection development. Responsibilities include liaison with the departments of English, Foreign Languages, Philosophy, Religious Studies, Visual and Performing Arts, and the College of Architecture. Reports to the Head of the Reference Unit. The Library is heavily automated and has an online catalog. Qualifications: ALA-accredited Master's degree. Undergraduate or advanced degree in humanities, a minimum of two years reference experience in an academic library, and experience with online searching and library instruction is preferred. Benefits: Twelve-month appointment, tenure track position, rank commensurate with experience. State mandated benefits. Salary: \$20,000 minimum. Send resume and three references by May 15, 1987, to: Raymond A. Frankle, Director, J. Murrey Atkins Library, The University of North Carolina at Charlotte, Charlotte, NC 28223. UNCC is an Equal Opportunity, Affirmative Action employer. Women and minorities are encouraged to apply.

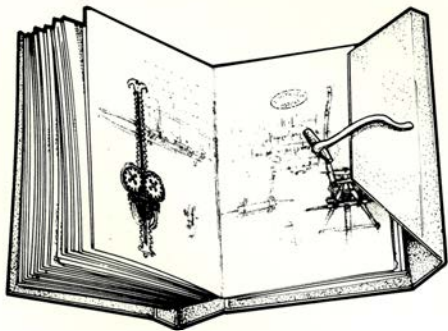
MUSIC LIBRARIAN. Indiana University of Pennsylvania seeks a full-time (35 hours per week) Music Librarian to temporarily replace its permanent librarian who will be away for up to three years on educational leave. Possibility of permanent appointment upon the return of the Music Librarian. Answering to the Director of Libraries, the person appointed will be responsible for coordinating the activities of Cogswell Music Library (currently being completely renovated) located in the Music building. One of four branch libraries in the University Library system, Cogswell serves the specific needs of nearly 250 music students and 33 faculty in addition to the entire University community. Music Library holdings approximate 6,000 monographs, 70,000 scores, 10,000 recordings. Holdings of monumental editions are substantial. Duties include public and technical services, collection development, fiscal control of the Music Library budget, and the supervision of one full-time support person and student assistants. Occasional teaching possible. Appointment will be at the rank of Instructor. Librarians are faculty members. Salary dependent upon qualifications; minimum \$18,058 for nine months. Summer employment may be available. An MLS from an

ALA-accredited library school and good written, oral, and interpersonal skills are required. A bachelor's degree in music, a Master's in Music (preferably in musicology), two years experience, cataloging experience using OCLC and LC classification and subject headings in music are desired. Send cover letter, resume, and names/addresses/phone numbers of at least three references postmarked no later than May 1, 1987, to: Walter Laude, Music Librarian Search Committee, Stabley 103, Indiana University of Pennsylvania, Indiana, PA 15705-1096. Possibility of summer starting date. Minorities and women are particularly encouraged to apply. IUP is an affirmative action, equal opportunity employer.

PERSONNEL OFFICER, Stanford University Libraries. Full responsibilities directing Personnel Office, working in library system with staff of 390. Includes employee relations, staff planning, compensation and staff development. Qualifications required are understanding of employment conditions in an academic institution, a strong commitment to affirmative action, ability to develop and implement administrative policies, skill in handling employee relations issues, supervisory experience and suitable formal education (a graduate library degree or library experience is desirable but not required). Rank of Senior Librarian/Administrative Services Manager III. Initial salary between \$36,000 and \$53,300 depending on qualifications. Send letter (cite #300-CRLN), resume, supporting documentation and list of professional references by May 8, 1987, to: Director of Libraries, Stanford University, Stanford, CA 94305-6004. EEO/AEE.

REFERENCE LIBRARIAN, Humanities and History Division, Columbia University. Provide general and in-depth reference service in humanities and history, including bibliographic searching; assisting readers in the use of card catalogs and various indexes, reference works, and specialized bibliographic tools and providing answers to specific, factual questions; offering general guidance in research methods; database searching; and conducting orientation lectures. Requirements: Accredited MLS; a working knowledge of at least two western European languages, one of which must be French or German; a strong background in the humanities and/or historical studies; and the ability to pursue bibliographic research. Preferential consideration will be given to applicants with a graduate degree in a relevant subject area and experience with RLIN or other online systems and commercial databases. Librarian I: \$22,000-\$28,600; Librarian II: \$24,000-\$32,400. Excellent benefits include tuition exemption for self and family and assistance with University housing. Send resume, listing three references, to: Kathleen Wiltshire, Director of Personnel, Box 35 Butler Library, 535 W. 114th St., New York, NY 10027. Deadline for applications is May 1, 1987. In addition to this position, we have an identical vacancy for a temporary reference librarian (one year period). An Affirmative Action, Equal Opportunity Employer.

REFERENCE LIBRARIAN, Performing Arts Subject Specialist. Selects dance, cinema, theater, radio, and television materials. Public service resps. in the General Reference Center in Bobst Library include reference assistance, orientations, bibliographic instruction, database searching and preparation of bibliographies and collection guides. Accredited MLS; degree in a performing arts field preferred, additional Master's degree required for tenure. Knowledge of French and Italian highly desirable. Two years broad experience in an academic or research library necessary. Faculty status, tuition remission, TIAA/CREF or alternative pension plan, five weeks annual vacation. Minimum salary: \$23,000. To ensure consideration, send resume and letter of application, including the names, addresses and telephone numbers of three references by April 30, 1987, to: Alice Deich, Personnel Officer, New York University Libraries, 70 Washington Square South, New York, NY 10012.



## LEONARDO DA VINCI THE MANUSCRIPTS IN THE INSTITUT DE FRANCE

The twelve Leonardo da Vinci manuscripts held at the Institut de France are unique in that they are exactly in the form and order originally created by Leonardo. The exceptional collection of documents comprises over 2,000 manuscript pages comprehensively illustrated by thousands of masterly drawings reflecting the wide range of Leonardo's interests.

Under the auspices of the Commissione Nazionale and the Institut de France, Giunti Barbera is bringing these documents—with critical transcription and notes and English translation—for the first time to the international audience.

The publication of The French Codices of Leonardo da Vinci makes available the ultimate work, decisive not only for understanding Leonardo, but also for a complete appreciation of the scientific and literary Renaissance culture.

Each Codex, boxed in book form, is reproduced in full colors exactly

corresponding to the original (size, colors, bindings, etc.). In each 36 x 25 cm book box, bound in full leather, is also a volume containing the diplomatic transcription, critical transcription, notes to the text, appendices and tables of contents.

The 12-volume set is augmented by 3 volumes of English translation of the critical transcriptions.

The edition is limited to 998 numbered sets for the world market.

The first volume of the 12-volume set of The French Codices of Leonardo da Vinci is available now. If the 12-volume set is ordered before the publication of the second volume the pre-publication price of \$7,872.00 will apply. Subsequent to the publication of the second volume the price will be \$9,840.00. Succeeding volumes will be published at intervals of approximately four months, completing in 1989.

If you would like to order Leonardo's French Codices, or if you would like more information, please call or write.



GIUNTI DISTRIBUTION SERVICE INC.

2175 LEMOINE AVENUE, SUITE 604

FORT LEE, NEW JERSEY 07024

TELEPHONE (201) 592-1152

# Rely on *AIAD* to translate terms such as 3M, LEM, WYSIWYG, ZZZZ

## International Acronyms, Initialisms, and Abbreviations Dictionary, 2nd Edition

Edited by Julie E. Towell and Helen E. Sheppard

Acronyms, initialisms, and abbreviations have become increasingly popular as a means of simplifying and speeding up both oral and written communication. Gale's new *International Acronyms, Initialisms, and Abbreviations Dictionary*, 2nd Edition, deciphers non-English acronyms found in foreign periodicals, government publications, and scientific and technical literature, with no limit on subject areas covered. Terms included are international in scope or are continental, regional, national, or local to a foreign area. Entries in Volume 1 are arranged alphabetically by acronym; Volume 3 rearranges the same entries in alphabetical order by complete word or phrase, with the acronym given as the "definition."

Volume 1: *International Acronyms, Initialisms, and Abbreviations Dictionary*. 900 pp. Over 110,000 entries. 1987. \$180.00.

Volume 2: *New International Acronyms, Initialisms, and Abbreviations*. Two inter-edition supplements. Softbound. \$145.00/subscription to two issues.

Volume 3: *Reverse International Acronyms, Initialisms, and Abbreviations Dictionary*. 870 pp. 1987. \$160.00.

## Acronyms, Initialisms, and Abbreviations Dictionary, 11th Edition

Edited by Julie E. Towell and Helen E. Sheppard

The new edition of *AIAD* identifies over 400,000 acronyms, initialisms, and abbreviations, and gives the words and phrases for which they stand. This comprehensive dictionary replaces numerous specialized dictionaries and handbooks and contains terms from a diverse array of sources, including academic degrees, airport city codes, blood factors, chemical elements, FBI terms, library symbols, monetary units, nautical chart symbols, NYSE symbols, radio station call letters, religious orders, titles and forms of address, and much more. While the emphasis of *AIAD* is on terms that are associated with the United States, several thousand entries cover terms from Russian, French, German, Italian, Spanish, Japanese, and other major languages.

Volume 1: *Acronyms, Initialisms, and Abbreviations Dictionary*. 2,928 pp. in 3 parts. 1986. \$180.00/set.

Volume 2: *New Acronyms, Initialisms, and Abbreviations*. Two inter-edition supplements. Softbound. \$155.00/subscription to two issues.

Volume 3: *Reverse Acronyms, Initialisms, and Abbreviations Dictionary*. 2,877 pp. in 3 parts. 1986. \$205.00/set.

### **For Fast Service — Order Tollfree: 800-223-GALE**

Available on 60-day approval. Send check with order and receive a 5% discount. Place a Standing Order for an additional 5% discount. Customers outside the U.S. and Canada add 10%.

Gale Research Company • Book Tower • Detroit, MI 48226