

logging of Microcomputer Software and Video Games, Mankato State University, Minnesota. Credit: 2 graduate credits. Instructor: Nancy B. Olson. Contact: Library Media Education Department, Mankato State University, Mankato, MN 56001; (507) 389-6201.

25-29—Bibliographic Databases: Workshop on data management, library control, and use of computer-readable information will be offered as part of the Inter-University Consortium for Political and Social Research (ICPSR) Summer Program in Quantitative Methods of Social Research. It is designed for those who provide data services to users of social science materials. Fee:

\$350, waived for individuals from ICPSR member institutions. Contact: Carolyn Geda or Henry Heitowit, ICPSR, Box 1248, Ann Arbor, MI 48106; (313) 764-2570.

25-August 5—Federal Libraries: The 11th annual Institute on Federal Library Resources, sponsored by the Catholic University of America School of Library and Information Science, Washington, D.C. Participants will be addressed by 25 directors of federal information programs and several membership association representatives. Contact: Spencer Cosmos, Dean of University College, Catholic University of America, Washington, DC 20064. ■■

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 \$4.00 per line for ACRL members; \$5.00 for others. Late job notices are \$10.00 per line for members; \$12.00 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 last day of the month in which the notice appears (e.g., October 31 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.

FOR SALE

USED, PRINTED G.K. HALL CATALOGS: 80% discount. Dept. HEW Library. *Subject Catalog* (1965, 20v.) and *Author/Title Catalog* (1965, 29v.). Asking \$900. School of Oriental and African Studies Library (Univ. London). *Library Catalogue & First Supplement* (1968, 16v.) and *Second Supplement* (1973, 16v.). \$670. Shipped motor freight collect. Contact: Sims Kline, Librarian, Stetson University, DeLand, FL 32720; (904) 734-4121, ext. 216.

POSITIONS OPEN

ACQUISITIONS UNIT HEAD, Rensselaer Polytechnic Institute. A prestigious, private university offering degrees in engineering, science, architecture, management, humanities, and social sciences seeks a librarian to head its Acquisitions Unit. Responsible for materials budget of over \$750,000. Performs budget, vendor and collection analyses using versatile, locally developed computer system. Will be expected to work closely with bibliographers on collection development and on the expansion of approval plan. Depending on qualifications, may serve as bibliographer in a subject area. Supervises acquisitions operation; reports to Head of Technical Services. Requires ALA-accredited MLS; two years related bibliographic experience; ability to communicate effectively with faculty and students; good organizational abilities. Preference will be given to candidates demonstrating directly related academic library experience, familiarity with publishing in the technical disciplines, and knowledge of domestic and foreign book trades; ability to use the techniques of management and library science to solve acquisitions and bibliographic problems; reading knowledge of foreign languages; computer literacy; sufficient academic achievement to qualify as bibliographer in an appropriate subject area; publications. Minimum salary high teens. This position is complemented by an attractive benefits program including advanced educational opportunities for candidate and family. To receive full consideration, applicants should submit letters of application, resume, record of academic work, names and addresses of three references, and an example of recent professional writing. By May 15 to: James C. Andrews, Library Director, Folsom Library, Rensselaer Polytechnic Institute, Troy, NY 12181.

ASSISTANT GOVERNMENT PUBLICATIONS LIBRARIAN. Under the direction of the Head of the Government Publications Department selects, acquires, processes, and services government publications. Serves at the Government Publications reference desk with a shared evening and weekend schedule. Provides bibliographic instruction and automated retrieval of government publications. The University of Miami Richter Library is a federal and state depository and has collections of FAO, UN, UNESCO, OECD, OAS, and British documents. Qualifications: ALA-accredited library degree or the equivalent. Prefer 3-5 years experience with government publications in an academic library; experience with online database searching, and experience in cataloging government publications. Ability to communicate well with faculty, students, and colleagues. Interest and capacity for giving excellent reference service. Beginning salary range \$16,000-\$19,000. The 12-month, faculty tenure-track appointment available on June 1, 1983. Benefits include moving allowance, university assistance with house financing, tuition remission, paid pension plan, partially paid insurance plans, one month vacation. Please send a letter of application, a resume, and the names of three references before May 15, to: Ronald P. Naylor, Assistant Director for Administrative Services, University of Miami Library, P.O. Box 248214, Coral Gables, FL 33124. An EO/AA employer. Interviews may be held at ALA in Los Angeles.

ASSISTANT LIBRARIAN, Southern Arkansas University has a vacancy for an assistant librarian effective immediately. Applicants should hold the MLS degree and have three to four years experience as a reference librarian in a four-year college or university library. A more complete job description is available. Salary is commensurate with training and experience. Southern Arkansas University is an equal opportunity, affirmative action employer. Applications will be

received until position is filled. Interested persons should send letter of interest and resume to: L.A. Logan, President for Academic Affairs, Southern Arkansas University, Box 1402, Magnolia, AR 71753

ASSISTANT OR ASSOCIATE UNIVERSITY LIBRARIAN, University of California, San Diego. Salary range \$29,400-\$48,100. Available July 1, 1983. Under the general direction of the University Librarian, administers, coordinates, and provides leadership in library services to support UCSD instructional and research programs and services to meet the needs of the general public. Initially will have responsibilities for the implementation of an integrated automated system for the acquisitions, cataloging, and circulation functions of the University Libraries. The Assistant/Associate University Librarian-Access Services has line responsibilities for the Central University Libraries Acquisitions, Cataloging, and Circulation Departments, and coordinates library wide operations in these functional areas to assure consistency and quality of standard within the University Libraries. May eventually assume responsibility for additional or alternate administrative functions. Serve as one of the three principal deputies of the University Librarian. Participates in general administrative processes: policy and planning, budget and resource allocation, organization and communication, staff development, and personnel decisions. Represents the UCSD Library as appropriate. Contributes to the profession and maintains an awareness of current professional developments through participation in professional organizations and activities. Qualifications: an understanding of the scholarly use of library collections and services; an awareness of current trends in higher education, library service, and automated library systems at the local and national levels; demonstrated ability to work effectively with library staff and other members of a research-oriented academic community; considerable library experience, including management responsibilities; a record of demonstrated leadership in issues of bibliographic access, preferably in a large research library. MLS from ALA-accredited library school is required. Knowledge of research and evaluation techniques is highly desirable. Starting salary within the Assistant/Associate University Librarian range, an appointment at the higher range will depend on experience and qualifications. UCSD is an equal opportunity, affirmative action employer. Applications accepted through May 15, 1983. Submit application, enclosing a resume and a list of references, to: Millennial D. Abell, University Librarian, Library, C-075 G1, University of California-San Diego, La Jolla, CA 92093.

ASSOCIATE UNIVERSITY LIBRARIAN, Major academic health sciences library invites applicants for Associate University Librarian. This academic appointee is a top-level administrative officer under the University Librarian with high responsibility in planning and management of a health sciences campus library. Duties: assists University Librarian in long-range planning, responsible for personnel management; acts as Library's Affirmative Action Officer, liaison with division heads; oversees physical plant maintenance, purchasing officer for non-book purchases; acts as deputy for University Librarian as needed; represents Library on campus, systemwide and extramural levels as needed. Criteria for appointment: in addition to competence in or knowledge of the above duties, a candidate shall have demonstrated competence and experience in administering a major division of a health sciences or large academic library. Normally, a candidate will be expected to have a professional degree from an accredited library school. Demonstrated superior professional ability and attainment are indispensable qualifications for appointment. Desirable experience or training in personnel management or development, an understanding of health sciences library development nationwide, and of the role of information technology and telecommunications in library operations; familiarity with University of California policies and practices concerning libraries and library personnel. Salary range \$31,100-\$48,100 p.a. Send letter of application, resume, and names of three references to: Glennada E. Vandegriff, AUL Search Committee, c/o Gustavo P. Serafini, The Library, S-257, University of California-San Francisco, San Francisco, CA 94143. Application deadline: May 16, 1983. Position available July 1, 1983. UCSP is an affirmative action, equal opportunity employer. Women and minorities are encouraged to apply.

BUSINESS/SCIENCE LIBRARIAN, Visiting assistant professor will provide information services to users at main and science libraries. General and specialized reference support, instruction, and database searching. Required: ALA-accredited MLS, minimum of two years successful experience in academic or large public library. Preferred: undergraduate degree or graduate coursework in business and/or sciences, and teaching or presentation experience. Salary dependent on experience and qualifications; an appointment most likely at \$20,000 for ten months. Available August 1, 1983. Send letter of application, resume, and names of three references by May 1, 1983, to: Sharon J. Rogers, Library Dean's Office, Bowling Green State University, Bowling Green, OH 43403. An equal opportunity, affirmative action employer.

CATALOG LIBRARIAN, University of Kansas School of Law. Required: ALA-accredited MLS, OCLC, LC classification, AACR2 experience. Responsible for all aspects of cataloging. Salary: \$14,500-\$16,500. Available March 20, 1983. Contact: Peter

Schanck, Director, Law Library, Green Hall, University of Kansas, Lawrence, KS 66045. Equal opportunity, affirmative action employer.

CATALOGER, GENERAL, Original cataloging and classifying of monographs, including microforms and audiovisual materials, using AACR2, LC classification and subject headings. Prepares and tags cataloging data for input to OCLC, verifies and prepares authority records. Reports to the Head, Catalog Dept. Required: MLS from ALA-accredited program; reading knowledge of at least one Western European language; knowledge of AACR2 and LC classification and subject headings. Highly desirable: two years cataloging experience in an academic or research library, including knowledge of MARC tagging and the OCLC cataloging system. Salary: \$15,600-\$18,000. Available 1 June. Faculty are expected to meet University requirements for promotion and tenure, including research, publication and service. Apply by 30 April to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume and names and

COLUMBIA UNIVERSITY LIBRARIES

Head of Access Services, Humanities & History

This position reports directly to the Chief of the Humanities and History Division and has primary planning and administrative responsibility for Butler Library Circulation, Interlibrary Loan, the Periodical Reading Room, the Microform Reading Room, and the Library Information Office. The Library Information Office is responsible for providing general information and issuing privileges to visitors and for blocking registration of students who incur fines or overdue books in any of the University Libraries. The Interlibrary Loan Office is the central ILL unit for the Columbia system, handling incoming as well as Columbia reader requests. The Microform Reading Room is the Libraries' largest reading area for such materials and has systemwide responsibility for equipment inventory and maintenance. The Access Services Department has a full-time equivalent staff of approximately 45, including one professional librarian (ILL); three unit heads (Circulation, Information Office, and MRR/PRR), and four supervisors.

In addition to an accredited MLS, the position requires several years of relevant administrative and reader service experience in a large academic or research library and demonstrated ability to plan, coordinate, and implement new or improved service capabilities. Evidence of imagination, leadership, and demonstrated administrative abilities will be sought in all cases.

Submit application, indicating salary requirements and three references, to: **Columbia University Libraries, Box 35, Butler Library, 535 West 114th Street, New York, NY 10027**. Salary ranges for 1982-83 are: Librarian II: \$24,500-\$31,850; Librarian III: \$27,500-\$39,875. **Deadline for applications is May 6, 1983.**

An equal opportunity, affirmative action employer

addresses of at least three references. An AA/EEO employer. Qualified women, minorities and handicapped persons, as well as others, are encouraged to apply.

CHAIRPERSON, REFERENCE SERVICES (search reopened). Directs the activities associated with Reference, Documents, Interlibrary Loans, Computer Searching, and Microforms. Supervises 19 librarians; facilitates faculty liaison, staff interaction, and professional development. ALA-accredited MLS and second master's preferred; extensive reference experience with at least 4 years in a successful supervisory capacity. Demonstrated skills in personnel management, communication, leadership, and ability to work with librarians and faculty. Salary: \$23,000 minimum, 10 months appointment. Starting date negotiable. Application deadline: May 15, 1983. Send letter/vita to: Don Frank, Chairperson of Search Committee, Texas Tech University Library, Lubbock, TX 79409. A multi-disciplinary university, 23,000 students, community of 180,000. AA/EEO.

COORDINATOR OF COLLECTION SERVICES. Responsible for the administration of services and activities of a major library unit consisting of Circulation, Reserve Books, ILL, Microforms and Bookstack Management. Reports directly to Dean of Library Services. Duties include planning and supervision of ongoing activities.

development and implementation of new library technology, coordination with three other units, and related duties as may be appropriate or assigned. New position at instructor level, tenure track. Fiscal year salary \$19,154. Requires ALA-accredited MLS and at least three years related experience in an academic library. Working knowledge of library automation and technical developments. Closing date April 29, 1983. All credential material and letters from three current references must be received by closing date. Send all materials to: Collection Services Search Committee, Mansfield Library, University of Montana, Missoula, MT 59812. The University of Montana is an affirmative action, equal opportunity employer.

DIRECTOR OF LIBRARY SERVICES. Position available July 1, 1983. Salary: \$29,000-\$39,000 depending on experience and qualifications. Responsible for the supervision of professional and support staff of University Library in providing services to students, faculty and public. Qualifications: ALA-accredited master's degree in library science and six years experience in library administration required. Doctorate and knowledge of automated systems preferred. Send letter of application, resume, and three current references giving names, addresses and telephone numbers, to: George R. Murhead, Dean of Instructional Services, Central Connecticut State University, New Britain, CT 06050 by April 30, 1983. CCSU is an

DIRECTOR OF CENTRAL TECHNICAL SERVICES

University of Minnesota Libraries-Twin Cities

The Director of Central Technical Services in the University of Minnesota-Twin Cities Libraries is responsible for administering the library's central processing programs and operations. Central Technical Services has three major administrative divisions—the Books and Serials Acquisition Division (which includes Gifts and Bloc Purchases, Bibliographic Data, Orders and Receipts, Secretarial/Typing, Special Orders, and Standing Orders sections); the Catalog Division (which includes Monographic Cataloging, Serials Cataloging, Copy Cataloging, and Catalog Support Services sections); and the Retrospective Conversion/RLIN Division.

Central Technical Services is responsible for processing most of the library materials added to the University Libraries collections. It has an annual operating budget of almost \$2,000,000 and a staff of more than 85 FTE, including 24 FTE professional staff.

The Director of Technical Services has direct administrative responsibility for the department and is also responsible for coordinating the work of the department with the Directors of the public services departments (the Institute of Technology Libraries, Walter Library, and Wilson Library) for which CTS provides direct processing support. The Director of CTS is also responsible for coordinating University Libraries-wide processing with the Directors of the University Libraries departments which have their own technical services operations (the Bio-Medical Library and the St. Paul Campus Libraries). The Director of CTS is responsible for coordinating the University Libraries participating in RLIN processing programs (the University of Minnesota is a member of RLG and participates fully in its RLIN program), with OCLC processing programs (Minnesota is a tape-loading OCLC participant), and with the MINITEX (a state and regional library cooperative entity) processing programs. The Director of CTS is also responsible for administering the University Libraries Union Catalog and its retrospective conversion programs. Finally, the Director of CTS is responsible for quality control of the University Libraries bibliographic records and data base.

As Director of one of the seven University Libraries departments, the Director of CTS participates in library-wide planning and policy development.

Applicants for this position must have demonstrated skills in administration, planning, and interpersonal relations. They should have a sophisticated knowledge of most aspects of technical services within a major research library, as well as a knowledge of current major technical services issues and requirements—particularly standards, cooperative developments, and automation. They must be able to work effectively with other administrative officers, professional colleagues at Minnesota and in other libraries, and professional support staff. Adequate experience in a major research library is required, as is an MLS.

This is an academic-administrative appointment, which provides a full range of benefits. The salary, which is negotiable, has a minimum of \$37,500.

The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities.

Deadline: Applications must be postmarked by May 2, 1983.

If interested in applying, please send letter of application, vita, and names of three references to **Robert L. Wright, Personnel Officer, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455.**

AA/EEO employer. Women, minorities, the handicapped and veterans are encouraged to apply.

DIRECTOR OF LIBRARY SYSTEMS. He/she has responsibility for assisting with planning, design, development and coordination of the library computer-based systems. Must be capable of overseeing existing DataPhase System and developing long-range plans for integrated, automated system. Qualifications: demonstrated written and oral communication abilities. Knowledge of programming principles, successful experience in Systems design and automation, and excellent interpersonal skills. Preference given to candidates with experience in library operations and systems. Appropriate academic degrees for appointment as Assistant or Associate Professor rank with salary in range of \$30,000-\$35,000 for 12 months, an ALA-accredited MLS preferred. Starting date July 1, 1983. Deadline for application is May 1, 1983. Bowling Green State University is an equal opportunity, affirmative action employer. Send vita and three letters of reference to Dwight F. Burlingame, Dean of Libraries and Learning Resources, Bowling Green State University, Bowling Green, OH 43403.

HEAD, ADAPTIVE CATALOGING UNIT. Manage, organize and coordinate all adaptive monographic cataloging and retrospective conversion within the Cataloging Department. Supervise, train and evaluate a staff of 4.5 FTE classified and 2.5 FTE student employees, develop operational procedures and coordinate automated cataloging operation (OCLC). Requirements: ALA-accredited MLS; three years cataloging experience with automated systems, supervisory experience, and thorough knowledge of LC subject heads and classification, AACR and AACR2, MARC formats and cataloging conventions. Desirable: knowledge of one foreign language and experience with OCLC, retrospective conversion, and academic libraries. Twelve month, tenure track position with faculty rank. Salary \$18,000-\$22,000 depending on qualifications. Benefits include 22 days vacation, TIAA/REF, and fully-paid employee health insurance. Position available July 1, 1983. Letter of application along with current resume and the names and telephone numbers of three references must be submitted by May 1, 1983, to: Administrative Services Officer, Kansas State University Libraries, Manhattan, KS 66506. Kansas State University is an affirmative action, equal opportunity employer.

HEAD, MONOGRAPHIC ACQUISITION DIVISION. Manages the division, with direct responsibility for domestic and foreign approval plans, including liaison with library selectors and vendors; as well as responsibility for pre-order searching and ordering of all materials other than continuations. Supervises ten support staff and participates in the overall management of the department. Reports to the Head, Acquisitions Dept. Required: MLS from ALA-accredited program; at least three years acquisitions experience in an academic or research library; demonstrated supervisory ability; reading knowledge of at least one Western European language. Salary: \$20,040-\$24,000. Appointment at the upper end of the range requires more than the minimum experience. Available 1 June. Faculty are expected to meet University requirements for promotion and tenure, including research, publication and service. Apply by 30 April to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume and names and addresses of at least three references. An AA/EEO employer. Qualified women, minorities and handicapped persons, as well as others, are encouraged to apply.

HEAD OF GENERAL REFERENCE. Northern Illinois University has an anticipated July 1983 opening for a qualified librarian to serve as Head of General Reference. MLS from an accredited library school required and 30 hours beyond the master's degree preferred. At least 5 years experience as a reference librarian, including at least 2 years administrative experience, training in online information retrieval and experience in bibliographic instruction in an academic library required. Duties include: organize and coordinate functions and process for building general reference collection; give reference service; coordinate online bibliographic searching and preparing instruction in library use. Evaluate general reference services for department of 4 librarians plus paraprofessional and clerical support staff. \$24,000 minimum for 12-month contract; Illinois Retirement System, one month vacation, academic status. Send resume, placement file, official transcripts, and 3 letters of recommendation by May 31, 1983, to: George Nenonen, Personnel Director, University Libraries, Northern Illinois University, DeKalb, IL 60116. Northern Illinois University is an equal opportunity, affirmative action employer.

HEAD, TECHNICAL SERVICES. Unique opportunity to move to library management. Direct all technical service operations. Also, assist in the selection of library materials and help at the reference desk. Qualifications: MLS from an ALA-accredited library school, two years of cataloging experience in an academic library and two years of supervisory experience or the equivalent, detailed understanding of AACR II, ability to work independently and with others, ability to communicate effectively both orally and in writing. Desirable: OCLC experience. Indiana University Northwest is a 4,900 student campus of Indiana University located 25 miles from Chicago. Position avail-

able immediately. Salary \$14,000-\$17,500, attractive fringe benefits. Send application, resume, and the names of three references, by April 30, 1983, to: Robert F. Moran, Jr., Director of Library Services, Indiana University Northwest, 3400 Broadway, Gary, IN 46408. An equal opportunity, affirmative action employer.

INFORMATION SERVICES, COORDINATOR (search extended). A permanent 12-month, faculty position. Coordinates areas of reference, circulation, interlibrary loan, government documents, bibliographic instruction, and special collections, including the Flannery O'Connor Collection. Expected to teach in the library media program. Requires an ALA-accredited degree, with appropriate supervisory experience. Ability to communicate effectively with students, faculty and staff. Salary minimum \$18,000. Send letter of application, resume, transcripts, and three current letters of reference relevant to this position to: Anne Hartman, Georgia College Library, Milledgeville, GA 31061. This position will be filled only if suitable applicants are found. Georgia College is an equal opportunity, affirmative action employer.

LIBRARY DIRECTOR. Northern Michigan University, Marquette, MI. Responsible for administering the total operation of the library. The Director reports to the Vice President for Academic Affairs and serves on the Deans' Council. The appointment is a 12-month, tenure track position to be filled no later than August 1, 1983. Northern Michigan University is a state supported institution with an enrollment of 7,000 and a faculty of 275. The library contains over 350,000 volumes, with an annual budget of \$950,000 and employs a staff of 18 FTE, including 7 professionals. The library holds membership in OCLC, Michigan Library Consortium, and the Upper Peninsula Region of Library Cooperation (UPRLC), a multi-type library cooperative. The library is involved in evaluation bids for an integrated automated system for UPRLC libraries. Qualifications: MLS from an ALA-accredited institution; five years of progressive administrative experience in an academic library; effective managerial skills including long range planning, policy formulation, budget development and justification, and personnel management; demonstrated experience in the functional areas of the library; effective communication skills; and experience with planning and implementing automated library systems. Salary competitive, commensurate with experience. Send letter of application, a detailed resume, and three letters of reference to: Jane O. Swafford, Chair, Library Search Committee, Northern Michigan University, Marquette, MI 49855. Deadline for receipt of complete application is April 30, 1983. The University is an EO/AA employer.

MEDICAL LIBRARIAN. A librarian is being recruited to direct the Indiana University School of Medicine Statewide Medical Education System libraries. Applicants must have experience in a major medical center library and be eligible for Associate or Librarian rank with an MLS degree or equivalent. Salary commensurate with experience and qualifications. Direct inquiries, C.V.s and three references to: Joe C. Christian, MD, Ph.D., Chairman, Search and Screen Committee, Office of the Dean, Indiana University School of Medicine, 1120 South Drive, Indianapolis, IN 46223; telephone (317) 264-2241. Deadline, May 2, 1983. Indiana University is an equal opportunity, affirmative action employer, employer and contractor. M/F.

MUSIC LIBRARIAN. Responsible for general administration of the Columbia University Music Library, including supervising two full-time supporting staff and providing liaison with the administrative staff and faculty of the Department. The collections contain some 54,000 volumes, 6,000 microforms and a record collection of 16,000 items. The Music Library is a component of the Humanities & History Division, Library Services Group, and the librarian reports to the Division Chief. The primary responsibilities of the position include developing and maintaining library and information services required by faculty and students in music education; establishing and implementing collecting objectives and policies to assure the effective organization and preservation of collections; and exploring with faculty new approaches to information services, including the applications of audio-visual and computer-based instructional systems. In addition to an accredited MLS, requirements are: at least 3 years of demonstrated successful administrative and/or supervisory experience, preferably in public services on a professional level; a comprehensive knowledge of music literature and collection development, including the ability to read music; and a commitment to public service objectives. Preferential consideration will be given to applicant with a working knowledge of one Romance and one Germanic language. Salary ranges for 1982-83 are: Librarian II, \$20,500-\$26,650; Librarian III, \$23,500-\$34,075. Excellent fringe benefits, including free tuition and assistance with University housing. This position is available on or about October 1, 1983. Submit resume, listing 3 references and salary requirements to: Box 35, Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Deadline for applications is May 15, 1983. An equal opportunity, affirmative action employer.

REFERENCE/BIBLIOGRAPHER IN HUMANITIES, Cleveland State University Libraries. Position available for reference/bibliographer in humanities. Duties include half-time collection development, liaison between library and humanities and fine arts depart-

ments, works with faculty in developing the collections. Half-time reference provides reference service and library instruction. Minimum qualifications: MLS and at least three years professional experience in reference work and collection development in an academic or research library. Background in the humanities. Proficiency in at least one foreign language. Strong service orientation. Preferred qualifications: background in English. A second master's degree in a humanities subject area, experience in computerized database searching. Librarian rank and salary depending upon qualifications, \$17,000 minimum. Application deadline of May 1, 1983, with starting date of July 1, 1983 (negotiable). Send resume and names of three references to: Winifred Dean, Chair, Search Committee, Cleveland State University Libraries, 1983 E. 24th St., Cleveland, OH 44115. An equal opportunity employer M/F/H.

SERIALS LIBRARIAN. Wayne State University Libraries, Detroit, Michigan. Shiffman Medical Library position immediately available. Responsibilities include (i) serials control (cataloging, bindery, serial records, union list development), (ii) collection evaluation related to program priorities, (iii) supervision of support staff and (iv) shared participation in reference services. The library maintains a biomedical collection of 96,000 bound journals and 2,300 current subscriptions. As one of five units in the University Libraries System, it supports the educational, research and clinical programs in medicine and allied disciplines. Required: fifth year library science degree from an accredited library science program. At least two years professional experience with serials management, knowledge of OCLC cataloging and supervisory skills. Health science library experience and familiarity with NLM and BRS online systems preferred, albeit not required. Salary: \$17,380-\$22,420, depending upon qualifications and experience. Fringe benefits: TIAA/CREF retirement plan, social security, subsidized health, hospital, dental and life insurance. The University is an equal opportunity employer. Write to: James F. Williams, II, Associate Director of Libraries, Wayne State University, 5344 Gullen Mail, Detroit, MI 48202.

SERIALS UNIT SUPERVISOR. Supervision of serials within the Department of Library Automation and Technical Services. Position requires an ALA accredited degree, three years academic library experience (including two years of serials work, one of which must

include cataloging). Applicant must have serials expertise, supervisory ability and professional competence. Position carries faculty rank. Rank and salary dependent upon qualifications and experience. \$16,000-\$18,000. Send letter of application, resume, transcripts and three letters of recommendation to: Librarian Search, Office of Academic Affairs, Wetherby Administration Building, Western Kentucky University, Bowling Green, KY 42101. Applications will be accepted until position is filled. An affirmative action, equal opportunity employer.

SYSTEMS OFFICER. Associate or Librarian rank, Indiana University Libraries, Bloomington, Indiana. Responsible for planning, coordination, evaluation and implementation of computerization in the Indiana University Libraries. Responsible also for keeping abreast of developments in computerization and for informing library faculty and staff of these developments. The Systems Officer is a member of the libraries Executive Committee and is the liaison with Administrative Computing and Academic Computing Services and other university offices, as well as other appropriate groups outside the university system. Qualifications: MLS from ALA-accredited library school; relevant experience might be substituted; current knowledge of appropriate library systems and the ability to analyze and recommend purchase of such systems; proven analytical and problem solving skills; ability to work well independently and with others; demonstrated ability to communicate effectively both orally and in writing; and ability to meet the responsibilities and requirements of a tenure-track appointment. Significant experience in research libraries and with appropriate automated library systems preferred. Salary dependent upon qualifications and experience: minimum \$20,000. Apply to: Anne Rimmer, Personnel Officer, Indiana University Libraries, Bloomington, IN 47405, telephone (812) 335-3403. Deadline for applications: not earlier than April 30, 1983. Indiana University is an equal opportunity, affirmative action employer.

LATE JOB LISTINGS

ASSISTANT LIBRARIAN, Austin College. ALA-accredited MLS, plus teaching interest and skills. Duties: ILL, serials control project, cataloging, reference, and bibliographic instruction as assigned. Salary: \$16,000 for 12 months or slightly higher for substantial relevant experience. Apply before May 1 by sending vita and library school placement file to: Anne H. Fuller, Vice President for Academic Affairs, Austin College, Sherman, TX 75909. An equal opportunity employer.

COORDINATING CATALOGER, AUTOMATED PROCESSING DEPARTMENT. Supervises operation of the section responsible for editing and input of cataloging data through OCLC to create records in the local online catalog. Trains, schedules, supervises, and revises the work of 10 support staff and 10-15 student assistants. Upgrades, enhances, and solves problems related to cataloging copy through application of AACR2 and LC classification and subject headings; serves as liaison with Catalog Department for resolution of cataloging problems. Compiles statistics and reports, and maintains procedure manuals. Responsible for operation of the department one or two evenings per week. Reports to the head of the department. Required: master's degree from ALA-accredited program, two or more years post-MLS cataloging experience, including substantial experience with OCLC or other bibliographic utilities; supervisory experience; ability to communicate effectively orally and in writing; ability to adapt to frequently changing environment. Desirable: reading knowledge of one or more Western European languages. Faculty are expected to meet University requirements for promotion and tenure, including research, publication and service. Salary: \$15,600-\$18,600. Apply by 30 April to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume and names and addresses of at least three references. An AA/EEO employer.

Qualified women, minority, and handicapped persons, as well as others, are encouraged to apply.

EAST ASIAN STUDIES SPECIALIST, Visiting Assistant Librarian, Associate Librarian, or Librarian. (Temporary position, 14 months beginning July 1983). Responsible for selecting, maintaining and providing public services for the East Asian Collections, including selection and evaluation of collections, reference, maintenance of cooperative programs including gift and exchange agreements, liaison with the East Asian Languages Department. Qualifications: ALA-accredited MLS; ability to read and write fluent Chinese or Japanese; background in one or more areas of East Asian area studies; knowledge of foreign and domestic book trades. Salary dependent on qualifications and experience. Minimum: \$20,000. Send letters of application to: Anne Rimmer, Personnel Officer, Indiana University Libraries, Bloomington, IN 47405; (812) 335-3403. Deadline for application: no earlier than April 30, 1983. Indiana University is an affirmative action, equal opportunity employer.

HEAD, COPY CATALOGING DEPT. Responsible for directing and coordinating work of Copy Cataloging Dept. in processing materials with OCLC and LC member-input copy. Formulates and interprets cataloging policies/procedures in consultation with division head and original catalogers. Interviews, selects, and evaluates staff. Position involves communication and interaction with other library areas, particularly in relation to online functions (acquisition, circulation, and proposed online catalog). Require ALA/MLS, minimum of three years cataloging experience, demonstrated supervisory and management skills, practical knowledge of OCLC or similar bibliographic utility. Generous benefits including retirement and insurance plans, state payment of 88% of Social Security. Faculty rank, 10.5 month contract year. Minimum salary \$15,500 open May 1, 1983. For application, contact: Kristen M. Dahlen, Head, Personnel Operations, Texas A&M University Library, College Station, TX 77843. An AA/EEO employer.

MEDIA SERVICES LIBRARIAN, Wake Forest University Law Library. Requirements: MLS degree. Prior library experience and familiarity with audiovisual equipment, computer and WESTLAW or LEXIS desirable. Duties: primary responsibility for planning, coordinating, and supervising media and computer services which include management of student camera crews, scheduling and supervising videotaping of mock trials, appellate arguments, CLE programs, and coordinating the rendition of computer services to students, staff, and faculty. This position will include responsibility for developing, training, and orientation programs for computer instruction with the Director and coordinating the implementation of those programs with the Readers Services Librarian. Position will also involve some reference responsibilities, especially as they relate to the use of computer-assisted reference systems. The position requires a strong orientation toward automated research, learning, and word processing systems and a willingness and enthusiasm to learn more about such systems. Salary: commensurate with qualifications and experience. Available: July 1, 1983. Send letter of application, resume, references, and salary history to: Kenneth A. Zick, Director of Law Library, Wake Forest University Law Library, PO Box 7206, Reynolda Station, Winston-Salem, NC 27109.

PHYSICAL SCIENCES REFERENCE LIBRARIAN, Dartmouth College Library. Primary responsibilities include providing reference service, interlibrary loan, bibliographic instruction, and computer literature searching for students and faculty in the physical sciences. This position reports to the Physical Sciences Librarian in Kresge Physical Sciences Library, one of eight librarians at Dartmouth College. Candidates must have an ALA/MLS, academic

background in a physical science field, and experience with online systems for bibliographic retrieval. Experience in an academic science library preferred. Salary and rank commensurate with experience and qualifications, with a minimum salary of \$15,000. Please send resume and names and addresses of three references to: Phyllis Jaynes, Director of User Services, Dartmouth College Library, Hanover, NH 03755, before April 30, 1983. Dartmouth College is an AA/EEO/M/F employer.

TECHNICAL SERVICES LIBRARIAN, Wake Forest University Law Library. Requirements: MLS degree. Cataloging and supervisory experience in an academic library preferred. Knowledge of AACRII, LC classification and subject headings, and OCLC or other network cataloging and acquisitions procedures. Duties: responsible for the cataloging and classification of all materials, supervision of staff assigned to technical services department, and training of staff in OCLC procedures using acquisitions, funding, and serials control subsystems. Assists law librarian in preparing budget, compiling statistics, and coordinating technical services operations with Readers Services Librarian. Salary: competitive. Available: July 1, 1983. Send letter of application, resume, references, and salary history to: Kenneth A. Zick, Director of Law Library, Wake Forest University Law Library, PO Box 7206, Reynolda Station, Winston-Salem, NC 27109.



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